



A Ministry of Mount Vernon Baptist Temple

Student Handbook

2023 – 2024

Partnering with Parents to Provide
A Quality, Christian Education

Mailing Address:
21453 Floralwood Drive
Howard, Ohio 43028

(740) 397-9673
www.tcamtvernon.org

Table of Contents

From the Pastor's Pen	1
Statement of Purpose	4
Statement of Faith	5
Christian Education at School & Home	6
Admission / Registration	7
Admission Requirements.....	7
Health Forms and Certificate Of Immunization	7
Beginning of School	8
First Day of School.....	8
Orientation Day	8
School Hours	8
General Policies and Procedures	9
Tardiness.....	9
Attendance	9
Arrival Time	10
After School.....	10
Inclement Weather Conditions	10
Electronic and/or battery powered devices.....	11
Student Dress Code	12
Discipline	16
Academics	17
Grading Scale	17
Homework	17
Progress Reports	18
Report Cards	19
Honor Rolls	19
Illness.....	19
Kindergarten - General Information	21
What will my child learn in Kindergarten?	21
Things you can do to help your child	21
Attendance	22
Emergencies	22
Discipline.....	22
What kindergarten students will need... ..	23
Financial Information	24
Parental Statement of Cooperation	25

From the Pastor's Pen...

We count it a great joy that you would consider our school family. Remember, enrollment here is a great privilege and one to be guarded and appreciated. With privilege, comes responsibility. It is our purpose in this handbook to outline some of those responsibilities in order that you might have a clear understanding of our philosophy and purpose.

First of all, Temple Christian Academy is a ministry of the Mount Vernon Baptist Temple and functions under the direction of the church. As pastor of the church, it becomes my responsibility to assume the position of President and Administrator of the school. This is a position God has placed me in, and I thank Him for the tremendous opportunity to serve in such an endeavor. I believe in Christian education. I had the wonderful privilege to graduate from a Christian high school and a Christian college. My wife received a Christian education from kindergarten to college. We personally saw the sacrifice that each of our parents made to make sure that we received a Christian education. Again, we believe in Christian education.

As you well know, there are three areas of life that affect the development of our youth -- church, school, and the home. With a firm conviction that all three areas should be in perfect harmony and not contradictory, Temple Christian Academy was developed in order to combine these three areas as a dynamic trio -- emphasizing the preeminence of God in each area. This creates a continuity of philosophy, developing Christian character in every phase of life.

Our standards are high, but so are God's. It behooves us to maintain a quality, unequalled environment excelling in all ways. The book of Proverbs states 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."* Thus, we are in a training process -- an overall concept of developing Christian character in a God-honoring environment while your child is in school. If we are to reach the goals and strive for the ideals necessary for academic excellence in Christian maturity, there must be cooperation on the part of the parent, the teacher, and the student. This booklet does not attempt to itemize details or to cover every infraction. However, we believe our standards and appearances must be above and beyond the standards of the secular world and should be based on God's standards as specified in Romans 12:1-2.

We thank God for His leadership, His guidance, and for His constant watch-care over the preparation of this school. We thank God for a dedicated staff. We thank God for a church that cares. We thank God for parents who care.

My door is always open. If I can be of any personal help or of assistance, please feel free to call on me.

Sincerely,



To: The Parents of Students Attending Temple Christian Academy

From: Kris Brandenburg, Administrator
Temple Christian Academy
21453 Floralwood Drive
Howard, Ohio 43028
(740) 397-9673

Re: Annual Report to Parents

Date: March 15, 2023

Our school, which is not chartered or seeking a charter from the Ohio State Board of Education because of truly held religious beliefs, is reporting to you that we meet all standards required by the state for operating a non-chartered, non-tax supported school. Our school is located within the East Knox Local School District.

The standards established by the state, with which we fully comply, are as follows:

- A. School year: The school shall be open for instruction with pupils in attendance for not less than one hundred eighty-two (180) days each school year according to section 3313.48 of the Revised Code.
- B. School day: The school day for pupils in grades one (1) through twelve (12) shall be no less than five (5) hours exclusive of the noon recess according to section 3313.48 of the Revised Code.
- C. Pupil Attendance: Pupil attendance shall be reported to facilitate administration of laws relating to compulsory education and employment of minors. Parents shall be responsible for reporting their child's school enrollment or withdrawal. An individual in charge of the non-chartered, non-tax supported school may, as a matter of convenience, provide the report for the parent.
 - a. The attendance report shall include the name, age and place of residence of each pupil below eighteen years of age.
 - b. The report shall be made to the treasurer of the board of education of the city, exempted village, or local school district in which the pupil resides.
 - c. The report shall be made within the first two weeks of the beginning of each school year. In the case of pupil withdrawal or entrance during the school year, notice shall be given to the treasurer of the appropriate board(s) of education. Such notice shall be given within the first week of the next school month.
- D. Teacher and administrator qualifications: Teachers and administrators shall have received a bachelor's degree or the equivalent thereof from a recognized college or university or have "attended and received a diploma from a 'bible college' or 'bible institute' described in division (E) of section 1713.02 of the Revised Code."

