

# Tallahassee Adventist Christian Academy



## STUDENT HANDBOOK

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## MISSION STATEMENT

The Mission of Tallahassee Adventist Christian Academy is to show students that through God all things are possible: by encouraging them to be academically driven, providing a Christ-centered education and emphasizing that all students of TACA are always a family.

## VISION STATEMENT

Tallahassee Adventist Christian Academy develops leaders with Christ-like character, who love learning and providing service to God and humanity.

## PHILOSOPHY

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially.

It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

## VALUE STATEMENTS

As a school Tallahassee Adventist Christian Academy values the following:

1. Shared Christian development between home, church, and school
2. Bible-based teaching from a Seventh-day Adventist perspective
3. Quality staff
4. Excellent teaching through experiential learning
5. Responsible stewardship of assets for today and tomorrow

## OBJECTIVES

**Tallahassee Adventist Christian Academy aims:**

### Academic

To make learning meaningful and practical while pointing to our Creator as the source of wisdom and knowledge. To foster high standards of academic achievement and critical thinking through a rigorous and relevant curriculum. To personalize the teaching/learning environment in a manner designed to help each student maximize his/her spiritual, mental, physical, social, and cultural talents.

### Civic & Cultural

To inspire love and loyalty for their country and respect for recognized authority. To nurture cooperation and interaction with

the local community and/or civic agencies. To encourage appreciation, acceptance, and respect for all people groups.

## Integrate Home, School and Church

To keep parents and constituent churches informed of current events and progress at TACA. To promote and develop the family atmosphere of the school and cultivate and communicate a genuine "church school" environment and develop opportunities for parental contact. To encourage involvement of parents and constituent church members and encourage and cultivate involvement of the TACA students in the Adventist Church by providing opportunities for students to develop leadership skills and encourage their use in the church.

## Physical Health

To learn to live healthy lives remembering that our bodies are the temples of God. To promote the understanding and practice of the principles of healthful living.

## Service

To provide opportunity for service and to develop young people who will be dedicated to serving their God and their fellow men. To teach the pleasures, privileges, and blessing of service to others, and engage in activities designed to foster acceptance of these principles.

## Social

To develop in our students thoughtfulness, kindness, and the ability to think of others first and to help them develop a well-rounded personality and refined social skills.

## Spiritual

To show students that the best way to lead is by example as Jesus did. To lead students to a knowledge and love of God and help them develop a relationship with Christ through Bible studies and baptism. To develop respect and reverence for the Bible. To assist parents and the church in the formation of Christ-like characters in their children. To foster qualities of Christian character: respect, reverence, responsibility, commitment, integrity, and concern for others. To promote, via all aspects of the school program, the unique "way of life" espoused by the Seventh-day Adventist church, including its philosophy, mission, doctrines, structure, and fellowship.

## STATEMENT OF FAITH

Seventh-day Adventists believe a Trinity of three persons - the Father, the Son and the Holy Spirit - make up one God. They made salvation possible when Jesus, the Son, came to earth as a baby in Bethlehem and lived a sinless life in accordance with the Father's will. When Jesus was crucified for the sins of the people and arose from the dead on the third day, victory was won for everyone.

When He returned to Heaven, following the resurrection,

Jesus left the Holy Spirit to serve as our Comforter and Counselor. He promised to return to earth a second time to complete His plan of salvation and take His people to Heaven. Adventists are among the believers who look to that day.

Adventists believe that God, the Creator, is concerned with the quality of human life, and that everything - the way we live, eat, speak, think, interact, and care for the world around us - is part of His plan. Our families, our children, our jobs, our talents, our money, and our time are all important to Him.

## **ACCESSIBILITY**

Because TACA does not have the resources (e.g. personnel, facilities, equipment) to meet the needs of many disabled children, consultation among parents, teachers and the principal must occur prior to admittance. Within its ability to serve, the school will cooperate with parents and other agencies in seeking to provide solutions for the specific needs of disabled children.

## **NON-DISCRIMINATION**

Tallahassee Adventist Christian Academy admits students of any race, sex, color, handicap, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded to students in TACA. It does not discriminate in the administration of its educational policies, its student programs, or any other of its TACA-administered activities except as specified in the "accessibility" previously stated.

## **SCHOOL AFFILIATIONS**

Tallahassee Adventist Christian Academy is a private, non-profit, Seventh-day Adventist school operated by three Seventh-day Adventist Churches (Fellowship, Maranatha and Tallahassee First). It is governed by a School Board and the Florida Conference of Seventh-day Adventists Department of Education.

# **ADMISSIONS**

## **ADMISSIONS CRITERIA**

In being a member of the Tallahassee Adventist Christian Academy family, students and parents must understand and support TACA's Mission Statement, Philosophy, and Objectives. The parents are required to participate in volunteer service and are also encouraged to support the work of TACA's through prayer and financial contributions. The students are expected to follow the behavior guidelines and regulations of the school at all times.

## **ADMISSION PROCEDURES**

New and returning students are required to complete all documents as required by the application process and pay the application fee **prior** to being admitted. Admitted students will be assigned a number by the Finance Committee Chair in consultation with the Principal.

