

Tennessee Avenue Christian Academy
PARENT-STUDENT HANDBOOK



That the generations to come might know Him – Psalm 78:6

806 Tennessee Avenue Bristol, TN 37620 | (423) 989-4346 | tacabristol.org

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A Message from the Administrator

As I reflect on my 30 plus years of service in Christian Education, I remember the reasons for serving those ministries. My passion is and has always been to ensure a quality education intertwined with the Word of God. As educators and parents, it is our responsibility to give our children a clear understanding of a Biblical worldview in everything we teach.

At Tennessee Avenue Christian Academy, our goal is to focus both on the intellectual and spiritual growth of every student from Pre-K to 12th grade. Christian education provides the opportunity for a Biblically based education by recognizing the Bible as the beginning of all knowledge.

I believe that every student, family, and staff member that comes to TACA is here by divine appointment. I also believe that God called me to TACA for a time and has charged me with the responsibility to do my very best for each and every one. I am thankful for the privilege to serve, and I am proud to be a CRUSADER! To God be the glory!

Mrs. Cindy Beal

"That generations to come might know Him." Psalm 78:6

A Message from the Principal

I would like to welcome you to Tennessee Avenue Christian Academy! I am so excited about the promise that the new school year holds for all of us. I am confident that God has great things in store for our school this year. We are so blessed at TACA to have such great students, families, and staff that make TACA such a special place.

Our prayer for this handbook is to provide you not only with the information you need for your children to succeed, but also to provide you with valuable insight into the philosophy, mission, and heartbeat of Tennessee Avenue Christian Academy. We are indeed committed to our purpose of providing Christ-like love, promoting a Biblical worldview, pursuing excellence in education, and partnering with our families.

We are here to serve you and partner with you in providing your children a distinctive Christian education. We certainly appreciate the sacrifices that you make in order to provide your children with an opportunity to excel with a Biblical worldview. I am completely convinced that God will honor your sacrifices with eternal dividends. Thank you for the trust you place in us.

In Christ,
Ms. Melinda Widener, Principal

School Leadership

Position/Title	Contact
TACA Administrator	Cindy Beal cindy.beal@tabaptist.org
Principal	Melinda Widener mwidener@tabaptist.org
Director of Early Education Center & Extended Care Director	Jessica Sharrett sharrettj@tabaptist.org
Office Manager & Director of Student Accounts	Angie Williams awilliams@tabaptist.org
K-4 Teacher	Tereasa Thomas tthomas@tabaptist.org
K-4 Teacher	Jennifer Darby
Kindergarten	Amy Ward award@tabaptist.org
First Grade	Hannah Sandoe
Second Grade & Third Grade	Stephanie Allen sallen@tabaptist.org
Fourth Grade	Hollie Ryan hryan@tabaptist.org
Fifth Grade	Jill Hutchins jhutchins@tabaptist.org
Middle School/Fourth & Fifth Grade History	Heather Allen hallen@tabaptist.org
Middle School	Naomi Pugh npugh@tabaptist.org
Middle School	Robyn Reece rreece@tabaptist.org
High School	Stuart Sutherland ssutherland@tabaptist.org
High School	Donald Bowes dbowes@tabaptist.org

School Leadership

Position/Title	Contact
High School	Kent Peters kpeters@tabaptist.org
High School	Beth Williams bwilliams@tabaptist.org
High School	Christy Vance cvance@tabaptist.org
Physical Education	Samantha Tuzzolino stuzzolino@tabaptist.org
Art & Spanish	Kathryn Benton kbenton@tabaptist.org
Librarian	Cindy Ryan cryan@tabaptist.org
Administrative Assistant	Monica Dixon mdixon@tabaptist.org
Athletic Director	Michele Steadman msteadman@tabaptist.org
TABC Office Secretary	Peggy Phipps
TABC Bookkeeping Office	Brenda Wheeler
TABC Office Personnel	Debbie Boyd mrsdebbie@tabaptist.org
Cafeteria Manager	Jennifer Harkleroad
Maintenance	Benny James
Housekeeping	Randy Wheeler

Handbook Purpose

This handbook is designed to provide rules, guidelines, and procedures for the benefit of the students and the school community. While we have tried to be as comprehensive as possible, it is impossible to address every conceivable circumstance in handbook format. If a subject or item is not covered within these pages, it does not mean that it is allowed. It may be that well-known biblical principles and common sense determine how a matter will be handled. Every year, this handbook is updated as needed.

The revisions may be grammatical, a change in wording for better clarification, or an attempt to match the wording in other documentation.

The administration of Tennessee Avenue Christian Academy reserves the right to make changes to any policy or procedure, if needed, to best achieve the school's mission.

Parents and students are expected to follow all TACA rules and regulations and should not expect exceptions to be made to the handbook. Please read thoroughly, sign the handbook agreement form and return it to your child's teacher.

The TACA Ministry

Mission Statement

It is the mission of TACA to help students meet their fullest potential by providing a learning environment that adheres to the premise that all students are unique individuals, created in the image of God, while fostering a love and respect for themselves, others, our Lord, Jesus Christ, and the Word of God.

Vision of TACA

The goal of Tennessee Avenue Christian Academy is to provide an affordable, Christ-centered education that enriches the lives of students and families through the incorporation of Biblical principles, academic excellence, athletics, fine arts, and community outreach ministry. At Tennessee Avenue Christian Academy, we believe that all students are unique individuals who need a secure and stimulating atmosphere in which to grow and mature spiritually, intellectually, emotionally, and socially.

TACA has the aspiration and responsibility to participate in a child's total educational experience whose primary focus is a Christ-centered approach to learning that cultivates a Biblical worldview in an endeavor toward academic excellence, but most importantly, fosters growing in a personal relationship with Jesus Christ. These are the guiding foundations of the educational experience at TACA. The result is to prepare a young person to assume their role in the body of Christ, the church, and society.

Purpose

The purpose of Tennessee Avenue Christian Academy is to:

1. Provide Christ-like love
2. Promote a Biblical worldview
3. Pursue excellence in education
4. Partner with our families

Statement of Faith

The foundation of Tennessee Avenue Christian Academy is the infallible Word of God, found in both the Old and New Testaments. TACA holds to the sovereignty of God, revealed in the Lordship of Jesus Christ. We submit unconditionally to the authority of the Holy Scriptures; thereby, we recognize Scripture to the highest and final standard for Christian education and for all matters of life. On this basis, we subscribe to the following articles of faith:

- We believe in the plenary, verbal, inerrant inspiration of the Bible, both Old and New Testaments. (2 Timothy 3:16, 2 Peter 1:20-21)
- We believe the Creation of man was by the direct act of God. (Genesis 2:17)
- We believe that Christ died for our sins, according to the Scriptures, the just for the unjust, that He might bring us to God. (Romans 5:8; 1 Peter 2:24; 1 Peter 3:18)
- We believe in the bodily resurrection of our Lord on the third day, according to the Scriptures. (Matthew 28:6; 1 Corinthians 15:3-8, 20)
- We believe that He, only, is the great High Priest and we need not the intercessions of any man, but that Christ forever lives to make intercession for us. (1 Timothy 2:5; Hebrews 7:24-26)
- We believe in the pretribulation, before the seven year tribulation period begins on earth, pre-millennial, before the 1,00 year reign of Christ on earth, return of our Lord. (1 Thessalonians 2:13-18)
- We believe that man is saved by the grace of God and kept by the power of God. (Ephesians 2:8-9; 1 Peter 1:3-5)
- We believe that every truly born-again soul should declare his faith by the act of baptism. (Matthew 28:19; Acts 2:38-42; Acts 8:36-39)
- We believe God created male and female, and that marriage is between a man and a woman only in a Biblical and spiritual state of marriage.
- We do not honor the state approved partnership of homosexual, gay, lesbian, bi-sexual, or transgender marriage.
- Because of our religious freedom and belief of the Holy Scripture, anyone living in a non-Biblical standard as defined by TABC will not be eligible for employment. This includes homosexual, gay, lesbian, bi-sexual, and transgender marriages as well as a man and a woman cohabitating together in an unbiblical fashion.

Core Values & Expectations

The Lord has provided the ministry of Tennessee Avenue Christian Academy and it is our prayer to partner with our families for a successful school year. As we carry out our mission, we seek to uphold these foundational values:

Honor God in All We Do – It is our desire to serve and honor Christ in all that we do, no matter the size of the task given to us. Along with this privilege, comes the responsibility to prayerfully seek his wisdom, spread his love, and give him the glory for the results.

Matthew 5:16 “Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.”

Matthew 6:33 “But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.”

Integrity – We take pride in everything that is fair, honest, and knowledgeable and strive to build trust in every situation, but especially when working with each other, students, parents, families, and the community so that through our ministry we may bring them to a closer relationship with Jesus Christ.

Philippians 4:8 “Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”

Ephesians 5:8-10 “For ye were sometimes darkness, but now are ye light in the Lord: walk as children of light: For the fruit of the Spirit is in all goodness and righteousness and truth; Proving what is acceptable unto the Lord.”

Teamwork – It is our desire to cooperate and work in harmony with one another for the common good of the school, students, and families we serve. This is our responsibility and is essential to achieving the mission of the school and to successfully minister to students and families in the name of Jesus Christ.

Proverbs 27:17 “Iron sharpeneth iron; so a man sharpeneth the countenance of his friend.”

1 Corinthians 12:17-20 “If the whole body were an eye, where were the hearing? If the whole were hearing, where were the smelling? But now hath God set the members every one of them in the body, as it hath pleased him. And if they were all one member, where were the body? But now are they many members, yet but one body.”

Accountability – As a school community, we strive to complete and satisfy all commitments and assignments with excellence and take personal responsibility to be held accountable for our obligations, words, and actions, on and off the TACA campus, that they may be that of excellent moral testimony.

Romans 14:12 “So then every one of us shall give account of himself to God.”

James 5:16 “Confess your faults one to another, and pray one for another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much.”

Love – We strive to show the love and the joy of the Lord while serving him. It is important to keep things in perspective and to trust God and His timing. We want to be aware of things that steal our joy, and learn to cultivate a loving, joyful spirit. We want our school to be a fun place of learning, a place where we enjoy each other's company, and make a difference in the lives of each other and the students we teach. We desire to develop the type of successful and loving relationships that bond our faculty and students in the love and joy of Jesus Christ.

1 Corinthians 13:4-7 “Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things.”

Luke 10:27 “And he answering said, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbor as thyself.”

Diversity Statement

TACA holds to the core beliefs found in God's Word that guide us in everything we do regarding diversity.

1. Our thoughts, attitudes, and actions are shaped by the power of the Gospel: God's spirit and power within us makes it possible for us to demonstrate love, honor, and respect for God and others as we should. Economic, cultural, and racial differences are often areas where the sin condition of man is evident. However, God has called us to live differently as Ephesians 2:14-16 declares. This verse reminds us that God has put to death this sin and hostility. In its place, God has made it possible for us to celebrate the goodness and grace of God through our differences.

"For he is our peace, who hath made both one, and hath broken down the middle wall of partition between us; Having abolished in his flesh the enmity, even the law of commandments contained in ordinances; for to make in himself of twain one new man, so making peace; And that he might reconcile both unto God in one body by the cross, having slain the enmity thereby:" Ephesians 2:14-16

2. As believers, we know that every person has great value in the Kingdom of God: Every person bears the image of God and with that image they possess inherent value and dignity. This value is not dependent on an economic, cultural, or racial status. Each person is given a cultural heritage which is to be celebrated and embraced for the good gift that it is.

"If ye fulfill the royal law according to the scripture, Thou shalt love thy neighbor as thyself, ye do well: But if ye have respect to persons, ye commit sin, and are convinced of the law as transgressors." James 2:8-9

3. We embrace the wisdom and beauty of God's design for humanity: God's design for humanity is perfect and we recognize that each person is truly God's workmanship according to Ephesians 2:10 which says, "For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them."

"For thou hast possessed my reins: thou hast covered me in my mother's womb. I will praise thee; for I am fearfully and wonderfully made: marvelous are thy works; and that my soul knoweth right well." Psalm 139:13-14

4. Everyone in our school community is important to us and our love for them is evident: It is the desire of our community to believe the best about each other, to create a culture of mutual respect, and to have deep affection for everyone in our community. We believe that such a learning environment will produce a people that will honor God with their actions, attitudes, and lives.

"Neither pray I for these alone, but for them also which shall believe on me through their word; That they all may be one; as thou, Father, art in me, and I in thee, that they also may be one in us: that the world may believe that thou hast sent me. And the glory which thou gavest me I have given them; that they may be one, even as we are one." John 17:20-22

Core Principles

Our approach and mindset to race and ethnicity will reflect our commitment to the Gospel of the Lord Jesus Christ. Ephesians 2:19–22 “Now therefore ye are no more strangers and foreigners, but fellow citizens with the saints, and of the household of God; And are built upon the foundation of the apostles and prophets, Jesus Christ himself being the chief corner stone; In whom all the building fitly framed together groweth unto an holy temple in the Lord: In whom ye also are builded together for an habitation of God through the Spirit.”

We will seek to live lives that are in line with Scripture, but we will also realize that there will be mistakes or failures that we will accept responsibility for. We will work to make these failures right quickly and provide for an atmosphere of grace and mercy. We will humbly walk together in the spirit of love and forgiveness demonstrating an understanding that until we reach heaven, we remain sinners in need of grace and mercy.

Romans 3:23 “For all have sinned, and come short of the glory of God.”

Ephesians 4:32 “And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you.”

TACA will take the lead in setting classroom instructional objectives and campus behavioral standards with the home and church as supportive partners.

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

Deuteronomy 6:6–9 “And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates.”

TACA does not tolerate discrimination or bullying. Discipline will be administered for racial infractions equitably for students of all ethnicities redemptive with Christlikeness as the objective, and progressively.

2 Timothy 3:16–17 “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.”

Matthew 10:31 “Fear ye not therefore, ye are of more value than many sparrows.”

Educational Philosophy

It is our belief at TACA that man lives his life as a response to God; therefore, an education that weaves God's Word, the Bible, into the daily curriculum is necessary. His word is the filter for clarity, the level for balance, and the final check for TACA's goals. Christian education is founded upon the word of God. TACA believes that the Bible is the inspired, infallible, and sufficient word of God providing the standard for living a life of significance and meaning.

TACA serves as a tool for communicating and facilitating His word as we assist students in their spiritual transformation process. As Christians, we are to present ourselves as a living sacrifice and avoid the temptations of the world by **"...being transformed by the renewing of the mind in order to prove what is good, acceptable, and the perfect will of God (Romans 12).**

In obedience to the Word of God, students educated at TACA will pursue academic excellence and establish a Biblical worldview, thus equipping students for service to the community. Teachers and staff who have a living, personal relationship with Jesus Christ and view each child as a unique creation in the image of God, are necessary to fulfill the goals and mission of the school.

EDUCATIONAL OBJECTIVES:

"And Jesus increased in wisdom and stature and in favor with God and man." Luke 2:52

Spiritual – "Let the Word of God dwell in you richly..." (Colossians 3:16a)

- Students will be encouraged to make a personal commitment to Jesus Christ.
- Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
- Students will continually increase their knowledge of Scripture.

Academic – "Let this mind be in you which was also in Christ Jesus." (Philippians 2:5)

- Students will acquire basic skills in the areas of reading, writing, speaking, and listening.
- Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
- Students will acquire information concerning the earth, physical and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
- Students will understand the facts and flow of human history and current events and interpret them in the light of God's plan for mankind.
- Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice which have made America free.
- Students will be afforded the opportunity to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.
- Students will understand the full range of career opportunities available to lead a productive life within God's plan and will be guided toward matching their aptitudes and skills with those opportunities.
- Students will have the opportunity to become acquainted with technology skills which will enable them to effectively function in a technological society.

- Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.
- Social – “For none of us liveth unto himself...” (Romans 14:7a)
- Students will be taught respect for parents and courtesy and love for the whole family and will assume responsibility within the family unit.
- Students will be taught to develop and demonstrate concern for others.
- Students will be taught to respect the property of others.
- Students will be taught acceptance and recognition of authority and respect for those in authority over them.

Physical – “Your body is the temple of the Holy Ghost which is in you...” (1 Corinthians 6:19a)

- Students will improve their coordination, grace, muscle tone and endurance.
- Students will be taught to form desirable habits in the care and grooming of the body and will be taught to develop respect for the body as a temple of the Holy Spirit.

Emotional – “For God hath not given us the spirit of fear, but of power, and of love, and of a sound mind.” (2 Timothy 1:7)

- Students will recognize the Christ-controlled personality as the source of true happiness.
- Students will develop a continuous desire for learning.

School Verse

At Tennessee Avenue Christian Academy, we have adopted a paraphrase of Philippians 4:8 as our school motto:

Whatsoever things are true, honest, just, pure, lovely, of good testimony, whatsoever things are of moral excellence, and whatever things are worthy of praise, we will think on these things.