- E. Courses of study: Each non-chartered, non-tax supported school shall have courses of study for the following subjects:
- a. Language arts
 - b. Geography, the history of the United States and Ohio, and national, state and local government
 - c. Mathematics
 - d. Science
 - e. Health
 - f. Physical Education
 - g. The fine arts, including music
 - h. First aid, safety and fire prevention
 - i. Other subjects as prescribed by the non-chartered, non-tax supported school
- F. Pupil promotion: Each non-chartered, non-tax supported school shall follow regular procedures for promotion from grade to grade of pupils who have met the school's educational requirements.
- G. Pupil health and safety: Each non-chartered, non-tax supported school shall comply with state and local health, fire and safety laws.
- H. Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code. A non-chartered, non-tax supported school is not entitled to nonpublic administrative cost reimbursement provided pursuant to section 3317.063 of the Revised Code.

I certify that all of the above information is true, accurate and complete and that the school meets Ohio minimum standards of non-chartered, non-tax supported schools cited in OAC Rule 3301-35-08(A) to (H).

Sincerely,

A handwritten signature in blue ink that reads "Kris Brandenburg". The signature is written in a cursive style with a large, looping initial "K".

Kris Brandenburg, Administrator
Temple Christian Academy

Statement of Purpose

Temple Christian Academy is a ministry of Mount Vernon Baptist Temple of Mount Vernon, Ohio. The purpose of the school is to partner with parents to provide Christian education by integrating Biblical principles throughout the curriculum.

The pastor, administration, and faculty want students to develop spiritually as well as academically. It is the intent to instill in every student honesty, integrity, loyalty, and patriotism. The curriculum we have selected is designed both to instill these characteristics and to promote superior academic achievement.

*“Train up a child in the way he should go,
and when he is old, he will not depart from it.”
~ Proverbs 22:6*

ABEKA DVD School

Parent's need to understand that Temple Christian Academy primarily uses the ABEKA DVD curriculum, so parents need to be aware that most classes will not have live instruction. The staff of Temple Christian Academy will do their best to see that students are alert during instruction, but the students have the responsibility to listen and apply themselves during class. Parents need to be aware that the main teachers are on the DVD's , and the staff of Temple Christian Academy are to aid in the educational experience by answering questions and tutoring when necessary. The primary responsibility of the staff is to grade, to direct, and to discipline during the day. There will be times that upper classes will not have appropriate advisors to necessarily aid in answering student questions. Parents need to understand that this is one of the down sides of using the ABEKA DVD school, but the pastor and administration still see the value that is offered through this education. Some classes will be live taught which we believe is a benefit.

Statement of Faith

- 1. We believe the whole Bible, from Genesis 1:1 to Revelation 22:21, as the verbally inspired and infallible Word of God. ~ (II Timothy 3:16)**
- 2. We believe in the existence of one living, eternal, personal, infinite, triune God (The Father, the Son, and the Holy Ghost are three equal persons having equal attributes) who is the beginning and ending of all things. ~ (Psalm 86:10; Isaiah 45:5-6; Revelation 1:11; Genesis 1:1; John 14:16-17)**
- 3. We believe Jesus Christ was born of Mary the Virgin and is the Son of God, and God the son. ~ (Luke 1:35)**
- 4. We believe that Christ died for our sins according to the Scripture, the Just for the unjust, that He might bring us to God. ~ (1 Corinthians 15:3; 1 Peter 3:18)**
- 5. We believe that He rose bodily from the grave on the third day according to the Scriptures. ~ (1 Corinthians 15:3-4)**
- 6. We believe that He only is the great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us. ~ (Hebrews 7:25)**
- 7. We believe that Christ will come again in person, bodily, visibly, to establish His kingdom on the earth. ~ (Revelation 19:11-16; 20:6; 21:22)**
- 8. We believe that in order to go to Heaven, the soul must be born-again – “Ye must be born again.” ~ (John 3:3-7)**
- 9. We believe in the Genesis account of Creation and reject the theory of evolution. ~ (John 1:1-3)**
- 10. We believe in a literal, everlasting, and conscious Heaven and Hell. ~ (John 14:1-3; Matthew 26:41)**
- 11. We believe that every truly born again soul should declare his faith by the act of baptism, (immersion in water) setting forth the Lord’s death, burial, and resurrection. ~ (Acts 8:36, 37; 1 Peter 3:21)**
- 12. We believe that every truly born again, baptized person should be committed to a local, fundamental New Testament church by membership. ~ (1 Corinthians 1:1-2; Acts 2:41, 47; 9:26)**
- 13. We believe that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)**
- 14. We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions. (Genesis 2:24; 19:5, 13; 26:89; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)**
- 15. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12)**

