

2025-2026 TRUTH CHRISTIAN ACADEMY POLICY

41 Bryan Circle, Hagerstown, MD 21740 301-733-0712

truthchristianacademy21@gmail.com

MISSION STATEMENT

Truth Christian Academy is operated by the Church of God (Universal), 12819 Point Salem Road, Hagerstown, MD 21740. It exists to assist parents and guardians in providing a quality education for their children from a Biblical perspective. Because of the importance of eternal values, our first aim is to build into the lives of all our students the principles and teachings of the Lord Jesus Christ. In addition, our aim is to prepare our students by academic instruction to take their place in the modern world.

ENROLLMENT

1. An enrollment application is to be completed for students entering Truth Christian Academy.
2. Children are eligible to apply for acceptance into Pre-Kindergarten when they turn 4 years old and are bathroom independent. They are eligible for the Kindergarten class if they are five years old by September 30. Exceptions may be made if evaluations show that a child (born October-December) is ready for Kindergarten work.
3. Students entering Truth Christian Academy in grades 2 and up may be administered an achievement test so that each may be placed with the group of students with whom he can work most effectively.
4. Upon enrollment students will pay the first month's tuition and a book fee (\$100 Pre-K-Grade 8; \$120 Grades 9-12).

ATTENDANCE

1. The 2025-2026 school year begins September 2 and ends May 28.
2. Fridays are considered homeschool days. Students are expected to bring back completed work the following Monday.
3. In case of bad weather, please check your e-mail for updates from the school. You can also check our Facebook page for updates.
4. The following are legal excuses for absence:
 - a. student illness
 - b. inclement weather
 - c. death in the immediate family
5. Students who have been absent must bring a written excuse the next day.
6. Educational trips are subject to school approval. A request should be made to the school one week in advance of the trip.
7. After 10 absences, students will be charged \$3 per absence. In addition, 10 points will be deducted from all assignments turned in after 10 absences.
8. No student may leave the school grounds before the close of the school day without permission from the office.
 - Students may not recover a ball off school property without permission.
 - Students who need to leave school before 3:30 must have their parents notify their teacher in advance. Parents coming to the school to pick up their children early without a note should come to the office to check them out.
9. **PICK-UP – Children in Grades K-6 may not cross the street without an adult.**

TARDINESS

1. Students are to be in their classroom at 8:25. They are late at 8:30. They should be dropped off at their classroom door unless they are late, in which case they must enter through the front doors and get a tardy slip from the office.
2. A student arriving after 10:00 is counted absent one-half day and must bring a signed note for the absence.
3. After 10 tardy days, the family will be charged \$3 per tardy.

EARLY COMERS AND LATE GOERS

1. Doors will open for students at 8:15 in the morning. Students who are on the property before that time will not be supervised.
2. Classes are dismissed at 3:30. Students should be picked up within 15 minutes of that time and should remain in the designated room until their ride comes.
3. After 3:45, families will be charged \$5 per 15 minutes for late pickups.

LUNCH

1. All lunch items should be ordered in the morning and are to be eaten in the classroom.
2. Students who need to spend their lunchtime working should be in their rooms before the 12:20 bell rings.

WORK

1. Students are required to do homework and to correct assignments. Late or unfinished work should be completed during recess and lunch hour, and students who do not finish during this time may have to stay after school until 4:00 that day or come into school on Friday, at their teacher's discretion.
2. It is the responsibility of the student to see his teachers for work missed during absences. In case of a planned absence, the student should see the teacher for his work before the absence occurs.
3. Grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59-	F

PLAY

1. The Golden Rule is to be obeyed at all times.
2. Students are not allowed to fight or wrestle.
3. Students should not make or throw snowballs.
4. Students should talk quietly in the hallways during and after recesses and lunch break.
5. Students are not to get on the roof to recover balls or other items. A report should be made to the office so that items may be recovered.
6. On rainy days students in grades K-4 may play in the basement from 12:15 until 12:30. Students in grades 5-12 may play from 12:30 until 12:45.

RESPECT

1. Students must be respectful to all adults, and especially to teachers. They must speak in a courteous manner to both adults and children.
2. Kindness is required; older students should be especially considerate of the younger ones.
3. All school property is to be used with proper care and respect.

MISCELLANEOUS

1. Please stop by the office to leave a message or drop off items.
2. In case of a fire drill, everyone should leave quietly and quickly (without running) by the nearest outside exit. In the case the nearest exit is blocked, exit should be made by the next closest exit.
3. There is to be no running in the hallways.
4. Students may not have matches, weapons, or anything that resembles a weapon at school.
5. Students are not to go into unused classrooms when no teacher is present, unless permission is given. Students are not allowed in a classroom other than their own unless the teacher for that class is present.
6. The school will not assume responsibility for personal items, such as toys, brought to school by students.
7. Students are not to climb on or over fences.
8. God's name is not to be taken in vain. A child who persists in using foul or vulgar language/gestures will be dismissed from the school.
9. Cell phones may be brought to school but will be collected by a teacher at their discretion.
10. Each year, TCA students perform in a Christmas program at the Church of God (Universal), 12819 Point Salem Road, Hagerstown. Students are transported back and forth from the church for several days before the program. In addition, students will occasionally be transported on various field trips or to the church playground for additional playtime.

