



**The Ark Christian Academy Handbook
2024-2025**

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Student / Parent Handbook Table of Contents

<p>TACA Purpose and Mission: Page 2 Student Goals-----2 Academic Philosophy-----2 Statement of Faith-----3-4 Statement of Christian Lifestyle-----4 Core Beliefs of the Assemblies of God-----4</p> <p>School Information: Page 5 Contact Information-----5 School Hours/Lunches-----5 Non-Discrimination Policy-----5</p> <p>Admissions: Page 6 General Policy-----6 Procedure for New Students-----6 Re-Enrollment-----6 Withdrawals-----6</p> <p>Financial Policies: Page 7 Tuition Charges-----7 Tuition Policy for ESA Students ----- 7</p> <p>Academic Policies: Pages 7-10 Curriculum-----7-8 Bible----- 8 Report Cards & Progress Reports----- 8 Honor Roll-----8 Homework-----9 Promotion-----10 Parent Conferences-----10 Standardized Testing-----10 Physical Education-----10</p> <p>Complaint Policy: -----Page 10</p> <p>Attendance Policies: Pages 10-11 Tardy-----10 Absences-----11</p>	<p>Campus Policies: Pages 11-12 Arrival-----11 Dismissal-----11 Closed Campus-----11 Leaving Early Check-Out-----11 Leaving School Campus-----11 Student Drivers-----12 Bicycles, Skateboards and Scooters-----12 Lost and Found-----12 Multi-Media / Social Media-----12 School and church property-----12</p> <p>Classroom & Discipline Policies: Pages 12-15 Classroom Conduct-----12-13 Discipline-----13 Elementary Discipline Procedures-----13 Upper-Level Discipline Policy-----13-15 Couples-----15</p> <p>Dress & Appearance Policies: Pages 15-16 Uniform for Girls-----16 Uniform for Boys-----16 Uniforms-----16</p> <p>Emergencies & Illnesses Policies: Page 17 Fire Drill-----17 Health & Wellness Policy-----17 Lice-----17 Medications-----17</p> <p>General Policies & Information: Pages 17-18 Church Attendance-----17 Field Trips-----18 Parties-----18 Yearbook-----18</p> <p>Our Commitment: Page 18</p>
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TACA PURPOSE & MISSION

- **The purpose** of The Ark Christian Academy is to educate and train the whole student: spiritually, intellectually, socially, and physically. TACA desires to send out young people onto the earth who will be a light in this dark world.
- **Our mission** is to assist parents in educating and equipping their children to develop a heart for God, to cultivate a sound biblical worldview, and to prepare students to positively impact this world for Jesus Christ.

THE ARK CHRISTIAN ACADEMY STUDENT GOALS

1. Spiritual Strength: Serving Christ with Our Lives (Ephesians 2:10, Romans 12:1)

- Knowledge of the Word of God enabled by the Holy Spirit, thinking biblically. (2 Timothy 3:16-17)
- Ability to internalize the Word of God for spiritual growth and Christ-like character. (James 1:22)
- Practice of the normal Christian life and the application of a conservative, Christian worldview (James 1:22)
- Guard against deception from today's worldview (Colossians 2:6-8)
- Be in awe of the creator and understand God's character. (Proverbs 9:10)

2. Academic Agenda: Serving Christ with Our Mind (2 Corinthians 10:5)

- Thorough knowledge of each academic subject
- Ability to analyze, synthesize, and summarize academic data and adequately prepare to continue one's education at the high school and collegiate level.
- A rigorous, sharp mind that practices the habit of learning throughout one's lifetime—i.e., a life-long learner who is a true critical thinker, ready to defend and speak the truth.
- Responsibility and reflectiveness of one's actions while maintaining a proper and balanced view of one's own self.

3. Social Skills: Serving Christ with Others (Romans 12:4-8, Matthew 22:39)

- Knowing the differences that make each of us unique and a worldwide view that binds us together in true unity through Christian love, one for another.
- Ability to rightly relate with family, fellow students, the local church, and the community at large.
- Practicing kindness, gentleness, and sacrificial love throughout the different spheres of a student's life

4. Physical Pursuits: Serving Christ with Our Bodies (Romans 12:1)

- Knowing and understanding/discerning healthy and non-healthy habits
- Ability to see the profit in physical exercise and to develop good exercise habits.

5. Artistic Abilities: Serving Christ with Our Gifts (Ephesians 2:10)

- Students are encouraged to cultivate their God given gifts in the arts, and other areas during their enrichment classes and beyond.

ACADEMIC PHILOSOPHY

- It is our goal to help every student enrolled at The Ark Christian Academy to reach and maximize academic achievement. TACA strives to be an extension of the family in educating children in an atmosphere of high academics, strong moral standards, and full surrender to the Lord's leading. Attendance at TACA is a privilege not a right. This privilege may be forfeited by any student who does not exhibit full cooperation in their actions or attitudes.
- The Ark Christian Academy is not a reform or remedial school. We require each student to display a good attitude, and willingness to work. We also require full support from parents. We want to model healthy family and community relations with your help. Students who have had academic or disciplinary problems in the past may be accepted on a probationary period.
- We teach a reading program based on phonics. The curriculum also includes core classes such as **mathematics, social studies, Science, Math, Language Arts, and Bible**. Students will be taught in a biblical rich environment in which they will be able to explore different subjects that are submerged with God's word. We want to nurture children to think critically and to love learning. In addition to the core subjects, students may engage in physical education, art, music, and other enriching activities.
- Spiritual, ethical, and moral standards are intertwined in all we teach. We stress patriotism, respect for others, and apply fair, firm, and consistent guidance to each student.

STATEMENT OF FAITH

The following comprise the Scriptural beliefs of Monte Sinai Church, the school, and its members.

