

# **TREASURE COAST BAPTIST ACADEMY**

## **SCHOOL HANDBOOK**

**2025-2026**

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# Treasure Coast Baptist Academy

## *2025-2026 School Calendar*

August 17 (Sunday)	Open House
August 18 (Monday)	12:00 – Early Dismissal/ First Day of School
September 1 (Monday)	School Closed
October 6-8 (Monday-Tuesday)	Candy Sale
October 14 (Tuesday)	Picture Day
October 25 (Friday)	End of 1st Quarter
October 27 (Sunday)	Parent Teacher Conference 6:30 P.M.
November 10 (Monday)	School Closed
November 25 (Tuesday)	12:00 – Early Dismissal
November 26-28 (Thursday-Friday)	School Closed
December 1 (Monday)	School Resumes
December 12(Friday)	early out/ Teacher in Service
December 19(Friday)	12:00 – Early Dismissal
December 22-January 2 (Monday-Friday)	School Closed
January 5 (Monday)	School Resumes
January 9 (Friday)	End of Second Quarter
January 9 (Friday)	Second Quarter Report Cards
January 12 (Monday)	Second Semester Begins
February 13 (Friday)	12:00 – Early Dismissal
February 16(Monday)	President’s Day/ No Sch.
March 13 (Friday)	End of 3rd Quarter/ Parent Teacher
March 23-27(Monday-Friday)	School Closed
April 10 (Friday)	Teacher in Service/ 12:00 Early Dismissal
May 4-5 (Monday-Wednesday)	Stanford Achievement Testing

May 7-8(Thursday-Friday)

Fine Arts Competition/

Elementary Close

May 15 (Friday)

Awards Banquet

May 17(Sunday)

Kindergarten

Graduation 5:00 P.M.

May 22 (Friday)

Senior Graduation/ Early Out

Last Day of School

May 25 (Thursday)

Memorial Day

# ***2025-2026 Financial Policy***

## **Registration Fee**

Due June 10<sup>th</sup>

The registration fee must be submitted along with the student's application or reenrollment form before processing begins. This fee is nonrefundable.

## **Curriculum Fee**

Due July 10<sup>th</sup>

In the event that a student is withdrawn, books will remain the property of Treasure Coast Baptist Academy. The curriculum fee is nonrefundable.

## **Tuition Fee**

Due the 10<sup>th</sup> of every month until May.

Tuition may be paid in full or on a **10-period pay plan**.

If the student is withdrawn from the school in the month of August, tuition will not be refunded.

## **Late Payments/ Returned Checks**

***There will be a late fee of \$25.00 charged on any past due account after the 15<sup>th</sup> of the month.***

Student's report cards will not be released if account is not up to date.

## **Matriculation Fees**

Activity Fee (Includes Yearbook).....\$45.00 (*Due with registration fee*)

Graduation Fee.....\$60.00 (*Due April 11, 2025*)

Fine Arts Registration ..... \$60.00 (*Due January 10, 2025*)

*\*This fee is solely for Junior High and High School students.*

*\*Hotel fee for Fine Arts is to be determined.*

Sports Fee .....\$150.00

Standford Achievement Testing .....\$40.00

### ***2025-2026 Tuition Schedule***

Tuition is due before 3:00 P.M. If tuition is not paid on the date listed below, a late fee of \$25.00 will be added to your school bill each month until it is paid. A \$25.00 fee is charged for checks returned for non-sufficient funds.

June 10 <sup>th</sup>	Monday	Registration Fee (see page 3)
August 10 <sup>th</sup>	Saturday	1 <sup>st</sup> Tuition Payment
September 10 <sup>th</sup>	Tuesday	2 <sup>nd</sup> Tuition Payment
October 10 <sup>th</sup>	Thursday	3 <sup>rd</sup> Tuition Payment
November 10 <sup>th</sup>	Sunday	4 <sup>th</sup> Tuition Payment
December 10 <sup>th</sup>	Tuesday	5 <sup>th</sup> Tuition Payment
January 10 <sup>th</sup>	Friday	6 <sup>th</sup> Tuition Payment
February 10 <sup>th</sup>	Monday	7 <sup>th</sup> Tuition Payment
March 10 <sup>th</sup>	Monday	8 <sup>th</sup> Tuition Payment
April 10 <sup>th</sup>	Thursday	9 <sup>th</sup> Tuition Payment
May 10 <sup>th</sup>	Saturday	10 <sup>th</sup> Tuition Payment

## FROM THE ADMINISTRATION

### *School History and Purpose*

Dear Parent,

Thank you for choosing Treasure Coast Baptist Academy for your child. The teachers and staff are eager to build on the foundation of love, faith, and hope that you have laid in your child's life. The Word of God clearly places the responsibility for the education of children with the parents. "And ye fathers provoke not your children to wrath: but bring them up in the nurture (discipline) and admonition (instruction) of the Lord." (Ephesians 6:4) To help parents fulfill this responsibility, God has raised up the Christian school. The placing of your child in Treasure Coast Baptist Academy evidences your understanding of this responsibility and your willingness to follow God's command.

TCBA is a ministry of Treasure Coast Baptist Church. All of our teachers are born-again Christians who have been called by God to the teaching ministry. They are dedicated to helping you "train up a child in the way he should go." (Proverbs 22:6)

Treasure Coast Baptist Academy was founded in 2014 as a traditional school with grades from five-year kindergarten through twelve. Though many people have the idea that a Christian school is a kind of reform school for delinquent children or just another private school, they are mistaken. Treasure Coast Baptist Academy is neither of these. TCBA is a Christ-centered, Bible-based Christian school with the goal of helping you develop your child to reach his fullest potential spiritually and academically.

