TACOMA CHRISTIAN ACADEMY

FAMILY HANDBOOK

School-Family-Church

2026-27

Revised November 4, 2026

Dear Parents and Students,

Welcome to Tacoma Christian Academy! It is our sincere joy and great desire that the Kingdom of God be advanced through this ministry by following the mandate given to us to bring up children in the nurture and admonition of the Lord. Together, with God's guidance, we can prepare the next generation of students to be equipped for life: spiritually, academically, socially, and physically.

Tacoma Christian Academy (TCA) will become a part of your daily life. Please know that we are committed to assisting you in Bible-based education. Our hope for your family is to celebrate the abundant spiritual impact that TCA will have upon your child, the strong pattern of learning that will develop in basic academic subjects, and most importantly, honoring God in every part of life and learning.

The handbook is designed to assist you as you begin your experience with TCA. We strongly encourage parents to read it. Please keep this handbook in an easily accessible place in your home for your reference.

In the meantime, we congratulate you on embarking upon this marvelous journey with your child and encourage you to be active participants in your child's education at TCA!

Sincerely,
TCA Principal

HANDBOOK REVISIONS This handbook is available by downloading its contents from our website at www.tcak12.com. by clicking on "Parents", then clicking on "Handbook." The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret, implement, and enforce the written policies of this handbook as it sees fit and to revise the policies when necessary. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, TCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

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SECTION 1: GOVERNING GUIDELINES AND POLICIES

1.01.1
School Board

Tacoma Christian Academy is operated by the Board of Trustees who oversees its financial and management operations.

1.02.1
Purpose Statement

At TCA, we are seeking transformation to advance the Kingdom of God.

1.02.2
Mission Statement

Within a context of Slavic Christian heritage, TCA partners with families to educate students' hearts and minds as we--students and staff--seek the glory of God and the service of others.

1.02.3
Vision Statement

Tacoma Christian Academy provides a truly Christ-centered education to the students of different backgrounds resulting in the graduates who are #1 firm followers of Christ, #2 lifelong learners committed to hard work and excellence, #3 humble servants in the Slavic community and beyond.

1.02.4
Reason for Existence

1. The Bible delegates the responsibility for training young people to two agencies: the family and church.
2. The Bible commands us to obey God (Matt.22:37-40, John 14:23) and the authorities (Romans 13).
3. The government requires all children to attend an organized education program.
4. Therefore, the role of TCA is to assist the family in their responsibility to raise godly young people, while satisfying government requirements for education--as long as these requirements do not conflict with God's commands.

1.02.5
Responsibilities

1. Family:
   - Teach God's Word (Deuteronomy 6).
   - Train up a child (Proverbs 22:6).
2. Church (Body of Christ): Prepare God's people for works of service to build up the Body of Christ (Ephesians 4:12).
3. School:
   - To assist parents in teaching God's Word to children and in training them in Godly living.
   - To assist the church in the training and maturing of Christian young people for a fruitful life of service to God and man.
   - To fulfill state requirements for an organized educational program as long as this does not conflict with the standards of God.

1.02.6
Educational Process

To instill the evangelical Christian mindset into young people based on the principles in Romans 12:1-2:

- Dedication of themselves to God (belief and commitment).
- Not being conformed to the world (i.e. Humanism, the exaltation of man and gratification of self, etc.).

- Being transformed by the renewing of their minds (to be Christ-like in all that they think and do).

1.03.1
Academic Endeavors

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
3. To encourage the use of good study habits and to motivate students to pursue independent study in areas of personal interest.
4. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
5. To teach the student how to conduct independent research and to reason logically.
6. To promote the positive aspects of Slavic cultural and spiritual heritage.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, and an awareness of man's role in his environment, including his God-given responsibilities to use and preserve resources properly.
10. To develop a practical rationale for learning the content of mathematics, English, history, science, the Russian language, etc., and to allow the student to see a purpose and the potential use of his/her education.

1.03.2
Spiritual Goals

- To provide Biblical training that will teach evangelical Christian beliefs and principles.
- To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on evangelical, biblical, educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, history, and Russian language.
- To provide godly Christian teachers who will be role models for the students they teach. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mindset (i.e., a consistent life view with Christ preeminent):
- Spiritually--teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thessalonians 3:3).
- Mentally--develop a Christian way of thinking that places Christ preeminent in all of life and stresses that all of life is spiritual (Philippians. 2: 5)
- Physically--our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, students learn to care for and develop it so that we may serve God to the fullest (II Corinthians 6:16).
- Socially--to learn to develop biblical human relationships in which we serve people, not use them (Matthew 20:25-28).
- Emotionally--develop a stable personality which is based on one's self-worth in God's sight and that emphasizes self-control and the other fruits of the Spirit (Galatians 5:21, 22). At least one parent or guardian must unreservedly agree to the Articles of Faith.

1.04.1
Holidays

We observe the following federal holidays: New Year's Day, the birthday of Martin Luther King, Jr., Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. We do not

observe or participate in the following holidays: Halloween, Veteran's Day, and Valentine's Day. Observing a holiday does not automatically mean that classes are canceled for that day. **Please see the annual school calendar for No School dates.*

1.05.1

Accreditation, Endorsements, and Affiliations

Washington State Board of Education (OSPI)

TCA maintains education compliance with the Washington State Board of Education (OSPI) where it does not impede the free exercise of religion and maintains approved private school status.

Associations of Christian Schools International (ACSI)

TCA is accredited by ACSI , the largest Christian school organization in the world. It serves as an umbrella organization, providing teacher and principal conferences, legal and legislative help, insurance programs, promotional literature, manuals, curriculum, and a number of other services. It also sponsors spelling, art, science, music, math, and speech meets for students. ACSI has no authority over TCA in its management or operations.

Northwest Accreditation Commission (NWAC)

TCA is accredited by Cognia, a global organization that provides accreditation and certification to educational institutions. It focuses on improving educational quality by evaluating schools and districts based on a comprehensive set of standards, including leadership, learning, and resources. Cognia's accreditation process helps schools ensure continuous improvement and enhances their ability to meet the needs of students. It also offers professional development, assessment tools, and a network of resources to support educational excellence.

Washington Federation of Independent Schools (WFIS)

TCA is a member of the WFIS that represents the interests of private schools on agency boards and working groups, and serves as the official liaison organization for independent schools with OSPI and the Department of Children Youth & Families. WFIS works with legislators and policy makers to ensure that legislation in Olympia affecting schools and education is crafted with the particular needs of private and independent schools in mind.

SECTION 2. TCA ARTICLES OF FAITH

Each member of the School Board, each employee of Tacoma Christian Academy, and at least one of the parents/guardians of each enrolled student must annually unreservedly affirm in writing to the following Statements, collectively called "Articles of Faith":

2.01.1

Doctrines/Statement of Faith

1. We believe that the Bible is the inspired, infallible, inerrant Word of God (2 Peter 1:21; 2 Timothy 3:15-16) and is the only rule for faith and practice (John 20:31; Romans 10:17; Joshua 1:7-8; Romans 15:4).
2. We believe in one God (Isaiah 45:22; Jeremiah 10:10; John 17:3), who exists in three persons: the Father, Son, and the Holy Spirit. These three are co-equal, co-eternal, and co-essential (1 John 5:7; Genesis 3:22; 11:7; Isaiah 6: 8; 48:16; Matthew 3:16-17).
3. We believe that Jesus Christ is God incarnate (1 John 5: 20), was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again (1 Timothy 3:16; Matthew 1:18; Luke 1:35).
4. We believe that He ascended and is seated at the Father's right hand, where He now intercedes for all true believers (Matthew 16:18; Ephesians 1:22-23; 5:23; Colossians 1:18).

5. We believe the Holy Spirit has come to convict the world of sin; that He comes to teach and guide believers into all truth; that He indwells every true believer in Christ; that He wants to fill, control and empower each believer for service. (John 3:3-6; Acts 5:32; 1 Cor. 6:19; Titus 3:5). Pentecostal views on the baptism in the Holy Spirit with the sign of speaking in tongues will be introduced to the students according to the practice and teachings of the Tacoma Slavic Christian Center.
6. We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice (Genesis 1:27; Isaiah 45:12; Romans 3:23).
7. We believe that every person must be born again in order to be forgiven of his sin and saved from eternal separation from God (Romans 6:23; Acts 4:4; Romans 10:17).
8. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God (Hebrews 11:6; Ephesians 2:8).
9. We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit (1 Thessalonians 4:3-8; Hebrews 12:14; Revelation 22:11).
10. We believe that the true church is one body composed of all believers, with Jesus Christ as head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the church today (Acts 2:41-47; Ephesians 1:20-23; Mark 16:15-16; 1 Corinthians 11:23-26).
11. We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of both just and unjust (Acts 1:11; Matthew 24:27-31).
12. We believe in the imminent and bodily Second Coming of the Lord Jesus Christ, who will come again not to save, but to judge the wicked and reward the righteous, and set up his eternal kingdom (Revelation 20:11-15; Matthew 25:46; John 5:29).

2.01.2

Statement on Marriage and Sexuality

Bible verses: Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19: 3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4.

1. We believe that the term “marriage” has only one meaning and that is “marriage sanctioned by God,” which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.
4. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the school in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Likewise, the Bible condemns all unnatural sexual behavior such as incest, child molestation, homosexual activity, bestiality, and prostitution. It clearly renounces as sinful, behaviors such as adultery, fornication, bisexual conduct, pornography or any attempt to alter one’s gender.

2.01.3

Statement on the Sanctity of Human Life
We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

2.01.4
Statement of Final Authority.
Final Authority for Matters of Belief and Conduct
The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of TCA's faith, doctrine, practice, policy, and discipline, TCA Board of Trustees is Tacoma Christian Academy's final interpretive authority on the Bible's application.

SECTION 3 ADMISSION AND WITHDRAWAL PROCEDURES

3.01.1
General Admission Policies
Tacoma Christian Academy exists to assist parents as they provide Christian education for children. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Since the TCA School Board believes that education is a scriptural mandate, admission is open only to children whose parents are committed to Christian values. Exceptions can be made to the general admission policy only under the consideration and approval of the TCA School Board.

In addition, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

- At least one parent or guardian must unreservedly agree to the Articles of Faith.
- Parents must view Christian education as a religious conviction.
- At least one parent or guardian must be present at seminars, orientation, and parent conferences provided for Christian school families.

TCA's mission involves working with parents in the Christian education of students; therefore, we expect parents to be partners in nurturing their children and to agree to the following statements:

- *As a parent/guardian, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle.*
- *We understand that the standards of TCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies or the school.*
- *We agree that in order to effectively support the school, we and our child(ren) are required to actively attend church services.*

3.01.2
Nondiscrimination Statement
Subject to the Constitution of the United States and all applicable state and federal laws, Tacoma Christian Academy does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, Tacoma Christian Academy does not discriminate in its employment practices.

3.01.3

Student Transfers

Each student must be in good standing from the previous school attended (i.e., passing marks academically and a good behavior record). A student with poor academic performance or behavior problems will be placed on probation for one quarter. Student performance will be re-evaluated and probation continued until marked improvement is shown.

3.01.4

Students with Learning Disabilities

Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity of the school to accommodate that disability. Parents need to understand that failure to report any prescribed program of medication and/or involvement with the law or juvenile authorities may cause immediate dismissal. Parents must report relevant psychiatric or psychological counseling information.

3.01.5

Primary Grades

Pre-school children must be four years of age by midnight, August 31st. Kindergarten children must be five years of age by midnight, August 31st, as stated in WAC 180 39 010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180 39 015.

Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.

A record of these fulfilled requirements must be on file in the local school office before any child is allowed to enter school.

