

# FOUNDATION OF TEMPLE CHRISTIAN ACADEMY

## MISSION STATEMENT

Temple Christian Academy, a ministry of Temple Baptist Church, was established to provide an environment of academic excellence conducive to developing educated citizens, with a Biblical worldview, who are prepared to represent our Lord Jesus Christ in all walks of life.

## AFFILIATION

Temple Christian Academy is a ministry of Temple Baptist Church and is governed only by this local autonomous church. Temple Baptist Church is a fundamental, soul-winning church, which unashamedly believes in the infallibility of the Bible and the historic, fundamental doctrines of the Baptist faith (see doctrinal statement).

## DOCTRINAL STATEMENT

Each student should know and understand the basic principles of our Christian faith.

- Divine inspiration of Scriptures.
- The triune God (Father, Son, and Holy Spirit).
- The fallen nature of man and his just condemnation because of sin.
- Salvation by grace through faith, as a free gift of God, through Jesus Christ our Savior.
- The glorious display of God's purpose and grace.
- The progressive work of sanctification.
- The keeping power of God.
- The harmony of the Law and the Gospel.
- The prominence of the local and visible church.
- Baptism by immersion for believers.
- The ordinance of the Lord's Supper.
- The devout observance of the first day of the week.
- The honoring of civil government.
- The resurrection of the righteous to life and the wicked to damnation.
- The personal, imminent return of our Lord and Savior Jesus Christ.
- The Bible is the inspired, inerrant, infallible Word of God.

## SCHOOL HISTORY

In November of 1977, a news article in the local paper stated, "New Church Begins." Temple Baptist Church was, at that time, Lewisville's newest church, and opened its doors in a temporary location at the Lakeland Plaza Shopping Center. Church founder, Pastor Richard Wallace, stated in the news article that, "If it is your desire to attend a friendly, Bible-preaching Independent Baptist Church, and if you have a 'pioneering' spirit, this is the place to visit." With a first Sunday's attendance of eleven people, Temple Baptist Church began its ministry. The church has had steady growth over the years and now has a membership of over 5,670 people.

On March 4, 1979, sixteen months after its first meeting, Temple Baptist Church held a dedication service for its first church building, located on a five-acre plot at 1010 Bellaire Blvd. In the fall of 1980, Temple Christian Academy was founded by the members of the church for

the purpose of establishing a Christian school where young people in the local and neighboring communities could receive a "Quality Education in a Christian Environment." Not only was Temple Christian Academy established to train students academically, but also spiritually, emotionally, socially, and physically. Temple Baptist Church is located at 2501 Northshore Boulevard in Flower Mound. Temple Christian Academy now occupies a twelve-acre campus at 1010 Bellaire Boulevard in Lewisville.

## STATEMENT OF PURPOSE AND GOALS

The purpose of Christian education is to assist parents in training their children to be Christ-like. This teaching and nurturing process begins in the home and continues throughout life. The Christian school, in addition to the home and the church, is a place where the process of Christian education takes place.

The foundation of Christian education is the Word of God. From God's Word, the philosophy of Christian education is developed. Its philosophy stands against the godless philosophies of humanism, materialism, and situation ethics.

The goal of Christian education at Temple Christian Academy shall be:

1. To present each person "perfect, thoroughly furnished unto all good works." (II Tim. 3:17)
2. To help each person to "love the Lord thy God with all thine heart and with all thy soul and with all thy mind" and to "love thy neighbor as thyself." (Matt. 22:37, 39)

The Christian school has been established to enable parents to obey God's commands, to give their children a Christian education, while at the same time, obeying the law of the land.

Christian education is first and foremost the responsibility of the Christian home (Deut. 6:7). Temple Christian Academy endeavors to assist the home in this process, rather than substitute for what should be done in the home. Students may be refused enrollment in this academy when the home-school relationship is not in harmony with this stated purpose. Another institution with God-given responsibility for education is the church. Jesus tells His disciples in Matthew 28 to go and disciple "all nations, baptizing them in the name of the Father, and the Son, and the Holy Ghost; teaching them to observe all things whatsoever I have commanded you." Temple Christian Academy, a ministry of Temple Baptist Church, is committed to and operated by the scriptural principles of God's Word. We ask that all our parents recognize this united and harmonious relationship and cooperate with us in the educational and scriptural goals that we seek to achieve.

Temple Christian Academy, then, acts in cooperation with the home and the church to produce Christ-likeness in its students; **however, the ultimate responsibility for the Christian education of the children remains with the parents.**

# GENERAL INFORMATION

## ADMISSION POLICIES AND PROCEDURES

- I. **INTERVIEW** – A confidential interview will be scheduled with someone in the administration to discuss enrollment. (This is not required for parents of kindergarten students unless requested.) Students in grades 6-12 must meet with the administrator before final acceptance is granted.
- II. **REQUIRED FORMS** – The following forms must be read thoroughly and turned in with the registration fee.
- \_\_\_\_\_ Application – No one will be considered as a prospective student for enrollment without a complete application submitted to the office.
  - \_\_\_\_\_ Statement of Cooperation
  - \_\_\_\_\_ Standard of Conduct (Grades 6-12)
  - \_\_\_\_\_ Medical History
  - \_\_\_\_\_ Medical Treatment
  - \_\_\_\_\_ Release from Liability
  - \_\_\_\_\_ Student Record Release (Grades 1-12)
  - \_\_\_\_\_ Birth Certificate
  - \_\_\_\_\_ Immunization Record
- III. **PAYMENT** – A registration fee of \$175.00 must accompany the application in order to reserve a place in the classroom.
- IV. **TESTING** – All applicants for fall enrollment in grades 2-12 will be given an entrance test unless they have submitted current SAT or CAT achievement test scores.
- V. **FINAL ACCEPTANCE** – You will be notified concerning acceptance of your child(ren) after the test is completed and the application is reviewed by the Admissions Committee. Registration of a student is not finalized until the following has been completed: application, student record forms, school medical records, testing, interview, and payment of registration fee. NOTE: In some cases, new students in grades 6-12 may be placed on academic probation in order to determine permanent eligibility in the school.
- VI. **SCHEDULE OF PAYMENT**
- a. Books/Materials Usage Fee (\$200.00 per child) is due June 1.
  - b. First Tuition Payment is due August 1.

ADMISSION POLICY: Temple Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs. No child, who has or has had a record with the police department, will be allowed to enroll in TCA. In addition, the academy will not admit students

who are married, divorced, parents, age 20 or older by the time of graduation, or have a history of drug possession or alcoholic consumption.

EXCEPTIONAL CHILDREN: Temple Christian Academy is not equipped to provide for students needing special attention such as those with learning disabilities, attention deficit disorder, etc.

COMMUNICABLE DISEASES: For the protection of the student body and faculty, students who have been previously diagnosed as having or carrying communicable diseases will not be allowed to enroll in Temple Christian Academy. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Temple Christian Academy may require an independent physician's examination of the student to verify the diagnosis of communicable disease. Temple Christian Academy reserves the right to make all final decisions necessary to enforce its policy and to take all necessary action to control the spread of communicable diseases within the school.

### **ARRIVAL AND DEPARTURE**

SCHOOL TIMES: School begins for the secondary (grades 6-12) students at 8:10 a.m. and dismisses at 3:10 p.m. School begins at 8:20 a.m. and dismisses at 3:20 p.m. for the elementary students. All students who arrive before 7:45 a.m. or are not picked up by 3:45 p.m. will go to extended school day.

### **ARTICLES PROHIBITED**

Tobacco in any form, alcoholic beverages, narcotics, dice, playing cards, knives, guns, matches, explosives of any kind, skateboards, roller blades, water guns, electronic games and devices (except cell phones - see page 7), live animals, and magazines and books not related to class work are not permitted.

### **ATTENDANCE**

The school year will consist of at least 176 days in every level.

NOTE: Education is not merely the completion of required assignments, but also the character and discipline of consistent attendance, social interaction, observation and participation in daily events. There is a direct relationship between attendance at school and success in schoolwork. It is almost impossible for a child who misses school frequently to keep up with his daily work and to do quality work.

State law mandates that a student be in attendance to each class at least 90% of the time. Any student who is absent 17 days or more per year may not receive credit for the year. Students who have accumulated more than the allowed number of absences due to extenuating circumstances during a year may present a written appeal for the administration to consider. A written appeal does not guarantee an exemption. The deadline for such an appeal is the last day of the school year in question.

EXCUSED: Work may be made up with no grade penalty if completed within the allotted time. (See *Make-up Work/Tests* – page 5). Teachers will give make-up tests and help with assignments only when absences are excused. The following reasons are considered excused absences:

1. Personal illness
2. Death in the family
3. Doctor or dental appointment (excuse required)
4. Any other unusual cause acceptable to the school administration

UNEXCUSED: The following reasons are considered unexcused for school absence:

1. Neglecting to prearrange a foreseeable absence.
2. All non-emergency absences or absences for the sake of convenience of the parent or student. (Example: skipping school, parents allowing older students to remain home to baby-sit so that parents may go to work, sleeping late after returning from athletic trips, etc.)

