



TEMPLE
CHRISTIAN ACADEMY

STUDENT HANDBOOK

CONTACT INFORMATION:

21453 Floralwood Drive

Howard, Ohio 43028

(740) 397-9673

www.tcamtvernon.org

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FROM THE PASTOR'S PEN

We count it a great joy that you would consider our school family. Remember, enrollment here is an amazing 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.

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 is my privilege to also be in the position of Administrator of the school. I love our ministry and school. It is truly a privilege to mentor and train the next generation for Jesus Christ.

There are three key areas of life that affect the development of our youth: church, school, and 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, by emphasizing the preeminence of God in each area. This creates a continuity of philosophy, developing Christian character in every phase of life.

Our standards in the school are high. We believe all that we do should be glory and honor to Him. It behooves us to maintain a quality, unequaled 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.

Respectfully,



Joshua C. Lehman
Administrator

ANNUAL REPORT TO PARENTS

To: The Parents of Students Attending Temple Christian Academy

From: Joshua C. Lehman, Administrator
Temple Christian Academy
21453 Floralwood Drive
Howard, Ohio 43028
(740) 397-9673

Re: Annual Report to Parents

Date: March 1, 2024

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 thousand and one hours of instructional time 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." 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).

Respectfully,



Joshua C. Lehman

Administrator

Temple Christian Academy

STATEMENT OF PURPOSE

The mission of Temple Christian Academy (TCA) is to assist (not replace) parents in academically and spiritually educating and equipping their children to develop a heart for God, to cultivate a sound biblical worldview, and to prepare students to positively impact their families, churches, communities, and country for Jesus Christ.

TCA provides a solid academic foundation for a student's future. Students of TCA consistently score above the national average on annual standardized tests. The high school's college preparatory curriculum enables graduates to be well prepared for college, adult life, and whatever else God has planned for them.

STATEMENT OF PHILOSOPHY

TCA is based upon the Word of God. The primary objective and purpose of the Academy is to train the student in the way of life presented in the Scriptures while giving him a quality general education for life.

Since the primary reason for the existence of the Academy is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student and teacher to do his best.

Character training is an important element at TCA. We believe that the heart of character training is obedience (doing right), that eventually will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

The objective in building a private Christian school is to obey the Scriptural imperatives of *Deuteronomy 6:5-7*, "...love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children..."

And of *Proverbs 22:6* to train up a child in the way he should go. Teaching is training. Training for life must include training for eternity.

Parents are mandated by God to educate their children. Children are gifts from God (*Psalm 127:3-5*). Parents are responsible to "train-up" their children in the way of the Lord and not the ways of the world (*Proverbs 22:6*; *Ephesians 6:4*). God's people are told from scripture, "Thus saith the Lord, learn not the way of the heathen... for the customs of the people are vain..." (*Jeremiah 10:2-3*). *Proverbs 19:27* states, "Cease my son, to hear instruction that causeth to err from the words of knowledge."

A Christian school is an extension of the Christian home in training young people in a Christian environment for the present, future and eternity. The school staff works closely with parents to train the whole child in the way he should go. Part of the philosophy of ministry that we hold to is the simple fact that parents are the most important educators that a child will ever have. That is why we desire to work very

closely with parents in educating their child.

Attending TCA is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the Word of God, old-time Gospel and the highest standards of morality and Christian behavior. All of the policies, rules, and regulations are biblically based.

TCA is not a separate ministry from the Church, but is in fact an inseparable ministry of Mount Vernon Baptist Temple to help parents abide by scriptural commands to educate their children. The academy's leadership is the same leadership as the church.

STATEMENT OF FAITH

1. We believe in the verbal inspiration and authority of the Scriptures.
2. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
3. We believe in God the Father, God the Son, and God the Holy Spirit.
4. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
5. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
7. Justification is an eternal relationship that can never be broken.
8. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
9. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

NONDISCRIMINATION POLICY

Students of any race, color, sex, national and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Temple Christian Academy. While TCA does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs, as a religious institution it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, standard of conduct, or other policies of this organization.

BIBLICAL PRINCIPLES

Bible study is recognized here as fundamentally important. It augments the study of Math, English, History, Geography, Social Studies, and Science. Without knowledge of biblical truths a student cannot be considered educated.

The Bible gives direction for life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." It has been said that a simple one word definition of education is "life." A person is not ready for life until they are ready for death. The Bible, God's Word, shows that the source of all life is Jesus Christ. Therefore, the source of all education is Jesus Christ.

"In regards to this great Book (the Bible), I have but to say it is the best gift God has given to man. All the good the Savior gave to the world was communicated through this Book. But for it we could not know right from wrong. All things most desirable for man's welfare, here and hereafter, are found portrayed in it." ~ Abraham Lincoln

Character development is the most important work of a school. No other course offered in the school affords the opportunities for laying the foundation for Christian character. We teach biblical character traits to all students every year.

TCA uses biblically based curriculums, which include Scripture memory passages and are designed to draw students to a deeper relationship with God and Jesus Christ—each designed to help students develop moral character, a sense of accountability, and wisdom in their lives.

Standards of personal conduct, school policies, and curriculum continue to build each student's sense of responsibility and integrity.