### **NEW STUDENT PROCEDURES**

1. Before completing the application procedure, we request that interested families contact the school by phone or in person. This enables us to better determine your family's educational goals and needs before beginning the application process. Thank you for respecting this policy.
2. Tour of campus - We require you to visit the school if you intend to apply. You will have the opportunity to visit the classrooms, meet the teachers, see the students in the learning environment, and ask questions.
3. Administrative interview with parent and child.
4. Application, Application Fee, and all documentation returned to school.
5. Student testing occurs after application is complete and all documentation is received.
6. Admission Committee review
7. Letter informing parents of Admission Committee review results will be sent.
8. If accepted, appointment with School Treasurer must be made to make financial arrangements.
9. Students granted admission will be on probation for nine weeks before receiving regular status.

Students are enrolled at TACA for one year at a time. Students are invited to return to TACA in succeeding years if they are supportive of school policies and benefiting from the spiritual and academic missions of the school.

### **RETURNING STUDENT PROCEDURES**

1. Complete returning student application and pay application fee.
2. Admission Committee will review attendance, behavior, academics and financial status of each student via an anonymous number system.
3. Letter informing parents of Admission Committee review results will be received in June of each year.
4. If re-acceptance is granted, an appointment with School Treasurer must be made to make financial arrangements.

Admission is closed at the beginning of fourth quarter of the current school year. Students will not be allowed admission to TACA during the fourth quarter unless they are relocating from out of town. No transfers will be accepted from neighboring schools.

## ADMISSIONS CALENDAR

January	Pre-registration
April	Kindergarten Round-up
Beginning June	Returning student acceptance letters will be sent
As process is completed	New student acceptance letters will be sent

## ENTRANCE TESTING

All new students will be given an assessment test in reading and math prior to admission. Testing assists in determining appropriate student placement.

## PLACEMENT

The TACA Admissions Committee is comprised of school board chair, vice chair, constituent pastors, and principal. This group considers placement carefully and has the best interest of each child in mind. It is not our practice to place students above the grade level assigned from the previous school year.

We are committed to small classroom environments. Please be aware that applicants are not assigned a number or position, but rather, we evaluate all applicants for the particular grade or classroom on the basis of varying factors. We review all students considering the needs and abilities of the child, the class dynamics, and our school's mission and program. Academic acceleration and retentions must be approved by the Florida Conference. *These details and decisions are strictly confidential.*

## ENTRANCE AGE

Kindergarten students must be five-years-old on or before September 1. First graders must be six-years-old on or before September 1. (Florida Statute 1003.21)

## WITHDRAWAL

Withdrawal of all students must go through the school office. The withdrawal process begins with an exit interview from administration. A minimum of two weeks is needed in order to secure interim or final grades from the teacher, turn in books and be cleared through the school treasurer. Records will not be released until these steps are completed and there is no outstanding account balance.

## CURRICULUM

### ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development; encouraging, guiding, and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator.

Tallahassee Adventist Christian Academy prepares students for full participation in a dynamic world, promoting relevant and rigorous academics, character development, and social responsibility. TACA utilizes the talents and expertise of dedicated teachers, community professionals, and engaged family members. NAD Standards and National Content Area Standards are met within the curriculum developed by the NAD and implemented the Department of Education of the Southern Union and Florida Conference of SDA.

Programs offered at TACA include instruction in the academic areas of math, literacy, physical, earth and life sciences, health and safety, physical education, and social studies. Other areas of study include religion, computers science, and music. These are taught with the objective of developing character, witness and service abilities, physical and social skills, career and work responsibilities.

**TACA reserves the right to make curriculum changes at any time in consultation and approval from the Florida Conference of Seventh-Day Adventist Education Department.**

## COMMUNITY SERVICE

The home, church, and school work cooperatively to provide students with activities that will bring spiritual and physical blessings to others. Throughout the year, various activities are planned. We encourage families to participate in these outreach activities as time and finances permit.

## HOMEWORK

Tallahassee Adventist Christian Academy considers homework to be a worthwhile use of time outside of the regular school hours. Homework provides students with the opportunity to practice, maintain, enrich, complete, or make up classroom activities. Homework is designed to help develop independent study habits and appreciation for learning.

Homework will emphasize:

**Practice** in basic skills previously taught. For example studying for a test, remedial activities, projects and enrichment activities, which allow students to elaborate on classroom learning. Mastering a skill requires a fair amount of focused practice spread out over time.

**Preparation**, which provides a student the opportunity to begin thinking about a new concept prior to systematically studying it in class.

Reading a variety of books to enhance reading skills is encouraged. Students should read between 10 to 30 minutes each night.

Families should plan for ten minutes of homework times the grade number that they are in. First graders would have 10 minutes of homework, while eighth graders would have 80 minutes of homework time.

If an excessive amount of time beyond these limits is being spent on homework each night, it should be a signal to check with the teacher to see if there is a problem.

It is the student's responsibility to turn in completed work on time. Late Homework will be accepted if turned in no more than one (1) school day late. Work submitted late will result in a 50% reduction in the grade received. After one (1) school day, no late work will be accepted.

Students are allowed 2 make-up days for each day they are absent due to an excused absence. Work or tests missed due to an unexcused absence cannot be made up.

If you are aware your child will be absent from school and would like to get their work ahead of time please ask your child's teacher a week in advance. However, teachers are may not be able to give any or all work to you.

## LIBRARY

The TACA library is available to all students. All students will have access to the library on a weekly basis to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.