- 1) **The Holy Scriptures.** We believe the Holy Scriptures of the Old and New Testament to be the verbal and inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed and, therefore, are the final authority for faith, conduct, and practice. (2 Tim. 3:16-17; 2 Pet. 1:20-21; Psalm 12:6-7)
- 2) **The Godhead.** We believe in one triune God, eternally existing in three persons—Father, Son, and Holy Spirit—each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; John 14:10, 26; 2 Cor. 13:14)
- 3) **The Person and Work of Christ.** We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5)
We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom. 3:24-25; Eph. 1:7; 1 Pet. 2:24; 1 Peter 1:3-5)
- 4) **The Eternal State.** We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6) We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body are reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)
- 5) **Creation.** We believe that God created the universe in six literal, 24-hour periods. We reject these unscriptural theories of origin: Evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution. (Gen. 1-2; Ex. 20:11)
- 6) **Civil Government.** We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)
- 7) **Salvation and Sanctification.** We believe that all the redeemed, and that salvation is obtained once someone has repented their sins, and accepts by faith, God's forgiveness offered through Jesus Christ. (Acts 3:19, Romans 10:9-13) In addition, Holy Spirit gives internal security that he has been made a son of God. (Luke 15:7) As of that moment, that saved one needs to live a new life, righteous and holy. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15) Sanctification is a state of grace wherefore a believer enters into when accepting Jesus, this includes separating from all worldliness and consecrate to God, practicing a life of moral purity through the work of Holy Spirit. (Colossians 3:1, Ephesians 1:13, 1 Cor. 6:11)
- 8) **The Church.** We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27) We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1, 4; 1 Cor. 3:9, 16; 5:4-7, 13; 1 Pet. 5:1-4)
We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church. (Matt. 28:19-20; Acts 2:41-42; 8:36-38; 1 Cor. 11:23-26)
- 9) **Separation.** We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances and future bodily markings. (Lev. 19:28; Rom. 12:1-2; 14:13; 1 Cor. 6:19-20; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11)
- 10) **Human Sexuality.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. (Leviticus 18:22-23) We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography, and anything of the same nature, are sinful

perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

- 11) Abortion.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies are acceptable due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother.

STATEMENT OF CHRISTIAN LIFESTYLE

- The school reserves the right to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities and conduct of the student are counter to or are in opposition to the biblical lifestyle taught at Monte Sinai Church.
- The Ark Christian Academy is an educational ministry of Monte Sinai Church of the Assemblies of God and reflects the spiritual and moral beliefs and philosophy of the church.

CORE BELIEFS OF THE ASSEMBLIES OF GOD

Salvation Through Jesus Christ

Salvation is deliverance from spiritual death and enslavement by sin. God provides salvation for all who believe and accept His free offer of forgiveness. Mankind's only hope of redemption from the fallen sinful state is through the blood of Jesus Christ, God's Son—blood that was shed as Jesus died on the cross. [The account of the crucifixion of Jesus is recounted by four of His contemporaries: Matthew (chapter 27), Mark (chapter 15), Luke (chapter 23), and John (chapter 19).] (Luke 24:47; John 3:3,16,17; Rom. 8:16; 10:13-15; Ephesians 2:8,9; 4:24; Titus 2:11-12; 3:5-7)

Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers. (Isa. 53:4,5; Matt. 8:16,17; James 5:14-16)

Baptism in the Holy Spirit

All believers are entitled to receive the baptism in the Holy Spirit, and therefore should expect and earnestly seek the promise of the Father, according to the command of our Lord Jesus Christ. This was the normal experience of all believers in the early Christian church. With the experience comes the provision of power for victorious Christian living and productive service. It also provides believers with specific spiritual gifts for more effective ministry. The baptism of Christians in the Holy Spirit is accompanied by the initial physical sign of speaking in other tongues (unlearned languages) as the Spirit of God gives them audible expression. (Luke 24:49; Acts 1:4,8; 2:4; 8:12-17; 10:44-46; 11:14-16; 15:7-9; 1 Cor. 12:1-31)

The Second Coming of Christ

All Christians who have died will one day rise from their graves and will meet the Lord in the air. Christians who have not yet died will be raptured or caught up with them, to be with the Lord. Then Christians of all ages will live with God forever. The scriptural truth of the Lord's soon re-turn is "the blessed hope". (Romans 8:23; 1 Corinthians 15:51-52; 1 Thessalonians 4:16-17; Titus 2:13)

***If parents disagree or oppose any of the above beliefs, it would be advisable for them to choose another school.*

SCHOOL/CONTACT INFORMATION

Administration

Pastors Marcos and Enriqueta Flores
Directors Cande and Martha Fraijo

Email

csfraijo.tacasmt@gmail.com

Staff

School Secretary Alexia Padilla thearkchristianacademysmt@gmail.com

School Teachers

- | | | |
|---|-----------------------|--|
| ● Kindergarten | Teresita De Los Reyes | tldr.tacasmt@gmail.com |
| ● 1 st —2 nd Grade | Leticia Roque | lroque.tacasmt@gmail.com |
| ● 3 rd —5 th Grade | Alejandra Mendoza | amendoza.tacasmt@gmail.com |
| ● 6 th —8 th Grade | Melissa Flores | mflores.tacasmt@gmail.com |
| ● 9 th —10 th Grade | Dani Ruvalcaba | druvalcaba.tacasmt@gmail.com |
| ● Enrichment 1 st —2 nd | Lily Mendoza | lmendoza.tacasmt@gmail.com |
| ● Enrichment 3 rd —8 th | Rotating Teachers | |

Enrichment classes may include but are not limited to music, physical education, art, gardening, baking, sewing, photography/yearbook, wood working, ceramics, sports, literature, wilderness survival, serving others, community projects, peer tutoring, financing/budgeting, learning a new language, drama/theater, chess, and more.