Treasure Coast Baptist Academy holds to the statement of faith of Treasure Coast Baptist Church of Fort Pierce, Florida. The statement of faith may be secured from the church office.



Treasure Coast Baptist Academy is not accredited by any state or government agency representing public education. The acceptance of transferable credits from Treasure Coast Baptist Academy to public schools and colleges would be based solely upon the policy of the individual school.

Welcome to the TCBA family. Our prayer is that your child will be of greater service for our Lord as a result of his attendance here at Treasure Coast Baptist Academy.

Sincerely,

Pastor Rick Palma

## ***Objectives in Christian Education***

Our objectives in the education of your children are as follows:

1. To prepare young people to stand before the Lord one day by training them to be all that a Christian should be. Every other objective will center on this purpose.
2. To operate as an extension of the Christian home. To be successful, the major influences in a young person's life such as the home, the church, and the school must be consistent in their direction and approach of training youth. This should be in accordance with the Word of God.
3. To give thorough training for young people in their development of Christian character. The key to development is building a foundation by training one to be obedient, after which all other qualities of Christian character can be learned and practiced.
4. To exert sufficient external discipline and control so as to train young people to develop internal discipline and self-control.
5. To train young people to achieve mastery in their learning skills and academic proficiency. Because TCBA is a Christian school, we have an obligation to offer the very best education possible.
6. To train young people to get along with themselves and with others.
7. To provide leadership for the next generation by equipping today's youth for tomorrow's needs.
8. To develop a sense of responsibility in each young person as a Christian citizen.

## ***General Information***

### ***Admission Requirements***

Parents wishing to enroll their children in Treasure Coast Baptist Academy should obtain an application packet from the school office. The parents and the prospective student should read the handbook, complete the forms, and return them to the office. At this time, an appointment will be made for an interview with the pastor/principal. The application forms must be completed in their entirety.

Those entering K-4 or K-5 must be four or five years old on or before September 1<sup>st</sup>. If a student's birthday falls after September 1<sup>st</sup>, then at the discretion of the parent and administration, the student may be allowed enrollment and will be placed on academic probation. Any student who is not toilet trained will not be accepted.

Those entering first grade are required to have satisfactorily completed K-5. Students who are new to TCBA will be required to take a placement test to determine their eligibility for their requested grade.

Attendance at TCBA is a privilege and not a right; therefore, it is expected that students and parents cooperate with the school in all areas. TCBA is not for everyone. New students and the school will need time to adjust to one another. Once that time has passed, the student or the school may realize that the relationship is not what was once expected. At that time, the student may choose to leave, or the school may determine that it is not in the best interest of the student to remain enrolled at TCBA. If that decision is reached by either party, both parties should handle the decision with Christian grace.

Treasure Coast Baptist Academy does not discriminate on the basis of race or ethnic origin and provides equal opportunity and privileges for all students.

The administration of TCBA reserves the right to alter, amend, delete, or nullify any policies and procedures when after careful consideration such action is deemed necessary and/or appropriate.

## ***Financial Information***

Treasure Coast Baptist Academy is a non-profit organization provided and owned by Treasure Coast Baptist Church. The school is operated from tuition, fees, gifts, and fundraisers. Tuition is kept as low as possible so as to be affordable.

When a student is enrolled in TCBA, it is to be understood by the parents that they are responsible for tuition. All tuition and fees are charged according to the published schedule (see page 4).

Tuition payments may be paid by the year, by the semester, or in ten equal monthly payments. Monthly payments begin August 10 and continue until May 10<sup>th</sup>. A \$25.00 charge will be added to late payments each month until the payment is made. Each family's account is considered as a whole; therefore, partial payments do not eliminate the late fee. Students whose accounts are more than thirty days past due may not be allowed to attend class. No report card or transcripts will be issued nor will records be transferred to another school unless all tuition and other fees are paid in full.

No refunds will be made for fees such as registration or for tuition paid for a month in which the student is enrolled for any part of that month.

A \$25.00 fee is charged for checks returned for non-sufficient funds.

## *Attendance*

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. It is important that the habits of good attendance and punctuality be stressed at an early age. Regular attendance at school is the responsibility of the parents. School starts each day at 8:30 A.M. and ends at 3:00 P.M. (Wednesday at 2:30 P.M.) Students may go to their homerooms at 8:20 A.M.

Each student is allowed twenty days of absences each year whether they are for sick days or for personal reasons. Any student that misses more than thirty days during the school year will lose all credits for that year and will be retained in that grade.

When a student is absent for any reason, whether it is a full day or a half day, a parent should write a note to be sent with the student on the day he returns to school (no phone calls). The note should explain the reason for the absence(s). After 3 absences have been reached, a notice will be sent home. Students must not leave early for work purposes.

Any student missing more than twenty days for the year due to a serious extended illness or a death in the family may petition the pastor/principal for a special exemption for those days.

If a student has a pre-planned absence, please request all work ahead of time. Quizzes and tests should be taken before leaving or on the day the student returns.

The following reasons for absences will be considered excused: sick, doctor's appointment, death in the family, or if permission is requested 48 or more hours in advance.

## ***Tardy***

Students are considered tardy if they are not in their designated places by the 8:30 A.M. bell. Students who are tardy upon arrival in the morning must report to the office for a tardy slip before they will be allowed to attend class. There are no excused instances for being tardy. However, in rare instances when traffic accidents or weather delays affect a large portion of the student body, excuses may be granted. This would be determined by the administration.

