



2025-2026

STUDENT AND PARENT
HANDBOOK

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A LETTER TO THE PARENTS

It is a pleasure to welcome you to Transformation Christian Academy (TCA). We are so glad we have the opportunity to partner with you in the greatest endeavor of our lives: raising our children! We are grateful for the trust you have placed in us to raise kingdom-driven, world-changing leaders.

Please read this handbook carefully and thoroughly, as it provides specific information about our policies and procedures as a school.

We, as a staff, look forward to getting to know each of you better. Please join us in daily prayer for our school. We pray that children will grow in wisdom, knowledge, and favor with God and man. And as we work together on this assignment, we are certain our students can become all that God has destined them to be.

You may contact us in the school office between the hours of 8:00 A.M. and 4:00 P.M. if you have any questions.

Together for our children!

Sincerely in Christ,
The Administration, Teachers, Staff, and Board of Directors

“If you are pleased with me, teach me your ways so I may know you and continue to find favor with you.” Exodus 33:13

ELEMENTS OF CULTURE

Organization – Transformation Christian Academy(TCA) in Houston, TX, operates within the structure of the Constitution and by-laws of Transformation Christian Academy.

Our Vision is to take students from corporate encounters with God to daily personal encounters with God.

Our Mission is to partner with families to develop Kingdom leaders by equipping the whole student, mind, body, and spirit through presence-driven discipleship.

Our Values *are the core beliefs and principles guiding our personal and professional lives.*

1. **Health | LEADERS GO FIRST** – We remain healthy by prioritizing personal encounters with God, pursuing purity, putting family first, and protecting our sabbath so we can lead others in health.
2. **Forgiveness | IT’S NOT AN OPTION** – We love mercy, so we show mercy. Forgiveness is for you, not for them. There is no spiritual growth without forgiveness.
3. **Authenticity | WE DON’T DO FAKE** – We disciple through real relationships. We create an atmosphere for people to be open and honest by leading in vulnerability and transparency.
4. **Trust | LEAN INTO AWKWARD** – We build the trust, character, and relationships of tomorrow by engaging in the tough conversations today.
5. **Excellence | GIVE YOUR ALL** – We represent the Lord by doing the best we can with what we have.
6. **Generosity | NO STRINGS ATTACHED** – We don’t give to get. We give our time, treasure, and talents from a heart of love with pure motives.
7. **Communication | DOWN SHIFT** – We choose to slow down and communicate clearly today, so that we can move forward faster tomorrow.
8. **Empowerment | OUR HEART, YOUR MIND** – We empower those with our heart to lead with their mind. We trade empowerment for teachability and humility.
9. **Feedback | HEAR HEAR** –We believe healthy feedback is a 2 way street. We welcome opportunities to hear what is in your heart, and we commit to clarifying what is in ours.
10. **Celebration | PUT IT ON THE BOARD** – If you’re not having fun, you’re doing it wrong! We make time to celebrate the little wins that create a big victory.
11. **Honor | GOVERNED BY HONOR** – Honor reflects Heaven's value. Honor protects freedom, creates safe places, and reflects a Kingdom identity. Honor is about self-control, not control.
12. **Stewardship | THE THIRD OPTION** - We manage Heaven’s resources for the Father’s business. The heart’s cry of a good steward is, “It will never be mine; it will always be Yours!” When given the choice between an ownership or employment mentality, we choose the third option—stewardship.

Our Unique Characteristics give perspective to what we focus on as a school. If “it” doesn’t line up with our focus, we don’t do it.

1. **Presence Driven School** – We are not built around people or performance; we are built around the presence of God.
2. **People Over Performance** – We prioritize relationships over performance; we love who

people are more than what they do.

3. **We Develop the Whole Student** – We are committed to the Spiritual, academic, and athletic excellence of our students (in this order).
4. **Uncompromising Biblical Worldview** – We shape the worldview of students by infusing Biblical truths about creation, the fallen world, and being reconciled to a loving Father through Jesus Christ, in order to defend their faith.
5. **We Love Israel** – We celebrate and embrace the Jewish culture, the God of Israel. Scripture tells us that those who love Israel will prosper.

Our Standards of Leadership are how we develop healthy leaders; these are standards every leader must commit to if they want to be a leader in our school.

1. **Daily Encounters** | We engage the Lord through daily personal encounters by welcoming the Holy Spirit, asking the Lord to speak to us, praying the Lord's Prayer and listening for His response.
2. **Forgiveness** | We exercise forgiveness at all costs by asking for God's forgiveness, forgiving ourselves and forgiving others. We believe there is no spiritual growth without forgiveness.
3. **Sabbath** | We honor the Sabbath and keep it Holy by stewarding our time according to God's teachings. We balance productivity with a commitment to take time away and recover to not risk our health, well-being, and effectiveness for the Kingdom.
4. **Tithing** | We honor God by returning the tithe to our local church and stewarding all the Lord has given to us and our families.
5. **Unity** | We protect the unity of our school by acting in love toward others, refusing to gossip, and by submitting to leadership.

Philosophy

Transformation Christian Academy believes the Bible is to be the infallible word of God, and we teach our students from a Biblical worldview. In Luke 2, the Bible says Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and Man (socially). At Transformation Christian Academy, our priority is to teach the whole child - spiritual, intellectual, social, and physical. We believe educating children is a cord of three strands - God, school faculty, and parents. Scripture charges parents with the Biblical duty of educating their children. TCA partners with parents to show children the way they should go, so even when they are old they should not depart from God's way. [Proverbs 22:6, Deuteronomy 6:4- 9]

Statement of Faith

Transformation Christian Academy bases its existence and operating policies upon principles found in God's Word.

Transformation Christian Academy Believes:

We believe Jesus is the Son of God.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the Virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

We believe The Bible is the Word of God.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final, and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, correction, and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct. (Display on screen: II Timothy 3: 16-17).

We believe in the Trinity.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons—Father, Son, and Holy Spirit. There is one God manifested in three persons: The Father, Son, and Holy Spirit (Display on screen: I John 5:4-7).

We believe in the Person, gifts and move of the Holy Spirit.

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism in the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit. The Holy Spirit is the Spirit of God that leads and guides us into all truths, and that His gifts are in operation today (Display on screen John 16:23 and I Corinthians 2:12)

We believe in Biblical Marriage.

We believe in unconditional love for everyone while remaining unwavering in our loyalty to God's Holy word. We believe that because God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history. (Display on screen Matthew 19:4-6)

In addition to our Foundational beliefs:

- We believe that man, in his natural state, is a sinner- lost, undone, without hope, and without God. As God's most precious creation, God gave his very best for each and every human to ever be born, but it is up to each individual to receive Him. Dying to our old sinful nature and being born again in Christ is necessary. (Display on screen ROMANS 3:19-25 | GALATIANS 3:22 | EPHESIANS 2:1, 2,1)

- We believe the baptism in the Holy Spirit, with the primary evidence of speaking in other tongues as the Spirit gives utterance, is for all believers as promised by John the Baptist, Jesus, and Peter. The fulfillment of this promise was witnessed by early Disciples of Christ and operates in many present-day disciples of Jesus Christ. (Display on screen: 1 CORINTHIANS 14 | MATTHEW 3:11 | ACTS 1:4-8 | ACTS 2:38-41 | ACTS 2:4, 10:44-47, 19:1-6)
- The local church is necessary for the maturity of the believer and we actually require our families to be active members at a bible believing church. (Display Hebrews 10:25).
- We believe in heaven and hell. There is a resurrection of believers into everlasting life and an everlasting punishment for those who do not believe (Display John 3:16).
- We believe in Baptism & Communion. The Word of God urges the Church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. Secondly, the Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our participation in Him. Both institutions are restricted to those who are believers. (Display; MATTHEW 28:19 and 1 CORINTHIANS 11:24-26)

Admissions Policies

1. Parents who enroll their children in Transformation Christian Academy should have conviction that a Christian education is proper for their child.
2. Parents wanting their children to be TCA students, agree that their child will engage in worship, prayer, and bible teachings conducted by the school and church (CT Church).
3. Families seeking to partner with TCA staff to develop their children must be actively involved in a church.
4. Acceptance of a student is based upon a good standing with the institution in which they are presently or were previously enrolled.
5. The principal/administrator personally interviews parents and students prior to admission to determine agreement with the philosophy, mission, policies, and standards of Transformation Christian Academy. Interviews are conducted by appointment after the student application has been completed and turned in to the school administrator. An assessment to determine grade level performance in reading and math may be administered by TCA.
6. In addition to a student application, evaluation forms may be sent to the student's most recent administrator and a teacher.