# GRADES

## GRADE REPORTS

The school year is divided into four nine-week periods. . At the mid-point (4-4.5 weeks) of a 9-weeks, mid-terms will be sent out indicating the progress of the students. More frequent reports may be issued only if a child has an IEP. At the end of each period, a report card indicating the progress of the student may either be sent home with the student, mailed to the parent, or may be given at the parent/ teacher conference. Final grades are recorded on the student's permanent record. Final report cards and transcripts are mailed pending financial clearance.

## GRADING SYSTEM

The purpose of grades is to accurately reflect individual

student achievement as related to course objectives. Report cards also provide separate feedback on a range of skills including: learning skills, citizenship, behavior, attitude, participation, and efforts, as these components are not a part of the achievement grade.

Kindergarten grades are developmental in focus. Students receive **I**ndependent, **P**rogressing, **N**ot progressing, to indicate the child's mastery of course objectives and skills.

**I** Student knows the skill, is willing to apply the skill appropriately, and has developed self-assessment strategies for the skill

**P** Making progress toward independence of skill, yet is inconsistent in application and may need some assistance

**N** Is not able to execute skill independently, needs extended support and assistance

In first and second grades, a letter grade of **E**xcellent, **S**atisfactory or **N**ot Satisfactory is used to indicate the child's performance. The same letter notations are also applicable in other grade levels for certain non-core classes.

**E** The student consistently demonstrates advanced proficiency of grade level expectations

**S** The student is meeting grade level expectations

**N** The student's growth rate is not meeting grade level expectations

Following is a list and definition of the letter grades used in grades third through eighth.

**A** 90-100% Superior work; which exceeds grade, level expectations and consistently demonstrates mastery above grade level.

**B** 80-89% Above average work that evidences some applications which are above grade level requirements

**C** 70-79% Average work that meets minimum course requirements and consistently demonstrates mastery at grade level

**D** 60-69% Work fails to completely meet minimum grade level requirements, although student is making progress toward mastery

**F** 0 - 59% Failure that indicates lack of application or neglect in meeting course requirements. The student needs

substantial support to meet grade level expectations. S/He is experiencing difficulty and has not yet mastered the skills

INC	An Incomplete may be raised to any grade upon completion of course requirements
WP	Withdraw passing
WF	Withdraw failing

## HONOR ROLL/ PRINCIPAL'S LIST

Students in grades 3-8 will be eligible for Principal's List. In order to make Principal's List, a student must exemplify good citizenship, satisfactory attendance, and have all A's on quarterly report cards in all subjects. Students in grades 3-8 will be eligible for Honor Roll. In order to make Honor Roll, a student must exemplify good citizenship, satisfactory attendance and have A's and B's on quarterly report cards in all subjects with no C's, D's, or F's. Students who earn A's and B's but receive one C on quarterly report card will be placed on Honorable Mention. Students who earn these rewards will receive special recognition.

## ACADEMIC PROBATION

Students with two or more D's or students with one or more F's at the end of the grading period will be considered to be on academic probation for at least four and a half weeks.

Students on Academic Probation need to focus on their class work and therefore will not be able to attend non-academic field trips.

## INCOMPLETE AND FAILURE

A grade of "incomplete" is given when, for legitimate reasons such as illness or other approved emergency, the student is unable to satisfy the requirements of the course. In that case, when the incomplete has been removed, full credit will be given for the work done.

The "incomplete" should be removed within two weeks after the end of the grading period. Failure to do this will result in the recording of an "F" for that period.

An "F" grade may be received for excessive absences. (See Absence Policy)

## STANDARDIZED TEST

### MAP TESTING (Measure of Academic Progress)

The MAP Test is given to students Grades 3– 8 in the fall,

winter and spring of the school year to determine their academic growth .

### D.I.B.E.L.S. (Dynamic Indicators of Basic Early Literacy Skills)

This non-standardized assessment is given three times a year to students in grades Kindergarten through 6<sup>th</sup> to determine their progress in acquiring the early literacy skills and to plan instruction as needed.

**D.I.B.E.L.S. MATH** measures early numeracy and computation for kindergarten through 6<sup>th</sup> grade to determine a student's progress in acquiring math computation and problem solving skills.

### WrAP (Writing Assessment Program)

The WrAP provides a direct measure of writing ability via a writing sample from each student. WrAP uses a six-trait, six-point rubric to provide information that can help target instruction in writing. Students in grades three through eight take this assessment each spring.

## GRADUATION

Students in the 8th grade are required to complete necessary course work and receive a passing grade in each subject before receiving permission to participate in the graduation ceremony. Students receiving grades of "I" or "F" must satisfactorily complete course work necessary to remove such grades prior to graduation. **STUDENTS MUST HAVE FINANCIAL CLEARANCE IN ADVANCE OF GRADUATION.**

## ATTENDANCE

Tallahassee Adventist Christian Academy strongly encourages regularity and promptness in school attendance. All planned absences should be arranged through the school office prior to the absence. Absences that are excused include death in the family, illness, or doctor's appointment (with original doctor's excuse) and Florida or South Eastern Conference sponsored activities. Administration encourages parents and/or guardians not to take their children out of school for vacation or for other reasons that can be avoided.

Days taken off for family vacation, miscellaneous reasons, or to coordinate with other school holidays is considered an unexcused absence. Unless prearranged two weeks ahead of time, make-up work for unexcused absences should not be requested and cannot be made up.