3.01.6

Secondary Grades

Secondary students, grades 6-12, must verbally (and in writing) commit to their willingness to attend TCA, and must openly attest to their willingness to abide by all the procedures and rules of the local school.

3.02.1

ENROLLMENT PROCESS

Enrollment is open first of all to students of families from Slavic Christian Center (where TCA is hosted) in the following priority order:

1. Returning TCA families (current students and their new siblings).
2. New SCC families.

Students from all other Christian families will be enrolled as space permits and after the evaluation of entrance test results, previous school standing, and interview with the new family. To ensure optimal admission practices, TCA employs a waiting pool system, which is reviewed on a regular basis.. **The School Board is the final authority to make decisions regarding student enrollment.**

3.02.2

New Student Enrollment Procedures

1. ONLINE APPLICATION: Fill out an online enrollment application.
2. PAY APPLICATION FEE. It may take up to a week to process your application and send you an application fee invoice. Pay promptly an invoice using our online paying system. If you don't receive a call or an application fee invoice, contact the office at 253.572.1742.
3. ORIENTATION: Upon submitting the online enrollment application to the TCA office, the family will be invited for the presentation and orientation on TCA's major philosophical and organizational guidelines.

4. ENTRANCE TEST: New students will be scheduled for an entrance test and need to provide current report cards and official records.
    a. Students *not approved for admission* will be notified by letter.
    b. Students approved for admission, contingent upon available classroom space, will be notified about their placement in a *waiting pool* and be considered for admission when space becomes available.
5. DocuSign FORMS. After the orientation, you will receive an email from the TCA office with the instructions to sign a few papers (Family Commitment, Payment Authorization, and/or similar).
6. Wait for an acceptance letter. Make sure to have both parents sign the forms emailed to you through DocuSign.
7. ANNUAL FEES (non-refundable): When the Acceptance Letter is issued, the family has two weeks (or before the student's first day of school) to review and pay the annual fees. After TWO WEEKS upon issuing of the Acceptance Letter (and/or before the student's first day of school), the school may deny the enrollment if the annual fees payment has not been completed and no financial arrangements have been made.

3.02.3
Re-Enrollment Process

1. DEPOSIT INVOICE. Expect your first deposit invoice to arrive at your current email from the following address: accountant@tcak12.com.
2. UPDATE INFO IN ALMA (optional). Check Alma to update your children's biographical information.
3. ORIENTATION: Someone from the office will contact you to schedule an orientation. Orientation will be done through Zoom. We encourage everyone to do it from the convenience of their home. If you still prefer an in-person appointment, we will announce available dates when you can come to school for the in-person orientation.
4. For additional information on the guidelines for continuous enrollment see "Continuous Enrollment Q&A" article on the TCA website.
5. At the discretion of the principal and Admissions Committee, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act. Refusal to re-enroll is not the equivalent of suspension or expulsion.
6. DocuSign FORMS.: After the orientation, you will receive an email from the TCA office with the instructions to sign a few papers (Family Commitment, Payment Authorization, and/or similar).
7. ACCEPTANCE LETTER: A period of approximately two weeks is required for processing of the application. Wait for the acceptance letter in your email.
8. ACCEPTANCE LETTER. Wait for an acceptance letter. Make sure to have both parents sign the forms emailed to you through the DocuSign. After TWO WEEKS upon issuing of the Acceptance Letter the school may deny the enrollment if the annual fees payment has not been completed and no financial arrangements have been made.

3.03.1
Relevant Information About The Student

I understand it is essential that I communicate and promptly disclose to the Academy any details that may affect the student(s)'s experience at the Academy including, but not limited to, the student(s)'s learning styles, medical conditions, behavioral issues, and emotional needs. I affirm that I will promptly disclose such information to the Academy and notify the Academy of any changes throughout the student(s)'s enrollment.

3.04.1
Legal Custody

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.

2. Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced (or not married) parents share legal custody of a child (evidenced by written documentation provided to the school of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to the school office. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
    - The legal custodian must sign the school enrollment contract.
    - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational and medical decisions for the students they are attempting to enroll.
    - If a foster parent does not have sole legal custody, then signed authorizations from both noncustodial parents and foster parents must be provided for children who are enrolled.
        - If a grandparent is merely a caregiver and does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.
        - Enrollment will not be complete until permission to enroll the child is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child's education.
        - Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.
5. Written directions should be contained in the official custody papers regarding which parent is to:
    - be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
    - receive school notices;
    - have access to the student's records.

Should such official directions not be contained in the custody papers, then only a document signed by both parents before a notary or in front of the school principal, will suffice for needed documentation of which parent(s) holds the aforementioned authorities.

If a noncustodial parent is unavailable or the whereabouts are unknown, the person with legal custody must provide a signed affidavit disclosing such details and give information about plans to serve the absent parent's right to legal custody.

3.05.1

Tuition and Fees

The primary support for the operation of TCA will come from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is also considered a "donor-supported ministry." As such, in addition to fundraising projects conducted by school administration, parents, and students —additional financial support, in the form of financial gifts, and donations of equipment, supplies, and services will be solicited from members and friends of TCA, as well as from corporate partners, and the community at large.

A copy of the *Financial Guidelines* is required to be signed by every parent at the beginning of the school year.

3.05.2

Tuition Payment and Fees

The school collects tuition which can be paid by choosing one of the following payment methods:

1. Annual – 5% discount (total tuition and fees are paid in advance by the due date in August);
2. Semester –2% discount (50% of tuition paid before the due date in August and 50% paid by the due date in February);

3. Quarterly (no discount);
4. Monthly (11 equal monthly payments - withdrawals from parents' bank account (August through June).

Note: If Annual/Semester payment is not received by the due date, the discount amount may be removed.

Monthly tuition payments are due as scheduled each month or the next business day. If a student is enrolled at mid-year, tuition is then prorated. Those paying directly to the school will be assessed a $35 late fee if payment is not received by the scheduled due date and any Non-Sufficient Fund (NSF) activity will result in a $35.00 fee.

The *Enrollment fee* is due at the time of registration. The enrollment fee is non-refundable.

The *Annual fee* normally covers such expenses as books, activities, various programs, and the majority of the school supplies. Annual fee is non-refundable after the first day of school (regardless of student's attendance).

3.05.3

Tuition Discounts

If applying for any of the discounts, please ask the school secretary for the appropriate application.

Church Membership: Tacoma Christian Academy uses most of the church's facilities free of charge. This is possible due to the faithful and regular tithes and offerings made by the SCC church members. Upon verification from the SCC senior pastor, active church members will get an annual tuition discount of $500 per child.

Multi-child discount: A sibling discount is given to families with two or more students enrolled. The oldest student has no discount, the second student receives a 10% discount, the third student receives a 20% discount, the fourth - 40%, the 5th - 60%, and the 6th -80% .

Scholarship Award: Students in 8-10 grades may receive $250 per quarter; total of $1,000/year. Requirements: attending TCA school at least for one year and being an Honor Society member in good standing; minimum GPA of 3.7 or above in the preceding semester. The GPA and exemplary behavior verification is required every quarter.

Ministry discount. Applicable only for the ministers of SCC. Availability and discounts may vary based on the annual decision of the SCC Board of Elders.

3.05.4

Tuition Assistance

The main criteria for tuition assistance is based on the Federal Poverty Guidelines and the Tuition Assistance application verification. The priority time frame is announced yearly; however, we will continue accepting applications as long as funds are available. Decisions for tuition assistance are made by the Tuition Assistance Committee (TAC) and School Board, beginning in early April until all funds are distributed. Since the tuition assistance fund is limited, apply early and do taxes early. The application fee (paid to the FAST) is a non-refundable $53 per family.

Families receiving tuition assistance may not receive more than 50% total in all discounts, including the tuition assistance. Tuition Assistance awarded may be up to 30% with an opportunity to work off up to 50% of tuition. Families receiving tuition assistance do not qualify for a loyalty credit for the school year in which assistance is provided. Tuition assistance families do not qualify for the 5% annual payment discount.

3.06.1

Withdrawal

During the course of a school year, circumstances may arise that require a family to withdraw their child(ren) from Tacoma Christian Academy. Parents may withdraw their child(ren) from school for any reason. Also, parents may be asked to withdraw their child for failure to meet financial obligations, due to academic and conduct probation, or lack of partnership with school.

One reason for withdrawal from school may be a conflict with a teacher, principal, or other staff

member, and/or differences in behavioral and educational philosophy that have not been resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in a restored relationship within the school.

3.06.2
Procedures for Withdrawal

If a student should leave TCA to attend another school, it is necessary that the school office be notified at the time the decision is made. A withdrawal form needs to be picked up from the main office by the student and/or parent at the time of notification in order to facilitate the transfer.

Tuition and other unpaid charges or fines must be paid and all materials returned before transcripts can be released or transferred to another school. The parent, school principal, and business office sign this withdrawal form before the process can be completed. Notification to the teacher by the parent must also be given in advance in order to adequately prepare the teacher and class for the changes.

3.06.3
Withdrawal Penalty

TCA requires prior notice of one academic quarter (9 weeks) to withdraw a student from school. If this notice is not provided, withdrawal fees (up to 20% of the annual tuition) will be charged in lieu of 9 weeks notice. One full quarter's (9 weeks) notice is required, in writing to the principal, before the cancellation of enrollment or withdrawal of a student from TCA.

Calculation: The penalty amount "20% from the annual tuition" is spread out for the period of nine (9) weeks from the day when the school receives a withdrawal notification form. Parents pay the prorated penalty fee in the event of pulling out the child before the end of the nine-week period. Withdrawal penalty amount is decreased to "10% from the annual tuition" in the second semester.

Refunds: Fees (whether prorated or full) will be added to the account and refunds will be calculated only on the amount that has already been paid. Refunds are not given on the Tuition Assistance awards. All refunds will be issued to the person paying on the account. In the case of various sources of payment, a refund agreement form needs to be submitted to the TCA Accountant in order to process the refund.

Change of mind: It must be understood that if the family fills out a withdrawal form, TCA administration will actively be seeking another student to take that spot and that if the family changes their mind their spot might not be available if a replacement student has already been found.

SCHOOL TRANSCRIPTS will be on hold until all accounts are settled and materials returned. The requesting school should mail or fax the official request for records. Only in special circumstances, the withdrawal penalty may be adjusted by the school administration.

SECTION 4: TCA SCHOOL POLICIES

ATTENDANCE

4.01.1

Attendance

Regular school attendance develops dependability and is essential for students to gain the maximum benefit from their education.

4.01.2

Absence

If a student stays home for any reason, the parent is required to notify the homeroom teacher or the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. If the student is absent two days in a row, the TCA office or homeroom teacher will try to contact parents (by email, text messaging, or phone call) if there was no prior information about the student's absence.

TCA policy provides **excused absences** for the following reasons:

- Serious/contagious illness or death in the immediate family.
- Personal illness (the school requires a note from parents or a doctor's note upon return to school. A doctor's note may be requested by the office if the child will be or has been absent for 4 or more days).
- Impassable roads or emergency situations due to inclement weather.
- Approved school activities.

To maintain academic standards and ensure that students meet grade-level and high school graduation requirements, students in grades 2–10 may be assigned Remedial Instruction Time (RIT) (see 4.01.7). The following factors will be considered by the school administration when determining RIT:

- the academic performance of the student,
- the frequency and pattern of absences,
- serious health-related circumstances

After consultation with the administrative team, certain health-related absences may be excluded from the student's total number of absences for the purpose of determining whether RIT is required.