HALF-DAY ABSENCE: If a student arrives on campus after 10:00 a.m., leaves before 1:30 p.m., or is off campus more than 2½ hours; it will be considered a half-day's absence. This would eliminate the attainment of perfect attendance at the end of the year. A student must be in class a minimum of five complete class periods to be counted present a half-day.

TARDIES: It is of the utmost importance that each child arrives at school on time daily. Punctuality, a character trait emphasizing the value put on others' time, is an important part of our life's educational process. Students who are not in their seats when the bell rings or at the scheduled time for class to start are considered tardy.

TARDY TO CLASS: Students are expected to be in their seats and ready to begin each class when the bell rings. Four minutes are allowed between classes. If a student foresees that he will be late, a note from a teacher stating the reason, time of departure, and date must be taken to the next class to gain admittance and avoid being penalized.

PENALTY FOR TARDINESS: Punctuality is a character trait, which Temple Christian Academy endeavors to teach students both in policy and practice. For this reason, tardiness is discouraged in the following ways:

1. **If a student exceeds three unexcused tardies for the quarter, there will be a \$3.00 fine assessed for each tardy. If tardiness continues totaling six or more unexcused, a \$5.00 fine will be collected for each tardy thereafter.**
2. Any student who accumulates five or more unexcused tardies or ten excused tardies during the year will be ineligible for a perfect attendance award.
3. Tardies will be excused for the following reasons:
  - a. Doctor's appointment (doctor's excuse required)
  - b. Death in the family
  - c. Heavy traffic (occasionally) – Please leave early enough to account for traffic.
  - d. Bad weather
4. If a student misses chapel or attends chapel late, it will be considered an unexcused absence for the entire day unless the student has a doctor's excuse.
5. Secondary students who are late for any class will receive demerits.

MAKE-UP WORK/TESTS:

1. Students are allowed one (1) day to make up work from a one-day excused absence. Time allowed for make-up work for multiple absences will be determined on the basis of need. For example: If a student was in class for the review of a quiz/test, he

- should take the quiz/test upon his return to class. If a student misses the quiz/test review, he will have one day for each day he was absent to make up his work.
2. Students who are absent from school for any reason other than those listed under *Excused Absence* will not be allowed to make up work and will receive a grade of zero for each class missed.

INCOMPLETE AND MAKE-UP WORK: A student is allowed one day for each excused day of absence. Students who do not make up missed tests and assignments for excused absences will receive a grade of zero for those missed assignments. The zero will be averaged with other class grades to determine the final grade on the report card. It is the student's responsibility to make arrangements with the teacher for make-up work. No credit will be given for classes when a student receives a failing grade.

EXTRA-CURRICULAR ACTIVITIES: Students failing to attend all classes on the day of a scheduled extra-curricular activity will be restricted from participating in that activity. Exceptions to this policy must have approval from the administration.

PROCEDURE FOR REPORTING ABSENCES: On the day the student returns, the parent should send a **dated** note to the office **explaining the reason for the absence**. If a student finds that an unexcused absence will be unavoidable, he should go to the school office several days in advance for a permission slip to make up all work **before** the absence. This slip and the work made up **in advance** should be given to the teacher before the absence begins.

Unexcused absences will result in a grade of zero in each class missed. Excessive unexcused absences may result in dismissal from school.

PRE-APPROVED ABSENCES: If a student is absent for any reason other than those excusable reasons, he will only be allowed to make-up homework, tests, and quizzes if he has planned ahead. A student who knows he will be absent must get an approved absence form from the office one week before the planned absence. He is to take the form to each class and have each teacher sign the form. The teacher will work with the student on a plan for taking any quizzes and/or tests prior to the absence. Students who do not PLAN AHEAD will not be given an opportunity to make up their work. The most common personal absences will involve family vacations. 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. Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration at least a week in advance.

TRUANCY: Students are considered truant when they are absent from school or any of their classes without following the attendance guidelines. Students without a pass who are out of class a portion or all of the period are considered truant. Truancy constitutes an unexcused absence. **Disciplinary action may be taken.**

PERMISSION TO LEAVE SCHOOL: Secondary students who must leave school during the day must sign out in the school office with the acknowledgment of the secretary. In order for a student to receive authorization to leave school, he must present a written request from his parent to the office.

RE-ENTRY DURING THE SCHOOL DAY:

1. All signing in or out must be acknowledged by the office secretary.
2. When signing in after a medical appointment, the student is required to bring a note from the physician.

CLOSED CAMPUS: Temple Christian Academy operates on a "closed campus" policy. Students are not permitted to leave the campus after they have arrived. If, under special circumstances, permission has been granted, students must follow the above procedures. (See *Permission To Leave School* – page 6.) A student who does not sign in or out will be considered truant from school and will be subject to disciplinary action and will receive an unexcused absence for each class missed.

### **AWARDS AND HONORS**

It is our privilege at various times during the year to honor and/or award students for excellence in spiritual, academic, leadership, or athletic areas of endeavor. Awards are given for such things as attendance, honor roll, teacher's award, academics, diligence, and athletics.

### **BAD WEATHER DAYS**

If Lewisville Independent School District is closed due to inclement weather, Temple Christian Academy will also be closed. Check the local television stations for closing information. E-mail notification will also be sent via RenWeb.

### **BIBLE INSTRUCTION**

Daily Bible instruction is given during Bible class and our weekly Chapel service. Prayer, Bible memorization, and personal faith and walk with Jesus Christ are stressed. Bible is a graded subject, just as math and reading are. For reasons of unity within the school and because of its textual reliability, we choose to use the King James Version of the Bible. Therefore, we ask all students to use the King James Version of the Bible for uniformity's sake. This is the old version, not the new version of the King James. Each student is required to have his own Bible for class and chapel.

### **CELL PHONES**

If a student brings a cell phone to school, the telephone must be deactivated during instructional hours. Telephone calls or text messages cannot be received or sent during instructional hours. Instructional hours are from 8:10 a.m. until 3:10 p.m. for secondary students and 8:20 a.m. until 3:20 p.m. for elementary students. Use of a cell phone during a test for any reason (i.e. text messaging, sending or viewing photos) will automatically be considered cheating, and appropriate academic and disciplinary actions will be taken at the sole discretion of the administration. No taking of or other use of cell phone photographs is permitted during the school day. Particularly, the taking of cell phone photographs is not permitted in the restrooms or locker room areas at any time; appropriate disciplinary actions will be taken at the sole discretion of the administration. With the ever-increasing capacity of electronic devices, Temple Christian Academy reserves the right to prohibit their use when they are considered inappropriate or in violation of TCA's standards. Any violation of this prohibition may lead to the loss of cell phone privileges and carry disciplinary action. If an emergency arises and the cell phone must be used during the school day, the student must go to the school office to receive permission to use it. Non-compliance of this policy will result in confiscation of the cell phone until the end of the school day. Devices that are confiscated may be returned only to the student's parent or legal guardian. A student must make sure that all alarms have been disabled. If an alarm goes off during school hours, the phone will be confiscated and a fine assessed. A fine starting at \$5.00 per offense, with a maximum of \$20.00 will be assessed for

each violation. The fifth phone offense will result in the confiscation of the phone until the end of the semester, and the phone may not be brought back to school for the remainder of the semester. Temple Christian Academy will not be liable for lost or stolen cell phones. Cell phones are carried at the sole risk of the owner.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search and seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Note: In the event of a school emergency/lockdown, the students will be allowed to use their phones to contact their parents or legal guardians.

## CHAPEL

Chapel is held weekly with teachers and students participating in the programs. From time to time, special speakers and educational programs are included in the chapel time. Parents are welcome to attend. If a student misses Chapel or attends Chapel late, it will be considered an unexcused absence for the whole day unless the student has a doctor's excuse.

## COMPLAINT PROCEDURES

There are legitimate ways to handle any problem that may arise during the school year. Temple Christian Academy encourages each parent to respect the teacher as a professional; and, likewise, the teacher to respect the parent as parents. The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school.

Therefore, special mention is made of the best method of dealing with problems and/or complaints. Please notice the following guidelines:

1. When a problem situation occurs between parent and teacher, the parent must first take the problem to the teacher. A phone call or a note can normally handle the problem.
2. If a conference is needed with the teacher, contact the school office.
3. Should the problem still not be solved, a conference with the parent and principal may be necessary.
4. The parent may contact the administrator through the school office.
5. The school board may be notified if the complaint has not been solved through the above procedures.
6. Some do's and don'ts:
  - a. Do not try to talk to the teacher during school hours, whether by phone or in person.
  - b. Do not pour out your problems to the secretary. She cannot solve your problems with a teacher.

