Raising today’s children to be tomorrow’s leaders

Student Handbook



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**INFORMATION ABOUT THE CURRICULUM**

TGCA primarily uses consumable textbooks in order to allow for school growth and yearly adjustments in the curriculum. New students are administered a diagnostic test; their score determines at which level they will begin their studies in each subject. Our curriculum is Bible centered and academically proven many times over. It is produced by Accelerated Christian Education, a proven organization that has provided curriculum for Christian schools for over 45 years.

**FIVE LAWS OF LEARNING**

The educational concept of A.C.E. (TGCA) was built on five basic laws of learning:

Students must be at subject levels where they can perform.

Students must set reasonable goals.

Students must exhibit self-control and motivation.

Learning must be measurable.

Learning must be rewarded.

**DIAGNOSIS AND PRESCRIPTION**

Are your students really mastering basic math, English, social studies, science, and spelling skills? Could there be some learning gaps that have not been identified? A.C.E. (TGCA) diagnostic testing begins with simple concepts and continues through more advanced abstract thinking. Successful completion of this diagnostic testing indicates readiness for high school level curriculum.

A doctor must diagnose a patient’s physical needs before prescribing proper treatment. In much the same way, a student’s academic needs must be diagnosed before proper curriculum can be prescribed. Proper academic diagnosis and prescription is vital to a student’s achievement.

Each student entering the A.C.E. program is given diagnostic tests to determine skill and concept mastery. The diagnostic tests assist the evaluator in determining the student’s academic needs in each subject. After the student completes the diagnostic testing, he/she is given curriculum that meets and challenges each student at his/her performance level.

Diagnostic placement testing ensures that students begin at the exact point of their academic needs. Additionally, diagnostic testing determines if there are any “learning gaps.” Students can simply fill in the “learning gaps” without the stigma of “failing” a grade or falling behind.

Academic tests include math, English, spelling, and reading (Bible, Literature and Creative Writing, Science, and Social Studies). These tests cover basic skills normally mastered before high school.

If weak areas are evident from the testing, the appropriate gap PACEs are prescribed to strengthen specific weaknesses. After completing the gap PACEs, the student progresses at his performance level. If he/she demonstrates mastery at all levels of testing, he/she has the ability to function at his/her chronological grade level in the high school curriculum.

A.C.E.’s individualized program introduces children to concrete and abstract reasoning skills at appropriate age levels in conjunction with maturation stages. Writers and editors have carefully developed a scope and sequence with vocabulary that moves from simple to complex and from concrete to abstract as students progress from kindergarten through graduation. This Christian curriculum is structured to include all three levels of the learning process: knowledge, understanding, and wisdom.

**KNOWLEDGE** - Before adolescence, children focus on each new concept from a mastery viewpoint—line upon line, precept upon precept; focus is on the who, what, where, and when of information. Educators refer to this information as the knowledge dimension. However, there is development from this stage of learning to cognitive learning.

**UNDERSTANDING** - With adolescence, students concentrate on concepts that expand to the abstract or cognitive level; the focus is on why and how. This is referred to as the understanding dimension of life. Students learn not only facts (knowledge) but also how those facts relate to culture, science, and history (understanding).

**WISDOM** - Another, and perhaps the chief distinctive of the A.C.E. curriculum, is its focus on wisdom. Most curriculum publishers focus on knowledge (facts and information), and some publishers include understanding (relationship of information). Accelerated Christian Education curriculum is distinctive in its inclusion of wisdom as a deliberate aspect of the learning process.

The A.C.E. curriculum is set apart from all other curricula on the market. The special combination of academics and methodology, based on physiological development patterns and Biblical principles, provides mastery learning, critical analysis, conceptualization, cognitive reasoning, and life from God’s perspective. These differences make A.C.E. the most advanced educational package available anywhere in the world.

**SUBJECTS WILL INCLUDE:**

Mathematics

English

Social Studies

Science

Word Building & Etymology

Bible Reading

Creative Writing & Literature

Animal Science

Computer Technology including Readmaster, Mathbuilder, & WordBuilder

Many social & interactive exercises and activities.