It is recommended that medical appointments be scheduled after school or during vacation. Absences are generally harmful to student progress and may be reflected in their grades.

School begins at 8:00 a.m. If your child will be absent, please call the school office prior to 8:00 a.m. so the teacher may be informed.

Accurate and prompt reports of irregular attendance and truancy are required by law. Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

## ABSENCES

An excused absence gives the student an opportunity to make up any missed work, quizzes or tests. It also provides an extension to turn in homework or other assignments. With unexcused absences students are not permitted to make up any missed quizzes, tests or assignments. In hardship cases, parents may bring a note to the office, requesting that their child be allowed to make up schoolwork due to unexcused absences.

Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. In order to receive an excused absence, students should bring a note from home explaining the absence. In the case of illness lasting 3 or more days or a doctor's appointment, a doctor's note is required. All notes should be turned in to the office no later than 48 hours after the child returns to school.

A student who is absent as many as nine days during a nine week period, for whatever reason, may be given a grade of F (Fail), U (Unsatisfactory), or N (Needs Improvement).

## PRE-ARRANGED ABSENCES

To receive an excused absence for an essential family trip, the parent must request permission to be absent in writing and submit it to administration two weeks in advance prior to the absence. Planned absences should be kept to a minimum. If the parent does not give advance notice, the absence may be counted as unexcused. Missed work will be outlined on the return of the student. Missed work will be provided to the student for the equivalent number of days as the absences. **It is the responsibility of the parent and the student to master missed content and deliver back work.**

## TARDY POLICY

Students are expected to be in their seats and ready to begin class at 8:00 a.m. Students are to go to the office door to obtain a tardy slip if arriving after 8:00am (if no one is in the office, students are to go to their classroom doors). Three (3) tardies are equal to an absence. When five unexcused tardies are accumulated per nine weeks, a fine will be charged (\$5 for the first five tardies and \$2 for each tardy after five per child.) these charges will be placed on your bill.

A student who is tardy sixteen days or more during a nine week period, for whatever reason, may be given a grade of

F (Fail), U (Unsatisfactory), or N (Needs Improvement).

All excuses for absences or tardies should be in written form from the parent or guardian. A student arriving after 11:30 a.m. will be considered absent for the day.

## PERFECT ATTENDANCE

Students are encouraged to have good attendance with minimal tardiness and absences. Students with no absences, tardiness or early dismissal days (excused or unexcused) will be recognized.

## EARLY STUDENT PICKUP

All parents coming during school hours to pick up students should come directly to the office. The office personnel will be responsible for calling the student from class. The individual picking up the child should complete the early pickup logbook in the office. If no one is in the office, please proceed to your child's outside classroom door and your child's teacher will be able to assist you.

If a student must leave school early, a written note stating the reason is to be brought from the parent and turned into the teacher before school begins. This is a courtesy, which allows the teacher to plan his or her day. The school attendance register is marked appropriately according to the time when the student leaves. Please note early pick up could affect the child's attendance record (see Attendance and Tardy Policy).

## PARENT INVOLVEMENT

Parents play a vital role in the educational process of Tallahassee Adventist Christian Academy. Parents visiting the campus or school events are asked to set an example for students in their conduct, speech, and dress. **Smoking on campus is prohibited.**

Research shows that parental involvement in their children's education can result in a variety of positive outcomes including greater interest in school, better attendance, enhanced teacher-child relationships, and increased self-esteem.

## VOLUNTEER SERVICE

Tallahassee Adventist Christian Academy welcomes and encourages parental involvement. The administration, staff and faculty appreciate all parents who volunteer their time and service. All school volunteers must complete the Volunteer Screening Form. Parents working directly with students must have a criminal background check on file. Volunteers must sign in at the office and be given an identification badge.

## PARENT REQUIREMENT

## VOLUNTEER

Parents are required to volunteer 20 hours a year, to assist in various volunteer areas that will aid both students and teachers such as: room parents, field trip chaperones, classroom aides, monitors, club sponsors, tutors, special activities, library aides, publication editors, school committee members, and athletic helpers. If a parent does complete their hours they will be fined \$10 per hour missed.

Open House is held at the beginning of the year to allow the parents to meet their child's teachers and review classroom expectations.

Parent/Teacher Conferences are held at the conclusion of the first and third quarters to review and distribute report cards and other pertinent data. Parents are required to attend. Parent/Teacher Conferences may be scheduled by appointment as parents or teachers deem necessary.

## HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association. The goal of the Home and School Association is to promote Christian education, raise funds for the school, be a liaison between the home and the school, and to provide assistance as needed with school programs.

## COMMUNICATION

### SCHOOL VISITATION PROCEDURE

All visitors and parents are required to register in the office and receive a visitor's pass.

If a parent wishes to visit or conference with a teacher, an appointment must be made. The teacher is required to give full attention to their students immediately before, during, and immediately after school hours for supervision and instruction.

Deliveries of messages and lunches will be handled from the office to provide as little disruption as possible.

### SCHOOL REMIND

TACA will send text messages through the program REMIND on a regular basis which will give important upcoming dates and information. Other information will be posted on TACA's Facebook page.

All parents are required to sign up under the REMIND link provided by the teacher and school during first week of school..