If a student has an early dismissal and a tardy in the same day, he will be counted one-half day absent. Students with excessive instances of being tardy may face additional penalties.

High school students who have been marked present but are then tardy to any other classes after first period will receive one demerit.

If a student arrives between 9:30–11:30 A.M or checks out prior to 1:15 P.M., he/she will be counted one-half day absent.

Fines will be issued after the following:

3 tardies \$5.00 (per student)

6 tardies \$10.00 (per student) *Plus one-half absent day*

\*After the 6<sup>th</sup> tardy any accumulation of 3 tardies will result in a full absence.

\* This is renewed at the beginning of every new quarter.

## ***Dismissal***

Parents who wish to pick a student up early should notify the school office via email or a signed note. Requests may be sent to [tcba@treasurecoastbaptistchurch.com](mailto:tcba@treasurecoastbaptistchurch.com) All requests should be submitted by 11:00 A.M. Students with properly submitted requests will be dismissed by the teacher to wait in the school office at the appropriate time. Students may wait in the school

office no longer than fifteen minutes. After the fifteen-minute limit, they will be sent back to class.

If a student arrives between 9:00 - 11:30 A.M., he will be counted absent for one-half day. If a student misses over four class periods in one day, he will be counted absent for a full day. Any child leaving before 1:15 will be considered one-half day absent. If a student has an early dismissal and a tardy on the same day, he will be counted one-half day absent. Throughout the year, for every five times a student takes an early dismissal, the student will receive one absence.

When a one-half day is scheduled by the school, students must be present until dismissal to receive credit for the day. Students who leave before 12:00 P.M. will be counted absent.

If a student is going to accompany his parent to an away TCBA sporting event and he is leaving at the same time as the team, he needs to bring a note to school requesting an early dismissal. Early dismissal will be granted, and the student will not be counted for one-half day absent. Should an emergency arise, students will be dismissed with parental permission.

**Note: Unless it is a real emergency, parents are not to call and ask the school office to retrieve their child in the middle of a class hour. This disrupts the teaching.**

Everyday Dismissal time will be at 3:00 (Wednesday at 2:30). If you have not picked up your child/ren by 3:15 P.M. an automatic aftercare charge of \$5.00 per student will be administered. On Wednesdays your children will need to be picked up by 2:45 to avoid an aftercare charge. If student(s) are still not picked up by the following times listed below, there will be an additional charge of \$1.00 per minute.

Monday, Tuesday, Thursday, and Friday – 4:00 P.M.  
Wednesday – 3:30 P.M.

Aftercare charges are to be paid along with the tuition schedule. A \$25.00 late fee will apply to any unpaid balances.

The only exemption from paying after-school care is if your child is involved in a school or church activity with a staff member.

### ***Fund Raising***

TCBA is endeavoring to keep tuition rates at a minimum. For this reason, we will have periodic fund-raising events throughout the year. We anticipate every student's and/or parent's participation in helping us raise additional funds for designated school projects. Treasure Coast Baptist Academy is supported entirely by tuition, fees, and these fund-raising projects.

### ***Parent-Teacher Conferences***

The school is an extension of the home. Treasure Coast Baptist Academy recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the student; therefore, scheduled times will be set aside for parents and school personnel to meet and discuss the needs of the student. Unscheduled conferences may be necessary throughout the year. The school asks that all parents cooperate in these beneficial meetings. Parents may set up appointments with teachers by calling the school office. Teachers and staff will not be available for conferences in the mornings before school due to daily staff duties. We also request that parents do not go to classrooms after school to discuss school matters with the teacher without an appointment.

### ***Lunch/Snack***

No student will be excused to leave the school for lunch unless given previous parent permission and is accompanied by a staff member. Students may not place their lunches in the



refrigerator. No dishes, pans, or silverware may be used from the church kitchen. Microwaves are available for the student's use.

If a parent orders lunch from Uber Eats, Grubhub, etc. the school office must be notified.

We will notify parents when a special lunch is provided for purchase.

Parents who would like to celebrate a student's birthday at lunch/snack must notify the teacher ahead of time.

Elementary students are to bring a healthy snack for snack time.

There will be **NO** sharing of food for the elementary students; due to certain children having food allergies. If a child would like to bring a snack to share the teacher must be notified ahead of time.

## ***Church Attendance***

Treasure Coast Baptist Academy is a ministry of the Treasure Coast Baptist Church. The beliefs and philosophies that are implemented at TCBA are preached and promoted from the pulpit of TCBC; therefore, it is best that students and their parents experience that preaching on a regular basis.

Students who attend TCBA under member status and their parents are expected to regularly attend the weekly scheduled church services. Every student is required to be a member of a Sunday school class, and at least one parent will be required to be a member of an adult Sunday school class. Excessive absenteeism could result in losing your church-member rate. Simply being a member and attending TCBC on rare occasions will not be sufficient to retain the church-member rate. Students who are members of TCBC will have their attendance monitored.

Non-TCBC members will be allowed to enroll their child/children in Treasure Coast Baptist Academy on a case-by-case basis. Because TCBA is a ministry of Treasure Coast Baptist Church, a good relationship with TCBC greatly enhances the educational experience of the students. Non-member families are encouraged to occasionally visit Treasure Coast Baptist Church in order to promote that healthy relationship.

Students 6<sup>th</sup>-12<sup>th</sup> grade will be required to attend one service a week at TCBC to stay enrolled if they are not a part of another Bible-believing church. They will only be accepted into the TCBA family based upon a completed recommendation form from their pastor. Students will have their attendance monitored.

