



Tabernacle Christian Academy

1765 Pentecost Way, San Diego, CA 92105

Main: (619) 264-1721

Fax: (619) 264-3086

info@tcaced.com

www.tcaced.com

Administrator: Chris Higginbottom

HOURS

School Hours: **8:30am–3:00pm (K-12) Monday–Thursday**
8:30am–2:00pm (K-12) Friday

Students may not be on campus prior to 7:00 AM.

Morning Drop-Off Available: 7:00am (see before/after care policy)

Students should be picked up by 3:30 PM Monday–Thursday, and 2:30 PM on Friday.

Students on campus at 3:30 PM, Monday–Thursday, and after 2:30 PM Friday will be entered into after care (see before/after care policy)

The school office is closed during school holidays. Summer hours vary.

CALENDAR

Please check the school website throughout the school year for the most up-to-date calendar.

Table of Contents

GENERAL INFORMATION

PAGE 3

- A. Purpose Statement
- B. School Philosophy
- C. Statement Of Faith
- D. The Academy Program
- E. The Teaching Staff
- F. Core Values
- G. Traditions

PARTNERING WITH FAMILIES

PAGE 6

- A. Before/After Care Program
- B. Child Abuse Mandated Reporting
- C. Court Orders
- D. Cumulative Files
- E. Disaster Preparedness
- F. Electronic Devices/Personal Property
- G. Enrollment/Admissions Information
- H. Withdrawals
- I. Gradelink
- J. Medical Information
- K. PTO
- L. Parent-Teacher Conferences
- M. School Closing/Delays/Inclement Weather Policy
- N. Zero Tolerance Policy
- O. Visitors

STUDENT LIFE

PAGE 14

- A. Attendance
- B. Community Service
- C. Conduct and Discipline
- D. Dress Code
- E. Restrooms
- F. Student Drivers

ACADEMICS

PAGE 18

- A. Academic Probation
- B. Awards & Honors
- C. Graduation Requirements
- D. Incompletes
- E. Report Cards
- F. Retention
- G. Summer School Classes/Retake of Credit
- H. Tutoring

STUDENT/PARENT ACKNOWLEDGMENT

PAGE 23

GENERAL INFORMATION

A. Purpose Statement

The purpose of Tabernacle Christian Academy is to provide a quality Christian education in a safe and nurturing environment.

Our desire is to foster an atmosphere which promotes self-worth, individual responsibility, and Christian character in children of all races. Our goal is to inspire with our students a love for Jesus Christ, thus providing them with a foundation upon which they can build their future.

B. School Philosophy

The Lord Jesus Christ has preeminence in all things, including the family and the school. The child is an inseparable part of his or her family, as is clearly ordained by God in the Holy Bible. For this reason, we believe it is the parents who are responsible for the education of their children (Deuteronomy 6:7-8). The Christian school serves as an extension of the Christian family, existing to support parents in their responsibility before God to enable each child to develop his or her academic potential.

The school believes that each individual shall be provided with a stimulating environment and opportunities for learning that will make him or her an acceptable, happy, creditable, and well adjusted citizen of our democratic society.

In the practical application of this philosophy, opportunities shall be provide within the educational program for each individual to develop to the fullest of his/her capacities:

- The fundamental knowledge of our Creator and relationship with Him.
- The ability to communicate ideas.
- Knowledge and understanding of his or her natural environment.
- Moral and ethical value.
- Physical, mental, spiritual, and emotional health.
- Understanding and appreciation of the American heritage.
- Skills for effective participation in the democratic processes.
- An appreciation for his/her role in the family and civic groups.

- Economic competence as a consumer.
- Saleable skills and vocational competence.
- Appreciation of the Arts.
- Fundamental skills.
- The ability to think effectively and to make decisions based upon logic and God's Word.
- Zeal for continuous learning and self-improvement.

