

# Table of Contents

## I. Philosophy of Education

- A. Purpose Statement
- B. Philosophy of Education
- C. Handbook Responsibilities

## II. Attendance Regulations

- A. Admissions
- B. Application Process
- C. Patriotism
- D. Accreditation
- E. Attendance Policy
- F. Financial Policy
- G. Tuition and Fees

## III. Academics

- A. All Students
- B. High School
- C. Early Graduation
- D. Grading System
- E. Homework
- F. Report Card
- G. Transcripts
- H. Promotion
- I. Incentives
- J. Tutor Day

## IV. Student Conduct

- A. Discipline Policy
- B. Demerits
- C. School Procedures
- D. Dress Code
  - 1. Boys
  - 2. Girls

## V. Miscellaneous

- A. Arrival and Dismissal
- B. Birthdays
- C. Cars
- E. Extra-Curricular Activities
- F. Fire Drills
- G. Fundraising
- H. Lunch
- I. Lockers
- J. Prohibited Items
- K. Social Media

**L. Student Areas**  
**M. Student Health**  
**N. Student Supplies**  
**O. Transportation**

# **Philosophy of Education**

## **Purpose Statement**

*To assist parents in carrying out God's command to train their children by providing a God-centered and complete education.*

## **Philosophy of Education:**

Our desire at Temple Christian Academy is to fulfill the Scriptural teaching of Deuteronomy 6:5-7a: *And thou shalt love the Lord thy God with all thine heart, and with all thine soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children.*

An education without the presence of God and His Word is insufficient, and incomplete. It is the parent's responsibility to ensure their child is educated thoroughly. TCA strives not only to provide an excellent academic education, but also to build strong, Godly leaders with exceptional character.

TCA is an extension of the Christian home. It is not meant to replace parental teaching and discipline, nor to overstep parental authority. Rather our goal is to come alongside the parents, and assist them in following God's command to, "train up a child in the way he should go..." in Proverbs 22:6 by providing a Bible-centered education, and God-honoring atmosphere.

TCA is a ministry of Ada Baptist Temple. Thus the school is accountable to the church, and dependent on the church for its direction. The School requires the students to faithfully and regularly attend a local, Bible believing church.

## **Handbook Responsibilities**

Parents and students are held responsible for information, policies, and guidelines found in the Parent/Student Handbook. Each family is to read the Parent/Student Handbook in its entirety before the start to a new school year. Both parents/guardians and the student will be required to sign the Handbook, expressing their agreement to uphold the standards and philosophies of Temple Christian Academy.

# **Attendance Regulations**

## **Admissions**

Temple Christian Academy will for the foreseeable future enroll only students who, they themselves or their parents, are faithful members of Ada Baptist Temple.

Temple Christian Academy admits students of any race, color, national and ethnic origin to all the 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 or ethnic origin in administration of its educational or admission policies.

Temple Christian Academy accepts applicants enrolling in 1st through 12<sup>th</sup> grade. To be eligible for kindergarten enrollment, the student must be five years old by December 1<sup>st</sup> and show proper readiness to begin school. Readiness tests will be given to all prospective kindergarten students in the summer prior to the school year. In the event that a prospective kindergarten student does not pass the kindergarten readiness test, TCA reserves the right to require a student to wait one year before being accepted for enrollment in the program.

Students that exhibit extreme behavioral problems for a period of time. This may include substance abuse, running away from home, being arrested, etc. A student who engages in these activities while enrolled, will be dismissed. The school will not accept applicants who are married or engaged, likewise students may not become engaged or married while enrolled. TCA will not retain or accept students over twenty years of age.

Temple Christian Academy recognizes that it cannot meet the education needs of all children. Our school offers Christian training, but is in no way designed to be a correctional institution for problems that arise beyond those usually encountered in average school children. As such, we are not equipped or staffed to meet the needs of students with severe educational, behavioral and emotional disabilities.