Students are expected to maintain a high standard of conduct at all times. God is not the author of confusion, and He desires decency and order. All policies in regard to conduct have been determined from this perspective. Three standard policies apply in every classroom:

1. Raise hand to speak

2. Keep eyes forward
3. Leave seat only with permission

Policies and procedures for other classroom needs--lunchroom, P.E., music, and computer--are discussed and explained to students early in the school term. Each guideline and expectation is maintained with the intent of building self-control, orderliness, and responsibility in our students.

## CONDUCT CODE

To assure the right of each student to receive an education that best brings glory to God, a code of conduct has been established for Temple Christian Academy students.

1. Students are expected to maintain respect for the individual rights and dignity of each member of the school family – teachers, staff, and fellow students.
2. Students are expected to assist in maintaining a positive learning environment and to ensure that their own actions do not interfere with the ability of any student to learn and to achieve his best. Bullying is not permitted on school property or at any school related activity. Bullying, including intimidation by name calling, ethnic or racial slurs, or derogatory statements or actions that school officials have reason to believe will disrupt the school program, incite violence, intimidate or embarrass another individual will not be tolerated. Bullying can be a written or oral expression or physical conduct that the administration or school board determines to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
3. Students must ensure that their own conduct in no way endangers the safety and health of themselves or of any other person(s).
4. Students are expected to comply with the policies and with the procedures of Temple Christian Academy and to be in their assigned location throughout the day.
5. Students are expected to refrain from inciting, advising, or counseling others to engage in any conduct which violates the rights of others, interferes with the ability of any student to learn and to achieve, endangers the health and safety of any other person or themselves, or which does not comply with the policies and procedures of Temple Christian Academy.
6. Student handbook policies apply at all times on school grounds, off school grounds at any school-related activity or event, or while students are being transported to and from school or school-related activities.
7. Student behavioral policies include personal internet usage and electronic devices.
8. The development of attitude, along with self-control, is one of our major goals at Temple Christian Academy. We feel that each student should display the highest qualities of Christian life. If any student lacks this proper attitude and is otherwise disobedient and uncooperative, the administration may require the student to seek his education in another school.
9. Any conduct, at anytime, anywhere, that is considered detrimental to the student body, may result in expulsion.
10. Engaged students are not allowed to attend Temple Christian Academy.

BEHAVIOR ON CAMPUS AND IN THE CLASSROOM: General guidelines for classroom discipline and control are established by the school, whereas more specific guidelines are provided by the individual teacher. The following is a list of school-wide guidelines:

1. Only regular school equipment and materials are to be brought to school. (See Articles Prohibited on page 4)

2. Bicycles must be kept in the bike rack by the school office and have a lock. Combinations or keys to the locks should be given to the school office. Bicycles must not be ridden except in traveling to and from school. Riding in the parking areas or on walkways is prohibited.
3. Garbage receptacles shall be used for the disposal of litter.
4. Chewing gum is prohibited.
5. Polite manners and considerate acts are expected.
6. Students must abstain from the following both on and off campus:
  - Gambling
  - Use of tobacco
  - Alcoholic beverages
  - Illegal drugs. The intent to buy or sell drugs is also prohibited. Violators will be expelled.
7. Parents visiting campus will refrain from smoking and be appropriately attired.
8. Older students defer to younger students in crosswalks, etc.
9. Students must be in their seats when the bell rings.
10. Students should not talk without permission in the classroom.
11. Students should not get out of their seats without permission in the classroom.
12. Students should not sit on desktops, tables, or lean back in chairs or desks.
13. Students may not write on chalkboards or white boards unless directed to do so by the teacher.
14. Personal grooming is prohibited in class.
15. When running errands to other classrooms, students will knock before entering.
16. There will be no horseplay or throwing of objects in the classrooms.
17. Students should not touch bulletin boards in classrooms or hallways.
18. We expect students to treat God's property and other people's property with the highest respect; therefore, students should refrain from anything that would be considered damaging, abusive, or neglectful to equipment or property.
19. At no time should any student deface any version of the Bible.

## DISCIPLINE

The aim of Christian discipline is to assist the student in developing a lifestyle consistent with God's expectation for daily living. Christ is the ultimate spiritual example, and the teacher is the adult Christian example in every classroom. The purpose of our discipline procedures is to create consistency and reflect a sense of fairness to the student. The goal of our discipline will be to develop character that will enable the student to:

- Be prompt in attendance and assignments.
- Exhibit cheerful obedience to authority.
- Show responsibility in completing assigned or expected tasks.
- Show courtesy and respect for others and their property.
- Cooperate with others in playing and working.
- Manifest truthfulness and honesty in word and life.
- Exhibit morally good conduct in respect to recreation, social relationships, and language.
- Develop Christian love for others as shown by sensitivity to their needs and feelings.

The following infractions are not permitted: bullying, disrespect, disobedience, insolence, talking without proper recognition, getting out of seats and moving around the classroom without permission, chewing gum, running or loud talking near classrooms or in the halls,

profane or inappropriate language, damaging or taking other people's property, horseplay, and touching members of the opposite sex.

Teachers are given the primary responsibility for the handling of all discipline problems that arise in the classroom. When necessary, disciplinary measures may include counseling, notes to parents, parent conferences, extra assignments or work, denial of privileges, demerits, administrative conferences, suspension, probation, or expulsion.

Grades 3-5 use a demerit system. The teachers will hand out this system during orientation.

**PRINCIPAL'S OFFICE VISIT:** A letter will be issued to the parents and must be signed and returned for each discipline visit. This will apply to all students in grades 4-12.

1. First trip to the principal's office: The student will receive a warning.
2. Second trip to the principal's office: The student will be sent home for the rest of the day plus the next full day.
3. Third trip to the principal's office: The student will be sent home for the rest of the day and two additional days. A parent conference with the principal will be arranged before the student can return to school. A letter will be signed by the parents acknowledging that the child will be asked to leave the school if he is sent to the principal's office a fourth time.
4. Fourth trip to the principal's office: The student will be expelled.

Students will be disciplined when their behavior does not meet Temple Christian Academy's expectations and policies. Each disciplinary situation will be investigated with the student, teacher, and person(s) involved before disciplinary action is taken. Discipline will be approached with love and respect for the student and his general well being. A positive approach will be used to promote good behavior by clearly instructing students in what is expected of them and by praising them, whenever possible, to encourage them with the goal of preventing wrong behavior. Written records are maintained recording the infraction, date, and disposition of the disciplinary encounter with a method of parent contact being indicated when applicable.

### **EXTRACURRICULAR ACTIVITIES**

School personnel always supervise extracurricular activities sponsored by the school. Regular school rules of behavior and ethics apply. The administration must first approve school-sponsored events. The dress code for these events is stated under *Appearance* (see pages 20-25).

### **FIELD TRIPS**

Various classes and high school groups conduct field trips during the school year. Field trips are planned and executed by school sponsors and administration. Parents are welcome to attend and be a part of the activities. Parents must dress modestly. All field trips are required. Students will receive an unexcused absence if they do not attend the field trip, unless the absence has been pre-arranged a week prior to the field trip. Any adult attending a field trip must complete a background check before the field trip. All background checks are good for five years.

## FINANCIAL POLICIES

TUITION: Tuition is computed on an annual basis. For the convenience of parents, the annual tuition charges may be paid in full or over ten (10) months. This is not to be construed to mean that the amount paid in a given month is for services rendered in a given month.

MONTHLY PAYMENT PLAN: The registration and book fee is due upon registration. The first monthly tuition payment is due August 1, and the final tuition payment is due May 1.

REFERRAL PROGRAM: Every family in the school who refers a new family (one who has never attended Temple Christian Academy) will receive a \$100.00 tuition credit for the first year the family is enrolled. This credit will be put on the family's bill in November. This only applies to students enrolled for the 2010-2011 school year. The best advertisement is our families. We want to encourage your help in the building of Temple Christian Academy.

DELINQUENT TUITION POLICY: Tuition is always due on the first of the month. Tuition is considered past due if not paid by the first of the month. Temple Christian Academy reserves the right to withdraw students at any time for delinquency of tuition, fees, or extended school day charges. Students are subject to dismissal if the account falls in arrears by fifteen days.

WAITING LIST POLICY: When classes become filled, a waiting list will be started for each grade. The \$175.00 registration fee, in addition to the application, will be required for placement on the waiting list. The \$175.00 registration fee will be refunded if we are not able to place your child. Interviews test scores, and preliminary acceptance will be completed as normal. Upon final acceptance, parents will be expected to submit the book fee and the current tuition charges.

BAD CHECK POLICY: When a check does not clear the bank because of insufficient funds, the following will apply:

1st check - \$20.00 NSF fee

2nd check - \$20.00 NSF fee

3rd check - Checks will no longer be accepted. Payments must be made in cash or money order.