**NEW STUDENT ADMISSIONS**

After you have completely and carefully read this handbook and have decided to register your child, please follow the steps below:

Schedule a tour of the school.

Obtain an application from the school office or www.tgshasta.org/tgca/apply.

Once you have filled out the application form, call the school to make an appointment for an interview with our principal. After the principal interview, the school administration may convene to discuss suitability between the school and the applicant.

Please bring your child, all forms completed, birth certificate, immunization records or letter stating religious objection to immunizations, and their most recent report card to the interview.

The registration fee is due at the time of enrollment. This fee includes the Diagnostic Testing Fee.

After the notice of acceptance, a date and time will be set for the student’s Diagnostic Testing.

After the Diagnostic Testing has been completed and scored, an appointment will be set to review the testing results with the parents/guardian and the student.

The student’s curriculum will then be ordered. Curriculum takes approximately 7 to 14 working days to arrive. Students will not be permitted to begin school until his/her curriculum arrives.

All students that do not pay tuition for the year in advance or pay for the semester in advance must go on a month-to-month basis. Payments are due the 1st of each month, unless otherwise stipulated.

All parents/guardians and students must attend a mandatory Parent Orientation that will be held one week before school begins.

**SCHOOL HOURS AND CLASS SCHEDULE**

**SCHOOL HOURS**

Monday - Thursday 8:00 a.m. – 3:00 p.m.

*\*NOTE: 15 minute grace period. Parents who fail to pick up their child 15 minutes after school ends will be invoiced a fee of $15.00 for every 15 minute interval thereafter. This is for your child’s safety as supervision is limited after these hours.*

*Examples: 16-30 minutes late …$15.00. 31-45 minutes late … $30.00. 46-60 minutes late … $45.00.*

**STUDENT CHAPEL**

Monday – Thursday 8:00 a.m. – 8:15 a.m.

*\*NOTE: Bibles are to be brought to Chapel.*

**P.E. DAYS / FIELD TRIPS**

Tuesdays and Thursdays will be designated P.E./Field Trip days.

*\*NOTE: Grades 2nd - 12th will come to school dressed in their P.E. uniform.*

**LUNCH TIME**

11:45 am – 12:45 pm.

**TUITION AND STATEMENT OF RATES**

**NEW STUDENT ENROLLMENT FEE**

Due at time of enrollment ……………………………. $60.00

If registered prior to July 31 ............…...........…….. $50.00

(This fee includes the Diagnostic Test fee.)

**RE-ENROLLMENT FEE (RETURNING STUDENTS)**

$50.00 - this fee is due by August 1st to secure enrollment for the following school year. After August 1: $60.00

*\*NOTE: Enrollment & Re-enrollment fees are non-refundable.*

**PACE (PACKET OF ACCELERATED CHRISTIAN EDUCATION)**

Due at time of enrollment to secure curriculum for the school year………. $300.00 (all paid up front)

*\*NOTE: This fee is separate from the tuition.*

Failed Pace Fee (will be billed separately) .............................................................$4.00 each

**ANNUAL STANDARIZED TEST**

This test will show how much a student has learned and will be compared to national averages, for all grades.

Due at registration, specific grades = 2, 5, and 8th = $50 / all other grades = $30

**TUITION**

Grades 2nd – 12th: $3,500 / year

Tuition can be paid on a monthly basis. Tuition is due on the first of each month with a 5-day grace period before late fees will are applied.

Monthly Tuition Fee - Due on the 1st of each month beginning September and ending June.

Grades 2nd – 12th: $350/month

There is a 10% discount on tuition if paid in full by the beginning of the year.

There is a 5% discount on tuition if enrolled in an automatic payment system.

**FAMILY DISCOUNT**

A $20.00 per month per student discount is applied on the second student and $35 will be applied on the 3rd student.

WITHDRAWALS / EXPLUSIONS

A withdrawal form must be completed and submitted to the school office at least 30 days in advance, prior to the removal of a student. Parent/Guardian will be financially responsible for those 30 days. There are no refunds for tuition at any time during the school year for those on a monthly payment plan. Those that have paid the full year tuition are entitled to 60% of the remaining balance.

