

Welcome to

The Refuge Academy



Academic Excellence with a Spiritual Emphasis...

Ministry of The Point of Refuge

Pastor Steve Doss

Ministry of Education- Dan Exler

Principal/Academic Advisor- Miranda Doss

Administrator- Shelia Exler

School Board President-Suzanne Allen

3102 High Ridge Boulevard

High Ridge, MO

636-671-9494

www.thepointofrefuge.com



Dear Friends,

Thank you for choosing TRA. I feel honored to have you as a part of TRA Family. You will find TRA to be a spiritual environment for receiving quality Christian Education and at very affordable prices.

TRA is the first private, Christian school of its type in the area. It was established out of a burden by the body of The Point of Refuge United Pentecostal Church. The school is governed by a distinguished board of directors, comprised of "Spirit-filled" men and women. Working together with the pastors of local churches, it is their vision and spirituality which gives TRA its oversight.

As the First Lady of The Point of Refuge, it is my pleasure to serve as Administration of this school. I was a Missouri certified school teacher in Southeast Missouri and I have worked in the public school system for many years. I have a Bachelor's of Science in Elementary Education with a minor in Mathematics. My passion is ensuring quality education, above state requirements, and also challenging each student at their own level. My burden is serving the students' needs in education while developing their Christian character and walk with Jesus.

I stand ready to assist you and your children in the pursuit of a quality Christian education at The Refuge Academy.

Yours for Christian Education,

Miranda S. Doss

First Lady
The Point of Refuge Administration
The Refuge Academy

**PLEDGE OF ALLEGIANCE TO THE
UNITED STATES FLAG:**

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

**PLEDGE OF ALLEGIANCE TO THE
CHRISTIAN FLAG:**

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty for all who believe.”

PLEDGE OF ALLEGIANCE TO THE BIBLE:

“I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.”

<i>Philosophy and Mission.....</i>	
History	pg 7
Philosophy of Christian Education	pg 7
Mission Statement	pg 8
Statement of Faith	pg 8
<i>Admissions.....</i>	
Admission Process	pg 9
Registration	pg 9
Kindergarten	pg 9
Special Needs	pg 9
Transfers	pg 10
Immunizations	pg 10
Withdrawal	pg 10
<i>Attendance.....</i>	
Absences	pg 11
Sick Policy	pg 11
Lice Policy	pg 11
Late Pick-up	pg 11
Snow days	pg 11
<i>Academics.....</i>	
Curriculum	pg 12
Core subjects	pg 13
Kindergarten	pg13
Electives and additional instruction	pg 13
Multimedia	pg 14
Music/Art/Physical Education classes for Elementary	pg 14
Daily devotion/Weekly Chapel	pg 14
Scripture Memorization	pg 14
Grading Scale	pg 14
Progress Reports	pg 14
Annual Standardized Testing	pg 15
Awards Night	pg 15
<i>High School.....</i>	
Academic Projection	pg 16
Dual Enrollment	pg 16
Graduation Requirements	pg 17
Computer Science	pg 18

Foreign Language	pg 18
Honors Track	pg 18
College Prep Track	pg 18
General Diploma Track	pg 19
Standardized Tests for College Admission	pg 19
<i>General Policies.....</i>	
Parental Role	pg 20
Visitors to campus	pg 20
Lunch	pg 20
Dress Code	pg 21
<i>Financial Policy.....</i>	
Registration	pg 22
Missouri's 529 Education Savings Account	pg 22
Tuition	pg 22
Kindergarten/Senior Graduation Fees	pg 23
Fundraising	pg 23
Additional Fees	pg 23
<i>Conduct/Discipline.....</i>	
Standards of Christian Conduct	pg 24
General Classroom Rules	pg 25
Discipline	pg 25
Corporal Punishment	pg 26
<i>Student/Parent Agreement Clause</i>	pg 26

****The Refuge Academy will be recognized as TRA in this handbook.***

****Minister of Education/Principal/Administrator will be recognized as Administration in this handbook.***

PHILOSOPHY AND MISSION

TRA stands without apology for the Bible, and its principles are an integral part of our regulations. It is understood that attendance at TRA is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity. The administration may at any time request the withdrawal of any student who in the opinion of the administration, does not fit into the school philosophy or refuses to conform to the rules and regulations. It is the hope and desire of the administration that each student will have a strong respect for the philosophies and aims of TRA.