Accreditation

The International Christian Accrediting Association (ICAA) which is approved by the Texas Private School Accrediting Commission (TEPSAC) is in process of accrediting Transformation Christian Academy. Transformation Christian Academy is also seeking accreditation by Cognia, an international secondary and post-secondary accrediting agency.

Notice of Nondiscriminatory Policy as to Students

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

Policy if an Issue Arises

Parents and students are asked by the Head of School and Board of Transformation Christian Academy to pursue in good faith the purposes of the school and to specifically remain loyal and supportive of its administration, teachers and support staff in their policies and decisions. Parents and students are asked to approach the school administrator at any time that there are concerns about procedures or activities at TCA. We lead trust building conversations through our values. When issues arise, we follow Matthew 18:15-17 model for dealing with conflict. It is never appropriate to discuss the school's faculty, student body, or pastoral staff negatively. Families shall comply with and abide by all rules and regulations written by TCA. All such rules and regulations are incorporated and written in the student and parent handbooks.

Attendance

In order to adequately complete the educational process for each student, a student must have good attendance in school. Transformation Christian Academy understands and makes provision for those absences that are unavoidable, such as personal illness, death of family members, and emergencies that cannot be avoided. It is necessary, however, for TCA to enforce strict policies about unexcused absenteeism. No absence will be excused without a note from a parent explaining the absence. Consistent excuses, such as car trouble, traffic, caring for younger brothers and sisters, or personal issues cannot be accepted indefinitely, even with notes from parents. Make-up work is accepted when the absence is excused.

For unexcused absences, students will have one day for every day they missed to turn in make-up work, and 20% will be deducted from their grade. Any day beyond the allotted time to turn in unexcused make-up work will result in a zero. Any student that exceeds 9 absences per semester (excused or unexcused), will be placed on academic probation. A letter will be sent home when the student reaches 6 absences.

Academic probation means that a student's individual situation and academic progress will be monitored closely. Administrators and teachers will determine if a student will be passed, failed or promoted based on grades, attendance and material covered.

School hours:

School begins at 8:00 A.M. and dismisses at 3:00 P.M. for all Elementary grades.
School begins at 8:00 A.M. and dismisses at 3:00 P.M. for all Secondary grades.

Tardy Policy

Students at Transformation Christian Academy are expected to be in class on time. **A student is considered tardy if he/she is not seated in his/her class by 8:05 A.M.** All students that are tardy for first hour or come to school any time after 8:00 A.M. **must report to the office accompanied by their parent/guardian to receive an admission slip before going to class.** If a student drives themselves to school and arrives late, they will need their parent/guardian to speak with one of our office staff members in order to be admitted.

We acknowledge unexpected things happen every morning, our office staff may excuse tardies for the following reasons: medical appointments, illness, car trouble/car accidents, slow traffic due to extreme weather.

Unexcused tardies will include, but are not limited to the following: overslept, running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, forgetting items needed for school, delays due to ongoing road construction or similar reasons for delay.

The reason for each tardy will be recorded under the student's profile by our office staff. Once a student reaches 9 tardies, a "Lean into Awkward" conversation will be scheduled with an administrator.

Chronic tardiness may result in suspension.

Planned Absences

At TCA we have plenty of extended days off throughout the academic school year (such as Fall Break. Thanksgiving Break. Winter Break. Spring Break, and of course the whole summer). We recommend that trips be scheduled during school holidays. When a family chooses to take time off school outside of *emergency/illness*, we consider this as a *voluntary absence*.

Examples of voluntary absences include but are not limited to vacations, ministry related trips, mission trips, college visits, church conferences, etc.)

For such absences, a Planned Extended Absence form must be completed, signed, and submitted to the principal administration for approval at least two weeks in advance.

Once approved, the next step would be to reach out to the teacher(s) at least 7 days in advance for schoolwork (please recognize it takes time for a teacher to prepare work in advance for one student). Make-up work should be done before leaving or brought back with the student by the second day the student returns to school. Voluntary absences are not to exceed 5 school days (No make-up work will be provided beyond that - this will result in zero's if the family chooses to be out more than the timeframe mentioned above.) Planned Extended Absence forms can be obtained in the school office.

10 Minute Rule

In an effort to create the best educational environment, Transformation Christian Academy has adopted the 10 Minute Rule to reduce the number of classroom interruptions. The first ten minutes of a class is a critical time as students are receiving important information regarding their lesson for the day. Students will not be permitted to leave (unless it is an emergency) during the first 10 minutes of each class.

Withdrawal Policy

TCA requires a 30-day notification of withdrawal in writing to the Head of School. The official release date will be 30-days from the date of notification. Withdrawals are subject to the following schedule:

- Students still enrolled on August 1 are required to pay 50% of full annual tuition.
- Students still enrolled on December 1 are required to pay 75% of full annual tuition.
- Students still enrolled on February 25 are required to pay 100% of full annual tuition.

Outstanding Balances Policy

Following a withdrawal, if there is an outstanding balance for tuition and/or fees, grades and all records/transcripts will be held until your account is made current. If all accounts are current, within five (5) working days after notification and/or accounts are made current, whichever occurs last, will result in a withdrawal slip being prepared and all grades and records/transcripts being sent to the new school. This is nonnegotiable; **we will NOT release records or transcripts with outstanding balances still due.** The Outstanding Balance Policy is non negotiable; TCA will not release records or transcripts with outstanding balances still due at the time of withdrawal for any secondary students.

TCA Dress Code and Uniform Guidelines

Transformation Christian Academy partners with various organizations for all our uniform, spirit wear, and athletic gear offerings. All students are required to be in uniform Monday through Friday. On Fridays however, students may wear spirit wear and appropriate jeans. If a student is out of dress code, they will be sent to the office and the parent will be called.

To ensure uniformity, both uniform tops and bottoms are **required** to follow the uniform policy as stated below. Periodically we will sell our own spirit wear offerings.

Please refer to the uniform guidelines below to ensure your child is compliant with our dress code policy.

Uniform items for boys:

- Polo shirt or Oxford shirt in any shade of blue

- Navy blue or khaki chino pants, or
- Navy blue or khaki chino shorts
- Elastic waistband chino pants are only allowed for elementary students only
- Belt (black or brown) – If uniform pants or shorts have belt loops, students must wear a belt
- Shoes: tennis shoes or dress shoes. They are to coordinate appropriately with the uniform, maintain a clean appearance, and not be a distraction
- Only TCA issued outerwear may be worn, this includes, sweaters, cardigans, pull-over sweaters, vests, jackets, blazers (optional), letter jackets, etc.
- Note: a TCA uniform shirt must be always worn under these items

Uniform Items for Girls

- Polo shirt or Oxford shirt in any shade of blue
- Navy blue polo dress (K -6th only)
- Navy blue or khaki skort, or
- Navy blue or khaki skirt, or
- Navy blue or khaki chino pants, or
- Navy blue or khaki chino shorts

Any uniform item that is considered a skirt/short must be at an appropriate length (**no shorter than 1 inch above the knee**)

- Modesty shorts or leggings **must** be worn under all skirts/dresses
- Belt (black or brown) – If uniform pants or shorts have belt loops, students must wear a belt
- Shoes: tennis shoes, dress shoes, or dress sandals may be worn. They are to coordinate appropriately with the uniform, maintain a clean appearance, and not be a distraction
- Only TCA issued outerwear may be worn, this includes, sweaters, cardigans, pull-over sweaters, vests, jackets, blazers (optional), letter jackets, etc.
- Note: a TCA uniform shirt must be always worn under these items

Further Guidelines

- Shirts must be **tucked in at all times**
- No jacket that is not TCA issued is allowed in the building. In case of cold weather or rain, students may only use a non-TCA jacket outside the building
- At no time is it appropriate to wear the hood up on hooded sweatshirts inside the building
- Dress sandals with back strap for girls are permitted (no “flip-flops”)
- No sandals or "flip-flops" for boys

Never Permitted

- Attire that is revealing or immodest
- Attire that is not clean or is frayed or torn

- Attire judged by the administrator or principal as inappropriate
- Joggers or black jeans to be used as uniform pants
- Crocs or slides
- Hats inside the building
- “Blankets” are never permitted on school campus.(applies to 3rd -12th graders)

Required Uniform for P.E. (5th – 12th)

It is necessary to purchase a regulation physical education uniform from the TCA athletic department. There are no substitutes for this uniform. Athletic shoes may be brought from home for P.E. classes.