Students, who are expelled for any reason, anytime during the school year, and who have paid the whole year tuition in advance, are only eligible to receive 60% of the remaining balance, which will be reimbursed in monthly installments.

Parents/Guardians of student leaving TGCA with an outstanding balance are subject to a 3rd party collection agency. Parents/Guardians will not receive school transcripts until balance is paid in full.

**LATE FEE/RETURNED CHECK FEES**

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Payments must be paid in the school office no later than the 6th of each month or mailed to: 534 Everitt Memorial Hwy, Mt. Shasta, CA 96067, postmarked no later than the 6th of each month.

Any tuition payments missed in accordance with the scheduled payment date will be assessed a late fee of $50.

If the 6th falls on a weekend, payment may must be made by the next school day.

Student(s) with more than one-month outstanding tuition will not be allowed to return to school until account balance, including late fee, is made current. If student(s) accrue two months of outstanding tuition, student(s) will be dropped from the school roster and will be required to pay the initial registration fee to be reinstated.

**RETURNED CHECK POLICY**

There will be a $50.00 fee plus bank fees for any check that is returned. This includes field trips, lunch, etc.

After a second returned check, all payments thereafter must be paid in cash or money order.

**DEDUCTIONS**

There are no deductions from tuition for holidays or any other days that school is not in session.

**SCHOOL FINANCE POLICY**

The Church and school board reserve the right to use the school finances in any way we deem necessary and appropriately.

**STUDENT, PARENT, AND SCHOOL RESPONSIBILITIES**

**STUDENT’S RESPONSIBILITIES**

Abide by the rules of the school and home.

Attend school.

Be punctual.

Perform the schoolwork and if the work (goals) is not completed at the end of the day, student will take and complete homework by next school day.

Study the curriculum in order to pass the Unit Test.

Inform parents/guardians of test not passed (Oops Slip).

Inform parents of test passed (Congratulation Slips).

Notify the staff when the subject material is not understood.

Notify parents if there are problems with learning the subject matter and the school staff has not responded.

Students may be required to participate in a performance during a Sunday church service The Gathering Church Mount Shasta. On Sundays that TGCA is programmed to perform parents will be notified at least 2 weeks in advance. Other arrangements will be detailed by the school administration.

**PARENT’S RESPONSIBILITIES**

To provide for the child’s moral, material and learning needs.

To provide a loving environment where their child is able to do their homework at home.

To send their child to school unless child is ill, has a doctor’s appointment or unless there is an extreme emergency.

To assist their child to be punctual to school.

To be aware of what their child is learning in school.

To make their child accountable for their school work.

To assist their child on homework issues.

To communicate to the school any problems that might be hindering the learning capabilities of their child.

**SCHOOL’S RESPONSIBILITIES**

To provide a positive learning atmosphere.

To oversee the Leaning Center creating an environment where a student can learn without any hindrances from other students.

To be aware of any learning difficulties or disabilities of each student in the Learning Center.

To respond in a timely manner to the students needs in the classroom.

To communicate with parents of the progress and or problems (behavioral or learning disabilities) of their child.

To inform the parents of the regulations and procedures, to update as needed of the new regulations and procedures.

To maintain accurate attendance records and to notify the parents/guardians of the students, whose performance is being affected by absences and tardies.

To monitor the progress of the student and update students and parents if student is falling behind academic projections.

To provide a report card in a timely manner.

To provide an individualized academic curriculum for accelerated students.

To maintain current records of the student’s files.

**ATTENDANCE | ABSENCES | TARDIES**

**ATTENDANCE**

Regular attendance is a “must” to successful schoolwork. Absence causes hardship on everyone involved.

**ABSENCES**

The school must be contacted by the parent/guardian on the day that a student is going to be absent.

The student must bring a note signed by the parent/guardian, which states the reason for the absence.

Any student that has excessive unexcused absences, which is two days in two weeks period, may be subject to suspension.