### TELEPHONE

Tallahassee Adventist Christian Academy tries to minimize disruptions to the students learning process. If a parent needs to get a message to their child, the office will pass that message along. If students need to get in touch with parents they must get permission first from the classroom teacher then from the office personnel; all attempts will be made to help students resolve the issue before a phone call is made.

## GRIEVANCE PROCEDURES

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When a problem arises between parents and teachers, the following reconciliation procedures, based on Matthew 18 and 1 Corinthians 6, should be used for resolving the problems.

**Step One.** The parent should first talk, privately and confidentially, with the teacher and attempt to resolve the problem.

**Step Two.** If the problem is not resolved, the parent should ask the principal to become involved.

**Step Three.** If the problem still is not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.

**Step Four.** If the problem still is not resolved, the parent may request a hearing by the school board.

**Step Five.** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution.

**Step Six.** If the problem still is not resolved, the matter may be taken to the Florida Conference K-12 Board. The decision at this level shall be considered final.

## FINANCIAL INFORMATION

**The following fees are listed on**

**[www.tallyaca.org](http://www.tallyaca.org)**

### REGISTRATION FEE

The registration fee is charged each year for all students (K-8th grade). It includes the cost of student accident insurance, textbook fees, library fees, testing and administrative expenses.

### TUITION

TACA will only receipt tuition payments in advance for the full year or for a semester. All other charges (aftercare, tardy fees, etc.) will be billed by TACA.



## **TUITION DISCOUNTS**

A monthly discount is given to families with more than one student enrolled in the school. Parents who pay tuition in full at the beginning of that school year are also given a discount.

## **TUITION REFUND**

Students withdrawing from school within the first 15 days of a month will be charged just half a month's tuition. Anyone withdrawing after the fifteenth will be charged for the full month.

## **MISCELLANEOUS COSTS**

After Care  
Hot Lunches  
Field Trips  
Tardy Fees  
School pictures  
Other additional activities

## **CONTRACTED STATUS**

Financial arrangements are contractual between TACA and the parent/guardian. Any requests for changes are to be made in writing and submitted to the School Treasurer.

## **TEXTBOOKS**

Reusable textbooks will be rented and consumable books/workbooks sold to the students. The price of these books is covered in the registration fee. Students will be billed the replacement cost of lost or damaged books.

## **WITHDRAWAL**

Tallahassee Adventist Christian Academy reserves the right to withhold transcripts due to unpaid accounts.

## **RETURNED CHECK**

There is a \$25.00 fee charged for all checks that are returned by the bank.

## **OVERDUE ACCOUNTS**

If an account is one month in arrears, a student will be placed on administrative suspension until the account is brought to a current status. After two weeks, students will be administratively withdrawn from school with no registration fee refunded. All final grades, student information and scholastic records will be held until the balance is paid in full.

Students who have unpaid accounts remaining from the previous school year will not be re-registered until the account is paid. Students owing an account to another school will not be admitted to TACA until the account has been paid.

## **STUDENT CONDUCT**

School is a place for learning. Students are expected to behave in a way that allows themselves and others to learn. The goals of this discipline policy are as follows:

1. Create a positive learning/teaching environment
2. Encourage responsible behavior
3. Lead each student to become a self-governing individual
4. Maintain respect for staff, peers and self
5. Instill a desire for Christian behavior
6. Reflect the principles of TACA
7. Ensure the safety of staff and students
8. Abide by the student conduct code and school policies at all school-related activities

## **PROHIBITED ARTICLES**

Tobacco in any form, alcoholic beverages, illicit drugs, narcotics, knives, guns, matches, mace, explosives of any kind, fire crackers, ammunition and pornographic materials are prohibited articles. Any student in possession of any one of these articles will be suspended from school and brought to the School Board for possible dismissal from TACA.

Other prohibited articles include skateboards, playing cards, gang-related paraphernalia, personal listening devices, hand held game devices, tablets and/or laptops. These are not permitted on school property or at school activities and will be confiscated and/or disposed of.

Cell phone usage is prohibited on school property. If student has a cell phone it is to remain in the school office at all times. Any cell phone being used during school hours will be confiscated and given back to the student's parent.

TACA is not responsible when prohibited devices are lost or broken at school.

## **PROPERTY SEARCH**

Personal property, lockers and students shall be subject to search when, in the opinion of the administration, such is necessary. By enrollment of the student, his or her parent or guardian understands this rule and consents to its enforcement.

## **SUBSTANCE ABUSE**

The goal of TACA is to provide an environment that stimulates academic and spiritual growth. Substance abuse interferes with a student developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a drug-free policy, on campus and off-campus, which include but are not limited to:

1. Being under the influence of mood-altering substances, alcoholic beverages or illegal

- drugs.
- 2. Possession of drug-related paraphernalia
- 3. Abuse of prescription or over-the-counter drugs by any student
- 4. Selling or distributing drugs
- 5. Possession or use of tobacco

Any infraction of this policy will result in disciplinary action including dismissal from TACA.

## **BULLYING**

TACA believes that all students have the right to a safe and healthy school environment. As a school and community, we have an obligation to promote mutual respect, tolerance, and acceptance. TACA will not tolerate behavior that infringes on the safety of any student.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and those who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Students should keep mind that bullying can also take place on social media outlets and therefore need to be mindful of what they post on such sites.