4.01.3

Health-Related Absences

- **Do not send your child to school within a 24 period** if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness, itching, or discharge from the eye.
- Students should stay home for the number of days indicated if they have:
    - Measles — 4 days from onset of rash,
    - Chicken Pox — 6 days from the last eruption of new vesicles,
    - Mumps — 9 days from onset or until subsidence of swelling,
    - German Measles (Rubella) — 4 days from onset of rash,
    - Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician is in attendance or 24 hours from start of medication.
    - Vomiting (24 hours). If the 24 hour mark is reached during the school day, the child can come to school the following day. *For example, if the student last vomited on Tuesday at 9am, he/she can return to school on Thursday.*

- TCA has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit-free.
- TCA closely monitors local health department recommendations in regards to the safety and health of the public. TCA reserves the right to make changes to the existing handbook policies if students

and staff safety comes under higher risk.

4.01.4
Excuses for Physical Education

Students who need to be excused from physical education because of illness or injury need to have a note from parents. In order to be excused for more than three consecutive times, a note from a doctor is required. In some cases, PE class credits (High School graduation requirements) may not be available and must be substituted with an alternative class or assignments.

4.01.5
Submission of Absence Explanation Notes

Absence explanation notes must be submitted in writing (note, email, or text) and communicated to the homeroom teacher on the day of absence or immediately upon return to school. Explanation notes may not be accepted when submitted more than one week after the absence. If a secondary student leaves school early, except for personal illness or a serious emergency, twice within a nine-week grading period, the third and subsequent absences will be unexcused.

A written statement **from a physician** may be required in situations where a pattern of excessive excused absences from school has occurred (for example, if a student misses more than 4 days of school, TCA administration will ask for a written note from the **doctor**).

4.01.6
Consequences for Absences

A student may jeopardize high school course credit (9-12 gr) or receive an incomplete grade (2- 8 gr) if absent more than 15 days during the academic year. At best, absences should be avoided so that the education process is not interrupted.

**For detailed procedures, see 4.01.7 "Remedial Instruction Time" and 6.06.2 "Missed Work Makeup"*

4.01.7
Remedial Instruction Time

Remedial Instruction Time (RIT) may be required for students who exceed fifteen (15) days of absence, subject to the considerations outlined above (*see 4.01.2)*. Absences for only a portion of the school day will be considered half day toward the total of fifteen (15) days. Families are responsible for the cost of the RIT. A financial penalty will be applied to the family's account for each missed day to compensate teachers' additional workload. Each missed day equals two (2) hours in secondary department, and one (1) hour in grades 2-5. A $25 charge will be added for each RIT hour.

RIT may be scheduled during the reserved "academic makeup days" (see the school calendar), during the summer school (if available), and after school (contingent on the availability of the teachers or tutors).

Next year's enrollment may be put on hold or denied if the RIT requirements are not met in a timely manner.

4.01.8
Tardiness

TCA tardy policy stresses the importance of promptness as a valued component of a solid "work ethic." All students (K4/K5-10 gr) are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate*** excuse (whether in writing or some other acceptable format) from an authorized individual is submitted to the homeroom teacher upon the student's arrival.

Arriving to school on time is a <u>parental responsibility</u> - we will schedule administration meetings with parents of students who are repeatedly tardy in the mornings.

Secondary students will be held accountable for the mid-day tardies.

****A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, working on a class assignment, etc., are not considered legitimate excuses.*

4.01.9

Early Dismissal

Should an early dismissal be necessary, a written note must be presented to the school office upon arrival that day. The person picking up the child must come to the school office to sign out the student. Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

4.01.10

Late/After School Pick Up

Parents are to pick up children promptly when classes are dismissed. Students who are not picked up in 15 minutes after dismissal are taken to the designated classrooms where they will be supervised until picked up. If an emergency arises or should you be late, we ask that you call and notify the school office. One grace time is allowed in the month of September. For other late times, the family account is charged a regular after-school care fee. **Currently the following charges apply per family: 3:00-3:30PM - $4; 3:30 – 4:00PM – additional $4. Every 30 minutes after 4:00 PM will be charged a $5 late fee. Friday after-school care starts at 1:30 PM. Please, contact the office for discounted rates if you need the after-school care services on a regular basis.*

For the non-parents who are listed on the emergency pick-up list to pick up children after school, a TCA staff will check ID for the first time or any other time as needed. This procedure applies to the siblings as well.

MEDICAL

4.02.1

Injury and Illness at School

In the event a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured should immediately notify his teacher so proper care can be given. The incident will be recorded and communicated to the school secretary. The school does not supply aspirin, pain reliever, or any other medication or treatment *(see exceptions under "Medication").*

4.02.2

Medication

If a student is taking medication under a doctor's orders, the school secretary will, if requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. All medication must be brought in the original container to the school office by the parent and will be kept in the school office.

4.02.3

Medical Insurance

TCA families are required to have their own medical and major accident insurance in case of an emergency situation during school hours at the local church facility or sponsored school activities.

PERSONAL NEEDS

4.03.1

Tutorial Support

TCA school is limited in resources to help students who have learning difficulties. Tutorial help in one

or more subjects might be available (upon request by parent or teacher) after school for elementary and secondary students. In general, tutoring is done by the school faculty. **Contact the TCA principal about tutors' availability, fee schedule, etc.*

4.04.1
Chapel Day

Learning to worship God is an important part of Christian school education. Chapel is held once a week on Thursday. Chapel attendance and participation is required for all students. It is intended to build Christian character within the lives of each student. We encourage parents to attend chapel whenever possible. Chapel dress (skirts and dresses for women; button down shirts and ties for men) is required for all outside attendees: visiting parents, guests, and speakers.

4.05.1
Lost and Found

All articles of clothing, including lunch boxes and other personal property, should be clearly marked for identification. A "Lost & Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

4.06.1
Books and Magazines

Any books or magazines (including certain types of e-book readers) brought to school by a student must be approved by the student's parents, as well as by the teacher. The school office will uphold the policy of checking backpacks in case of any suspicious behavior. Illegal and/or harmful books (such as the series of the "Diary of a Wimpy Kid") or magazines will be confiscated, parents will be notified, and a student will serve a detention based on the level of violation.

4.06.2
Toys and Personal Belongings

Students in all grades must keep their toys, personal belongings, etc at home. Children may bring toys only for the school-required projects provided these items have been approved by the teacher (show-and-tell ,drama class, etc).

4.06.3
Money

Students in all grades are not allowed to bring money to school without an explicit permission from parents and in accordance with the school guidelines. Students may need to bring cash to buy snacks, pay for the field trips, donate in the chapels, and for a variety of other school-approved activities.

Students are not allowed to buy/sell/lend money to each other.

4.06.4
Vending Machine

The church building where the school holds classes may have permanent vending machines. Students are not allowed to use vending machines without explicit permission from the adults. All purchases must be made in accordance with the schedule and guidelines announced by the school administration.

4.07.1
Electronic Devices

Grades Pk-5

Because of the effect and liability of the following devices: cell phones, iPods, iPads, games, tablets, "smart watches", Apple watches, and other electronic equipment are not permitted on school grounds, school transportation, or at school sponsored activities.

Grades 6-10

- A student may possess a personal device (including a "smart watch") within the following guidelines:
    - powered off and stored in a locker or other designated place before school and during school hours,
    - during pickup, device may be used to contact parent within specific permission of teacher, and only by owner (no multiple students looking at same screen),
    - in after school care - personal devices are to be treated like during school hours,
- A $50 penalty for incorrect possession or use of an electronic device will be applied to the non-compliant students *(for more information see Technology Policies and Procedures Manual).*
- School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

**Note, the school is not responsible for lost personal electronic devices. They should be kept home.*

SCHOOL PROPERTY

4.08.1

Care of Property

Students are expected to value and appreciate the appearance of the school building. Writing on desks, walls, textbooks, personal water bottles, etc., is prohibited. Vandalism is a level 3 offense and will result in:

- *1st occurrence: Parents are notified, student is required to do what is needed to right the wrong - clean, replace anything damaged*
- *2nd occurrence: Parents are contacted, the vandalism must be undone - clean, replace, etc. An afterschool detention doing building work is assigned.*
- *3rd occurrence: Parents are contacted, the vandalism must be undone - clean, replace, etc. A level three consequence assigned such as suspension, or even up to expulsion.*

Students may not eat food in the classrooms at any time unless explicitly allowed by the supervising adult (for example, during the "snack time").

Chewing (possessing) gum will not be permitted on school grounds in order to protect the furniture and carpet.

- *1st occurrence: A student is asked to throw gum into the garbage can and dispose of the rest of the gum in his/her possession. Physical work may be assigned by the principal.*
- *2nd occurrence: A student is sent to the office and parents are notified about the violation. Physical work and/or $10.00 penalty may be assigned by the principal.*
- *3rd occurrence: A student is required to do some or all of the following: serve detention; do physical work; restore, replace, or pay for damaged property or equipment; parents' account is charged $30.00 penalty charge.*

4.08.2

Use of the Facilities

Students are reminded that the hallways are a place to practice courtesy and orderliness. All students should remain quiet and orderly, especially in the area where the library and staff offices are located, and visitors are most often received. Students are reminded that rowdiness and roughhousing are not permitted during the school day in or outside the school facilities. Students arriving before school are requested to remain quiet in the designated area. **Check with the school secretary to find out about your school waiting place.*

4.08.3

Surveillance

The church property where the school is located is under surveillance 24/7. Parents, students, and staff understand that classroom and office surveillance systems may use both video and audio recording features. If any suspicious behavior is reported, the security personnel will investigate an incident and

check cameras. If any student is involved, parents will be notified and called to the office. Based on the level of violation, proper discipline will take place.

4.08.4

School Telephone Use

Students must have permission from a teacher to use the school telephone. We ask parents, in case of emergency, to call the school office, rather than the student or teacher, first. The school secretary will assist with your request. Teachers must not issue a phone pass unless it is an emergency.

4.08.5

Library

Our goal is to provide TCA students with good library resources that may be used for research or for casual reading. Check with the office about the library schedule during the school year.

4.09.1

School Visits

Parents are invited to visit the school. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive. Note: dress code requirements are applicable to visiting parents (including those working off their mandatory volunteer hours), volunteers, and guest speakers.

**TCA has a closed campus policy. This means that TCA students are not allowed to leave campus to run to the convenience station or wander off campus for any reason. Likewise, homeschoolers and students from other schools are not allowed to visit their friends during school hours.*
Parents interested in enrollment may contact the principal for a special permission to visit the school.

4.09.2

Use of Recording Devices by Visitors

To protect the privacy of our students and staff, visitors—including TCA parents and guardians—may not photograph or make audio or video recordings of students, staff members, classroom activities, meetings, or conversations without prior permission from TCA administration. This restriction applies to phones, cameras, smart glasses (such as Meta Ray-Ban glasses), smartwatches, and other recording-capable devices.

An exception may be made for school assemblies, performances, athletic events, ceremonies, and other large-group events at which TCA has announced that photography or recording is permitted. This exception does not authorize the recording of private conversations or the focused recording of individual students other than the visitor's own child without permission. TCA may prohibit or limit recording at any event when necessary to protect student privacy or safety.

TCA reserves the right to require visitors to disable the recording functions of wearable devices or to remove or store such devices while on school property, subject to any reasonable disability-related accommodation.

4.09.3

Personal Invitations

Birthday party invitations and other invitations are not to be given out to the students in the classroom, unless the entire class is invited. Please send birthday invitations by email/phone.

4.10.1

Lunch and Food Services

Good manners in eating, soft voice talking, and cleaning up after oneself are expected of each student. TCA offers a hot lunch program for all grades. Please submit a hot lunch request form to let us know whether you choose "regular" or "occasional" school lunch. Check on the current guidelines regarding payment options such as the "pre-paid" hot lunch program.