TACA Honor Code

Jesus Christ is the reason that TACA exists. It is essential that we consider our actions, speech, and conduct as to whether or not they bring glory to God. We believe these should reflect a positive mindset that is dedicated to following Christ and persistent in conscientious thinking. This truth is reflected in **Philippians 4:8 “Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”**

We have placed this truth in our school motto as a reminder of the responsibility we have as individuals to seek out ideals that reflect scriptural principles. This Honor Code is foundationally built on God’s Word and the idea of our school community working always to glorify God in all that we do.

Components of the TACA Honor Code:

The Mission

Each member of the TACA community will be challenged to understand and commit to our school’s mission. The mission of TACA is “to help students meet their fullest potential ... while fostering a love and respect for themselves, others, our Lord, Jesus Christ, and the Word of God.”

Key Concepts of the Mission

- Provide Christ-like love to all we encounter
- Promote a Biblical worldview
- Pursue excellence in education
- Minister to families

The Mindset

All students and staff are challenged to focus on an eternal perspective. Colossians 3:2 commands us to “Set your affection on things above, not on things on the earth.” In order to effectively change our perspective to an eternal one, we must continually challenge students and staff to pursue the mind of Christ. **Philippians 2:5 commands us “To let this mind be in you; which was also in Christ Jesus.”**

Key Concepts of the Mindset

- Pursue an eternal mindset versus an earthly one
- Pursue a constant attitude of gratefulness
- Be a servant, preferring others above yourself
- Have your conversation always be wholesome, uplifting, professional, and appropriate. **“Only let your conversation be as it becometh the gospel of Christ.” Philippians 1:27**

The Mark

We will encourage all students and staff to leave a mark for Christ’s sake, not only in those we come in contact with, but also in all that we endeavor to do. The Biblical foundation for this pursuit is found in Philippians 3:14, “I press toward the mark for the prize of the high calling of God in Christ Jesus.”

Key Concepts of the Mark

The Mark on People

- We will intentionally share our faith with others.
- We will seek to treat all people with dignity and respect.
- We are inclusive rather than exclusive.
- We recognize that simple actions such as a smile, friendly greeting, handshake, and eye contact demonstrate respect, care and are centered around others.

The Mark on Programs

- We will seek to create a culture of excellence in all programs (academic, extracurricular, service, chapel, etc.).
- We will encourage student and staff participation in the life and culture of the school’s programs.
- We will teach our students and staff the truth that God gives us each special skills and abilities (the arts, athletics, academics, etc.). We will teach that supporting one another in these areas creates unity and friendship. It makes our school more complete when all of these programs succeed.

The Mark on Property

- We will instruct and encourage our students to have the utmost respect for the learning environment, the school’s facilities, and equipment. This stewardship principle carries over into all areas of each individual’s life.
- We will seek to leave a space better than we found it.
- We will stop and pick up trash whenever we see it.
- We will treat TACA property with respect and will not do anything that could potentially leave damage to its grounds, facilities, or contents therein.

Admissions Policies & Procedures

TACA exists to assist Christian parents in their God-given responsibility of raising their children in the truth. We strive to partner with families who concur with this purpose. Therefore, because of limited means and a focused curriculum, we are only able to admit students who fit our distinct ministry.

Non-Discriminatory Policy

Tennessee Avenue Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies, financial aid, athletics, and other school programs. We will admit children with special needs if services can be provided with reasonable accommodation.

Student Admission Procedures

Admissions will only take place by the following process:

1. The parents and student will complete the online application and pay the application and registration fees. Along with the application, the parents will submit all required documents.
2. After all documentation has been received, administration will review and assess students' academic and behavioral history.
3. At least one parent will interview with administration. Students in rising grades 3 through 12 will interview as well.
4. The administrator may admit the applicant or refer the application to the Admissions Committee for a final decision.

Student Admission Criteria

1. The applicant or applicant's guardian(s) poses no threat to the ministry of the school and has no behavioral or emotional needs that cannot be met within the Academy. The student and parents may not be currently involved in a sinful lifestyle (e.g. drugs, drinking, sex, rebellion to parents or school authorities, etc.). If the student has been previously involved in this lifestyle, there must be irrefutable evidence that God has changed the life of the student and parents. TACA does not generally accept an applicant who has a history of behavioral problems or has been under serious discipline at another school. Upper grade applicants must express a willingness to be at Tennessee Avenue Christian Academy.
2. The applicant does not have academic needs that cannot be met within the program of the school.
3. Applicants for kindergarten must be five years old before August 15th. There are no exceptions to this policy.
4. All applicants will be reviewed based on their report cards, transcripts, and standardized testing scores. If deemed necessary, students will be required to take an entrance assessment for admission to TACA. Applicants required to take the assessment must score in the average range on the math and reading comprehension portions of the test.
5. Students who have prior discipline incidents from another school will not be considered for admission to TACA until one year following the occurrence. This includes but is not limited to suspension and expulsion. The student must complete one-year discipline free and be a student in good standing at another school before TACA will give consideration for admission.
6. In the case of children who need additional academic assistance above and beyond the classroom, the administration will determine whether or not Tennessee Avenue Christian Academy is able to meet the child's specific needs.

7. The faculty reviews students at the end of each year. Students will be enrolled for the next academic year if they are succeeding academically and are supporting the spiritual mission of the school. The administration reserves the right to not invite a student to enroll for the following year if, on the recommendation of the faculty, the administration believes the student to have educational or behavioral needs outside of the mission of the school.
8. A completed online application, tuition contract, TADS account and payment of registration fees are required to secure a student's position at TACA for the following school year. All new students and at least one parent must have a personal interview with an administrative staff member. Parents are required to read the Parent/Student Handbook. Students are not guaranteed acceptance until TACA has received and reviewed the student's final records from his/her previous school. TACA does not permit students to skip grades in order to graduate early. Students applying after a grade is fully enrolled will be placed on a waiting list for future consideration.

Family Lifestyle Policy

Tennessee Avenue Christian Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Reclassification Policy

Prospective students interested in grade reclassification at TACA will be considered on a case-by-case basis. It is not the school's position to approve reclassification requests without an appropriate reason which is beneficial for both the student and the school. Reclassification considerations are justified for academic reasons only and in alignment with state guidelines.

TACA does not make reclassification a regular practice. We as a school will consider reclassifications primarily for academic reasons. There are occasions where various circumstances and reasons exist which will be considered in which the decision will always align with what is best for the student and the school. Tennessee Avenue Christian Academy is committed to maintaining the integrity of our academic program.

TACA will render a decision on reclassification which is based on the best interest of the student and the school while also adhering to state guidelines.

Student Shadowing

Potential students may set up a day visit by contacting the Admissions Office. All TACA conduct and dress code rules apply to these student visitors.

Enrollment for Custodial Guardians

Custodial guardians must provide TACA with proof of legal guardianship. Acceptable documentation includes: a valid copy of a driver's license or state issued identification card combined with a birth certificate, legal custody/guardianship orders, or legal adoption papers.

Withdrawal

When a student is withdrawn from TACA, the Admissions Office must be notified in writing and submitted to officially withdraw a student. All charges will continue until the completed opt out form is submitted to the

Finance Office. Academy students will be assessed a withdrawal fee if the student withdraws after acceptance or enrollment. No records or information will be released until this fee is paid.

Release of Student Records

Unless a court order specifies otherwise or terminates all parental rights, both parents – whether married, separated, or divorced – have a right to review and possess copies of their child’s school records.

In the absence of official documentation, school officials do not have the authority to deny either parent access to the child or the child’s records.

TACA will avoid any agreement that would obligate the school to regularly mail copies of the child’s records to the parent. Report cards are available electronically through Educate SIS. Parents can access and print this information following the release of grades. Except in the following (2) specified circumstances, the school will not provide any party other than a parent, including a parent’s lawyer, with copies of the student’s records without a signed release from the parent.

1. A student’s record will be carried to the court by a school official only if it is duly subpoenaed by the court.
2. Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to all student records that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian should have a letter of introduction from the District Court Judge to confirm his/her assignment to a case.

Continuous Enrollment

Students will automatically be re-enrolled each year until graduation. Tuition/registration rates for the next school year will be released during the second semester.

For students not returning to TACA for the next school year, parents may opt out by completing an opt out form available from the Admissions Office. Once the form is completed and submitted to the Admissions Office, the charges will be deleted from the financial account and the student will be removed from enrollment for the next school year. Registration fees paid before the opt out form is submitted are non-refundable.

It is the desire of the TACA administration that any family desiring enrollment at TACA would not be turned away as long as the family and the student desire the services provided by TACA. It is the desire of the TACA administration, faculty, and staff to help students meet their fullest potential by providing a learning environment that adheres to academic excellence while fostering a love and respect for themselves, others, our Lord, Jesus Christ, and the Word of God.

Student Admission & Financial Responsibility

Once a student is accepted for enrollment at TACA, it is the responsibility of the parent and/or guardian to meet financial obligations and make payments in a timely fashion. Students may be dismissed from school or denied enrollment due to failure to meet financial obligations. Please note that student end of year records will not be released for reenrollment or transfer to another institution until financial obligations have been met (See Finances).

Dismissal & Readmission

Any student who has been dismissed from TACA due to behavior, disciplinary action, or failure to meet financial obligations may be placed on academic or conduct probation if warranted. A conference may be held with the student, parents, principal, and/or administrator before reenrollment is accepted (See Probation & Expulsion/Readmission Policy).

K-12 Attendance Policies

Arrival to School

We believe good school attendance is imperative to a child's success in school. School begins promptly at 8:00 a.m. A student is considered tardy if he/she arrives after the tardy bell rings at 8:00 a.m.

Students should not be on campus prior to 7:30 a.m. Students are to remain on campus upon arrival. Students arriving at 7:30 a.m. should report to the gym. Morning Car Line begins at 7:40 a.m. and students will be dismissed from the gym to go to morning classes at this time.

Excused vs. Unexcused Absences

In order to be **excused**, students absent for any reason must present a written note signed by a parent to the homeroom teacher upon returning to school. An email to the teacher from a parent's address will also suffice. Excused absences include sickness, death in the family, emergencies, extreme weather conditions, pre-approved absences, and doctor or dental appointments.

- Excuses for illnesses lasting three or more days must be accompanied by a note from a physician.
- Non-emergency absences must be approved by the administration in advance.
- As a general rule, excused students will have as many days to make up work as they were absent.
- No refunds on tuition or fees are made due to absences.
- Students will not be allowed to participate in sports, programs, or other extra-curricular activities in the event they are absent from school on the day(s) of the scheduled event.

All other absences are **unexcused**. Students will be responsible for all assignments, tests, and quizzes just as if they were present. In addition, middle and high school students will be assigned a detention and possible further disciplinary action for unexcused absences.

Please note that any student who fails to turn in an excuse within 3 days, will automatically receive an unexcused absence. Any assignments given during the time missed for an **unexcused** absence will receive 20 points off.

In the event there are other extenuating circumstances, we ask the parent to set up communication with the teacher to make up missed assignments in a timely manner. This will be treated on a case-by-case basis.

The principal is responsible for classifying student absences as excused or unexcused. While this duty may routinely be delegated to others, the principal has the final determination. Absences will be excused for the following reasons:

- Illness (personal or immediate family)
- Death in the family
- Religious holiday as defined by state regulations
- Extreme weather conditions

Parents may request in writing that the principal excuse an absence for a reason other than those listed above; however, such requests are at the sole discretion of the principal. The maximum number of excused absences

supported **only** by parent communication is eight (8) days per year (4 per semester for high school). Any additional absences without documentation from a medical provider will be deemed unexcused.

An absence not supported by parent (guardian) communication within three (3) school days after the absence will be considered an unexcused absence. After three days, the acceptance of supporting evidence shall be at the discretion of the principal.

When a student is absent, he or she should return with a note or parents may email a written excuse, dated and signed by the parent or guardian, explaining the reason for the absence. When available, a provider's excuse should be submitted. **A telephone call to the teacher or school office will not be accepted in place of a note. There must be written documentation submitted for student absences.**

A student must be in school for no less than one-half day (3 ½ hours) to be counted present and participate in extracurricular, sports, and after school events. Attendance and tardy occurrences will be taken in each class for middle and high school students. Students must be present for a minimum of 50% of each class to be considered present. All absences and tardy occurrences will be reported.

Elementary and middle school students will not be allowed to have more than twenty-eight (28) absences in a year. Any student who misses more than 28 days may not be promoted to the next grade without a review from the administration and teacher.

High school students will not be allowed to have more than fifteen (15) absences in a year. Since high school classes are on block schedule, any absence from the classroom is similar to missing two days of regular class time. High school students who miss 15 periods of a given class in a semester will not receive credit for that class unless it is approved through administration. It may be necessary for the school to report any student who misses 28 days (15 in high school) to the state truancy officer.

Communications

It is the responsibility of the parent or guardian to notify the school by 9:00 a.m. when a student is absent and provide the school with an explanation for the absence. This will be used by the principal in determining whether or not the absence is excused. Parents can notify the school regarding their child's absence using one of the following methods: e-mail Mrs. Angie Williams, the school attendance contact person; call; or send a written excuse. Please note that a written excuse must accompany your child upon return to school along with notification by phone that your child will be absent from school.

Excused vs. Unexcused Tardiness

In order to be **excused**, students tardy for any reason must be signed in by a parent in the office and a reason for the tardy must be given. Excused tardies include emergencies, inclement weather, and doctor or dental appointments. More than three excused tardies per semester (or per nine weeks for middle school) will be considered excessive. These tardies, even though excused, will be counted toward a student's detention referral. Parents of students arriving late to class will be required to sign a sign-in sheet and obtain a tardy slip admitting them to class. The following procedures will be followed for middle and high school students with unexcused (or more than 3 excused) tardies:

3 occurrences – 1 day After School Detention (60minutes)

6 occurrences – 1 day In-School Suspension (ISS)

A parent meeting will be held after 6 occurrences.

All high school students arriving late to school must sign in through the main office. A student must sign in even if they arrive during class change or lunches. Students arriving late for class will not be admitted without an admit slip from the front office.

Classroom teachers will record all absences and tardy occurrences. Three tardy occurrences will equal one unexcused absence. Excessive tardy occurrences may result in disciplinary action and possible referral to local truancy officers. **Please make every effort to be on time and set a good example for your child.**

A parent or guardian of a student arriving after 8:00 a.m. is required to come into the school office to sign in the student with the office personnel and obtain a tardy slip. For security reasons, please do not allow children to be dropped off and enter the building by themselves after the staff member on duty has left the drop-off line. Students who leave early or miss a portion of the school day will be recorded as early dismissal.

Early Dismissal from School

Early dismissal is defined as missing a portion of the school day or portion of any class or activity during the school day for which the student is scheduled. A student must attend 3 hours and 30 minutes to be counted present for the day. High school students must attend at least half of each block class in order to be counted present for that class period.

Any middle or high school student who has to leave campus must have a note from a parent/guardian stating the reason for dismissal and where the parent can be contacted. Middle school students must bring a note to their homeroom teacher upon arrival. High school students driving themselves must bring their note to the office before the beginning of the school day. Doing so ensures ample time for the staff to verify the request. Upon verification, the student will be issued an "early dismissal form" which will release the student from class at the assigned time. At that point they may sign out immediately through the office and depart. The absence of an "early dismissal form" when the student reports to sign out will result in a delay while the staff takes steps to verify the request. All students leaving school must sign out in the office. Failure to follow these procedures will result in appropriate disciplinary action. High school students must attend at least half of each block class in order to be counted present for that class period.

No child will be permitted to leave the school premises during the day without the written permission of the parent or guardian and/or in the custody of said person. Under no circumstances will a child be released to unidentified or unauthorized persons. Please do not depend on telephone calls to have children dismissed. Positive identification cannot be made by phone. The student must be signed out in the school office.

All tardiness or early dismissal is considered unexcused unless documented with a note from a medical provider or approved by the appropriate school administrator.

Abbreviated Day

Abbreviated days are scheduled half-days when school will be dismissed early. Dismissal time for abbreviated days is 11:30 a.m. Refer to the school calendar for a listing of abbreviated days.

Make Up Work

In the event a student is absent from school, class assignments may be requested. If you feel your child is too sick to complete missed work, he or she may pick up missed assignments upon return to school. If work is given in advance, a minimum of 50% of the assignments in each subject should be completed upon the return to school. Incomplete assignments may be given a grade of zero at the teacher's discretion.

If a student has an excused absence, he or she is allowed the number of days missed to complete the assignments without penalty to his or her grade. After the allotted number of days have passed, the missing assignments may be recorded a zero. It is the student's responsibility to turn in all missing work and schedule a time to make up any missed quizzes or tests. In order to prepare students for the future, it is of utmost importance that they learn to take full responsibility for their academics at the middle and high school levels.

If a parent/student knows of an absence in advance, they should request assignments from the teacher before leaving. If work is given in advance, a minimum of 50% of the assignments in each subject should be completed upon the return to school. Incomplete assignments may be given a grade of zero at the teacher's discretion.

