



2018-2019

**TOWER GROVE
CHRISTIAN ACADEMY**

Student Handbook

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A ministry of **Tower Grove Baptist Church**
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By signing the parental agreement and behavior contract, parents have indicated that they have read this handbook and agree to abide by the school's policies.

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INTRODUCTION

Vision

The goals of Christian education at TGCA are:

- (1) to provide a Biblically-based academic program
- (2) to partner with parents in the education of their children
- (3) to guide the student in the development of a Biblical world view.

Philosophy

All truth is God's truth. The basis for the educational philosophy of TGCA is the Bible, which is authoritative and inerrant. Therefore, the school curriculum and extra-curricular activities reflect Biblical principles and values. (Romans 11:36) TGCA endeavors to be used by the Holy Spirit to help each student develop a Biblical world view and reach his/her God-given potential. This can only become a reality in an individual who has chosen faith in Christ as Savior and Lord. (John 16:13)

Mission Statement

Our mission is to provide a complete education which promotes academic excellence and a Biblical worldview. It is the goal of TGCA to equip students with the intellect and character they need to impact their world.

Non-discriminatory Policy

Tower Grove Christian Academy will not discriminate on the basis of a person's race, color, sex, or ethnic origin in the admission of students.

Statement of Faith

As a Christian school, we are open to people of all faiths. We are interested in the establishment of a living faith in God, through His Son Jesus, in our students. All of our academic pursuits are studied from a God-centered view of life.

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe in the deity of our Savior, the Lord Jesus Christ; in His virgin birth; in His sinless life; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the Father's right hand; and in His visible, bodily return to earth.
3. We believe that there is one God, existing eternally in three persons: the Father, the Son, and the Holy Spirit.
4. We believe that every person is a sinner by nature and by choice and in need of a Savior.
5. We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ.
6. We believe in the ministry of the Holy Spirit; that He convicts the sinner; regenerates those who believe; indwells, seals, instructs, reproves and guides the believer; and that He fills and controls every life that is wholly yielded to Him.
7. We believe in the bodily resurrection of the saved unto life and the unsaved unto judgment and everlasting damnation.

Governance-Administration

The pastor of Tower Grove Baptist Church serves as the president of the school. The administration consists of principals and the head of school, who are responsible for the daily operation of the school.

School Committee

The school committee of Tower Grove Christian Academy is composed of members of Tower Grove Baptist Church, under whose auspices the school is operated. The committee is responsible to the deacons, who are responsible to the general membership of Tower Grove Baptist Church.

Procedure for Appearing Before the School Committee

The following guidelines are recommended as procedures for those who wish to bring policy concerns directly before the Tower Grove Christian Academy Committee:

1. Public appearances before the Committee will be permitted at each regularly scheduled meeting of the Committee.
2. Those who wish to address the Committee should indicate their desire to do so, in writing, to the Committee chairman.
3. Those speaking are encouraged to bring written documents which support their remarks for distribution to the Committee.
4. The Committee or head of school, at the discretion of the Committee chairman, will respond to all remarks within two weeks of the meeting, if a response is required.
5. Speakers are expected to address their remarks to the Committee in an attitude of Christian concern and love.

ACADEMIC MATTERS

Faculty

Full-time teachers are required to have state teacher certification. Once on staff, they are required to perform the tasks necessary for ACSI certification. ACSI certification requires both educational and biblical instruction for certification. The church approves all faculty members.

Student Services

Guidance services offered include the following: classroom presentations, college and career advising, scholarship and financial aid planning, specialized groups, counseling, parent and teacher consultations.

Academic Policies

The purpose of Tower Grove Christian Academy is to provide a sound academic education, integrating Biblical truths with the subjects taught. The academic requirements for each grade level are developed to meet the course of study prescribed by the Missouri State Department of Education, with emphasis on a high standard of achievement. Regular school tests are used in addition to the Stanford Achievement Tests.

Homework

Homework is an assigned school activity that is completed out of class. Parents who want to pick up homework for absent students must call the office and leave a message by **10 a.m. of the day the student is absent**. Parents may pick up homework assignments in the office at the end of the day.

Progress Reports

Academic or conduct reports are emailed home to the parents of students who are experiencing difficulty or have a significant change in any area. These reports are emailed home at mid-quarter and at other times deemed necessary by the teacher for informing the parents of their child's progress. Parents may access students' grades through www.sycamoreeducation.com. Passwords may be obtained from the elementary or high school offices.

Report Cards and Conferences

Report cards are issued quarterly. The first and third quarter report cards are given to the parents at the parent/teacher conferences. Second quarter report cards are given to the students at school to take home. All report cards for fourth quarter are emailed home with standardized test results.

Honor Roll

An honor roll is kept for students in grades 4-6. To qualify for the honor roll, a student must have all As and Bs each quarter. Students may qualify for the high honor roll by earning all As.

Students in grades 7-12 qualify for the honor roll with a GPA of 3.25. For the high honor roll a GPA of 4.0 is required.