4.10.2

Energy Soft Drinks and Junk Food/Fast Food

Energy drinks and junk food/fast food are not healthy for the heart and digestive system. TCA promotes a healthy environment for students: spiritually, academically, and physically, and so energy soft drinks and certain kinds of fast food are not permissible at TCA.

4.10.3

Food and Water Bottles

Food and drink (except water) should not be consumed throughout the facilities, except in designated areas like the cafeteria and teacher-designated area for snack time. Water may be brought to class in spill-proof, shatter-proof containers labeled with the student's name. There should be no food or drink other than water in carpeted areas without approval by the principal.

4.11.1

Textbooks and Supplies

Textbooks and supplementary books will be provided to each student. It must be emphasized that these books are the property of TCA and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of "consumable" books (consumable books are used for some subjects in the primary and elementary grades).

Student personal belongings, including supplies required for school (binders, backpacks, water containers, assigned lockers, etc.) must not be left unattended, covered with distracting or objectionable writings, and shared with other students.

The annual fee charged at the beginning of the school year does not cover the purchase of all new textbooks; thus, for some grades/subjects, the TCA administration will attempt to purchase used books in order to keep school expenses as affordable as possible. Lost or damaged textbooks will be replaced at parents' expense. **Textbooks/library books - $20 or current price of the textbook; student planner - $5.*

Bible Version: TCA recognizes that many English versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity we will ask the students to have and use one version. The version that we will be using is the New American Standard Version. This will allow consistency in memorization and maintain the integrity of God's Word.

Basic School Supplies are included in the Annual Fee and supplies will be provided by the Academy. Students are still required to have their own backpacks and purchase Bibles.

4.11.2

Photos For Sale

Throughout the year, our teachers and staff capture many photos of school events, activities, and everyday school life. **Photos taken by TCA staff during regular school events, such as Chapels, Family Day, field trips, and other gatherings, are provided completely free of charge** through our Telegram channels and newsletters for families to enjoy. From time to time, however, certain photo sessions require a **professional photographer, specialized equipment, or significant additional editing time** to achieve a higher-quality, more memorable result. These professionally produced photos will be offered to families for a **very modest fee to help cover the basic costs of producing them**.

FIELD TRIPS

4.12.1

Field Trip Guidelines

Field trips are an important part of TCA's educational program. Before each field trip, parents will receive information about the trip, including transportation, clothing, cost, schedule, and any additional

requirements. Annual field trip permission is completed during registration; however, separate permission may be required for certain trips or activities.

Teachers and school administration select and approve all chaperones and volunteer drivers. Chaperones must complete the Field Trip Chaperone Agreement, and volunteer drivers must also complete the Volunteer Driver Verification, provide proof of the required automobile insurance, and complete a background check. All participants must follow the supervising teacher's directions and TCA's safety guidelines.

A student's participation may be restricted because of incomplete schoolwork, disciplinary concerns, missing permission forms, or unpaid trip costs. TCA reserves the right to modify or cancel a field trip when necessary for safety, scheduling, or other school-related reasons.

4.12.2
Field Trip Student Responsibility

1. All students will be assigned a number; when checking attendance, students will be asked to call out their numbers in order.
2. Dress code: TCA public appearance should be above reproach and support our reputation as Christians.
3. Stay with the group. This is a chance for students to model respect and courtesy toward leadership. It is also a safety issue.
4. Obey the rules. Be respectful of the rules for group behavior such as waiting for instructions, listening, and taking turns.
5. Be thankful. Students should say thank you to the field trip coordinator and the event host leader. A handwritten note is always appropriate.

4.12.3
Field Trip Misbehavior

1. A warning is given.
2. A student is assigned to stay with the group leader for one hour, at least.
3. Parents are notified and may be asked to pick up their child.

**Depending on the severity of misbehavior, other school discipline may apply.*

SECTION 5: DISCIPLINE AND BEHAVIOR GUIDELINES

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues on through life. Various forms of discipline and correction will be administered to help maintain order and to aid the student in his emotional and spiritual growth.

5.01.1
Standard of Conduct

Standard of conduct principles aim to produce a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (2 Peter 1:3,4).

Therefore, the following principles are set forth as a standard or plumb line of student behavior:

1. *Faithfulness*--Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor*--The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony* --Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty*-- Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.

5. *Purity*--Holy to the Lord; cleanliness; modesty and decency; being noble and lovely.
6. *Order*--Accepting discipline and being self-disciplined; being neat and orderly; demonstrating organized and clear thinking.
7. *Stewardship*--Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

5.01.2
Classroom Conduct

Students are to show honor to others: "May I…," "Please," "Thank you" - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Levchenko, Mrs Lyudmila, Ms. Claire). Boys are encouraged to practice courtesy by such acts as opening doors for girls and adults.

5.01.3
Classrooms & Hallways

TCA aims to maintain the classroom in such a way that it has a desirable appearance upon entering. We feel that structure and cleanliness is an important aspect of the Christian life and is also conducive to a learning atmosphere. TCA teachers and staff will abide by the following guidelines to ensure a welcoming physical environment:

1. Homeroom teachers will make a schedule of the classroom ushers to take care of the room on a daily basis.
2. Secondary students take turns ushering in the school cafeteria.
3. Students' desks must remain in an orderly fashion, free of clutter, trash, or stray pencil/pen marks, throughout the day.
4. Desktops and areas around the students' desks need to be clear of pencils, papers, books, and general mess at the end of each day.
5. Each student should have a named and designated area for his/her coat, boots, and lunch box. This area is then their responsibility to keep straightened.
6. Hallways to be kept clear of clutter: tables, books, papers, trash, & sport equipment.
7. Sports equipment must be stored in designated areas.
8. Any dues or penalties owed to TCA must be paid before the final report card is released. *Note: if a student causes damage to the school building or property he/she may be scheduled for additional physical work to compensate for the incurred damage.*

5.02.1
Bullying Prevention

Tacoma Christian Academy is committed to a safe, caring environment where every student is treated with dignity as someone created in God's image. **Bullying is prohibited and includes unwanted aggressive behavior involving a real or perceived imbalance of power that is repeated or likely to be repeated.** Examples include physical aggression, threats, humiliation, harmful rumors, deliberate social exclusion, harm to property, and cyberbullying. Ordinary disagreements and isolated unkind actions are not necessarily bullying, but TCA will address harmful behavior even when it does not meet the definition of bullying.

This policy applies to school activities, transportation, and online or off-campus behavior that affects student safety or participation at school. TCA provides age-appropriate instruction on respectful behavior, recognizing bullying, and seeking help, and asks parents to reinforce these expectations at home.

Students in grades 6-10 sign the Agreement Form confirming that they have read the Family Handbook sections on Bullying Prevention and Reporting and support the school's efforts.

5.02.2
Reporting and School Response

Students and parents should report suspected bullying to a teacher, the principal, or another staff

member as soon as possible. Please report your concerns even if you are not sure whether the behavior is bullying. Reports may be made in person, by phone, email, or through the incident report form on the school website. The website form may also be used to report concerns anonymously, without giving your name. Please provide enough information to help the school look into the concern. Urgent concerns must be reported immediately to a staff member in person or by phone; do not wait for someone to check an online form. Students do not need to confront the other student before asking for help.

TCA will take each report seriously, look into what happened, and take steps to protect and help the students involved. School staff will speak with students separately. Parents of the students directly involved will normally be contacted by the next school day, unless this could put a child in danger or go against instructions from child-protection authorities. The school will handle information with care and discuss each child's situation with that child's parents, while respecting the privacy of other students.

Depending on what happened, the school may provide closer supervision, counseling or pastoral support, a behavior plan, or disciplinary action, including suspension or expulsion. Serious incidents may require immediate action without a warning. Staff will follow up to see whether the behavior has stopped. No one may threaten or try to get back at a student for reporting a concern or helping the school understand what happened. Students will not be disciplined for honestly reporting a concern, even if the school cannot confirm what happened, but deliberately making a false report may lead to discipline. Parents should contact the principal again if the behavior continues or they believe the problem has not been resolved.

5.03.1

School Attire: Uniform Policy

Some of the reasons for adopting a uniform dress code are as follows:

1. Uniforms result in stronger discipline and academics.
2. Uniforms help improve a student's self-image.
3. Uniforms reduce yearly clothing costs.
4. Uniforms eliminate the daily decision of what to wear.
5. Uniforms eliminate competition in dress among social climbers.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms give organizational identification, which help build school spirit and enhance safety within the community.

5.03.2

Dress Code for Students, Staff, and Parents at School and School-Sponsored Events

The principles behind the dress code include:

1. Dress and appearance must honor and comply with the standards set by the pastors of the local church. (Hebrews 13:17)
2. Our dress should help develop Christian character and reflect our separation from the world (2 Cor. 6:14-7:1; 1 Tim. 2:9, 10, 1 Peter 3:3, 4). Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
3. Our dress should support our witness to the world. We are ambassadors of Christ (2 Cor. 5:14-20, I Peter 2:12). Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him? Is it attractive and neat?
4. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity (Gen. 1:27, 1 Cor. 6:9,10).

Functional, attractive, modest, and neat clothing is our standard. Sensual, or distracting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable.

A student shall not dress or groom so as to unreasonably distract the attention of other students or otherwise cause disruption or interference with the operations of the school. Obscene pictures or symbols or the depiction of illegal drugs, alcoholic beverages, or contraband shall not appear on clothing, nor shall inflammatory, provocative, lewd, profane, or suggestive language or symbols appear on clothing. Clothing identifiable with any gang shall not be worn. Hats, rollers, visors, caps, do-rags, and bandannas are not allowed. Wallet chains are not allowed.

5.03.3

Appearance at School-Sponsored Events (e.g.,Church Performance)

- Girls' hair must be well groomed, and out of the eyes & face.
- JH/HS girls: all makeup must look natural (no black eyeliner on the bottom eyelid; no heavy foundation; no sparkling/shimmering eye shadow or blush). No make up for elementary girls.
- **No makeup or dress up is allowed before/during school hours, unless for an approved school performance (such as drama class).**
- Girls' nails must be in natural (pastel) colors. The length of the nails should not be distracting.
- Girls' may not wear earrings and jewelry (see TCA policy on piercing below).
- Boys' hair: neatly groomed, cut to mid-ear or higher, and be off the collar, ears, and eyebrows.
- Hair color must be natural.
- Bangs must be cut and kept above the eyebrows.

5.03.4

Body Piercing and Tattoo

TCA follows the Biblical principle on body piercing and tattoo:

- "You shall not make any cuts on your body… or tattoo yourselves: I am the Lord." (Leviticus 19:28).
- "You are not your own, for you were bought with a price. So glorify God in your body."(1 Corinthians 6:19-20).

  For the same reasons as above, students are not allowed to write on their skin.

5.04.1

P.E. Policies and Procedures

The physical education program is committed to providing the necessary fitness activities, physical skills, social skills and knowledge for student's success in daily life. Students are required to dress appropriately for PE classes.

Non-suit P.E. Discipline Procedures:

1. Non-suits will not participate in the daily activity, but must stay with the class. Students may be asked to do work-related activity around the gym or school (sweep, laundry, clean, etc.).
2. The first non-suit is grace, and does not count against the grade.
3. Each additional nonsuit results in grade deduction. For each nonsuit after the first one, the student will receive one mark down, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive a credit.

**Continuous violations will require a conference with parents.*

DISCIPLINE

5.05.1

The Purpose of Discipline

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.