Late Pick-Up/Loitering

The academic day ends at 2:50 p.m. for kindergarten-3rd grades, and at 3:10 p.m. for 4th-12th grades. Parents should be available to pick up children during those times. Parents who are more than 15 minutes late will be charged a late pick-up fee of \$20. An additional fee of \$20 will be added for every 15 minutes thereafter. There is to be no loitering in the high school parking lots before or after school. Students on campus after 3:25 p.m. must be under the direct supervision of a teacher, coach, or administrator.

Field Trip Attendance & Special Situations

Students who miss classes to participate in school functions/field trips approved by the principal will be recorded as "field trip". Students who choose not to participate in field trips or other school-directed activities will be counted absent for those days. These days will be counted as regular days absent and will count toward the semester exam exemption policy. Days missed from field trips or other school activities may prevent students from exam exemptions.

College Visit Days

High school juniors and seniors may choose to miss two days per year in order to visit college campuses. These absences count toward the total number of absences in any one term, but they do not count toward days absent for the final exam exemption policy. Students are strongly encouraged to utilize scheduled breaks for college visits.

Perfect Attendance

Perfect Attendance means no time missed during the school day including tardiness to school and time away from school during the school day. Please note that our end-of-year attendance awards are based on this criterion. Pre-approved college days for seniors do not count against perfect attendance.

Attendance & Driver's License Laws

Tennessee students must apply to the office to obtain a Certification of Compulsory Attendance to obtain driver's license. A request form must be completed, and the certificate will be issued within 3 days of the date requested. Persons under the age of eighteen (18) may lose their driving privileges for up to one year if they are:

- Convicted of any drug or alcohol offense
- Convicted of a weapons violation
- Drop out of school (defined as having 10 consecutive or 15 days total days in a semester of unexcused absences).
- Failing to make satisfactory progress in school (which is defined as failing two or more subjects).

If a student loses his/her driving privileges due to attendance or grades, the principal will contact the Department of Safety.

Academics

Curriculum

Tennessee Avenue Christian Academy offers a wide range of subjects available for its students. In light of our belief that education should be based on a Christ-centered Biblical worldview, classes are all taught from this perspective.

Our school incorporates Bob Jones University, Abeka, and McDougal-Littell curriculums in the K-12 range in order to provide students with a complete and well-rounded academic experience; moreover, all classes are centered on the Christian philosophy of education that is Christ-centered and Biblically based.

Grading Scale

The following grading scales will be used for TACA students:

Kindergarten	1 st – 12 th Grade
O = 100-90	A = 90-100
S = 80-89	B = 80-89
N = 70-79	C = 70-79
U = 69 and below	D = 60-69
	F = Below 60

Kindergarten through Twelfth grades assignments will be weighted as follows:

- Tests/Projects = 40%
- Quizzes/Labs = 35%
- Homework/Classwork = 25%

Exams

Middle and high school students will complete cumulative exams at the end of each semester. These will be held the last week of each semester, with the exception of the spring exams for high school students. These will be moved up due to graduation practice and deadlines. Middle School Semester Exams will be counted as TWO test grades; High School Exams will count as 15% of the final grade.

High School – No exam exemptions will be allowed for high school freshmen or sophomores for the fall semester.

Freshmen and sophomores may exempt one exam for the spring semester as long as they have no more than 2 excused absences BOTH semesters, including tardies or early dismissals (with three tardies equaling one absence). **Students may not have ANY unexcused absences in order to be eligible to exempt exams.** Freshmen and sophomores must maintain a GPA of a 3.0 or higher in order to exempt and must have a minimum of a B average in the class they chose to exempt.

Juniors and seniors may exempt one exam per semester, and any senior that is enrolled in a dual enrollment college course may exempt two exams per semester based on the following eligibility requirements.

Students must have an overall GPA of 3.0 or higher, an A/B average in the class for which he/she elects to exempt, no unexcused absences for the semester, and no more than 2 excused absences for the semester. This will also include tardies, with three tardies equaling one unexcused absence, as well as early dismissals.

Junior and senior homeschool students may exempt one exam per semester if they are taking more than one class at TACA and meet the requirements for exam exemptions.

The remainder of scheduled exam days can be an earned privilege as an out of school or early leave day for all high school students meeting the requirements set.

ACADEMIC REPORTS

Report Cards

Report cards will be distributed every nine weeks. All financial obligations must be current before report cards can be issued. Report cards must be signed by a parent or guardian and returned to the school within two school days. Please refer to the school calendar for a list of specific distribution dates.

Progress Reports

Parents may also track student progress through the educate portal at any time throughout the grading cycle. If there are any questions concerning a student's progress, please make an appointment with the teacher.

Books and Equipment

Book fees for each student are to be paid at the beginning of each school year. The majority of a student's books are paid for from personal book fees. However, some books and other instructional materials and equipment used throughout the year are and will remain the property of TACA. It is expected that all students will take proper care of school textbooks and instructional materials and equipment as well as personal texts and supplies. Students are expected not only to demonstrate appropriate classroom behavior, but also appropriate behavior in regards to handling and maintaining school and personal property. Deliberate destruction of school or personal property will be grounds for disciplinary action. Damaged books and materials may warrant additional fees to replace said items.

Graduation Requirements

Course credits begin to count toward cumulative graduation credits in the 9th grade. A total of 29 credits must be gained in order to graduate. Requirements to graduate are as follows:

Tennessee Avenue Christian Academy
PARENT-STUDENT HANDBOOK

English	4 Credits	English 9 English 10 English 11 English 12	
Math	4 Credits	Algebra Part A (Elective) Algebra Part B (Math Credit) Algebra 2 Part A Algebra 2 Part B	Geometry Advanced Math Advanced Algebra & Trig Pre-Calculus *Students must take a math course every year.
Science	3 Credits	Physical Science Biology Chemistry 1 Chemistry 2 Physics	
Social Studies	4 Credits	World Geography World History US History Government Economics	
Physical Education	3 Credits	Wellness (1 Credit) PE (1 Credit) Driver's Ed (1 Credit)	
Foreign Language	2 Credits	Spanish 1 Spanish 2	Credit requirement may be waived for students not planning to attend college.
Fine Arts	1 Credits	Art Theatrical Arts 1 Theatrical Arts 2 Band	Credit requirement may be waived for students not planning to attend college.
Program of Study	4 Credits	Bible 9 Bible 10 Bible 11 Bible 12	
Computers	1 Credits	Computer Keyboarding	
Personal Finance	1 Credits	Personal Finance: Dave Ramsey	
Electives	3 Credits		
TOTAL	30 Credits		

ACADEMIC HONORS

Gold & Silver Honor Roll

TACA recognizes those who excel academically by placing them on the Honor Roll. To qualify, the student must earn an A or B in every subject to be awarded Silver Honor Roll. Some students may qualify for Gold Honor Roll. These are students with all A's.

Honor Graduates

Graduates with a cumulative high school GPA of 3.3 or higher will be recognized as honor graduates.

Valedictorian and Salutatorian

Each year the graduate with the highest and second highest cumulative high school GPA will be named the class Valedictorian and Salutatorian respectively. Valedictorian must attend TACA all four years of high school and have a minimum of a 3.5 GPA. Salutatorian must have a minimum of a 3.2 GPA.

In the event there are two or more students who meet the qualifications of valedictorian, TACA Administration will determine the valedictorian based on character, conduct and community service. There is a possibility that Administration has the option to appoint co-valedictorians.

Academic Probation

A student is placed on academic probation when he is failing in all or nearly all of his academic classes or when he is showing no tangible effort in assigned class work or tests. Continued academic probation may result in dismissal from TACA. Parents will be notified of the specific prohibitions for their student.

Academic Testing

Each year TACA students are invited to participate in the Tennessee Association of Christian Schools state and district-wide academic testing. This testing is optional and requires additional fees for each test. TACA students have placed highly among district and state-wide academic competitions with TACS.

Standardized Testing

Each year students in grades 2-11 will take the IOWA Assessment. This is a nationally based standardized test used to help choose curriculum and develop lesson planning. The tests are also helpful to teachers in suggesting areas of student learning strengths and areas that need improvement.

Athletic Eligibility

Any student desiring to be a member of any sports teams, drama ministries, or extra-curricular activities must meet the following eligibility requirements:

- Maintain a C average with no F in any course.
- Accumulate no more than 4 demerits within a semester.
- Follow the athletic guidelines and other regulations as the coach or sponsor sees fit to require with the approval of the administration.

Homework Policy

Homework is normally assigned four nights per week but will also be assigned on weekends to accommodate longer assignments. Middle and high school teachers will assign lighter amounts of homework on Wednesdays to allow student involvement in church activities but still provide for necessary review. Please be sure to regularly check the teacher's listed upcoming quiz and test schedule as well as any upcoming projects via the web portal.

All homework must be completed and returned on the required due date. All homework must show the student's own work. Homework that is copied will be counted as a zero and will be disciplined as cheating.

Elementary & Middle School

If a homework assignment is late, the student may complete the assignment to be turned in the following day for 20 points off. Any day thereafter the assignment will be counted as a zero. Subsequent offenses will result in after school detention or other disciplinary action.

High School

If a homework assignment is late, the assignment will be counted as a zero and a detention will be issued.

PROMOTION REQUIREMENTS

Elementary & Middle School

To be considered for promotion, the student must pass Bible, English, and Mathematics. If all three of these subjects are failed, the student will not be promoted. Failure of one or two of these subjects will require the student to receive remediation before being promoted. Failure of any other subject area will cause promotion to be conditional upon the recommendation of the teacher and administration.

High School

High school students are promoted based on the number of credits attained toward graduation requirements. Proper credit will be given for passing a course no matter what else is failed that particular year. Credit is either given totally or not at all for each course. Exceptions to requirements for passing a course and requirements for promotion may be granted **ONLY** by the administration in exceptional circumstances. Any course failed that affects the student's graduation requirements must be made up before graduation can be granted. In addition to the academic requirements for promotion, all accounts with the school must be paid in full through the end of the school year.

Physical Education Participation

All students enrolled in a physical education class must participate in the class unless they have an excuse signed by a physician. Middle and High School students are required to wear the required uniform and athletic shoes for physical education classes. "Dressing out" is part of each child's physical education grade. Students must present a note of detailed explanation signed by a parent to be occasionally excused from physical education due to serious illness. Abuses of this privilege will affect a student's physical education grade. Excuses for more than two (2) consecutive physical education days must be explained in detail and signed by a physician.

Community Service Requirements

High School students will be required to accumulate 20 hours of community service per semester, a total of 40 community service hours for the entire year. While serving in the opening and closing of the TACA school year, taking part in school sponsored outreach is of utmost importance. Students need to seek outside opportunities to serve as well. It is a student's responsibility to fulfill the required hours of community service on time. If a student does not turn in the required number of hours by the due date, any missing hours will be doubled.

The completed service hour forms must be submitted to the high school homeroom teacher by the given deadlines for each semester. For school sponsored community service, it is the student's responsibility to have all information written on the community service form except allowed hours and teacher signature.

Academic Integrity

The administration and faculty at Tennessee Avenue Christian Academy expect the students to approach their work seriously as a preparation for their future and to maintain high levels of integrity, honesty, motivation, and respect. Any form of cheating or plagiarism will not be tolerated and will be subject to disciplinary action (See Conduct/Academic Dishonesty).

Students Ineligible to Return

The administration of TACA will discuss students who should not be allowed to return for academic, behavioral, attendance, discipline, financial, or other problems. The final decisions rests with the school administration concerning students not being allowed to return.

Parent/School Communication

Communicating with Teachers

Parent – school communication is essential to student success and clear communication throughout the school year is encouraged. There will be times when parents need to contact teachers at the school. The following methods should be used when contacting teachers:

- Send a note to school with your child requesting the teacher call you.
- Phone the school office to leave a message requesting the teacher call you.
- Email the teacher using the online web portal.

Please make every effort to follow these procedures when contacting TACA faculty. The teachers at TACA recognize the importance of communication and desire to keep the lines of communication open in order to help foster student success. Please do not contact an administrator to discuss a problem if you have not first spoken to the teacher about the issue.

Parent-Teacher Conferences

Parent-Teacher Conferences will be scheduled once a year. Please check the Academic Calendar for the specific date. However, you may contact your child's teacher(s) at any point throughout the school year to schedule an appointment for a conference using the procedures listed above should the need arise. Teachers will make themselves available to help answer questions or address any concerns from parents.

Parent Involvement & Special Events

Parent involvement is encouraged at TACA. There will be many activities and events throughout the year that parents are encouraged to attend and in which they can become involved. Such activities include fundraisers, student programs, parent chapel services, class field trips, holiday parties, and much more. These activities will be announced in advance in order to give parents time to plan or take off from work if needed.

Student birthdays will be recognized in individual classrooms by the supervising teacher(s). Please do not send or allow your child to bring private party invitations to school for distribution unless you plan to invite every student in the class. Students may choose to invite all the male students or all the female students in their class. Individual student birthday parties within the classroom are not allowed.

Tennessee Avenue Christian Academy is a ministry of Tennessee Avenue Baptist Church. All holidays and celebrations that occur throughout the year will be centered around a Biblical worldview and Christian perspective. TACA does not allow the celebration of some holidays that do not reflect these values. For example, TACA does not celebrate Halloween. Therefore, Halloween symbols such as witches, ghosts, goblins, jack-o-lanterns, etc. are not allowed. Christmas is celebrated from a Christian perspective. We celebrate the birth of Christ, and do not allow symbols such as Santa, elves, etc. Other holidays are celebrated from this same perspective. Please speak to your child regarding your personal convictions so that the diversity of beliefs among our student body is respected. Please ask if you have questions regarding this policy.

Problems

TACA has a Christian faculty that has the best interest of your child at heart. They must have your confidence in the matter of discipline and resolving problems. However, if you are in disagreement, please voice it to the teacher first (See Matthew 18 principles below) and then to the administration and not to your child. Once a parent joins with the student in opposition to the teacher, the student often assumes that it is the parent against the school and teacher. From that point on, the student will never have the respect for that teacher that he ought to have, and that teacher's control and effectiveness are impaired. Often a note or a conference can quickly resolve the difficulty. **Be sure you know all the facts before you act.**

Addressing potential problems for students is part of a parent's responsibility in supporting their child within the school environment. Should a problem arise within the classroom or with a teacher, please follow the principles outlined in **Matthew Chapter 18:**

- First, seek out the teacher to address the problem in a Christ-like manner.
- Should the problem continue, follow the appropriate chain of command and express your concerns to the principal.
- Finally, if the problem should persist beyond the principal, contact the administrator.

The faculty and staff at TACA wish to make every effort to resolve problems in a Christ-like manner. Please make every effort to do the same.

TACA recognizes the importance of instilling within its students a proper response to authority, including parents, teachers, employers, and ultimately to God. TACA encourages students to submit to authority and to follow proper appeal procedures. If a student feels that a correction was given unfairly, he or she should not argue his or her case during class time but discuss the matter privately at a time convenient to the person who corrected him or her. The correction may be withdrawn if the teacher agrees with the student. If the teacher does not agree, the correction should be accepted graciously based on Hebrews 13:17. Students should never argue with a teacher and are expected to exhibit courtesy and respect at all times.

Publications for Communication

From time to time, your child will bring home TACA newsletters and announcements. These will contain information pertinent to the entire student body. Such announcements may include dates and times for field trips, class activities, school holiday breaks and closing reminders and other general information that may pertain to your child.

Your child's classroom teacher may also send home a class newsletter from time to time. These publications are meant to keep you informed of what will be taking place within the classroom including homework assignments,

test dates, etc. Parents should also make a habit of checking the online web portal for weekly quiz and test schedules, homework assignments, project due dates and other useful resources.

School Pictures

At different times throughout the year, we invite a professional photographer to take pictures of our children using seasonal backgrounds. Parents are under no obligation to purchase photos, but many parents appreciate the opportunity have quality pictures made at an affordable price. You will receive information from your child's teacher announcing these opportunities.

Social Media

Some people feel that the use of social media is an acceptable way to express criticism or disagreement with policies or events. As a Christian organization, we follow the Biblical principles outlined in Matthew 18, when resolving conflict.

We want to do everything we can to ensure our families feel secure in communicating in a positive fashion. However, anything posted in a negative or derogatory manner toward the church, school, day care center, administration, faculty, or staff will be cause for possible dismissal. We ask that you refrain from any form of communication that damages the witness of our campus.

While some aspects of social media can be negative, there are also many benefits. Teachers have used social media to share student work and activities, work in partnership with other teachers, promote online social integrity among their students, and build school communities. However, it is also the desire of TACA to respect the rights of its students and families. We ask that all TACA teachers who use social media for professional purposes obtain consent from a child's parent or guardian before publishing to the classroom or church newsletters or posting (class pictures, activities, etc.) to social media. **If you do not wish for your child to be photographed, included in videos of classroom activities, etc. that may be used in this manner, please indicate this on the social media release form provided by your child's teacher.**

Student Life & Activities

Becoming well-acquainted with the day to day procedures at TACA is important to help ensure successful school year. In addition to regular school days, there will be many activities and special events in which we encourage our families to participate.