TACA expects students, parents, and/or staff to immediately report incidents of bullying to administration. Each complaint of bullying will be promptly investigated. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

## **SEXUAL HARASSMENT**

The goal of TACA is to provide an environment that stimulates academic and spiritual growth. Sexual harassment interferes with a student's developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a "hands-off" policy on campus and at off-campus school-related activities that include but are not limited to:

1. Inappropriate touching
2. Making comments of a sexual nature in the

- classroom
- 3. Unwelcome sexual advances
- 4. Engaging a student in a sexually oriented conversation
- 5. Requests for sexual favors
- 6. Other verbal, nonverbal, or physical conduct of a sexual nature

The concept of "legitimate nonsexual touching" is recognized. Sexual harassment does not include acts such as hugging a student who has achieved a goal or consoling a student with an injury or disappointment.

Due to the tender age of TACA students, the school will not condone or encourage any exclusive relationships between students.

## **DISCIPLINE POLICY**

**Students should have** respect for self, teachers and other students, and for property is the expectation for students at TACA. Any behavior that reveals a lack of respect is defined as disruptive behavior since such behavior seriously impairs or severs relationships and produces a negative learning atmosphere.

Students are expected to be at the appropriate place and time to receive instruction. A consistent breach of these expectations is defined as distractive behavior. At the beginning of each school year, classroom procedures will be distributed to parents and students.

## **DEMERIT SYSTEM**

The teachers, staff, and administration work with each student to meet these guidelines. **All demerits reset at the end of each 9-weeks** However, a student who does not respond to the redirection given and chooses to make other choices will receive the following consequences for their actions:

### Consequences of Actions

#### Accumulation of 1 – 2 Demerit Points

- 1 lunch detention.
- RenWeb report sent home.
- Conference with student and warning.

#### Accumulation of 3 Demerit Points

- 1 lunch detention
- RenWeb report sent home.
- Conference with student and parent.

#### Accumulation of 4 Demerit Points

- 2 Lunch detentions
- RenWeb report sent home.
- Conference with student and parent.

#### Accumulation of 5 Demerit Points

- Out of school suspension (OSS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.

#### Accumulation of 6 Demerit Points

- Out of school suspension (OSS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.
- Loss of field trips, overnight class trip, Outdoor Education (Grades 5& 6) or Graduation (Grade K, 5 & 8) at the discretion of Administration.

#### Accumulation of 7 Demerit Points

- Out of school suspension (OSS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.

#### Accumulation of 8 Demerit Points

- Out of school suspension (OSS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.
- Additional loss of field trips, overnight class trip, Outdoor Education (Grade 6) or Banquet (Grade 8) at the discretion of Administration. Review for possible denial of acceptance for the next school year.

#### Accumulation of 9 – 12 Demerit Points of More

- Out of school suspension (OSS), number of days to be determined by Administration.
- Conference required with student and parents to determine status at TACA, including but not limited to:
- 10 Demerit Points: Loss of the privilege to participate in Graduation services.
- 10 Demerit Points: Review for possible denial of acceptance for the next school year.
- 12 Demerit Points: Review for possible immediate withdrawal from TACA or expulsion.

10 Demerit Points: Loss of the privilege to participate in Graduation services.

10 Demerit Points: Review for possible denial of acceptance for the next school year.

12 Demerit Points: Review for possible immediate withdrawal from TACA or expulsion.

Please note: Students suspended for any disciplinary action will be required to complete all class assignments as arranged with the teachers.

### **Demerit Points are given as listed:**

Possession of or involvement with weapons Students found in possession will be brought before the School Board which may include immediate withdrawal or expulsion.

Possession of or involvement with drugs/alcohol/tobacco or

related paraphernalia. Students found in possession will be brought before the School Board which may include immediate withdrawal or expulsion.

Bullying/Gang Behavior 7 – 9 points Students found in such behavior will be brought before the School Board which may include immediate withdrawal or expulsion.

Sexual Harassment/Obscene Behavior 7 – 9 points/Asked to withdraw or expulsion.

Stealing or receiving stolen property 7 – 9 points.

Instigating or participating in physical altercations 4 – 9 points.

Defacing or destroying school/private property 4 – 9 points, may require restitution.

Truancy/Off school property 4 – 9 points.

Disrespectful and/or Defiant to adults 4 points.

Unsafe/Disruptive classroom or campus behavior 4 points.

Vulgar Language/Profanity 4 points.

Cheating/Plagiarism 3 points, loss of credit for assignment/test.

Public display of affection (PDA) 1 point, lunch detention

Possession of banned electronics 1 point Lunch detention.

School uniform dress code violation 1point Lunch detention.

## **MERITS**

Merits points will be awarded for good behavior.

## **RECOMMENDED ACTIONS**

Inappropriate behavior can result in the following recommended actions-

**Disciplinary Referral Form (DRF):** is a form designed to identify and deal with inappropriate behavior during school or school events. Students are given an opportunity to describe the event, then the teacher will describe event, in some instances the principal or designee will also provide a statement and recommend consequences for student behavior. In most cases, parents will be asked to sign the form and return it to school the following day.