Grading Scale & Grade Point Average

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = below 60
A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

Graduation Requirements

In order to qualify for graduation from the eighth grade at TGCA, a student cannot have two or more failing grades each semester in the core subjects. Core subjects are Bible, English, Science, Math and History.

In order to qualify for high school graduation from TGCA, students must have earned at least 28 credits in grades 9 through 12 by following a program planned by them and their parents which includes:

English - 4 credits	Mathematics - 3 credits	Science - 3 credits
Social Studies - 3 credits	Bible (required for each semester attended) – 3.5 credits	
Electives – 5 credits	PE (two semesters) - 1 credit	Fine Arts – 1 credit
Practical Arts – 1 credit	Personal Finance – ½ credit	Health – ½ credit

Possible Electives, when available:

Yearbook ACT Prep Anatomy Art Survey AP English Band Leadership
Development Computer Drafting Drama French Honors History Journalism
Newspaper Photography Physics Pre-Calculus Psychology Sociology
Spanish Practical Living Functional Fitness

Students are required by state law to pass examinations on the Missouri and United States Constitutions.

Eight semesters of planned curricular work are expected in order to qualify for graduation, except that students transferring in from other schools should spend at least two consecutive semesters at TGCA. Early graduation requires a parent conference with the principal.

Withdrawal from a Class

Students may withdraw from a class only during the first two weeks of the semester.

High School Classification

Freshman	0.0 – 7.0 credits	Sophomore	8.0 – 12.0 credits
Junior	13.0 -19 credits	Senior	20.0 or more credits

Curriculum

The curriculum is designed to meet the following objectives:

1. teach the skills necessary for effective comprehension, communication, and computation
2. provide a versatile college-preparatory curriculum
3. stimulate creative and critical speaking skills
4. aid students to recognize God in every area of study
5. instill in each student an appreciation of the values upon which our country was founded and the importance of their preservation

Class Sizes

Tower Grove Christian Academy will limit class sizes in kindergarten through second grade to twenty-two students per teacher; for third through sixth grade, twenty-five students per teacher. Science and math classes in junior/high school will be limited to a manageable size.

Permanent Records

A student's cumulative record is to remain private to any and all outside parties excluding parents or court mandated individuals. Parents may review their student's cumulative record only within the appropriate office where records are maintained. Cumulative records may not be taken off campus.

Chapel and Scripture Memorization

As a part of the Bible curriculum, we require scripture memorization and chapel attendance to encourage and reinforce the teaching of spiritual truths and prayer. Parents are welcome to attend chapel services, which are held in the church auditorium.

ADMISSIONS

Tower Grove Christian Academy accepts students in kindergarten through twelfth grade upon successful completion of registration requirements and placement testing, provided there is evidence that their parents share in the goals of the school. The respective principal will interview students in grades K-12. The head of school is responsible for the final decision of admitting students.

Documents required:

1. Health records
2. Birth certificate (elementary only)
3. Recent report cards (Grades 2-12)
4. Scores of any standardized test
5. Transcript and behavior report from previous school
6. Any other information that will help assess the student's potential
7. IEP (if applicable)

Kindergarten is offered to children who are at least five years old before July 31 of the current school year. All children entering kindergarten must have a physical exam, and provide immunization dates.

Children entering first grade must be at least six years old before July 31 of the current school year.

Because a high standard of conduct is expected of each student, a careful analysis of each application is made. Each prospective student is admitted on probation with the understanding that the administration can place the student in the class best suited to his or her needs.

If money is owed to Tower Grove Christian Academy, Tower Grove Preschool, or another school, the student will not be accepted until the debt is paid in full.

New Students

Academic standards for new students enrolling in Tower Grove Christian Academy are as follows:

1. Parents and new students must schedule a meeting with the respective principal or head of school. They should bring the latest report card and standardized test scores.
2. Students having more than one "F" on their report card from their previous school for a semester are probably unsuitable for enrollment. Entrance will usually be denied.
3. Entrance requirements will be evaluated by the head of school and acceptance or rejection for enrollment will be based on his evaluation of placement scores, past grades, conduct reports, and other pertinent information.
4. All new students are accepted on general probationary status for one semester.

Academic Probation

Students attending Tower Grove Christian Academy must maintain at least a "D" average (1.0) for continued enrollment. Those that fail to meet this requirement will be dealt with as follows:

1. Any student with more than one "F" will be placed on academic probation for one quarter. During the quarter of probation the student must maintain a "D" (1.0) average in all subjects.
2. If a student on academic probation fails to keep his/her grades above an "F" in more than one subject area, then he/she will be asked to withdraw from the school.
3. Exceptions to the above standard are made at the discretion of the principal.

Pre-enrollment Testing

A testing fee will be assessed on all incoming students in 1st through 8th grade must be tested prior to placement. Testing dates are pre-arranged and scheduled after March 1 of the prior school year. Contact the school office for more information.