The goal of student activities at TACA is to enhance the spiritual, intellectual, physical, social, and emotional growth of each student in our student body. Student activities should serve as a way to foster relationships between the faculty and those families that God has entrusted to this ministry. Student activities should cultivate Godly character, generate pride in TACA, develop leadership skills, and provide students with opportunities to succeed outside of the classroom by being witnesses for Christ.

Arrival

Morning Arrival for students is as follows:

- Students arriving before 7:00 a.m. should be escorted to the Day Care building.
- Students arriving between 7:00–7:40 a.m. should be taken to the Family Life Building (gym).
- Students arriving between 7:40–8:00 may use the Academy car line for drop off.

Classes will begin promptly at 8:00 a.m. Students arriving after 8:00 a.m. will be marked TARDY. Please refer to the Parent/Student handbook for additional information on Tardy and Attendance policies.

Morning Car Line

Morning car line begins at 7:40 a.m. Parents should enter the drop off car line and wait in the line to pull up to the front office door to drop off students. Students should not be dropped off near the rear of the car line for safety purposes. A teacher or staff member will be on duty each morning to ensure that students exit the drop off line safely.

Parents who are dropping off students but do not wish to use the car line for drop off must park their cars and escort students across the parking lot. Parents are permitted to walk students to the front door of the school building, but students will need to enter the classroom independently. This provides empowerment to students and is especially important in the first several weeks of school to ensure that students are establishing solid routines and procedures which provide a foundation for the remainder of the school year. When the need arises to contact the homeroom teacher, please send a note to school with your child, phone the academy office, or use the Educate web portal to email that teacher. Disruptions to the classroom morning routine should be kept to a minimum.

Tardies

Classes begin at 8:00 a.m. sharp. Any student arriving after 8:00 a.m. will be considered tardy. In the event your child is late to school, a parent or guardian is required to escort the student inside the school office to obtain a tardy slip. The student will be issued the slip before being admitted to class. Parents are not permitted to drop students off in the parking lot if they are tardy. This is not a safe procedure for students.

Dismissal

The academic day ends at 2:50 p.m. for Pre-K through 2nd Grade, and at 3:10 p.m. for 3rd– 5th Grade, middle and high school students. Please be available to pick up your child during those times. In the event of an emergency and you are unable to pick up your child on time, please contact the Academy office. Please note that the time of our staff is very valuable. Parents are expected to pick up students on time and will be charged a late fee if more than 15 minutes late for pick up.

Transportation

TACA does not offer bus transportation for students neither to nor from school. Since the school offers educational opportunities throughout the tri-cities area, parents may want to consider car pool transportation to and from outlying areas. Otherwise, students may be brought to school by the parent or guardian unless the student is of the age to drive him or herself.

Student Pick Up

Afternoon Car Line will begin at 2:50 p.m. for Pre-K through 2nd Grade in the upper parking lot and at 3:10 p.m. for 3rd–5th Grade (upper parking lot) and 6th–12th Graders (lower parking lot). If you have students in both elementary and middle or high school, they all may be picked up in the upper parking lot. If this is the case, please do not enter the elementary pickup line until 3:10 p.m. This will ensure ample time for dismissal of older students.

Middle school and high school students who do not have siblings in the elementary building must be picked up in the lower parking lot. This will allow for less congestion and traffic and help ensure student safety.

Any individual not listed on the student's release form will not be allowed to pick up that student from school unless permission has been given by the parent. A photo ID will be required for any individuals not known to the Academy faculty or staff. This includes any adults authorized to pick up that child. Photo IDs may not be required once identity has been established.

Adults and student drivers are expected to operate vehicles with due care while on and near school property. The safety of all individuals is a major concern, and responsibility behind the wheel can be a proactive measure which ensures the safety of everyone on school grounds. Drivers are expected to be cautious and maintain a speed of no more than 10 mph while in school parking lots.

Early Dismissal

In the event your child must be picked up early from school, parents must report to the office to sign out students before leaving. You may send a note to the homeroom teacher to let him or her know the student will be leaving early and to request assignments that will be missed during the student's absence.

Student Drivers

Operating an automobile is a serious responsibility. Students are granted the privilege of driving on campus while adhering to the following policies. Failure to meet any of these requirements may result in an immediate revocation of this privilege. It is the desire of the TACA faculty and administration that students maintain this privilege through safe and responsible behavior. Any student who is found in violation of policy due to reckless behavior while on foot or behind the wheel will face disciplinary action and/or loss of driving privileges. If a student loses his/her driving privileges due to attendance or grades, the principal will contact the Department of Safety (See Attendance/Driver's License Laws).

Parking Lot Expectations

- In order to ensure a safe and orderly environment, students are expected to:
- Be consciously aware of one's surroundings, including pedestrians and other vehicles.
- Depart school property promptly and safely.
- Exercise caution in the parking lot and while vacating school premises. This includes abstaining from running, horseplay, or other unsafe behavior while in the parking lot, behind the wheel, or riding as a passenger in a vehicle.
- Students will only be allowed to be transported by authorized adult or student drivers with approved parental consent.

It is a privilege for high school students to drive to school. Students must obey all regulations and drive safely, park in the designated student parking lot, and not return to their cars during the school day without permission. They must have written parental consent to ride with other students.

The Academy assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.

Automobiles and Student Parking

Students must provide a copy of his/her driver's license to be kept in the student's folder located in the Academy office.

The safe operation of vehicles is required. Vehicles must not travel in excess of 10 miles per hour in the parking lot. Seat belts are required for drivers and all passengers. The school is not responsible for damage to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked. Student vehicles are subject to search if there is a reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other contraband is present in the vehicle. Disabled vehicles may not be left on the campus overnight. If necessary, towing should be arranged by the student and/or parent.

Excessive tardies to school may result in a loss of driving privileges.

Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving to school. Students need written permission from an administrator to be in the parking lot during school hours.

Students will not be issued a parking permit if they have unmet obligations.

Student parking is limited to the lower parking lot and/or faculty and staff parking areas.

Student parking is not allowed during the school day in the following areas:

- Day Care Parking
- Loading zones
- Sidewalks or lawns

Students are expected to park their cars according to the regulations outlined. State and city citations take precedence of TACA consequences. Examples of TACA consequences may include:

- Revocation of parking permit
- Towing at owner's expense if an unauthorized car is in a prohibited parking area
- Towing at owner's expense if the parked vehicle obstructs traffic or endangers property
- Use of stolen, forged, or altered parking passes will result in disciplinary action

Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and contact the school if you have further questions.

FIELD TRIPS

Field trips will be scheduled throughout the year for any student in K-12th grade. Information will be sent home before each scheduled field trip. Safety and conduct guidelines have been set for all TACA field trips and should be followed at all times (See Conduct/Field Trips). An extended field trip is defined as being overnight and/or comprising at least two (2) and not more than five (5) school days. The following regulations govern all field trips:

- Siblings are not permitted to attend class field trips unless that child is enrolled at TACA and his/her class is scheduled to attend at the same time.
- Parent/guardian permission is required and forms must be returned and on file before a student can participate.
- Field trips are optional. If a student chooses not to participate, or if school disciplinary action has caused a student to lose the right to participate, parents or guardians will be required to provide appropriate care for the student outside of school during this time. These absences will count toward the high school exam exemption

policy and may make a student ineligible for exam exemptions.

- Students not attending field trips shall be offered a planned instructional program, approved by the principal, in lieu of the field experience.
- Trips will be paid for on a class by class basis. When this occurs, please place cash (exact change only) or a check payable to TACA in a printed envelope, marking all relevant information.
- All students are encouraged to use the transportation provided by the school to and from field trips. Students who choose not to ride school transportation must travel with their own parent or adult guardian. Parents must officially check their child out of school before leaving on the field trip, check them back in with the teacher or responsible staff member upon arriving at the field trip destination, and check them back out before leaving.
- Parents or adult guardians who wish to accompany their child's class on the field trip must provide their own transportation and inform their child's teacher, no later than the given deadline. Parents going on the field trip must have a Volunteer Authorization form on file in the Academy office.
- While the student is at the field trip location, and any other accompanying activities, the student is under direct supervision of their teacher or assigned staff. If students are divided into small groups, each group will be supervised by staff. Parents and guardians may stay with their child's small group, but their child must remain with their assigned group and assigned staff member at all times. In appropriate environments, students in 6th-12th grades may be allowed to be unsupervised if they stay in groups of three or more, at the discretion of the responsible staff member.
- Parents and guardians will be expected to meet the behavior policy of the school on all trips, including, but not limited to: no smoking, no alcoholic beverages, modest dress (refer to student dress code) and no profanity. Staff reserves the right to ask a parent or guardian to leave if these expectations are not met. (See Conduct/Field Trips for more information).

Bus Transportation Rules:

TACA uses buses for field trips and various activities throughout the school year. Students who do not follow the bus rules will be subject to the regular disciplinary procedures of the school.

- Students are not to get on, off, or move about within the bus while it is in motion.
- The driver/teacher/coach is the authority on the bus. They may assign seats if necessary. Students are not to change seats without permission.
- Outside of ordinary conversation, students will observe classroom conduct while on the bus. Yelling is not permitted.
- No food, beverage, or gum is allowed on the bus unless specific permission is given.
- A student's body (arms, head, etc.) must not extend out of the bus window, door or roof hatch at any time. A student is not to throw anything out of the bus at any time.
- Middle School & High School -If male and female students are being transported at the same time, they will be separated by the responsible staff member.

Before & After School Care

Before and after school care is available for Academy students 12 years old or under at the start of their sixth grade year for an additional fee. Students who are 12 years old at the start of their 6th grade year can participate in our before/after-care program for the whole school year and the summer following.

Before and after school care covers the hours of 6:30 a.m. until 8:00 a.m. and 3:00 p.m. until 5:30 p.m. on instructional days, including an afternoon snack. It also covers child care from 6:30 a.m. until 5:30 p.m. on non-instructional days (holidays, snow days, etc.) during the school year. These days include a hot lunch and snacks.

Child care is available on non-instructional days (holidays, snow days, etc.) as space permits, on a daily basis for students paying only tuition. The cost for this service is \$20.00/day for K-6th grades/5-12 years old. These fees include lunch and a morning and afternoon snack. You must pre-pay and pre-register in the Academy office. The after school care program ends at 5:30 p.m. Parents should be available to pick up children by that time. Parents who are more than 15 minutes late will be charged a late pick-up fee of \$20. An additional fee of \$20 will be added for every 15 minutes thereafter.

Summer Camp

TACA's Summer Camp Program is designed to provide students who completed Kindergarten through 6th grade with a safe environment, a caring staff, and engaging activities. Registration and tuition rates are provided in the spring of each school year. Summer camp highlights and a calendar of events are shared with parents upon enrollment in the program. Students must be pre-registered to attend.

Lunch Program

A well-balanced and nutritious lunch program is made available to our students and staff.

Meals may be purchased on a day-by-day basis or parents may send in money to be added to a child's lunch account. Lunch is available for \$5.75 per day for middle and high school students or a la carte and \$5.25 for elementary students.

Students also have the option of packing their lunch each day. Please consider nutritious meal options for your child when packing your child's lunch from home. Sodas, chocolate bars, and other types of candy are not allowed, and should not be packed in your child's lunch. Microwavable foods that are packed in student lunches should be precooked and able to be reheated in about 1 minute in the microwave. This helps provide ample time for all students to be able to heat up and eat their lunches during their allotted lunch period.

Chapel

Chapel services are held weekly. Parents are always welcome to attend our monthly parent chapel worship services which are held the first Wednesday of each month. Pastors, evangelists, missionaries, church organizations and various speakers are invited to participate in Chapel. Chapel attendance is mandatory for students and staff.

Food, Drinks, & Gum

Students are not allowed to bring food, drinks, or gum to class unless given prior permission by the teacher. This does not include water bottles. Water bottles should be filled only with water. Students violating this policy may have this privilege revoked.

Class Parties

Elementary students will have classroom parties to celebrate Fall/Harvest, Christmas, Valentine's Day, and Easter in addition to special days and reward parties that will be announced in advance by the teacher. Middle and High school students will have a Christmas party each year as well as other events that will be announced in advance. Student birthdays will be recognized by the classroom teacher (See Parent Involvement & Special Events).

Recess

Regularly scheduled, supervised recess time is provided for elementary classes, weather permitting. Dress your children appropriately for outdoor play in winter weather. A physician's excuse is required for restrictions from outdoor activity.

Lockers

Lockers will be assigned to students at the beginning of the school year. Locks will not be provided, but students are encouraged to keep valuable possessions secure. A student may bring a lock if his/her homeroom teacher is given the combination or a key. All lockers must be kept neat. The administration reserves the right to inspect any locker and its contents at any time. Law enforcement officials will be notified as necessary (See Searches).

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following:

Locker Usage Guidelines:

1. Students must use their assigned locker and cannot exchange with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Lockers may be inspected and searched at any time by the administration.
3. Lockers must be kept clean inside and out.
 - Stickers are not allowed on any part of the lockers.
 - Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the lockers.
 - Writing or painting on any part of the lockers is not allowed.
4. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
5. Students are responsible to pay for any locker damage they do in violation of the above rules.
6. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
7. Any problems with a locker should be reported to the office or to a designated staff member.
8. The school is not responsible for lost, stolen, or damaged goods belonging to students.
9. No items can be displayed on the exterior of locker.

Snacks

TACA does not furnish snacks for academy students. Elementary students may bring a healthy snack to school each day. For sanitary purposes, foods cannot be shared. Sodas, chocolate bars, and other types of candy are not allowed.

Supplies

Students are provided with a list of necessary personal school supplies. Every student is responsible for purchasing and maintaining his or her supplies throughout the year.

Telephone Messages

We cannot deliver personal messages to students. Students will not be pulled from class to receive personal calls. Any emergency message concerning the student or immediate family will be delivered promptly according to the urgency of the message. Parents should refrain from calling the school with non-emergency messages. Students are not to make phone calls home unless they are sick and need to be picked up or an after-school activity has been canceled. Students should not call for forgotten items.

Cell Phones

It is recommended that elementary school students do not bring cell phones to school. However, if it becomes necessary for your child, elementary school students' cell phones are to be turned off and not visible upon a student's arrival to school (upon entering the building) until the end of the student's departure. Elementary school students are required to store their cell phones in their backpacks away from the classroom work area. Cell phones may be confiscated if this rule is violated. (See Conduct/Cell Phone Policy/Confiscation of Items). When confiscated from elementary students, parents will be asked to retrieve the cell phone from school administration. Middle and High school students are not to have cell phones on their person at any time during the school day unless a teacher has given specific permission. Violation of the cell phone policy will result in disciplinary action (See Conduct/Cell Phone Policy).

Toys from Home

Academy students are not allowed to bring toys from home unless a special day or activity has been designated by the teacher. Toys brought to school will be collected by the teacher if they are a disruption to the school day. Parents may be required to collect the toy from their child's teacher.

Multi-Household Families and Related Circumstances

Children from families with parents not living together (separated or divorced), stepparents, non-parental legal guardianship (when parents are living), or similar circumstances must make the office aware of specific pick-up, visitation, and student records protocols (ex. how to handle report cards and conferencing). If needed, the school may require copies of court orders or consents to comply with certain requests. Families must keep the school notified and updated concerning all individuals having legal permission to visit, pick children up, and/or receive student records information; responsibility rests on the child's parents/legal guardians to properly notify the school of all such circumstances.

Community Service Opportunities

High School students will be required to accumulate 20 hours of community service per semester, a total of 40 community service hours for the entire year. While serving in the opening and closing of the TACA school year, taking part in school sponsored outreach is of utmost importance. Students need to seek outside opportunities to serve as well. It is a student's responsibility to fulfill the required hours of community service on time. If a student does not turn in the required number of hours by the due date, any missing hours will be doubled. Please note that one additional hour of community service will be added for each detention assigned to a high school student. Three additional hours of community service will be added for each demerit issued to a high school student. Additional hours of community service must be completed during the semester in which they are received.

Student Council

High school students will vote on class representatives for the Student Council Association. The SCA representative leaders will meet monthly to serve our school and look for opportunities to be involved in our school and community. SCA will also be responsible to help in weekly chapel responsibilities (pledges, prayers, and speaker introductions) as well as leading a chapel service at the end of the school year. Along with helping directly with chapel services, the SCA will be responsible for updating school wide bulletin boards, organizing community service events, serve at athletic events, and other student led activities.

Beta Club

Junior and Senior Beta Club is available for students in grades 4-12 who meet the academic requirements. Beta is an academic honors program with a strong emphasis on leadership and community service. More information will be provided for qualifying students throughout the school year.