Students will maintain expected academic progress regardless of absences unless arrangements are made with the school.

**TARDIES**

Tardiness will not be tolerated. Excuses must be called in by the parent/guardian, or a written note must be given to the school office before being permitted into class. All unexcused tardies will be noted, 4th tardy result in detention. If student continues to have unexcused tardies, parent/guardian and student will be called in for a conference with the school Administrator/Principal where further correction may be prescribed.

**STUDENT & PARENT EVENTS (MANDATORY)**

Parent/Supervisor/Student Conference

Two Mandatory School Fundraisers. For non-participants, there will be a Non-Participation fee of $75.00

per student.

Field Trips.

Dramas that may be held throughout the year.

Award Nights.

Parent Orientation- Held approximately one week before school starts.

These events are mandatory for all Parents/Guardian and Students registered at TGCA.

**ACADEMICS**

**ACADEMICS**

**Principal’s Honor Roll** (A): Students working at or above grade level equivalent and average a 94% -100% and recite all monthly Scriptures. The student must complete a minimum of 18 PACEs per quarter.

**Honor Roll** (B): Students working at or above their grade level equivalent and average an 88% - 93%. 1st- 6th must complete a minimum of 18 Paces per quarter.

**Achiever’s**: Students working below their grade level equivalent who advance a grade level equivalent and have a 88% or higher.

**HOMEWORK SLIPS**

The goals set daily by the student must be completed daily. Should the student not complete his/her goals by the end of each day, he/she will be required to complete the unfinished goals for Homework.

The student must request a Homework Slip at the end of each day. He/She must fill in the incomplete pages. On completion of the Homework assignment the parent/guardian must sign the Homework slip. The student must return the Homework Slip to the school the following day along with the completed Homework.

*\*\* If the student is unable to complete his/her Homework, it is required that a note be written by the parent/guardian on the Homework Slip. Students with an incomplete and unexcused Homework Slip will be required to serve detention the following day.*

**CORRESPONDENCE FORMS**

These forms are used to inform parent/guardian of the student’s Academic or Behavioral progress. Correspondence forms must be signed and returned to the student’s Supervisor.

Parent(s)/Guardian(s) desiring to meet with the Principal, Administration, or any staff member must first request an appointment through the school office between the hours of 8:00a.m. – 3:00p.m. Monday through Thursday.

In case of emergency please call the church or school office.

Parent(s) loitering during school hours will not be allowed, unless assisting in school activities.

All visitors must report to the learning center supervisor or principal.

**STUDENT CONVENTIONS**

As part of the overall academic experience, TGCA students are required to participate in an annual competition sponsored by Accelerated Christian Education. Students will have the option of competing in a litany of events in such categories as academics, platform, athletics, art, and music.

Eligible ages:

Junior Convention: 9 yrs. – 12 yrs.

Regional Student Convention: 13 yrs. – 18 yrs. (Student must be 13 by December of current school year)

To compensate for student convention fees, TGCA will organize fundraisers (separate from general school fundraisers) under the direction of the student convention coordinator. All convention-aged students and parents are obligated to be involved. If a parent chooses not to be involved with fundraising, parent will be responsible of making full payment for student convention cost.

TGCA will make every effort to bring professionals who specialize in each category to assist with student convention. TGCA will assign school sponsors/chaperones to accompany the students attending student convention. Parents are welcome to attend at their own costs and travel arrangements.

**SCHOOL UNIFORM POLICY**

The Gathering Christian Academy requires that students wear school uniforms. Parents will be provided a list of accepted brands/colors to satisfy uniform requirements.

Consider the advantages of uniform dress:

UNIFORMS prevent Christian youth from being stumbling block through immodest dress.

UNIFORMS result in greater discipline, hence higher academics.

UNIFORMS enhance Learning Center décor.

UNIFORMS provide distinct difference from the world.

UNIFORMS give Church School identification and build esprit de corps.

UNIFORMS reduce yearly clothing costs.

UNIFORMS eliminate competition in dress.

UNIFORMS standardize and neutralize externals while enhancing individualization.