C. Statement of Faith

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God who was the Father in creation, Son in redemption, and Holy Spirit in the church, and who is revealed to mankind in Jesus Christ, God manifest in the flesh.
3. The incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the Holy Spirit and the resurrection of all: to life or damnation.
5. Salvation through believe the gospel, followed by repentance, baptism in Jesus Name, and receiving the gift of the Holy Ghost as in Acts 2:1-4, 37-39.
6. The spiritual relationship of all truly born-again believes in the Lord Jesus Christ living a life of righteous works, separated from the world, and witnessing of his saving grace through the ministry of the Holy Spirit.

D. The Academy Program

Tabernacle Christian Academy puts a strong emphasis on teaching students to acknowledge God's presence and relevance in all situations. This is accomplished through Bible classes, and our weekly chapel service.

The curriculum we use throughout all grades supports Biblical principles and provides accelerated academic instruction through progressive, sequential learning tasks and continuums of objectives. A variety of challenging learning experiences are provided to enhance the individual's development in language

arts, mathematics, science, social studies, music, technology, and physical education.

Loving and firm discipline policies emphasize positive reinforcement of proper behavior and attitudes, as well as appropriate and immediate handling of undesirable conduct.

Instruction is designed to reflect a balance between teacher-centered education and individual student involvement in all subject areas.

Low teacher-student ratios in our classrooms allow children to receive more personalized attention for their special needs.

Classroom organization builds the individual's confidence with routines and grade appropriate assignments designed to develop social-emotional growth and self-discipline. Our classrooms reflect God's order, creative works, and attributes.

A variety of out-of-class excursions are provided to augment the child's interest and understanding of his or her studies.

E. The Teaching Staff

As a school staff we are:

- Experienced, and creative in enhancing the individual's academic skills, physical and social development, and Biblical understanding.
- Committed to nurturing in each person an awareness of God's presence throughout the day.
- Exemplary in attitudes and behavior that are characteristic of the "Christ-abiding" Christian.
- Dedicated to support the growth of the child's scripturally-based relationship with the family.
- Organized and disciplined, creating an atmosphere conducive to spiritual, moral, and intellectual development.

- Sensitive to God’s call to teach and to the leading of the Holy Spirit.

F. Core Values

Righteousness: The quality of doing what is right and avoiding wrong; leading a life that is please to God.

Integrity: The quality of having an intuitive sense of honesty and truthfulness in regard to the motivation for one's actions; telling the truth and acting in such a way that you are worthy of trust.

Respect: The value of self, others, and property; showing appreciation for the sacrifices that have been made for your benefit; treating others as you would like to be treated.

Responsibility: The quality of being dependable, reliable, trustworthy, and accountable for one's actions.

Kindness: The act or state of being marked by charitable behavior, pleasantness, tenderness, and concern for others.

G. Traditions

School Colors: Silver, Navy Blue, Black, White

Mascot: Knight

Non-Discrimination Statement

Tabernacle Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition assistance programs, athletic, or other school-administered programs.

PARTNERING WITH FAMILIES

A. Before/After Care Program

Our extended before/after care program is offered five days per week (*Monday – Friday*) from 7:00 a.m. to 8:00 a.m., and after school from 3:30 p.m. to 5:30 p.m. Monday-Thursday, and 2:30 p.m. to 5:30 p.m. on Friday.

Anytime between the hours of 7:00 a.m. and 8:00 a.m. **all students** must be signed into the before/after care program. **All Students** (*excluding those with adult “18 years old” supervision only*) not picked up from school by 3:30 p.m. (*Monday – Thursday*)

and 2:30 p.m. on Fridays, will be **automatically** signed into the before/after care program by a staff member.

There is a \$25.00 registration fee per family using the program. The cost for before/after care program is \$3.80 per hour or part of an hour – per child – per day.

Students not picked up by 5:30 p.m. Monday – Friday, you will be charged a late fee of \$1.00 – per minute (per child) that your child remains in the program.

B. Child Abuse Mandated Reporting

As educators, we have a legal, ethical, and moral duty to protect children entrusted to our care. This includes our reporting to appropriate law enforcement agencies reasonably suspected incidences of child abuse and neglect. Annual training is provided to TCA employees to help ensure understanding and compliance with this legal responsibility.