### ***Care of School Property and Equipment***

Students are expected to refrain from marring the property and/or buildings in any way. They are urged to help keep the floors and the grounds free of paper and other unsightly materials. This request applies to schoolbooks, desks, lockers, etc. Damages which are willfully or deliberately inflicted upon school property by any student will be replaced, and the student will be charged for the cost of the article destroyed. The individual causing the damage will be disciplined.

### ***Dress Standards***

The standards of appearance for students and teachers of TCBA are based upon Biblical principles. The Bible definitely teaches that there is to be a distinction between the sexes. We expect girls to be, act, and look like the Lord made them – feminine. We expect the boys to be manly in action and appearance.

The Bible also teaches that our appearance should be in keeping with modesty. Students should avoid not only revealing, tight-fitting, and sensuous clothing but also those things that draw attention to self. This also is modesty. Our appearance is to always glorify Christ (I Corinthians 10:31). TCBA places the responsibility for the daily appearance of each child on the parent; therefore, we lovingly demand that the following standards of appearance be rigidly followed.

**All uniforms are to be purchased at the uniform store.**

**School colors for polos: blue, gray, or black**

**School colors for sweaters/cardigans: blue, white, gray, tan, or black**

**School colors for pant, skirts/jumper dresses: navy blue, khaki, gray or black**

There will be unannounced dress checks, and the apparel of each student should meet the following rules:

## **GIRLS**

1. Girls are required to wear dresses (elementary) or skirts. Pants are not allowed to be worn by students while on school property.
2. Hemlines must cover the knee when in a standing and sitting position. Occasionally, a student will be cited for an infraction for a garment that may comply with the handbook later in the day because of the way the garment is being worn. If found to be in violation, the penalty will stand regardless of adjustments that are made to the garment later in the day.
3. If a skirt has a slit, the slit must be sewn, and the slit may not exceed six inches in length.
4. Sleeveless blouses, dresses, and tops with open shoulders are not allowed at school.
5. No sheer clothing may be worn if the clothing that it exposes does not meet the dress code.

6. No clothing should be worn that is revealing or tight-fitting. Undergarments or undergarment lines should never be seen due to the sheerness of the material, the tightness of the fit, or through openings in the garment.
7. Attire for gym and recess must be loose-fitting and in compliance with the hemline rule. Elementary girls are required to wear shorts under their skirt; must not exceed the length of the skirt.
8. Necklines must be no lower than four finger widths below where the collar bones join. All buttons must be buttoned to comply with this standard. Buttons must be buttoned to this standard even if a T-shirt/undershirt is worn under it. Girls should avoid blouses or tops that have a plunging neckline in the back.
9. Short blouses or shirts will not be allowed. If any skin shows near the midriff when a young lady extends her hands above her head, she will be in violation.
10. Dress shoes, casual shoes, or neat tennis shoes must be worn at all times. Flip-flops, water shoes, Crocs, etc. will not be allowed unless it is for a spirit day.
11. Any labels or writing should be no larger than an inch and be appropriate for a Christian school. The administration retains the right to ask a student to remove any jacket or coat with questionable writing that is worn in class. (No superheroes)
12. Any makeup must be moderate and not gaudy.
13. No pierced jewelry other than earrings is allowed.  
**Only 1 standard piercing per lobe allowed**
14. Girls may not have hairstyles which include unnatural hair colors or other worldly styles. Ladies must look like ladies.
15. No hoodies or sweatshirts are allowed. Any jackets that are worn must have a zipper or buttons.
16. Regular uniforms are to be worn on game days.

## BOYS

1. No long or shaggy hairstyles will be permitted. Hair should not touch the collar or the ears. Sideburns must not be below the middle of the ears. Hair must be cut so that it is at least one finger-width above the eyebrows. Hair must not rise more than two inches above the scalp on top or the side of the head. The administration retains the right to ask a student to change his hairstyle if it does not consistently represent the testimony and image desired for TCBA students. No coloring or highlighting of hair, hair etching, or braids are allowed for boys. Faces must be clean-shaven without beards or mustaches.
2. Jeans should not be tight, be free of holes, have no pockets missing, and they may not be stonewashed.
3. Pants must be pulled up to the waist, and they may not be worn down on the hips. Pants with more than four pockets will not be allowed.
4. Belts must be worn with pants.
5. Shorts for P.E. must be passed the knee.
6. Shirts must have a collar and must be worn tucked in so that the belt shows. All buttons must be buttoned except for the top button.
7. Necklaces, chains, earrings, or bracelets are not allowed. Watches are okay and one ring per hand.
8. Dress shoes, casual shoes, or neat tennis shoes must be worn at all times. No sandals, flip-flops, water shoes, Crocs, etc. are allowed unless it is for a spirit day.
9. Any labels or writing should be no larger than an inch and be appropriate for a Christian school. The administration retains the right to ask a student to remove any jacket or coat with questionable writing that is worn in class. (No superheroes)
10. No hats or caps may be worn unless it is for a spirit day.

11. No hoodies or sweatshirts are allowed. Any jackets that are worn must have a zipper or buttons.
12. Regular uniforms are to be worn on game days.

\*TCBA students should abide by school dress guidelines for all school activities, plays, programs, recitals, field trips, and sporting events.

\* Spirit Days will be on Friday or the last attended school day for that week.

Students may wear school spirit shirts and denim.

### ***Dress Code Violation***

Students will be issued a fine if not in the school dress code. If dress code violation slip is not turned in a second will be administered.