All Scripture quotations and passages are taken from the King James Version Bible.

ADMISSION REQUIREMENTS

The selection of students is based upon achievement, interview with the administrator, 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 and all enrollment forms, including immunizations, birth certificate, and a medical history form must be completed in full and submitted to the school office at the time of the interview accompanied by registration fee and previous report card, where applicable.
2. An appointment will be made for the parents and the prospective student to have an interview with the principal.
3. Parents and students must read this handbook thoroughly.
4. Students may need to complete and pass an entrance exam as required by the administration.
5. 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 & 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.

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.

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 12PM will be counted absent for the school day. Students who leave after 12PM 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 an automated means, such as a phonecall or text message. 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.

ELECTRONIC AND/OR BATTERY POWERED DEVICES; CELLULAR PHONES

With the exception of battery powered calculators (for 8th grade on up) 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.

FINANCIAL INFORMATION

Tuition Rates

The tuition rates are set by the administration each year. TCAs annual budget is dependent upon student tuition and gifts for operating expenses. All contributions to TCA are tax deductible. Tuition payments are not tax-deductible.

Refunds

No refunds of tuition payments, even if paid in advance, will be issued for any student that is expelled from the academy. No refunds of tuition payments will be issued for the month a student withdraws from the academy. For example, if a student withdraws from the Academy on March 5th, no refund will be

issued for the March tuition.

If the full-year tuition has been paid in advance, a partial refund may be given for any months that the student will not be enrolled in the academy based upon the following criteria:

- From the first day of school, an 80% refund will be given until the end of the first month.
- From the beginning of the second month of school until the end of the first quarter, a 50% refund will be given.
- From the beginning of the second quarter until the end of the second quarter, a 25% refund will be given.
- After the end of the second quarter, no refund will be given for any pre-paid tuition and fees.

Additional Fees

- The student (if 18 years of age or older) and/or parent/guardian will be held financially responsible for all damaged or broken property belonging to or located on the premises of Mount Vernon Baptist Temple or Temple Christian Academy.
- 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 a 2% late charge. 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 a financial situation arises, 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.
- As a part of the overall music program of TCA, uniforms may be required to be purchased. The cost of these uniforms will be set at the beginning of each year.
- If a student damages any school property, whether it is malicious or accidental, the parents are responsible for the damages and will be billed for such damages. This includes damages to the students office, chair, classroom furniture and any other property.
- Detention fees are \$10.00 for each 30 minute increment.
- A student's school supplies listed in the Supply List each year are required to be purchased before the first day of school, or for late enrollments, by the first day a student attends the Academy.
- A \$75.00 fee will be charged to all graduation seniors. The fee is used to purchase the cap and gown, diploma and diploma cover.

Collection Costs

The parent(s)/guardian(s) of a student will be held liable for all collection costs, including necessary legal fees, involved in collecting delinquent accounts. Parent(s)/Guardian(s) are required to list their social security numbers on the application. The collection costs will be added to the final invoice referred to the outside collection agency.

STUDENT DRESS CODE

Temple Christian Academy (TCA) students are expected to dress neatly and modestly. One's outward appearance can be 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/she 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 DRESS CODE

General Dress Standards:

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 Standards

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. Hair may be highlighted in a natural hair color. Hair coloring must not be extreme in style.

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 7-12: 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, loose-fitting pants. If you choose to not have your daughter wear wind pants for personal reasons, you may have your daughter wear walking shorts or culottes (both must reach the top of knee). The T-shirt should be a normal length, so as to cover the midriff. Athletic shoes with socks are required.

BOYS

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

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. Hair is not to be disproportionately longer on the top than on the sides.

Boys may not change their hair color in any way. 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.

Shoes

Athletic, casual, or dress shoes may be worn. Sandals may not be worn.

Jackets, Coats & Sweatshirts

All outerwear must be in keeping with the philosophy and religious tenets of the school. Outerwear will not be worn in the class setting.

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, 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 athletic pants. A plain 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.

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 communicate with the student in a loving and respectful manner concerning their behavior. 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 the initial 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 "Demerit" 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:

Percentage	Letter Grade	GPA
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 ThinkWave, our school's online portal.

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 ROLL

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

- Principal's Roll (straight "A's")
- A Honor Roll (an "A" average)
- B Honor Roll (a "B" average)

The honor rolls are based upon objective 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 and ear discharge
Nausea and vomiting	Redness of eyes	Fever

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.

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

Our kindergarten program is designed to develop a child's young mind to love learning. Our program truly challenges your child and prepares them for elementary school.

We focus on building a strong foundation in reading and writing. The curriculum we use is superior to many other kindergarten programs available. Students enjoy varied activities as they learn and review vowel and consonant sounds, blends, one-and two-vowel words, words with special sounds, and sentence comprehension.

Number Skills for Kindergarten uses a colorful book that reinforces number concepts and formation through 100, simple addition and subtraction combinations, telling time, number sequences, number words, and working with money. Children will enjoy the varied activities.

Bible class is complete with solid Bible doctrinal drills and true historical accounts of different people found in the Word of God and how God used them to transform the world. Students are taught that God is real and that He sent Jesus Christ, God in the flesh, to pay for their sin debt so that they can have a home in heaven. 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.

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.