Christian Education at School

1. **A Basic Bible study program:** One only knows God and Christ through the Bible. This knowledge forms a foundation for the rest of life, which must be built upon knowing Christ.
2. **A God-Centered Curriculum:** Since God authored all truth, and Christ is the personification of truth, we are bound to teach it from His point of view and according to His purpose. Thus, in every subject and activity, the child is brought into contact with God. We trust this will help produce God-consciousness.
3. **A Christian Teacher:** The teacher, who knows Christ personally and is totally committed to Him, can mold attitudes and direct the child to Christ.
4. **Christian Moral Training:** The child's submission to authority in home and school is prerequisite to conversion. Consistent, loving firmness is the balance we seek in the discipline of the student.
5. **Spiritual Guidance:** For growing years, Christian understanding and direction from the Word of God are necessary.
6. **A Christ-Centered Atmosphere:** Through devotions, grace at meals, chapels, Bible study, etc., an atmosphere conducive to spiritual growth is fostered.

Christian Education at Home

The God Vested responsibility for the child's education lies on the parents. The spiritual training of the school can be annulled if the home is not parallel in its spiritual outlook.

Home cooperation should consist of...

1. **Christian Parents:** As examples and guides, they must have a definite knowledge of salvation and a Christ-filled life.
2. **A Loving Atmosphere:** A child thrives on love and often dies from the want of it. Love does not indulge or sentimentalize, but always sees the best for the child. Love must be evident between parents as well as children to foster good attitudes.
3. **A Devotional Life:** A daily time for reading the Bible and for prayer as a family is vital. Worship will help establish God and his Word as the foundation of the home. The prime responsibility for Bible instruction rests on the home, not the church or school.
4. **Christian Discipline Based on Love:** Obedience is basic to life, both physical and spiritual. There must be loving and firm direction in home training which will promote cheerful and willing obedience to the parents and to God.
5. **A Good Church Relationship:** Consistent attendance and participation in the activities of a sound Bible-believing and teaching church are a must in the family's spiritual development, and have a direct affect on the child.

Admission / Registration

Temple Christian Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. Temple Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administrative programs.

Admission Requirements

The selection of students is based upon achievement, interview with the principal, and a statement from the parents declaring that they and their child will abide by and cooperate with the rules, regulations, and standards of the school. Temple Christian Academy is not presently equipped to enroll handicapped or special-needs students.

Parents may obtain information about the school from the church office, or by visiting the school website at www.tcamtvernon.org

Procedure for enrolling students:

1. Parents must complete an application form and submit requested information for each student.
2. An appointment will be made for the parents and the prospective student to have an interview with the principal.
3. Students may need to complete and pass an entrance exam as required by the principal.
4. Parents must sign the "Statement of Cooperation."

Temple Christian Academy, by its own right as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school reserves the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the standards set down in this handbook or any other rules defined by the School Board or Administrator.

Health Forms and Certificate Of Immunization

Students will not be permitted to enter Temple Christian Academy until they have met the immunization requirements set up by the State Department of Health or have completed the State of Ohio Legal Immunization Exemption form.

Beginning of School

First Day of School: Tuesday, August 22, 2023 at 8:10 a.m.

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher.

Orientation and Cook Out: Monday, August 21, 2023 at 5:00 p.m.

On Orientation Day, all students and parents will meet in the lower level for a cook-out and general get-acquainted session. After this brief session, the administration will continue explaining the school philosophy and procedures to parents, and the students will meet with their respective teachers where they will receive schedules and other important information. **It is of utmost importance that all students and at least one parent (preferably both) from each family be present for this assembly.** Policies and procedures that will affect everyone for the entire year will be discussed at this time. **Students are to adhere to the school dress code for Orientation Day.**

School Hours

School hours shall be as follows:

Kindergarten	8:10 a.m. – 12:00 p.m. or 2:55 p.m.
Grades 1+	8:10 a.m. – 2:55 p.m.

Students may enter the building 20 minutes early at 7:50 am and must be in their seats by 8:10 am to not be counted tardy.

All students must be picked up promptly at the end of their class day. TCA does not provide “after-school-care” for students. Please make arrangements to have your student(s) picked-up by 3:05 pm each school day.

General Policies and Procedures

Attendance and Tardiness

Because Temple Christian Academy is a center of learning, promptness to school and classes, as well as regular attendance, is very essential to academic success.

Tardiness

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Almost all tardiness is avoidable. **Parents need to realize the seriousness of the student's tardiness** and the disservice it is to other students trying to concentrate on their class.

Excessive tardy occurrences may result in disciplinary action as described below:

- Tardy occurrences in excess of 5 within a 9 week grading period may, at the school's discretion, result in a one day suspension.
- Additional tardy occurrences above 5 within a 9 week grading period may, at the school's discretion, result in additional suspensions and/or expulsion.
- Any work missed by a suspended student will be given a zero in his/her grades for the period of suspension. No provision to make up work will be made.

A student who must leave before 10 A.M. will be counted absent for the school day. Students who leave after 10 A.M. but before the regular dismissal time will be counted present one-half day.