Registration

A student will be enrolled when all of the following requirements are met:

1. All accounts – Tower Grove Christian Academy, Tower Grove Preschool, or any other school – must be current.
2. The application packet must be filled out completely and accepted by the school.
3. New students and parents must schedule an appointment with the respective principal or head of school. They should bring the latest report card and standardized test scores.
4. The registration fee must be paid in full.
5. A copy of the birth certificate must be on file in the school office for students in K through sixth grade.
6. Your child must have had all the necessary immunizations as specified by Missouri state law or have appointments to receive them as soon as possible. If this condition is not met, your child is not enrolled, even though the other requirements may be fulfilled. If your child is permitted to enter school on the condition that immunizations are in process, he/she may attend only as long as this process continues. Upon completion, it is the parent's responsibility to provide the school office with written proof that the child has received the required immunizations. Failure of the parent to continue and complete their child's immunizations will result in the child being removed from school. Missouri law requires that we comply with this regulation. See the "Health Services" section for a complete listing.
7. The Parental Agreement, Behavior Contract, and Internet Agreement must be signed and on file in the school office.
8. Child custody papers, if applicable, must be copied and placed in the student's file.
9. Emergency forms must be completed yearly.
10. All parents are expected to attend Town Hall meetings.

ATTENDANCE

Attendance Policy

Regular, punctual attendance is expected. Punctuality and presence in class have a direct effect on a student's success in his/her studies. Students and their parents are expected to cooperate fully in carrying out the attendance policy of Tower Grove Christian Academy.

When dental or doctor appointments are necessary, they should be made for times other than school hours whenever possible. If a student sees a physician during school hours, a note will be required from the doctor.

When a student has exceeded ten absences for a semester (explained below) he/she is placed on general probation. Excessive absenteeism may result in expulsion from school. Unexcused absences receive zeros for work missed.

Absences

Excessive absenteeism will result in a Parent Conference. When an absence is necessary, the parent or guardian should notify the school as early as possible.

Steps to Follow When Absent

1. Have your parent or guardian write a note giving name, date, days absent and reason for absence. The note should be submitted to the secretary upon arrival to school.
2. Make immediate plans to do all make-up work due to absence. Your grades will reflect your absences if you do not get the work made up.

Tardiness

A student arriving late to school must report to the office for a late slip before going to class. If detained by a teacher or in the school office, the student should ask for a late slip from that person. Repeated tardiness will result in penalties.

Five unexcused tardies in one quarter will result in one detention. A student is considered late if he/she arrives after 8:00 a.m. Parents will receive notification of the detention with the date, time and place it is to be served. The notification will be signed by the principal, teacher and parent, returned to school and kept on file. It is imperative that our students develop punctuality. Many times students are tardy, but it is not their fault. Therefore, the student might be considered excused if a written explanation is given.

Students in grades 7 -12 receiving their fifth tardy in any class will be required to serve a Saturday detention. The number of hours assigned for a Saturday detention will be according to the infraction. A fee of \$25 will be charged. (see page 11 for exceptions)

Students Leaving School Premises

Tower Grove Christian Academy is a closed campus. All requests to leave the building while school is in session must be cleared through the school office. Leaving school without permission is classified as truancy and will result in a Saturday detention. Zeroes will be given for all missed work.

Parents coming during class time to pick up children must report to the office and not to the student's classroom. Teachers are instructed not to dismiss a child early unless contacted by the school office. Parents must sign their children out in the school office before leaving. Student drivers will be allowed to leave only with parental permission.

Campus Visitors

All visitors to the school must report directly to the office. Parents are welcome to visit the classroom, but we ask that you make arrangements in advance by contacting the school office. Any parent who desires a conference with a teacher or principal regarding his/her child is also asked to arrange for the conference in advance.

DISCIPLINE POLICY

At Tower Grove Christian Academy firm and consistent discipline is maintained. Our teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. When disciplinary action becomes necessary it is firmly carried out, tempered by good judgment and understanding. The ultimate goal for disciplinary action is internal or self-discipline and personal commitment to Jesus Christ as Savior and Lord of one's life.

Unacceptable behaviors differ in severity and thus receive different disciplinary responses. Behavior offenses have been listed below with the consequence. Offenses not listed will be dealt with at the discretion of the teacher and/or administrator in line with these examples:

Behavior Expectations

1. Respect for staff and fellow students
2. Eating or drinking of soda, etc. only in designated areas
3. Decent and orderly conduct/conversation
4. Honesty at all times

Students are expected to abstain from the use of tobacco, alcohol, and drugs, and immoral behavior.

Offences and Consequences: Possible detention, parent conference, suspension, expulsion

Suspendible offences include:

- Fighting
- Pornographic materials
- Social networking activity that causes a disruption or reflects negatively on the school
- Cyber bullying
- Sexual abuse
- Stealing
- Tobacco, alcohol, or drug possession*

*Students may be required to consent to drug testing at the student's expense.