Spirit Wear Fridays:

Every Friday, students may wear a Spirit T-shirt (TCA issued t-shirt) and conservative jeans. If the jeans have holes, they must be below the thigh, and it must not be too revealing (holes should not be bigger than 1 inch). Shirts do not have to be tucked in. If any student fails to adhere to these simple guidelines, parents will be called to bring a change of clothes.

Personal Hygiene Guidelines for Boys

- Hair should be trimmed evenly across the neck, and it should be no longer than the top of the shirt collar. Hair should be neatly combed and clean. Any hairstyle that is considered inappropriate or a distraction to the learning process by the head of school will be dealt with as a grooming violation. A flagrant violation can result in suspension for the student.
- Boys may never wear earrings or body piercings (this includes all school-sponsored activities on or off campus)
- Pants must be worn at the waist
- Boys must be clean shaven
- Hats or hoods may not be worn inside the building
- Fingernail polish on boys is strictly prohibited.

Personal Hygiene Guidelines for Girls:

- Girls’ hair should be conservatively styled. Hair color that is too far off a student’s natural hair color is not allowed. Hair should not hang down in the face. Hair bows and headbands that coordinate with the uniforms are permissible.
- Jewelry cannot be excessive. Small earrings and simple rings are permitted with the uniforms. Facial piercings are not allowed with the exception of small nose studs for High School girls.
- Elementary girls may not wear make-up in school. Secondary girls should wear understated makeup and nail polish.

Tattoo Policy

At Transformation Christian Academy we believe it is important to protect the atmosphere of learning making it conducive to the standards that we have set. We desire to limit distractions thereby increasing the ability of our students to learn and comprehend the material presented. We believe tattoos are a distraction for the student body and therefore we will not allow enrolled students to obtain a tattoo. We believe this practice can and should be delayed until after graduation, at which time, an older, more mature person will be better equipped to make a permanent decision.

- Potential new students that already possess tattoos will be subject to TCA leadership review before enrollment.
- Existing students with visible tattoos will be subject to review by the TCA Leadership Team. All existing tattoos must be covered up while on campus (Including athletics events and practices).

*** The head of school/principal reserves the right to make certain judgments concerning dress code that may not be covered in the handbook.**

Student Conduct

We are the Lions, God's chosen people, we are Sons and Daughters of a mighty King. We are called to be a royal priesthood, as such, the standard of how a TCA Student ought to conduct themselves and lead has been raised.

Colossians 3:12-17 says: Since God chose you to be the holy people he loves, you must clothe yourselves with tenderhearted mercy, kindness, humility, gentleness, and patience. **13** Make allowance for each other's faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. **14** Above all, clothe yourselves with love, which binds us all together in perfect harmony. **15** And let the peace that comes from Christ rule in your hearts. For as members of one body you are called to live in peace. And always be thankful. **16** Let the message about Christ, in all its richness, fill your lives. Teach and counsel each other with all the wisdom he gives. Sing psalms and hymns and spiritual songs to God with thankful hearts. **17** And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father.

TCA students will be characterized by their kindness, compassion, soft heart, desire to seek the Lord, love, selflessness, humility, gratefulness, longing to live a righteous life, and their boldness to stand up for truth and what is right.

- All students are expected to honor the teaching faculty, staff, each other and this campus insubordination and disrespect will not be tolerated.
- Students are to speak life and not death - foul or unwholesome language will be addressed
- All students are expected to operate in self-control and excellence - Cell Phones and headphones are not permitted during school hours.

- We are called to build each other up - There will be zero tolerance for bullying. Language or actions that tear each other down is unacceptable.
- To ensure an equitable learning environment for all students, chronic misbehavior, constant disruptions, and lack of self-control will be addressed by school leadership.
- Lastly, all students are expected to follow the TCA Uniform Policy and comply with our dress code.

TCA Discipline Policy

TCA students are expected to conduct themselves according to the highest standard of honor, integrity, purity, responsibility, and love towards his and her fellow Christians.

To operate in excellence the following behavior will not be tolerated:

- No student will be allowed to be disrespectful to a pastor, TCA faculty, administrator, cafeteria worker, or custodian. This is a hard and fast rule! The student has rights, but the student must allow his or her parent to question anything that he or she feels is unfair. Students can be expelled for insubordination.
- Students will not disrespect others and their property.
- Students can be expelled if they are known to vape or use alcohol, tobacco, or drugs. A drug or alcohol test can be requested of a student before being readmitted into the school.
- Loose talk, gestures that are profane, unwholesome websites, magazines, books, video games and comic books are not allowed in school or at school sponsored events.
- Students will comply with all classroom rules set by the teacher.
- It is a serious offense to cheat at Transformation Christian Academy. God expects honesty, and so do we. Plagiarism or cheating is never acceptable, if a student chooses this option he or she will receive a zero, may be suspended and the offense is noted on the student record. Parents will be notified.
- School telephones are off limits to students unless students have a pass from a teacher explaining the urgent need for him or her to use the phone. **An emergency or urgent need is defined as an urgent family problem, illness, or game cancellations.**
- No student should sit at a teacher's desk or enter grades online, use classroom phone, teacher's cell phone, computer or personal belongings.
- Students should not sit on table tops, desktops or lean back in chairs.
- Rowdy behavior and fighting (or physical assault) at school or school sponsored events will result in a minimum 2 day suspension or more and can lead to expulsion.
- Defacing or destroying school property is a serious offense. Disciplinary action will be taken and restitution by the student will be made. Restitution could be in the form of work detail, payment for damaged property, or when severe enough, suspension or expulsion.
- The selling of any items is not permitted without first getting the permission of the school administrator.

- Visitors are not allowed in the school building during school hours, unless permission and visitor badge has been obtained from the school office.
- No firearms, weapons, or knives of any type are permitted on school property or at school-sponsored events.
- **Video games played on any device (phone, tablet, laptop, Chromebook) cannot be played during school hours 8:00AM-3:00PM. Headphones or Air pods of any type or not permitted during school hours, this includes carpool pick up. School personnel will confiscate the item or items and submit them to head of school/principal. The student must see the head of school /principal at the end of the day for the item to be returned. A charge of \$35 per item will be assessed before the item is returned.**
- Shorts (besides approved dress shorts) are not to be worn before or after school (Grades 5 - 12) unless students are going to and from an athletic event or a practice.
- Backpacks and bookbags may not have writing or logos on them that do not reflect the values of a Christian school.

Discipline Categories and Consequences

The Mark (Demerit) System

Here at TCA, we recognize that students will make mistakes. The mark system establishes procedures to curb inappropriate behavior and to avoid undue punishment of errors.

Additionally, the mark system is the basis for assigning citizenship/conduct grades for each 6-week grading period. Serious or chronic behavioral infractions are punishable by immediate consequences, such as suspensions, and thus are not subject to the mark system.

Students found to be in violation of certain school rules will be assigned marks for their misbehavior. From an administrative standpoint, marks are cumulative. However, because marks determine citizenship grades, teachers are to reset marks at the end of each grading period.

Parents are to be notified if their child receives a mark. TCA's policy is to assign a detention after receiving **three marks** in each class. In every classroom, the teacher has the authority for instituting and enforcing his or her own class rules in addition to those unique to TCA.