HISTORY

TRA was established in 2015 by the body of The Point of Refuge in Byrnes Mill, Missouri, under the direction of Pastor Steve Doss. The school is a ministry of the local church body and is supported as such.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe there are three essential components for the successful education of the child. These three components are listed in order of responsibility to God for the training of godly men and women.

1. Parents – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Refuge Academy will be directly correlated with his parent's faith in Jesus as personal Savior and their commitment to honoring God's Word.
2. Church – Next in importance is the ministry of the local church in the life of the family. It is required that every family to be committed, through attendance and participation, to a church.
3. School – Finally, and in proper order, is the school that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order, these three components play a stabilizing and strengthening role in the education and development of a child.

When these three are in agreement in philosophy, standards, and convictions, the out-come will be the development of men and women who are firmly grounded in Truth and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is a propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child. TRA is a ministry of The Point of Refuge United Pentecostal Church and is the extension of the Christian home. We believe there is a Biblical perspective for every academic discipline. We believe that true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God's Word.

MISSION STATEMENT

The purpose of TRA is to give each student the maximum knowledge of the various subjects and the essentials of culture in the light of God's Word, "That in all things He might have the preeminence" (Col. 1:18). Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if the Originator is ignored. Consequently, only a Christian school with born-again teachers can give a child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go; and when he is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God. Any parent with different educational and spiritual expectations for his child is likely to be dissatisfied with TRA.

STATEMENT OF FAITH

The fundamental doctrine of the United Pentecostal Church is repentance, baptism in the name of Jesus Christ for the remission of sins and the receiving of the gift of the Holy Ghost as evidenced by the speaking of other tongues as described in Acts 2:38. TRA embraces this doctrine.

ADMISSIONS

TRA is governed in its daily activities by the administration and supervisors of each level of learning. These daily activities are overseen by the Administration. Policies are adopted by a school board composed of a select group of members of local congregations. Any matter of concern should be presented to the Administration for resolution of the matter. If no resolution is forthcoming than an appeal may be made to the school board for a hearing of all parties concerned. Any decision made by the school board or pastor will be considered final.

Policies of TRA are adopted by the school board at its regular scheduled meetings and implemented by the administration and staff of the school. These meetings are closed to the public unless a hearing has been scheduled in advance for the purpose of resolving a particular issue.

Admission Process

To start the admission process, a meeting with the Administration and parent/guardian along with student is required for all new applicants. If the Administration deems that the student will be a good fit for TRA, the registration process will begin.

Registration

A registration fee of \$50 is charged to each student enrolling at TRA and is due at the time of registration. The fee covers the costs of registration, assessment testing, etc. and is non-refundable. The registration fee must be paid to secure the student's enrollment.

Kindergarten

Any child wanting to attend Kindergarten must be five years of age by September 1st of the starting year. However, an exception can be made to this rule with the approval of the Administration. Kindergarten classes are full-day sessions. A copy of the birth certificate and shot records should be furnished at the time of enrollment.

Special Needs

All children with special needs will be evaluated on an individual basis and admission will be determined by TRA's ability to meet the child's need.

Transfers

Any student transferring from another school must complete a diagnostic test in Mathematics and English and must submit a transcript from their former school for evaluation. A combination of these results will be considered to determine the student's grade placement. TRA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from previous high school(s) are accepted and recorded on the student's permanent transcript. TRA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an accredited diploma. TRA does not offer high school credit by examination.

A copy of the birth certificate, social security card and shot record are to be submitted at the time of admission.

Immunization

All students attending school in the state of Missouri must comply with requirements for immunization. Verification of immunization must be in the student's cumulative folder before the student enters school.

Withdrawal Policy

Any student may withdraw from TRA for any reason. A written withdrawal letter needs to be submitted to the board for consideration of refund or tuition contract cancellation. However, all accrued expenses will be charged to the student's account within a 30-day time period of when letter is received by the board. The account must be in good standing for a transcript to be sent to another school.

ATTENDANCE

School will convene at 8:30 a.m. and will dismiss at 3:30 p.m., Tuesday through Friday. There are a few exception weeks. TRA doors will open at 8:00 a.m.

Absences/Sickness Policy

A call from the parent will be considered an excused absence for the first day. A written excuse, signed by the parent, must be presented to the teacher upon returning to the school after an absence of more than one day. Any additional days will require a doctor's excuse in order to be excused.

Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. Students sent home with a fever or vomiting may not return to school for 24 hours from the last symptom. Assignments may be sent home to help the student keep up with his work while recovering.