Destruction of school property is not permitted.

Tower Grove Christian Academy reserves the right to impose formal discipline in cases where off-campus speech causes, or threatens to cause, a substantial and material disruption at school or interference with the rights of students to be secure.

Tower Grove Christian Academy is a "Gun Free Zone." Possession of any firearm or weapon is not permitted and will result in immediate and permanent expulsion. Any violation of this law, either real or perceived, will be dealt with. Parents and the police will be contacted.

Policy Limits

This Discipline Policy applies to students while they are on campus, on TGCA operated buses, or at recognized school functions off campus. While behavior at other times or places is an individual and parental responsibility, behavior that impairs the testimony of the school cannot be ignored. Therefore, behavioral offenses which occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Trust and freedom will be granted by the teacher as long as the student demonstrates the ability to conduct his/her activities in a purposeful manner.

Administrative Action

1. The type and severity of the disciplinary response will be related to the seriousness of the offense and to the student's previous discipline record.
2. The reason for the discipline will be clearly explained to the student.
3. Zeroes will be given for all class work missed during suspension.

4. Probation is a period of time given to a student to resolve a serious problem, and is detailed in the section of the handbook that explains the probation policy. The head of school may recommend probation up to 60 days.
5. Expulsion is the action of the head of school.

Detention

Detentions are handled by each teacher. They may be served at the teacher's discretion for a half-hour or an hour depending on the cause of the detention and the number of prior detentions the student has served. The detention period is served in the assigning teacher's classroom. That teacher notifies the parent of the detention and arrangements are made for the child to arrive early or be picked up late. The notification is given by phone call and in writing. The written notice is signed by the teacher and parent, and then kept on record in the school office.

Saturday Detentions

Saturday detentions are assigned only by the principal or head of school. They are served between 8:00 a.m. and noon in one-hour increments. A fee of \$25 will be assessed. The fee for a second Saturday detention in one quarter will be \$50, and will continue to increase incrementally.

Suspension

Suspension removes a student from campus and all school activities for a set period. A parent conference will be held. A written notice will be given of time and date of the suspension to be signed by the parent and principal for grades 6-12. No credit will be given for assignments missed.

Probation Policy

Probation gives students an opportunity to correct a serious problem. Failure to improve may result in expulsion, or being asked to withdraw from school.

Reasons for Probation

1. Continued, deliberate disobedience
2. A rebellious spirit which is unchanged after several incidents
3. A continued negative attitude and bad influence on other students
4. Committing a serious breach of conduct inside or outside of the school which has an adverse effect upon the testimony of the school
5. Failure of the parents to cooperate with the policies of the school

Invoking Probation

1. Parents will be notified when the principal feels that a student is headed for probation. The problem will be defined. An outline of corrective action will be presented to prevent probation.
2. The principal will inform a probationary student and the parents of academic behavior or attitudes required before the student can be removed from probation.
3. The length of probation will be defined by the administration

Evaluation at the End of the Probationary Period

1. A student is removed from probation by the principal and/or head of school.
2. If the student fails to be removed from probation, the administration may recommend a lengthened time of probation or expulsion from school.
3. If a student corrects the problem areas outlined by the administration and teacher, the student will be reinstated in good standing.
4. Parents have an opportunity to share relevant information affecting the decision at any point of the procedure.

Future Probation

If a student is placed on probation for two consecutive semesters, the administration may recommend that the student be withdrawn from school.

Cell Phones and other Electronic Devices

Cell phones and other electronic devices are to be turned off and out of sight during school hours, unless being used under teacher guidance. If they are used by the student, they will be confiscated by teachers and administration to be returned to the parent. If a parent needs to get in touch with a child, the appropriate school office needs to be called. A \$25 fee will be charged when the phone is reclaimed.

Recess and Playground Rules

If your doctor recommends that your child stay inside, please send a note to that effect each day that he/she needs to stay inside. Appropriate clothing for outdoor recess in each season is expected.

Guidelines for Field Trips and Sports Trips

All boys and girls must be seated in separate areas (front and back, not side to side) for all junior and senior high school trips. Students are expected to remain in seats at all times. It is the responsibility of the teachers/parents to supervise the children. It is not the responsibility of the bus driver.

DRESS CODE

Emphasis is placed on NEATNESS, MODESTY, CLEANLINESS and APPROPRIATENESS of dress. The head of school and teachers reserve the right to decide whether a student is dressed properly.

Students who are out of dress code have two options: 1) Parents can be called to bring appropriate clothes to school. The student will receive "0" for each class missed while out of dress code. 2) Students can go home for the rest of the day. The grade of zero will be given for all missed work.

DRESS CODE IS REQUIRED IN ALL ACADEMIC BUILDINGS MONDAY THROUGH FRIDAY. Students should remain in dress code throughout the school day (7:45-3:15).