C. Court Orders

Tabernacle Christian Academy MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of custody, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of California. Any request for information must be in writing and must include verification of identification (copy of driver's license and social security card, or passport) submitted to Tabernacle Christian Academy before any and all information is released. The written request may be brought into the TCA office, mailed, or faxed. If a parent wishes to access the information in person, he or she should notify the school office at least one week in advance and an appointment will be scheduled for perusal of the student's records.

D. Cumulative Files

Parents or guardians (with joint or full legal custody) of minors currently enrolled or former students have the right to see any and all records that are related to their child(ren) only. If desired, the parent or guardian (with joint or full legal custody) of the minor should notify the office so that they may review the contents with an administrator or designated office personnel.

E. Disaster Preparedness

Emergency Plan

In the event of an earthquake or disaster emergency:

- A.** No student will be dismissed from school or allowed to leave with another person, even a relative or babysitter, unless a parent or person on the student's "Emergency Contact" section comes for him/her.
- B.** All parents or designated parties who come for students must sign a log to release them at the school office.
- C.** Do not call the school – We must have the lines open for emergency calls.
- D.** Following an earthquake or other emergency, do not immediately drive to campus. Streets and access to the school may be cluttered with debris. The school's access route and street entrance must remain clear for emergency vehicles.
- D.** The school will send alerts, make announcements, and provide instruction via texting feature through Gradelink.

Disaster Drills

Evacuation drills and earthquake drills are held periodically during the school year as mandated by the State of California. Instructions and directions for leaving each room and each building will be taught to the students. Other drills, such as lock-down and shelter in place drills may also be held at the direction of the Administration.

F. Electronic Devices/Personal Property

Cell phones, tablets, and other electronic communication devices, or portable gaming devices are not permitted to be visible, heard, or used in any manner while on campus unless approved by a faculty member or administrator. Electronic devices are only permitted to be used when class is not in session outside of school buildings. Students are asked to turn in electronic devices in the office prior to attending class and can retrieve their devices when instruction ends for the day.

No audio or video recording on campus is permitted without teacher or administrative permission (videoing during class or during personal meetings is not permitted and is illegal. *(California's wiretapping law is a "two-party consent" law. California makes it a crime to record or eavesdrop on any confidential*

communication, including a private conversation or telephone call, without the consent of all parties to the conversation. See Cal. Penal Code § 632. Pen. Code 632)

The Administration reserves the right to review all text messages, photo images, audio and video recordings, electronic data on cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student's possession.

G. Enrollment/Admissions Information

TCA has a Continuous Enrollment agreement that keeps students continuously enrolled through their 12th grade year without ever having to complete a new enrollment packet. Each year in February/March, parents will be sent the new tuition rates for the following school year and a timeframe in which they may choose to opt out of continuous enrollment via an official withdrawal form. Your FACTS account will be rolled over and registration and applicable tuition will all be scheduled, at that time. The annual re-enrollment fees are non-refundable. Additionally withdrawal after June 30th obligates the responsible party to payment of partial tuition including, but not limited to book and materials fees outlines in the enrollment packet.

H. Withdrawals

To withdraw a student, a parent/guardian must complete a withdrawal form which is available in the office. At the time of withdrawal, materials and textbooks, computer equipment, and financial obligations are due. Financial obligations may include, but are not limited to, outstanding tuition and extra-curricular fees. Any unpaid tuition is due at the time of withdrawal. Within 48 hours (2 business days), if the above mentioned obligations have not been met, a letter will be sent home listing all outstanding items and stating specifically how restitution is to be made.

The responsible party has a period of two weeks (10 business days) to return all school property or notify the school as to how the situation is to be rectified. If no communication is received within two weeks, a letter will be sent home stating that TCA has the right to withhold all grades, transcripts and/or diplomas as stated in the California Education code 48904(b)(1). In addition, if the student is transferring to another school, that school will also be asked to withhold all grades, transcripts and/or diplomas until notified in writing by TCA that full restitution has been made as stated in California Education Code 48904.3(a).