Extracurricular Eligibility

To be eligible for any extracurricular activity, students must maintain the following criteria:

1. Exhibit Christian character in accordance with Galatians 5:22-23.
2. Meet academic requirements.
3. In order to participate in games, practices, meetings, he/she must be in attendance the day of the event. A student must attend school until at least 12:00 NOON or arrive by 11:00 A.M. and remain in class until the end of the school day in order to participate.
4. Students who fall below the academic and conduct standards will not be allowed to participate in extracurricular activities (including scheduled field trips).

General rules governing extracurricular activities that apply to all participants are:

1. All activities are under the supervision of the school.
2. All plans for student activities must be approved by the sponsor and administration.
3. Students may not participate in any extracurricular activity on a day or in the evening of a day in which he/she has been absent or suspended.

Promotional Materials

Promotional materials, signs, brochures, etc., cannot be posted or displayed on the TACA campus without approval of the administration.

Visitors & Volunteers

TACA operates a closed and locked campus during school hours, including lunch times. For safety reasons, TACA does not allow visitors during school hours. All visitors must report directly to the Academy Office.

Parents are encouraged to volunteer at TACA. Volunteer parents enable us to keep tuition at affordable rates. In an effort to ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check prior to becoming a volunteer on campus or to help chaperone field trips, etc. We request that you sign-in through the Academy office and put on a nametag. Sign-in books and nametags are available in the office. Before you leave campus, please sign out. This keeps us informed of who is on our campus at all times.

Junior/Senior Formal Event

Any guest or escort that is not a current student at TACA must be approved before the event and agree to comply with TACA dress code and rules of conduct. These requests will be approved by administration. Students attending events must have dresses approved in advance according to school guidelines. Expelled students or students who have been asked to withdraw from TACA may not attend any school related activity. TACA underclassmen may attend as the guest of an enrolled junior or senior.

Female Student Dress:

- Ladies' dresses may be full length or tea length.
- Splits in the dress should be no higher than two inches above the top of the knee.
- The front of the dress must be high enough to cover any cleavage.
- All midriffs must be completely covered (sheer-type material is not acceptable).
- No backless dresses.

Male Student Dress:

- Men may wear a suit, a tuxedo, or dress pants with a dress shirt and sport coat. A tie is required for all formal events.

Student Sports & Activities

Students will have the opportunity to participate in many extracurricular activities while at TACA. Sports teams and activities vary from year to year based on student interest and participation. Such activities include:

Elementary School

Boys' & Girls' Cross Country (5th Grade and up)
Boys' & Girls' Basketball (5th Grade and up)
Rec League Basketball (Kindergarten and up)
Beta Club (4th Grade & up)

Middle School

Girls' Volleyball (6th Grade and up)
Boys' & Girls' Basketball (6th Grade and up)
Boys' & Girls' Cross Country (6th Grade and up)

High School

Student Council
Girls' Volleyball
Boys' & Girls Cross Country
Boys' & Girls' Basketball
Community Service & Ministry Opportunities
Praise Band



TACA Dress Code (2026 - 2027)

Student dress should ensure a neutral environment that is conducive to learning and protective of the educational process. We encourage students to dress appropriately and wear clothing that is not disruptive. Clothing should not violate the health, safety, or decency aspects of the school operation and should not interfere with classroom procedures.

It is at the discretion of the administration and/or faculty as to what is appropriate for the learning environment. This includes whether garments are inappropriately tight or revealing. Students wearing questionable attire may be asked to contact a parent (guardian) to bring appropriate clothing that meets dress code requirements. In matters of opinion, the judgment of teachers and administrators will prevail. These guidelines must be followed during any situation in which students are uniformly dressed or on dress-down days when provided an opportunity to be out of school uniforms. This includes dress-down Fridays, athletic and special events, activities, field trips, etc.

GENERAL GUIDELINES APPLICABLE TO ALL STUDENTS

Uniform Dress

Approved school uniforms are required for all students in Kindergarten through 12th grades. Preschool students may wear uniforms if they choose but are not required. Tommy Hilfiger is our approved supplier for this upcoming school year.

- Visit globalschoolwear.com
- In the FIND YOUR SCHOOL section, please enter either your Partner School Code TENN01 or search by school name.
- Select your student's grade, gender, and program type.
- Please see the attached document with further Tommy Hilfiger information.

Schoolwear may be purchased through other suppliers as long as items are the **same style, color, and fabric as the approved wear. Uniforms do not have to be logoed, but that option is exclusively available through Tommy Hilfiger if you choose to do so.**

Uniform dress will be followed most school days (Monday – Thursday unless noted). School wear must be worn at all times during instructional days (Monday-Thursday), even under approved hoodies and zip-up jackets. The only exceptions will be every Friday for "school spirit" day, special school events, or certain field trips. These days will be determined by the school administration and will be announced in advance.

Approved school wear is not required during holiday childcare or other non-instructional days. On days where approved school wear is not required, as well as field trips and other school functions, students are to dress appropriately and wear clothing that is not disruptive or does not reflect negatively upon the school.

STUDENTS SHOULD ADHERE TO THE FOLLOWING GUIDELINES FOR UNIFORM DRESS:

TACA Dress Code – Uniform Dress

All Uniforms:

- Should be size appropriate and of modest length and fit.
- Should have no sagging, large pockets, leg pockets, additional strings, rivets, etc. different from approved styles.
- Should cover appropriately and modestly and reveal no undergarments or undergarment lines.
- Should have no visible writing, logo, etc. other than the approved school logo.
- Should be in good repair and have no holes, rips, or tears, even if they are part of the prevailing fashion.

Shirts	Sweatshirts, Sweaters, Jackets & Hoodies
• Polos must be approved styles and fabrics that are the same as those on the approved list of styles issued at the beginning of the school year. • Polo shirts are approved only in gray, navy, or burgundy (including collar and trim). • Buttons must be either the color of the shirt, white, cream, clear, brown, rust, wood, or another color that blends into the shirt. Extra- large buttons and decorative buttons are not allowed. • Please adhere to the policy already in place that NO writing or logo is permitted except for the approved Crusader Logo. • Shirts must completely cover the belly and back areas; No part of the stomach or back is to be exposed even when the arms are raised. • All shirts worn under school polos must be solid white. • Students will be allowed to wear Crusader t-shirts, on Fridays ONLY, with approved regular bottoms.	• Any style jacket, hoodie, or sweater may be worn to school for warmth during cold weather. However, all non-approved jackets must be removed upon arrival at school and are not allowed to be worn in the classroom during the school day. • Students may only wear non-approved jackets during recess, class transitions, or other times when being outside. • Approved jackets are not required, but we strongly recommend purchasing an approved jacket or hoodie. Classroom temperatures may vary, and many students are more comfortable when they can wear a light jacket in class. • Approved logo wear hoodies, jackets, and sweatshirts with the Crusader logo or others sold through the Academy sports teams, etc. are allowed to be worn in the classroom during the school day. • Plain sweatshirts, hoodies, and sweatshirt style zip-up jackets in a single, solid color including hood, trim, sleeves, etc. in approved styles, colors, and fabrics that are the same as those on the approved list of styles issued at the beginning of the school year are also allowed. • Sweatshirts and hoodies must completely cover the belly and back areas; No part of the stomach or back is to be exposed even when the arms are raised. • Polo shirts must be worn under all hoodies, jackets, etc. • Some sweaters are approved in limited styles and colors. Please see the approved list on the Tommy Hilfiger website. • Large, bulky outerwear items are not to be worn in the classroom. Students should remove these upon arrival and place them in the lockers, cubbies, or on clothing hooks provided in the classroom.

Pants & Capris	Shorts	Dresses, Jumpers, & Skirts
- Pants are approved for boys and girls and must be either khaki, navy, or gray in approved styles and fabrics that are the same as those on the approved list of styles issued at the beginning of the school year. Neither knit, jean material, skinny jeans/pants, or jeggings are allowed. There can be no additional pockets, rivets, strings, etc. on the pants or shorts. - Khaki, navy, or gray cargo pants are approved for boys. - Some khaki, navy, or gray capris styles are approved for girls. - All must be worn at the waist and be size appropriate. Leggings, yoga pants, or other tight-fitting pants are ONLY permitted when worn under a skirt or dress of appropriate length.	- Shorts are approved in khaki, navy, or gray for both boys and girls in approved styles and fabrics that are the same as those on the approved list of styles issued at the beginning of the school year. Neither knit, jean material, skinny jeans/pants, or jeggings are allowed. There can be no additional pockets, rivets, strings, etc. on the pants or shorts. - Must not be shorter than 4 inches above the top of the kneecap, when seated. A good estimate of this is no shorter than 2 ½ inches (width of a dollar bill) above the knee when standing. - Must be worn at the waist and be size appropriate and be of modest length and fit. - Khaki, navy, or gray cargo shorts are approved for boys.	Skirts, jumpers, and dresses are approved for girls in either khaki, navy, gray, or our exclusive Tommy Hilfiger plaid. - Styles and colors must be the same as those on the approved list of styles issued at the beginning of the school year. - Must not be shorter than 4 inches above the top of the knee cap, when seated. A good estimate of this is no shorter than 2 ½ inches (width of a dollar bill) above the knee when standing. Leggings, yoga pants, or other tight-fitting pants are ONLY permitted when worn under a skirt or dress of appropriate length.

Hair, Hats, & Accessories	Shoes	Gym Wear
No unnatural hair colorings (pink, green, blue, purple, etc.) or styles except on special theme or spirit days. No hair tinsel or hair feathers are allowed. Certain hairstyles or lengths may not be allowed and the Administrative decision regarding those must be followed.	- Shoes must be worn at all times. - No house shoes or slippers are allowed. No light up shoes are allowed.	Kindergarten-5th Grades – Gym wear is available, but not required and may be purchased through Tommy Hilfiger only. - Approved gym wear may only be worn on scheduled gym days. This includes athletic suits, gym shorts, short sleeve, and long sleeve t-shirts, etc. Class t-shirts cannot be worn as gym wear. Please see the Tommy Hilfiger site for approved gym wear.

Hair, Hats, & Accessories	Shoes	Gym Wear
• No head coverings are permitted for boys or girls. This includes, but is not limited to, hats, toboggans, full head scarves, sweatbands, stockings, do-rags, bandanas, hoods, etc. • No sunglasses may be worn or be visible at any time during the school day. • Accessories should not bear the name or symbols of secular music groups, contain depictions of drug, alcohol, or tobacco products, profane, vulgar, violent, illegal, immoral topics or innuendoes, or other depictions of movies, TV shows, books, etc. that are not appropriate for students in a Christian learning environment. • Only items intended for warmth during cold weather are allowed but should be removed upon arrival to school.	• Kindergarten – 4th Grades For safety purposes, no open-toe and/or open-back shoes are allowed for students in Kindergarten through 4th grades. Shoe styles include, but are not limited to flip-flops, sandals, etc. Crocs and similar style shoes are acceptable, provided students wear the strap across the heel of the foot for security. Tennis shoes are required for scheduled PE days. • Fifth – Twelfth Grades Students in 5th-12th grades have the privilege to wear open-toe and/or open-back shoes. Shoes must be worn at all times, for safety purposes. Tennis shoes are required for scheduled PE days.	• Approved gym wear may only be worn on scheduled gym days. This includes athletic suits, gym shorts, short sleeve, and long sleeve t-shirts, etc. Class t-shirts cannot be worn as gym wear. Please see the Tommy Hilfiger site for approved gym wear. • Pants/shorts/skorts and tennis shoes may be worn by students in Kindergarten – 5th grades on scheduled PE days. No dresses or skirts are allowed. • Middle & High School Gym wear is required for middle school students all year and high school students who are enrolled in PE classes for that semester. Gym wear may only be worn during PE class times. Middle and high school students may wear only approved gym wear purchased through Tommy Hilfiger. Parents will be responsible for ordering and receiving gym wear before the first day of school. A couple of sets of gym wear are encouraged for middle and high school students who will be participating in PE.

DRESS DOWN DAYS & SPECIAL DAYS

Dress down days will provide opportunities for students to be out of uniform. Such days include Spirit Fridays, field trips, school spirit days, classroom parties, etc. TACA spirit wear can be purchased through the Academy office. Students should follow guidelines for appropriate dress on these days. Repeated violations of the dress code may result in loss of privileges for dress-down days.

These guidelines must be followed during any situation in which students are provided an opportunity to be out of school uniforms. This includes athletic and special events, activities, field trips, dress-down days, etc. Please note the following are guidelines and are not all-inclusive. In matters of opinion, the judgment of teachers and administrators will prevail.

TACA Dress Code – Dress Down Days

General Guidelines for All Clothing & Accessories

- Should be size appropriate and of modest length and fit.
- Should cover appropriately and modestly and reveal no undergarments or undergarment lines.
- Should be in good repair and have no holes, rips, or tears, even if they are part of the prevailing fashion.
- Should not bear the name or symbols of secular music groups, contain depictions of drug, alcohol, or tobacco products, profane, vulgar, violent, illegal, immoral topics or innuendoes, or other depictions of movies, TV shows, books, etc. that are not appropriate for students in a Christian learning environment.
- No unnatural hair colorings (pink, green, blue, purple, etc.) or styles except on special theme or spirit days.
- No hair tinsel or hair feathers are allowed. Certain hairstyles or lengths may not be allowed and the Administrative decision regarding those must be followed.
- Girls shall not be allowed to wear excessive make-up, such as dark eye make-up, black lipstick, or other types of make-up that is dark in color or excessive. Boys shall not be allowed to wear make-up of any nature.
- No exposed tattoos – permanent or temporary.
- No body piercings other than earlobes for girls. No earrings or any other body piercings are allowed for boys. No gauges for boys or girls.
- Accessories (bracelets, other jewelry, socks, etc.) must not be a distraction to a student or those around them.
- No sunglasses may be worn or be visible at any time during the school day.
- No head coverings are permitted for boys or girls. This includes, but is not limited to, hats, toboggans, full head scarves, sweatbands, stockings, do-rags, bandanas, hoods, etc.
- Only items intended for warmth during cold weather are allowed but should be removed upon arrival to school.

Tennessee Avenue Christian Academy
PARENT-STUDENT HANDBOOK

Shirts	Jeans, Pants & Capris	Shorts
• All shirts and tops must have sleeves. • Button-up shirts/blouses may be open only at the neck unless worn over a shirt that meets the dress code. • Muscle shirts, sleeveless tops, loose-fitting tank tops, midriff shirts, halter tops, tube tops, or spaghetti strap tops are not appropriate. • Low-cut, backless, or strapless shirts or blouses are not allowed. • Sweatshirts and hoodies may be worn, but the hood may not be worn in school buildings.	• Jeans and other casual pants are allowed on dress-down days. • Must be worn at the waist and be size appropriate and be of modest length and fit. • No pajamas, lounge pants, or other sleepwear are allowed. • Leggings may NOT be worn as pants. • Leggings are ONLY permitted when worn underneath a skirt of appropriate length. Yoga pants, athletic wear (including but not limited to leggings, workout, running, compression pants, capris, or shorts), jeggings, or any other style of tight-fitting garments will NOT be allowed.	• Jean shorts and other casual shorts are allowed on dress-down days. • Shorts must not be shorter than 4 inches above the top of the kneecap when seated. A good estimate of this is no shorter than 2 ½ inches • (width of a dollar bill) above the knee when standing. • Must be worn at the waist and be size appropriate and be of modest length and fit.
Shoes	Dresses, Skirts, & Jumpers	Jackets
• Shoes must be worn at all times. • No house shoes or slippers are allowed. Kindergarten – 4th Grades • For safety purposes, no open-toe and/or open-back shoes are allowed for students in Kindergarten through 4th grades. Shoe styles include, but are not limited to flip-flops, sandals, etc. Crocs and similar style shoes are acceptable, provided students wear the strap across the heel of the foot for security. Tennis shoes or other shoes with a non-marking sole are required for scheduled PE days. Fifth – Twelfth Grades Students in 5th-12th grades have the privilege to wear open-toe and/or open-back shoes. Shoes must be worn at all times for safety purposes. Tennis shoes or other shoes with a non-marking sole are required for scheduled PE days.	• Low-cut, backless, or strapless dresses are not allowed. • Dresses, skirts, and jumpers must not be shorter than 4 inches above the top of the kneecap when seated. A good estimate of this is no shorter than 2 ½ inches (width of a dollar bill) above the knee when standing. • Must be worn at the waist and be size appropriate and be of modest length and fit.	• Any style jacket may be worn to school or during the school day provided • it meets the above clothing guidelines. • Large, bulky outerwear items are not to be worn in the classroom. Students should remove these upon arrival and • place them in the lockers, or on clothing hooks provided in the classroom.

DRESS CODE VIOLATIONS

Elementary School

The teacher will discretely bring it to the student's attention and ask the student not to wear the garment again and make a note of the infraction. If the violation is extreme, the student will be sent to the office. Parents will also be notified of the infraction. Repeated offenses of dress code violation may result in a conference, disciplinary action, or loss of dress-down privileges depending on the infraction.

Middle School

When a student violates any part of the dress code policy, violations must be corrected before a student is permitted to return to the classroom and parents may be contacted to bring appropriate attire to the school. Repeated offenses will result in After-School Detention or other disciplinary measures.