No other name brand or substitutions in uniform are acceptable in our dress code. Uniforms are expected to fit properly, be kept clean and in good condition throughout the school year. Faded, torn or out-grown uniform items are to be replaced at the discretion of the School Board.

**DRESS CODE FOR BOYS**

No over-sized pants.

No over-sized shirts.

No sleeveless shirts.

No tight-fitting clothing (e.g. yoga pants).

No skirts or dresses.

No logos other than the school logo greater than 2”

**DRESS CODE FOR GIRLS**

No dresses or skirts shorter than 1 inch below the knee.

No shorts shorter than 2 inches above the knee.

No tight-fitting clothing (e.g. yoga pants).

No sleeveless blouses or shirts.

No low-cut blouses or shirts.

No logos other than the school logo greater than 2”

No make-up.

*\*\*School Staff has final discretion on appropriateness of student’s dress.*

*\*\*Students not complying with all school rules will be subject to suspension.*

*\*\* All dress codes apply even on casual days.*

**LEARNING CENTER PROCEDURES**

Students must complete daily goals, score their Paces, and set new goals for the next day.

Students may not copy answers from the score key.

SCORE KEYS must remain at SCORING TABLE.

Students must work all activities and score Paces completely and make all corrections necessary before proceeding to do the Self-Test.

Supervisor must sign Check-ups & Self-Tests.

Students must score 80% or above on Self-Test before proceeding to take Pace Test.

Only pencils may be taken to the testing Table.

Students must score 90% or above in Paces up to and including #1036. Pace #1037 and above must score 80% or above in order to advance to the next Pace. All Word Building Test must be passed with 90% or above.

PACES, SCORE KEYS and other educational materials may not be removed from the classroom without the permission of the Supervisor.

A Christian flag or American flag are used in the classroom to get the Supervisor or Monitor’s attention.

Students working in Math paces #1075 and above may use calculators.

Students are not permitted to:

Talk in class without permission.

Get out of their seat without permission.

Leave their office without permission.

Go to the restroom without permission.

Laptops or tablets are available for supplemental assistance and certain academic assignments. Computer usage will be under the direct supervision of TGCA staff.

**STUDENT CODE OF CONDUCT**

TGCA is dedicated to the training of boys and girls in a program of study, activity, and living that is Christ-Centered. To safeguard the reputation of our school, the following standards have been formulated. Strict enforcement of these standards will help to ensure a productive school year. Students are to refrain from alcohol, drugs, tobacco, and bringing immoral and indecent magazines of any kind to school. Students bringing any of the above will be expelled from school upon School Board review. Students are to refrain from improper language and immoral conversation. Indecent and boisterous behavior will not be tolerated and will be grounds for suspension or expulsion. Willful disobedience or willful disrespect will be grounds for suspension or dismissal from school.

No Defacing of property including any recreational games. Parent/guardian will be billed, and student will be suspended or expelled from school.

Students without signed releases are never to leave the school grounds during school hours without being picked up by parent/guardian. High School students may earn off-campus lunch privileges.

Gum chewing is prohibited on school campus. Any student caught chewing gum will be on a 2-day restriction.

No fighting or play fighting is permitted. No threats of any kind will be tolerated. No misbehavior or disturbance to others. No pushing or shoving at any time. These will be grounds for suspension or expulsion.

No toys, radios, video games, or personal items may be brought to school. Any items brought to school will be confiscated and returned to the parent/guardian only, not to the student. No defacing of Paces, Workbooks, Score Keys, or any other property belonging to the school. Cell phones are not permitted in class. Tablets and personal laptops may be utilized in the Learning Center at the discretion of the supervisor.

We reserve the right to search for suspicion of illegal or unauthorized materials in:

* Backpacks, purses, pockets
* Lockers
* Desks
* Their person
* Cell Phones, tablets, smart-watches, and all electrical devices not required for school work must be submitted every morning at check-in to the assigned location and/or station.

**SCHOOL DISCIPLINE**

When a student is disciplined by being put on Restriction, parent/guardian will be contacted by phone or by a Correspondence Form that must be signed by the parent/ guardian and returned to the child’s Supervisor before being admitted back into class.