If this represents a financial hardship to the parent/guardian, TCA may arrange a payment plan whereby obligations will be met. This will be coordinated by the Business Office. All obligations MUST be met by the last day of the school year in which the debt was incurred.

I. Gradelink

Gradelink is the school's student information system and be accessed with login information provided by the school office. Gradelink provides access to: account balance, attendance, behavior records, grades, report cards, homework and assignments, family demographics, staff and school directory information, enrollment forms, payment option, and many other tools. Gradelink can be accessed at www.gradelink.com. Our school code is: 3058.

J. Medical Information

*Parents must be able to pick up your child, if called, within 30 minutes or have someone on your emergency contact list who can pick them up for you within that 30 minute guideline.

Injured students are given appropriate first-aid, depending on the type of injury.

Treatment by the school staff is limited to: Acetaminophen (i.e. Tylenol), Ibuprofen (i.e. Motrin or Advil), Benadryl (for allergic reactions), Tums, and cough drops, ice packs, heat packs, washing injured area with soap and water, applying antiseptic (Neosporin) to wounds, providing Band-Aids, splinting an injured limb, calling home and/or 911, prayer and comfort.

COVID-19

In an attempt to maintain the overall health of the school community, parents may not send a sick child to school. Parents will be called to immediately pick up your student if: they have a fever of 100 degrees or more or have one of the following symptoms: cough, chills, shortness of breath or difficulty breathing, fatigue, muscle pain, new loss of taste or smell, congestion or runny nose, headache, sore throat, stomach ache, nausea, vomiting, diarrhea.

If your student has a pre-existing condition which causes one of the above symptoms because of allergies, asthma, or other diagnosis, please have your Physician write a note which states the symptoms that are related to the ongoing condition.

Please use the following chart as a guide for procedures concerning communicable diseases;

Communicable Disease List

DISEASE	CHILD MAY RETURN TO SCHOOL
Chicken Pox	All lesions must be dried up.
Measles	When recovered. Re-admittance by note from physician
Head Lice	Return the day following treatment of hair with no nits still visible in hair.
Influenza	Normal temperature for 24 hours. No vomiting for 24 hours.
Mononucleosis	Written permission of physician mandatory.
Pink Eye (conjunctivitis)	Can return to school when under treatment for 48 hours.
Ringworm	May attend school when treated for 24 hours. Must have the area covered with a bandage or gauze until healed. Return with physician note.
Whooping Cough	Must be on antibiotics for 5 days. Re-admittance by note from physician is mandatory.

If a student is out of school with a contagious disease, he/she is expected to bring an admittance slip from the attending physician upon return to school. Please report any communicable diseases such as strep throat, conjunctivitis, head lice, chicken pox, etc. to the school office promptly so that others may be made aware to watch for signs and symptoms of illness in their student.

Illness at School

If a student becomes ill at school, the student should tell the teacher in charge of the class or activity. When deemed necessary, the student will be sent to the school office and parents notified. The school cannot provide extended care for sick children, a sick or injured child must be immediately picked up.

Immunizations

The State of California has strict immunization laws that require a student entering any school within the state to have a certification of immunizations received from the student's physician, which must be kept on file at the school. Failing to meet these requirements means that the student may not attend school.

List of Shots Required to Attend School (by the CA Department of Public Health)

Kindergarten/7th Grade: (4) Polio, (2) MMR on or after 1st birthday, (3) Hep B, (2) Varicella, (5) DTaP, DTP, Td, or DT, (2) MMR on or after 1st birthday, (3) Hep B, (2) Varicella (or disease) (1) Tdap Booster

(our records are monitored by the State of California on an annual basis. Any time a student receives an additional immunization, please submit a current immunization form to the school office.)

Medication

We know there are situations and conditions that require medication to be given during school hours. We will administer medication if your child needs it during the school day under the following guidelines:

All prescription medications: A "Physician's Medication Order Form" must be on file in the office. This form must be signed by the Physician and Parent and is valid for the length of the illness, but never for more than one school year. All medications must be in their original containers and not expired. Please don't send medication loose in a bag or container.