The following school wide infractions will earn a citizenship mark:	
Being a participant <i>in any action</i> that will distract from a learning atmosphere (unnecessary noises, talking without permission, etc...)	Sleeping in class
Being out of dress code.	Refusing to keep his/her head up off the desktop
Keeping others from doing assigned class work	Refusing to pay proper attention to the teacher
Not having the materials needed for class including the proper textbook, laptop (if applicable), paper, pencil, and other items required by the teacher.	Eating in class/chewing gum

The following guidelines will determine citizenship/conduct grades for each 6 weeks:

A +	No Marks	B +	6 Marks	C (11 + marks)
A	1-3 Marks	B	7-8 Marks	
A-	4-5 Marks	B-	9-10 Marks	

B's reflect unacceptable conduct at TCA and will require a meeting with the parents and student. A "C" in conduct places a student on "school probation." Students may be "dismissed" from TCA due to excessive violations.

The following misconduct will automatically result in office referral:	
<ul style="list-style-type: none"> ● Profanity ● Racially insensitive talk ● Improper/ unwholesome use of technology ● Fighting ● Insubordination to a teacher or other adult 	<ul style="list-style-type: none"> ● Cheating ● Bullying ● Vandalism/stealing ● Misconduct at school-sponsored events

Misconduct can be classified and consequences can be generally defined as follows:

Offenses that may result in withdrawal or expulsion

- Violation of federal, state, and city laws.
- Activities that show disrespect for property or laws and violate Biblical and moral codes of conduct.
- Frequent and repeated violation of any rules.

Activities that may result in student/principal conferences, parent-principal conference, in-school suspension, home suspension or probation:

- Activities and attitudes that show lack of respect for authority.
- Frequent and repeated violation of classroom and school rules.

Any violation of rules such as minor disturbances in the classroom that prevent classroom order and instruction can result in the following:

Offense will result in additional work, academic loss of grade points, note sent home, student/administrator conference, after school detention, and/or loss of privileges.

Explanation of Consequences

- **Additional Work** - Work assignments done before or after school
- **Loss of Privileges** - Students may be asked to leave positions of responsibility and leadership if responsibility and leadership is not demonstrated.
- **Note Home** - A report of misconduct to be signed by a parent and returned the next day.
- **In-School Suspension** - Student will be required to do all of their class assignments and

eat lunch in the principal's office. Disciplinary probation is invoked when a student is suspended for any reason.

- **Suspension** - A student can be suspended for a maximum of five days and the minimum of one. Zeros will be given in all classes when a student is out on suspension. A parent-administrator conference will be required in order for a student to return to class. A student who has been suspended will be on disciplinary probation for the remainder of the school year.
- **Expulsion** - Expulsion is recommended when it is apparent Mercy Culture Preparatory can no longer meet the needs of a student, or the student's behavior is preventing classroom instruction. Expulsion is also recommended for reasons cited above and for unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal will be set and the withdrawal procedure followed. The expulsion date may be immediate.
- **Detention** - Detention occurs during lunch hour Monday - Friday from 3:30 - 4:00 P.M. When an infraction of a rule occurs, a student will receive a written detention slip from a teacher to take home for a parent signature. If a student fails to have the detention notice signed by a parent and brought back the next day, an additional day will be added for each day the notice is not signed. The detention will be served on the following day that the slip was issued.

Cell Phone Policy

Cell phones are to be kept in the student's locker or backpack. They cannot be kept in pockets of pants, sweatshirts or jackets at any time. Cell phones are to be turned off when the student arrives at school each morning. Students may turn phones back on after their last class of the day is dismissed to check for messages or transportation. Phones will not be allowed in the classroom at any time. School personnel will confiscate the item or items and submit them to an administrator/principal. The student must see the administrator/principal at the end of the day for the item to be returned. A charge of \$35 per item will be assessed *after the first offense*.

Personal Property

Students should bring to school only those items necessary for normal school activities. Although the school cannot be responsible for lost items, the school office staff will attempt to maintain an up-to-date lost and found.

Policy on Homework

The purpose of homework is reinforcement and drill. Completed homework assignments are required. If a student is absent, and the absence is excused, a day for each day missed will be given to do makeup work. It is the student's responsibility to see that the make-up work arrangements are made and the work done.

In order to accommodate our students to be a part of CTYouth, their local church youth group, or any other church related activities, TCA teachers will not assign homework on Wednesdays. For clarity, while students are not to have homework on Wednesday evenings, they are still responsible to study for exams that are scheduled on Thursdays.

To allow ample time for staff to get the necessary work together, parents should call the school office by 9:00 A.M. before coming to pick up homework at 3:00pm.

Most teachers make all class assignments available during class time. This is why it is important that all students attend classes regularly. Students should check with each teacher to learn their procedures.

Makeup work:

Makeup work applies to students who have an excused absence from school. TCA's policy states students with an excused absence will be allowed time equal to that of the absence, (one school day for each day absent) to complete daily assignments. For prolonged or chronic illness or injury, special arrangements may be made with the students' teacher and principal. Any written assignment or test not completed within the prescribed period of time will count as a zero in the student's grade record. Students must take the initiative in making up and turning in missed class work.

Late Work Policy:

Meeting deadlines is a skill that will help students in high school and beyond. The expectation is for students to turn in work by the assigned due date to receive full credit. When that is not possible, late work will be accepted under the following conditions:

- Work turned in the class period after the due date will result in a **20 percent loss** of credit. Except in extenuating circumstances, work will not be accepted after this point.
- At the teachers' discretion, work graded in class may or may not be accepted late, as the answers were given to students.
- Students with unexcused absences must follow the late work policy.

Drop Grades:

- In each course one "Drop Grade" will be given each term; it will take the place of the students' lowest homework grade or zero.
- The teacher will do this at the end of each term before final grades are submitted.
- Major assignments, such as projects or essay writings are exempt from the "Drop Grade."
- Penalties for "three tardies" are also exempt from the "drop grade."

Weekly Assignments:

At Transformation Christian Academy, we are striving for academic excellence. Student grades should be based on a variety of enrichment activities and assessments (both formative and summative) that can be evaluated from a fair population of assignments.

For Elementary Grades (K-6):

- A minimum of two grades are required per week for core subjects in elementary (reading, language, math) and a minimum of one grade per week for science/social studies
- Three content assessments (formative or summative) are to be given per six weeks for core classes.

- Specials require at least one grade per week.
- Assessments are given accordingly and are included in the minimum assignment requirements.
- Assignments can come from the following: classwork/homework, outlines, vocab, quizzes, projects, formative assessments, completion grades, non-formal essays, binder check, etc...

For Secondary Grades (7-12)

- A minimum of two grades per week are required in content area subjects in secondary classes (English, History/Social Studies, Math, Science, and Spanish).
- Teachers of project based elective classes such as Computer, Finance, Art, Music, and Yearbook, etc... Will meet with secondary principal to determine the appropriate number of assignments per week. 15-18 assignments per six-week grading period

Assignments:

- Assignments can come from the following: classwork/homework, outlines, vocab, quizzes, projects, formative assessments, completion grades, non-formal essays, binder check, etc...
- All assignments must have a grade.

Exams:

- Three formal content assessments are to be given during each six-week grading period (English, History/Social studies, Math, Science, and Spanish). Exams are included in the total number of required assignments.
- Project based elective classes such as Computer, Finance, Art, Music (including Music Leadership), and Yearbook, etc... Will meet with secondary principal to determine the appropriate number of exams per 6-week grading period.
- 6 weeks exams are required and teachers must stay within the testing schedule.
- Cumulative exams can be given in appropriate classes (ex. Math)

Projects:

- Minor projects can be weighted differently from other assignments.
- Minor projects include book reports, informative poster boards, arts/crafts, recipes/cooking, timelines, etc...
- In most cases, minor projects cannot be used to replace a content exam. However, rigorous, multi-part, essential question driven, Project Based Learning (PBL) “Projects” can be used to replace one content exam.
- Formal essays or research projects can be rigorous enough to be considered as an alternative to a content exam and must have the approval of an administrator or principal.
- Quizzes do not count as formal exams.

Midterm Progress Reports

At the end of each third Friday of the grading period, a progress report will be sent (by administration) to all parents/guardians detailing their children's progress in all subject areas. The email will be sent from a generic "do not reply" IGradePlus email address. In the email, parents/guardians are encouraged to contact their children's teachers about information or questions related to the progress report.