In exceptional cases that require Suspension or Expulsion, parent/guardian will be contacted and a conference may be required with the School Administration or the Administrator.

**SUSPENSIONS**

First Offense- Learning Center Supervisor/Parent/Principal Conference

Second Offense- Subject to Expulsion

Third Offense –Subject to Expulsion

Fourth Offense-Subject to Expulsion

Pending on the offenses, all Suspensions are Eligible for Expulsion at the discretion of the School Administration.

**REASONS FOR SUSPENSION**

Fighting

Cursing

Cheating

Stealing

Defacing of Property

Repeated Defying of Authority

Improper Dress

Excessive Demerits

Excessive Detentions

Breaking Restrictions

Excessive Tardies

Excessive Absences

**REASONS FOR EXPULSION**

Any act or intent against a staff member

Excessive Detentions

Excessive Suspensions

Stealing School Property

Continual defiance of authority

Defacing of school property

Fighting

Illegal substances such as: drugs, alcohol, and Immoral/Inappropriate magazines

Inappropriate conversation regarding outside activities

**REASONS FOR DETENTION**

3-6 demerits in one day

Unexcused tardies

Unexcused absences

Improper scoring

Detention is held after school. Detention notices will be issued to the student and must be signed by parent/ guardian and returned to the school the following day. Saturday detention is for repeat offenders.

**DISCIPLINE (IN CLASSROOM):** DEMERITS: Given for Academic and Behavioral Offenses.

3 demerits = 20 minutes detention and essay on reason(s) for demerits.

4 demerits = 30 minutes detention and essay on reason(s) for demerits.

5 demerits = 45 minutes detention and essay on reason(s) for demerits.

6 demerits = 60 minutes detention and essay on reason(s) for demerits.

7 demerits = 2 day suspension and essay on reason(s) for demerits.

Detention is served the day following the issuing of a detention slip. During detention, students will be asked to perform light clean-up duties or write standards. 4th detention will result in a one hour Saturday detention with a $50 fine.

**CHEATING ON PACE SCORING**

First Offense: Warning to students.

Second Offense: Students will serve a 1-hour detention the following day.

Third Offense: Student will serve a 2-day restriction.

Fourth Offense: Students will be suspended for 1-week.

Fifth Offense: Students is subject to expulsion at the discretion of the School Board.

Any violations of PACE PROCEDURES or TESTING TABLE REGULATIONS will be considered cheating. An Automatic Failure will be issued and the students will repeat the entire Pace and will be charged for the additional Pace. The student will be subject to suspension at the discretion of the Supervisor and the School Administration.

**THEFT**

Students will be immediately suspended or expelled if involved in theft of any SCORE KEY or other SCHOOL PROPERTY.

**NON-DISCRIMINATION POLICY**

The church and school shall have non-discriminatory racial policy and therefore, shall not discriminate against members, applications, students and others on the basis of race, color, or ethnic origin.

**LEAVING SCHOOL GROUNDS**

Once a child arrives at school, he/she is NEVER to leave the school grounds without a parent/guardian’s permission and the approval of the school office.

With parent/guardian permission, students in grades 9th – 12th may earn off campus lunch privileges for academic/character achievement.

Students that need to leave school before dismissal time must wait in the school office until their parent/guardian arrive and sign him/her out through the school office. Students will only be released to the parent/guardian.

Arrangements for emergencies must be made through the school office.

Students that leave the school grounds without permission will be suspended from school. Parent/guardian will be notified of infraction and length of suspension.

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Students that leave the school grounds without permission will be suspended from school. Parent/guardian will be notified of infraction and length of suspension.

**DESIGNATED DROP OFF & PICK UP ZONE**

Students can only be dropped off between 7:30am – 8:00am and picked up from 3:00 pm – 3:15 pm at the designated zone.

On certain occasions, TGCA will host daytime events that may alter instructions. TGCA will notify parents prior to the event.