- First offense: The teacher will discretely bring it to the student's attention and ask the student not to wear the garment again and make a note of the infraction. If the violation is extreme, the student will be sent to the office. Parents will also be notified of the infraction.
- Second/Subsequent offenses: First offense requirements, plus After School Detention, issuance of a Demerit, or other disciplinary action.
- Additionally, any student with four or more dress code violations must report to the designated person each day upon arrival at school for a "dress code check" for the remainder of the semester. Students will continue to be responsible for arriving to class before the tardy bell.

High School

- First offense: The student will receive a dress code violation slip that must be signed by the parent. Detention will also be issued. If the infraction is extreme, a parent or guardian may be contacted to bring appropriate attire.
- Second/Subsequent offenses: First offense requirements, plus one demerit will be issued for each offense.
- Additionally, any student with four or more dress code violations must report to the designated person each day upon arrival at school for a "dress code check" for the remainder of the semester. Students will continue to be responsible for arriving to class before the tardy bell.

Student Conduct

At Tennessee Avenue Christian Academy, we are convinced of our students' ability to know God, walk with Him, make good choices, and demonstrate Christian character. We also firmly believe that our students can and do make a positive impact on their world. They are a blessing from the Lord, and as such, deserve our best efforts for nurturing and education.

General Classroom Behavior

- Students are expected to exhibit the following classroom behaviors:
- Refrain from talking when others are speaking.
- Listen attentively to the teacher and other students when they are speaking or asking questions.
- Raise their hand and wait to be called on before speaking or leaving their seat.
- Keep their hands, feet, and other objects/property to themselves.
- Follow directions by obeying the first time instructions are given.
- Walk inside the classroom and school building.
- Use an appropriate "inside voice" in the classroom.
- Exhibit a Christ-like attitude by acting in a way that is kind and respectful to everyone.
- Help keep classroom neat and clean.
- Learn and follow classroom expectations and procedures demonstrated by the teacher.
- Keep personal materials organized and ready to use.
- Respond to teachers and other adults respectfully by answering "Yes, ma'am," "No, ma'am", "Yes, sir," "No, sir," "Please," "Thank you," etc.
- Respect school property by keeping textbooks, desks, chairs, lockers, etc. in good repair.

Expected Behavior Outside of the Classroom

In addition to the above general classroom behaviors, students are expected to follow these behaviors while outside of the classroom:

Hallways & Walkways – Students should:

- Walk quietly and refrain from talking in the hallways.
- Stay in line when traveling with a class.
- Walk on the right side so that others may pass.
- Listen and obey teacher directions.
- Respect hallway displays.
- Walk on walkways and sidewalks.
- Respect property and landscaping.

Restroom – Students should:

- Wait their turn.
- Use the restroom quietly without disturbing classes.
- Wash and dry hands.
- Throw trash away.

Recess/Outside – Students should:

- Use equipment correctly.
- Follow teacher directions.
- Follow safety procedures.

Lunch Behaviors – Students should:

- Walk at all times, being especially careful while carrying food and drinks.
- Sit properly and use appropriate table manners.
- Throw away trash and clean up their area.
- Take plates, cups and silverware to the designated area to be washed.
- Line up quietly and wait for dismissal.

ACADEMIC DISHONESTY

Plagiarism

Plagiarism is the taking of another person's ideas or writings and presenting them as one's own or without proper acknowledgment. Plagiarism is stealing (Exodus 20:15) and a serious violation of academic honesty.

Teachers will instruct students on proper citation procedures for research assignments.

Also prohibited is self-plagiarism, the submission of the same piece of graded work in more than one course without explicit permission of both teachers involved.

Cheating

Academic dishonesty (cheating) includes the actual giving or receiving of any unauthorized assistance on homework, quizzes, projects, and/or tests. Plagiarism of any kind is considered cheating. Students should not give or receive any help on tests, quizzes, assignments, etc. unless the teacher has granted this privilege on a particular project. A grade of zero will be given on the assignment in question to the person or persons involved. Because suspension may result from cheating, all cases will be referred to the Principal, Assistant Principal, and/or Administrator. A research paper and a substitute assignment will usually be part of suspension dealing with cheating.

- Cheating damages the evaluation process and includes the following:
- Communication during a test or quiz by talking or signaling.
- Having notes/answers visible during an assessment.
- Unauthorized collaboration during an assessment.
- Unauthorized use of notes or books on tests and quizzes.
- Working with another on assignments when independent work is required.

- Copying someone else's homework answers.
- Obtaining test or quiz questions and/or answers in advance through unauthorized means. The person who provides access to this information is also guilty of cheating.
- Willfully damaging the academic work of others.
- Submitting, in whole or in part, any work by another student.
- Electronic cheating (sending or receiving text messages that contain answers for a test, retrieving answers for a test from a phone or electronic device).

Any student guilty of cheating will receive a zero for the assignment and will be required to re-do the assignment to the teacher's satisfaction. Elementary infractions for cheating will be handled on a case- by-case basis.

For middle and high school students the following procedures will be implemented:

- **1st Offense:** A grade of zero will be given on the assignment in question, the assignment must be redone as assigned by the teacher, and afterschool detention will be given, and the student(s) will receive 1 demerit for cheating.
- **2nd Offense:** A grade of zero will be given on the assignment in question, 2 demerits will be given for cheating, and students will be assigned one day of In School Suspension. All work done while in ISS will receive grades of zero including classwork, quizzes, and tests. If work is not completed, another demerit will be given and a 2,000-word essay will be assigned.
- **3rd Offense:** A grade of zero will be given on the assignment in question, 2 demerits will be given, and a 2,000-word essay will be assigned. The student will also be referred to the disciplinary committee. (See Demerit System)

Please note that offenses are cumulative and will be carried from year to year while enrolled at TACA. If a student has repeated offenses for cheating while enrolled at TACA, even if not during the same school year, additional action will be taken including possible expulsion. Future offenses of cheating by the same student will result in more serious consequences and possible expulsion.

It is the student's responsibility to learn what is required in his/her academic work. If there are any questions relating to an assignment, the student should consult the teacher before presenting the work. The student should assume all work is to be individual unless expressly stated otherwise. When in doubt about proper documentation or research sources, a student should always consult his or her teacher.

Please note that offenses are cumulative and will be carried from year to year while enrolled at TACA. If a student has repeated offenses for cheating while enrolled at TACA, even if not during the same school year, additional action will be taken including possible expulsion.

Discrimination & Harassment

Discrimination and harassment in any form are prohibited; this includes, but is not limited to, discrimination/harassment based on sex, race, ethnicity or religion. Discrimination/harassment is defined as conduct, advances, and gestures or words which:

- Unreasonably interfere with a student's work or performance
- Create an intimidating, hostile or offensive environment
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades, credits and/or participation in a student activity.

Sexual Harassment

TACA strives to provide students with a climate that is conducive to a quality Christ-centered learning environment. TACA has a sexual harassment policy in place to encourage all members of the learning community to be proactive in providing a climate in each classroom that is inviting, receptive, caring, supportive, and flexible. The policy is meant to discourage sexual harassment on the TACA campus and school-sponsored activities.

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances and/or gestures of a sexual nature that:

- Interfere with a student's work or educational opportunities
- Create an intimidating, hostile, or offensive environment
- Imply that submission to such conduct an explicit or implicit term of receiving grades or credit
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity

Sexual harassment of one student by another will be addressed in the school Code of Conduct, is classified as a Category II or III offense, and carries with it the possibility of suspension and/or referral to an outside agency for further action.

Sexual harassment will constitute cause for disciplinary action regardless of its intention. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The range of behaviors that may constitute sexual harassment include, but are not limited to:

- Leering
- Pinching/Grabbing
- Touching/Hugging
- Suggestive verbal comments
- Pressure for dates or sexual activity
- Other verbal, physical, or visual actions or pictures

Any student who retaliates against any person who reports alleged sexual harassment or violence or any student who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing will also be subject to disciplinary action, including suspension/expulsion. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

Bullying/Intimidation

It is the policy of TACA to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity towards others. While bullying can involve a single, severe behavior, bullying is usually defined as repeated negative behaviors by a student(s) toward another student(s), intended to intimidate or cause harm. TACA prohibits all forms of bullying, including cyber-bullying, even if it occurs outside of school on property or equipment not owned or operated by TACA.

What Bullying is Not

There are distressing behaviors that occur that are not bullying, even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action.

- **Mutual Conflict:** In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one party becoming targeted repeatedly for 'retaliation' in a one-sided way.
- **Social Rejection or Dislike:** Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- **Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation:** Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying. However, since the school has a duty of care to provide a student with a safe and supportive school environment, single episodes of nastiness or physical aggression will be dealt with accordingly.

Examples of Bullying

- **Verbal** – name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (via cell phone, internet, etc.)
- **Physical** – pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, mimicking, initiating or forcing inappropriate touching, etc.
- **Social** – ostracism or exclusion, ignoring, alienating, spreading rumors, encouraging other to socially exclude someone, etc.
- **Psychological** – acts that instill a sense of fear or anxiety, etc.
- **Cyber-bullying (online bullying)** – The bullying, harassment and/or humiliation by use of electronic devices through means of e-mail, instant messaging, mobile phones, text messages, blogs, social media and websites, etc.
- **Miscellaneous** – any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors

Bullying Awareness

As part of the required in-service training for all school staff, the administrator, principal or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, gym, locker rooms, cafeteria, etc.

Bullying Reporting

- Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action up to and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible, preferably before the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom (not all conflict constitutes bullying).
- If the behavior meets the criteria for bullying, the staff member must report this to the principal or administrator immediately in order to protect the alleged victim. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it". The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

- The administrator or principal will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the parties involved privately. If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, "Your behavior is unacceptable, inappropriate, and must be stopped." The administrator or principal shall notify the parents/guardians of the students involved preferably before the end of the school day or within 24 hours. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the student guilty of bullying. The principal will inform the student that he/she may be monitored, and the student's movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease.
- Incidents in which the behavior is believed to constitute criminal activity will also be referred to the proper law enforcement officials and appropriate charges may be filed.

Hazing

Hazing is defined as harassing by exacting unnecessary or disagreeable work, harassing by banter, ridicule, or criticism or playing silly, abusive and humiliating tricks by way of initiation. Hazing is strictly forbidden at TACA. Hazing activities include, but are not limited to:

- Harassment by way of banter, ridicule, or pranks
- Physical abuse
- Physical confinement
- Consumption of disgusting substances
- Consumption of prohibited substances
- Inappropriate clothing
- Commission on illegal acts
- Humiliation rituals

Internet & Electronic Communication Policy

TACA provides students with access to the school's electronic communication system, which includes Internet access. The purpose of the computer system is to serve as a resource in the student's educational path and as an aid in fulfilling their curriculum requirements. The system is also used to enhance productivity and assist students in improving their computer skills through projects and other educational activities. The system is used to share information with the local community, including parents, etc. The following restrictions are established to ensure that all uses of the school system's electronic communication system are acceptable:

General Use and Safety

- Students are not allowed to access the Internet without prior permission of the teacher. Internet access will be granted only for educational purposes, and sites must be approved for educational use.
- Social media use is prohibited on school grounds.
- Users will not post personal contact information about themselves or other people, including such information as address, telephone, work address, etc.
- Users will not agree to meet with someone they have met online without their parent's approval and participation.
- Users will promptly disclose to their teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the system, attempt to access any other computer system through the TACA system, or go beyond their authorized access. This includes attempting to log

in through another person's account or accessing another person's files. The use of proxy servers is also prohibited along with any other means of circumventing network security. (A proxy server acts as a go-between for requests from computers and network servers.) These actions are prohibited, even if only for the purposes of "browsing".

- Users will not make deliberate attempts to disrupt the computer system performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the TACA computer system to engage in any illegal acts, such as arranging for the purchase of alcohol, or threatening the safety of another person, etc

Inappropriate Language

- Restrictions against inappropriate language apply to all communications including public messages, private messages, and material posted on Web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that if acted upon, could cause damage to the computer network and/or network services.
- Users will not engage in personal attacks, including, prejudicial or discriminatory attacks (cyber- bullying).
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Plagiarism and Copyright Infringement

- Users will not plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user must follow the expressed requirements. If the user is unsure whether a work/document can be used, permission must be requested from the copyright owner.

Inappropriate Access to Material

- Users will not use the TACA computer system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- If a user inadvertently accesses inappropriate material, he/she must immediately close any open window that displays such material and disclose the inadvertent access. This will protect users against an allegation that they have intentionally violated the Internet & Electronic Communication Acceptable Use Agreement. Failure to report any inadvertent access may result in a violation of this agreement and may result in further disciplinary action.

Electronic Communication

Students are prohibited from posting, sending, texting, emailing or disseminating messages or information that would violate school policies if they were spoken orally or written on paper. Students may not post or text inappropriate pictures of themselves or others. This includes bullying, intimidation, harassment of any kind, discrimination, or other forms of abuse that are communicated via any electronic means whether it is of pictorial or written form.

In other words, the same rules of conduct for written or face to face communication apply equally to electronic communications. Violations of this policy may subject students to disciplinary action, including, but not limited to probation, suspension, expulsion, or dismissal.

Items to Leave at Home

Items not appropriate for school will be confiscated. Skateboards, roller skates, in-line skates, shoe- skates, laser pointers, games, toys, chains, correction fluid, collector's/playing cards, or other items that may interfere with instruction are not allowed. Candy, gum, food and drinks are not allowed. Any exception will require the written permission of a staff member.

With the exception of approved calculators, electronic devices are forbidden. **Smart watches**, radios (all types), iPods, CD players, MP3 players, cameras, electronic pagers and/or video game players are not allowed at school and may be confiscated (See Cell Phone Policy/Confiscation of Items).

Phone Calls

All calls made by students during school hours must be pre-approved by the office. Students should not ask to use the school phone unless it is absolutely necessary. Excessive phone calls made to parents in order to bring forgotten materials to school are strongly discouraged. It is important to teach your child responsibility for his or her assignments and property. When a parent aids in this process it puts children at a disadvantage because they do not learn the disappointment of natural consequences or how to solve problems themselves. Students must learn how to manage relationships, stand up for themselves, fight their own battles and take responsibility for their own actions. Please note that at no time during the school day are students are allowed to use cell phones or any other personal communication device.

Cell Phone Policy

Many parents wish for their students to carry cell phones for the purposes of safety and convenience. Elementary students are discouraged from bringing cell phones to school. However, if there is a need for a student to bring a cell phone to school, it must be powered down and properly stored in the student's backpack or locker during school hours to prevent distractions. High school students must also have cell phones powered down and phones must be stored in the student's locker.

Students' cell phones are to be turned off and not visible upon a student's arrival to school (upon entering the school building) until the end of the student's departure. Cell phone use is not permitted between classes or at any other time during the school day. For emergency purposes, land-line telephones are available in the school office. If it is discovered that a cell phone is turned on or on a student's person, it will automatically be considered that the student has intent to use the phone.

Elementary student infractions will be dealt with on a case-by-case basis. For middle and high school students, the following procedure will be followed:

- First offense: The student will be assigned a detention, and the phone will be taken to the office and kept until the end of the school day until a parent or guardian retrieves it.
- Second offense: The student will receive a detention and the phone will be kept for one week until the parent or guardian retrieves it. In addition, the student will receive a demerit upon the third offense.
- Third offense: The student will receive a detention, a demerit, and the phone will be kept for the remainder of the school year until a parent or guardian retrieves it.

Refusal to immediately relinquish the entire cell phone (including battery, SIM card, etc.) will result in additional disciplinary action and parent contact. Furthermore, any discovery of cell phone use will carry with it the penalty of

a detention upon the first offense. Further instances of cell phone use will result in a **minimum** of one demerit and one detention issued for each offense.

Smart Watches

Smart watches will not be permitted at school. Elementary student infractions will be dealt with on a case-by-case basis. For middle and high school students, the following procedures will be followed:

- First offense: The student will be assigned a detention, and the smart watch will be taken to the office and kept until the end of the school day until a parent or guardian retrieves it.
- Second offense: The student will receive a detention and the smart watch will be kept for one week until the parent or guardian retrieves it. In addition, the student will receive a demerit upon the third offense.
- Third offense: The student will receive a detention, a demerit, and the smart watch will be kept for the remainder of the school year until a parent or guardian retrieves it.

Refusal to immediately relinquish the smart watch will result in additional disciplinary action and parent contact. Furthermore, any discovery of a smart watch use will carry with it the penalty of a detention upon the first offense. Further instances of smart watch use will result in a **minimum** of one demerit and one detention issued for each offense.

Leaving School Grounds

Students must remain on school grounds during the school day. All students who leave school grounds without permission will be subject to disciplinary action. Middle and high school students shall be subject to the following consequences for leaving school grounds without permission:

- First Offense – 2 days In-School suspension (ISS) and/or 2 week loss of driving privileges
- Second Offense – 3 days In-School suspension (ISS)/Loss of driving privileges for the remainder of the semester
- Third Offense – 5 days In-School suspension (ISS)
- Chronic Offenses – Out-of-School suspension and possible further disciplinary action.