Attendance

The following is an Ohio State Law, which Temple Christian Academy honors:

If a student is absent 30 days from Temple Christian Academy for any reason, that student will be subject to detention and will have to repeat that grade level the following year.

Regular attendance of all students is expected and is essential for successful classroom work.

If at all possible, family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. If a family vacation is scheduled during school days, please contact the principal, at least a week in advance, to allow the absences to be considered excused and enable your student's teacher to assemble class work and assignments they will need to complete.

The following reasons for absence are valid and are considered excused:

1. Illness
2. Death in the immediate family
3. Doctor or dentist appointments
4. Absences approved in advance with the school principal (i.e. family vacations, etc.)

Reasons for absence other than those listed above will be considered unexcused and students will not be permitted to make up work.

In case of absence, the parent must give the student a note, which is to be presented to the school office on the day of the student's return to classes. Students without written excuses will be permitted into the class only on a temporary basis for one day. Following that, a written excuse will be required.

Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration several days in advance.

In the event of an excused absence, it will be the student's responsibility to see that the work missed is made up within the given time allotted.

If a student must leave school for any reason during the school day, he must bring a note from the parent stating the reason before permission can be granted. Students must have a doctor's excuse for any days over seven missed during the school year.

Students will be required to attend school programs. Student's missing a program may have their grade lowered. Parents should notify the administration a few months in advance if a student will need to miss a required program.

Arrival Time

Teachers will not be ready to receive students into the building until 7:50 am. Therefore, you are requested not to bring your children to school before this time. Temple Christian Academy staff will not supervise children dropped off at school prior to this time.

After School

Parents should make arrangements to see that their children are picked up promptly when the student's day has ended. Temple Christian Academy does not provide an "after-school-care" service.

Inclement Weather Conditions

Temple Christian Academy school delays and/or closures will be announced using a phone call. A calling list will be organized among the staff and parents. Please understand that we will do our best to make you aware of delays and/or closures as early as possible on any given morning. If you are ever in doubt as to TCA's delay/closure status, please feel free to contact Principal Kris Brandenburg at home at 740.501.7110.

Electronic and/or battery powered devices; Cellular phones:

With the exception of battery powered calculators (for G8+ only) and wrist watches, all battery powered and/or electronic devices are prohibited on the TCA campus.

Sr. High students may not bring a tablet or laptop for educational purposes as computers will be provided for the Sr. High.

If a parent would want their child to have a cellular phone, phones may be left in a student's locker or school bag on silence mode. The student may not have the phone out on school grounds, but may use the phone once they enter their mode of transportation. Any phone out on school property may be confiscated and left in the office until the parent picks up the phone.

Gum Chewing

Gum chewing by students has proven to be destructive to school and personal property and will not be permitted. Any student who chews gum may be held liable for damage done to school property.

Student Dress Code (All Grade Levels)

In a day of disorderly and careless dress, Temple Christian Academy (TCA) students are expected to dress neatly and modestly. One's outward appearance is a reflection of the condition of the heart and mind. It is the responsibility of the parents and the student to see that the dress code is adhered to whenever the student is on school property or at an off-site school function.

Students must wear the school's uniform clothing at all school functions, including field trips, unless otherwise stated. Uniform clothing can be found at many stores such as: French Toast, Lands' End, Target, Wal-Mart, Kohl's, Sears, JC Penney, and Meijer. If a student does not wear the school's uniform clothing, he will receive disciplinary action, including suspension from class.

The administration reserves the right to determine whether the student's dress and appearance is proper. TCA reserves the right to modify the student dress code at any time.

GIRLS must present a wholesome, feminine appearance.

General:

- Plain skirts and jumpers must reach the middle of the kneecap or lower. Bike shorts or ankle length leggings under the uniform are allowed for modesty.
- A slit may be in the skirt, but the slit should not go above the top of the knee.
- Uniform clothing must not be oversized or too tight.
- Turtlenecks in school uniform colors (navy, red, white) may be worn under polo shirts.
- Layered shirts that are visible must be in school uniform colors: Navy, Red, White.
- T-shirts and camisoles (no embellishments) may be worn under shirts. If worn, they must be in school colors.
- Shirts shall be of sufficient length to keep mid-riff covered at all times (i.e. raising hand, bending over, etc.).
- Girls may not wear hats in the school building.
- Non-uniform school dress may be worn on special days.

Uniform Dress Clothing: (solid colors only)

- **Skirt/Jumper** – Khaki, Navy
- **Polo shirts** – Navy, Red, White (long or short sleeve)
- **V-Neck Sweater Vest** – Navy, Red, White. V-Neck Sweaters are to be a solid color.
- **Sweater** – Navy, Red, White (sweatshirts and fleece wear will not count as a sweater) Sweaters are to be a solid color. Stripes will not be allowed.
- **Turtlenecks** – Navy, Red, White

Hair: Please refrain from any worldly types of hairstyles. Hair must be long enough so that it does not appear to be a boy's haircut. Hair is not to be shaved. Girls may highlight their hair one shade lighter or darker than their natural hair color. Hair coloring must not be extreme in style.