### **Out of School Suspension:**

Is the process of removing the student from the school to allow him/her time to consider his/her behavior and how it may be corrected. The student will be able to obtain assignments either from the teacher or through RenWeb. All work will be due upon return to school. When the student

returns to school, he/she will meet with his/her teachers to discuss past behaviors and the expectations for the remainder of the year

**Silent Lunch Detention:** Lunch detention is a disciplinary action instituted to remind students of their responsibilities as developing citizens and to prompt them to remember the importance of proper behavior and decorum. These are quiet times for reflection, no talking or school work is permitted. Each student will complete a Reflection sheet and turn it in at the end of the Lunch Detention

**Probation:** Probation is considered major discipline. During this period a student's academic performance and/or behavior will be closely monitored. Repeated violations will result in further discipline. Each individual is treated separately and probation may vary considerably. If it is necessary for a student to be placed on probation, the details will at that time be explained.

**Expulsion:** If a student's behavior makes it necessary, he/she will be referred to the School Board for possible expulsion.

## DISCIPLINE COMMITTEE

The Discipline Committee consists of members of the TACA faculty.

The Discipline Board is comprised of Board Members, the Principal and the teacher involved.

## CORPORAL PUNISHMENT

The use of corporal punishment is not an approved method of discipline at Tallahassee Adventist Christian Academy.

## TECHNOLOGY

TACA is proud to give computer access to its students via our computer lab and classroom computers. This access is a privilege, and its purpose is for education and academics. All students must abide by the following policies at all times.

1. Users are to respect and treat all technology with care.
2. Students may not use computers without teacher supervision.
3. Students must follow the classrooms and/or computer lab rules.
4. Users are not to move, disassemble, disconnect, or attempt to repair any hardware. If there is a problem with the computers it must be reported to the computer teacher.

5. Users are not allowed to install, copy, store or transfer software or apps to TACA equipment. If you have a need for special software please consult with the computer teacher.

6. Users must respect the privacy of others. No accessing, copying, deleting or modifying someone else's files without their consent.

7. Any inappropriate material willfully accessed, downloaded, transferred or otherwise brought on campus and/or school related activities will result in disciplinary action.

8. Students are not to give out personal information about themselves, peers, faculty, staff, family members, or anyone else.

9. Users may not use chatting, messaging services, or social websites without permission from TACA staff.

TACA uses content filtering to protect our users from inappropriate material, malicious software, etc. However, no filter is 100% effective, therefore users must use caution when using the internet.

Violations to this policy could result in immediate disciplinary action and/or partial or complete suspension of computer privileges. TACA reserves the right to suspend privileges of any user at its own discretion.

From time to time a student may be given permission by teachers to bring his/her own device. While on campus or school related activities, the student must observe all TACA policies and rules and only use the device at the specified time and purpose. If devices are misused, TACA reserves the right to hold onto the device for the student, or take any other appropriate action.

## DRESS CODE

Dress should be modest and void of a sloppy or careless appearance. The Administration reserves the right to interpret these dress guidelines.

Uniforms are available online at school store [www.cookieskids.com](http://www.cookieskids.com) \*search school code: TACA\* or in person at G. Willie's Uniforms in Tallahassee.

**Shirts** Navy blue or burgundy polo shirts with TACA logo.

**Pants** Navy blue or khaki dress pants. No cargo pants. Pants are to be worn above the hips and sized properly.

**Chapel** Chapel is once a week. On Chapel days students are to wear a light blue, short or long sleeve button down shirt with the TACA logo. Boys wear a necktie and Girls wear a criss-cross neck tie. Boys wear khaki pants. Girls wear a khaki skirt or pants.

Black dress shoes with black, white or navy blue socks or stockings. Blazers or button down Sweaters are allowed but must be navy blue with the TACA Logo. NO SHORTS ARE ALLOWED.

**Belts** Solid navy blue, black, or brown. If pants or skirt has belt loops, a belt must be worn.

**Shorts** Navy blue or khaki. No cargo shorts. Acceptable lengths are two-inches above the knee to just below the knee. No lengths extending to the mid-calf.

**Skirts & Skorts**

**Jumpers** Navy blue or khaki that match the style on TACA's uniform list at G Willie's Uniforms or Cookie's Kids. Navy blue/white plaid skirt or skort on TACA's uniform list at G Willie's or Cookie's Kids. Acceptable lengths below the knee or longer. Jumpers must have the TACA logo on the front in order to be in uniform compliance.

**Shoes** **Indoor:** Closed toe/heel dress shoes in solid color black..  
**Outdoor:** Closed toe/heel athletic shoe.

**PE** Solid navy blue athletic shorts or pants, grey plain t-shirt (no wording), tennis shoes. During winter plain navy blue, black or grey long exercise pants may be worn. The PE uniform is required for grades 3<sup>rd</sup> -8<sup>th</sup> .

**Cosmetics** Natural, modest is acceptable.

**Jewelry** Jewelry, except for a watch, is not to be worn.

**Hair** Hair should be clean, well managed and normal/ natural/ acceptable color and style.

**Outerwear** **Indoor:** Solid knit navy blue blazer, sweater or fleece with TACA logo. TACA sweater or fleece available at G Willie's Uniforms. No hoodies are allowed.

**Sunglasses, head coverings, hats, caps and coats are not allowed to be worn inside any building.**

**Students not adhering to the dress code will be issued a warning for the first two offenses and will start receiving demerits for any additional offenses.**

## STUDENT HEALTH & SAFETY

### STUDENT ILLNESS/ACCIDENT

Parents must not send their child to school if he/she has been vomiting, has a temperature above normal, is suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, lice, flu, etc.) or has not sufficiently recovered from an illness. A 24-hour wait period after the temperature has returned to normal is recommended before allowing the student to return to school.