REFUND POLICIES: Students who attend any portion of the month will be responsible for the entire month's tuition. No refunds will be made for students who are absent from school for any length of absence. Registration and book fees are non-refundable. Full year early payment discounts do not apply if a student withdraws any time during the year and refunds will be made after deducting the full tuition rate for any month the student attended.

## FIRE AND TORNADO DRILLS

Temple Christian Academy will have a fire drill once a month. During this fire drill, all students will exit the school buildings and go to their designated area. The teachers will take roll to make sure all students are present.

The staff and students will have a tornado drill once a semester. During the tornado drill the students will go to their designated area. The staff will take roll to make sure all students are present.

## FUNDRAISING/GIFTS

Temple Christian Academy is endeavoring to keep tuition rates as low as possible. One means we use to help offset our costs is school-wide fundraising. Each year we have two school-wide fundraisers, one in the fall and one in the spring. Each family is strongly urged to participate in these fundraisers.

## HEALTH SCREENINGS

Vision and hearing tests are required of all new students and all students in grades K5, 1, 3, 5, 7, and 9. A scoliosis test is required for all students in grades 6 and 9.

## HOLIDAYS

Temple Christian Academy observes the normally accepted holidays. In addition, teachers' in-service and staff development days will be scheduled at various times and are taken as student holidays. As these days and dates vary from year to year, be sure to keep and post the school calendar for your information and convenience.

## HOME VISITS

At times during the year, teachers may call and make an appointment to meet with you in your home. The purpose of these visits is to get better acquainted with students and their families in a more informal atmosphere and to answer any questions you may have concerning the school.

## HONOR ROLLS

Honor rolls may be attained quarterly in grades 1-12. The students who achieve honor roll status are recognized in a newsletter that goes home to the parents. Yearly honor roll awards are based on the various results and are acknowledged at the end of the year. **No grade may be lower than 80% to receive any honor roll awards.**

PRESIDENT'S: To qualify for this honor roll, a student must make all "A's" on his report card.

PRINCIPAL'S: Student must have an overall average of 95% in all subjects.

HONOR ROLL: Student must have an overall average of 85% in all subjects.

## LOST AND FOUND

There is no cost for students to retrieve their lost items. The lost and found cabinet in the gym will be open from 7:45-8:15 a.m. Tuesday through Friday. All clothing and personal items should have names clearly marked for easy identification. Articles not claimed may be sold or given to a local charity.

## LUNCH

Students may bring their own lunch, or they may purchase a variety of items on a daily basis through the kitchen. Certain items may be warmed up at a cost of \$.25. All warm-up items need to be in an appropriate plastic container. Please do not bring frozen food items such as T.V. dinners and pizzas. Pop, chips, candy, and milk are also available. Students may not order out for lunch without the administration's approval. Only family members are allowed to come to school for lunch. Students from other schools are not allowed to visit unless approved by the administration.

## MEDICATION AND ILLNESS POLICY

Our regulations do not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. At times a physician will instruct a parent to use over-the-counter medication. There are times when a parent will know the symptoms and realize that an over-the-counter medication will help their child's illness. The following medication procedure will allow school personnel to administer non-prescription and prescription medication provided:

1. We must have a written note from the parents stating the child's name, medication, dosage, time to be administered, and parent's signature.
2. Medication must come to school in a prescription bottle or manufacturer's package.
3. Medication must be sent or carried directly to the office. Medication may not be kept in the student's lunch box or on his person.
4. Unused medications not picked up at the end of the school year will be disposed of properly.

No student with a temperature of 100 degrees or above will be allowed to remain at school. Parents will be called to pick up their student at school. Students who are unable to participate in physical education classes because of a medical condition must submit a note of explanation from their doctor or parent to the school administration. If a student is too sick to stay in class, he must go home.

No student may at any time give tablets or pills (including aspirin or vitamins) of any kind to anyone else. Students in violation of this rule will be detained in the office until parents can be contacted. This offense will be punishable at the discretion of the administration.

## ORIENTATION

Parent orientation is conducted prior to the beginning of each new year to assist parents in becoming acquainted with the school and any changes that take place from year to year. It is also an opportunity to meet the staff and your child's teacher for the year. Student orientation for grades 6-12 is conducted each year during the first week of classes.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at various times during the year. On days that school is dismissed at noon for parent-teacher meetings, there **will be** childcare at no charge up until the time that extended school day goes into effect. A schedule will be issued at the beginning of the school year. Parents are urged to attend. Parent-teacher conferences may also be scheduled by appointments through the office during the year.

## PARENTAL DRESS

Parents are encouraged to dress modestly and appropriately when attending any school-sponsored activity (including volunteering) either on or off campus. Men are asked to wear a collared shirt and pants or appropriate athletic attire. Ladies are asked to wear loose-fitting pants or a knee-length skirt and a modest top or appropriate athletic attire.

## **PERMANENT RECORDS**

Only parents, stepparents, guardians, staff, and faculty may view academic files. If for any reason someone has a need to see an academic file, he must send a letter to the administration for approval. Academic records are kept completely confidential.

## **PROMOTION AND RETENTION**

A student who does not meet a minimum level of performance during the school year becomes a candidate for retention. Retention is the assignment of a student to repeat the same grade level for the next year.

To be promoted at Temple Christian Academy in grades 1-8, a student must have:

1. A yearly passing grade in at least four of five major academic subjects (Math, English, Bible, Science, and Social Studies).
2. A yearly passing grade shall constitute a minimum D- cumulative score for both semester averages.
3. Made up a full year deficiencies with a grade of D- or better in an approved summer school program.

To be promoted at Temple Christian Academy in grades 9-12, a student must have completed:

1. Seven credits to be a sophomore.
2. Fourteen credits to be a junior.
3. Twenty-one credits to be a senior.

A student retained in grades 6-8 may not re-enroll at Temple Christian Academy for the following year. A written appeal may be given to the school and will be brought before the academic and disciplinary committee for review. The school office must receive the appeal no later than June 15 of the year in question.

## **REPORT CARDS**

Report cards are issued at the end of each quarter and must be signed and returned to the homeroom teacher within three school days.

## **REPORTING STUDENT PROGRESS**

Halfway through each quarter, students will receive a progress report which is designed to inform parents of a student's academic progress. The progress report must be signed and returned to the individual teacher within three school days.

| <u>GRADING SCALE</u> | <u>GPA</u>    |     |
|----------------------|---------------|-----|
| A+                   | 99-100%       | 4.0 |
| A                    | 95- 98%       | 4.0 |
| A-                   | 93- 94%       | 3.7 |
| B+                   | 91- 92%       | 3.3 |
| B                    | 87- 90%       | 3.0 |
| B-                   | 85- 86%       | 2.7 |
| C+                   | 83- 84%       | 2.3 |
| C                    | 79- 82%       | 2.0 |
| C-                   | 77- 78%       | 1.7 |
| D+                   | 75- 76%       | 1.3 |
| D                    | 72- 74%       | 1.0 |
| D-                   | 70- 71%       | 0.7 |
| F                    | 69% and below | 0.0 |

### **SCHOLASTIC PROBATION**

If a student has a GPA (Grade Point Average) less than a 2.0 at the end of the school year, that student will be placed on scholastic probation. Their records will be brought before the Academic and Disciplinary Committee for review. The parent will be notified of the decision made by the committee, and the committee may ask that the parent(s) come in with their child for a meeting with the administration.

### **STUDENT ACTIVITIES**

Throughout the year, Temple Christian Academy has scheduled many activities to involve the entire school family, as well as select groups within the school. We urge everyone to attend these student activities.

ATHLETICS: TCA provides a variety of interscholastic sports for young men and women. Students are encouraged to try out when coaches publish the time and place for tryouts.

CHAPEL: All students must attend the regularly scheduled chapel services. Students are expected to be in their place on time. Our pastoral staff and guest speakers invited by the administration present challenging sermons. All programs and guest speakers are scheduled through the administration.

ACTIVITY POLICY: Parents are reminded that they will be informed of official school activities that are sponsored outside the time frame of the regular school hours through official school channels. Be advised that even though school personnel may attend a party, the school is not responsible and will not assume responsibility for supervising activities of non-school functions. For the protection of your young people, parents should inquire carefully into the activities planned and the individuals responsible for a party before allowing their young people to attend.

POSTERS, FLIERS, ETC.: Posters, fliers, and other student announcements must be initialed by the administration before being displayed.

SOLICITATION OF GOODS AT SCHOOL: No student may sell goods at school during school hours unless written permission has been granted by the school administration.

## STUDENT TESTING

All students are tested during the fourth quarter each year using a national standardized test. The results help teachers and administrators determine individual and school weaknesses and strengths. Parents are given the results and interpretation of this test. Questions concerning interpretation may be directed to the school administration.

## SUSPENSION AND EXPULSION

SUSPENSION: Parents of students who have been suspended from school are urged to cooperate with the school in making this correction period beneficial to the student and the school. It is not to be a vacation.