Public Displays of Affection

It is recognized that in some cases friendships developed during the school year will mature into life- long relationships; therefore, it is the policy of TACA that dating shall be directed from the homes of students. Though boyfriend/girlfriend relationships are a very real and natural part of many of our students' lives, your student will be required to refrain from Public Displays of Affection (PDA) while at school or any school function (including field trips, sports events, school programs, social events, during transportation, etc.) Couples should not be in unchaperoned situations or places such as otherwise empty buildings or rooms, behind buildings, or in any parking lot other than the one behind the middle school and high school buildings without a teacher, staff member, or one of their parents accompanying.

Outward show of affection in public, such as holding hands, having arms around one another, and the like is unbecoming to a Christian young man or young woman, and will be prohibited in the school or on the school grounds. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner. **No physical contact is permitted on campus or at any school function.**

Searches

Tennessee law authorizes the principal and his/her designee to conduct personal searches of students and visitors on school property, including school buses, if the principal has reasonable suspicion that the student or visitor is in possession of illegal drugs, weapons or other items not allowed by the school rules or state statute. The law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, electronic

devices, lockers, book bags, purses or other items brought onto school grounds are subject to search by school administration and law enforcement officials if warranted.

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

Personal Searches: A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses, and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to immediately come to the Academy to perform the search or the student refuses to empty his/her pockets or remove from his or her person what is suspected, immediately the student's privilege to attend this Academy will be revoked.

Locker Searches: Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property as school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

Automobile Searches: Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Electronic Devices: Students understand that an electronic device is subject to inspection at any time without notice. Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites users visited. Authorized staff may perform random inspections of individual electronics. Violations of school policies may result in disciplinary consequences.

K9 Searches: The Academy reserves the right to bring on property K9 dogs for the purpose of patrolling the parking lot and/or buildings to search for contraband. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

Threats or Perceived Threats

The school takes seriously any threat of harm to any student or employee. Students making what the administration perceives to be a credible threat will be expelled. Parents making what the administration perceives to be a credible threat will be required to withdraw their children.

School-Sponsored Activities

School sponsored activities include field trips, social activities, conventions, workshops academic competitions, and any other related functions recognized by the school that are held on or off the campus. Students who participate or attend are representatives of TACA and will conduct themselves as such. This includes not only behavior, but appropriate speech, dress, etc. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. If the school provides transportation to an activity, the student must return via the school transportation or may only be released or signed out with prior written approval from a parent/guardian or adult immediate family member in person. During an assigned Out-of-School suspension (OSS), expulsion, students may not attend or participate in any school-sponsored activity, including graduation. The school medication policy applies to medication use during school-sponsored activities.

Tobacco Use

The Tennessee legislature has passed a law dealing with under-age possession of tobacco products. The law requires school principals to issue citations to Juvenile Court for any student (under the age of 21) who possesses any tobacco product*. The law calls for a fine and requires a hearing in juvenile court for the first offense with stricter penalties for any repeat violations.

Students, staff members, and school visitors are prohibited from using tobacco products at any time, including non-school hours in any building, facility, a vehicle owned, leased, rented or chartered by TACA or personal vehicle on school property. This includes school grounds and TABC property – including playgrounds and parking lots, at any school-sponsored or school-related event on-campus or off-campus or at any other time that students are under the authority of school personnel.

A tobacco product is defined as:

- An item containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
- Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, hookah, vape pen or any other product name or descriptor.
- Any component, part, or accessory of a tobacco product including but not limited to e-liquids, pipes, papers, cutters, batteries, etc.

Vandalism

Students or parents of students caught damaging or defacing school or church property will be expected to pay the cost of restoration and replacement of the damaged property. Anyone who vandalizes school or church property may be expelled, arrested and/or prosecuted. Pranks are considered vandalism.

Weapons in School

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school-sponsored activity:

- Known possession or use of objects commonly used or designed to inflict bodily harm and/or to intimidate other people.
- Use of any object as a weapon to inflict or threaten bodily harm and/or intimidate, coerce or harass. This includes objects not necessarily designed to be a weapon.

School personnel will take appropriate action to secure the health and safety of students during any altercation involving violence and/or the use of a weapon. Incidents involving weapons are to be reported immediately to an appropriate administrator.

State law makes it an offense for a person eighteen (18) years of age or older, including a parent or other legal guardian, to know that a minor or student is in illegal possession of a firearm and fail to prevent such possession or fail to report it to the appropriate school or law enforcement officials. The law applies to student possession of a firearm in or on the premises of a public or private school, in a school's athletic stadium, other facility or building where school-sponsored athletic events are conducted, including, but not limited to: parks, playgrounds, or civic centers.

As required by the Gun-Free Schools Act of 1994, any student who is determined to have brought a firearm to school will be expelled from the regular school program for at least one calendar year. This action may be modified on a case-by-case basis by the school Administrator.

Gender Policy

We believe God wonderfully and immutably creates each person male or female at conception. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Gender is created by God and cannot be changed in alignment with God's Word. Therefore, all employees and students must maintain a lifestyle and actions aligned with their birth gender while employed or attending Tennessee Avenue Christian Academy both on and off campus. Neither employees nor students can dress as a person of opposite gender or participate in other activities assigned to a person of opposite gender. Employees and students must use facilities assigned to persons of their birth gender. Any violation of this policy will be grounds for immediate termination of employment.

Sexual Ethics Policy

TACA, as a ministry of Tennessee Avenue Baptist Church, affirms the Biblical understanding of sexuality as a gift from God (Genesis 2:24). In concert with biblical teaching, TACA supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage. In addition, TACA recognizes that the gift of gender is part of the goodness of God's creation and is predetermined by God and revealed at conception. Lifestyles or practices inconsistent with these biblical teachings are also inconsistent with the mission of TACA. TACA affirms the biblical teaching that all sexual conduct outside the sanctity of marriage including both hetero and homosexuality is a sin, a turning away from God's ideal as outlined in Scripture.

TACA understands that while we fall short of the glory of God (Romans 3:23), the grace of God poured out through the blood of His Son calls us to repentance, forgiveness, and a new life in Christ (2 Corinthians 7:10, 12:21, 2 Timothy 2:25, 2 Peter 3:9). We understand that these issues are very personal in nature and great discretion will be given in dealing with these matters – our purpose is not to bring shame or discomfort to an individual or family. However, nor will our actions negotiate the veracity of biblical absolutes on the altar of cultural convenience and compromise.

Consequently, our policy for all students, staff, parents/guardians, and board members calls for devotion to a biblical standard of purity.

Procedures

When an incident arises due to not observing these biblical standards, continued involvement with TACA would necessitate a contrite heart before the Lord. In addition to personal behavior, students, staff, parents/guardians, and board members are expected not to participate in advocacy groups that promote sexuality contrary to biblical teaching.

TACA may determine consequence for the individual that is appropriate for the act committed. In doing so, the school will offer counsel and assistance to the individual so that the consequence imposed may act as a catalyst for redemption in his or her life. If a continued relationship with a member of the TACA staff, student body, parental body, or board member body is deemed to be damaging to (or a distraction from) the mission of TACA, appropriate action, which could include dismissal, may be necessary. TACA will respond to such issues with a combination of grace and truth.

Student Discipline

TACA recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Students are expected to conduct themselves appropriately and to act with regard to their Christian walk, for the supervisory authority vested by the school with all employees, the education purpose underlying all school activities, the widely-shared use of school property, and the rights and welfare of other students. State law requires that written disciplinary procedures be maintained for the elementary, middle and high school levels. Teachers will issue expectations and classroom discipline policies for students. Parents will need to read, sign, and return these to school with your child.

We believe in excellence in Christian education where Christ is the center. We want our middle and high school students to make a godly difference in our world, homes, and school. We firmly believe that the older students of our school have the responsibility to set the standard for our school in academics, leadership, behavior, and attitude. As a CRUSADER, we look forward to encouraging students to maintain the highest standards in all areas of life so that our Lord may be glorified.

Philosophy of Discipline

At TACA, we seek to uphold the foundational values of integrity, teamwork, accountability, love, and honoring God in all we do. It is through the recognition and fulfillment of these five core values that we have built our philosophy of discipline. Just as we expect the faculty of TACA to uphold these values, we wish to instill these values into the students whom we teach as well.

Honor God in All We Do – It is our desire to serve and honor Christ in all that we do, no matter the size of the task given to us. Students should encourage others to do their personal best and give glory to God for the blessings received and the successes celebrated. 1 Corinthians 10:31; Colossians 3:23

Integrity – We take pride in everything that is fair, honest, and knowledgeable and strive to build trust in every situation. Students should encourage and strive to build within their classroom community a sense of honor and nobility. As a child of God, we should do what is right because it is right and because we love God. Philippians 4:8; Galatians 5:22

Teamwork – It is our desire to cooperate and work in harmony with one another for the common good of the school, students, and families we serve. Students should strive to build a sense of unity within their classrooms and strive to develop a sense of family and belonging for all students. Romans 8:28; 1 Corinthians 3:8

Accountability – As a faculty, we strive to complete and satisfy all commitments and assignments with excellence and take personal responsibility to be held accountable for our employment obligations, words, and actions, on and off the TACA campus, that they may be that of excellent moral testimony. Students should also hold themselves and others to a high standard of accountability. Hebrews 13:1; Matthew 18

Love – We strive to show the love and the joy of the Lord while serving him. No person ever showed more love and mercy than Jesus Christ when he laid his life down at the cross. Students should demonstrate that love in the classroom when interacting with their teachers and classmates. We desire to develop the type of successful and loving relationships that bond our faculty and students in the love and joy of Jesus Christ. 1 Corinthians 13:4-8; Luke 10:27

Demerit System

We expect our middle and high school students to maintain a high code of conduct on and off campus. A merit/demerit system will be implemented in the middle and high schools to encourage and promote self-discipline for students.

A demerit will be issued for moral issues including, but not limited to, disrespect, cheating, lying, willful disobedience, profanity, and inappropriate speech. Depending on the infraction, teachers and administration have the authority to issue an automatic demerit or detention.

Students will be issued a paper copy and will need to obtain a parent signature. Demerits will also be accessible online through the Educate SIS web portal. Parents are encouraged to access this site on a regular basis to access student grades and discipline records.

The allowable limits will be set at intervals of four. Therefore, a student will be brought before a Disciplinary Committee at 4, 8, and 12 demerits. The following standard has been set:

- Four Demerits: A 1,000 word essay for middle school students (2,000 word essay for high school) determined by the disciplinary committee based on the given infractions.
- Eight Demerits: One day of in-school suspension and the student placed on Disciplinary Probation.
- Twelve Demerits: Three days suspension (either in or out of school)

As a final step:

- Fourteen Demerits: Brought before administration for probable expulsion.

The Disciplinary Committee will be made up of an involved teacher, administration representative, and pastor. The demerit system is cumulative throughout the middle and high school years when a student is enrolled at TACA. When a student receives 4 or more demerits, those demerits will become part of their permanent record or transcript.

Any student who is placed on disciplinary probation is prohibited from participating in any extra-curricular activities, sports, drama ministries, SCA leadership, field trips, etc. If a demerit is given to a high school student, all exam exemption privileges will be revoked for that semester.

For non-moral offenses, after-school detentions will be issued. This includes classroom disruptions, failure to do homework, etc. Two or more detentions that are accrued for the same offense could result in demerits if a non-repentant spirit is present. Additional community service hours will also be given to students who receive after school detentions or demerits. One additional hour of community service will be added for each detention issued to a high school student, and three additional hours will be added for each demerit given. (Community service hours apply only to high school students.)

Students will also have several merits that can be earned based on positive behavior and attitudes. These include special reward privileges, parties, field trips, etc. There will be more information given throughout the year as these are earned by students. It is our prayer that the faculty and staff at TACA would come along side parents and students to make the best possible team to help each student fulfill their God-given calling.

Parents and Guardians

Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program. A student's or parent's refusal to comply with TACA expectations regarding behavior and/or academic policies may result in the student's dismissal from the school if said behavior is not immediately terminated. This decision will rest with the principal and/or administrator.

Teacher Discretion

Students are under the supervision of many teachers during the day. Each teacher will have his/her own requirements and students should learn these and abide by them. The teacher has the authority and responsibility to maintain discipline. When a problem occurs, a teacher may do any or all of the following:

- Have a conference with the student.
- Have a conference with the parent and/or the student.
- Have a conference with the principal and/or administrator.
- Use classroom disciplinary action.
- Refer cases which go beyond his/her direct control directly to the principal.

Principal's Discretion

It is the responsibility of the principal to apply the code of conduct uniformly and fairly to each student at the school without partiality or discrimination. It should be understood that the categories of discipline violations outlined below are minimums. Any violation of the code of conduct may be addressed in a manner consistent with subsequent categories based on the severity of the incident or other extenuating circumstances. The examples listed are not all-inclusive. Principals will be responsible for classifying an offense not listed unless otherwise directed by the administrator.

The administration reserves the right to establish further rules and regulations as deemed necessary for the following behaviors:

- Cheating
- Disobedience
- Disrespect
- Improper physical contact
- Improper use of social media
- Inappropriate language
- Lying/Stealing
- Misuse of property
- Negative attitude/gossip
- Personal display of affection (PDA)
- Physical abuse
- Possession/use of alcoholic beverages
- Possession/use of tobacco products
- Possession/use of e-cigarettes or other vaping equipment
- Posting material on social media sites
- Sexual harassment
- Threatening others
- Truancy
- Unauthorized leaving from school grounds

All Academy students, 3rd through 12th grade, and all Academy parents must sign a cooperation form indicating their intentions to comply with TACA concerning classroom policies and rules.

When before/after school detention is assigned, the staff member or administrator who assigns the detention will notify parents. Failure to show up for detention will result in in-school or out-of-school suspension will result in the following action(s):

- Students serving In School Suspension (ISS) will not be allowed to participate in any school- related activities the day the suspension is served.
- Students serving Out of School Suspension (OSS) are not allowed to participate in any school- related activities during the time of suspension.
- Expelled students or students who have been asked to withdraw from MCA will not be allowed to attend any school-related activities.

Disciplinary Measures

When administering student discipline, the following measures will be implemented alongside those outlined in the classroom management plan:

After-School Detention (ASD) – Students may be assigned to after school detention for disciplinary offenses described in the Code of Conduct. The student must be on time and bring appropriate materials. Failure to arrive on time and/or bring appropriate materials may result in further disciplinary action. Detentions will be served from 3:15–4:15 p.m. on the first and third Tuesday of every month.

High school students will be required to complete one hour of additional community service for each detention issued.

Students are required to attend the next scheduled detention after a detention notice is issued. Teachers should provide a minimum of two days' notice for students serving detention. If the detention is not served by the assigned date, a written excuse must be submitted. This may be a note from a parent, health care provider, or the student's employer. Students unable to serve detentions as scheduled are responsible for notifying the appropriate teacher(s) and rescheduling the detention for an alternate day and/or time. Otherwise, further disciplinary action may be warranted for outstanding detentions. This includes, but is not limited to, additional community service hours, ISS or OSS.

Demerit System – A demerit will be issued for moral issues including, but not limited to, disrespect, cheating, lying, willful disobedience, profanity, and inappropriate speech. Depending on the infraction, teachers and administration have the authority to issue an automatic demerit or detention (See Demerits). High school students who receive a demerit will be required to complete three additional hours of community service for each demerit issued.

In-School Suspension (ISS) – Students may be assigned to in-school suspension for disciplinary offenses as described in the Code of Conduct. If a student is assigned to ISS, all grades given on the day(s) missed will receive 20 points off. Failure to use time wisely could result in additional ISS time or OSS.

Out-of-School Suspension (OSS) – Students may be suspended for ten days or less for good and sufficient cause as outlined in the student Code of Conduct. All grades given on the day(s) missed due to OSS will receive 20 points off. Students may not participate in school events during the duration of an out-of-school suspension. Students are not allowed on school property during an out-of-school suspension.

K-12TH GRADE DISCIPLINE GUIDELINES & CODES OF CONDUCT

Category I – Offenses to be administered by school faculty and/or school administration.

The principal or assistant principal has the authority to impose suspensions on students for failure to comply with school regulations. Offenses administered by the school may result in detention, suspension, or other assigned consequences due to severity or frequency of the incident.

- Use of inappropriate language
- Dishonesty
- Refusal to participate in required activities or to complete assigned work
- Tardiness
- Violation of school rules
- Disruptive behavior
- Trespassing/loitering/skipping class
- Disrespectful behavior
- Violation of dress code
- Inappropriate public display of affection
- Possession of items prohibited at school
- Parking violation – high school

Category II – Offenses that may result in suspension or referral outside the school.