Earrings: If earrings are worn, they must be a matched set. In a wide earring, the diameter is to be no more than 1¼ inches. In dangling earrings, the length should be no more than 2 inches

from the bottom of the earlobe. Only 1 earring should be worn on the earlobe of each ear, and earrings should not be worn in places other than the earlobe.

Bracelets, Necklaces and Rings: No bracelets, necklaces or rings may be worn in the elementary grades other than those for medical purposes. In Jr/Sr. high grades, "Noisy" bracelets or necklaces are not to be worn to school.

Makeup/Nail polish:

- Black nail polish may not be worn.
- Grades 7-9+: Makeup may be worn if it is not excessive.

Tights, Leggings & Socks: Tights, ankle length Leggings or socks are required and shall be worn in school uniform colors and black only. Grades 7+ may also wear nylons in these colors and in flesh tones.

Shoes: Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style which the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Backless or open-toed shoes, flip-flops, or high heels in excess of 3 inches may not be worn.

Jackets, Coats & Sweatshirts: All outerwear must be in keeping with the philosophy and religious tenets of the school (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn). Outerwear will not be worn in the class setting. Outerwear will be for the outdoors.

Non-Uniform School Days: Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, girls must wear dresses, skirts or jumpers (jean skirts/dresses are permissible) that are no shorter than the middle of the kneecap, slits may not be above the top of the knee. Clothing that is sheer, tight, or revealing in any way must not be worn. No shorts, mini-skirts, tube tops, pants, tank tops, or midriff-baring dresses or tops may be worn. Sundresses may be worn only if a blouse is worn underneath. T-shirts which look like undershirts or have sayings, pictures, or words that are inconsistent with the philosophy or religious tenets of Temple Christian Academy may not be worn. All other regular dress code rules must be followed. If long loose fitting shorts that come to the knee are allowed for special days, the administration will send a note home, in advance, for notification. Slacks will not be permissible for girls.

P.E. Dress: Girls will wear plain, navy wind pants. The pants may have white or gray stripes on them. If you choose to not have your daughter wear wind pants for personal reasons, you may have your daughter wear navy walking shorts or culottes (both must reach the top of knee and may have white or gray stripes). A plain gray T-shirt will be worn. The T-shirt should be a normal length, so as to cover the midriff. Athletic shoes with socks are required.

BOYS must present a clean, masculine appearance.

General:

- Belts must be worn with pants, but studded belts are not allowed.

- Uniform clothing must not be oversized or tight. Pants should be loose fitting.
- Turtlenecks in school uniform colors (navy, red, white) may be worn under polo shirts.
- If a T-shirt is worn, it must be white or match the color of the uniform shirt.
- Boys may not wear hats, hoods, stocking caps, earrings, bracelets, or necklaces in the classroom setting.
- Non-uniform school dress may be worn on special days.
- Shirts shall be tucked in at all times.
- Pants pockets should be as dress pants with two pockets in front and back. Cargo-type pants are not permitted. Pant cuffs should be loose fitting not tight to the ankle.

Uniform Dress Clothing: (solid colors only)

- **Pants** – Khaki, Navy
- **Polo shirts** – Navy, Red, White (long or short sleeve)
- **V-Neck Sweater Vest** – Navy, White, Red V-Neck Sweaters are to be a solid color.
- **Sweater** – Navy, White, Red (sweatshirts and fleece wear will not count as a sweater) Sweaters are to be a solid color. Stripes will not be allowed.
- **Turtlenecks** – Navy, Red, White

Hair: I Corinthians 11:14 teaches that it is a shame for a man to have long hair. At Temple Christian Academy, all boys must have short haircuts that are tapered on the top, back, and sides. Hair is not to be shaved or shaped in such a way that it would not present an even, gradually tapered look. Braids, corn rows, and spiked hair would be inconsistent with this standard and are not permitted. Hair is not to be disproportionately longer on the top than on the sides ("step" haircut, extra long on top, and slicked back). Boys may not change their hair color in any way. If a boy has changed his hair color, his hair must be changed back to its original color. Please refrain from any worldly-type hair styles. Sideburns must be neatly trimmed, and they can be no longer than the bottom of the ear opening. Facial hair, including moustaches and beards, are not permitted for students.

Socks: Socks must be worn with shoes. Socks may be worn in the following colors: black, navy, or white.

Shoes: Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style that the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Sandals may not be worn.

Jackets, Coats & Sweatshirts: All outerwear must be in keeping with the philosophy and religious tenets of the school (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn). Outerwear will not be worn in the class setting. Outerwear will be for the outdoors.

Non-Uniform School Days: Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, tank tops may not be worn. Pants must have legs that have a traditional (not baggy), classic cut. Blue jeans may be worn, but they must not be baggy or torn, pant cuff should be loose fit not tight to the ankle. T-shirts that look like undershirts or have sayings, pictures, or words which are inconsistent with the religious tenets of Temple Christian Academy may not be worn. All other regular dress code rules must be followed.