5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the biblical instruction that should be provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters. To avoid behavior that may tempt a weaker brother.
10. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Five School Rules:

1. Keep all communications honoring God.
2. Keep your hands and feet to yourself.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

5.05.2

Reward for Consistent Behavior

The school administration and teachers will, as seems appropriate, reward those students who demonstrate consistent obedience to all authority. Students in good standing will be given priority when going on special field trips and retreats. Some field trips, athletic activities, and school sponsored events may require students to maintain satisfactory conduct to be allowed for participation. Exemplary behavior is expected from the 8-10 grade students receiving Academic Scholarship.

At the same time, in case a child makes a choice to disobey the five all-school rules or follow established behavior guidelines, the following discipline procedures will be applied.

5.05.3

Discipline Procedures

Each TCA department (primary, elementary, secondary) has their own age-appropriate discipline management plan. In addition, you may inquire from your child's homeroom teacher about his/her detailed classroom management system.

5.05.4

Documentation of Incidents

Discipline issues may be dealt with as "Minor Infractions;" these are handled by the homeroom teacher at the classroom level. Minor Infractions are documented by the homeroom teacher and are tracked throughout the year. Discipline issues also may be handled as "Major Infractions;" these incidents involve TCA administrative staff, outside of the classroom. Major Infractions are documented in Alma (the student information system) as part of the student's permanent school record

5.05.5

The Three Tiers of Offenses

The three-tiered level of offenses/discipline approved by TCA Board has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the mission and activities of TCA are fulfilled. **The primary goal of all discipline is to bring the offender to a place of restoration.** The secondary purpose is to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the particular offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of TCA school, but it is possible to draw principles

from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Family Handbook, judgment will rest upon TCA administrative staff in accordance with the published policies.

LEVEL I: This level of offense includes areas usually addressed by the teacher in the classroom or by teacher assistants in the cafeteria, on the playground, or school transportation. This level violation usually does not involve the principal.

Samples of level 1 offenses: Repeated incomplete homework, excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; disobeying school transportation rules, bringing toys to school without teacher's approval; tardy to class; public display of affection of minor nature; dress code violations; and other such offenses.

Samples of level 1 consequences: Extra assignments given by the teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted. **If a student is sent to the office the first time, he/she will receive a warning.*

LEVEL II: This level of offense goes beyond Level I in regards to severity, or repetition of some lesser offense. It is at this level that the principal becomes involved and records of actions and disciplinary responses begin to be kept in the school office. Teachers or other school staff must report Level II offenses immediately to the principal for discipline.

Samples of level II offenses: Repeated Level I offense, classroom disruption of more than a minor nature necessitating class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity or substitution of profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits (if a demerit system is approved at a given school).

Samples of level II consequences: In-school suspension(s), detentions, written and/or oral apologies, extra written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every Level II offense committed, and a combination of consequences may be warranted.

LEVEL III: This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severely either because of an ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the school principal.

Sample level III offenses: Repeated Level II offense, severe and blatant disrespect, including insubordination; use of profanity that is severe in nature (or repeated), stealing or forgery, violating electronic policies (improper use of of the school or personal electronic devices, email, etc), sexual harassment, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), vaping of any kind, false alarms being called in or set off, fighting, any possession of weapons, sexual immorality on or off campus, any criminal offense not including traffic violations, any threatening remarks made to others (blackmailing students/teachers).

Samples of level III consequences: Meeting required between the parent and school principal, student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted. Any Level III offense may result in immediate expulsion, even without a previous record.

5.05.6

Conduct Probation

Under certain circumstances, a student in grades K4/K5-10 may be placed on conduct probation. Probation gives the student an opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to

withdraw.
Reasons for probation:

- Continued deliberate disobedience.
- Rebellious spirit which is unchanged following counsel.
- Continued negative attitude and a bad influence on other students.
- Insufficient academic progress (academic probation).
- Serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school.

Length of Probation:

- Usually one school quarter, assigned by the school administration.

Consequences of Probation:

- The probationary student will not be permitted to engage in, or be a part of, the ongoing curricular activities of the school for a period of time to be determined by the principal.
- The probationary students are not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role planning or completion of programs while on probation.
- A probationary student will be responsible for their behavior on a daily basis. He/she will be subject to frequent evaluations and corrective criteria.

5.05.7
Suspension

The principal may issue suspensions of up to three days as a consequence for misconduct, which is either flagrant or repeated. All suspensions result in an unexcused absence for the day missed. A student may not participate in any school-sponsored activities during suspension.
Two types of suspensions are issued:

1. *In-school suspension* - this is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and assigned work by the principal or lead teacher.

The following procedures will be enforced by TCA staff:

- Student arrives to school at a regular time (unless instructed otherwise) and meets with the principal or school secretary by the school office.
- ALL supplies and books must be brought to the school office before the start of the day.
- THINK SHEET (What happened? Why were they sent? What was wrong? How can I improve next time? What is my Right Action Plan?) is provided for each suspended student and he/she spends time in a bigger room where there is always a separate table. The teacher assigned to that room is the one who will determine if the think sheet is filled out thoroughly.
- The homeroom teacher can assemble the assignments for the suspended student and provide to the supervising teacher.
- Student has lunch with a supervising teacher (no recess with classmates). The supervising teacher will make a decision whether student needs to eat lunch in the regular place or in the suspension room.
- Teachers should be warned about the suspension in advance (unless it is a same day in-school suspension).
- Suspended students should wear regular uniform even on the PE days.
- All assignments must be done before the end of the suspension period.
- Breaks are given at non-standard times so there is no contact with other students
- Physical work/community work/service should be assigned (students may have PE uniform as a change of clothes, however, the supervising teacher will make a decision whether a change clothes is needed).
- Student must meet with the principal at the end of the day. Parents pick up student from the school

office

2. *Home suspension* - the student is detained and supervised at home by a parent.

5.05.8
Jokes and Careless Talk
At TCA, we take seriously the admonition for the Christian to avoid "filthiness, and silly talk, or coarse jesting, which are not fitting" (Ephesians 5:4). Therefore, students who **joke about any of the offenses listed in this handbook,** may be held accountable to the same degree **as if they had actually committed** the "joked about" offense.
Any double meaning words or jokes, as well as curse word substitutions, will be treated as having an inappropriate meaning.

5.06.1
Cheating Policy

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance by someone or an AI on tests, quizzes, and assignments. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. (see section 6.10.1 for details specific to AI use)

Any assignment not fully produced by the student submitting it, be it through use of AI or a peer, violates the cheating policy. Any work that does not appear to be produced by the student submitting it, may be subject to re-assignment or disciplinary action. A student who is chronically suspected of using AI or peer help, may be required to produce their papers in writing on the school grounds.

If it is determined that a student has indeed cheated, the following actions will be taken:

First offense:

- Meeting with a teacher. A teacher might assign an alternate assignment.
- A teacher will contact parents via email/phone explaining specifics of the incident.

Second offense:

- Meeting with a teacher and a 0% on assignment.
- Student is sent to the school office. The office informs parents via email/phone.

Third offense:

- 0% on assignment and up to 25% off a total grade for the current quarter (if the cheating happened in the same class).
- Student is sent to the school office. Parents are called to the office. Each cheating offence will be reviewed on a case-by-case basis for the purpose of academic discipline.

Depending on the age of the student (older students - more expectations), length of time at TCA (they are taught from year to year that cheating is wrong) and time of the year (first quarter vs fourth quarter), a first cheating offense may be treated as second or third.

A student found to be assisting in cheating, by providing some sort of unauthorized help, will be held to the same disciplinary standards, as the one receiving the help.

5.07.1
Search Policy

Tacoma Christian Academy reserves the right to search a student's personal belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in school constitutes parental permission for such searches. The following items may be searched:

- Automobiles.
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

5.08.1

Playground Policy

1. No students are allowed to be on the playground without supervision.
2. Children must use the playground equipment in a proper and safe manner.
3. No tackle football (due to the space limitations; footballs are not allowed at TCA)
4. Soccer may be played only with students one year apart (one grade up or down).
5. Students are required to keep the playground clean and picked up by using acceptable disposal containers.

5.09.1

Carpooling

The school has no official responsibility to organize and/or coordinate carpooling to and from school. For those who wish to help with carpooling, please contact the school office for names of families in your area. The school will provide such information in case there are parents willing to participate in a carpooling arrangement.

5.10.1

Guidelines for Parking Lot

Always drive slowly in the parking lot (5 mph)! When picking up or dropping off your child, please park in a designated parking slot. For your child's safety, do not release your child from the middle of the parking lot or drive up and have them come to your car. Parents and children must cross the driveways only in the designated places.

5.10.2

High School Student Drivers

HS students who drive to school must report to the office about their intention to drive to/from school. A Student Driver Parent Permission Form must be on file for every student driver.

HS students must observe the following regulations:

1. Only licensed drivers are permitted to drive cars to school.
2. Cars may be parked in the designated area for student parking.
3. Students are not allowed to drive or go to their cars in the parking lot during school hours.
4. Students are not allowed to leave campus during school hours, unless a pre-arranged notice or phone call will be given by parents.
5. No student may transport other students to or from school without written permission from the passenger's parents. Students and parents must abide by the law (Romans 13) in honoring the requirements of the “restricted” (under age 18) driver’s license.
6. Any immature or unlawful practices, such as squealing of tires, speeding or reckless driving, are not permitted. A fine will be applied to a family account if such damage occurs.
7. No student is to transport other students to school-sponsored activities unless written permission is given by a parent and is on file in the office and approved by the principal.

** The privilege to drive to school may be revoked by the principal, if these regulations are not observed.*

5.11.1

VIOLENCE PREVENTION POLICY

TCA is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
2. Fighting between students while in the classroom or on school premises will result in immediate suspension.

3. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

Definitions :

- Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion of one year.
- "Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:
  (a) In a space assigned to a student such as a locker or desk
  (b) On the student's person or property (such as on the student's body, in his/her clothes, purse, backpack, gym bag, or vehicle)
  (c) Under the student's control or accessible or available, such as hidden by the student.
- "Threat" includes, but is not limited to:
  (a) a statement of personal bodily harm with a weapon
  (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm
  c) a statement of possessing a weapon at school or a school function.
- "Weapon" includes, but is not limited to:
  (a) A firearm, which is a weapon or device from which a projectile may be fired by an explosive; or an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other
  (b) Projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns
  (c) A slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon
  (d) A slingshot, which is a forked piece of wood, metal plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles
  (e) A sand club, chains or metal knuckles
  (f) A device commonly known as "throwing stars," multi-pointed objects designed to embed upon impact
  (g) Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
  (h) A dirk, which is a type of dagger
  (i) Any device commonly known as "nun-chu-ka" sticks consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means
  (j) A stun-gun or a soft gun.
  (k) Any explosive device, including fireworks.

Procedures

Any faculty member, staff member, or principal with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal/director/designee, who shall:

(a) Submit a report to the appropriate jurisdictional police authority and

(b) Remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

Any student at TCA school violating this policy will be turned over to the appropriate law enforcement agency and be immediately expelled from the school without exception.

TCA does not allow pocket knives, squirt guns, paintball guns, and look-alike weapons.

5.12.1

ILLEGAL DRUGS/ALCOHOL/TOBACCO POLICY

TCA has a zero tolerance policy in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products (including e-cigarettes). Our school reserves the right, according to our “Student Search

Policy," to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products (including e-cigarettes). The school office may give a drug test for a suspected student; parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office. If a Drug/Alcohol/Tobacco policy violation is exposed, a student will be immediately expelled from school. Other instances may qualify for the consequences under 5.05.8

5.13.1
SEXUAL CONDUCT
Sexual Immorality:

TCA holds a zero tolerance position with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that fornication activities are an abomination - sinful perversions of God's gift of sex (See Genesis 19:5-7, 13; Leviticus 18:22, 20:13). The Bible is our rule of faith and practice concerning these perversions.