DISCIPLINE

1. The purpose of discipline in the school is to encourage and correct students in an effort to lead them into maturity and self-discipline.
2. Discipline at Truth Christian Academy has the following objectives:
 - a. To develop Christian character
 - b. To train students to conduct themselves in a manner that will help them to develop them into productive, well-adjusted adults
 - c. To maintain a good environment for learning
 - d. To correct the behavior of students whose actions are disruptive to the learning environment
3. Students who have been given detention will stay after school on the day designated by the teacher.
4. As a last resort, recalcitrant students will be dismissed from the school. Preliminary actions will include a conference with the parent and suspension.

PARENTS AND TEACHERS

Parents are encouraged to contact teachers when problems arise. Parents may feel free to visit classes during the school day, but they should stop at the office before going to their child's classroom.

PROMOTION

1. At the end of the school year, an achievement test is administered to students in Grades K-12. Achievement test results are used to determine growth during the year. The results of the achievement tests will be made available to parents.
2. If a student's work is borderline, he/she may be promoted on trial. His/Her work in the new grade determines whether he/she remains in the higher grade or is returned to the former grade.
3. Report cards are held at the end of the school year for those students who do not have a clear record (money, books, or absence notes not turned in).

DRESS CODE

GIRLS

1. Skirts must cover the knees when seated or standing. Girls may wear leggings/pants under their skirts.
2. Shirts must be of a modest fit without offensive pictures or words.
3. Tops must have sleeves (no cap sleeves).

GIRLS 7-12th grade

1. Girls may choose from the following only: polo shirts, button-up shirts, skirts or dresses.
2. Students may wear a hoodie or a jacket with no graphics or writing except for a logo.
3. Girls may not wear t-shirts except on the last school day of the month, which is Dress-Down Day.

BOYS

1. Boys must wear ankle-length pants with no holes.
2. Boys' haircuts must be kept at a conservative length.
3. Shirts must not have offensive words or pictures on them.

BOYS 7-12th grade

1. Boys may wear polo shirts or button-up shirts only.
2. Students may wear a hoodie or a jacket with no graphics or writing except for a logo.
3. Boys may not wear t-shirts except on the last school day of the month, which is Dress-Down Day.
3. Acceptable colors for pants are khaki, navy, brown, gray, and other earth tone colors.
4. Boys may not wear sweatpants.

GENERAL

1. These rules apply during regular school hours, summer school days, field trips, and school programs. We would also like for parent volunteers to respect these standards when they are assisting.
2. Students are not permitted to wear makeup, nail polish, or jewelry.
3. Children should wear shoes that are appropriate for play.
4. Book bags, lunchboxes, etc. may not have offensive pictures or writing on them.

TUITION

1. Tuition is \$360/month for 9 months (September – May). Tuition may be higher for students with an IEP.
2. Tuition payments are to be made on or before the 5th of each month (except June, July, and August). The first payment for the school year is due September 2. A 10% discount will be given if the year's tuition is paid by September 30.
3. The State of Maryland is paying approximately \$80 per student for the 2025-26 school year for the purchase of library books, textbooks, and classroom materials.
4. There is a book/technology fee of \$120 for high school students and \$100 for all other students.
5. All back tuition and fees must be paid before the student is put on the roll for next year.

Enrollment applications are on the TCA website (truthchristianacademy.net) and also can be obtained by calling the school (301-733-0712) or stopping by during regular school hours (8:00 - 4:00).

BOOST SCHOLARSHIP PROGRAM

1. Truth Christian Academy participates in the *BOOST Scholarship Program.
2. BOOST is a State of Maryland program devised to help lower-income students afford the K-12 education that best fits their needs. BOOST provides scholarships to eligible students to enable them to attend a nonpublic school. Maryland's BOOST Scholarship Program will provide nearly \$10 million in scholarships in the upcoming school year to eligible K-12 students toward tuition at a qualifying nonpublic school of their choice.
3. BOOST scholarships are available to public school students as well as current nonpublic school students who qualify.
4. For more information and to apply, visit marylandpublicschools.org or contact boost.msde@maryland.gov. Have your tax information available, as it will be needed to complete the application.

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

STUDENT NAME _____

PARENT NAME _____

AGREEMENT

We have read the **2025-2026** Truth Christian Academy policy and classroom rules and agree to abide by them. We understand the tuition policy and agree to make our tuition payments promptly. We have paid particular attention to the following:

- After 10 absences, the student will be charged \$3 per absence.
- After 10 tardies, the family will be charged \$3 per tardy.
- A student who has been absent must bring a written excuse the next day.
- After 3:45, families will be charged \$5 per 15 minutes for late pickups.
- The 2025-2026 school year begins on September 2 and ends May 28.
- A book/technology fee of \$120 for high school students and \$100 for other students is due by June 5 for current students and upon enrollment for new students.
- Tuition is \$360/month for 9 months (September – May).
- Each year, TCA students perform in a Christmas program at the Church of God (Universal), 12819 Point Salem Road, Hagerstown, MD. Students are transported back and forth from the church for several days before the program. In addition, students will occasionally be transported on various field trips or to the church playground for additional playtime.
- Students must abide by the school dress code (see policy for dress code details).
- **PICK-UP – Children in Grades K-6 may not cross the street without an adult.**

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____