Fines:

First Violation - \$1.00

Second Violation - \$2.00

Third violation - \$3.00

Fourth violation- \$5.00 (Required parent-teacher conference)

### ***Conduct on School-Sponsored Trips***

The same standards of conduct and dress required of students in school are also required of students on school-sponsored activities. When a school vehicle is used to transport a mixed group of students to any activity, there must be at least two ADULT chaperones aboard. Separate seating will be required for boys and for girls.

A policy established by the school administration regarding the supervision of students on overnight stays away from school will be strictly followed to ensure the safekeeping of all participants on such activities.

## ***Field Trips***

Field trips may be taken occasionally during the school year. Parents must sign a field trip permission form before the student will be allowed to go on the trip. There are times when parents may be asked to serve as chaperones. Siblings of a student are not allowed to go on field trips unless the parents are going. All students going on field trips will travel as a class under school supervision. If a parent has a legitimate reason for not wishing his child to go on a field trip, a written note is necessary. The child will remain at school or receive an absence if kept at home. The school would greatly appreciate it if, out of respect, parents and siblings would follow the same standard of dress and conduct that is required of the students.

Electronics such as cell phones, iPads, portable game systems, etc. are not allowed in school, on school field trips, or at activities. If a student is caught with one, the teacher will confiscate it. The parent will have to come to school to retrieve it from the school office.

\*Cell phones may be allowed in certain situations.

## ***Health Services***

Students will be expected to keep their medical records current. Any student who participates in the school's athletic program (basketball or volleyball) must have a yearly physical. All students must turn in a form from the doctor before he is allowed to participate.

If a student must take medicine during the school day, that medicine must be provided by the student along with a parent's written directions. This medicine is to be given to the teacher as soon as the student arrives to school. Please avoid

medications unless absolutely necessary. First aid emergencies will be handled in the school office.

## ***School Office***

Parents are requested to make all calls to the office as brief as possible. Parents may bring items by the office to be delivered to the student. **DO NOT GO TO YOUR CHILD'S CLASS TO DELIVER ANY ITEMS.** No student should be in the school office at any time unless there is a valid business reason for being there. There will be no loitering or congregating in the office. School personnel will make calls dealing with a student's illness or emergency. Students will not be allowed to call home unless office approval has been given. The phone in the school office is not for public use and may be used only by those given permission from the administration. The school office is open for business each day between 8:30 A.M. and 3:15 P.M. Anyone who needs information concerning school policies and activities or who has questions may call or visit the school office during these hours.

## ***Address or Phone Number Change***

Any time a home address or phone number is changed, please notify the school office at once (772) 801-5871.

## ***School Closings and Delays***

If school is canceled a memo will be sent home, or a message will be delivered. If school is canceled or delayed, no one will be in the school office; therefore, please do not call the church or school office. Also, please respect our teachers' privacy. Do not call the teacher's house. Simply follow the options listed above.



## ***Telephone and Cell Phone Use***

Students are asked not to use the telephone during school hours except for emergencies (illness, etc.). Students are not to use the phone during the school day without permission from the school office.

No cell phones are permitted for K5-5<sup>th</sup> grade students. Any high school students choosing to bring phones into the building will be required to turn those phones in upon entering the building. Phones will be kept in the school office until the end of the school day. Any student found to have a phone in his possession will receive an automatic detention (ten demerits) for the first offense. Discipline for continued violations will be determined by the administration. Parents must come to the office to retrieve confiscated cell phones at the end of the day.

## ***Smart Devices/Laptops***

Smart devices such as smart watches and any others which give students Internet access are not allowed on school property. However, laptops will be permitted in high school classes at each individual teacher's discretion. Teachers who allow the use of laptops will monitor the laptops closely to ensure the school's standard of conduct is being met. Any other forms of electronic devices are not allowed.

## ***Use of Automobiles***

High school students who drive to school must register all vehicles with the office. The following rules are in effect:

1. Students who drive to school must provide the school office with a copy of a valid driver's license and proof of insurance.

2. Students are not permitted to transport other students to or from school without written permission from all parents involved.
3. Cars must be parked in the designated area upon arrival at school. Students should always lock cars parked on the school grounds.
4. Students will not be allowed to sit in cars upon arrival nor enter cars at any time during school hours, whether it is their own or someone else's.
5. Cars shall not be operated in excess of ten miles per hour on church property, and the squealing of tires will not be permitted.
6. Students who are not involved in church or school activities should be off property by 3:15 P.M.
7. Students violating school regulations regarding the use of an automobile will be disciplined accordingly and may be denied permission for auto use on school property.
8. Students who are excessively tardy arriving to school may forfeit their right to drive to school.

## ***Athletics***

Students 6<sup>th</sup> -12<sup>th</sup> grade at TCBA are required to participate in sports. The staff of TCBA will endeavor to use sports as a teaching tool, emphasizing things like teamwork, sportsmanship, dedication, and sacrifice; however, student-athletes and their parents must understand that TCBA athletics will attempt to be competitive and successful on the court and on the field. Support should be shown to the coaches as they

lead their teams, even when decisions are not understood or supported. Poor sportsmanship from students, parents, fans, or coaches will not be tolerated.

Various athletic fees are required in all sports. Those fees, along with additional information, will be provided when it is the start of the sport's season.

Students must maintain academic success in order to qualify for involvement in TCBA athletics. A failing grade in any core class could disqualify a student until he is able to bring that failing grade up to a D.

Students must be present in school in order to participate in a scheduled game on that day. In cases of late arrivals, students must be at school no later than 11:30 A.M. to participate.

## ***Mandatory School Activities***

**Fine Arts, Sports, Concerts, and Fundraising**

### ***Academic Information***

#### ***Kindergarten and Elementary***

Reading readiness, Bible memorization, and math readiness are some of the skills learned in the kindergarten class. The total reading program is based upon a phonics approach. The elementary program is designed to develop learning skills in all subject areas, including daily instruction in Bible.