A student who accumulates multiple unexcused absences in one quarter will, along with his/her parents, have a meeting with the Administration to discuss the problem at hand. If the problem is not resolved, the student may be subject to expulsion.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance, church functions (Pastor's statement will be required).
3. Death in the family
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.

Lice Policy

If your child is found with live lice, we will contact you immediately to pick up. As with all contagious conditions, the child's name is kept confidential, but the condition is reported so other parents can be on alert. Before returning, the child must have been treated and without lice and nits. We will do routine head checks following a lice diagnosis. Rediscovery of live lice will require an immediate pick up and repeat treatment at home.

Late Pick-up

School ends at 3:30 students need to be picked up by 3:40.

Snow Days

In the event of school closing due to weather, TRA is closed when Northwest School District cancels classes.

ACADEMICS

Curriculum

Based on the biblical mandate in I Corinthians 10:31, “that in whatever we do we are to do all to the glory of God”, our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

At TRA, we recognize that Jesus is the source of all knowledge and that according to Proverbs 10:14, “Wise men lay up knowledge.” The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Refuge Academy.

The core curriculum for TRA is provided by ACE, Accelerated Christian Education. Accelerated Christian Education was founded in 1970 by Donald and Esther Howard in Garland, Texas. The ministry began solely upon God’s leading to meet the need for an individualized, Biblically-based education for children. Their desire was to assist parents, pastors, and school staff in the Lord’s command of Deuteronomy 6:7. *And thou shalt teach them diligently unto thy children, and shalt talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.*

A.C.E. has taken a conventionally styled textbook and divided it into bite-sized workbooks called PACEs (Packets of Accelerated Christian Education), which are full of self-instructional activities designed to develop thinking skills and create mastery learning.

A.C.E. has been adding programs for students to participate in activities outside of the classroom since 1973. Regional and International Student Conventions help students grow closer to the Lord Jesus Christ and demonstrate their achievements in a wide range of categories from chess to Bible, basketball to art. Service Adventures and Educational Assistance Programs in foreign countries give students the opportunity to step outside their comfort zones, to share Christ’s love with schools in need, and to be involved in reaching children.

One of the services that sets Accelerated Christian Education apart from other curriculum providers is the commitment to staff training. Continuous training is essential to the quality of an educational ministry—Sharpening Your Axe. The Administration, along with all staff, have obtained ACE Certification.

Core Subjects:

- Math (Levels K–12)
- English (Levels K–12)
- Literature and Creative Writing (Levels 2–8)
- Social Studies (Levels K–12)
- Science (Levels K–12)
- Word Building (Levels K–9)
- Bible Reading (Levels 1–6)

Core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word. This complete package begins with reading development and progresses through high school, giving students a solid foundation for pursuing their life goals.

Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best but are able to work at their levels of proficiency and proceed as they are capable.

Each core subject consists of 12 PACEs (Packet of Accelerated Christian Education) per level. Typical students work daily on one PACE in each subject and may be performing at varying levels. The diagnostic test results help to identify academic weaknesses and prescribe a path to help students catch up. Most students complete at least 70 PACEs per year, while maintaining academic balance by completing about the same number of PACEs in each assigned subject.

Kindergarten

Abeka is used for our Phonics curriculum in Kindergarten. It is based off of their 6 Step Phonics Reading Program.

1. Learn to recognize the short vowels and their sounds.
2. Learn to recognize the consonants and their sounds.
3. Learn to blend.
4. Learn to sound one-vowel words.
5. Learn the sounds of the long vowels. Learn to sound two-vowel words.
6. Learn and apply the special phonics sounds.

Electives and Additional Instruction Programs

In order to enhance the core curriculum, meeting with the Academic Advisor electives and additional instruction programs will be added to the student's curriculum to broaden their perspective and choice of their interest of study.

Multimedia

Readmaster Plus is an educational software suite that enhances the student's educational experiences while challenging their learning. Readmaster Plus offers four distinct computer software programs:

- **Readmaster**® improves reading rate and comprehension skills for Levels 1–12.
- **Typemaster**® teaches computer keyboard skills for Levels 1–6.
- **Math Builder**® provides drill and practice in math concepts for Levels 1–6.
- **Word Builder** improves spelling, word usage, and pronunciation for Levels 2–8.

The second half of 7th level social studies is comprised of a state history study. Your academic advisor will provide you with information to complete a State History Research Project. This independent study is beneficial as it may involve the whole family, and it allows the student to pursue areas of personal interest. Also, opportunities exist to attempt various activities that may lead to future interests. Evaluation of this project will be based on the following: Content and Summary, Visual Illustrations, Creativity and Presentation, and Title Page and Bibliography.