General Appearance for All Students

1. Hair should be neat and clean. Hair shall be neatly cut above the collar, above the eyebrows and around the ears. Hair must be such a length that it is not able to cover the eyes or ears. Nothing shaved into the hair or eyebrows will be acceptable; students who choose to disregard this rule will not be allowed to return to school until the hair is grown back in or it is all shaved off.
2. Facial hair and sideburns must be neatly trimmed.
3. Only natural hair colors will be allowed.
4. Earrings are not allowed on boys.
5. Tattoos and body piercing must not be visible.
6. Shirts must be tucked in at all times.
7. All clothing must fit appropriately; no over-sized or form-fitting clothing will be allowed.
8. Hats may only be worn to and from school and at recess time. Hats must be kept in the lockers/book bags during school.

Elementary

- A. Uniform pants or uniform shorts must be navy or khaki/tan.
- B. Girls may also wear culottes, skirts, jumpers, or skorts – navy or khaki/ tan. All shorts or skorts cannot be shorter than the crease at the back of the knee. Shorts and skorts may be worn April 1 – October 31.
- C. Shorts should be worn under skirts or jumpers for modesty purposes.
- D. SHIRTS- collared, solid, short or long sleeve, button-type polo shirt, oxford, turtleneck, or uniform blouses.
- E. SWEATERS – may be solid or striped
- F. Solid color sweatshirts worn over a collared shirt are allowed.
- G. School fleece may be worn.
- H. Socks or tights must be worn with all shoes.
- I. Not allowed to wear make-up.

Middle School

- A. Uniform pants-khaki
- B. Classic navy blue or heather gray polo
- C. TGCA fleece or black cardigan
- D. Belt
- E. Shorts (no shorter than one inch above the knee) may be worn March 1-October 31
- F. Tennis shoes or casual shoes

High School

- A. Uniform pants-khaki
- B. Red or black polo
- C. TGCA fleece or black cardigan
- D. Belt
- E. Shorts (no shorter than one inch above the knee) may be worn year round
- F. Tennis shoes or casual shoes

MIDDLE/HIGH SCHOOL POLICIES

Homework

Any work missed during an excused absence or school sponsored trip must be made up according to individual classroom policy.

Lockers

A locker is assigned to each student. Lockers are to be kept clean and neat at all times. Any damage that occurs to the locker will be the responsibility of the assigned student. Inappropriate pictures or signs may not be posted. Each student must clean his/her locker at the end of each semester. The administration reserves the right to inspect lockers without notice.

Student Council

Student Council provides an opportunity to develop leadership skills. The council is a student governing body and exists to advise and assist the administration. A faculty advisor will be present at all meetings to provide guidance and direction.

The council promotes projects and social events, which are beneficial to the overall development of the students and the school. Selection for an office on the student council gives a student the opportunity to develop maturity, wisdom, and humility by serving fellow classmates.

Qualifications for those in leadership positions (student council representatives and class officers) are:

1. Attended TGCA for a semester
2. Approved by two teachers and the principal
3. Have a "C" average or better
4. Submit a written testimony sharing their salvation experience and their current relationship with the Lord
5. Demonstrate a growing, active Christian lifestyle, as evidenced by applying scripture to their daily lives, regular church attendance and contributing a Christian influence within the student body.

Extra-Curricular Activities

Students on disciplinary or academic probation are not eligible for extra-curricular activities.

Sports Eligibility

1. The student's eligibility will be determined at progress reports and quarter grades. A listing based upon the student's cumulative quarter average is collected from each teacher. If the student receives an "F" in one class or two "Ds" in any classes or has a cumulative GPA below 2.00, he/she is ineligible for two weeks. After two weeks, the student may appeal the grade. If the above criteria have been met, the ineligibility will be lifted.
2. While the student is ineligible, he/she may continue to come to practice but will not be able to play in the actual scheduled games. Students on the ineligibility list may not leave school early to attend away games, nor may they go with the teams when going to out-of-town tournaments.
3. A third time of ineligibility will forfeit the student's privilege to continue in sports for the entire year.
4. Students must adhere to all practice, training, and game rules set by each coach.

5. Students must attend school the day of a game to be eligible to play in that contest. The only exception is a written doctor's excuse.

Group Fundraising Policy

The dedicated work of many is greatly appreciated in raising funds to offset expenses for school programs and activities. With the growing number of groups raising funds during the school year, the following policies need to be implemented to assure order and optimum efficiency in fundraising. A *fund raiser* is any activity/sale/event in which funds are raised either through donations, sales or other means. *Group* includes individual classes, grade levels, booster clubs, parent groups, student clubs, sports teams, cheerleaders, etc.

The head of school must clear all fund raisers after being approved by the respective principal.

It is recommended that starting in Grade 9 each high school class set fund-raising goals each year. Fund raisers and class dues under the guidance of the class sponsor can accomplish this. Bake sales and similar fundraisers need only be cleared by the appropriate principal and placed on the school calendar by the head of school's secretary.