- Use of inappropriate language
- Dishonesty – including forging of signatures and academic dishonesty
- Insubordination – not following a directive from a teacher, administrator, or other school employee

- Truancy – including excessive tardiness
- Fighting – assault and/or battery on school property or at a school-sponsored activity (both parties, unless one was attacked for no apparent reason)
- Harassment – verbal or physical
- Disrespectful behavior to a teacher, staff member, or peer
- Leaving class or school grounds without permission, including during lunch periods
- Possession, sale or use of items prohibited at school – including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco, other drugs (including prescription medications), drug paraphernalia and weapons
- Repeated violations of inappropriate or offensive clothing
- Chronic disruptive behavior
- Repeated refusal to do assigned work
- Making threats/intimidation, including bullying
- Extortion
- Refusal to provide correct information, including identity
- Misuse/destruction of school property, including, but not limited to: possession of school keys, computer tampering or hacking
- Sexual misconduct/sexual harassment
- Participation in a school disruption
- Damage to the property or person of others including vandalism
- Indecent exposure or exposing another student
- Possession and/or detonation of an incendiary or explosive material, including firecrackers, smoke bombs, poppers, etc.
- Stealing or the receipt, sale, possession or distribution of stolen property
- Trespassing – being in any area without authorization
- Gambling
- Reckless driving/driving violations – high school
- Careless or dangerous actions in school parking lots or other areas

Category III – Offenses referred to Administration and law enforcement.

- Arson
- Bomb threat
- Possession, sale or use of items prohibited at school – including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco, other drugs (including prescription medications), drug paraphernalia and weapons or facsimiles of prohibited items
- Violent disruption of class activities
- Lack of immunizations
- False fire alarm and/or fire report
- Harassment
- Excessive attendance violations
- Fighting – assault and/or battery on school property or at a school-sponsored activity (both parties, unless one was attacked for no apparent reason)
- Indecent exposure
- Possession and/or detonation of an incendiary or explosive material, including firecrackers, smoke bombs, poppers, etc.

- Damage to the property or person of others including vandalism
- Sexual misconduct/sexual harassment
- Making threats/intimidation, including bullying
- Inciting a school disruption/violent interference with school operations
- Repeated violation of school rules

Category IV – Zero Tolerance Offenses – mandatory suspension for no less than one calendar year

- Possession of a firearm
- Battery upon a school employee
- Unlawful possession of any drug, including any controlled substance or legend drug

Please note: Categories of offenses preside over occurrences on school grounds, on school sponsored or related activities such as field trips and sporting events, and electronic communications such as school computer and internet use, social media transmissions involving academy students, etc.

Confiscation of Items

Items that are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. The school assumes no responsibility for the safe keeping of these items. Refusal to relinquish a cell phone or any other item or device will be treated as an act of insubordination as defined under the student Code of Conduct and will carry with it additional disciplinary action. For cell phones and other items (speakers, iPods, radios, etc.) not permitted on school grounds, the Cell Phone policy will be in effect (See Conduct/Cell Phones)

Note: Confiscation of items extends beyond the school day to include, but not limited to before and after school care, school programs, athletic events, field trips, etc.

Probation & Expulsion

A student may be placed on academic or conduct probation if warranted. Special scheduling or discipline measures may be prescribed to encourage improvement in these areas. Professional counseling may be required of students who have committed disciplinary offenses if they are to continue at TACA.

Offenses for which Tennessee Avenue Christian Academy reserves the right to dismiss a student include, but are not limited to:

- Parents' failure to meet financial obligations
- Any significant incident of misconduct
- Continued academic failure
- Bullying
- Parents' or students' failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Lack of consistent Christian Testimony
- Possession of a prohibited article or substance
- Accumulation of suspensions
- Gossiping and/or causing undue division throughout the church, and/or toward the pastor, administration, teachers, or school.

Readmission of Expelled Students

A student who has been expelled may be eligible to be considered for readmission after one year from the date of leaving TACA. If the student is readmitted to TACA after one year, she/he may resume classes at the beginning of the next grading period.

Some offenses compromise the safety and security of the school community. Students who commit offenses deemed to be of significant severity will not be eligible for readmission. Such offenses may include, but are not limited to:

- Use of weapons/firearms
- Sexual assault or molestation
- Premeditated assault or assault w/serious bodily harm
- Selling drugs or other illegal substances
- Vandalism and/or theft

Student Rights and Responsibilities

TACA recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Students are expected to conduct themselves appropriately and to act with regard to their Christian walk, for the supervisory authority vested by the school with all employees, the education purpose underlying all school activities, the widely-shared use of school property, and the rights and welfare of other students. State law requires that written discipline procedures (See Codes of Conduct, p. 23) be maintained for the elementary, middle and high school levels.

Note: The Student Code of Conduct classifies offenses into categories, relating to the severity and corresponding disciplinary consequences. The severity of any offense may dictate more serious consequences.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Rules of student conduct apply when on school property, in classes, and at school-sponsored events and activities.

The Right to Due Process

Each student has the right to an education. Any disciplinary measure that deprives him/her of this right must be applied only after careful study. The student has responsibilities that are inseparable from and inherent in these rights. One such responsibility is obedience to school procedures, rules and regulations. After school detention (ASD), in-school suspension (ISS), out-of-school suspension (OSS) and expulsions are measures that may be used when a student fails to meet responsibilities or denies others of their rights.

The Right to Personal Property

Students have a right to be secure in their person and possessions; however, the principal or his/her designee is authorized to conduct a search of a student if there is a reasonable suspicion to believe that the student has in his/her possession any item which is against school rules or state laws. All property is subject to search and confiscation under the legal authorization of reasonable suspicion.

Health & Safety Information

Emergencies

In the event of a disaster or emergency, it is important to make sure everyone is prepared. Since parents may not always be with their children when these events take place, it is vital that the proper procedures are communicated, and plans are in place to make sure families are able to contact and find one another. In the event of an emergency that requires school buildings to be immediately evacuated while school is in session, students will be taken to Tennessee Avenue Baptist Church sanctuary. Parents will be notified of the emergency and will then be reunited with their child.

School Dismissals & Cancellations

The school administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances such as inclement weather, or police, fire, or medical emergency, etc. Schools will be in regular session unless an announcement is made. Please note the following for scheduling information:

- WCYB, WJHL, TACA Website, & the Educate Portal
 - » TACA will be closed today.
 - » TACA will operate on a two-hour delay. (10:00 a.m. – 3:00 p.m.) Students not enrolled in the before/after school program may be dropped off at 9:40 a.m.

The school administration has the responsibility for deciding to open or close school. This means opening or not opening the buildings and having our employees report for duty. We do not make the decision as to whether or not students attend. That decision is made by parents. If parents believe that weather or other conditions are dangerous, they may keep their children home. Absences during these circumstances are EXCUSED and the students may make up the work missed.

Medical Conditions, Sickness or Accident

The following information outlines when students should or should not stay home from school.

Chicken Pox

Children with uncomplicated chicken pox may return after he/she is fever-free for twenty-four (24) hours without the use of fever controlling medications and after all blisters have dry, complete scabs. This is usually seven (7) days from the beginning of the breakout with the pox.

Childhood Contagious Disease

Children should stay home from school (until advised by provider) if there is a suspicion of any childhood contagious disease such as measles, mumps, rubella or chicken pox.

Cold (Upper Respiratory Illness)

(With mild symptoms such as stuffy nose with clear drainage, sneezing, and mild cough.)

Your child may attend school if he or she is able to participate in school activities and fever-free for twenty-four (24) hours without the use of fever controlling medications. The fever should be less than 101 degrees.

Conjunctivitis (Pink-Eye)

Students may return twenty-four (24) hours after treatment is started and signs and symptoms of eye drainage are greatly reduced.

Cough

You should keep your child home if cough is present with fever (101 degrees or more). You should keep your child home if he/she has a cough with shortness of breath or if coupled with thick or constant nasal drainage.

COVID-19

Students and employees that test positive for COVID-19, exhibit a fever of 100.4 or higher, or exhibit a combination of the symptoms of COVID-19 will be excluded from school.

These symptoms include:

- Fever or chills
- Shortness of breath/difficulty breathing
- Repeated shaking with chills
- New loss of taste or smell
- Cough
- Headache
- Sore throat
- Muscle pain

If a student is excluded from school and has tested positive for COVID-19, or exhibits COVID-19 symptoms, they may only return to school after:

- Minimum 5 days of isolation at home from test date
- Have no fever for 24 hours (without the aid of fever reducing medication) and symptoms have improved (per Sullivan County Health Department guidelines)

COVID guidelines are constantly updated and may be adjusted based on new state/CDC guidelines as given to TACA administration & office personnel. If there is any discrepancy in guidelines from various agencies, the TACA administration will base their decisions on what they feel is in the best interest of the school.

Diarrhea

You should keep your child home from school as long as diarrhea is present. If the child has been diagnosed by the provider with a non-infectious disease that causes diarrhea, the child may attend school.

Ear Infection

Your child may attend if there is no fever.

Fever

The child should stay home if his/her temperature is 100.5 degrees or more. Keep the child home until fever-free for twenty-four (24) hours without the use of fever controlling medications.

Flu

Children diagnosed with the flu should stay home for a period of at least 5-7 days from the onset of symptoms. The child may return to school after this time period as long as the child has been fever free for at least 24 hours without the use of fever reducing medications.

Fifth Disease

By the time the rash appears, children are no longer contagious and do not need to stay home. Keep students home until fever-free for twenty-four (24) hours without the use of fever controlling medications.

Hand, Foot and Mouth Disease

After a child has been seen by provider and diagnosis obtained, child may return to school as long as hand hygiene measures are used.

Head Lice

A child with head lice will be isolated from the other children and must be picked up immediately and will not be allowed to return until the second treatment has been completed (usually the third or fourth day after the initial treatment). Children may return to class after approval from the school office. Box tops are required for proof of treatment.

Impetigo

Children may return to school twenty-four (24) hours after treatment starts. Sores should be covered when the child returns to school.

Rash

Children may return to school after seen and diagnosed by provider. Provider will instruct when child may return to school.

Ringworm

Children may return to school twenty-four (24) hours after treatment begins. Areas should be covered when the child returns to school.

Scabies

Children may return to school after treatment has been started.

Staph

Children should be kept home from school until seen by provider and advised regarding appropriate treatment.

Strep Throat

Children may return twenty-four (24) hours after antibiotics have been started and when fever-free for twenty-four (24) hours without the use of fever controlling medications.

Stye

Children may return after treatment has been started. Warm compresses may be applied to the affected area. Practice good hand hygiene.

Vomiting

A child should be kept at home until vomiting ceases and after he/she is fever-free for twenty-four (24) hours without the use of fever controlling medications.

Whooping Cough (Pertussis)

Children should be kept at home until after being treated and advised to return by provider.

Please note that a provider's written instructions to the school will take precedence over the above guidelines. If you have specific questions regarding your child, please contact the school office.

In the event a child becomes ill at school, a parent or guardian will be contacted, and arrangements will be made for the child to be picked up. In the event of a medical emergency, 9-1-1 will be contacted along with the child's parent/guardian.

Minor accidents occurring at school will be written up using an Accident Report Form in order to notify parents of the circumstances surrounding the child's accident. In the event an accident requires immediate medical attention, 9-1-1 will be contacted along with the child's parent/guardian.

Medications

All medications, prescription or over-the-counter, are to be administered (or assistance given with self-administration) by school personnel. Students requiring exceptions (inhalers, insulin, epi-pens, etc.) are documented with the school office and follow TACA procedures. The school provides parents/guardians with the forms and procedures to use when students require medication.

Prescription medicine must be in the original bottle, clearly labeled. Parent or guardians must provide written instructions for over the counter medications. If medicine is to be taken during school hours, please present medicine and prescription to a staff member at the beginning of the day. Do not leave medicine in a child's book bag or purse. Any questions regarding medication procedures should be directed to the school office.

Physical Examinations and Immunizations

The Tennessee Department of Health Certificate of Immunization serves as verification that all immunizations are up-to-date and the child is eligible for school enrollment. This certificate also verifies that the child has a health examination documented (which is required for each child initially entering a Tennessee school).

The Tennessee Department of Health Certificate of Immunization may be completed by any health department office in Tennessee or your child's health care provider. No child can attend school in Tennessee without this documentation per state law TCA 49-6-(5001-5005). TACA accepts physical examinations completed up to 366 days prior to date of enrollment.

Children entering Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTap, or DT if appropriate)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Measles, Mumps, Rubella (2 doses of each usually given together as MMR)
- Varicella (2 doses or history of disease)
- Hepatitis A (2 doses)

Children entering 7th Grade (including currently enrolled students):

- Tetanus –diphtheria-pertussis booster (“Tdap”)
- Verification of immunity to varicella (2 doses or history of disease)

Children who are new enrollees in a TN school in grades other than K or 7th Grade:

- Diphtheria-Tetanus-Pertussis (DTap, or DT if appropriate)
- Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Measles, Mumps, Rubella (2 doses of each usually given together as MMR)
- Varicella (2 doses or history of disease)
- Tennessee Department of Health Certificate of Immunization

Children with medical or religious exemption to requirements:

Medical: Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.

Students will be excluded from school until proof of immunization or the appropriate exemption is received.

All children do not need a new Tennessee Department of Health Certificate of Immunization. Only those children enrolling for the first time in a Tennessee school, pre-K, Kindergarten, and 7th grade will **be required to have new certificate prior to enrollment.**

Meningococcal Vaccine

Meningococcal disease is a serious illness, caused by bacteria. Meningitis may cause mental retardation, loss of limbs, or even death. State law requires school systems to inform parents/guardians of the risk of Meningitis and the wide availability of vaccines. The vaccine is recommended at age 11- 12 and may be obtained at your physician’s office or the county health department.

Safety Information

Specific guidelines for various emergencies are outlined in the TACA Emergency Preparedness Plan. The purpose of the TACA Emergency Preparedness Plan is to prepare for and respond to incidents by outlining the responsibilities and duties of TACA, its students, and its employees. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably should an incident occur. In addition, the plan educates staff, faculty, students, and other key outlines/drills and methods for responding to emergency situations and provides guidelines and procedures to respond to incidents/hazards in an effective way.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff is obligated to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect to the appropriate principal or administrator. In this very serious and legally narrow area, the Academy will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. 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. Academy staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have a legal alternative except to make the report to the proper authorities for their investigation and review.

Finances

Tuition & Fees

Tuition is payable in full at the beginning of the school year, or in equal payments payable either bi-weekly or monthly. It is the responsibility of the parent or guardian to establish a payment plan at the beginning of each school year. A late fee will be added if payments are not received by the designated due date. Tuition does not cover childcare on non-instructional days (holidays, snow days, etc.). Before and after school childcare is available for an extra charge. Please note, tuition payments are still due during non-instructional days, holidays, breaks, etc.

Financial Policies

Tennessee law authorizes school systems to withhold diplomas, grades, and transcripts, as well as postponing the taking of final exams, if students have lost textbooks, uniforms, or equipment belonging to the school or owe fines, extracurricular fees, or tuition. It is vital that students be responsible for books and equipment issued to them by the school. Every effort will be made to retrieve lost items before charging fines or cost of replacement.

Fees

Tuition Management Fee	\$55.00 – Parents will receive an email with a link from TADS to go online and choose a tuition payment plan. This fee is payable annually when completing the Tuition Management Form online.
Yearly Fees	K4-11th Grade – \$240 12th Grade – \$300

Fees are payable on the first day of school. All book fees are due by August 16, 2024, and are non-refundable.

****Additional Fees vary per class/grades****

Payments

Payments may be made bi-weekly or monthly. Payment schedules should be arranged online through TADS upon enrollment. Any changes to payment schedules must be pre-arranged in order to avoid late charges or penalties. Tuition payments should be made as scheduled with TADS. Any payment submitted after the designated due date will be charged a \$50 late fee through TADS.

Withdrawal

When a student is withdrawn from TACA, the Admissions Office must be notified in writing and a withdrawal form must be completed and submitted to officially withdraw a student. All charges will continue until the completed withdrawal form is submitted to the Admissions Office. Academy students will be assessed a withdrawal fee of \$250.00 or 5% of yearly tuition depending on the date of withdrawal. No records or information will be released until this fee is paid. Full details can be found on the Academic Enrollment Contract agreement.

Financial Assistance

Financial assistance is available on a limited basis. Financial aid applications should be submitted through TADS.

Tax Statements

Payments for Early Education tuition, Extended Care tuition, and Summer Camp tuition may be eligible for tax deductions. Tax statements may be downloaded from Brightwheel and TADS.

Supporting TACA*Fundraising*

Students, staff, or families of TACA will not be permitted to sell items for fundraisers or personal gain other than those deemed for the benefit of TACA by the Advancement Office. The Advancement Office of TACA is committed to keeping our fundraising at a manageable level to avoid continual requests throughout the year.

Giving Opportunities

Tennessee Avenue Christian Academy offers a variety of giving opportunities throughout the year to promote the development of school programs, enhancements to our facilities, etc. Details of these giving opportunities are communicated to friends and families through the year.