Music/Art/Physical Education Classes for Elementary

Classes are held on a weekly basis. Grades are earned by class participation, behavior, performances, and completion of assigned projects.

Daily Devotion/Weekly Chapel

A daily devotion will take place every morning and a weekly chapel service with worship.

Scripture Memorization

Each student must complete (quote) the scripture memory assignment. Failure to do so will result in missing of breaks for each school day that follows and it remains incomplete.

Grading Scale

All grades at TRA are recorded as percentages and are assigned the following letter grades:

A=90-100

B=80-89

Must receive 80% to pass

Progress Reports

Progress Reports showing a student's progress will be sent home each quarter (nine weeks) for the parents to view.

Annual Standardized Testing

TRA will test annually using the Iowa Test of Basic Skills and the Iowa Test of Educational Development. The test evaluates vocabulary, reading, language, word analysis, listening, spelling, math concepts, math computation, math problem solving, social studies, science, and sources of information. The test can only be administered by a person holding a Bachelor degree or higher.

Awards Night

TRA will conduct an awards ceremony open to the public where students will be recognized for outstanding scholastic achievement and spiritual emphasis in various areas. Recognition of students in other areas may be given as the Administration deems proper and fitting. This ceremony will be held in conjunction with the Kindergarten graduation ceremony.

High School

Academic Projection

Each student of TRA enrolled in 9th level or higher will receive an Academic Projection each year from the academic advisor. The student's Academic Projection will be based upon one of the four courses of study offered by TRA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic advisor, parent, and student, while adhering to the academic requirements of TRA.

The academic advisor will produce the student's Academic Projection after the course of study is agreed upon, listing all courses required for completion before an TRA diploma may be issued.

Each year after reenrollment, the academic advisor will update the projection to keep the student's ongoing progress and completion of academic requirements.

Every student should be classified on the college preparatory track until cumulative evidence (regarding mental aptitude, home circumstances, age, diagnosis, etc.) substantiates the impracticality of pursuing a college-bound course of study.

Even then, the student should aspire to attain the highest possible academics even if it may take more time. There is nothing wrong with a student attending high school more than four years, if needed, to complete the necessary requirements. Academic excellence should be the goal of each student!

Class Load- A student should expect to spend a minimum of eight semesters in high school in order to complete the requirements for graduation. However, with the approval of the Administration, exceptions can be made to this requirement.

A normal course load is six subjects per semester, but exceptions can be made with the approval of the Administration.

Dual Enrollment

TRA has partnered with The Lighthouse Academy A.C.E. headquarters school in Hendersonville, TN and offers accredited diplomas in dual enrollment for the student's senior year.

The Lighthouse Academy has earned full accreditation with Accreditation International (Ai). Ai is a recognized member in good standing with National Council for Private School Accreditation (NCPSA). Through Ai's relationship with NCPSA, Ai's accredited schools can participate in co-accreditation with Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS). Ai is also a member of the International Alliance of Regional Accreditors by virtue of their recognized status with NCPSA.

Accreditation may also benefit TRA students as they participate in special sports programs, apply for college grants or scholarships, or pursue admission to colleges, technical schools, or military programs that require students to graduate from regionally and internationally accredited schools.

There is a \$200 enrollment fee senior year for the dual enrollment and accredited diploma.

Graduation Requirements

	<i>General</i>	<i>College Prep</i>	<i>Honors</i>
Bible			
New Testament Survey	1	1	1
Old Testament Survey	(Choice of 1 of these)	(Choice of 1 of these)	1
Life of Christ	(Choice of 1 of these)	(Choice of 1 of these)	(Choice of 1 of these)
New Testament	(Choice of 1 of these)	(Choice of 1 of these)	(Choice of 1 of these)
Church History	(Choice of 1 of these)	(Choice of 1 of these)	(Choice of 1 of these)
English			
English I	1	1	1
English II`	1	1	1
English III	1	1	1
English IV	1	1	1
English Comp II			1
Math			
Pre-Algebra	Choice of Pre- Algebra		
Business Math	or Business Math		
Algebra I	1	1	1
Geometry	1	1	1
Algebra II		1	1
Trigonometry		0.5	0.5
Pre-Calculus		0.5	0.5
Science			
(Labs Required)			
Biology	1	1	1
Physical Science	1	1	1
Chemistry		Choice of Chemistry	1
Physics		or Physics	1
Social Studies			
World Geography	1	1	1
World History	1	1	1
American or National History	1	1	1
US Civics and Economics	1	1	1
Non-Core			
Etymology	1	1	1
Computer Science	1	1	1
Speech	0.5	0.5	0.5
Music	0.5	0.5	0.5
Health	0.5	0.5	0.5
Foreign Language		2	2
Physical Education	2	2	2
Personal Finance	0.5	0.5	0.5
Electives	3	1.5	0
Total Units		24	26.5
			28

U.S. & Missouri Constitution—All students must pass both U.S. and Missouri Constitution tests.