All non-prescription medication must have a "Parent Release for the Administration of Medicine" form signed by the parent on file in our office. The medicine must be in its original container, and the medicine must be accompanied by clear directions for dosage and time of each dose.

If a student's medical condition requires him/her to carry a life-saving medication on his/her person, a special authorization form will need to be signed by the physician. This form will be kept on file in the office.

K. PTO

The parent teacher organization is a parent run organization that supports the work of TCA by helping organize activities and parent volunteers to carry out the vision of the school and helps support various activities.

L. Parent-Teacher Conferences

Parent-teacher conferences are mandatory for students in grades K-6 and offered twice a year. Parent-teacher conferences are initiated in upper grades base on student performance or at the request of parents and/or administration.

M. School Closing/Delays/Inclement Weather Policy

We will announce via Gradelink text alert, phone tree, or mass e-mail all closings and delayed openings due to weather, fire, or other conditions.

N. Zero Tolerance Policy

Tabernacle Christian Academy has adopted the following policy relating to alcohol, illegal drugs, tobacco, vape pens, drug paraphernalia, and weapons on campus or at any school-related event. The Zero Tolerance Policy states: **“A student who at any time is in possession of or in the use of illegal drugs, tobacco, vape pens, drug paraphernalia, alcohol, or weapons at TCA or at any school-related event may immediately be suspended from school pending an investigation with possible expulsion and criminal action from school as a potential outcome.”**

For purposes of this policy, “illegal drugs” means all drugs whose use or possession is regulated or prohibited by federal, state, or local law (including marijuana in all forms). This also includes prescription medication that is used in a manner inconsistent with the prescription or when the individual does not have a valid prescription.

For the effective administration of its policies regarding the exclusion from use of non-prescription drugs, non-prescribed prescription drugs, weapons, alcohol, tobacco, vape pens, drug paraphernalia, and other contraband at school-occupied facilities and at school-sponsored events, TCA has established the following search policy including the use of contraband detecting dogs to investigate and search for such contraband.

The administration of TCA standards reserves the right to conduct searches as follows:

- In random searches of school facilities for contraband.
- In specific searches of school facilities or at school-sponsored events for contraband where the administration has reasonable suspicion of the existence of contraband or illegal activity at school facilities or school sponsored events.
- In search of individuals at the discretion of the administration when it has reasonable suspicion of the existence of contraband or illegal activity and taking into consideration to the extent possible the circumstances, including whether the search should be conducted in a private place.
- In search of an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., on school property or a school sponsored event at the discretion of the administration when it has reasonable suspicion of the existence of contraband or illegal activity and taking into consideration to the extent possible the circumstances, including whether the search should be conducted in private.
- Upon entering a school facility or school sponsored event at the discretion of the administration where everyone entering is subject to such a search.

O. Visitors

Classroom: Students interested in attending TCA are the only students allowed to visit classrooms. Approval must be given by the administration two (2) days prior to the requested visit date. Parents wanting to visit a classroom need approval from the administrator. All visitors must sign in at the office and must wear the visitor's badge/lanyard he/she is issued.

Closed Campus Policy: The Anchor Church/TCA campus has a closed-campus policy regarding visitations; however, parents, youth pastors and TCA graduates are welcome to visit at lunch. All visitors must sign in at the office and wear a visitor's badge/lanyard.

STUDENT LIFE

A. Attendance

Regular school attendance is required by law and is necessary for academic achievement. We discourage parents from taking their students out of school for vacation, celebrations, etc. No refund will be given for extended absences. All

absence not specifically excused for the following reasons will be considered unexcused.

Excused Absences: According to state law the only legitimate reasons for absences include:

- Illness (Dr. note ~may be required after 3 days)
- Professional services connected with the student's health and welfare i.e.: medical, dental, optical (Please bring Dr.'s note to the office upon signing in after the appointment).
- Pre-Approved Absences with a request sent in writing to the school office a minimum of 48 hours prior to the day of the absence.
- DMV Appointments

Students will have 1 day per approved daily absence plus one additional to turn in work for full credit for excused absences. ***Pre-approved absence requests require attendance record review by administration for final approval.***

Excessive Absence Policy – Loss of Academic Credit

A student may have a maximum cumulative total of 9 absences a semester in any class. Therefore, please check attendance regularly via Gradelink. ALL unexcused absences (unexcused, suspensions and trancies) count in total absences. Students who exceed 9 unexcused absences in a semester may be required to attend Saturday School depending on the situation to receive credit for work missed.