If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. He/She will be sent to the office and a parent will be notified. Be sure to notify the office of any change in work or emergency numbers to insure contact. If your child is not feeling well before school, keep him/her at home. Many illnesses are contagious and in fairness to all, sick children belong at home.

Parents will be notified about a child's serious illness and decisions for care will be provided by school staff.

## PRESCRIPTIONS

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. At times, a physician will instruct a parent to use an "over-the-counter" medication or a parent will know the symptoms and realize that an "over-the-counter" medication will help their child's illness. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

1. School Medication Authorization Form, available in the office, stating the child's name, medication, dosage, time to be administered, and parent signature, must be completed for all prescription and non-prescription medications (including cough drops and lozenges).
2. The medication **must come to school in the prescription bottle or manufacturer's package, including a dosage instrument.**  
Medication must be carried directly to the office. Medication may not be kept in the student's lunch box, locker, or on his person, including cough drops and lozenges. This is a violation of Florida law.
3. Medication records become a part of the student's cumulative records.
4. Parents of students with known medical conditions need to provide the school office with proper medication (i.e. asthma inhalers).
5. Fever reducers will not be allowed.

## INSURANCE

Tallahassee Adventist Christian Academy carries accident insurance on each child enrolled. The cost of this insurance is included in the registration fee. The school is responsible

for only the amount covered by this accident insurance. Parents are urged to carry additional insurance to supplement the amount covered by the school.

## **D.C.F. REGULATION**

The State of Florida Department of Children and Families requires school personnel to carry on a program that will be safe for all children at all times. The staff members are required by law to report any suspected incidents of child abuse to the nearest DCF child abuse center.

## **FIRE DRILLS & OTHER DISASTERS**

Fire drills are conducted regularly. Procedures for other disasters can be obtained from the school office.

## **LEAVING THE SCHOOL PROPERTY**

Because of the need for student protection and the school's general liability, no student is permitted to leave the school property at any time after arriving on the school grounds and before dismissal at the end of the day without making satisfactory prior arrangements at the office and with the teachers directly involved. Pick-up person must be documented in writing.

## **SCHOOL CLOSINGS**

Disasters that require the closing of school will be handled through television and radio stations. Messages concerning school closings will normally be announced early in the morning of each closing.

TACA will follow the decisions for closing made by the Leon County School System. Parents will be notified if TACA re-opens before Leon County Schools.

Information regarding school closure can be heard on radio station and local television stations. We will make every attempt to update our website: [www.tallyaca.org](http://www.tallyaca.org) or TACA's [Facebook page](#) with current information.

## **STUDENT DIET**

The diet of a student has an important influence on learning. Parents need to provide a balanced breakfast and nutritional lunch. The Adventist Church follows the rules provided by God in Leviticus 11 and Deuteronomy 14 in regards to types of foods we are to eat. Specific meats such as: pork (pepperoni, pork chops, etc.), shellfish (shrimp, crab, lobster, etc) are prohibited from campus.

# **GENERAL INFORMATION**

## **AFTER SCHOOL CARE**

Parents are required to pick up their children at dismissal time or enroll them in the after school care program. The program provides supervision for children who cannot be picked up when classes are dismissed. Aftercare begins at 3:20 p.m. Monday - Thursday and at 2:20 p.m. on Fridays and ends at 6:00 p.m., Monday-Thursdays and at 5:30 p.m. on Fridays. There is a late pick-up fee of \$15 per 15-minute interval after 6:00 p.m., the same charge after 5:30 on Fridays or 5:00 during daylight savings time.

## **BEFORE SCHOOL CARE**

For the convenience of those parents who have to go to work early, the school offers Before School Care starting at 7:30 a.m. No supervision is available before 7:30 a.m., therefore parents arriving before 7:30 a.m. must stay with their child until the supervision team is on duty at the designated waiting area. Students are not to wait in front of the school unsupervised. Students attending this program are required to remain in the designated area and remain under supervision of the assigned personnel until dismissed. Students are to be in a supervised area at all times. Failure to be in a supervised area is grounds for dismissal.

## **DISMISSAL PROCEDURES**

Any student not picked up by the end of the dismissal period is required to go to the After School Care program (additional Aftercare fees apply). Students will not be permitted to remain in any area of the school unsupervised.

## **CHAPEL**

Chapel programs are conducted weekly for all students, teachers, and staff. Teachers, students, and special guests lead in the programs. The purpose of chapel is to unite our school family as we share in academic, spiritual and social activities. Parents are welcome to attend.

## **LOCKERS**

All TACA students will be assigned locks each year. Students may not bring their own locks from home. Lockers are to be used only for storage of backpacks and clothing. At the end of the school year, lockers must be cleaned and left unlocked. Lockers not cleaned will be assessed a \$20 cleaning fee.

## **LOST AND FOUND**

The school will hold lost and found items for a two week length of time. However, after time and effort is made to identify the owner, the items will be given to a local Thrift Store.

## **PERSONAL PROPERTY**

The school is not responsible for money or other valuables

kept by the student at school.

## **CHANGES TO HANDBOOK**

In order to serve the best interest of the school, its students and its standards, TACA reserves the right to make changes to this Student Handbook at its discretion.

