TCA will not tolerate double meaning words or jokes, and sexually inappropriate references. This is a serious offense, and will be handled by administration. For secondary students, this is a Level III offense

5.13.2
Inappropriate Affection

TCA is an educational ministry, with an emphasis on the development of godly character. Scriptural precepts warn us against the lust of the flesh. "But put on the Lord Jesus Christ, and make no provision for the flesh in regard to its lusts" (Romans 13:14). We would be out of God's will if we permitted or overlooked inappropriate actions with regard to boy-girl or girl-girl/boy-boy or siblings' relationships. At TCA we believe school years are given for a child's development in all areas, physical, mental and spiritual - children of all school ages, PK - 10, are not ready to be in any form of a romantic relationship. We do not allow dating of any kind. It is our objective to remove temptation and not give Satan a foothold. For this reason, there will be absolutely no hand holding or other displays of affection, either in school or at school events.

Non-Engagement Policy:

Because of the distinct philosophy and goals of this school, an engaged or married student may not be enrolled.

SECTION 6: GRADING AND EVALUATION STANDARDS

6.01.1
Placement Testing

Initial placement of students in grades PK-10 will be based, in part, on data obtained from the administration of Preschool-Kindergarten and IOWA Survey entrance tests. If more information is needed, an alternative MyTestPoint.com test may be administered as well, or other evaluation tools as deemed appropriate by TCA administration and/or teachers.

6.01.2
Classification of Students

K4 (preschool)/K5 (Kindergarten) - (primary department)
1-5 grades Elementary (elementary department)
6-8 grades Middle School (secondary department)
9-12 grades High School (secondary department)

Before a student can advance to a higher grade, he/she must pass all five core subjects (English, math, social studies, science, and Bible) or, with proper permission from TCA administration, make them up independently.

6.02.1
GRADUATION REQUIREMENTS

Carnegie Unit of Credit Definition

One unit of credit represents 150 hours of instruction under the direction of a teacher. This unit (credit) is given to a student who successfully completes a class that meets five fifty-minute classes a week for thirty-six weeks. This requirement may be partially substituted by a workload equivalent to the classroom instructional time.

6.02.2
Continuing Education

TCA currently provides coursework for students through grade 10, only. Students are encouraged to pursue their high school diploma.

TCA administration and teachers will provide counsel and direction for a variety of methods by which a TCA student may finish his/her high school education, including assistance in preparing for Running Start entrance, guidance on choosing a high school, or advice on homeschool or distance learning options.

6.02.3
Diploma of Graduation

TCA will require the following criteria to be matched or exceeded for a student to receive a diploma of graduation, if attended all four years at TCA (currently grades 11 and 12 are not offered):

Bible: 4 (4yrs)

Bible class is a core subject at TCA and is a mandatory class that includes theory and application (examples include but are not limited to the following: chapel participation, church/youth service participation, conference & retreat attendance, limited Bible college attendance). For credit transfer purposes to public school, Bible class is considered as an elective.

English: 4 (4yrs)

Mathematics: minimum 3 (3yrs)

- Algebra I&II, Geometry
- Trigonometry, Calculus (optional)

Social Studies: 4 (4yrs)

- World Geography (1 yr)
- World History (1 yr)
- US History (1 yr)
- Civics & Government (1 yr)

Science (2 yrs of Lab required)**: 4 (4yrs)**

- Basic Science, Biology
- Chemistry, Physics

Arts (up to 2 yrs**)**

- Performing (1 yr)
- Fine & Visual (1 yr)

Foreign Language 2 (2yrs) – *see 6.02.5*

Career and Technical Education 1 (1 yr): some of these credits are offered as part of EFL (Equipped For Life) classes

Health & Fitness (Physical Education) 2 (2yrs)

Electives (other) 1 (1yr): examples include Student Council, TA, etc.

Total Required Credits: 27 *(Per OSPI guidelines, up to 2 credits can be waived based on a student's unusual circumstances)*.

6.02.4
WA ST History & Government

According to WAC 392-410-120 "an equivalent of a course in Washington state history and government shall be required in the common schools in grades seven through twelve combined, but not at each grade level. Such course shall include a study of the Washington state Constitution and is encouraged to include information on the culture, history, and government of the American Indian people who were the first inhabitants of the state." Since in this school year TCA is not awarding a graduation diploma, the WA State History will be offered when qualified instructors are available and the generic schedule allows for such accommodation. Students leaving TCA after the completion of the 10th grade must check with their high school advisors about the completion of this state requirement.

6.02.5
Foreign Language

Foreign language (currently Russian) is a requirement for all TCA students K4-12 grade. For the purpose of satisfying graduation requirements (2 credits of World Language), TCA offers four years of Traditional Russian in grades 7,8,9, and 10 for all **qualifying** students. RSL (Russian As Second Language) classes do not qualify for the World Language high school credits (instead, they are documented as HS electives 9-10 grades).

6.03.1
Academic Guidance and Counseling

Limited services are available for students who request assistance or are referred for school counseling and guidance. Assistance is available in the areas of academic planning, vocational and career interest, and student/family problems.

**In the rendering of personal counsel to a student and/or parent(s),* TCA *does not represent such services as any substitute for licensed professional counseling.*

In general, the following problems can be handled:

1. Scheduling, including program changes.
2. Graduation requirements.
3. Vocational guidance and information.
4. College entrance requirements and PSAT, AP, SAT I or II testing.

6.03.2
Capstone Project

TCA capstone project is a culminating 10th grade project that challenges high school students to demonstrate their spiritual and academic knowledge in an experiential way. It is a multifaceted experience that starts in the beginning of the year and ends with the formal graduation of the 10th grade students. The capstone project is directly tied to the Portrait of the Graduate and is aligned with the TCA Mission and Vision.

6.04.1 GRADING

Grading Weight - review:

Letter grades shall be reported using this formula:

Grades PK-K5:

- The primary classes use a standard based grading system which consists of standards directly tied to the curriculum in class. For example, 'student can write numbers 1-20' which is evaluated on a system of 0-5
    - 5 MEETING
    - 4 APPROACHING
    - 3 PROGRESSING
    - 2 LIMITED PROGRESS
    - 1 INADEQUATE
- Students are assessed on their progress, every two weeks.

Grades 1-5:

- 10% Life Skills (attendance and preparation)
- 20% Formative Assessment (in class-assignments, discussions, writing, etc.)
- 70% Summative Assessment (20% Quizzes, 25% Tests, and 25% Projects and exams). Elective classes grades are reported with a simplified version of the above.

Grades 6-10

- 10% Life Skills (attendance and preparation)
- 30% Formative Assessment (in class-assignments, discussions, writing, etc.)
- 60% Summative Assessment (15% Quizzes, 25% Tests, and 20% Projects and exams).

Grading Scale*:

95% -100% = A	75% -78% = C
92% -94% = A-	72% -74% = C-
89% -91% = B+	69% -71% = D+
85% -88% = B	65% -68% = D
82% -84% = B-	62% -64% = D-
79% -81% = C+	Below 62% = F

Note: alternative GPA scales may be used for Honor classes, non-core subjects and Pass/Fail subjects.

For computing GPA's, the following numerical values are used *(with the exception of electives)*:

A	= 4.0	C	= 2.0
A-	= 3.7	C-	= 1.7
B+	= 3.3	D+	= 1.3
B	= 3.0	D	= 1.0
B-	= 2.7	D-	= 0.7
C+	= 2.3	F	= 0

Report Cards

Progress reports are issued at the end of each quarter. High school transcripts issued at the end of the 1st and 2nd semesters. Appropriate media and communication channels (email, grading software, etc.) may be used to keep parents up to date on the students' progress.

Academic Awards:

Students who earn a 3.33 to 3.69 grade point average each quarter in 4-12 will be placed on the Honor Roll. Students earning a 3.70 to 4.00 grade point average in 4-12 grades each quarter will earn recognition on the Scholars' List. These individuals will receive specific awards for their achievement.

TCA students are encouraged to do their best; this is why teachers nominate one/two student(s) per class/per month for the *Student of the Month/Most Improved Student Award/TCA Citizenship* and similar awards.

Students in grades 8-10 may apply for the Academic Scholarship if they maintain 3.70 GPA, remain Honor Society members in good standing, and meet other applicable requirements.

6.05.1
Parent - Teacher Conferences

TCA requires parents to attend Parent-Teacher conferences that are held three times per year (1st, 2nd, and 3rd quarters). Students in grades K4/K5 through 10 will be evaluated in regards to their academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. The following *Academic Evaluation* guidelines (6.05.2) will be used as appropriate.

6.05.2
Academic Evaluation

At TCA we challenge each student to strive for his full potential academically. Every new student who has passed the entrance exam will receive one quarter as a grace period. After the grace period, any student in grades 4-12 who earns a grade point average below 2.00 on a quarterly basis in any of the academic subjects (Bible, mathematics, language arts, history, and science) will be subject to academic probation the following quarter.

This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration will meet with such a student and as needed, his/her parents. The student will be subject to one or all of the following correctional actions:
    - Placed on academic probation,
    - Required study schedule signed daily by parent,
    - Restriction of athletic activities,
    - Increase in study time, decrease in activity time,
    - Weekly status report signed by teacher.
3. The student must recover academically, raising GPA back to 2.00 or above by the end of the quarter. If sufficient change is not made, the Administration may make the decision to retain the student or request that the parents withdraw the student. By special permission of the principal, a student who has been assessed to have insufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

6.05.3
Expectations

The TCA believes that a positive and constructive working relationship among the TCA, the student(s), and the student(s)'s parents/guardians is essential to fulfillment of the TCA's educational mission and statement of values. The TCA may suspend, dismiss, or refuse to enroll the student(s), or place restrictions on an individual's involvement with TCA activities or events or presence on TCA property, if the TCA concludes that the student(s), or a family member or other individual associated with the student(s), has engaged in any behavior (whether on or off campus, and whether during the academic year or otherwise) that interferes with the TCA's ability to fulfill its educational purposes or runs contrary to the best interests of the TCA or members of the TCA's community. Examples include, but are not limited to, the following circumstances: (i) the student(s) is not satisfactorily meeting the TCA's standards for academic performance or social conduct; (ii) the student(s), the student(s)'s parents or guardians, or anyone associated with the student(s), engages in behavior that is deemed unsuitable by the TCA; (iii) the student(s)'s family does not participate with the TCA in the spirit of cooperation and partnership that the TCA deems necessary to support the student(s)'s education; or (iv) the student(s) Account is in arrears. All decisions of the TCA in this regard shall be made in its sole discretion and shall be considered final and not subject to review.

6.05.4
Educational Outcomes

In its literature and in conversations with teachers and administrators, the TCA strives to describe its approach to education, but the TCA makes no representations or undertakings as to the kind, quality, or appropriateness of its education for the particular students, nor does it guarantee any particular educational outcome. I understand that the TCA may, in its sole discretion, change without notice its course offerings, activities, class schedules, TCA publications, and personnel, as well as policies, procedures, and practices, as circumstances may warrant. This includes, but is not limited to, providing alternate means of instruction, such as requiring virtual or hybrid learning, as determined by the TCA. The TCA will endeavor to provide prompt notice of any such changes. Enrollment by the TCA is not a guarantee of placement of the students in a specific classroom with a specific teacher. Furthermore, the TCA may determine that a student's initial expected placement is not appropriate academically, socially, or otherwise, and the TCA may reassign students to the appropriate grades.