A suspended student may not be in class, on school grounds, or at any school activity during the suspension. A grade of zero will be received in all classes missed due to the suspension. A suspension is a drastic measure to let the student and his parents know that he is on the verge of dismissal unless positive and consistent change in behavior is seen.

EXPULSION: When all the methods of correction (counseling, notes to parents, conferences, suspension, etc.) have been exhausted, the administration may take the last step in helping an individual. When the administration feels that there is no significant progress in the behavior of a suspended individual, the last resort will be expulsion. Expulsion carries with it a penalty of not being able to return for one school year from the date of expulsion, unless specified by the administration.

## TECHNOLOGY GUIDELINES

Temple Christian Academy provides limited access to technology and allows and encourages the use of such technology as a tool for educational purposes. It is not the purpose of this academy to allow excessive, inappropriate, or illegal use of technology, however. Students utilizing technology both on and off campus are responsible for their actions related to its use. Any student found in violation of the technology guidelines outlined in this handbook are subject to immediate disciplinary action, including suspension and/or expulsion.

1. Purpose:
  - a. Temple Christian Academy condones the use of technology for educational purposes.
  - b. All technology used on campus should be used in an educational manner; this includes before and after school. Students should remember that any technologically related activity deemed non-educational by school administration, teachers, staff, or classroom monitor could result in disciplinary action as deemed appropriate.
  - c. Students utilizing technology off-campus should do so with school guidelines and purpose in mind. Any off-campus technologically related activity that is unbecoming of a student of Temple Christian Academy – whether the activity be inappropriate, unethical, or illegal – will result in disciplinary action.
  - d. Social networking sites, including Facebook, My Space, Twitter, chat rooms, etc. are not appropriate for on-campus access or use since these are not considered by Temple Christian Academy to be educational tools. Any student discovered posting

to, accessing, or monitoring these accounts during school hours will be disciplined as deemed necessary by administration.

- e. The use of personal electronic mail is limited to approval by the classroom monitor or teacher during instructional hours. Electronic mail is considered a tool for transmittal of information but is not encouraged during instructional hours. The use of electronic mail is limited to the transfer of educational information; and its use or access must be approved by the classroom monitor or teacher each time a student desires to access, send, or receive electronic mail.

2. Legality:

- a. Plagiarism is the use of another person or entity's words, organization, or phrasing without appropriate credit. (For legal guidelines for plagiarism prevention, see MLA guidelines on [www.mla.org](http://www.mla.org)) Plagiarism is a serious offense and will be treated as such.
- b. Students should use online research with care. Temple Christian Academy cannot guarantee the authenticity of websites or information accessed through its computers. The student is responsible for verifying the veracity of information prior to use in any assignments submitted.
- c. Any downloading of information in an illegal way or copying information without permission or required purchase is not allowed.
- d. Piracy of any programs, information, software, etc. is strictly forbidden.
- e. Any reconfiguring of school technology is prohibited.
- f. Accessing another student's or staff member's information, personal technology applications, or records is prohibited.
- g. Confidentiality is an important right of each student and staff member of Temple Christian Academy. Students must respect this right to privacy and should not transfer any information of another student, staff member, or volunteer without that person's express permission. Students who publish, post, write, or forward any information relating to another student, staff member, volunteer, etc. do so at risk of disciplinary action.

3. Ethics:

- a. Students should understand that morality plays a role in every aspect of life, including technology usage. Temple Christian Academy views ethics as an integral part of technology usage, and students must be aware of the need for appropriateness at all times.
- b. Word usage in electronic mail, documents, postings on social websites, etc. should be cautious and uplifting as befitting a Christian and student of Temple Christian Academy. Students found discouraging, disparaging, harassing, or intimidating another student, teacher, staff member, volunteer, etc. will be held in violation of the school's technology ethics code. Students should use caution with word usage and type-setting since miscommunications and misunderstandings can easily occur. Students should refer to and communicate with other students, staff, and volunteers with caution. Any verbiage or presentation of material deemed inappropriate in any way by administration will result in disciplinary action for the student.
- c. The internet should be used with caution by students. Though the internet is a powerful tool for education, it can also be a destructive element. Students should

- utilize the internet with caution. Though a filter is in place to eliminate inappropriate material, students still might encounter objectionable information or visual elements. If a student confronts such material, he is responsible for immediate action to rid the screen of the material. He/She is also responsible to notify the monitoring staff member of the issue. Ultimately, the student is responsible for what he views.
- d. Bypassing the school's filter system is forbidden.
  - e. Students who view another student's postings, forwarded material, etc. that are deemed inappropriate by the school have the responsibility of reporting the inappropriate technological use to a teacher or to administration. Not reporting inappropriate use could also result in disciplinary action.
  - f. In all technological pursuits, behavior, and habits, students should keep in mind the importance Temple Christian Academy places upon Christian character and actions. If a student is found in violation of the school's technology ethics code, he/she is in danger of suspension and/or expulsion.
4. School's Rights:
- a. Temple Christian Academy reserves the right to observe and/or access any information utilized or saved on school property – including electronic mail, flash drives or other storage devices, or personal technological devices such as cellular telephones or other.
  - b. Off-campus, the school reserves the right to monitor technological behavior. Students must register all personal websites or publicly viewed personal forums (including Facebook accounts, etc.) with the school office so that they can be held responsible for ethical behavior. A student found in violation of the disclosure of a personal forum or website will be found in contempt of the school's technology policy and will receive disciplinary action as deemed appropriate by the school administration.
  - c. Temple Christian Academy views the inappropriate, unethical, or illegal use of technology as very serious and reserves the right to impart any disciplinary action deemed appropriate by the administration, including suspension and/or expulsion, to any student(s) found in violation of the technology guidelines.

## **TELEPHONE**

Student use of the telephone is limited to emergency situations. A telephone is located in the office for outgoing calls only. Students must secure permission from the secretary to use the phone. Students may not receive telephone calls during the regular class day.

## **TEXTBOOKS**

An annual book usage fee is charged to all students. All hardback books and some softbound books are issued on a rental basis and remain the property of TCA. All textbooks must be appropriately covered and labeled with the student's name on the outside. Students are responsible for the proper care of all textbooks.

DAMAGED TEXTBOOK POLICY: If a textbook that is turned in at the end of the school year has been damaged more than normal wear, including being damaged to the point of being unusable, the student will be billed for the cost of a new textbook.

LOST TEXTBOOK POLICY: Lost textbooks may be replaced according to the following policy:

1. Paperback books may be reordered through the office. Payment in advance is required before books can be ordered.
2. Hardback texts in stock may be purchased at full price. If the original textbook is found, the full price minus a \$5.00 usage charge will be refunded.

## TRANSPORTATION

Our parents are encouraged to develop car pools. Transportation is provided for field trips and athletic competitions. Students are only allowed to ride with another student when the administration has a note signed by the parents of all students involved. This form must specify with whom the student(s) may ride. No student may leave the property during academic hours without parental consent.

## TUTORING

Students who need extra assistance in any subject may go to the teacher for help during class or work with the teacher before school on Tuesdays or Thursdays or after school. There may be situations when another student will work with a student to explain subject matter. Students are encouraged to ask questions and ask for help. At any time a parent may call the school office to get information on tutors. Teachers are available for tutoring after school hours for an additional fee.

## VISITORS

Any persons other than students, staff, faculty, or administration are considered visitors and must come directly to the office for clearance **BEFORE** going anywhere on campus. Students should never invite visitors to school without prior approval from the administration. Only guests who have a worthwhile reason for visiting and will conform to the dress and behavioral code of Temple Christian Academy will be allowed. Students who are seriously considering enrollment into the academy will be permitted to visit for a day in the grade level they would be entering. Visitors may not attend classes more than two days in a quarter. Parents are encouraged to make appointments with teachers through the office and to visit during open house and at appointment times.

## WEBSITES

Any student who operates a personal online website or contribute to a blog must register the website/blog with the administration. (Example: **FACEBOOK, twitter.com, myspace.com, blogger.com, etc.**) The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending Temple Christian Academy must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered website/blog or website blog material that is deemed inappropriate to the purpose and mission of Temple Christian Academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend this school.

## WITHDRAWAL

We ask that when considering withdrawal from school, the parent contact a member of the administration before a final decision is reached. After the appointment, when the final decision is made to withdraw, a "Withdrawal Form" will need to be signed by the parent and dated, along with the return of all books, before a student is considered officially withdrawn. Business arrangements for withdrawal of students must be made in the office by the parent. Transcripts and other records cannot be released to another school until all accounts are paid in full and all school-owned textbooks and materials have been returned.