All students are required to have a King James Bible. Participation in the regular chapel program is a part of our curriculum. The elementary program is designed for the average and above average student.

## *Promotions*

In kindergarten through eighth grade, a student's report card will contain a notation as to whether the student has been promoted or retained. Advancement in the K5 through 8th grades will be based on grades in individual subjects. If a K5 through 8th grade student receives an *F* as a final grade in any of the two following subjects, he will be required to repeat the grade: english and mathematics. At the high school level, a student will continue to advance to the next grade, but the credits he earns will determine his actual grade level. Students may also be held back due to the teacher's recommendation, achievement test results, administrative decision, or a combination of these.

## *Requirements of High School Graduation*

Treasure Coast Baptist Academy requires the successful completion of the following program. To graduate from TCBA, a student must accumulate twenty-four credits during the 9th through 12th grades for an academic diploma.

All students in grades seven through twelve must follow the course of study recommended to them by the administration. This is to ensure that each student will be effectively trained academically while at TCBA. Following recommended courses of study will also eliminate the problem of meeting graduation requirements during the senior year.

No senior who lacks more than one credit to graduate will be permitted to march in the commencement exercises. Arrangements must be previously made to earn this credit in an approved manner before the student may march in the graduation ceremony. **Treasure Coast Baptist Academy cannot be responsible for any inconvenience caused by a senior failing courses during the last days of school.**

## ***Graduation Requirements***

As TCBA graduates look to college, the pastor and administration will offer suggestions and direction. The pastoral staff will offer assistance in school selection, processing applications, and seeking financial assistance.

Our goal at Treasure Coast Baptist Academy is that our graduates will be qualified to enter the college and/or career best suited for them.

### **Academic Diploma**

<b>Course</b>	<b>Credits</b>
Bible	4 (or 1 credit for each year at TCBA)
English	4
Mathematics and 1 other)	4 (Algebra I, Algebra II, geometry,
Science	3 (biology, chemistry, and 1 other)
History	3 (World History, U.S. History, and
Government & Economics)	
Foreign Language	2
Health/PE	1 (TCBA requires 4)
Electives	4 (more required if less than 4 Bible
credits earned)	
<b>Total Credits</b>	<b>24</b>

## ***College Entrance Requirements***

Most colleges require a college entrance exam such as the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT). The 11<sup>th</sup> grade college preparatory student should plan to take one of these tests in May or July. Senior students should plan to take the test early in their senior year. One testing is usually sufficient, however, colleges do allow students to repeat the test and will accept the highest score earned.

### ***State Testing***

Treasure Coast Baptist Academy will administer the Stanford Achievement Testing for students in first through eleventh grades. This is a nationally recognized test that will evaluate each student's academic strengths and weaknesses.

### ***Report Cards***

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress being made. Each student is evaluated with an academic grade based upon the actual work done on homework, quizzes, tests, exams, etc. Report cards are to be returned within one week of issuance.

## GRADING IS BASED UPON A PERCENTAGE OF 100%

<u>Letter Grade</u>	<u>Numerical Points</u>	<u>Quality Per Credit</u>
A+	98-100	4.33
A	93-97	4.00
A-	90-92	3.67
 B+	 87-89	 3.33
B	83-86	3.00
B-	80-82	2.67
  C+	  77-79	  2.33
C	73-76	2.00
C-	70-72	1.67
   D+.	   67-69	   1.33
D	63-66	1.00
D-	60-62	0.67
 F	 Below 60	 0.00

### K-3 and K-4 Students Grading Scale

E	Excellent
G	Good
S	Satisfactory
N/I	Needs Improvement U
	Unsatisfactory

## ***Homework***

Homework is a vital part of TCBA's academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered as "busy work." The classroom teacher will give it for a specific purpose. Each student will be required to complete the assigned homework. Homework is given for several reasons:

FOR PREPARATION - Students profit most from classroom explanation and discussion when preparatory reading assignments are given.

FOR PRACTICE - Following classroom explanation and illustration, homework is given so that the material will be mastered.

FOR REMEDIAL ACTIVITY - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework, following the teacher's instruction, may be given to overcome such difficulties.

FOR SPECIAL PROJECTS - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed.

## **DISCIPLINE CODE**

### ***General Philosophy***

Treasure Coast Baptist Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.



The following four general rules are observed at TCBA:

1. Students are to do all things decently and in order.
2. There is to be no communication or leaving seats without permission.
3. Students are to exhibit godly character in attitudes, actions, and words at all times.
4. Students who fail to follow instructions or violate the rules will be disciplined accordingly.

Students must conduct themselves in a manner becoming a Christian at all times. GRIPING IS NOT TOLERATED! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt. Realize that there are two sides to every story.
2. Realize that we have reasons for all rules and that they are enforced without favor.
3. Support the administration and call us for the facts.
3. PLEASE go to the authority before jumping to conclusions.
4. Parents are NEVER to correct, reprimand, or scold another student for a conflict he is having with their child. Please allow the school authority to handle these matters or ask for a meeting with the parents if the problems persist. Failure to follow this procedure could forfeit your child's privilege to attend FBA.

Students are trained to adhere to the school's philosophy and Christ-centered program which includes abstinence from tobacco, alcoholic beverages, use of narcotics, secular or religious rock music, dancing, swearing, or any other questionable practice AT ALL TIMES. This includes any and all behavior on social media.

TCBA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the God-given responsibility to "walk honorable before all men."