P.E. Dress: Boys will wear plain, navy sweat or wind pants. The pants may have white or gray stripes on them. A plain gray T-shirt will be worn. The T-shirt should be a normal length, so as to cover the midriff. Athletic shoes with socks are required.

Concert Dress:

Elementary Girls:

White Blouse

Black Skirt

Black dress shoes (no boots please)

Elementary Boys:

White button down dress shirt

Black Dress Pants

Black dress shoes

Jr/Sr High Girls

Tops and Skirts provided by TCA

Black dress shoes (no boots please)

Jr/Sr High Boys

White button down dress shirt

Black Sport Jacket

Black dress pants

Black dress shoes

Parents of all students:

Parents are asked to dress appropriately (modestly) when they come to school and attend school functions.

Parents that volunteer at school, or at off-site school functions, are asked to abide by the Non-Uniform dress standards from the time they arrive on the school property (or off-site school function) and until they depart.

Neither smoking nor alcohol consumption is permitted on school grounds or at off-site school functions.

Discipline

The staff at Temple Christian Academy is committed to fostering an environment in which each child has an opportunity to obtain a quality education. To maintain such an environment, we will keep an orderly and courteous classroom. It is assumed that the parents, working in cooperation with the staff of TCA, will support the policy as described.

The administration will provide correction to misbehavior but will not engage in Corporal Punishment. The following paragraphs explain the steps that we will take to mete out progressive discipline:

For repeated minor classroom disruptions (e.g. talking, drawing during class, forgetting homework, etc.), the teacher or aide will take appropriate first-tier action such as making the student eat lunch silently, forfeiting his morning/afternoon recess, writing sentences or similar action. The corrective action will be directly correlated with the seriousness and recurrence of the offense.

When the offense is more of a serious nature (e.g. disrespect, disregard for another's property, etc.) or when first-tier corrective action has not achieved its desired effect, a document will be sent home explaining the seriousness of the situation. The document will be called a "*Tally*" and will be sent home for the parent to sign and return – indicating parental awareness of the behavior problem and the acceptance of responsibility to assist in correction.

Progressing with serious offenses such as fighting, cursing, cheating etc., or a continuation of behavior not yet corrected by prior methods, the child will be sent home with a letter explaining the need to serve a detention after school on a date selected by the administration. The after school detention will not be a time of socialization, but it will be seatwork for an hour. Additionally, there will be a cost to the student payable upon serving the detention. The fee will be \$15.00. Failure to submit the fee will lead to suspension until the fee is paid and the detention is served.

When extreme serious offenses are encountered such as repeated acts of defiance, obscene behavior, possession of pornography, etc., extreme correction will be taken. The action may include suspension and/or expulsion. Any work missed by a suspended student will be given a zero in his grades for the period of suspension. No provision to make up work will be made.

The support of our parents is vital to the success of our school. We truly are partners in providing an education to your children. The above-stated policy is that by which we will seek parental help to maintain the proper learning environment.

Academics

Grading Scale

The grading scale for all classes at Temple Christian Academy is as follows:

99-100	A+	4.0
96-98	A	4.0
93-95	A-	3.7
90-92	B+	3.3
87-89	B	3.0
84-86	B-	2.7
81-83	C+	2.3
78-80	C	2.0
75-79	C-	1.7
72-74	D+	1.3
69-71	D	1.0
66-69	D-	0.7
Below 65	F	0.0

Homework

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid students in advancing in their studies.

It is given for several purposes...

1. To complete assignments not finished in class.
2. To drill on material essential to educational progress.
3. For practice to master new material following classroom explanation, drill, and illustration.
4. For remedial activity to strengthen weaknesses in the student's grasp of subject matter.
5. For special projects and assignments such as book reports, compositions, special research and projects.

Parents will find it most helpful to have a regular time for homework or free reading early in the evening and in a regular location away from distractions such as radio, T.V. and video games.

We encourage you to assist your child by seeing that homework is done and returned the next day of school. However, please do not do the work for your child! Here are some ways you can assist your child as they study:

1. Provide a quiet, well-lit, comfortable place to study and do homework.
2. Keep distractions to a minimum.
3. Reserve a certain period of time for study and homework and hold to this as rigidly as possible.
If no homework is assigned, use time to review.
4. Check from time-to-time during the study time to see if help is needed.
5. Be sure all necessary materials are available for homework.

Progress Reports

We encourage you to check your students progress on our Sycamore Education Web Portal. Eligibility for any extracurricular activity including sports will be based upon Progress Reports and Report Cards.

Report Cards

Report cards are distributed to the students as shown on the school calendar.

Students who have delinquent tuition bills, or other unpaid fees, could have their report cards withheld. After the unpaid fees and bills are paid up to date, the student will receive his report card from the office. Report cards are to be signed by the parent and returned to the school the very next day. If the card has not been returned within three days, disciplinary action will be taken. Any parent with a question concerning any grade on the card should request a conference with the teacher.

Honor Rolls

Two Honor Roll lists will be posted at the end of each grading period.