SCHOOL HOURS

K-10th Grades **8:30 a.m.--2:45 p.m.** Monday-Thursday (regular schedule)
 8:30 a.m.--12:30 p.m. Friday (early release)

The school office is open on all school days from 8:15am - 3:00pm and will be closed on all holidays the school observes.

LUNCHES

- Each student needs to bring lunch to school. It is the parent's responsibility to provide the necessary utensils a child would need to eat their lunch. Microwaves are available to all students to warm their food. Parents are welcome and encouraged to eat with their child.
- Parents of K--2nd grade may want to send a light snack for their child for the mid-morning recess. TACA may have some snacks available at a low cost that you can pay for with your class wallet through MySchoolWorxs.

Note : Lunch bags with inappropriate logos, designs and characters are not allowed.

NON-DISCRIMINATION POLICY

The Ark Christian Academy admits students of any race, color, national or ethnic origin, to all rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policies, scholarship, athletic, or other school-administered programs.

ADMISSIONS

GENERAL ADMISSION POLICY

The Ark Christian Academy is not a corrective institution; consequently, children should not be enrolled with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their roles.

PROCEDURES FOR NEW STUDENTS

The following steps must be completed to enroll a student at TACA:

- Complete a TACA Pre-Enrollment form online or at the office including the reading of the TACA Handbook, letting us know of your interest in enrolling your child in TACA.
- Parents have an interview with the TACA Administrator. In the meeting, you will receive a complete registration packet. Students 6th–10th grade are required to be present during the interview.
- The TACA Administration will review the completed application and determine acceptance of the student.
- Upon acceptance, the parent must bring all necessary paperwork.
- Parents must withdraw their child(ren) from the previous school and provide the withdrawal form.
- Complete ESA application form.
- Parent(s) are required to attend Parent Orientation / Open House held prior to the beginning of the school year. See Calendar for important dates.

RE-ENROLLMENT

The following steps must be completed to re-enroll your child:

- Parents and students (6th--10th) must read the revised Student Handbook. Both students and parents will sign a statement acknowledging that they have read and will abide by the rules listed in the handbook.
- Parents must complete re-enrollment on the www.myschoolworx.com portal.
- Parents and students agree to attend Parent Orientation / Open House, and any additional events hosted by the school.

Students may be accepted on a probationary basis if previous records or attitude suggest doubt regarding their ability to work within the framework of The Ark Christian Academy.

WITHDRAWALS

When a parent is considering withdrawing a student from the school, please contact the directors before a final decision is made. After communication has been made, a parent needs to fill out a School Withdrawal Form with signature and date included. Transcripts and other records will not be released until all bills are paid.

Parents must communicate with the front office their intent and date of withdrawal. The school office will make the proper arrangements for the child's withdrawal after all accounts are properly settled. School records will be sent to the new school when a request is received from the school and when all financial obligations to TACA have been met. The Ark Christian Academy assumes no responsibility toward providing test booklets, curriculum guides or answer sheets to parents who withdraw their child early. Because of the time and expense involved in early withdrawals (within the first month of being a student at TACA) it is necessary to require a charge of \$25. Payment is due for the entire month that the student is withdrawn.

FINANCIAL POLICIES

All tuition and fees collected by The Ark Christian Academy are used for the operating of the school and for no other Monte Sinai Church ministry. Funds are used for the staff's salary, purchasing of curriculum, books, school equipment, uniform polo shirts, and utilities.

Annual Tuition (2024-2025)

Kindergarten	\$4,300/year (1,075 for each quarter)
1 st – 8 th Grade	\$6,500/year (1,625 for each quarter)
9 th –10 th Grade	\$7,000/year (1,750 for each quarter)

4-Quarter Payment Plan

2024

July 15th—30th

October 15th—30th

2025

January 15th—30th

April 15th—30th

TUITION POLICY FOR ESA

1. Each TACA student is required to apply to ESA and **submit proof of ESA application confirmation before your student is permitted to attend class.**
2. ESA tuition payments are made quarterly: July, October, January, and April. We ask them to be made in a prompt manner.
3. TACA will send out an email reminder to pay the invoice.
4. You will have from the 15th to the 30th of the quarterly month to make the payment.
5. If the school office has not received communication from you and your bill is unpaid 25 days from the due date, the student will be considered withdrawn and unable to attend class. The student can only be readmitted once payment or other arrangements with the administration have been made. (ESA delays are not included).
6. ESA eligibility requires the student to be five years of age or older at the time of application.

ACADEMIC POLICIES

K–8th CURRICULUM

The Ark Christian Academy uses the Sonlight Curriculum as the primary source for learning. We follow the Sonlight curriculum standards. Students will be given a Pre-Test in Math and Language Arts to assess their academic level and a Post-Test to see the level they ended up in at the end of the year. To find out more detailed information about Sonlight curriculum, please visit Sonlight.com.

9th–10th CURRICULUM

The Ark Christian Academy uses the Abeka Curriculum as the primary source for learning. We follow the Abeka curriculum standards. Students who transfer into TACA will have their transcripts assessed by the TACA administration and equivalency will be granted for those courses that align with Abeka courses. To find out more detailed information about Abeka and the curriculum being used, please visit www.abeka.com.

HIGH SCHOOL CREDITS

To graduate, students must complete a total of 24 credits. In May of each school year, TACA will hold an annual graduation ceremony for all seniors who have successfully completed The Ark Christian Academy's academic requirements.