## **Application Process**

### **Step One**

- Read the Handbook
- Bring the Following to Ada Baptist Temple. 12800 County Road 3670, Ada OK 74820
  - Enrollment Form \$50.00 check for registration
  - Pastoral reference form
  - Standard of Conduct Form (12 years and up)
  - Record of Immunization Form (shots)
  - Application for enrollment

### **Step Two**

- Schedule an appointment for both the student and the parents to meet with the pastor and principal for an interview to determine if the student will be accepted.

### **Step Three**

- If your child is accepted schedule an appointment for your child's diagnostic testing. This will determine his individualized plan of study. After testing is done TCA will order the appropriate PACE's for your student.

### **Patriotism**

#### **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

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

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

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

#### **PLEDGE OF ALLEGIANCE TO THE BIBLE**

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

### **Accreditation**

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in public schools. It was established as a governmental means of causing local public school districts to provide what state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

Accreditations of a private Christian school are not necessary for a graduate who wishes to enroll in a college or university. Registrars of institutions are interested in the academic merits of students, not in the name of their school of graduation. They evaluate each applicant's academic aptitude through nationally standardized tests.

Temple Christian Academy does not seek accreditation by a governmental agency or any outside institution. If accreditation was sought, we would be required to teach from textbooks adopted by the state, which propose numerous teachings contrary to Scripture. It would be unreasonable for parents to withdraw a student from a public school with its academic and moral ills, only to place them in a private institution with the same curriculum, methods, and objective. Although we do not seek outside accreditation, Temple Christian Academy strives to provide the highest possible academic program.

## **Attendance Policy**

### **Absences**

There are no excused absences except for student illness, death in the immediate family, attendance to an Ada Baptist Temple Church event, or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

If a child will be absent, the parent must send a note or email explaining the absence in advance. If they are unable to attend due to health or an emergency, the parent should contact the principal before 8:00 AM. Work that is missed due to poor health or an emergency will be sent home upon returning to class and given one day per day missed to be completed and turned in.

Students that are too ill to attend school must present a doctor's note to their teacher if absent for more than one consecutive school day. If a note is not given, then all associated absences will be recorded as unexcused.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. If a student finds that an unexcused absence will be unavoidable, he should see his teacher several school days in advance to receive necessary make up work before the absence. Some make -up work will be required to be submitted prior to the absence. Other missed work will be given following the student's return and allowed 1 day per day absent to be completed and submitted. Work not completed or received within that time will receive a zero.

Parents are responsible to communicate any absence, early departure, or late arrival to their child's teacher in person or in writing. Teachers are not responsible for confirming related information from the student to his/her parent. 5 unexcused absences will be allowed per semester without penalty. After receiving 5, a student will see a grade reduction of one percent per subject for every additional day classified as unexcused within that semester. Ex. Fall Semester = 7(total) unexcused absences 2% reduction to the final grade in each subject

## **Financial Policy**

It is essential to fully understand Temple Christian Academy's financial policies. If you are uncertain about any matter at all, please call the school immediately and do not hesitate on these matters. Everyone benefits when Christian school polices on collecting tuition are followed.

Tuition will be billed monthly over a 10 month period from August to May. Parents may also pay the full year's tuition up front if they desire. Tuition will be billed on the 1<sup>st</sup> of every



## **Additional Fees**

- Repeated Pace Fee \$5 (See academic policy)
- Late Pick Up Fee \$5 - \$15 (See arrival and dismissal policy)
- Property Damages Fee (To be assessed at time of incident)
- Detention Fee \$5-10 (See discipline policy)