## ***Discipline System***

Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life. Without proper discipline, a Christian will never achieve God's will in his life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Discipline in the Christian school is often misunderstood. Christian schools are often accused of being too strict, of not showing love, or of not being compassionate. Consider what the Scripture says: "Blessed is the man whom thou chasteneth." (Psalm 92:12)

Parents who cannot support the discipline standards of Treasure Coast Baptist Academy should find a school whose standards more closely reflect their own. This will prevent the child from being placed in a position of conflict between the parent and the school. We welcome your questions, your comments, and your suggestions; but any changes in policy must reflect Scriptural principles and the best interest of the school.

Most minor discipline problems which occur in the classroom are handled by the teacher. Other problems are referred to the administration. Believing that discipline is necessary for the welfare of the individual student as well as for the entire school, each teacher is given the liberty of making and enforcing classroom regulations in any manner which he feels is in accordance with Christian principles and disciplines set forth in the Scriptures.

Please keep in mind that attendance at Treasure Coast Baptist Academy is a privilege and not a right. Should a student violate what we consider to be common Christian rules of etiquette, we reserve the right to deal with the student as we see fit but in accordance with the guidelines of the handbook.

Please feel free to consult with the office about any problem or question that concerns the welfare of the students. It is the desire of the faculty to be of service to both parent and student. We welcome visits from any parent; however, we do request that such visits be made by appointment with the teacher or pastor/principal at a convenient after-school hour.

TCBA expects full cooperation from each student and parent in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Treasure Coast Baptist Academy, whether or not there is any definite breach of conduct, he may be encouraged to withdraw.

Learning without discipline is impossible. Because of this, Treasure Coast Baptist Academy has assembled and published a list of actions that are considered detrimental to a Christian's testimony and are unacceptable behavior at TCBA. A list of infractions for which disciplinary action will be taken is found on the following pages.

## ***Classroom Procedures***

Each student should remember that his behavior reflects not only himself, his home, his church, and his school, but also his Saviour. Worldly habits, disrespect for the school and its staff, a sullen and negative attitude, or any other evidence of a lack of cooperation may result in dismissal. Each person's record is reviewed in the summer prior to his acceptance for the following school year.

One of the goals of Christian education is to develop a self-disciplined young person who is submissive to the Word of God and the will of God. Our school hopes to cooperate with the home in forming the following good habits in the student:

1. Cheerful obedience to authority
2. Responsibility in doing assigned or expected tasks
3. Cooperation with others in playing and working
4. Courtesy and respect for others and their property
5. Cleanliness in person and property
6. Truthfulness and honesty in work and life
7. Promptness in attendance and assignments

## ***Elementary Level Discipline***

In an attempt to maintain classroom control and to help our students honor Christ with their obedience, the following procedures will be used in the elementary classrooms of Treasure Coast Baptist Academy to correct misbehavior. Elementary teachers may have different forms of discipline for their individual classrooms.

1. Oral Reproof – The teacher will give a simple, clear statement of what rule the child offended and will give a clear warning of consequences if poor behavior continues.

2. Physical Control Command – The teacher will tell the student to sit, stand, etc. to know whether or not the student is responding and whether or not to administer a second oral reproof.
3. Loss of Privileges – The teacher will restrict the activities enjoyed by the student such as recess.
4. Parent Notification – The teacher will make the parent aware by an after-school phone call, an email, or a disciplinary note.
5. Classroom Dismissal – The teacher will send the student outside the classroom or to the office.
6. Automatic Detention – The administration will issue a detention and have the student sit in the office.
7. Homework Slip/Demerit– Teachers may administer demerits or homework slips. It is left to the teacher's discretion on the number of demerits that will be issued.

## ***Secondary Level Discipline Character Demerits***

### **Infraction      Level 1 Demerits**

1. Inattentiveness in class or chapel  
1
2. Incomplete work  
1
3. Tardy to class  
1
4. Unprepared for class  
1
5. Untidy desk or locker  
1
6. Failure to return signed notifications  
1  
(detention notices, attendance notes, report cards, etc.)
7. Failure to complete room duties  
1

## ***Misbehavior Demerits***

### **Infraction      Level 2 Demerits**

1. Eating in class  
2
2. Chewing gum  
2
3. Horseplay, teasing, provoking, shoving, or scuffling  
2
4. Driving violation  
2
5. Disturbing class  
2

6. Being in unauthorized area without permission from staff/faculty	2
7. Talking without permission	2
8. Running or loud talking in hallways	2
9. Damaging school property	2

### ***Attitude Demerits***

1. Direct disobedience	5
2. Disrespect to authority	5
3. Unauthorized use of cell phone or smart device	10
4. Cheating/plagiarism	10
5. Lying	10
6. Fighting	10

### ***Accumulation of Demerits***

The accumulation of demerits per semester will result in additional discipline as follows:

10 demerits	=	Detention
15 demerits	=	Detention and conference w/ parents and pastor/principal
20 demerits	=	Detention
25 demerits	=	One-day, in-school suspension
30 demerits	=	One-day suspension
40 demerits	=	Two-day suspension

50 demerits	=	Three-day suspension
65 demerits	=	Expulsion

Demerits will reset each semester.

## ***Disciplinary Infractions***

The offenses on the following list will result in automatic suspension or possible expulsion from the school at the discretion of the administration. These offenses will result in disciplinary action whether they occur on or off campus or on social media.