- 4 Credits.....**Bible** (includes ½ credit in Life Management)
- 4 Credits.....**English**
- 4 Credits.....**Math**- Algebra 1 (1 credit); Algebra 2 (1 credit); Plane Geometry (1 credit); and Math Elective (1 credit)
- 3 Credits.....**Science** (2 credits with Lab components)
- 1 Credit.....**Spanish or Foreign Language** (can be taken Gr. 10-12)
- 3 ½ Credits.....**History**- World History 10 (1 Credit); U.S. History 11 (1 credit); American Government (½ credit); Economics (½ credit); and History Elective/Arizona History (½ credit)
- 1 Credit.....**Physical Education/Health**
- 1 Credit.....**Practical/Performing Arts**
- 2 ½ Credits.....**Electives**

*24 Total Credits Required (4-credit minimum with Abeka Academy in the 12th grade year).

BIBLE

The Ark Christian Academy considers the study of God’s Word to be very important. We are committed to teaching language arts, history, science, and geography with a biblical perspective within their cluster levels K, 1st—2nd, 3rd—5th and 6th—8th Grade, 9th and 10th. The Bible is the basis for all we do here at TACA. Each grade will have a course in Bible where a grade will be given based upon test and Bible memorization.

REPORT CARDS AND PROGRESS REPORTS

Report Cards for grades K-10th will be issued every nine to ten weeks. Parents can monitor their child’s grades and progress on www.myschoolworx.com

The chart shown below indicates the percentile equivalents of the letter grades we will use.

Grades K—5th		Grades 6-10th	
<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>
A+	99-100	A+	98-100
A	96-98	A	93-97
A-	94-95	A-	90-92
B+	91-93	B+	87-89
B	88-90	B	83-86
B-	85-87	B-	80-82
C+	82-84	C+	77-79
C	79-81	C	73-76
C-	77-78	C-	70-72
D+	74-76	D+	67-69
D	70-73	D	60-66
F	0-69	F	0-59

HONOR ROLL: Honor Roll certificates will be awarded each semester.

1st-5th GRADE

- “A” Honor Roll – Accumulated semester average in all their classes of 94% No B’s
- “AB” Honor Roll – Accumulated semester average in all their classes of 85% No C’s

6th -10th GRADE

- “A” Honor Roll - Accumulated GPA 3.5–4.0 no B’s
- “AB” Honor Roll - Minimum GPA 3.0-3.49 no C’s

HOMEWORK

To establish proper study habits, homework may be assigned on a regular basis in kindergarten through 10th grade. Homework is designed to help a child become proficient in the work being covered during class time. Parents are asked to work consistently with the child so that this goal may be accomplished.

In 1st – 10th grades homework must be completed and turned in for a grade. Homework may be given due to them not completing their work during class time. Please provide a time and place conducive to good study habits. Although parents should not do their child's work, they should provide encouragement and supervision so that the assignments are completed.

Some students who learn quickly and apply themselves during the school day may have comparatively little homework, whereas other students may find it necessary to spend more time doing homework to keep up to grade level. Students who have been absent may be given extra work to help them catch up on assignments they have missed. We may allot some time for your child to complete their homework at school depending on the schedule and workload for the day.

HOMEWORK MAKE-UP POLICY

When returning to school after an excused absence, the student will have two school days (for each day missed) in which to complete assignments that were missed.

HOMEWORK TIME APPROXIMATIONS

TACA staff understands varied family dynamics and time allotments exist in our community. Therefore, we attempt to provide homework meeting the following time approximations:

- 1st grade: 15 - 20 min.
- 2nd grade: 20 - 25 min.
- 3rd grade: 25 - 30 min.
- 4th grade: 30 - 35 min.
- 5th grade: 30 - 45 min.
- 6th-8th grade may have 45+
- Highschool will vary in times

Note: If your child is taking considerably more or less time than the approximate times stated above, please contact your child's teacher.

PROJECTS & PROGRAMS

At times, teachers plan projects for students to work on and/or complete at home. Teachers are committed to offering parents a thorough explanation of these projects and will provide instructions for students and parents to better understand the project, its focus, and how it is to be graded.

RECOVERY OF GRADES FOR ABSENCES:

- a. Excused absence – 100% Recovery
- b. Unexcused absence – 70% Recovery
- c. Suspension – 70% Recovery
- d. Truancy – 0% Recovery

INCOMPLETE GRADE

An Incomplete grade may be made up by completing work. All work to make up and incomplete must be submitted within two weeks from the conclusion of the grading period. If nothing is submitted, within two weeks, the grade will become a "0."

PROMOTION

Promotion from one grade to another is not automatic. Students must master one level before being promoted to the next level. K-8th grade and highschool students who fail to have an accumulative passing grade of at least a “D” for the year will be retained in their grade level. Those who fail either one of their core subjects of Language Arts or Math are required to make them up during the summer at home before they will be considered for promotion to the next grade. Teachers may arrange the work needed to obtain a passing grade. 9th–12th grades are required to pass each subject with a 60%; if not, they will not receive credit for that course. Students with missing credits will have to retake the course(s) before graduating.

PARENT CONFERENCES

TACA has scheduled two parent-teacher conferences throughout the year. September and February, if you would like an additional conference, please reach out to the teacher to schedule a convenient time to meet.

STANDARDIZED TESTING

TACA monitors the progress of each student annually (3rd – 8th) by administering the Achievement Tests which are administered during spring—dates to be announced at a later time. Please be sure your child is here on test days. Subject to change/Pending.

PHYSICAL EDUCATION

Every student in 6th - 9th grades will be required to participate in PE, unless a note is provided from a physician or parent stating that a student is not able to participate. A doctor’s excuse is required if a student needs to be excused from PE for more than two days; additional work will be given. P.E. uniforms are not required but optional. One (1) credit of P.E. is required to graduate from TACA.

COMPLAINTS/SUGGESTIONS POLICY

The administration and staff of The Ark Christian Academy are always happy to receive constructive suggestions concerning ways in which the school might improve. All problems, criticisms, or suggestions must first be conveyed to the teacher. If satisfaction is not achieved, then the problem should be presented to the school administration. Complaints and problems should not extend to the teacher’s home with phone calls. Appointments to speak to the teacher or administrator may be made through the school office.