Leaving Campus During School Hours

Students may not leave campus without prior approval from the administration/school office and their parent/guardian (in the form of an email, note or phone call to the Front Office). Leaving campus without administrative/parent approval or without signing out may be a truancy. If the student left campus for a doctor's visit, illness, or other emergency, the parents may request the truancy be changed.

Seniors

Seniors may have the option to leave campus utilizing an "off-campus permit". This permit must be approved by parents and administration and may be revoked

by administration. Seniors must attend all regularly scheduled classes, chapel, assemblies, house-rallies, and any other event scheduled for the entire school.

Tardiness

A student is considered tardy if not in class by 8:30 AM, or in the case of junior and high school seated in their class at the start of class. A tardy student disrupts the class and misses valuable class time. Excessive tardiness is subject to disciplinary action at the discretion of the administrator.

B. Community Service

It is our desire that all students develop into a “Do Something” Christian with a life-long passion of service to others. Service hour opportunities for Elementary students may be facilitated by their teachers and administration. All junior high and high school students are required to complete the following:

- Junior High School – 10 hours per year (20)
- High School – 20 hours per year (80 required for graduation)

All positions must be conducted in a solely volunteer (unpaid) capacity. Students may complete all or part of their required hours in the summer and/or may accrue additional hours, if desired. Additionally, service opportunities will be provided throughout the school year. All details will be communicated by Bible teachers. Service hours are tracked in Gradelink. Outside school hours will be verified with the service hours verification form and processed in Gradelink.

C. Conduct and Discipline

TCA aims to lead all students into positive relationships with God and those around them as well as to prepare them for living responsible and respectful lives. As such, all TCA students are expected and encouraged to be respectful in all situations and to all people while taking ownership of their own conduct, personal growth, and relationship restoration. The following disciplinary procedures are general guidelines. However, all disciplinary decisions are at the discretion of the Administration and may be individualized. Additionally, all teachers will have their own methods of classroom management. Based on the circumstances, students may be subject to any of the following: detention, community service, in-school suspension, out-of-school suspension, academic/behavior agreement, dismissal.

D. Dress Code

All students that attend Tabernacle Christian Academy wear uniforms. Mario's located at 7761 Broadway, Lemon Grove, CA 91945 is the official uniform supplier for TCA. The following are basic student requirements:

- a. School uniform should be neat and clean at all times.
- b. Jewelry (of any kind) should not be worn at any time.
- c. Hair is not to be colored, dyed, or tinted and should be kept neatly combed. Hair on boys is not to cover any part of the ear or collar. No facial hair on boys is allowed. The decision regarding acceptable hairstyles will be at the discretion of the school administrator.
- d. Make-up and colored acrylic or decorative nail polish is not allowed.
- e. Skirt lengths must cover the knees. Biker shorts can be worn under skirts.
- f. Socks must be worn with shoes.
- g. No pants, jeans or shorts for girls - No shorts for boys. (The same guidelines apply to casual/dress-up days, field trips, and school functions and sleeves must cover the armpits)

Boy's Uniform K4-12

Pants: Navy Blue/Khaki twill Dockers or similar style. Navy/Khaki "Chino" type cotton pants are acceptable. Denim or jean material is not acceptable.

Shirt: Navy blue, Hunter green, or white polo shirt. Must be collared polo/golf type shirt. No logos/wording larger than 2" square is permitted unless it is a TCA logo.

Shoes: Black/Brown leather shoe (no open toe shoe or sandals). Tennis shoes may be worn but should be mostly (90%) black and may only contain white highlighting.