- Principal's Roll (All A's)
- Honor Roll (All A's and B's)

The honor rolls are based upon grades achieved in academic subjects.

Illness

Parents are the most important factor in controlling contagion in a school!

For the welfare of your child and others in the school, all children who are sick should be kept at home. A child should be kept home if any of the following symptoms are observed:

Headache	Chills	Listless & Tired
Sore throat	Diarrhea	Skin rash or sores
Cough and runny nose	Stomachache	Earache (& ear discharge)
Nausea and vomiting	Redness of eyes	Fever*

(*Please keep child home until temperature has been normal for 24 hours)

If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.

A written excuse is required when your child returns to school after an absence, giving the date and reason for absence.

If your child should become ill while in school, you will be notified. If you are not at home during the school day, please make arrangements for someone to be responsible for your child in the event an emergency arises. Again, students will not be permitted to enter Temple Christian Academy until they have met the immunization requirements set up by the State Department of Health.

Travel

All parents who wish to have their child driving in a car or riding on a motorcycle with another student MUST advise the School Office in writing. Students are not permitted to ride in another student's vehicle, such as a car or motorcycle, to or from School or during School hours, without the prior written consent of both students' parents. It is the students' responsibility to provide these documents to the School Office prior to such ride share. Rides for school functions will be arranged by the school.

Kindergarten - General Information

What will my child learn in kindergarten?

From his daily kindergarten experiences, he will learn ...

1. The name, sound, picture clue, and formation of each letter of the alphabet.
2. Counting and number recognition to 100.
3. Addition facts to 10.
4. Bible lessons and Bible memory verses.
5. Reading.
6. To work and play happily with others.
7. To cooperate with teachers and classmates.
8. To become independent.
9. To share with others.
10. To listen.
11. To improve his memory and attention span.
12. To follow directions.
13. To respect other people's property.
14. To practice desirable health habits.

Where do we fit in?

Your acceptance and praise of your child's work, at his level, and not adult standards, is very necessary to him. Maybe it is crude, but it probably looks good to him.

Take advantage of parent-teacher conferences. That is the time when you and the teacher talk over problems, share ideas, and make plans together so the child's two worlds, home, and school, work together for him.

Kindergarten can be a happy, exciting time in the life of your child, and you are the key person in helping him off to a good start.

Things you can do to help your child

At Home:

1. Teach your child to tie shoelaces and manage his own clothing.
2. Have a place where your child can put away his work and playthings.
3. Urge your child to use a quiet voice indoors.
4. Teach your child to wash his/her hands after play, before eating and after toileting.
5. Teach your child to obey.
6. Teach your child to cross streets only at intersections.
7. Have your child memorize his/her full name, address, and phone number.
8. Arrange for your child to get 10 - 12 hours sleep each night.
9. Develop good bathroom habits.
10. Encourage your child to do things on his own.
11. Show an interest in things your child does in school and praise him.
12. Read good books to your child.
13. Send interesting articles with your child for "Show and Tell".
14. Dress your child according to the weather.
15. Teach your child to look you in the eye when you are speaking to him.

At School:

1. Send your child to the classroom unaccompanied by adults.
2. Send your child wearing shoes that they can fasten themselves.
3. Teach your child to listen without interrupting.
4. Teach your child to follow directions.
5. Encourage your child to share and take turns with others.
6. Teach your child to respect the property of others.
7. Send a written excuse when returning after absence.

Attendance

Kindergarten attendance is as important as any other grade. Each day is planned with learning situations and group activities.

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Any student arriving after 8:15 A.M. must be accompanied by their parent and taken to the principal's office. The student will need to have an admittance slip signed by the principal in order to be admitted to their classroom.

A student, who must leave before 10 A.M., will be counted absent for the school day. Students who leave after 10 A.M. but before the regular dismissal time will be counted present one-half day.

Absences

When a child has been absent, he needs to bring a written excuse when he returns to school.

Emergencies

Be sure that the school has the correct information needed for emergencies. Please notify the school of any address or phone number (home or work) changes.

Communications

Returning communications the following day is expected and will allow the school to run more smoothly. (For example: field trip notices, signed papers, permission slips, etc.)

Discipline

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in the manner which he/she feels is in accordance with Christian principles and discipline as set forth in the Scriptures. Temple Christian Academy expects full cooperation from both student and parent in the education of the student. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer. ***Under no circumstances will school personnel administer corporal punishment. We believe spanking is a legitimate form of punishment, under certain circumstances, but is reserved for the parent to administer. Chronic or severe discipline problems may necessitate withdrawal from school.***

Lost and Found

Students and parents are asked to put student's names in everything that is possible to do so. All articles left in classrooms and hallways will be placed in the lost and found at the end of each school day.

What kindergarten students will need...