ATTENDANCE POLICIES

To gain the greatest benefit from the spiritual, physical, and educational opportunities at TACA, students must attend class every day. Guidelines which reflect fair consideration of absences/tardies have been established. Although some absences/tardies are unavoidable, a student with partial attendance will not receive the same value/grade as one who is in perfect attendance since the student did not receive the full measure of class instruction. Attendance and punctuality are responsibilities that each parent and student must take seriously. Prompt and regular attendance is an excellent habit to establish now and is essential for successful class work. As required by law, attendance records are kept for each student. When a student is absent their parents will be notified through MySchoolWorx. **All absences will be recorded as unexcused until communication is given to the school office regarding date and reason for the absence.** Responsibility for getting all assignments and making up daily work rests solely with the parent and student. *See homework/make-up policy.*

TARDIES

Each student will be considered Tardy if they are not in the sanctuary/chapel by 8:30 a.m. Students arriving between 10:30-11:30 a.m. with no prior notice having been given to the school will no longer be considered Tardy but will be counted as half-day unexcused absence. Students arriving after 11:30 a.m. with no prior notice having been given to the school will be considered an unexcused, full-day absence.

If any student has received 3 Tardy Slips, a 4th Tardy Slip will result in the parents **being charged a Tardy fine of \$10 per student.** We want to build a culture of responsible children.

When a student is tardy parent must do the following:

- a. The student/parent must report to the school office.
- b. Provide reason for being tardy / and the student then takes a tardy slip to the teacher.

ABSENCES

Parents must call the office to inform the school the reason for their absence.

For full-day credit, students must be present for a minimum of 6 hours. To qualify as present for half a day, the student must be present for a minimum of 3.5 hours. Any student who is not present for at least 3.5 hours will be considered absent for a full day.

Extended absences for emergencies will be considered separately by the administration. Non-emergency related absences need to be submitted to the administration at least one week in advance for consideration.

Students who are returning to school after being absent are required to take a note to the school office listing the dates and specific reason for the absence. The note must be signed and dated by a parent or guardian, or alternatively, a parent can go to the school office to sign them in.

EXCUSED ABSENCE

Regular attendance is essential to successful classwork. A student will only receive an excused absence due to sickness, a death in the family, family emergencies, emergency trips, or for a scheduled medical appointment. All other reasons will be considered unexcused. If a student is absent for reasons other than stated above the student may have their absences excused by using their personal day. Each student is allowed one personal day per semester.

Excused absences will be excused for one of the following reasons:

- For illness or injury an admittance slip from the attending physician is required when a child has had a contagious disease and has seen a doctor
- Doctor/dentist appointment (must have a written note)
- Death of an immediate family member (three-day bereavement)

CAMPUS POLICIES

ARRIVAL

School begins promptly at 8:30 a.m. when the starting bell rings. Parents arriving prior to 8:15 a.m. must remain with their children until the school building officially opens. The Ark Christian Academy does not provide before or after school childcare. When dropping off students, drive up to the student drop off/pick up zone. A staff member will be waiting outside.

DISMISSAL

When picking up your child, drive up to the student drop off/pick up zone. A staff member will be present to escort your child until your car is at a full stop.

K-10th grade will be dismissed at 2:45 p.m. Monday-Thursday and 12:30 p.m. on Friday.

Pick-up time is between 2:45-3:00 p.m. Monday—Thursday and 12:30-12:45 p.m. on Friday.

CLOSED CAMPUS

TACA is a closed campus. Students are to remain on school grounds all day. All visitors to our campus will need to obtain a Visitor's Pass from the school office. Non-TACA students are not allowed on campus during regular school hours.

****Should a parent need to drop off any item for a student during school hours, they are to leave the item with the office staff who will then deliver it to the student.**

LEAVING EARLY/CHECK-OUT

If it is necessary for a child to leave school early, his or her parent should either send a note with the student that morning or contact the school office by phone, text, or email explaining the reason for the early dismissal. When the parent arrives to pick up the child, the parent or authorized person must come into the school office and sign the **CHECK IN/OUT LOG**. Please know you may be asked to show an identification such as a driver's license for verification purposes.

LEAVING THE SCHOOL CAMPUS TACA is a closed campus school. Once students arrive in the morning they are not permitted to leave until dismissed from school in the afternoon. If a student has a special need to leave school, such as a doctor's or dental appointment, a parent must come in and sign the student out. Secondary students who need to leave during the day for appointments must have a written request from their parents.

STUDENT DRIVERS

Driving to school is a privilege that comes with elevated responsibility. All secondary students who drive to school must adhere to the following rules, or their driving privileges will be revoked:

- Students must provide the school with proof of insurance and driver's license/permit prior to driving to school
- Students must park in the designated parking area
- Students and passengers must all wear seat belts
- Pedestrians always have the right of way
- Drivers transporting students must have a note from both their parents and the others student's parents and given to teacher or office
- Students may not return to their vehicle after arriving on campus without teacher's permission
- Students may not exceed the five-mile-an-hour speed limit on campus
- Students may not sit in their vehicle before, during, and after school
- Students may not blare music in cars when arriving at school or leaving school
- Traffic violations may result in privileges being revoked
- No reckless driving spinning tires in parking lot and fast take offs

BICYCLES, SKATEBOARDS AND SCOOTERS

Students may ride bicycles and scooters to school. During school hours, they must be parked and left in the designated area for the entire day. Skateboards, roller blades, bicycles and scooters are not to be ridden on the school grounds. Once students arrive at the school grounds, they are to walk. TACA is not responsible for any lost or stolen items.

LOST AND FOUND

Lost and found items which have not been reclaimed after two weeks become the property of the school and may be disposed of or given to a charitable organization. Lost and found items may only be claimed before school, after school and during lunch. Please mark your child's belongings to enable quick identification.