3rd Week Intervention Program

At the end of the third week of each grading period, teachers are required to contact any parent whose child has a failing grade (below 70) and/or is experiencing significant struggles in a particular class.

IGradePlus / Parents Web

Parents have access to their child's grades and status of assignments via the internet, through IGradePlus. A password will be assigned to each family upon receiving parent's' e-mail address. This gives parents access to their child's (children's) information.

Parents are encouraged to check their child's daily progress and contact the school to request a conference with the teacher when any questions arise concerning grades or conduct. Each teacher has a conference hour for scheduling appointments. Parent conferences can be scheduled via email or telephone. ***Students have individual access to all classroom information through their own IGradePlus account.*** We encourage all students to utilize this. It is wise to not give your student(s) access to your Parent account since this makes information such as sibling grades available and it allows changing some personal data.

Arrival

All students arriving before 7:00 AM, are **required** to go to the Lion's Den for Before-School Care and will be charged an additional fee.

K-5th grade students coming in after 7:40 AM must still report to the Lion's Den to wait for their teacher to come pick them up at 8:00AM (no fee after 7:40 AM).

6th - 12th grade students arriving after 7:40 AM must report to study hall to wait for the initial bell.

First bell rings at 8:00 AM. Tardy bell rings at 8:05 AM. Any student entering campus after 8:05AM must be accompanied by a parent to the office for a tardy pass.

Dismissal

K-6th Dismissal is from 3:00 PM-3:10 PM.

Students in Kindergarten through Grade 5 remaining in school after 3:10 PM are **required** to go to After-School Care (additional fee applies).

7th-12th dismissal is from 3:00 PM-3:15 PM.

Any student remaining on campus after 3:15 PM will be directed to After School Care (additional fee applies).

Registration forms are **required** before a child can attend. These forms may be obtained from the school office.

We acknowledge, certain families have a combination of students that dismiss at different times. In these cases, we allow the elementary students to wait for their secondary sibling to pick them up at 3:30PM and walk with them outside to the carpool pick-up area. We empower the secondary student to lead, protect, and guide their younger sibling.

NOTE:

Students must never be in the parking lot without adult supervision at any time before or after school.

Release of Students

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the after school teacher does not know a parent or an authorized person. If a parent, a relative, or a friend other than the custodial parent picks up a child either at the end of the day or during the day, please let the school office or the child's teacher know in writing who that person will be. This person should be on our approved list in the office. **ANYONE OTHER THAN THE CUSTODIAL PARENT MUST SHOW IDENTIFICATION.** Anyone picking up a student, whether custodial parent or substitute, must come to the school office and ask the office staff to get the child. If it is after hours the student will be released by the after school caregiver if the appropriate steps have been taken previously for the child's release. If a parent is taking a child out of school early, he/she is to come to the office and sign the student out. It will be necessary if the student returns the same day for a parent to sign him or her back into the school.

Closed Campus Policy

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Transformation Christian Academy must operate a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy. Closed campus procedures are developed to ensure a safe environment for students. Such procedures must minimally include the following:

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or legal guardian has provided written permission for a student to leave school for a specific need (i.e. doctor appointment, bereavement) and this request has been approved by the principal; or
- A student has a school-approved work or study release privilege; or
- A student meets the criteria established by Transformation Christian Academy administration and is eligible for off campus privileges. (i.e.: senior lunch)

A student who leaves the school grounds without authorized permission shall be considered truant.

Visitors

Only current parents, legal guardians, grandparents, alumni, guest speakers, potential families/students, TCA staff and approved vendors and contractors are allowed on the campus as guests.

Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors must wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure.

Other appropriate procedures may be encouraged and implemented by the Administration of Transformation Christian Academy to assist in the enforcement of a closed campus policy to provide security and safety for all students and staff.

Financial Policy

- Tuition is due on the first of each month, beginning the first day of August.
- When tuition is 30 days late, you will be notified by a letter and phone call.
- You will then be given 15 days to bring your account current.
- When the account becomes 45 days past due, your student(s) will be dismissed.
- Transcripts and records will not be released until the account is paid in full.

Health and Immunization Records

All students should have current immunization records on file. If a family decides to abstain from vaccinations, a state official affidavit must be notarized and submitted. Parents should bring the immunization records or affidavit to school for placement in the student's file before the first day of classes each year (or every two for an exemption affidavit).

The school office should be notified of any unusual health problems or any medication a student is taking.

Illness

For the welfare of your children and the benefit of others, please keep your child home when the following conditions exist: vomiting or diarrhea and temperature of 100.4 or higher. Students must be fever and symptom free for 24 hours before returning to school.

Please note: Students diagnosed with strep throat or any other contagious illness (see page 24 for list of communicable diseases) must have a physician's note before they can return to school; students on antibiotic for flu or any other symptoms must be on the antibiotic for 24-hours before they can return to school.

Hearing, Vision Testing, and Spinal Screening

Routine vision, hearing, and spinal screenings are done each year on selected grades. Results on these tests will be sent to you if any problems are indicated.

Infectious Diseases

I. Admission of Continued Enrollment of Students with Infectious Diseases

God deals with us individually (I Corinthians 15:10); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and physical condition of the student. Because we have a responsibility to protect all of our children the expected type of interaction with others in the school environment and the possibility of contagion will be considered in making this decision. A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least the student's physician, a public health expert or consultant chosen by the leadership of the school. The decision of the screening committee will be final.

For those infectious diseases for which there is no cure the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations as determined by the school administration as to permit a reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must release the results of these evaluations to the administrator. Their failure to authorize the release of these results will jeopardize the child's continued enrollment. A student excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above if there is sufficient improvement to warrant admissions.

II. Placement

First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others. An infected student unable to attend classes as determined by screening committee, supported by appropriate facts and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. All persons with infectious diseases deserve our compassion.

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

- | | |
|----------------|-------------------|
| 1. Chicken Pox | 6. Ringworm |
| 2. Pinworms | 7. Pneumonia |
| 3. Measles | 8. Impetigo |
| 4. Scabies | 9. Whooping Cough |
| 5. Mumps | 10. Pink Eye |

Medication Policy for Prescribed and Non-Prescribed Drugs

- A medication dispense form must be submitted by parents along with the prescribed or non-prescribed drug, before any medication can be dispensed during school hours.
- If medication is to be dispensed by the office staff, students must be responsible for coming at the appropriate time.

- No student is to sell or give another student medication. If a student does sell or give a prescription medication to another student, all rights and privileges to take medication on the school campus will be suspended for all parties concerned plus further disciplinary action will be taken.

Weather

In the event of inclement weather, tune to a television station by 6:30 A.M. for school-closing or delay announcements. Also, the school will publish this information on its various social media outlets and will send out a Band App parent alert via text message. Transformation Christian Academy will generally follow the Pasadena ISD weather closing policies.

Parent Participation

Parents are always encouraged to involve themselves in school activities. It is important to your child's development that you be as available as possible in his or her school life. Parent school service hours can be granted and approved by office staff.

TCA Serve Team

The mission of the Serve Team is to provide an avenue for parents to support and share in the ministry of Transformation Christian Academy. The Serve Team serves the students, faculty, and staff of Transformation Christian Academy under the direction of TCA's leadership, prayerfully seeking God's will in all endeavors. Parents who are interested in working with the Serve Team may contact the school office for more information.

Fundraising

TCA's parents and staff will be doing periodic fundraisers to benefit the athletic, fine arts department, clubs or general fund of the school.

Policy on Dating

It is our heart, that there would be no distractions in the pursuit of purity. And this is why we do not endorse dating, but we do support the healthy pursuit of courting into marriage. Our TCA Faculty are here to partner with students and parents to develop healthy relationships.

The act of dating itself is not evil. But it can be messy. The world treats dating as a casual act and does not cherish marriage. Within scripture, we find the aligning of a man and woman to be married as an intentional and sacred pursuit. While a student at TCA, it is wise to not engage in dating relationships. This does not mean you cannot hear God on who your spouse may be, but this means we are calling each student up higher, to pursue purity above all else.

We believe dating with no purpose is dangerous. We believe casual dating and breaking up is practice for divorce. We believe God is enough for students to have intimate relationship with

until they are married. If God is enough for you when you are not married, HE will remain enough for you when you are.