Fund raisers involving contracts or obligations to parties outside the school must be cleared through the head of school. Teachers and staff members are not authorized to obligate the school or any group therein to an outside business or fundraising company. (Staff members that enter upon unauthorized negotiations do so with the understanding that they are responsible for any financial loss that may occur.) No fundraising campaigns may be scheduled one week prior to or during any school-wide fundraising campaigns.

If you wish to conduct a fund-raiser: 1) plan the activity; 2) submit details to the head of school's office; and 3) once the activity is on the calendar you are free to conduct the fund-raiser.

- All parents are expected to attend Town Hall meetings.

GENERAL INFORMATION

The middle school day is from 8:00 a.m. to 2:45 p.m., the high school day is from 7:45 a.m. to 3:15 p.m. The elementary school day is from 8:00 a.m. to 3:00 p.m. Students on the school grounds before 7:45 a.m. will be added to the Extended Day program and their parents will be charged for their care. Students should be in their classrooms at 8:00 a.m. or they will be marked tardy. When school is dismissed, all students should leave promptly for home. Students still at school after dismissal will be put in the Extended Day program and their parents charged the daily care rate.

School Business Office Hours

All business is to be conducted during the hours of 8:00 a.m. - 4:00 p.m.

Student Supplies

The teachers of kindergarten collect a supply fee, which will be used to buy most classroom supplies. In all other grades parents will be required to purchase supplies for their children. A list is located on the school website.

Note for Parents

Your child's first and last names should be permanently attached to all personal items -backpacks, lunchboxes, coats, and jackets.

Lost or Damaged Textbooks

Students will be required to pay the replacement cost of lost or damaged textbooks that are the property of the school. For the sake of the child's progress in his/her curriculum, the replacement charge must be paid within two weeks after the book is lost or the time the school becomes aware of the damage.

Food Service

Kindergarten through Grade 5 may choose to eat from the pre-set menu or bring their lunch. Additional milk is available at a nominal cost for students who want an extra carton, and for students who bring their lunch. Elementary students may drink soda only on special occasions with the teacher's permission. Lunches must be purchased in blocks of five (5). There will be no credit extended for lunches. Cash or checks made payable to Food Service Consultants should be sent to school on Monday mornings for the week. Junior high and high school students may eat ala carte or bring their lunch.

Transportation

Children arriving before 7:45 a.m. or staying after 3:15 p.m. must be enrolled in the Extended Day program and their parents will be charged accordingly. Elementary students must be checked in by an adult in the morning for extended day.

To drop off elementary students, you must enter from the east parking lot, drive through the bus lot area, drop your child off under the carport and then proceed down the driving lane to exit onto Magnolia. If you need to park your car and drop your child off, you may do so by taking advantage of two parking areas; the parking lot off Tower Grove Avenue or street parking on Magnolia Avenue. The carport is not to be used after 8:00 a.m.

Children in 4th grade and above may ride bicycles to and from school, provided they have their parents' permission. Bicycles are not to be ridden on school property. Students must walk their bicycles on the school grounds. *The school and church are not responsible for stolen or damaged bicycles.*

Extended Day Program

For the benefit of working parents, Tower Grove Christian Academy has an Extended Day program available at an additional low charge for students attending our school. Parents may bring their children as early as 6:30 a.m. and return for them any time before 6:00 p.m. There is an additional charge for children picked up after 6:00 p.m. The abuse of this deadline could result in the loss of Extended Day privileges. Children are encouraged to complete homework during this time; planned afternoon activities for different age groups include free play, movies and refreshments. If you are interested in this service, contact the business office at 314.776.6473. Plans are available for mornings, afternoons, or morning and afternoon care. Fees are determined by weeks, with payments due weekly or monthly.

Work Opportunities in Extended Day

Workers in the Extended Day program will be given a 25% tuition discount in addition to their salary when they work a minimum of 10 hours a week.

Cancellation of Classes

If weather forces the closing of TGCA, listings can be found on television channels 2, 4, and 5 and their websites will also be notified of our closing.

A calling service is in place. If school is cancelled, a call will be placed to every home with notice of cancellation. If the school has an early dismissal, a call will be placed to the home, work or cell numbers provided by parents. It is vital to keep the school up-to-date of any phone and address changes.

Child Abuse Policy

The following procedures will be followed if a student appears to be the victim of child abuse.

1. The respective principal and head of school will be notified.
2. When abuse is suspected or reported, the Division of Family Services will be called. They will come to the school and investigate. The Division of Family Services will notify the parents.
3. All information gathered will be held in confidence by all personnel.

Asbestos Notice

The EPA regulations require that TGCA notify our parents and faculty concerning the asbestos situation in our facility at Tower Grove Baptist Church. There is currently less than 30 square feet of asbestos-containing material wrapped around pipe in an inaccessible area of one of our boiler rooms, and 11,000 square feet of floor tile in the Activities Building that contain asbestos material.