MULTI-MEDIA/SOCIAL-MEDIA

Students are encouraged to honor the Lord in all their media and social media choices. The internet (including social media), although a valuable and educational tool, can pose a threat to our children both morally and physically. TACA students are not permitted to surf or participate in websites that contain profanity, partial nudity, vulgar, any offensive material, or anything that is in relation to being inappropriate. Students may not give out information about TACA on the internet. The school may monitor the web including social media and discipline students who fail to comply with these guidelines.

Cell phones MAY NOT be used during school. Students are required to turn off their cell phones and keep their phones in their backpacks. They will not be able to take out their phones until they are off school campus.

SCHOOL AND CHURCH PROPERTY

Any student who abuses or damages God's property will be required to pay for the damage. In addition, the enrollment of any such student will be brought into question. Searches may also include backpacks, and purses. Additional searches will be left at the sole discretion of the administration.

CLASSROOM / DISCIPLINE POLICIES

Each student should remember that his/her behavior reflects not only on himself, his home, his church, his school, but on his Savior also. Disrespect for the school and its staff, worldly habits, negative attitude, or any other evidence of a lack of cooperation may result in disciplinary action. One of the goals of a Christian school is to develop a self-disciplined young person who is submissive to the Word of God. Our school hopes to work alongside parents/guardians in forming good habits in each student.

CLASSROOM CONDUCT

1. A student may leave his/her seat only with the teacher's permission. A student should raise his/her hand and wait until being recognized by the teacher before speaking.
2. Students should always walk not run when inside any school or church buildings and noise volume should be kept to a minimum.

3. Materials unrelated to school should not be brought to school. This would include things such as toys, magazines, electronics, cameras, radios, and video games i.e., anything that may pose as a distraction to the student. Phones may be brought to school but must be kept turned off and in their backpacks at all times.
4. Members of the opposite gender may not be alone or touch in any inappropriate manner while on school or church property.
5. Students should keep their hands off others, which include pushing, hitting, holding, wrestling, and horseplay.
6. Students are to refrain from singing, playing, or possessing any worldly music at the school or school field trips.
7. Students are to always speak to peers and adults with a respectful tone and attitude. Good manners are always expected.

DISCIPLINE

We believe in a balanced approach to discipline by rewarding good behavior and disciplining bad behavior. Discipline at TACA is never carried out with the goal of hurting or demoralizing, but rather to protect the student from pursuing a lifestyle of bad choices. Our goal in discipline is to match the consequence to the offense. There is one procedure of discipline for kindergarten through 5th grade and a different procedure of discipline for 6th- 10th grade.

ELEMENTARY DISCIPLINE PROCEDURES (K-5th Grade)

Our Elementary Teachers use a behavior color chart system to administer discipline in the classroom.

1. BLUE CARD—Excellent Choices
2. GREEN CARD—Great Job/Ready to Learn
3. Card is changed to YELLOW- the teacher will tell the child which rule he/she broke and a clear warning of consequences if misbehavior continues.
4. Card is changed to ORANGE- the student is “sidelined” (Sidelined is when a student is separated from the rest of class and set in a chair on the sideline in the classroom) this is accompanied by a loss of privilege on break and/or free time. (e.g., lose a freetime and/or 10 minutes of break, writing sentences, head down, no talking, etc.) The student may reintegrate with the class once the teacher notices the student has corrected their behavior and they are now ready to learn.
5. Card is changed to RED
 - a. (1st offense) during the semester – The teacher will notify the parents of their child’s behavior by a phone call or disciplinary note.
 - b. (2nd offense) during the semester – The student will be sent to the director’s office and parents will be notified.
 - c. (3rd offense) during the semester – Director and teacher will schedule a meeting with parents to discuss student’s behavior.
 - d. (4th offense) – Director and teacher will schedule a meeting with parents to discuss whether he/she may continue as a student at TACA.
 - e. There are certain behaviors that merit automatic out-of-school suspension (Please see Out-of-School Suspension Expulsion)
- Rewards such as stickers, candy, small toys, more recess, and special privileges may be given for good behavior.

UPPER-LEVEL DISCIPLINE POLICY (6th—10th Grade)

To promote a healthy learning environment and reinforce Biblical values, The Ark Christian Academy adheres to a remedial discipline policy for our 6th - 10th grade students.

The Ark Christian Academy believes remedial discipline is most effective when teachers, students, and parents know:

- what behavior is expected...
- what is considered an infraction to the rules....
- what actions will be taken when an infraction is made...

TACA discipline procedures address infractions pertaining to student integrity, student character, and student behavior. Please note examples below:

Integrity

- Cheating / plagiarism—ChatGPT, AI assistance, PhotoMath
- Inappropriate behavior, language, or material
- Lying
- Disrespecting authority
- Inappropriate Physical contact with opposite gender

Character

- Tardiness
- Inattentiveness
- Incomplete work
- Irresponsibility
- Negative attitude
- Unprepared for class
- Untidy desk or working area

Behavior

- Eating or drinking in class (only water is allowed)
- Horseplay
- Possession of cell phone without permission
- Disturbing class or devotional time
- Dress code violation
- Skipping class
- Disobeying the teacher or any authority directives

CONSEQUENCES

For violation of *character, school behavior, or classroom conduct* per semester, our teachers will implement the following process:

1. The student will first receive a verbal warning by a teacher when an infraction is made.
 - a. If the student responds positively to correction, no further discipline will be deemed necessary.
 - b. If a student responds with a negative attitude to correction, this is cause for dismissal from the class. Student will sit at the director's office for the remainder of the day, quietly working through their class work. Parents will be notified of their child's behavior.
2. If a student is corrected a second time, the student will be given an infraction ticket that will result in school service. Including any of the following but not limited to:
 - a. Janitorial duties (e.g. washing toilets, sweeping, mopping, picking up trash...)
 - b. Loss of break (6th-8th grade)
3. If a student is corrected a third time, they will be removed from class for the remainder of the day, sent to the director's office, and will serve an in-school suspension the following day.
4. If a student is corrected a fourth time, the administration will take the action of out-of-school suspension for a week. Contact will be made with the parents regarding the nature of the student's infractions and the circumstances surrounding meriting an out-of-school suspension.
5. Any further infractions will result in the administration meeting with the parent to determine whether the student will continue their enrollment at TACA.