## **Academics**

### **All students**

- Physical education is required for all students.
- Every effort will be made to offer the subjects for each course of study. However, if a subject required for a course of study is not available, the student will be assigned an additional elective to make up for the credit.
- After a projection has been determined, courses may not be dropped after the start of the school year.
- Bible is required of all students while in attendance at our school. Transferring freshmen or sophomores must complete all four credits of Bible. Transferring juniors must complete a minimum of three credits of Bible. Transferring seniors must complete a minimum of two years of Bible.
- Transferring students are required to still achieve the minimum total credits for the course of study that they select. Transfer credits count toward the number of credits earned.
- All students must take the American College Test (ACT) or Scholastic Aptitude Test (SAT) before graduation.
- Graduating seniors are required to attend the commencement service. Those who fail to attend will not receive recognition during the service. The Principal must be contacted as soon as possible in the event of unavoidable circumstances for any exceptions.
- Students who have attended school for a total of thirteen (13) years but have not accumulated the required credits for graduation will be eligible to receive a Certificate of Attendance at the commencement service.

### **High school Students**

Every graduate of Temple Christian Academy receives a diploma. However, students may complete one of three academic courses of study: General, College Preparatory, or Honors.

### **Early Graduation/ Early Completion**

Early graduation is not recommended. It is better for students to remain in school and continue their personal preparation than to be graduating at an age too immature for college or employment. In like manner, early spring completion is not recommended either. Students

finishing school early during the school year miss out on important activities, deprive the school of essential student leadership, and hurt student morale.

Early graduation and early completion are permissible only for students who have attained the age of 16 and completed the Honors Course of Study. Bill for tuition and fees will be for the entire year, regardless of when the student completes his program. Other students finishing their programs early are required to remain in attendance and take additional courses to further their education.

## **Grading System**

Each year, each student at TCA is given an academic projection that outlines the expectations for that student's academic progress for the given school year. With the exception of some high school classes, each course is comprised of 12 PACES. Students are expected to complete three PACES per quarter, per subject, in order to complete a year's worth of work in each subject. After a projection has been determined, courses may not be dropped after the start of the school year.

The grading system is designed to give a true indication of the student's progress or lack thereof. Progress Reports will be sent home with the students on the Wednesday following the end of each quarter. Reports will be issued at the end of the year only after accounts have been paid in full.

Only passing grades (80% or higher) are recorded and averaged to compute grades for Progress Reports and Academic Records. The 80 percent requirement for passing PACES and classes is a built-in success factor.

The following grade scale is used:

<b>Percent Grade:</b>	<b>Letter Grade:</b>
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-

A student's GPA is based on a three-point scale. Each "A" is worth 3 points. Each "B" is worth 2 points. Each "C" is worth 1 point. Adding the total points for all completed courses and dividing by the total number of courses yields the student's grade-point average.

Students are recognized for superior academic achievement with the Honor Roll and various other quarterly and annual awards.

When a student receives below an 80% on a PACE test, he is required to repeat that PACE. At the Supervisor's discretion, it is recommended that he only take 5-8 school days to complete the repeat PACE. In addition, the score on the repeat PACE will not exceed 90%

### **Homework**

Any work or goals not completed that day is considered homework. Each student is required to complete his homework assignments before the next school day.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade and student will receive demerits.

### **Report Cards**

A report card will be given out at the end of each quarter. Parents must review it, sign it and turn it back in to the school office.

### **Transcripts**

Graduates should allow a minimum of two weeks after the end of the semester before official transcripts will be released. A transcript request form may be obtained from the school office and must be submitted before an official copy will be made available.

### **Promotion**

At Temple Christian Academy, students are generally grouped according to age. However, there are basic steps a student must achieve in order to progress from one grade to the next. With our curriculum, we generally consider 12 PACEs to be a year's work in a given subject, with some slight variations in high school courses. Students who become six PACEs or more behind in core curriculum subjects may not be promoted to the next grade, but will instead repeat their current grade.

## **INCENTIVES**

A privilege system of "TCA" will be utilized. The student will display the privileges earned in his office.