Policy on Halloween

October 31st is traditionally recognized as Halloween. Transformation Christian Academy does not recognize this day or the days leading up to it, in room decor, art projects, or in any type of celebration. Believing that this is a pagan holiday, Transformation Christian Academy will not recognize this day in any way.

Policy on Easter

Transformation Christian Academy observes the resurrection day of Jesus Christ.

Field Trips

Teachers may schedule field trips to coordinate with a unit of study. Parents are required to complete and sign the Permission Form in order for their child to participate. Without this form, the student will not be eligible to participate.

Child Abuse Reporting

Under Texas law, the staff and administration of Transformation Christian Academy is obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported. Transformation Christian Academy will comply with the law. At Transformation Christian Academy, all school staff is to report suspected or known cases of child abuse immediately to the administrator. At that point the administrator will coordinate the procedures needed to be followed. If an abuse case needs to be reported to the authorities, it is the policy of Transformation Christian Academy to make this report without first contacting the parents of the child. It is the policy of Transformation Christian Academy to contact the parents after making the contacts required by law.

Policy on Sexual Abuse/Harassment

Sexual abuse or sexual molestation

Transformation Christian Academy will not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any valid complaint of sexual abuse or sexual molestation will be reported immediately to the Head of School who shall report the same to the authorities and Transformation Christian Academy will fully cooperate with law enforcement authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

Sexual harassment

Transformation Christian Academy will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or

comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, co-workers or others who visit the school should be reported immediately to the Head of School.

Sexual Exploitation

Transformation Christian Academy will not tolerate sexual exploitation of employees, students, or parents. A valid complaint of sexual exploitation may lead to appropriate and strict disciplinary action, including termination. Sexual exploitation involves any attempt to develop a sexual or romantic relationship between teacher/student, teacher/teacher, teacher/parent, teacher/employee or teacher volunteer with which the teacher has a Supervisory Relationship. Sexual exploitation from teachers, students, supervisors, co-workers or others who visit the school should be reported immediately to the Head of School.

Student Pregnancy

Each pregnant student will be dealt with on an individual basis. It is difficult to make a general policy that would pertain to such a sensitive situation, but in the event that this occurs the following guidelines will be followed:

- No student will be allowed to enter Transformation Christian Academy if they have fathered a child or become pregnant.
- Girls who become pregnant while a student at Transformation Christian Academy will be dismissed.
- Every attempt will be made to encourage the girl to give birth to the child.
- If the father is also a student at Transformation Christian Academy, they will be dismissed.

Policy on Bullying

Biblical principle of relationships: “My command is this: Love each other as I have loved you.”
John 15:12

Rationale (Bullying)

In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur. Transformation Christian Academy realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is line with biblical standards.

Definition (Bullying)

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Stopbullying.gov)

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, Twitter, Instagram or other electronic means

Policy Statement (Bullying)

From time to time in school community conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

Transformation Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

TCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administration and addressed according to the procedures below.

Procedures (Bullying)

- All parties will be spoken to-victim, bully and in some cases sufficient bystanders to establish the facts of the situation and to hold the bully accountable for his or her actions/inaction.
- All incidences are to be documented and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim or victims and bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy.

Student Responsibilities (Bullying)

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.

- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

Parent Responsibilities (Bullying)

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises

Staff Responsibilities (Bullying)

- Non-teaching staff should refer all allegations of bullying to teacher and principal. (in that order)
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior. (bullying)
- Teaching staff are to refer to principals with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

Policy on Athletic Teams and Extracurricular Groups

Athletic Teams and Extracurricular Groups should be used as a witness. Students are being trained to interrelate with others in a Godly manner; therefore, if a student is participating in athletic teams or extracurricular groups, he or she should be aware of the following:

Athletic Eligibility Rules for High School

To be academically eligible to participate in extracurricular events, students must be enrolled full-time at Transformation Christian Academy. In most circumstances, students must be in attendance a minimum of four (4) class periods on the day of an event in order to participate. Eligibility rules for high school student athletes are based upon guidelines set by TCA and the Texas Association of Parochial and Private Schools (TAPPS).

REPORT CARD POLICY – Junior High and High School

- Athletes with one failing grade on the report card will sit a mandatory 2 weeks. They will attend practices and games during the 2 weeks. At games they will be required to wear their school uniform and help the coaches. At the end of the 2 weeks period, athletic administration will check grades, if all classes are passing the players will be allowed to participate. If a student is still failing a class they will have to sit an additional week of games. After 3 weeks they will be allowed to fully participate in games and practices.

- Athletes with 2 failing grades on the report card will sit a mandatory 3 weeks. They will NOT attend practices or games. They will have study hall during athletic period. They will need to be picked up or go to after school care at 3:30pm for the 3 weeks. At the end of the 3 week period athletic administration will check grades, if all classes are passing they will have full reinstatement to the team. If any class is failing they will be removed from the team.
- Athletes with 3 or more failing grades on the report card will be removed from all sports teams, for the remainder of the season. They will be allowed to try out for the next season's sports after the current season is over.

PROGRESS REPORT – Junior High and High School

Athlete progress reports will be checked on Monday in the 4th, 5th and 6th week of the reporting cycle. Anyone failing a class will have to complete a Lions Leadership Training Day at 7:30am each week they are failing. Athletes failing 3 or more classes will have to complete 2 Lions Leadership Training Days at 7:30am each week they are failing. This is for In-Season and Off-Season athletes. Royal Leadership Training Days are on Wednesday and Friday each week of the 4th, 5th and 6th week. Failure to complete LLTD will result in suspension from the in-season team until they are completed. Off season athletes will not be allowed to tryout for a team if their LLTD is not up to date.

REPORT CARD POLICY – Elementary Students (5th & 6th Grade)

Elementary students who fail a class on their report card will miss one game of their current sport schedule. Elementary students who fail multiple classes on their report card will miss 2 games of their current sport schedule.

Policy on Hazing

Transformation Christian Academy does not allow any organization, group, club or sports team organized under the oversight of Transformation Christian Academy to be involved in 'hazing' any individual who is seeking admission into or affiliation with such organization, group, club or sports team or as a form of initiation into the same.

Any organization, group, club or sports team which wants to receive recognition from Transformation Christian Academy must submit a statement to the Head of School's office that has made it clear to all its members that no 'hazing' will be allowed. Each organization, group, club or sports team will provide to each of its members a policy statement that no member will engage in any action or conduct that recklessly or intentionally produces mental or physical discomfort or endangers the safety of an individual for purpose of initiation or admission into or affiliation with their organization, group, club or sports team. Members shall be further prohibited from engaging in any action or situation that causes an individual to suffer indignity, embarrassment, humiliation or ridicule at the hands of others. HAZING in any form is PROHIBITED.

Infractions will be dealt with as individual violations as well as organizational violations. The Administrator shall conduct a hearing into any allegations of a policy violation. Individuals found guilty will be punished by suspension followed by probation or expulsion from Transformation Christian Academy.

Officers of the organization, group, club or sports team not directly involved in the ‘hazing’ may be removed from their position, placed upon probation, or suspended from school. Sponsors and faculty advisors may be removed from their oversight position or placed upon probation for any violations of the ‘hazing’ policy by their organization, group, club, or sports team.

Any organization, group, club or sports team where ‘hazing’ has gone on by one of their members may be placed on school probation, may have its operations suspended for the balance of the school year, or may be prohibited from further activity on the campus.

Responsible Computer Use Policy

Computer network resources shall be consistent with the purpose, mission, and goals of Transformation Christian Academy and used for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. Transformation Christian Academy filters web sites believed to be inappropriate for students. However, no filtering system is perfect. Transformation Christian Academy cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian (s) must consider this in deciding whether to permit their children access to TCA’s computer network resources.

This Responsible Computer Use Policy {RCUP} is provided so that staff, students, and members of the community using TCA's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

TERMS AND CONDITIONS

A. Access to Transformation Christian Academy Network Resources

1. Staff, students, and members of the community may be given access to the Transformation Christian Academy (TCA's) computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
2. TCA will periodically require new registration and account information from school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.
3. Access to TCA’s computer network resources may be suspended or terminated if terms and conditions of this RCUP are violated. Prior to a termination of access to TCA's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user

feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal.