1. Scissors (label with loop of adhesive tape through the middle).
2. (4) glue sticks.
3. (2) 2-pocket plastic folders (*solid colors only*)
4. Book bag or backpack.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Financial Information

Returning Registration Fee

The registration fee is due when the enrollment application is returned. This fee is nonrefundable and nontransferable and will hold the student's place until the July tuition payment is due. If an opening is not available, the registration fee will hold a place on the waiting list, and you will be notified when an opening becomes available.

	Paid by April 15th	Paid after April 15th
New Student Fee	\$60	----
Returning Student Fee	\$60	\$100
One-time payment per student per year – Registration fee is nonrefundable.		

Tuition Rates

Tuition may be paid in a lump sum, or paid in twelve (12) equal installments, due on the first day of each month. TCA's tuition rates include books and class supply fees. There is a multi-student discount available for families with more than one child enrolled at TCA. Tuition rates per student are as follows:

Grade Level	12 Monthly Payments of	Total Annual Tuition
Kindergarten – 6 th Grade:	\$260	\$3,120
Grades 7-12:	\$270	\$3,240
(Multi-student discounts available.)		

Each monthly payment must arrive in the office no later than the first day of each month. On the second day of the month, overdue balances may begin accruing finance charges. If tuition is still not paid by the 10th of the month, the student will not be permitted to attend classes until his tuition payments are up to date.

If you have a financial situation arise, and you cannot fulfill your financial arrangements, we ask that you speak with the administration to keep them aware of your situation.

All returned checks will be charged a \$25.00 fee.

Additional School Supplies

Each student's tuition fees cover any consumable instructional book or worksheets needed for their courses. **A supply list detailing other supplies your student will need during the year (and will need to purchase separately) is available from the school office.**

Temple Christian Academy - Parental “Statement of Cooperation”

It is my understanding that the policy for the school is to make no refunds on registration fees. I give Temple Christian Academy permission for my child to take part in all school activities, including bus trips, sports activities, and school sponsored trips away from the school premises. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the scriptures. I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Temple Christian Academy or any employee or agent thereof, on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Temple Christian Academy or its agent should incur to defend itself against such action.

In signing this returning student registration or new student application, we acknowledge the following:

- a. Our commitment to the policies and standards of Temple Christian Academy.
- b. Our commitment to attend all parent meetings and lend our support to the school, unless providentially hindered.
- c. Our commitment to agree that if our child should become involved in any trouble or we disagree with any policy set by the school, we will, in no instance, complain to any other party, and in the spirit of meekness will register only necessary complaints with the teacher or principal involved (Matthew 18:15-17).
- d. Our commitment to pay the tuition either annually, semi-annually, or monthly (12 months). We understand that tuition is due on the first day of the month. If tuition remains unpaid by the 10th of the month, the student may not be permitted to attend classes until the tuition payments are up to date.
- e. We further agree to the following financial policy on early withdrawal/late entry:
 - (1) Early withdrawal:
 - (a) Registration fees are non-refundable.
 - (b) If we withdraw from school, we're responsible for paying the tuition fee for the entire month in which the student is withdrawing.
 - (2) Late entry:

If we enter school any time after the first official day of school, we are responsible for paying the following:

 - (a) Up to 100 percent of the registration fee.
 - (b) Tuition for the entire month in which the student is entering.
- f. We realize that all academic credits may be held until accounts are paid in full. Transcripts will not be transferred to another school if money is due to Temple Christian Academy.
- g. Senior transcripts will not be transferred to another school if money is due to Temple Christian Academy.

This statement of cooperation will be in effect for as long as my child listed (or others to be enrolled) attends Temple Christian Academy whether it is in the kindergarten, elementary, junior-senior high or summer school.

I understand that should my marital status change that it is my responsibility to have a corrected statement of cooperation signed and updated and delivered to Temple Christian Academy. Temple Christian Academy admits students of any race, color, national or ethnic origin.

<i>Child's Name</i>	<i>Parent/Guardian signature</i>	<i>Date</i>	<i>Parent/Guardian signature</i>	<i>Date</i>
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(Rev.03/07/12)

State of Ohio
Legal Immunization Exemption

Amended Substitute Senate Bill N. 282
Ohio Revised Code, Sections 3313.67 and 3313.671

Sec. 3313.671, part (3): A pupil who presents a written statement of his parent or guardian in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

Sec 3313.671, part (4): A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

This section does not limit or impair the right of a board of education of a city, exempted village, or local school district to make and enforce rules to secure immunization against poliomyelitis, rubeola, rubella, diphtheria, pertussis, and tetanus of the pupils under its jurisdiction.

I understand that the immunization Law permits me to sign a waiver on my my child taking the immunization.

I hereby object and request the school to waiver the immunization of my child against the following:

D.P.T	Polio	Rubeola
Rubella	Mumps	Hepatitis B
Varicella	Hib	MMR

I further understand that during the course of an outbreak of any aforementioned vaccine-preventable diseases that the student named here is subject to exclusion from school for the duration of the outbreak.

This action is necessary, not only to protect this student, but the remainder of the students and faculty of Temple Christian Academy.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Address: _____ Phone: _____

Physician's Signature: _____

(Optional)