**T** Eligible for extracurricular activities Once attained, it will be kept for the rest of the quarter.

**Requirements:**

- Previous quarter's work finished on schedule (including having taken the SAT achievement test when offered)
- Previous quarter's monthly Scripture recited
- No more than 4 detentions in previous quarter

New students or those not eligible by the end of the previous quarter may gain their "C" activity privilege after the 3<sup>rd</sup> week of the quarter if they:

- Are academically on schedule
- Have recited the most recent monthly Scripture
- Have no more than 4 detentions

**TC** Indicates that a student is presently on schedule in his work. This privilege is evaluated at the end of 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> weeks of each quarter and may be lost and gained throughout the quarter based on whether or not the student is academically on schedule. It gives students all the privileges of the "T" privilege plus the following:

- Opportunity to use the scoring station without permission
- Opportunity to use the computers without permission

**TCA** This privilege is granted to students in grades nine to twelve only. It indicates that the student is at least three weeks ahead of schedule in his work and is evaluated at the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> weeks of each quarter. It gives the student all of the privileges of "TC" as well as the following:

- May work on extracurricular or otherwise enjoyable activities during the day as long as the supervisor gives permission
- Friday off, if not involved in scheduled extracurricular activities

**NOTE:** TCA privileges are also granted to Honor Roll students for the first three weeks in the quarter following their achievement.

**Tutor Days**

Students who are on or ahead of schedule will not be required to attend designated Tutor Day's. Those eligible for this privilege will be given a slip stating so by their supervisor.

Tutor days are not vacation days and are considered school days on the TCA school calendar.

Students who have earned privilege days and who earn a detention on the school day before privilege days begin will be required to serve the detention on the following Monday.

## **Student Conduct**

### **Discipline Policy**

Temple Christian Academy is not a corrective institution. Please do not enroll your child with the mindset that we will reform them. We work alongside the home; we do not take up the parents roll in discipline.

Every policy of TCA has been thought out and established for a reason. If your child comes home complaining about a rule or policy, please follow this procedure:

1. Give Temple Christian Academy the benefit of the doubt.
2. Realize that their reporting is emotionally biased, without all the information.
3. Contact the school for a more thorough investigation.

### **Demerits**

Discipline will be administered primarily in the form of demerits. Demerits will be issued whenever a student falls short of the school's expectations, and will be given out in categories. Should a student receive an excessive amount of demerits in any one category, they will receive a harsher form of discipline. The demerit scale is as follows:

- 30 demerits = 30 minute after school detention + \$5 fee
- 40 demerits = 40 minute after school detention + \$5 fee
- 50 demerits = 50 minute after school detention + \$10 fee
- 60 demerits = 60 minute after school detention + \$10 fee
- + 10 minutes detention for every 10 demerits received after 60
  - Detention time exceeding 60 minutes will be divided between 2 days.

While there is no set amount of demerits a student can receive that will necessitate the child's withdrawal from the school, they do serve as a guideline of the student's obedience. If a student's attitude is not in accord with the school's policies, the parents will be called for a conference. If their attitude has not changed within a designated time period, parents will be asked to withdraw the child.

Students, especially those in high school, are expected to maintain a Godly testimony both inside and outside of school. While this does not mean they are to follow every rule of the academy at home, they are expected to maintain their Christian character. This includes abstaining from cheating, swearing, smoking, gambling, ungodly dancing, drinking alcoholic beverages, using or talking favorably about drugs, listening to ungodly music, dressing

immodestly, and using indecent language. If a student is found out to be involving themselves in such behavior, it is grounds for immediate dismissal.

If a student receives 30 demerits in a single day, regardless of category, they will receive an after school detention the following day. A detention slip will be sent home the day before detention to notify the parents. The slip must come back signed by a parent. Please do not write on the detention slip, if you have any questions please call the school. If the student brings back an unsigned slip, they will receive another detention. The detention will be served on the day the slip is returned, or on the next school day. All demerits will be reset at the halfway point of the year, or after the first semester.

## **School Procedures**

Below is a list of categories in which a student will receive demerits. While this is not necessarily an exhaustive list, it serves as a general guide to show how we expect our students to act, as well as highlight behaviors which should be avoided.