Jacket: Black or navy blue (zipper/pullover) sweatshirts, sweaters, or any of TCA's logo outerwear - available from Mario's. Black or Navy Blue "puffy" style jackets are also acceptable. Sweatshirts, sweaters, or jackets may not contain a logo, design, or writing larger than 2" square.

Girl's Uniform K4-12

Skirt/jumper: Khaki, navy blue (7th-12th Skirt only, multi-pleat or A-line pleat) K4-6th grade girls have the option of khaki, or navy blue skirt or jumper (multi-pleat or A-line pleat) *Skirt length must cover the knees at all times.*

Shirt: Navy blue, Hunter green, or white polo shirt. Must be collared polo/golf type shirt. No logos/wording larger than 2" square is permitted unless it is a TCA logo.

Shoes: Black/Brown leather shoe (no open toe shoe or sandals). Tennis shoes may be worn but should be mostly (90%) black and may only contain white highlighting.

Jacket: Black or navy blue (zipper/pullover) sweatshirts, sweaters, or any of TCA's logo outerwear – available from Mario's. Black or Navy Blue "puffy" style jackets are also acceptable. Sweatshirts, sweaters, or jackets may not contain a logo, design, or writing larger than 2" square.

Additional PE uniform requirements are provided to students enrolled in PE classes.

E. Restrooms

All students may use the restrooms located in the "Annex" main school building only. Use of sanctuary restrooms are limited to during chapel and if a teacher is present to supervise proper use of facilities.

F. Student Drivers

The law prohibits students under 18 from driving anyone under 25 until said student has had their driver's license for at least one year. If any student plans on driving to or from any school-related event, they must receive from and submit proper documentation to the office. Please see CA Vehicle Code V C Section 12814.6 Provisional License for Minors Distinctive Drivers License for more information. All students must abide by the law at all times.

ACADEMICS

A. Academic Probation

At the end of any quarter, a student who has earned less than a 2.0 GPA may qualify for a parent/teacher intervention meeting. Students who are not able to bring their grades up during a 60 day period after the intervention meeting will be placed on a 90 Day Academic Probation. (Students and parents are kept informed of grades through Gradelink). If a student's GPA is still less than 2.0 after this 90 day period, a student may be dismissed from TCA.

B. Awards & Honors

A–B Honor Roll: Honors all students who maintain all A–B grades on quarter report cards.

Principal’s Honor Roll: Honors all student who maintain all A grades on their quarter report cards.

Valedictorian: The senior student who earns the highest total weighted grade point average above 3.75 through the 7th semester and has been a student at TCA for at least their junior and senior years, will be designated as Valedictorian for the class. GPA will be based on classes taken at TCA only, unless the student transfers in.

Salutatorian: The senior student, who earns the second highest total weighted grade point average above 3.75 and has been a student at TCA for at least their junior and senior years, will be designated as Salutatorian for the class. Eligibility requirements are the same as those described for valedictorian.*Note: For valedictorian and salutatorian determination, grade point averages will be computed to the hundredth place value.

Divina Patterson Award: This award honors one student that is chosen by staff that most represents the core values of Tabernacle Christin Academy.

C. Graduation Requirements

Students who attend TCA High School for four years (grades 9 – 12) must complete core classes in addition to Bible each year in attendance. Adjustments may be made for students who matriculate into TCA after Grade 9, depending on curriculum requirements in their former institutions, at the discretion of the administration.

Graduation Requirements for Tabernacle Christian Academy	
Subject	Credits
Bible (every semester attending)	8
English (4 years)	8
History (3 years) (US, World History, Government/Economics)	6
Mathematics (3 years) (Algebra 1, 2, and Geometry)	6
Science (3 years) (Biology, Chemistry, one additional)	6
Foreign Language (2 years of same language)	4
Visual/Performing Arts	2
PE	4
Electives	6
Minimum Credits	50
Additional Graduation Requirements	
Community Service (80 hours total)	
Senior Exit & Presentation	
Entrepreneurial Class Credit (every semester attending)	
Citizenship (good standing)	

D. Incompletes

If a student has been absent due to a serious illness or hospitalization during the semester, a teacher may assign a grade of “incomplete” IC so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after the report cards are received. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an “F” if another grade is not submitted by the teacher at the end of the three-week period.