Computer Science

Students may earn credit when completing a tutorial software program of your choice as well as additional assignments. Software needs to include tutorials for a word processor, a database, a spreadsheet, a web browser, and an email program (Microsoft® Office, Apache OpenOffice, or another computer program). Assignments may include but are not limited to the following:

- Typing a letter and a poem in different styles and formats; utilizing editing features.
- Designing an announcement, invitation, and bulletin with graphics.
- Creating a database for labels; editing and sorting data.
- Entering information in a spreadsheet; formatting rows and cells, and creating a chart.
- Navigating and searching a website; downloading and printing information and sending an email with an attachment.

Foreign Language

TRA is pleased to offer 25 foreign languages through Rosetta Stone®, one of the world's foremost authorities on foreign language study. The program is built to cater to any student's learning style, be it auditory, visual, or kinetic.

A.C.E. offers Rosetta Stone online. Level 1 (1 credit) consists of 4 units and is a comprehensive course for understanding the basics of the chosen language. Level 2 (1 credit) consists of 4 units and gives the student intermediate proficiency in the language.

College Preparatory and Honors students will be assigned a foreign language in their junior and senior years. They will have one school year to complete the level assigned.

Honors Track

Honors students must maintain a high school average of at least 94 percent and score at least 22 on the ACT or 1,000 for the Critical Reading and Math scores combined on the SAT. Please contact your academic advisor if you have any questions.

This track is recommended for students who have maintained a 4.0 GPA, have met the minimum College Board Exam score, and wish to attend a four-year university.

College Preparatory Track

This track is recommended for students who wish to attend a four-year university.

General Diploma Track

This track is recommended for students who wish to attend a junior or community college with possible remedial work required, enroll in a trade school, or secure a job in the workplace. (*This track does not meet the admission requirements for most four-year universities.*)

Standardized Tests for College Admission

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the Administration/Administration during their junior year to determine the appropriate exam to take. Entrance exams are usually taken at the end of the junior year.

GENERAL POLICIES

Parental Role

Parents are encouraged to play an active role in your child's educational endeavors and progress.

Visitors to campus

Any person wanting to visit the school for any reason should receive approval from the Administration before making contact with a student.

Lunch

Students may participate in the school lunch program or bring his/her own lunch each day and be given to the teacher for safekeeping and refrigeration, if needed. A microwave oven will be available for the students' use but only teachers are allowed to operate the microwave. Older students may operate the microwave under the supervision of the teacher.

Dress Code

Students of TRA are required to wear a specified uniform as chosen by administration. The purpose of the uniform is to present a standard of uniformity and discourage any discrimination that may occur between the students. A field trip shirt will be required to be purchased at the beginning of the school year. Make-up, non-functional jewelry, colored fingernail or toenail polish will not be allowed. If you have any questions, please contact the Minister of Education.

Requirements

Girls

No cap sleeves.

Polo type shirt (short or long sleeve)-any color

The Point of Refuge attire T-shirts

Navy, Khaki or Black skirt or dress

Skirts/Dresses should not be any higher than the top of the knee

Boys

Polo type shirt (short or long sleeve)- any color

Navy, Khaki, Black pants

The Point of Refuge attire T-shirts

Field Trip Clothing

Students will wear specified clothing for field trips. When stated, students may wear jeans (boys only) or jean skirts and The Point of Refuge attire or uniform shirt.

Parents attending school functions or working at the school should abide by a modest dress code.

FINANCIAL POLICY

Registration

A registration fee of \$50 is charged to each student enrolling at TRA and is due at the time of registration. The fee covers the costs of registration, standardized tests, etc. and is non-refundable.