*10 demerits:*

- Disturbance
- Disrespect (towards another student)
- Improper language (bad jokes, talking about inappropriate subjects)
- Classroom Conduct violation
  - Chewing gum
  - Eating during class time
  - Passing notes
  - Talking
  - Horseplay
  - Etc.
- Wasting time
- Late (to school, after break)
- Homework incomplete
- Dress code
- No Bible
- Improper Scoring

*Immediate 30 minute detention*

- Detention slip brought back unsigned
- Entering an off-limits area
- Using a cell-phone in school without permission

*Immediate 60 minute detention*

- Physical contact between men and women
- Cheating
- Lying
- Fighting

- Disrespect towards teacher, supervisor, principal, pastor

## **Dress Code**

It is not possible to design a dress code that will adequately cover every style and variant of clothing. It is for this reason that the student's supervisor will decide concerning matters of questionable dress. Both parents and students are expected to cooperate in this area and respect the supervisor's decision. This area of discernment is avoidable – if you are in question about an article of clothing, do not wear it to school. Let us not allow something as simple as dress to create strife and interfere with our children's education.

### **Boys**

#### Class Dress

Boys must wear a collared shirt (polo or button down) which will be tucked into their pants. Pants will be solid in color, no denim or athletic style pants may be worn for class dress. All pants will be worn with a belt. Neither shirts nor pants should be form-fitting or tight. Sleeves on shirts must come to the mid-bicep of the arm. If a shirt has a logo, it may be worn as long as the logo is no bigger than pocket-sized. All boys Kindergarten – 5<sup>th</sup> grades may wear tennis shoes or dress shoes for class dress, those 6<sup>th</sup> grade and up must wear dress shoes for class dress. (Boat shoes, or a loafer style shoe is acceptable for class) Ties are required for chapel days. Hair must be neat, above the eyebrows, off the collar and ears, and must be tapered to the hairline. Boys must be clean shaven, with sideburns no longer than mid-ear.

#### Gym Dress

Athletic Pants or shorts 1 inch below the bottom of the knee are acceptable for gym dress. Pants must be loose, and may not be jogger style. (Pants must be loose around the ankle)

### **Girls**

#### Class Dress

Girls must wear a modest blouse that is not form-fitting or tight for class dress. The neckline of the shirt should be no longer than 2 finger-widths below the clavicle notch, and must extend below the waistband. No see-through or lace materials should be worn. All tops must have a sleeve that extends at least one hands width below the shoulder. Ladies are to wear skirts, non-form-fitting or tight, which extend to 1 inch below the bottom of the knee while standing *and sitting*. If a skirt has slits, they should be no higher than the knee. All girls Kindergarten – 5<sup>th</sup> grades may wear tennis shoes or dress shoes for class dress, those 6<sup>th</sup> grade and up must wear dress shoes for class dress. Hair should be kept out of the eyes at all times.

#### Gym Dress

Culottes should be worn for gym class, loose fitting and 1 inch below the knee. Shorts and pants are not acceptable.

## **Miscellaneous**

## Arrival and Dismissal of Students

### Drop off/ Pick up Area

Please pull around the church and through the side road by the activities center. Please drop your child off, ensure he has walked through the doors and quickly pull out to allow other parents to drop their child off as well. Never leave your car parked or unattended in the “drop off/ Pick up zone.” If you want to park and come in please park in front of the playground.

### Arrival

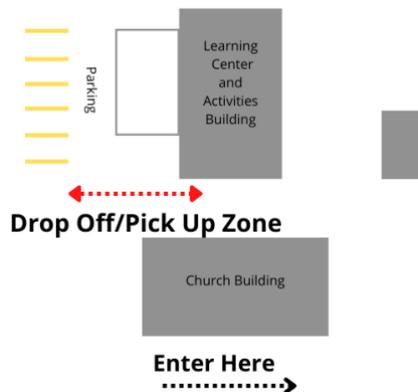
Students may be dropped off no earlier than 7:40 and must be sitting at their desk by 8:00 AM to avoid a late demerit. Any student arriving after 8:05 must have a note stating to the teacher the reason for tardiness. Students dropped off before 7:40 are NOT the responsibility of TCA or its staff and are NOT permitted inside any buildings until a staff member opens the doors at 7:40 AM.