1. Alcohol possession or use
2. Defiant disobedience or disrespect
3. Drug use or possession
4. Immorality (language, lifestyle, reading material, etc.)  
\*TCBA reserves the right to check literature that is not distributed by the school.
5. Obscene gestures or comments
6. Profanity, vulgar language, or racial slurs
7. Pornography
8. Possession or use of tobacco
9. Stealing
10. Intimate or inappropriate physical or sexual contact
11. Homosexual behavior or relationships
12. Possession of a weapon at school
13. Leaving campus without authorization
14. Leaving campus with another student without parental permission from both sets of parents
15. Skipping class
16. Possession or use of tobacco or vaping devices



## ***Suspensions***

There will be a \$5.00 charge per day for in-school suspensions. Parents will be notified at least one day in advance.

The missed days from a student's suspension will be deducted from his twenty allowed absences. The student will receive zeros for all assignments. Any tests and/or quizzes that are missed due to a suspension can be made up for a maximum grade of 75% after the suspension has been served. The detention totals will reset at the semester.

## ***Social Networking Sites***

Those who are responsible for the welfare of children must make hard decisions concerning whether or not young people should be involved in social networking sites. If involvement is allowed, decisions have to be made as to the best way for this involvement to be monitored.

We believe the bulk of that responsibility falls upon the shoulders of the parents. On the other hand, Treasure Coast Baptist Academy will not condone students to be involved in behavior that will harm the testimony of the school in such a public venue; therefore, students of Treasure Coast Baptist Academy should exercise discretion in the following areas:

1. Any student who has posted himself or who has been posted by any other person on a social networking site will be addressed by the administration for any behavior that violates school policy including music, modesty issues, improper language, etc.
2. Students can receive disciplinary action if the administration of TCBA determines the student's site

to be detrimental to the testimony of Treasure Coast Baptist Church and/or Treasure Coast Baptist Academy.

4. Parents and students should refrain from criticizing TCBA, its faculty, or the administration on social media. If a parent chooses to do so, his child(ren) could forfeit the right to attend TCBA.
5. The administration of TCBA reserves the right to make all final decisions regarding the disciplinary action due to a student's social media activity.

The Internet has become a powerful twenty-first century tool that can be used in many favorable ways. The “web” can also be a very dangerous weapon that can bring great hurt and even destruction to the lives of young people as well as adults. Parents are encouraged to monitor their own children’s behavior regarding the Internet.

The Faculty and Staff:

Our faculty and staff are saved, loving and dedicated Christians who are faithful members of a local, New Testament church. They serve the Lord in ministries such as: Sunday School, choir, bus routes, and youth. They are committed to God, His Word, their country, and the principles upon which this school was founded. They are dedicated to the responsibility of securing the best education possible for your child. Our pastor/principal is the ultimate authority responsible for our school. Our teachers' job is to work hand in hand with all parents to provide for the development of strong Christian character and academic excellence in the lives of every student.

School office phone number: 772-801-5871

School Email: [tcba@treasurecoastbaptistchurch.com](mailto:tcba@treasurecoastbaptistchurch.com)

### Elementary Teachers:

K-5- Stefanie Farfan/ Hyles Anderson College, AA  
3<sup>rd</sup>&4<sup>th</sup> - Marisol Palma, Spanish Teacher & Substitute @  
Faith Baptist Academy 2013-2014, 6yrs Elementary@  
Treasure Coast Baptist Academy.  
5<sup>th</sup>&6<sup>th</sup> -Alexis Gonzales/ Anchor Baptist College, BS in  
Elementary

### 7-12<sup>th</sup> Grade Teachers

Pastor Palma/ Providence Baptist College, BS  
Oscar Linare/ Providence Baptist College, BS  
Ricardo L. Palma/ Hyles Anderson College, BS

## ***Closing Thoughts on TCBA Discipline***

Students and parents should understand the philosophy of Christian separation as taught in the Word of God and preached from the pulpit of the Treasure Coast Baptist Church. Students should strive to maintain biblical standards that outwardly manifest a personal relationship with Jesus Christ. Treasure Coast Baptist Academy students should refrain from any type of behavior or activity that would dishonor the Lord Jesus Christ or harm the testimony of their school.

Although the administration cannot “police” the lives of our students outside of school, we do appreciate it when our students put forth the effort to live a consistent Christian life wherever they go.

## ***You can KNOW that you are going to Heaven***

These things have I written unto you that believe on the name of the son of God; that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God. I John 5:13

### **Realize that you are a sinner.**

For all have sinned, and come short of the glory of God;  
Romans 3:23

### **Realize there is a price to pay for sin.**

For the wages of sin is death; Romans 6:23a

### **Realize Jesus paid the price for you.**

But God commendeth his love toward us, in that, while we were yet sinners, Christ died for us. Romans 5:8

### **Realize salvation is a free gift requiring only a heart decision.**

...but the gift of God is eternal life through Jesus Christ our Lord. Romans 6:23b

### **Realize you must now call upon Jesus to save you.**

For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation. For whosoever shall call upon the name of the Lord shall be saved. Romans 10:10 & 13

***Be saved by repenting of your sins and receiving Jesus Christ into your heart. Call upon him today!***

***If you made a decision for Christ, please let us know. We would love the opportunity to rejoice with you.***

## *Signature Form*

This handbook contains some of the rules and regulations for the student and parents. Regardless of whether a situation is addressed in this handbook, the administration has the right to make the final decision in any situation.

Please sign and return this last page for our records. Students' 7<sup>th</sup> grade and above must also sign below.

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Parent Signature Below

I \_\_\_\_\_, sign in acknowledgment that I have read and reviewed a copy of the school handbook for the year of 2024-2025.

Student Signature Below

I \_\_\_\_\_, sign in acknowledgment that I have read and reviewed a copy of the school handbook for the year of 2024-2025.