Missouri's 529 Education-Savings Account

Recent changes to federal law are expanding the 529 savings program, allowing Missouri families to better utilize this important program. These changes include the following new provisions related specifically to 529 plan accounts, beginning with the 2018 tax year:

* Missouri taxpayers can use MOST 529 assets to pay for K-12 tuition up to \$10,000 per year per student without state tax consequences. State tax treatment of K-12 withdrawals is determined by the state(s) where the taxpayer files state income tax. If you are not a Missouri taxpayer, please consult with a tax advisor.

TRA has provided more detailed information on their website www.thepointofrefuge.com.

Tuition

1. TRA does not request nor accept government funding; therefore, it is necessary that fees and tuition be paid on a timely basis. No monthly statements will be mailed.
2. All payments are due on the first of each month. After the fifth of the month, a late fee of \$25 will be charged to the account.
3. There will be a \$25 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, account will be on a cash only basis.
4. All fees other than tuition are non-refundable and non-transferable.
5. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Please see withdrawal policy.

Accounts that are considered past due will be turned over to a collection agency for recovery of unpaid tuition.

The Administration can answer any questions you may have about this program.

Kindergarten/Senior Graduation Fees

If the senior would like to graduate with an accredited diploma, a \$200 enrollment fee for Lighthouse Academy is required. All graduating seniors will be required to take the ACT or SAT test. All fees pertaining to the tests will be charged to the student's account and need to be processed at time of registering for the test.

Cap and gown will be required for both kindergarten and senior graduation. At time of ordering, all fees will be charged to the student's account.

Fundraising

Fundraising is an important part of the school budget. Most families realize this and do everything they can to support fundraisers. Every family made a commitment to support the educational process of your students when you signed the application for admission. Your participation in fundraising is part of your commitment. Please do all that you can do in the fundraising events.

Additional Fees

For any additional account charges, a notice will be sent and payment will be due promptly. If you have any additional questions, please see the Administration.

CONDUCT/ DISCIPLINARY POLICY

One of the main objectives of TRA is to help students to develop high standards and form a firm foundation for Christ-like character. In keeping with this aim, TRA expects high moral standards and sets before each student definite Christian principles.

Standards of Christian Conduct

The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Eph. 2:8-10, I Thess. 4:1-9) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students will show respect for those in authority over them (Eph. 6:5- 8; I Tim. 5:1; 13:17).
3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:28-32).
5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Exo. 20:15; Eph. 4:28). Refuge Academy students should refrain from activities that are not glorifying to God. (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15).
7. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.
8. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; John 16:33).
9. Fighting between students will not be tolerated. Any type of physical altercation between students will be thoroughly investigated and dealt with promptly. The minimum disciplinary action for physical fighting will be suspension. Retaliation is not acceptable. We seek to follow the example of Christ and will not excuse retaliation. (Luke 6:27-36)

High standards of conduct are required of all those associated with TRA. TRA expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw. The administration has the right to withdraw any student who they do not think is in a “spirit of cooperation” with the school’s philosophy and practices.

General Classroom Rules

1. The student should not speak out in class without first securing permission from the teacher.
2. The student should not leave his seat without permission.
3. The student should always give the teacher his full attention while they are teaching.
4. The student should always address and reply to the teacher with respect. All students are to address adults as Bro., Sis., Mr., Mrs., or Miss; never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.
5. Negative attitudes and responses will not be tolerated.
6. The student should not engage in running, shoving, yelling, and other boisterous behavior or “horse-play” inside the buildings or during inappropriate times outdoors.
7. No “bullying” (physical, social, or verbal) or mistreatment of fellow classmates.

Discipline

In the process of character development, there are times when it is necessary to take disciplinary action. The administration believes that proper and effective discipline is a cooperative venture between the home and the school. When each realizes this important fact, problems tend to be minimized. However, the administration reserves the right to administer any type of punishment deemed necessary for infractions of the rules at TRA.

TRA uses both positive and negative discipline to instill in student’s behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his grade level.

Each student is expected to follow the directions and instructions of his teacher. To encourage proper behavior teachers, employ a merit system. Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, demerits, notes or phone calls to the parents, or discussion with the administration.

Corporal Punishment

Corporal correction is a biblical method of discipline in the home as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). We do, notwithstanding, believe it to be the best method of correction in many situations. Discipline and self-government are paramount to a student's ability to learn. The school's ability to nurture and develop biblical self-government in a student's life will only be effective if biblical discipline is practiced in the home as well.

Student/Parent Agreement Clause

It is the policy of TRA that each student and parent read carefully and sign the statement of cooperation before enrollment for the school year is complete. By signing this statement, full cooperation with the rules and regulations of the school is expected.

Student Signature

Parent Signature

Date