### Dismissal

Students going home by car must be picked up by someone listed as approved for pick up. If a student is being picked up by someone that is not on the approved list please call the church office by 2:45 to add the name to the approved pick up list. School ends at 3:15. Any child not picked up by 3:35 Will receive a \$5 charge to their statement. If a student is not picked up by 4:00 PM an additional \$10 will be charged to their next bill.

### Tardiness

Three unexcused tardy marks per quarter equal an absence. Students who are one or more hour late, or are picked up one or more hour early, will be counted absent for 1/2 day. Absences consequently affect student grades; therefore, parents should view tardiness as a very serious matter. The school will contact parents when 3 Tardies have been earned, thus indicating that an unexcused absence has been merited. When 5 unexcused absences are earned in a semester, the student’s final grade will be lowered a percentage point per additional day missed



## **Birthdays**

You may bring cupcakes, cookies, donuts, or other treats to be eaten during lunch time. Class time is not used for birthday treats. If you plan on bringing treats by please let the school office know in advance.

## **Cars**

It is a privilege to be able to bring a car to school and this privilege may be revoked. All student-driven cars are to be registered with the principal. Each driver should be an example of courteous driving habits. Cars are to remain parked until the student leaves for the day. Use designated parking areas only. Cars are not to be occupied during school hours. Students may not ride alone in cars with students of the opposite gender.

## **Extra-Curricular Activities**

### **Field trips**

Field trips are regarded as an extension of the classroom. All students should dress appropriately consistent with the student dress code unless otherwise directed by the teacher. Location, date, time, and cost will be communicated in writing well in advance of each scheduled trip.

### **ACE Regional and International Convention**

Students Ages 13 and above are encouraged to enter interscholastic competition at the annual state convention of Accelerated Christian Education held each spring. Because of the nature of convention, eligibility is a little different than that for other activities. To be eligible to compete, in a group or individual events, student must complete their second quarters work on schedule. At the end of the third quarter, eligibility can be lost. All students going to convention must enter at least one individual event and one performance event. First and second place winners are eligible to compete in international convention. Complete details are listed in the Convention Guidelines book in the Learning Center.

Students should learn tremendous lessons in faith, prayer and industriousness as they work and look to the Lord throughout the year to supply funds they need to attend convention.

## **FIRE DRILLS**

Fire drills will be held periodically. It is the responsibility of each student for his own safety and the safety of others to obey the following rules:

1. Obey teacher directions for leaving the building.
2. Do not talk.
3. Move rapidly, but do not run.

## **Fundraising**

Temple Christian Academy endeavors to keep low tuition rate for the benefit of each family. For this reason, we conduct occasional fundraising programs and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. Full participation is needed during all fundraising endeavors. The school receives no state or federal assistance and is not supported by any other outside organization.

## **Lunch**

Students must bring sack lunches daily. A microwave will be available to heat lunch items.

## **Lockers**

Students will be assigned a locker at the beginning of the school year. No one is to go into anyone else's locker for any reason (penalty = one day at-home detention). Gym bags and lunches must be kept in the lockers. No wet coats or boots are to be stored in lockers. Lockers must be opened and closed quietly. NO LOCKS are allowed. Lockers are a privilege granted to the oldest students

## **Prohibited Items**

Please do not bring the following to school: Electronic devices (video games, MP3 players, ipods, etc.); music or game CD's or DVD's, playing cards, glamour type magazines, Hot Rod magazines or weapons of any kind.

The school reserves the right to confiscate any items brought and they are not to be returned. After school or at-home detentions may result.

## **Social Media**

Any posting on social media connect to TCA must be consistent with Parent/ Student Handbook policies, and not portray a negative view of the school, other ministries, or people.