# ELEMENTARY INFORMATION

## APPEARANCE AND DRESS REGULATIONS

The general rule to follow is that all students are to dress modestly and in a manner appropriate for a formal academic day. Expecting students to adhere to a dress code, thus a code of conduct, is as important to their education as expecting them to learn the "3 R's." That kind of discipline about their personal appearance not only reinforces similar discipline toward academics, but in other areas as well.

Students are expected to abide by these guidelines during the academic school day and during the extended school day program. Elementary students who do **not** comply with the following standards will receive a "Dress Code Violation" form from the teacher explaining the appearance infraction. Baseball-type hats are not permitted in any grade for **any** student during school hours.

BOYS' HAIR: Hair must be cut so that it will be out of the eyes, off the ears, and off the collar at all times. Hair must not be excessively bushy. "Fad" haircuts are not permitted. These include chili bowls, shelf cuts, etc. As a rule, **hair must be of uniform length on sides and back.** Sideburns must be no longer than the middle of the ear. Boys will not be excused from school for haircut appointments. No hair coloring is allowed. The hair code applies for **all** grades.

### ELEMENTARY AND KINDERGARTEN - Boys:

1. All boys must wear the school uniform from the Mills Uniform Company or a comparable style. The local store is located at 13615 Welch Road, Suite 102 in Farmers Branch. The phone number at their Farmers Branch store is (972) 385-3121.
2. All boys may wear either navy or khaki Mills pants or a similar style from a different store.
3. A belt must be worn at all times.
4. Professional team logos are allowed on jackets.
5. All shirts must be tucked in at all times.
6. No earrings, necklaces, or bracelets are allowed at any time. Watches are acceptable.
7. Socks must be worn with shoes at all times. Athletic shoes are permissible.
8. K5 through 3<sup>rd</sup> grade students may wear navy or khaki Mills uniform shorts or a comparable knee-length style.

### ELEMENTARY AND KINDERGARTEN - Girls:

1. All girls must wear the school uniform from the Mills Uniform Company or a comparable style. Their local office is located at 13615 Welch Road, Suite 102 in Farmers Branch. The phone number at their Farmers Branch store is (972) 385-3121.
2. Jewelry should be worn in good taste. Earrings must be limited to two matching pairs. One toe ring may be worn on each foot. No bracelets are to be worn with writing on them.
3. Facial makeup should not be worn in excess.
4. Socks must be worn with shoes other than sandals. Hose may not be worn.
5. Athletic shoes are permissible.
6. No dyed hair is allowed.
7. K5 through 3<sup>rd</sup> grade students may wear navy or khaki Mills uniform shorts or a comparable knee-length style.

8. K5 through 5<sup>th</sup> grade girls may wear navy or khaki Mills skorts or a comparable style.

GIRLS' ATTIRE FOR EXTRA-CURRICULAR FUNCTIONS: Girls are allowed to wear pants and knee-length shorts to extra-curricular activities. All ladies clothing should be modest and in good taste. Extra-curricular clothing should not be changed into at school unless the student is playing in a sport. Students will be asked to leave activities if they do not conform to these regulations and may be subject to disciplinary actions.

*The guidelines for dress as given previously are interpreted by the administration of Temple Christian Academy. The administration reserves the right to change or modify the dress code at any time without notice. If questions arise about the dress code, please address them to the school administration to prevent misunderstanding or embarrassment. Any guests of students at school during the day should abide by the same dress requirements as our students.*

## HOMEWORK

Homework is not just the completion of work given in the classroom. Homework is repetition, drill, remediation, working on long and short-range projects and reports, and review. Parents will be informed by their child's teacher concerning the method of recording individual homework assignments. Parents will be asked to sign homework nightly indicating an awareness of assignments. Completion of assignments normally ranges from twenty minutes in first grade to one hour in fifth grade. Homework done incorrectly or not meeting writing standards will be unacceptable. Parent involvement in homework activities is important, but please remember that ultimately it is the student's responsibility.

## SECONDARY INFORMATION

### ADDING AND DROPPING CLASSES

Students may add or drop classes within the first week of each semester with administrative permission with no charge or penalty. Students wanting to add or drop a class during the second week of the semester will be charged a \$25.00 fee. Students may not add or drop classes after the second week of each semester.

### APPEARANCE AND DRESS REGULATIONS

The general rule to follow is that all students are to dress modestly and in a manner appropriate for a formal academic day. Expecting students to adhere to a dress code, thus a code of conduct, is as important to their education as expecting them to learn the "3 R's". This kind of discipline about their personal appearance reinforces similar discipline toward academics, and in other areas as well.

Students are expected to abide by these guidelines during the academic school day, during the extended school day program, and at all school-related functions (whether the function is at home or away).

Secondary students who do not comply with the following standards of dress will be sent to the office. **Students who are sent to the office for dress code violations will be assigned unexcused absences for every class missed.** The office may send a student home whose attire is considered inappropriate. Demerits will be given for dress code violations. Hats are not permitted in any grade for **any** student during school hours.

BOYS' HAIR: Hair must be cut so that it will be out of the eyes, off the ears, and off the collar at all times. Hair must not be excessively bushy. "Fad" haircuts are not permitted. These include chili bowls, shelf cuts, etc. All colored or highlighted hair must be natural looking and may be permitted at the discretion of the administration. As a rule, hair must be of uniform length on sides and back. Sideburns must be no longer than the middle of the ear. All boys must be clean shaven. Boys will not be excused from school for haircut appointments.

#### DRESS CODE FOR BOYS:

1. Boys may wear solid-colored black, navy, brown, or khaki slacks that reach to the top of the shoes (no cargo, carpenter pants, or athletic style pants). Slacks with pockets sewn on the outside of the pants may not be worn. Slacks must be worn no lower than the top of the hips. Slacks must be able to hold a crease. Brands such as Dockers, Old Navy, Gap, and others of this type are acceptable. Jeans of any type or color may not be worn at any time without approval from the administration. A black or brown belt with a plain buckle must be worn at all times.
2. Uniform shirts are required and must be purchased from the school. Shirts must be buttoned except for the top button and tucked in at all times. Only plain white undershirts are acceptable (no writing, graphics, or printed material). Undershirts must be of the appropriate size to fit under the uniform shirt sleeves without showing.
3. No earrings, necklaces, or bracelets are allowed at any time. Watches and rings are acceptable. No sweat, plastic, or rubber bands may be worn.
4. Socks should be worn with shoes.

5. All shoes must have a closed toe and a full back.
6. No body piercings, tattoos, or writings on the body are allowed.
7. No hats or caps are allowed to be worn unless you have a medical condition for which this is necessary.
8. Only TCA logo sweatshirts, plain sweaters, or plain zip-up sweatshirt/jackets are permitted to be worn during the school day.

DRESS CODE FOR GIRLS:

1. Girls may wear plain solid-colored navy, black, brown, or khaki skirts (no athletic-style fabric). Skirt lengths and slits should come no higher than mid-knee both when sitting and standing. Skirts that come to the middle of the knee when standing should be flared to ensure that they are long enough when sitting. No hip-hugger, low-rise, or wrap-around skirts are permitted. Skirts must be modest in all other ways (not snug, tight fitting, or see-through). Slits must be sewn, not pinned. Skirts must be in good condition, not heavily faded, torn, or frayed. No more than one belt may be worn at a time.
2. Uniform shirts are required and must be purchased from the school. No long sleeve shirts may be worn under the TCA short-sleeved shirts. All uniform shirts must be long enough that when arms are raised, the shirt does not rise above the top of the skirt. Shirts must be buttoned except for the top button. All shirts must be loose-fitting (as deemed appropriate by staff and/or administration).
3. Jewelry should be worn in good taste. Earrings must be limited to two matching pairs in the ear lobe. No cartilage earrings are allowed. Hoop earrings should be no larger than a half-dollar. Earrings should not be longer or wider than 2 inches. No bracelets with writing on them (except name bracelets) are permitted. One bracelet per arm, one necklace, and one ankle bracelet are allowed at a time. One toe ring per foot is allowed. No dog collars or jewelry with spikes can be worn. No sweat, plastic, rubber bands, etc. may be worn.
4. No body piercing, tattoos, body glitter (face, etc.), gems (on the face, hair, etc.), or writing on the body are allowed.
5. Heels on shoes can be no taller than 3" (no platform shoes). Athletic shoes and dress sandals are appropriate. No shower/beach flip flops are permitted.
6. Only solid, nude, black, or navy hose may be worn (no pattern or net styles). Proper undergarments must be worn at all times. If you purchase the white oxford shirts, you will need to wear a white camisole or tank top under it.
7. No ties are allowed.
8. No hats, caps, or scarves are allowed to be worn on your head unless you have a medical condition for which this is necessary.
9. Only TCA logo sweatshirts, plain sweaters, or plain zip-up sweatshirt/jackets are permitted to be worn during the school day.
10. Facial make-up should not be worn in excess. No gothic or fad make-up is allowed.
11. Nail polish should be French manicured or one solid natural-looking color (no black).
12. Colored or highlighted hair should be natural-looking and conservative as deemed by the administration. Multi-colored hair is not permitted.
13. Given the constant changing of fads of girls' attire, various articles may be deemed inappropriate by the administration.