**FIELD TRIPS**

Field trips are scheduled during the school year by each Supervisor. Notices and information will be sent home prior to each field trip. Permission forms are required and must be signed by parent/guardian and returned to the school office on or before the due date set on each permission form.

No phone calls or handwritten notes will be accepted in lieu of permission forms.

Some field trips may require a fee. (Travel, entrance, etc.) Parents will be notified in advance of fees.

Parents may be requested to accompany students to some field trips. Parents will be contacted by office in advance. Parents attending field trips must dress appropriately according to school dress code standard

**CHANGE OF CONTACT INFORMATION**

Please report any changes in your work, home or emergency telephone numbers and your home address. It is important that the school have this information in case of an emergency.

**ILLNESS**

No child will be admitted to class with a sore throat, fever, earache, swollen neck glands, runny nose (unless known to be allergy based), unexplained rash or skin irritation, or other symptoms of illness.

Please notify the school immediately of any contagious disease that may occur in your family. If your child should be exposed to a communicable disease at the school, you will be informed of the date of exposure, incubation period and symptoms of the disease.

No child should be sent to school whenever contagious symptoms are still present. A Doctor’s Note of Release must accompany the child upon his/her return to school.

Please notify the school immediately of any contagious disease that may occur in your family. If your child should be exposed to a communicable disease at the school, you will be informed of the date of exposure, incubation period and symptoms of the disease.

No child should be sent to school whenever contagious symptoms are still present. A Doctor’s Note of Release must accompany the child upon his/her return to school.

**FIRST AID**

Parents/Guardian will be notified if child incurs minor bumps, bruises, and scrapes. First Aid will be administered. It is the parent’s prerogative to take child home or leave him/her. Once a child leaves with parent, he/she becomes in the care of the parent. However, in the event of a serious accident, sudden illness, or life-threatening situation, professional assistance such as Paramedics, Fire Department, Police, etc. may be contacted prior to notifying parent/guardian. In all cases an accident report will be filled out by a staff member.

**MEDICATION**

Students requiring taking prescription medication must inform the school office, and must do so through the school office. Medication will be administered as per Doctor’s written prescription or a written note by parents. At no time will the School Staff give any medicine, such as Tylenol/Anacin. In a case a student reports feeling ill, the proper protocol would be for a staff member to help students rest for a while and then notify the parents. At the time the parent will make a decision to pick up the child or not. Students must not bring medication of any other kind with him/her to school, unless prescribed by a Medical Doctor.

**HIGH SCHOOL**

TGCA offers a full High school program. Once a high school student is accepted by TGCA, the staff will review their official transcript and assess the results of their diagnostic test. Based on these two factors TGCA administration will place each High school student on a course of study. A customized academic projection will then be given to each student that will list the courses required to fulfill the requirement in that particular course of study.

**ACADEMIC PROJECTIONS AND COURSE OF STUDY**

Academic Projections informs students and parents what Course of Study the student has been prescribed, the list of courses (Paces) required to complete, and the time frame required to meet graduation requirements. TGCA offers four Courses of Study. They are the following:

**COLLEGE PREPARATORY DIPLOMA**

Must have an 88% average. Must score at least 22 on the ACT or 900 for the Critical Reading and Math scores combined on the SAT. (Total: 250 credits)

Math:

Algebra I

Geometry

Algebra II

Trigonometry

English:

English I

English II

English III

English IV

Social Studies:

World Geography

World History

American History

Civics/Economics

Economics

Science:

Biology

Physical Science

Chemistry

Physics

Bible:

New Testament Survey (Required)

Old Testament Survey (Required)

Life of Christ *or* New Testament Church History

Electives:

Etymology

Computer Science

Speech

Music

Foreign Language (2 years)

Health

Physical Education (2 years)

**GENERAL DIPLOMA**

Must have a 94% average. Must score at least 22 on the ACT or 1000 for the Critical Reading and Math scores combined on the SAT. (Total 280 Credits)

Math:

Algebra I

Geometry

Business Math or course below Pace 1097

English:

English I

English II

English III

English IV

Social Studies:

World Geography

World History

American History

Civics/Economics

Science:

Biology

Physical Science

Bible:

New Testament Survey (Required)

Student’s Choice of:

Old Testament Survey

Life of Christ

New Testament Church History

Electives:

Etymology

Computer Science

Speech

Music

Foreign Language (2 years)

Health

Physical Education (2 years)

**VOCATIONAL DIPLOMA**

Student must complete at least through PACE 1096 in every subject. For transfer students, assign PACEs needed to meet minimum graduation requirements.