6.06.1

HOMEWORK POLICY

Homework is an integral part of the school program. While a teacher is responsible for the in-class instructions, each student is ultimately responsible for his/her academic progress. A student must study in class and at home to be successful in learning. Homework is generally assigned for practice of the learned material in classes such as math, science, or grammar, and preparation in classes such as literature and history. Other reasons for homework may be to enable a child to make up work missed during absences, to develop study skills, and to encourage creativity. The amount of homework a child is assigned is typically:

- 10 – 20 minutes per day for K4/K5
- 40 – 60 minutes per day 1 - 3 grades,
- 60 - 90 minutes per day in grades 4 - 6,
- 90 - 120 minutes per day in grades 7 - 8,
- 120 - 180 minutes per day in grades 9 -12.

A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to monitor student's homework time, especially in elementary grades.

Complaint Procedures

If you disagree with a situation in the classroom, see your child's teacher first. If satisfaction is not obtained, then the lead teacher must be contacted. If no resolution is achieved, then contact the school principal.

Primary Department (Grades PK4-K5)

Reading and numbers practice are the most important skills at this age level. All students are assigned and expected to practice reading 10-20 minutes a day and numbers as needed, as notified by the teacher. As needed, a parent - teacher conference may be scheduled if a child continues to struggle with either subject - tutoring may become necessary and required.

Elementary Homework Policy(Grades 1-5)

Each student is required to complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

- *1st offense:* A student will receive a warning. At the discretion of the teacher the student will be held during recess or elective classes to complete his/her assignment.
- *2nd offense:* A student will be held during recess or elective classes to complete his/her assignment – at the discretion of the teacher. Student's grade for the assignment may be affected. Parents will be notified.
- *3rd offense:* A student will be held during recess or elective classes or after school to complete his/her assignment. The student's grade may be affected. Parents will be notified. If parents will not cooperate with a teacher on homework policy, the lead teacher or principal will be involved in enforcing the policy.

See homeroom teachers for individual classroom homework procedures and enforcement policies.

Secondary Homework Policy (Grades 6-10)

Secondary students are at an age when they need to begin to take control of their progress and education. Assigned homework translates itself into the student's grades either through an FA/quiz/test/exam which is based on the practice given as homework, or as an assignment such as an essay, project, presentation, ect. Teachers are not obliged to keep track of none-graded homework. All assignments follow the late work policy as outlined below in section 6.06.2.

Subsequent instances of missing or late homework

If a student misses homework often (for example 2-3 days in a row or a week), the teacher may contact the parent with a warning, schedule a parent-teacher-student conference, schedule work after school, schedule work for Academic Make-up Days (see school calendar). Chronic missing homework may also result in a major infraction which involves more serious consequences.

Additional notes on homework in grades 6-10

- All assignments are to be turned in on the due date in the beginning of each class or at discretion of the teacher.
- Absent students and late work follow policy is outlined in 6.06.2
- It is very important that children do their own homework. Disciplinary action as prescribed in the handbook will occur if homework cheating is discovered among students. This could include extra or redone work, receiving a grade of zero on that assignment, detention, or a conference with the parents and principal.

See homeroom teachers for individual classroom homework procedures and enforcement policies.

Special Projects:

Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion. Note: in many situations, special projects are part of regular class requirements. Some projects may require additional time and resources.

6.06.2

Missed Work Makeup

The following guidelines describe a general plan for addressing student absences.

Excused Absences

Students returning to school after an excuse absence will comply with the following guidelines:

- If a child is absent on the day of the due-date for an assignment assigned before absence, he/she may turn it in with no penalty on the first day the student is back to school.
- Up to two days extension is allowed in case an assignment was scheduled and was due during the student's absence.
- Prolonged absences due to health issues require administrative directive (in some cases, medical professional's recommendations) and a remedial makeup plan.

Unexcused Absences

Students returning to school after unexcused absences will comply with the following guidelines:

- All online work assigned before unexcused absence is due on the due-date.
- Late policy is implemented to all work assigned before incurring unexcused absences (even if the child is not in school during the due date).
- All assignments given during the child's absence can be turned in with no penalty one (1) day after he/she is back to school.

Summative Assessments - Absences

Tests, quizzes, and exams are given by the teacher at an arranged time (usually after school), within a week of the child's return to school from an absence. In some cases, when an absence is known

ahead of time, the teacher may choose to give the assessment early. All SA assignments are given the full credit earned.

Late Work Penalty

- 1-8 gr - Late work is accepted for up to 2 weeks with 5% off per day late. All days, not just school days count - weekend counts.
- 9-10 gr - Late work is accepted for up to 10 days, with 10% off per day late. All days, not just school days count - weekend counts.

Quarter Cut-Offs

- No work, SA or FA, is accepted after the quarter ends. If an absence is expected to run past a quarter end, all assignments need to be arranged to be turned in; possibly online, ahead of time.
- In extreme circumstances, such as an unexpected hospitalization, death in immediate family, etc, contact administrator.

6.07.1
STANDARDIZED TESTING

The testing program includes the administration of a standardized achievement test battery and is given to all students (1-10) on an annual basis (IOWA*** for 1-10, PSAT for 8-10). Additionally, the testing program may include, but not be limited to, vocational interest, college entrance, criterion referenced in various skill areas, and tests of scholastic knowledge. The kind of tests administered will vary depending on the grade level of the student.

****Note: IOWA scores constitute a portion of the annual grade in some core subjects such as English Language Arts and Math (Q1+Q2+Q3+Q4+IOWA= annual grade).*

6.08.1
ACADEMIC ADVANCEMENT

Students with exceptional academic abilities (not necessarily based on high grade point average) and psychological readiness might have an opportunity to advance in a math class by one grade level or in all subjects after 1st quarter. The following aspects are taken under consideration: teacher written recommendation, age of student, specialist testing, and psychological, social, physical, and spiritual readiness. If a student is unable to maintain a minimum of 3.5 GPA in all core subjects during 2nd quarter in the advanced grade, he/she will be moved back to the age appropriate grade. **Gifted students rank is usually from 1% -2% out of 1000 students in the same grade level.*

6.09.1
RETENTION POLICY

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectation. The following criteria are used to determine whether or not a student should be retained: students must pass English and math in order to be promoted to the next grade. Students who earn two "F's" cumulatively for the year may be at risk of retention. The principal and/or lead teacher will notify parents if end-of-the-year retention is being considered. Likewise, parents may request a meeting with the principal to discuss student retention.

Next year's enrollment may be put on hold or denied if the RIT requirements are not met in a timely manner. (see 4.01.7 for more details)

Note: after the second quarter, parents will be notified about possible retention for their child. All or some of the following steps will be implemented on a case-by-case basis: conference scheduled, student's work and tests presented to parents, a probationary contract signed.

It is understood that at the discretion of the principal and Admissions Committee, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act.

Refusal to re-enroll is not the equivalent of suspension or expulsion; rather, it may be a decision that is necessary for the best interest of the individual student and in the furtherance of TCA Purpose, Mission, and Vision.

6.10.1

TCA POSITION ON STUDENT USE OF ARTIFICIAL INTELLIGENCE (AI)

We recognise that students will encounter AI in future education, employment, ministry, and everyday life. Therefore, our goal is to develop students who can use AI with wisdom, discernment, and a Biblical worldview.

1. General Rule

Assignments using AI when not permitted will be treated in accordance with cheating policies. (see section 5.06.1) Students may use AI only when authorized by a teacher and according to the teacher's instructions.

If a teacher has not specifically stated that AI may be used for an assignment or activity, students should assume that AI use is not permitted. Permission for one assignment does not give permission for another.

2. Appropriate Uses of AI

When authorized by a teacher, students may use AI to support learning through:

1. Understanding: Asking for another or simpler explanation of a concept.
2. Practice: Creating practice questions, flashcards, vocabulary review, etc.
3. Feedback: Receiving suggestions about clarity, organization, or grammar on work the student has already created
4. Research assistance: Identifying questions, keywords, or possible research directions while verifying information through appropriate sources
5. AI literacy: Learning to recognize AI's limitations, errors, bias, and fabricated information
6. Teacher-directed activities: Using AI for a specific educational purpose determined by the teacher

3. Prohibited Uses

Unless specifically directed by a teacher, students may not use AI to:

1. Prepare sermons, chapel messages, morning devotions
2. Consult for advice in spiritual matters.
3. Generate AI images of any kind for any purpose
4. Write essays, paragraphs, responses, or projects for them
5. Complete homework or classwork
6. Solve problems they are expected to solve independently
7. Summarize assigned material instead of reading it
8. Perform research or analysis they are expected to perform
9. Complete quizzes, tests, or assessments
10. Generate false quotations, citations, sources, or information
11. Conceal or misrepresent their use of AI

4. Student Responsibility and Character

Students remain responsible for everything they submit, even when AI use has been permitted.

A better-looking product is not better education if the student did not grow through producing it

Unauthorized AI use is considered academic dishonesty and will be addressed according to TCA's Cheating Policy. Students may be asked to explain their work, reproduce a portion independently, provide drafts or notes, or otherwise demonstrate their understanding as often as necessary.

Students should be consistent with TCA's mission to educate students' hearts and minds for the glory of God and the service of others. Students should always ask: “Is the way I am using AI helping me grow in truth, character, hard work, and excellence?”

SECTIONS 7: EXTRA-CURRICULAR ACTIVITIES

7.01.1

Objectives

1. Offer students an opportunity to glorify God in use of their gifts, knowledge, and understanding beyond the classroom.
2. Expand students' ability to express themselves in all areas of communication and stage performance.
3. Motivate students toward further study in pursuit of knowledge and understanding.
4. Encourage students to develop the ability to remain calm under the pressure of competition and maintain clear thinking and good recall.
5. Provide opportunities for fellowship with students from other schools.

7.02.1

Student Council

The purpose of the Student Council is to establish a Christ-centered organization which serves to develop Christian character in the student body by influencing and maintaining high spiritual standards and act as a mediator between the student body, the administration, and the faculty. The council shall also promote social activities. Upon principal's permission, the Student Council may organize various fundraisers, as well as the "snack bar," to contribute to the school growth and development of the student programs.

The Student Council consists of the 10th grade students and other HS students as recommended by the TCA administration and homeroom teachers. However, a minimum 2.5 GPA and exemplary behavior is required after the first quarter to maintain Student Council membership.

At present the Student Council at Tacoma Christian Academy consists of high school students organized in at least two need-based groups.

- Elected officers fulfilling normal roles as president, treasurer, and so on.
- Two committees which rotate responsibility to operate the "snack bar".

The TCA Student Council oversees selected student activities throughout the secondary department, grades 6-10 inclusive. Student Council is an integral part of the Capstone Project.

7.03.1

Athletic Eligibility (grades 8-10)

The participation of students in athletics is an important part of TCA, yet we believe that academic achievement is more important than participation in after-school activities. We desire that all of our students realize that academics are a priority over athletics. Athletes are responsible for maintaining a G.P.A. at or above 2.0 (C or 75 %) in each class and must have satisfactory stewardship behavior. If a student athlete fails to maintain this standard, he or she will be in jeopardy of participating. The key factors will include the following: regular homework completeness, effort in class, teachers' and principal's input.
Students in grades 2-7 may have sports practices but should not necessarily expect participation in the organized competitions/tournaments. Regular attendance of the after-school athletics does not constitute a reason to attend athletic competitions with the older students.

Athletic Games:

Participation in athletic games is based on P.E. teacher and coach recommendations. On a regular basis, students are required to attend 80% of all scheduled games. Students who followed all established sport guidelines will receive .25 athletic credit at the end of the school year.

Competitions:

The purpose of athletic and academic competitions is to provide to its schools such activities that enhance students with God-given abilities, gifts, and talents, so the school could provide after school club activities in order to prepare students for the school and state competitions: Bible, Spelling Bee, English, Speech, Math, Science, etc.