## **Student areas**

Permissible Areas:

- Learning Center/ Activity Building
- Activity Building rest rooms
- Kitchen (\*Microwave Only\*)
- Playground area (Lunch Break, Drop off and Pick up Times only)

## Off Limit Areas:

- Church Building (Unless requested by a teacher)
- Behind or beside the Activities Building (example: Stephens Trialer, Drive way on the left. Or Open field on the right)
- Parking Lot
- Upstairs of the activities building (missions apartment, laundry room ect..)
- Vehicles
- Shed

## Student Health

### Medication

All medication is to be turned in to the classroom teacher. \*Inhalers are considered an exception. No medication brought to school will be given to students without written or phone instructions from physician, parent, or legal guardian. Name of medication, dosage amount, and time to be given should be clearly indicated and must accompany all medication. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him.

### First Aid

In the event that a student is seriously injured during the school day, TCA personnel will utilize discretion based on professional training before acting.

- Minor Injuries: Basic first aid treatment is administered by the school offices.
- Major Injuries (large bone fracture, ruptured skin, major bleeding, shock, cardiac arrest, etc.): TCA will utilize 911 services when needed. When this is not necessary, an TCA staff member will transport the student to a local emergency room or urgent care center. Parents will be notified as quickly as possible.
- Illness: Please use discretion in sending any student suspected of illness to school since we do not have facilities to care for such children. Parents will be expected to pick up students who have a fever (99.5 or above), are vomiting, have diarrhea, or show other signs of illness. Students are to be free of fever for 24 hours before returning to school. Students with a communicable disease are ineligible to attend school.
- Emergency Phone Numbers: Please be sure that all contact information is current. It is imperative that we be able to reach you in an emergency. Any time an address or phone number (home or work) is changed, please notify the school office.

### Immunization

Oklahoma State laws require that a child must be immunized to Oklahoma State Board of Health regulations before being allowed to enter school. This applies to students transferring into

our school at any grade level, as well as kindergarteners entering school. Parents are responsible to obtain a copy of the student's immunization record from their child's physician. Students will not be permitted to TCA without a current copy of their immunization records on file. A written statement of exemption from a qualified physician is necessary for any student who does not have the required immunizations.

### **Lice**

In an effort to keep from spreading lice, TCA is obligated to work with parents very closely on this matter. Therefore, the school will take the following steps:

1. Text parents with a student in the classroom where lice are discovered.
2. Call the particular parent whose child has lice to come pick the child up
3. Instruct the parent on proper treatment instructions
4. Other measures deemed necessary by the school will be communicated in individual situations
5. Children will not be permitted to return to school until they have been cleared by an TCA staff member

### **Potty Training**

Children must be completely potty-trained before enrolling at TCA.

## **Student Supplies**

A few essential supplies are listed below. An exhaustive list is not given because supply needs vary from year to year, depending on grade, subjects, and teacher preferences. Supervisors will send home in the summer a list of any other supplies needed in addition to the ones listed below. Please do not bring any extraneous materials. A crowded office can be distracting.

### **Kindergarten**

1. Bible (King James Version)
2. Pencils and Erasers
3. Scissors
4. Liquid glue & glue stick
5. Crayons
6. Coloring Notebook
7. Pillow and Blanket for Quiet Time

#### First Grade

1. Bible (King James Version)
2. Pencils and erasers
3. Scissors
4. Liquid glue & glue stick
5. Crayons

#### 2<sup>nd</sup> through 12th Grade

1. Bible (King James Version)
2. Red and Black Pens, pencils, Pencil Sharpener, Colored pencils and Erasers
3. Notebooks
4. USB (grades 7-12)
5. Ream of printer paper for reports and compositions
6. Calculator (grades 9-12)

### **Transportation**

Transportation of children to and from school is the responsibility of the parents. Parents may use a carpool system to help with this however TCA will not be responsible for this.