4. Each student must have a signed Parent/Guardian Permission Agreement before access is granted to TCA's computer network resources. A signed agreement must be renewed on an annual basis. The parent(s) or legal guardian(s) can withdraw their approval at any time, upon written request.

B. System Security

1. Computer users may not run applications or files that create a security risk to TCA's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to TCA's computer network resources.
3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

C. Respecting Resource Limits

1. Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.
2. The system administrators reserve the right to set a limit on disk storage for network users.
3. Unless previously approved, users are responsible for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

D. Illegal Activities

1. Transformation Christian Academy will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to TCA's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
4. Vandalism will result in cancellation of privileges to TCA's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use TCA's computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on TCA's computer network resources with the prior approval of the appropriate administrator.

E. Intellectual Property (Copyright)

1. No copyrighted material is to be placed on TCA's computer network resources without written permission from the copyright owner.
2. All users of TCA's network resources must agree not to submit, publish, or display any type of material that violates this RCUP.

F. Software

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to TCA's software libraries.
2. Software having the purpose of damaging TCA's network resources or other systems is prohibited.
3. Users may be required to use a TCA approved Internet browser or other software to access the computer network resources.

G. Language

1. Polite and appropriate language is expected at all times.
2. Abusive messages are prohibited.
3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

H. Liability

1. Transformation Christian Academy does not warrant the functions or services performed by its computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from TCA's network resources is not guaranteed as to suitability, legality, or performance by Transformation Christian Academy.
4. Staff, students, and community members agree to indemnify and hold harmless Transformation Christian Academy for any liability arising out of any violation of this AUP.

I. Electronic Mail and Real-Time Conferencing

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.
2. Users are expected to remove e-mail messages in a timely manner.
3. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.

4. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person.
5. A cancelled account will not retain electronic mail.
6. The system administrators reserve the right to terminate access to TCA's computer network resources if this RCUP is violated while using real-time chat features, including video conferencing.

J. Incidental Personal Use of Technology Resources

1. Technology resources may be used by TCA's personnel for personal purposes provided that the use does not interfere with TCA's ability to carry out normal school business, does not interfere with the employee's duties, does not subject TCA to increased costs or risks, and does not violate the terms of the Reasonable Computer Use Policy.
2. Prior to receiving access to TCA's network resources, students, parents, and educators must submit a completed Computer Access Form to the appropriate administrator or designee.

Social Media Policy

At Transformation Christian Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Instagram, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Instagram, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Transformation Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Using good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Responsible Computer Use Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school- related matters that are within your area of responsibility.
- If you are someone's peer, interact with them online if you are so inclined. Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involve passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
And if you don't get it right ...
- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure - as necessary and appropriate - to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally, use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Administrator for guidance.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.

Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher or see the Administrator for details)

Posts during school hours

- Students should not be on their cell phones during school hours.
- Posting to social media during school hours is prohibited.
- Recording of any kind during school hours is prohibited (this includes but is not limited to pictures, videos, voice recordings, etc.).

Policies Specific to Elementary (K-5)

Testing

Each student, Kindergarten through sixth grade, will be required to take standardized tests each spring. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

Kindergarten Promotion

Transformation Christian Academy holds promotion celebrations for Kindergarten students.

Honor Roll

The following criteria are established for the elementary honor roll:

Students who make all A's in all subjects for the six week period with all A's in citizenship for the same six week period will qualify for the A honor roll.

Students who make A's and B's in all subjects for a six week period with all A's in citizenship will qualify for the A-B honor roll. Students who qualify for an entire semester will receive a certificate at the end of the semester.

Interpretation of Grades

A – Excellent		100 – 98 ... A+
B – Good		97 – 94 ... A
C – Average		93 - 90 ... B+
F – Failing		89 - 88 ... B
I – Incomplete		87 - 84 ... C+
		83 - 80 ... C
		79 - 77 ... D+
		76 - 74 ... D
		73 - 70 ... D-

Transformation Christian Academy Code of Honor Pledge

All students (7th grade - 12th grade) are required to sign the honor code. The Transformation Christian Academy honor code will be respected at school and all school activities. In signing the Code of Honor, I fully recognize that Transformation Christian Academy was founded to be and is committed to being a Christian institution. Transformation Christian Academy espouses living a Christian life in and out of school; therefore, we ask that all students pledge to agree to the following:

- I pledge to give myself to intellectual pursuits and to use the full powers of my mind for the glory of God.
- I pledge to do individual work without assistance on all tests and assignments requiring individual preparation. I will not cheat or plagiarize.
- I pledge to be truthful in all dealings with faculty and administration.
- I pledge not to curse or use crude or offensive language.
- I pledge not to steal, lie, or be a talebearer.
- I pledge to use technology for academic and legitimate school purposes only.
- I pledge to remain sexually pure realizing that sex outside of marriage is a sin.
- I pledge to dress modestly and honor God in my dress at school and school sponsored activities.
- I pledge to refrain from the use of alcohol, drugs, vaping and tobacco.
- I pledge to obey the administration, faculty and support staff of Transformation Christian Academy
- I pledge to remain open to God and allow Him to work in my life.
- I pledge to abide by the rules and regulations that are set before me in the student handbook.

Honor Roll 6th grade - 12th grade

The following criteria are established for the junior high and high school honor roll:

- Students who make all A's in all subjects for the term with all A's in citizenship for the same term will qualify for the A honor roll.
- Students who make A's and B's in all subjects for the term with all A's in citizenship will qualify for the A-B honor roll.

The following criteria are established for membership into the National Honor Society (grades 7th, 8th, 10th, 11th, 12th)

As of the previous school year, students who have maintained a grade point average of 3.75 on a 4.0 scale, appropriate conduct grades, and a nomination by a board of faculty members will be eligible to participate in the National Honor Society. Students will participate in service projects that will require a high level of commitment. There will be a special induction ceremony to recognize all Honor Society students. Students are required to complete 20 service hours. Students will be dropped from the NJHS/NHS if at any time a semester grade average falls below a 3.75 or if conduct deems it necessary.

NJHS/NHS Fees

Typically there is a Standing Member Fee of \$20 annually and a New Member Fee - \$30 one time for NJHS and / or NHS. NJHS/NHS Fees are determined by the number of members for each year and could be higher.

Minimum Graduation Requirements / Student Classification

Grade 9	0 - 8 credits
Grade 10.	8 - 16 credits
Grade 11.	16 - 23 credits
Grade 12.	23 - 34 credits

English	4 credits
Math	4 credits ¹
Science	4 credits ²
U. S. History	1 credit
Government/Economics	1 credit
World Geography	1 credit
World history	1 credit
Technology	1 - 4 credits ³
Bible	4 credits ⁴
Physical Education	1 credit
Electives	4 credits ⁵
Foreign Language	3 credits ⁶
Speech	½ credit
Total	30 - 34 credits

1. *It is strongly recommended that students take five years of math, beginning with Algebra I in 8th grade.*
2. *It is strongly recommended that students take five years of science beginning in the 8th grade.*
3. *Varies depending on the year student entered High School.*
4. *Bible/Connect with God is required for each year of attendance at TCA.*
5. *It is suggested that one elective credit be taken in the fine arts.*
6. *Many colleges require 2 years of foreign language. Some colleges require three years. It is strongly recommended that students satisfy the 3 year requirement.*

Interpretation of Grades

A – Excellent	Below 70% is failing	100 – 98 . . . A+
B – Good		97 – 94 . . . A
C – Average		93 – 90 . . . A-
F – Failing		89 – 88 . . . B+
I – Incomplete		87 – 84 . . . B
		83 – 80 . . . B-
		79 – 78 . . . C+
		77 – 74 . . . C
		73 – 70 . . . C-

Community Service

All students are encouraged to participate in community service outreaches. For a student to receive community service hours credit on his or her transcript, a form signed by the supervisor of the community service activity must be submitted to the school office. Forms are located in the school office or with various service sponsors.

Important Considerations for Future College Enrollment

In order to ensure that necessary academic requirements are being met, students should investigate at the beginning of the freshman year, the admission requirements of the college they plan to attend.