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner has prepared a plan of action for TGCA to reduce exposure to asbestos fibers. This management plan is available to the public for inspection without cost or restrictions within five working days after receiving a written request for inspection. Request forms are available in the school and church offices from 8:30 a.m. until 4:00 p.m. weekdays.

FINANCIAL INFORMATION

Registration Fee

The registration fee is due upon application to Tower Grove Christian Academy for all students. This fee is non-refundable.

Tuition

Tuition payments are outsourced to FACTS Tuition and will be paid directly to them. Each payment is due on or before the 10th or 20th of the month.

Fees and payment options are as follows: Administration Fee per Family - \$46; Annual Payment - \$200 discount; Ten (10) Months – Payments beginning in August
Tuition, fees, and athletic uniforms for students in Grades 6-12 must be current before the student is permitted to take finals each semester.

Late Start

Students that start late (after the first week of school) will be charged the full registration amount, but the tuition amount will be prorated by the months remaining in the school year.

Discounts

Tower Grove Christian Academy has the following discounts available:

Multi-Child Discount: The second child will receive an annual discount of \$200 for tuition. A third child enrolled will receive a 50% discount for tuition. The annual tuition for any additional children will be a flat rate of \$500 per child.

Annual Payment Discount: Pay your tuition in full by August 1 and you will receive \$200 off your tuition.

Church Grant Discount: If you are an active, supporting member of TGBC, faithful in Sunday School and worship service attendance, and financial giving, you would be eligible to receive a discount of \$150 off for 1st child; \$100 off for 2nd child; \$50 off for 3rd child. Forms are available in the church/school business office.

Non-Teacher Employee Discount: If you are employed in the school, church, or preschool, you will be eligible for a tuition discount. If you work a minimum of 17 hours you will receive 25% off of the annual tuition. If you work a minimum of 35 hours, you will receive 50% off.

Teacher Discount: If you are a teacher of TGCA and a member of TGBC, you will receive free tuition. If you are a teacher and not a member of TGBC, you will receive 50% off of the annual tuition and an additional 5% every year thereafter.

Pre-school Discount: If you have a child enrolled in TGCA and a child enrolled in Tower Grove Christian Preschool, you will receive a 5% discount off the annual tuition.

No other discounts may apply with the exception of the annual pay discount.

Delinquent Policy

Delinquent accounts will be dealt with in the following manner:

1. Parents will pay their tuition on the 10th of the month. Tuition will be delinquent five days later. If past due, a charge of \$35 will be assessed.
2. After the 20th of the month, your child(ren) will be kept out of class if tuition is not paid for that month. Exception: *If under extreme conditions a parent cannot make regular monthly payments by the 20th of the month, a plan in writing must be submitted to the Business Office by the parent stating how the tuition will be paid within 90 days.* The parent must also agree to make regular monthly payments while making payments on past due tuition. Failure to make specified payments will result in the removal of the child(ren) from class. Extreme conditions are: loss of job; loss of health; etc. Only one such instance will be allowed per year.
3. Report cards will be withheld if there is: a tuition balance on an account; an extended day balance of \$25.00 or more; overdue library books and/or fines; unreturned athletic uniforms or any other monies owed to the school.
4. Records will be withheld if there is a balance of any amount on an account. Fees include: library fines, payment for lost books, extended day, athletics, or other expenses.

5. A fee of \$25 will be charged for a returned check. If a family has a returned check, they will need to pay their tuition each month by money order or cashiers check made payable to FACTS Tuition.
6. Students will not be allowed to participate in graduation if any tuition or fees are past due or athletic uniforms are not returned.
7. Students will not be allowed to take year-end finals if any tuition is due.
8. Past due accounts of those no longer attending Tower Grove Christian Academy will be turned over to a collection agency.

Graduation Policy

No student in kindergarten, eighth grade or twelfth grade will be allowed to graduate until all financial obligations are paid. This includes tuition, registration fee, student fee, Extended Day, lunches, lab fees, graduation fees, and library fines. All fees must be paid in full no later than two weeks prior to graduation. **This policy applies to the entire family account and not just the student graduating.**

Withdrawals

Parents must give written notice of withdrawing their student before the school year begins or during the year. If this is not done, the tuition cost will be charged until the school is officially notified. When a student withdraws, a two week notice should be given.

The amount of tuition for which the family is responsible is as follows:

Withdraw Day 1 to 5	-	Accountable 10%	Withdraw Day 36 to 50	-	Accountable 40%
Withdraw Day 6 to 20	-	Accountable 20%	Withdraw Day 51 to 65	-	Accountable 50%
Withdraw Day 21 to 35	-	Accountable 30%			
Withdraw Day 66 to end of first semester					Accountable 60%
Withdraw up to the tenth day of second semester					Accountable 75%
Withdraw after tenth day of second semester					Accountable 100%

SCHOOL HEALTH SERVICES

School Health Services are provided by the City Health Division located in Room 820, 634 North Grand, 612-5000. Height, weight, vision, and hearing screenings are provided for students.