OUT-OF -SCHOOL SUSPENSION

Day of infraction

If a student receives an out-of-school suspension, they will finish the day in the following ways:

- Removed from the rest of the students for the day and sent to finish their work at the director's office. Class work will be turned in to the teacher at the end of the school day.
- Forbidden to have *any* interaction with the other students throughout the day.
- Banned from communal breaks, including lunch (these will be taken alone)

The week of out-of-school suspension:

- Student will be required to do their class work at home through the work provided by their teacher. Student will only receive partial credit for their work (70%) for the week of out-of-school suspension. Students will be expected to turn in their completed work from the day of out of school suspension.

In the event of cheating or the compromising of academic integrity, a grade of 0% will be issued for any assignments pertaining to the instance.

OUT-OF-SCHOOL SUSPENSION OR EXPULSION

A student may be expelled from school anytime he/she is in violation of the rules and policies of the school. (See Classroom/Discipline policies on pages 12–15 of the handbook)

If a student commits any of the following infractions, he or she will be subject to immediate out-of-school suspension or expulsion from TACA depending on the severity at the discretion of the administration:

- Abuse of school property
- Consumption or possession of alcohol
- Drug use, possession, distribution, or paraphernalia
- Gambling
- Involvement in crimes other than traffic tickets
- Immorality (language, lifestyle, etc.)
- Gang membership
- Obscene gestures or comments
- Pornography
- Possession or distribution of birth control devices
- Possession or distribution of explosives, firearms, knives, or other fighting instruments
- Possession or use of tobacco
- Profanity
- Racial comments
- Theft
- Striking a teacher
- Blasphemy
- Bullying
- Fighting

Please note:

If a student is given an out-of-school suspension for any of the above reasons, he or she will be removed from the classroom setting immediately. Parents will be responsible for pick-up. If a student is assigned out-of-school suspension for the above reasons, any missed academic work will be recorded as a 0%. In the event of expulsion, any remaining academic work for the year will be forfeited. Report Cards will be forwarded reflecting the grades earned up to the point of expulsion.

COUPLES

The Ark Christian Academy is committed to a biblical standard in boy-girl relationships. There is to be no inappropriate physical contact between students at any time. Each student is to be always above reproach in his behavior toward both students and guests.

DRESS AND APPEARANCE POLICIES

The purpose for the guidelines set up by the administration concerning the appearance of each student is to encourage Christian young people to be concerned with biblical principles of modesty, which is neglected by many Christians today.

UNIFORMS FOR GIRLS

Monday-Thursday girls are required to wear the following:

1. TACA gray polo shirt with navy blue, or khaki uniform pants, shorts, or skirts that **MUST** be at knee length, they may also wear the TACA polo shirt with a khaki jumper over it.

On Fridays, girls can wear the following:

1. The above school uniforms or
2. ANY plain, colored T-shirt or polo with blue jeans, blue jean shorts, uniform shorts, or uniform pants. Blue jean shorts or pants cannot have rips or tears. T-shirts with biblical messages are also allowed on Fridays only.

Outerwear – A zip-up jacket, pullover hoodie, plain color preferred, will be the only outerwear allowed to be worn on campus, inside or outside. Biblical messages are allowed; name brands that project offensive material are not allowed. Navy blue, black, white or gray long-sleeve shirts may be worn underneath the TACA polo.

APPEARANCE FOR GIRLS

- Plain color leggings or knee socks can be worn under skirts or jumpers. Skirts and jumpers must be at knee level even if leggings or knee socks are worn.
- It is encouraged for hair to be clean and styled neatly. Faddish, unisex, or punk hairstyles (including unnatural coloring) are not permitted.
- No flip flops, sandals or crocs may be worn. Closed toe shoes only.
- Body piercing jewelry, nose, tongue, lip, etc., is prohibited. Earrings are permitted.
- No tattoos, neither permanent nor temporary.
- No pants, (uniform or blue jeans), can be tight fitting.
- Hats, caps, or bandanas are not allowed to be worn on school property. Except for spirit days but not inside the school building or sanctuary.

UNIFORMS FOR BOYS

Monday-Thursday boys are required to wear the following:

1. The TACA polo shirt with khaki or navy-blue uniform shorts or pants. (Shorts must be knee length)

On Fridays, boys can wear the following:

1. The above uniform or
2. ANY plain, colored T-shirt or polo with blue jeans, blue jean shorts, uniform shorts, or uniform pants. Blue jean shorts or pants cannot have rips or tears. T-shirts with biblical messages are also allowed on Fridays only.

Outerwear – A zip-up jacket, pullover hoodie, plain color preferred, will be the only outerwear allowed to be worn on campus, inside or outside. Biblical messages are allowed; name brands that project offensive material are not allowed. Navy blue, black, white or gray long-sleeve shirts may be worn underneath the TACA polo.

APPEARANCE FOR BOYS

- Hair must be clean and combed neatly. No dyeing of unnatural hair color is allowed.
- No flip flops, crocs, or open-toed shoes may be worn.
- Pants should be uniform pants, not tight fitting.
- No tattoos, neither permanent nor temporary, are allowed.
- Earrings, or body piercing jewelry are not to be worn.
- Hats, caps, or bandanas are not permitted to be worn on campus. Except for spirit days but not inside the school building or sanctuary.