E. Report Cards

Report cards will be issued four times a year at the end of each quarter. For 7-12 the first two quarter grades average together to determine the first semester grade. The last two quarter grades are averaged together to determine the second semester grade. For 7-12 grades, permanent transcript grades and credits are averaged 1st/2nd Quarter and 3rd/4th Quarter grades. Parents may view academic progress of their child through Gradelink.

Comment/Behavior Codes (K-6)

- 1 – Outstanding
- 2 – Satisfactory
- 3 – Needs to improve
- 4 – Missing Work
- 5 – Low Test Scores
- 6 – More effort needed
- 7 – Behavior affecting work

Academic Grades (K-12)

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89
- B = 83-86
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D+ = 67-69
- D = 63-66
- D- = 60-62
- F = 0-59
- P = Participation (no test given)
- NP = Non Participation
- IC = Incomplete

F. Retention

It may be the recommendation of a student's teacher that a child repeat a class or grade level. Being retained does not imply failure nor is it a punishment of any kind. The teacher and administration will request a meeting with the parent and discuss concerns and ideas that could help the student to find success. The final decision for retention will be made by both the teacher and the administration.

High School students who fail a semester course may be required to repeat the course the next year, or take an equivalent summer course from an accredited High School or College. Students should be aware that while a D- to D+ is technically a passing grade; colleges will not recognize any grade below a C- for college entrance

credit. It would, therefore, benefit the student to repeat the semester in order to attempt to earn a C- or above.

G. Summer School Classes/Retake of Credit

Students who fail a semester course or who wish to earn extra academic credits may enroll in high school and/or junior colleges during the summer session. Classes must be approved by the Administration in advance. To transfer credit from that school to TCA transcript, a grade of "C-" or higher must be earned, and the student must request high school credit at the time of registration. Proof of the course will only be accepted when an official transcript from a school is received by TCA. Courses taken to correct an unsatisfactory or failing grade will not replace the grade earned on TCA transcript but will be listed on the TCA transcript as a transfer grade. Students will not receive credit twice for the same course. Students may take online classes through Ignitia/AOP CRX for credit or recovery credit at parent expense, if desired. Please contact the Administration for more details.

H. Tutoring

Tutoring is available and open to all TCA students at no extra expense. Tutoring can be arranged by contacting each individual teacher. In some cases, at recommendation of administration, tutoring may become mandatory.

Student/Parent Acknowledgment

I understand that attending Tabernacle Christian Academy is a privilege with accompanying responsibilities and therefore as a student of TCA I agree:

- To faithfully support Tabernacle Christian Academy through a positive attitude and with prayer;
- To uphold our unique Christian philosophy of education, and the mission and purpose of Tabernacle Christian Academy;
- To regularly participate in a local church;
- To accept the disciplinary authority of teachers and administrators who discipline within the standards of conduct established by Tabernacle Christian Academy;
- To cooperate and support teachers and administrators in the enforcement of the policies of Tabernacle Christian Academy;
- To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15).
- To not participate in, or tolerate profanity, obscenity in word or action, nor dishonor God and His Word, nor disrespect any school personnel, parents or other students;
- To complete class and homework assignments on time, to the best of my ability;
- To pay assessments to cover damage to the school or property of others which I cause;
- To uphold the core values of Tabernacle Christian Academy.
- To follow the student handbook and abide by the stated guidelines.

Student Signature

Date

I understand that I hold the most important job in the world. My duties and responsibilities are to provide for the safety, care, and well-being of my children, so that they may become capable, functioning, and contributing members of society.

I agree to support my student in their responsibilities to Tabernacle Christian Academy. I agree to support the staff, teachers, and administration of Tabernacle Christian Academy through a positive attitude and with prayer. I commit to discuss school problems only with the people involved and not those involved according Matthew 18:15. I will also follow the guidelines set forth in parent/student handbook and uphold the core values of Tabernacle Christian Academy.

Parent/Guardian Signature

Date