As your child’s health record is permanent and stays with them through the 12th grade, students must have a physical exam by his/her private physician. Immunization dates (including month, day and year) are required by Missouri State Law for diphtheria, pertussis and tetanus (DPT), oral polio, measles, rubella and hepatitis B for your child to remain in school. Your child’s health record is on file at the School Health Service office.

Parents should return all completed forms promptly to the school office.

If you are transferring from another school, we need immunization dates for a required state report by the first day of school. Please do not rely on the record requests supplying this information. To avoid exclusion from school, return exact month, day and year for dates requested. These are required for your child to stay in school. (See Missouri State Law Immunization Requirements.)

Graduating 8th and 12th grade students are given copies of their immunization dates.

Immunization Requirements

State law regarding immunization of your child reads: “It is unlawful for any student to attend school for longer than one month unless the child has been immunized against

polio, diphtheria, measles, rubella and hepatitis B” or unless exemptions have been signed by a physician and filed with the school. State law also requires that parents furnish the school office with “satisfactory evidence” of immunization or exemption from immunization against the diseases named above. “Satisfactory evidence” of immunization can be any one of the following:

1. Records kept by the parent regarding types and dates of immunization received by the child
2. A statement by a licensed physician that the child has been immunized against the diseases mentioned above, giving dates of each immunization
3. A statement by a licensed physician that he is in the process of immunizing the child. (When the immunization process is complete, the parent or the physician should notify the school office.)

Remember that only one of the above is needed as proof that your child has had the necessary immunizations.

Medical Exemption

A child shall be exempted from the immunization requirements upon certification by a licensed physician such immunization would seriously endanger the child’s health.

Missouri Immunization Schedules

The completion of the appropriate schedule for the appropriate age will meet the current requirements of the Missouri Immunization Law.

Note: The school nurse will determine compliance, and will notify you if you are not in compliance with State Law.

Health Problems

Students must report health problems to the school office at the beginning of the school year or as soon as the problem arises. Special problems include vision and hearing disturbances, diabetes, seizures, rheumatic fever, recent surgery, asthma, medication or anything else that might limit students at school. Parents of younger children should inform the school office and the teacher in writing.

Medicine Permission Cards

According to Missouri regulations, we must have WRITTEN permission given by BOTH the PARENT and PHYSICIAN before unlicensed personnel (teachers, office staff, etc.) may dispense any medication to your child.

For Bactine or Neosporin to be administered to your child during the school day, you and your doctor must sign a Medication Permission card stating that these medications may be dispensed as needed during the current school year.

For prescription medication you will need to have your doctor complete a Medication

Permission 5x8 card which you must also sign. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. For medications given

throughout the school year, your child must have a new prescription container each school year. If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician’s order. Students will not be able to carry medications with them at school.

For over-the-counter medication that your child may need to take during the school year, we must have a 5x8 card signed by the doctor and you, the parent, giving permission to give the medication according to the doctor's orders (e.g. cough syrup given periodically).

There must be one card per medication. Please feel free to request Medication Permission cards as necessary.

Medication at School

Most prescription medication which requires three doses a day could be given before school, after school and at bed time, then no medications would be needed during school hours.

Medication, appropriate dispenser, and complete instructions must be placed in a zip-locked bag and left in the school office. No medication, including Tylenol, is to be kept in a student's possession.

Illness at Home

When your child is ill and/or running a temperature, please do not send him/her to school. Children who are ill cannot concentrate on schoolwork, and it is an injustice to expect them to attend. Also, it needlessly exposes other students to something that may be contagious. **Students must be fever free for 24 hours to return to school.**

If a student is absent for more than three days, they must bring a signed doctor's release. When returning to school after contracting the following diseases: streptococcus infection, scarlet fever, impetigo, and infectious hepatitis, a doctor's release is also required. Head lice require an empty treatment bottle as proof of treatment. Students must be checked by the school nurse before returning to class.

Illness at School

When children become ill at school, they should tell their teacher and report to the school office. If it is necessary for a child to go home, the office will contact a parent and the student will be released when the parent arrives at the school office. Students with temperatures of 100° and higher will be sent home. In the event that a parent is unable to pick up the child, a special arrangement may be made with the school office to have another adult pick up the child. **Students must be fever free for 24 hours before returning to school.**

Please remember that in the event of an accident, school personnel can give only emergency care. Parents are responsible for any additional care needed.

Change in Emergency Information

We ask that you provide us with information on where you (or a friend or relative) can be reached in an emergency. The emergency telephone numbers you give us are our only means of locating you if your child has an accident or becomes ill at school. **It is therefore extremely important that you keep us informed of any changes in emergency phone numbers by calling the school office, or by sending a note with your child.**

It is also the parent's responsibility to inform the school of:

1. A change of address, home, cell and work phone numbers
2. A change in place of employment
3. A change in your child's health