Note: If a student does not abide by the school's dress standards, he or she will be sent home to change into proper attire. Alternatively, a parent may promptly bring the proper attire to the school for the student. Once the student has changed into proper attire, he or she will be allowed to resume regular school activities. Students violating the dress code will be sent to the office and may not be admitted to class until a parent has provided proper attire and a Dress Code Violation will be issued.

UNIFORMS

TACA polo shirts will be included in the tuition cost. Four will be issued at the beginning of the school year. Extra shirts will be at the parents' cost—through class wallet.

EMERGENCIES, SAFETY & ILLNESS POLICIES

FIRE DRILL

As required by state law, unannounced fire drills will be held quarterly during the school year. Students are to exit the building quickly and quietly, lining up in single file and moving to designated areas. Students must stay there until they are signaled to return and are accounted for.

TACA HEALTH & WELLNESS POLICY

While unnecessary absences from school may have a bad effect on a student's attitude, work habits and progress, **sick children belong at home and children who are well, in school.** As a protection to other children, we will be strictly enforcing our sick policy. Any child with a temporary infection should be kept home using the following guidelines:

- **Colds:** mild, but otherwise feeling well may go to school. Heavy coughing with a deep or hacking cough are highly advised to stay at home even without a fever.
- **Sore throat:** Without other symptoms– may attend school. White spots at the back of the throat or a fever with the sore throat - see your doctor and please keep your child at home.
- **Diarrhea:** Keep your child at home
- **Stomachache:** If persistent or severe enough to limit activities – see your doctor.
- **Nausea vomiting:** keep child at home until they can keep food down.
- **Headache:** with no other symptoms may attend school.
- **Toothache** – see the dentist.
- **Earache** – see the doctor if severe or draining.
- **Muscle or body aches** – usually an indication that either the child is sick or that sickness is imminent. Please keep your child at home.
- **Fever or chills:** This is a warning sign that all is not right with the body. A child with a temperature of 100.4 degrees or higher should stay home for a full 24 hours after the fever goes away without the benefit of fever reducing medicines. **Be sure to check the temperature with a thermometer.
- **Rash:** A rash may be the first sign of one of many childhood diseases, such as: measles or chickenpox. A rash or “spots” may cover the entire body or may appear in only one area. **Do not send** your child to school with a rash unless a doctor has said you are clear to do so.

STUDENT WHO BECOMES SICK AT SCHOOL

- Students who show signs of illness or have a temperature of **100.4** or higher will be sent home. A member of the administration will phone a parent to arrange immediate pickup of their child.
- Students will be sent to an isolated area away from healthy students and staff while waiting to be picked up.

Lice: In the case of head lice, a child will be sent home upon detection and will be permitted back into school after the administration has determined that the hair and scalp are free from lice.

MEDICATIONS

Medications are rarely given at school. We strongly urge you and your physician to develop a medication schedule that falls outside of school hours. However, we understand that some students may need to take medication during school hours. Students that require prescribed medication during school hours must bring medication in the original container, clearly labeled with the student's name, medication name, dosage, and directions. School staff will only administer over-the-counter medicines (Tylenol, Aspirin, etc.) indicated on the student's medical portion of your enrollment application. Students who need an inhaler may keep it with them but may not share it with other students. Antidote kits for allergic reactions should be sent to your child's teacher the first day of school and will be administered on an emergency basis only. It is the parents' responsibility to provide the school with these supplies.

GENERAL POLICIES & INFO

CHURCH ATTENDANCE

The importance of faithful church attendance cannot be overemphasized since it facilitates the understanding of the Word, helps us grow spiritually and enables us to develop Christ-like character. With that we expect parents and their children to attend their church's services when they are available. We require all students to go to church at least once a month.

FIELD TRIPS

Occasional field trips may be scheduled and arranged by the administration throughout the year. Parents will be notified in advance of such trips. Parents are always welcome to join the field trips. We strongly believe that parent involvement in such field trips is of great assistance.

PARTIES

Class parties may be held throughout the school year. These will be planned as a class and each student may be assigned to bring something. Students may bring simple treats to share with the entire class for their birthday. Please plan with the teacher and discuss the best time to provide the treats.

YEARBOOK

A yearbook will be created for the current school year and will be available for purchase at the end of the school year.

OUR COMMITMENT

We trust you have prayerfully considered the decision to partner with The Ark Christian Academy in providing a high-quality education for your child.

We will honor our end of the commitment to provide a Christ-honoring education where students are able to compete in an academically challenging world. We will have instructors in each class that love and care for your child and consider each one to be a unique individual and creation of God. We will stress character development including courtesy, good manners, and dependability which are essential to any educational endeavor. **If character is not developed, academics are useless.** We also ask that parents honor their end of the commitment. Although we can do a lot for our students and their families, we cannot do everything. To help us better educate the whole child, we must let parents know our limitations.

- We cannot be a substitute for a good home where love, values, discipline, and a challenge to grow abides.
- We cannot be a substitute for a good church where there is consistent teaching of Biblical doctrine, loving fellowship and mutual support and encouragement of one another. Regular attendance and membership in a Bible-believing, doctrinally consistent church (see Statement of Faith and Core Beliefs in the beginning of handbook) is essential for both parents and students.
- We cannot be a substitute for a good youth group and Sunday school class where youth leaders are involved in educating the child about scriptural principles, and Bible truths where students have an opportunity to develop good friendships that lead to positive peers.
- We cannot offset a materialistic, immoral, or humanistic philosophy that pervades a child's out-of-school time, environment, and entertainment. Families must monitor and limit this influence on their children.
- We cannot guarantee success unless the child chooses to learn, obey, and follow what is taught. Mankind has free will, and ultimately every person will decide for himself. We give the students choices in the best possible context, but they must choose the right road.