SECTION 8: PARENT INVOLVEMENT

8.01.1

Parent-Teacher Conferences

Parent-teacher conferences are held for all students at least two times a year (for details, see section *VI. Grading and Evaluation Standards*). Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial.

8.02.1

Complaint Procedures

If you disagree with a situation in the classroom, see your child's teacher first. If satisfaction is not obtained, then the lead teacher must be contacted. If no resolution is achieved, then contact the school principal or vice-principal. In case there is a complaint against the principal, contact the school office to obtain the phone of the School Board Chairman.

8.03.1

Parent Committee/Parent-Teacher Fellowship (PTF)

The mission of the TCA Parent Teacher Fellowship is **to serve TCA teachers and students through activities, events, and fundraisers as approved by TCA Administration.**

It is the PTF's objective to accomplish this mission by focusing on the following:

1. Providing opportunities for families to fellowship in a small school environment.
2. Providing hospitality for the TCA teachers and staff.
3. Raising money to support TCA's current needs.
4. Encouraging volunteerism and service to the TCA family.

PTF meetings are held on a regular basis.

PTF actively promotes, organizes, and implements school auction fundraisers.

PTF membership and active involvement in volunteerism provides opportunities for parents to fulfill their volunteer program obligations (*see below)* as well as to receive recognition and appreciation of the TCA administration.

8.04.1

Volunteerism – Family Involvement

The school is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement for a minimum of 30 hours per year. (Single parent households are required to volunteer half of the required time.) Students who are in sixth grade or older may help with family hours. Only students in grades 9-12 may fulfill volunteer requirements without their parents' immediate supervision. The value of this time is calculated, determined and approved by the TCA Board of Trustees on an annual basis.

Volunteer hours are recorded at the school office. Please ask the school secretary, homeroom teacher, or classroom mom about how you could work out your Volunteer Hours. * *Additional service hours/lunch duty are added to families who receive the Tuition Assistance.*

8.04.2

Conflict of Interest

Parents and volunteers serving on school committees, participating in school decisions, recommending or providing goods or services, or otherwise acting on behalf of TCA shall disclose any personal, family, financial, or business interest that could influence—or appear to influence—their judgment. When a potential conflict exists, the individual shall not participate in the related discussion, recommendation, selection, or decision unless authorized by the school administration after the conflict has been fully disclosed. All actions must prioritize the best interests and mission of Tacoma Christian

Academy rather than personal benefit.

8.05.1
Annual School Auction (currently on hold due to ADF)
Annual school auction participation is required from all TCA families and serves as a blessing for the students, teachers, parents, and church.

8.06.1
Newsletter
TCA publishes regular newsletters that are sent home electronically (by email, app, website posting). It is the parent's responsibility to read newsletters and be aware of all school activities, events, changes on the calendar, etc., and respond promptly with any questions. In addition, TCA will employ media engines such as Instagram, Facebook, Twitter, Telegram, MailChimp, etc. to facilitate communication with the families.

8.07.1
Social Media and Communication
1. Creation of any groups in Telegram (or any other messaging app) should be authorized by the TCA administration. Either a principal or a principal-designated administrator must have ownership of any TCA-related group.
2. As with any type of communication, messaging in school groups should be with respect to the teachers and TCA staff.
3. Limit your conversations to the hours between 8 am and 5 pm.
4. Urgent posts and questions can be posted between 5pm and 9pm with a heading “urgent.”
5. Gossiping or discussing a person who is or is not a part of the group is not appropriate and goes against the teaching of our Lord Jesus. Avoid such activities.
6. Personal questions (“Can I pick up my child earlier today?”) should be addressed privately with the teacher via text message, email or phone call (not in a group).
7. It is unnecessary to reply to a general announcement with “Got it” or “Thanks.” However, if the post is addressing you personally, you should reply with a short confirmation phrase. For example, “Mrs Smith, I hope we are okay with starting our classroom party at 9:30 AM on Tuesday” - answer: “Yes”

SECTION 9: Emergency Policies

9.01.1
Emergency Preparedness at TCA
TCA has a written Crisis Management Plan that covers lockdown, fire, earthquake, shelter in place, severe weather and other emergencies. Staff train on it every year and students practice age-appropriate drills. For security reasons, we do not publish the step-by-step procedures.

Three things help us most in an emergency: keep your contact and pick-up information current in Alma; stay away from campus unless we ask you to come; and wait for our messages.

9.02.1
Communication with the Families
During an emergency we contact families through the Alma alert system by phone, text and email. We also post updates in the school Telegram groups. Our first message goes out as soon as it is safe to send one, even if we have few details, and updates follow until the situation is over.

We will tell you what we know and say plainly when we do not yet know something. We will not guess.
Please help us reach you:
Keep your phone numbers and email addresses current in Alma. Keep your emergency pick-up list current. We release students only to adults on that list, and we check photo ID.
Rely on messages from the school. News reports, social media and other parents may be wrong while an event is still unfolding.
Do not call or text the office or your child's teacher during an emergency. We need phone lines and staff attention free, and we will contact you.

9.03.1
Lockdown and the Five Safety Actions
TCA uses the Standard Response Protocol (SRP) , the five-action system used by schools and first responders across the country. Students and staff learn the same five words, so everyone knows what to do, and your child can tell you which one happened.

Action	What it means	What we ask of you
Hold	Hallways are cleared and classes continue in their rooms.	Nothing. You will hear from us only if it runs long or affects dismissal.
Secure	Something is happening outside the school. Everyone comes inside, outside doors are locked, and classes continue.	No one can enter or leave until it is lifted. Wait for our message; pick-up may be delayed.
Lockdown	A threat is inside the school or on campus. Students stay in locked, quiet rooms until police or administrators release them.	Stay away from campus, do not call or text your child, and wait for our messages.
Evacuate	Everyone leaves the building for a safer place.	Wait for pick-up instructions (9.08).
Shelter	Students take protective action for a hazard such as an earthquake, severe weather or unsafe air.	Wait for our message.

What to expect in a lockdown

1. No one enters or leaves the building.
2. It may last a long time. Even after a threat is over, police may need to check the building room by room, and lockdowns elsewhere have lasted several hours. Your child is supervised throughout.
3. We will message you as soon as it is safe to do so and keep updating you.
4. Afterward, staff talk with students in age-appropriate ways, and we will tell you how to support your child at home.
5. Pick-up may be at a different time or place than usual (9.08).

Please do

1. Stay where you are and keep your phone with you.
2. Wait for our message with pick-up instructions.
3. If your child contacts you, stay calm and tell them to follow their teacher's directions.
4. Talk about the five actions at home, in words that fit your child's age.

Please DO NOT

- **Come to the school.** The doors are locked, and arriving cars and people slow the police response and put you at risk.

- **Call or text your child.** Your child needs to focus on their teacher, and police ask that phones stay silent.
- **Call or text the office or teachers.** We will contact you.
- **Share unconfirmed information online.** Wait for the school's messages.

9.04.1

Fire and Evacuation

When the fire alarm sounds, students and staff leave the building immediately by assigned routes and gather in a designated area away from the building. Teachers take attendance.
If you are on campus when an alarm sounds, leave the building and move away from it. Do not re-enter.
Fire drills happen at least four times a year. If you are visiting during a drill, follow the nearest staff member.
If the building cannot be reoccupied, we will move students to a pre-arranged off-site location and send you pick-up instructions through the Alma alert system (9.02). Students are released only through the reunification process described in 9.08.

9.05.1
Earthquake
Washington is an earthquake country. TCA teaches students to Drop, Cover and Hold On, the method recommended by FEMA, the American Red Cross and the Washington Emergency Management Division.

- **Drop** to hands and knees.
- **Cover** head and neck; crawl under a sturdy desk or table if one is nearby.
- **Hold On** to the table leg and be ready to move with it until the shaking stops.

Students do not stand in a doorway. In modern buildings, doorways are no stronger than any other part of the structure and do not protect against falling objects.
After the shaking stops, staff will evacuate the building, take attendance and keep students supervised until the building has been inspected. After a strong earthquake this may take many hours, and we may not be able to send messages right away if phone and internet service is down.
If you do not hear from us after a major earthquake, you may come to campus once travel is safe. Bring photo ID; the reunification process in 9.08.1 applies.
Earthquake drills happen at least twice a year, including the Great Washington ShakeOut in October.

9.06.1
Shelter in Place
Shelter in place is used when an airborne hazard — such as a chemical release, heavy smoke or another environmental threat — makes it safer to stay inside than to go outside.
All students and staff go inside, doors and windows are closed, and ventilation systems are shut down to keep outside air out. Students remain supervised in their rooms with quiet activities until emergency officials confirm the air is safe.
No one may enter or leave the building during a shelter-in-place action. If the action is called near dismissal, students stay inside and pick-up is delayed.
We will send you a message through Telegram as soon as the action is called, with updates to follow. Please do not come to campus — the hazard is outside, and driving to the school could put you in it.
Shelter-in-place drills happen once a year.

9.07.1

School Closures

Closures and late starts. The Principal or his/her designee decides on closures or late starts based on road conditions, power, heat and water at the campus. TCA does not automatically follow Tacoma Public Schools' decision because TCA families live across several districts.

Closures are announced by Alma (phone and/or text) and the school Telegram groups. No message means school is open on a normal schedule. Each closure is for one day; the next day is decided separately.

On the second consecutive closure day and after, the school may announce remote learning format.

Early dismissal. If conditions during the day make it necessary to release students early — a prolonged power outage, loss of heat or water, or a weather event — we will send the dismissal time and pick-up instructions through Alma and/or Telegram. Students stay supervised until an authorized adult arrives. Staff remain until the last student has left.

Severe weather during the day. Lightning, high wind or hail will move outdoor activities inside.

9.08.1

<u>Reunification:</u> Picking Up Your Child After an Emergency

After certain emergencies — a lockdown, an evacuation to another location, an earthquake or any event where normal dismissal is not possible — we use a controlled reunification process to make sure every child goes home with the right adult.

Here is what to expect:

1. **Wait for our message.** It will tell you when reunification has started, where to go, and what to bring. The location may be on campus or at another site.
2. **Bring photo ID**. Every adult is checked in, and your identity is verified against the emergency pick-up list on file.
3. **Only authorized adults may take a student.** If someone not on your list comes for your child, we will call you before releasing the student, no matter how well we know the person.
4. **Be patient.** Students are brought to you one at a time by a staff member. This is slower than normal dismissal, but it is how we account for every child.

If pick-up may be delayed, please make sure your emergency contacts are up to date in Alma. Students whose families have not arrived remain supervised by staff. Please review your pick-up list at the start of each school year and any time your family circumstances change.

9.09.1

Safety Drills

Drills teach students and staff what to do so that responses become second nature. They are calm, practical exercises, never a simulation of an attack.

1. **Always announced.** Every drill is announced as a drill before it begins. We do not use surprise scenarios, pretend threats, actors, props or sound effects.
2. **Age-appropriate.** Teachers introduce each action in words that fit the grade level and hold a short conversation afterward.
3. **Frequency.** Fire drills happen at least four times a year. Lockdown, earthquake, shelter-in-place and other drills happen throughout the year so that students practice each action at least once.
4. **Advance notice to families.** At the start of each school year we let you know that drills will happen. We do not announce exact dates.
5. **If your child may be upset.** Please let the principal know before drills begin so we can prepare your child or adjust how they take part.
6. **Medical, mobility or sensory needs.** Please tell the office if your child has a need that may affect how they respond during a drill, so we can plan for it.

Questions about safety procedures can be directed to the Principal, School Manager, or Secretary.