Math:

Minimum of 48 PACEs as assessed

Add Business Math if needed

English:

Minimum of 48 PACEs as assessed

Social Studies:

Minimum of 48 PACEs as assessed

Science:

Minimum of 48 PACEs as assessed

Word Building:

Minimum of 48 PACEs as assessed

Bible:

New Testament Survey (Required)

Life of Christ

Electives:

Typing

Computer Literacy

Health

Physical Education (2 years)

**LIGHTHOUSE CHRISTIAN ACADEMY DUAL ENROLLMENT**

Lighthouse Christian Academy, the distance-education provider of A.C.E. Ministries, is pleased to offer a program designed especially for schools using the Accelerated Christian Education curriculum.

Lighthouse Christian Academy (LCA) is accredited through Accreditation International. As a direct result of its accredited status, Lighthouse Christian Academy can validate the education your student receive while attending our school. Students must attend TGCA a minimum of one year to be eligible.

Lighthouse Christian Academy is offering each student attending on campus at an A.C.E. Model or Quality Status School (TGCA) the opportunity to receive an accredited transcript and diploma through participation in the LCA Dual Enrollment Program. Schools who have earned A.C.E. Model or Quality Status may begin this process by performing the following steps:

•Print and complete a Dual Enrollment Student Application for each student applying.

•Include the student’s official transcript and annual dual enrollment fee.

•Send these documents to Lighthouse Christian Academy, postmarked or faxed by October 15.

**ADVANTAGES**

Many advantages are associated with accreditation.

•Transfer of credits—accreditation eases the transition of students as they move from one accredited organization to another.

•Access to programs and scholarships—accreditation aids students as they participate in sports programs, apply for federal grants, or pursue admission to accredited colleges

**LCA ACCREDITATION**

Lighthouse Christian Academy (LCA) was awarded full accreditation status as a distance education provider by Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), National Council for Private School Accreditation (NCPSA), and Accreditation International (AI). AI is a recognized member in good standing with the Council on Occupational Education (COE) and the International Council for Education.

LCA continues to provide our families with the highest level of Christian education and the best quality of customer service. We are pleased to provide for our students a recognized level of accreditation that is both regional and international in its scope.

\*Accreditation is established by institution; though TGCA is eligible to fully participate in the LCA dual enrollment program and offer an accredited diploma, TGCA, as an institution, has chosen not to pursue an accreditation to control tuition costs for the parents.

**CREDIT TRANSFER POLICY**

Each high school graduate will receive two high diplomas, one from TGCA and one from LCA. In conjunction and with the approval of parents, TGCA administration will send one transcript to the institution of the accepting student based on the enrollment criteria of that institution.

If a parent waives their right to participate in the dual enrollment program, or is not enrolled the necessary duration, there is a possibility that the receiving institution will not accept your child’s credits. This applies to any government high school or higher learning institution. If we should ever experience a situation as the one mentioned regarding your child, TGCA will work to the best of our ability with the receiving institution to provide successful credit transfer. If the results of our efforts do not produce acceptance of credits, Fountain of Truth Christian Academy is not in any way liable or responsible for the institution’s decision or policy.

No monetary refund of curriculum, tuition, or any other expenses incurred while attending Fountain of Truth Christian Academy will be issued at any time. If there should be an outstanding balance owed to TGCA, the parent or guardian will be responsible to pay for services rendered.

**The stated policies in this student handbook are at the interpretation of solely The Gathering Christian Academy. If a parent/guardian or student seeks clarification of any of these policies he/she must make an appointment to discuss with the Principal.**



**534 Everitt Memorial Hwy**

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**tgca@tgshasta.org**