SCHOOL DAY CASUAL: When announced in advance by the administration, students may opt to dress in appropriate "School Day Casual" attire. The administration reserves the right to veto any garment or combination deemed inappropriate.

Boys: Young men may wear collared, non-uniform shirts; shirts must be buttoned except for the top button. Blue jeans or other full-length pants with no holes or ragged edges are allowable. Athletic shoes or boots may be worn with socks. Belts are to be worn at all times during school hours. No earrings, necklaces, or bracelets are to be worn. Flip-flops, slippers, and sandals are not permitted. Hats or caps may be worn only on specially designated days.

Girls: Young ladies may wear a knee-length, non-uniform skirt with an appropriate shirt or a knee-length dress. Necklines may be no lower than three finger-widths below the clavicle; button- or zip-front tops must be closed to within the three finger-width rule. Tops must be long enough that, when arms are raised, the shirt or blouse does not rise above the top of the skirt. Athletic shoes, sandals, or flip-flops (but no slippers) are permissible.

AFTER-HOURS EVENTS: For all school-sponsored after-hours events, the appropriate dress will be announced by the administration in advance. Students who attend such events attired inappropriately will be asked to leave and/or face disciplinary action.

AFTER-HOURS CASUAL (including, but not limited to sporting events): For some after-hours events, the following casual dress will be appropriate. School uniforms will always be an appropriate alternative if desired.

Boys: Blue jeans or knee-length shorts are permissible with a T-shirt (no plain white undershirts) or a collared shirt. If chosen, collared shirts must be worn appropriately buttoned. Belts are not required, but pants or shorts must be worn pulled up fully to the waist. Socks are not required, but may be worn if desired. Athletic shoes, sandals, or flip-flops are permissible. Necklaces, bracelets, or earrings are not permitted on boys at any school event.

Girls: Loose-fitting pants/jeans or knee-length shorts are permissible. No hip-huggers, jeans with holes, or other immodest dress will be allowed. Care should be taken that shirts or blouses meet all previously mentioned guidelines. Jewelry and accessory requirements are the same as for school-day functions.

All clothing should be modest and in good taste. Extra-curricular clothing should not be changed into at school unless the student is leaving for a school related activity. Students will be asked to leave activities if they do not conform to these regulations and may be subject to disciplinary actions.

AFTER-HOURS FORMAL: For some special occasions, After-Hours Formal dress may be required. The administration will announce in advance, both verbally and in writing, when this is the case.

Boys: Modern, stylish tuxedos, properly worn, are strongly encouraged but not required. Otherwise, a suit must be worn with an appropriate dress shirt and tie. Dress shoes with appropriate socks and a belt are required. Bow ties may be worn with tuxedos or suits. Shirts must be worn properly buttoned at all times.

Girls: Formals of at least knee-length are strongly encouraged but not required. Otherwise, an elegant dress or suit should be worn. All necklines must be no lower than three finger-widths from the clavicle. The shoulders and back must be covered by

the dress. All dresses must be checked by the administration no later than forty-eight hours prior to the event. Dress shoes are expected; hosiery is optional.

The guidelines for dress as given previously are interpreted by the administration of Temple Christian Academy. The administration reserves the right to change or modify the dress code at any time without notice. If questions arise about the dress code, please address them to the school administration to prevent misunderstanding or embarrassment. Any guest of students at school during the day should abide by the same dress requirements as our students.

## **ATHLETIC DEPARTMENT POLICIES**

PHILOSOPHY OF ATHLETICS: Our philosophy of coaching is identical to our educational philosophy. Our major purpose is to encourage our athletes to act and think like Christ.

We want our athletes to possess positive Christ-like characteristics and to express them openly through the medium of athletics. Our goal is to build eternal values in our athletes; therefore, we stress attitudes and actions in harmony with God's Word.

Our desire is to develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body (I Thess. 5:23). Everything that we do, including athletics, is for the purpose of glorifying Christ (I Cor. 10:31).

SPECTATOR SPORTSMANSHIP: Spectators are asked to refrain from public criticism of the officials who are the authority figures during the games. (Young people watch their leaders' responses.) Please address criticisms to either the administration or athletic department at an appropriate time. Parents, allow coaches to do the coaching of your child.

PHYSICALS AND MEDICAL TREATMENT FORMS: Each athlete is required to have a medical examination before the beginning of any sport. This form is filed and will be good for an entire year for all sports.

PRACTICE AND GAMES: Attendance at all games and practices is mandatory. Discipline will occur after the first unexcused absence and continued unexcused absences will result in dismissal from the team. All excused absences must be approved in advance. A note or message sent by a friend is unacceptable.

TRANSPORTATION: All players and cheerleaders are to travel to and from the games on either school-provided transportation or school-approved carpools. Players will be allowed to return home with their parents after a game provided they inform the coach. Any other transportation to or from a game must have prior approval. Do not assume permission will be granted.

GENERAL RULES: We view the student athlete as a Christian leader in our school. We therefore ask that our athletes observe the following guidelines:

1. Refrain from the use of questionable language, swearing, or disrespectful remarks.
2. Look for opportunities where you can share Christ by your Christian testimony and witness.

ELIGIBILITY AND GRADES: A student must maintain a "C" average with no "F's." If a student makes two "D's" he will be declared ineligible. Grades are checked every two weeks. If a player becomes ineligible, he will remain ineligible for a minimum of two weeks. Ineligibility will not permit a student to attend an away game or tournament that requires a student to be

absent from class. Grades will be re-evaluated every two-week period until report card time. At each two-week check, grades must meet the eligibility standard. When a student reaches a third ineligibility in a sport, he will be removed from the team. While a player is ineligible he/she may not dress out for any games. All ineligible players must attend all practices. Ineligible players must sit on the bench in normal school dress for all home games. A player who serves a suspension will be off the athletic team for two weeks, the same as an ineligible player. If a player serves two suspensions in any semester, he will be off the team for the rest of the season.

NOTE: A student who quits a team for any reason without a prior conference with the athletic director or coach will not be permitted to participate in another sport for the duration of the school year.

#### ATHLETIC AWARDS:

1. Participation Award: All players who complete the entire season will be given a certificate of participation.
2. Varsity Letter: Any 9<sup>th</sup> -12<sup>th</sup> grade varsity athletic player who has been faithful and has contributed to their team will receive a varsity letter.

### **COLLEGE CLASSES**

Students wishing to take college level classes while attending Temple Christian Academy must put their request in writing and turn it in to the school administration before enrolling in college.

### **COLLEGE DAYS**

Juniors and seniors will be allowed to miss five days to visit a college. These absences need to be in writing before the student is allowed to leave. College days will be included in the number of days absent for the year. (see pages 4-6)

### **DISCIPLINE/DEMERIT SYSTEM**

The discipline committee of Temple Christian Academy has established rules and regulations, based upon Biblical principles and designed to protect the Christian students from wrong. If a student does not observe these regulations, however, he is made aware of his offense and disciplined accordingly. Attending Temple Christian Academy is a privilege, not a right.

The demerit system is designed to give the student and parents an objective picture of the student's general behavior. Each student will start over with a clean demerit record every semester; however, all trips to the principal's office are cumulative for the year. A student may appeal any demerits given within ten days of the offense. He should make his appeal in this order:

1. to the teacher giving the demerits
2. to the principal
3. to the administrator
4. to the school board

Absences accumulated during suspension are considered unexcused. A suspended student may not attend or participate in any school activity before, during, or after school on his day(s) of suspension. A grade of zero will be given in all classes missed due to the suspension.

PRINCIPAL'S OFFICE VISIT: A letter will be issued to the parents and must be signed and returned for each discipline visit.

1. First trip to the principal's office: The student will receive a warning.
2. Second trip to the principal's office: The student will be sent home for the rest of the day plus the next full day.
3. Third trip to the principal's office: The student will be sent home for the rest of the day and two additional days. A parent conference with the principal will be arranged before the student can return to school. A letter will be signed by the parents acknowledging that the child will be asked to leave the school if he is sent to the principal's office a fourth time; this letter must be returned to the school office.
4. Fourth trip to the principal's office: The student will be expelled

Note: Any decision concerning the second or third trip to the principal's office or suspension or expulsion may be appealed to the school board.

There are two types of demerits: minor and major infractions. For every five minor infractions that the student accumulates, he will serve a detention on the next assigned detention day. Detentions will be served on Tuesdays and Thursdays from 3:15 until 4:00 p.m. Students will be notified at least one day in advance of their detention. If a student does not show up or is late, he will serve an additional detention. When a student accumulates 15 and 25 and 35 minor infractions, this will result in a first, second, and third visit to the principal's office. A student who accumulates 50 minor infractions will be expelled.