Valedictorian and Salutatorian

The candidates for valedictorian and salutatorian will be determined by averaging together the first and second semester grades (grades 9-11), the first semester grade (grade 12), and the average of the fourth and fifth six weeks grading period of grade 12. The senior student with the highest GPA will be the candidate for valedictorian, and the student with the second highest GPA will be the candidate for salutatorian. To be eligible for consideration for valedictorian and salutatorian, a student must have been in attendance at Transformation Christian Academy the full year for at least both the 11th and 12th grades. Advanced coursework will be weighed on a 5 point scale and will have a greater impact on student GPA.

Once the candidates for valedictorian and salutatorian have been pre-qualified based on the academic criteria, the candidates' names will then be referred to a high school faculty/administrator review committee. The review committee will consider the overall Christian character/conduct and integrity of the candidates (II Peter 1:5-7, 8-10) and by majority vote will either approve or deny their eligibility. In the event that a candidate is not approved by the committee, the next highest academically qualified student's name will be referred to the committee for approval.

Honors Credit

To receive high school credit for those honors courses offered in Junior High (8th grade), a student must have an **80% or higher for both semesters of the course** (not an average of the two semesters).

Testing

Each student, 7th through 12th grade, will be required to take a standardized test each spring. 7th through 9th graders will take achievement exams; 10th and 11th graders will take the PSAT exam; and 12th graders are strongly advised to take the SAT/ACT exam. The results of the achievement exam and PSAT tests will be placed on the student's permanent file and a copy sent home to the parents. The results of the SAT/ACT exam are distributed directly to the student by College Board.

PSAT

The PSAT will be administered to sophomores and juniors in October. This test is the prerequisite to the SAT, and scores are used to determine National Merit Finalists. This test is administered at Transformation Christian Academy.

SAT/ACT (College Board)

All students are strongly advised to take the SAT and ACT tests by the end of the junior year. The tests may be taken again in the senior year if the student would like to elevate the score. All students must take the SAT and/or the ACT exam at least once before the end of the senior year even if the student does not plan to attend college. These tests may be taken at different testing centers in the area. Registration bulletins may be obtained at the school or a student may register online for the SAT at www.collegeboard.org.

Dual Credit

Transformation Christian Academy offers college credit in classes designated as “dual credit” to qualified students. This option is offered in partnership with Oral Roberts University's Advantage Program (ORU). Students who register for dual credit classes are officially registered as students of ORU. It is recommended that students request official transcripts at the close of each semester to ensure grades are accurately reported. Students who meet the dual credit requirements can earn college credits for each class while meeting the high school requirements for graduation. A quality point will be added to the GPA for all dual credit courses. Financial responsibility (tuition, textbooks, fees and registration at ORU) for all dual credit classes fall upon the student and their family. All students wishing to pursue dual credit courses must receive counseling and permission from TCA administration. TCA allows a maximum of two dual credit courses to be taken per semester. (Unless otherwise approved)

College Scholarships and Awards

Mercy Culture Preparatory notifies students of financial aid, college scholarship opportunities and college nights. Scholarships are awarded according to grades and standardized test scores, needs, ethnic background, and other factors. If students and parents do not participate in the counseling opportunities or fill out forms in a timely manner, it will preclude any opportunity that might be afforded to a worthy student.

Academic Probation:

A student who receives two or more failing grades at the end of the semester is placed on

academic probation. Parents will receive notification, and a conference with the classroom teachers will be scheduled. Continued failure will result in a review by administration, teachers, and parents to determine the next steps and interventions.

Middle School Promotion

- Transformation Christian Academy has two semesters: One for the fall and one for the spring. Each semester consist of three-six-week grading periods. Students must pass *each* semester with an average grade of 70 or better.
- A student will not be promoted if he or she fails two (2) core subjects OR if he or she fails one (1) core subject and two (2) elective subjects in a given semester.
- The administrator, principal, and the teacher(s) concerned will review all failures.
- It is not always possible to determine retention for a subject in grades seven and eight until the final grades are calculated.
- A middle school student who fails any core subject may be required to make up the subject in summer school.

Summer School (Middle and High School)

- TCA may or may not offer select courses during summer school for the purpose of credit recovery.
- Middle and high school students may attend summer school at an *approved institution* for credit recovery. (TCA may be an option)
- Classes must be taken and passed prior to the beginning of the next school year.
- Students may not take courses through summer school to advance their academic record.

**Note: A student's credit recovery grade will be averaged with the semester grade the student failed.

Policy on Graduation

Students may not participate in the graduation ceremony if they have not met all of the graduation requirements.

- the responsibility of the students' parents/guardians to find approved summer school

Transcript Review

Students or parents who would like an unofficial copy of a transcript for review purposes must make a written request 24 hours in advance of the receipt of the document.

Dropping a Class

Students must be in a class for three consecutive six weeks to receive academic credit for a semester class. Students may not drop a class or make any schedule changes after the 1st week of the semester.

TCA Student Drivers

All Transformation Christian Academy students who wish to drive their cars on campus must register their car with the Transformation Christian Academy Security Department. A valid Texas driver license and proof of insurance is required. Once the student has registered their car, they will be issued a student driver parking permit, this permit must be displayed on the front driver side of the windshield at all times. The student will then be assigned a numbered student parking spot, if all students parking spots are assigned the student will then be added to a waiting list. All assigned student drivers will park in the student parking lot next to the field on the west end of the campus. All student drivers on the waiting list will be asked to park in the small south church parking lot until an assigned student parking space becomes available.

Verification of Enrollment and Attendance Form

The school can provide documentation of enrollment status and attendance to meet the Texas Education Agency requirements for a student to be eligible to receive an instruction permit and/or Texas driver's license. To obtain a form, a student or parent must make a request in person or writing in the school office two days prior to the need.

Student Driver Violations

Parking in wrong spot, improper parking, or parking in a visitors space:

- 1st infraction – A verbal warning will be given and the student driver will be directed to move their car.
- 2nd infraction – A written citation will be issued. A copy of the citation will be placed in the driver's registration file.
- 3rd infraction – A written citation will be issued and a meeting with the Head of School will be required.
- 4th infraction – A meeting with the Head of School will be required, and Security will recommend suspension of driving privilege.

Reckless Driving or Speeding

At no time will reckless driving or speeding be tolerated on campus. This is a very serious infraction and will be dealt with appropriately.

- *1st infraction* - A verbal warning will be given, a written citation will be issued, or both. A copy of the citation will be placed in the driver's registration file. The Head of School will be notified.
- *2nd infraction* – The student driver will meet with the TCA administrator. Security will recommend suspension of driving privilege.

Revoked or Suspended Student Driver

Any TCA student driver that has their driving privileges either revoked or suspended will not be allowed to drive on the TCA campus or CT church property. Any student with suspended driving privilege found driving on campus will be reported to the school administrator. Such a violation may result in increased suspension time, complete loss of campus driving privileges, or other disciplinary actions.

Vehicle Vandalism

Immediately report to security or the TCA front office if your vehicle has been broken into, damaged, or has been vandalized.

Wrecker Service and Car Repairs

As a courtesy please advise security or the front office when a wrecker or any other car service has been called.

Policy on Locker Search and Locker Contents

LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to pupils are the property of Transformation Christian Academy. At no time does the school relinquish its exclusive control of its lockers. Transformation Christian Academy administrator, principal or the administrator's designee shall have custody of all combinations to all lockers or locks. Pupils must use only school issued locks.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or Transformation Christian Academy administrator or the administrator's designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils unless specifically told to do so by the administrator or his/her designee. Students should never divulge locker combinations to other pupils.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes Transformation Christian Academy administrator or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. Transformation Christian Academy principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. Transformation Christian Academy administrator or his/her designee shall supervise the search. In the course of a locker search, Transformation Christian Academy administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, Transformation Christian Academy principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules,

or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following:

- Firearms, dangerous weapons
- Explosives, flammable material
- Illegal controlled substances
- Controlled substance analogues or other intoxicants
- Contraband
- Poisons
- Stolen property

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the state law.

Any items seized by Transformation Christian Academy principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older shall be notified by Transformation Christian Academy principal or his/her designee of items removed from the locker.