When a student incurs a major infraction, he will visit the principal's office where discipline actions will be determined.

**Minor infractions:**

1. Tardy for class
2. Unnecessary talking or noise
3. Passing and/or reading notes
4. Throwing objects
5. Changing seats without permission
6. Shoving or scuffling
7. Littering
8. Eating without permission in a classroom
9. Gum chewing (on the school property)
10. Working on unrelated material during class time
11. Attending class unprepared (i.e., no Bible, textbook, paper, pen, etc.)
12. Negativism or sarcasm
13. Worldly conversation or using slang
14. Complaining
15. Insults or teasing
16. Name calling or rudeness
17. Not following procedures (signing in and out of the office, bringing visitors to school, being in hallway without a pass, turning in a late report card, or late excuse, etc.)
18. Touching another person or his/her property
19. Dress code infraction
20. Blankets in the classroom

**Note: Repeat offenses of minor infractions may become a major infraction.**

**Major infractions** (At the discretion of the administration, major infractions may result in a trip to the principal's office or suspension or expulsion.):

1. Bringing to class unapproved electronic devices, skates, skateboards, roller blades, live animal(s), weapons, or any other item which is either dangerous or inappropriate for school, without permission
2. Fighting or bullying underclassmen or classmates (disrespect, insults, teasing, name calling, and rudeness to other students)
3. Disrespect to another student
4. Destruction of private or school property (replace damaged item)
5. Holding hands, hugging, or kissing
6. Cheating (zero on test, quiz, or homework)
7. Gambling
8. Vulgar language, vulgar notes, or use of profanity
9. Bringing or possessing vulgar literature at school. (Vulgar literature or conversation is defined as that which is coarse, morally crude, offensive, obscene, or profane.)
10. Lying or any form of withholding the truth
11. Listening to or possessing indecent music materials
12. Reckless driving on campus (loss of driving privileges)
13. Skipping class
14. Leaving the campus without permission
15. Stealing
16. Witchcraft activities of any kind, including having a book on the subject on his person at the school
17. Failure to leave immediately from any social activity where alcoholic beverages or drugs are present
18. Disrespect, disobedience, or vulgarity directed toward a teacher or administrator
19. Entering a building or classroom by any other means than an unlocked door
20. "Egging" or executing other willful damage to the cars or houses of school personnel (the student will be responsible for restoring the property to its original condition and will also be reported to the police.)
21. Smoking or possessing smoking materials or tobacco products of any kind
22. Drinking alcoholic beverages (loss of credit for semester)
23. Striking or attempting to strike an administrator, teacher, or staff member (loss of credit for semester)
24. Use, possession of, selling, or transferring of narcotics (loss of credit for semester)
25. Willful or malicious destruction or defacement of school, private, or personal property of students or teachers (possible loss of credit for that semester and the cost of restoration)
26. Having possession of any type of weapon that fires a projectile (bow and arrow included) on school properties, school buses, church buses, or during school activities
27. Fornication (loss of credit for semester)
28. Fathering or bearing a baby
29. Homosexual acts
30. Calling 911 or placing a false alarm
31. Getting in trouble with the law or committing an act contrary to our Christian philosophy will result in expulsion. (After all court dates have been settled, the student may apply for re-admission through the Administrative Committee at the end of the period of expulsion.)
32. Any crude or obnoxious behavior such as, but not limited to, general harassment like touching other people in any way or using one's body in any crude way
33. Threatening a student or teacher

34. Using the Internet or other electronic communications to threaten students, staff, or cause disruption to the educational program
35. Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal

**The administration reserves the right at any time to ask a student to withdraw from school.**

### **HALL PASSES**

Students in grades 6-12 must always have a hall pass authorizing them to be out of class. The administration and faculty will check passes. Students out of class without a pass, or abusing the privilege by loitering unnecessarily, will be considered truant. Truancy constitutes an unexcused absence and disciplinary action will be taken.

### **HIGH SCHOOL GRADUATION**

**REQUIREMENTS:** All high school students must earn at least 27½ credits in order to graduate. Credits are given according to semester grades and not the end-of-the-year grade. To earn a credit, a student must receive at least a 70% for each semester. Students will be counseled on an individual basis regarding specific requirements for graduation. Since this is a Christian school, a student must also be enrolled in and pass a Bible class each year while attending TCA. To qualify for top honors at year end as a senior, a student must have taken precalculus, attended Temple Christian Academy for at least two of their four years in high school, and met the minimum requirements for absenteeism. All seniors must have taken either the SAT or ACT College Assessment Test before the end of the first semester of their senior year. This test will allow us, as well as the seniors, to prepare them for college. Seniors will not be permitted to participate in the commencement exercises if they lack any credits required for graduation. Temple Christian Academy cannot be responsible for the inconvenience caused by a senior's failing courses during the last days of school. All seniors must be academically current by the end of the first semester of their senior year. Credit needs are listed below:

#### **COLLEGE-BOUND PROGRAM**

| <b>SUBJECT</b>     | <b>UNITS</b> |
|--------------------|--------------|
| Bible              | 4            |
| English            | 4            |
| Mathematics        | 4            |
| Science            | 4            |
| Social Studies     | 4            |
| Physical Education | 1½           |
| Fine Arts          | 1            |
| Technology         | 1            |
| Health             | ½            |
| Foreign Language   | 2            |
| Leadership         | ½            |
| Speech             | ½            |
| Elective           | ½            |

### **HOMEWORK**

Students are expected to have assignments completed on time. Any paper turned in by a student that does not measure up to the teacher's expectations and guidelines will be redone.

Homework is an important part of Temple Christian Academy's curriculum. It reinforces facts and concepts presented in the classroom. For this reason each assignment must be the student's own work and not that of another student or his parents.

INCOMPLETE AND MAKE-UP WORK: A student is allowed one day for each excused day of absence. Students who do not make up missed tests and assignments for excused absences will receive a grade of zero for those missed assignments. The zero will be averaged with other class grades to determine the final grade on the report card. It is the student's responsibility to make arrangements with the teacher for make-up work. No credit will be given for classes when a student receives a failing grade.

## NATIONAL HONOR SOCIETIES

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of character, and to advance spiritual growth in the students of Temple Christian Academy.

Candidate Qualifications:

1. Candidates eligible for election to this chapter of the National Honor Society must be members of the sophomore, junior, or senior class of Temple Christian Academy. Students in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades will be eligible for election to this chapter of the National Junior Honor Society.
2. To be eligible for election to membership in this chapter, the candidate must have been in attendance for the entirety of the current school year at Temple Christian Academy.
3. Candidates eligible for election to this chapter shall have a minimum cumulative grade average of 90% over the past semester of academic work at Temple Christian Academy. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy.
4. Candidates eligible for election to this chapter shall not have exceeded a maximum of ten demerits, two detentions, or a principal's visit either the current or previous semesters of attendance at Temple Christian Academy. This behavioral level of achievement shall remain fixed, and shall be the required maximum demerit accumulation standard for admission to candidacy. Candidates shall not have served an out-of-school suspension at any time during the current school year.
5. All students who can rise in scholarship to or above the scholastic achievement standard set forth in Article II, Section 3c, and in the behavioral achievement standard set forth in Article II, Section 3d of the by-laws, may be admitted to candidacy for selection to membership.
6. Upon meeting the grade level, attendance, scholastic, and behavioral requirements contained in this Article, candidates shall then be considered based on their service, leadership, character, and Christian testimony.
7. Any member of the Temple Christian Academy National Junior Honor Society, who is a member in good standing with regard to the membership standards and member obligation, shall automatically become a member of the National Honor Society chapter upon promotion into the tenth grade.

Note: The above requirements serve only to qualify a student for eligibility, not for membership. Membership in this chapter is an honor bestowed upon deserving students as seem fit by the faculty council, and shall be based upon the criteria of Scholarship, Service, Leadership, Character, and Christian Testimony.

## PHYSICAL EDUCATION

All junior high students are required to participate in the regularly scheduled daily physical education program or a team sport unless excused by a written note from a doctor or parent. After a team sport is finished, he must either participate in the next team sport or join the regular P. E. class. **A student's P.E. grade will be affected if a student does not dress out on scheduled P.E. days.**

JUNIOR HIGH P.E. DRESS CODE: The TCA P.E. uniform consists of a T-shirt, loose knee-length shorts, athletic socks, and tennis shoes. Shorts must be loose-fitting, not tight-legged, and touch the top of the knee. The P.E. uniform must be purchased from the Athletic Warehouse.

## STUDENT DRIVERS

Each student who drives to school during any portion of the school year must register his vehicle in the school office. Only registered vehicles are to be parked on campus. No student is allowed to go to his vehicle during the school day unless permission is given by the administration. Once a student arrives on the campus he may not leave without permission from the administration. Any student who does not drive responsibly will lose the privilege of parking on campus.