

# **TEMPLE CHRISTIAN ACADEMY HANDBOOK 2026-2027**



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# **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:**

We believe God's purpose for 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 to build Godly leaders with exceptional character.

TCA is an extension of your Christian home. It does not replace parental teaching and discipline, nor overstep parental authority. Rather, our goal is to come alongside the parents and assist them as they follow God's command to, "Train up a child in the way he should go..." (Proverbs 22:6) *TCA will assist the parent by providing a Bible-centered education, and God-honoring atmosphere of education.*

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

## **Handbook Responsibilities**

Parents and students are held responsible for information, policies, and guidelines found in the Parent/Student Handbook. Each family member 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.

The Handbook does not adapt to your student and your schedule. Please do not ask for exceptions in any area. If you have a problem or concern about anything, contact Alec Radford Directly.

# **Attendance Regulations**

## **Admissions**

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 Kindergarten through 12<sup>th</sup> grade.

Students that exhibit extreme behavioral problems, whether at school or at home, for a period of time will be dismissed. This may include substance abuse, running away from home, being arrested, etc. 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. TCA will not accept or retain students who identify as homosexual. Likewise, as God created them male and female, TCA will not retain or accept students identifying as anything other than their God-assigned, biological gender.

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 1**

A. Read Handbook

B. Bring the following to:

Temple Christian Academy,  
12800 County Road 3570,  
Ada, OK 74820

- a. Enrollment Form
- b. Pastoral reference form
- c. Standard of Conduct Form (12 years and up)
- d. Record of Immunization Form (shots)
- e. Birth Certificate
- f. Completed application form

### **Step 2**

Schedule an appointment for both the student (12 years and up) and the parents to meet with the pastor and principal for an interview to determine if the student will be accepted. Call Temple Christian Academy at (580) 967 – 5888 to schedule an appointment.

### Step 3

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 complete TCA will order the appropriate PACE's for your student.

### Step 4

Pray and prepare for the upcoming school year.

## Re-Enrollment Process

### Step One

- Read the Handbook
- Bring the Following to Ada Baptist Temple. 12800 County Road 3670, Ada OK 74820:
  - Record of Immunization Form (Only if it has changed from last year)
  - Application for re-enrollment
  - Standard of Conduct Form (12 years and up)
  - Pastoral Reference Form

## 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

Temple Christian Academy is accredited through the National Association of Private Schools as of November 11th, 2023. NAPS is a consortium of Christian educators and schools from across the United States. The association is dedicated to recognizing and improving the character and educational quality of private Christian schools. As a result of being accredited through a private Christian organization, Temple Christian academy receives the benefit of

accreditation, without the need/risk of changing any part of its curriculum. TCA will use the same ACE program with absolutely no impact in the teaching methods or curriculum.

## **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. Any student who arrives to school later than 10:00am, or leaves before 12:00pm, without the exception of a doctor's note, will be regarded as absent.

If a child will be absent, the parent must send a text call 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. **School work that is missed for any reason will result in additional make-up work upon the student's return. Failure to complete make-up work within the allotted time will receive "homework incomplete" demerits.**

Students that are too ill to attend school must present a doctor's note to their teacher if absent for more than one day in the same week. If a note is not given, then all associated absences with the exception of the first absent day 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. Any missed school days due to vacation or other activities will all be recorded as unexcused. **If a student finds that an unexcused absence will be unavoidable, he should see his teacher several school days in advance to receive make up work before the absence.**

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 parents. 5 unexcused absences will be allowed per quarter without penalty. If a student receives more than 5 absences in a quarter, they will see a grade reduction of one percent per subject for every additional day classified as unexcused within that quarter. 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 month, and is due by the 15<sup>th</sup> of each month. If payment is not made by the 15<sup>th</sup>, a late fee of \$25 will be added on top of that month's tuition. If payment has still not been 7 days after the 21<sup>st</sup>, the student will be withdrawn from the school. There will also be a \$25 fee for any returned checks.

Payment may be made by check, cash, or online. There is a link on the church's website (Adabaptist.com) where parents may pay their bill. Payments made to Temple Christian Academy are given in exchange for the service of academic instruction that is provided. As a result, tuition payments and fees are not tax deductible and all checks should be made payable to Temple Christian Academy.

### **Discounts**

Discounts are granted by approval of our Principal and Pastor. If you believe you qualify for one of the following discounts please reach out to Alec Radford. He will speak with our pastor on your behalf and see if you meet all the qualifications to receive the discount.

### **Grace Discount**

The Grace Discount applies to any student which will not receive the benefits from the Parent's Choice Bill.

## **Tuition and Fees \$7,500 Annually per student**

(paid on a 10 month payment plan)

<b>2026 - 2027 SCHOOL YEAR</b>	
<b>Enrollment Fee (Non-Refundable):</b>	<b>\$100.00</b>
<b>Curriculum:</b>	<b>\$630.00</b>
<b>Tuition:</b>	<b>\$6200.00</b>
<b>Tech Fee:</b>	<b>\$200.00</b>
<b>Activities Fee:</b>	<b>\$270.00</b>
<b>Standardized Testing Fee:</b>	<b>\$100.00</b>

**Fall Total: \$3750**

**Spring Total: \$3750**

## **Grace Discount \$3,000 per student**

The Grace Discount can be applied to students which will not receive the benefits from the Parent's Choice Tax Credit at the discretion of our principal

### **Curriculum:**

Paid monthly on a 10 month plan	<b>\$ 35.00</b>
Repeated PACES (as needed)	<b>\$ 5.00</b>

\* Additional curriculum may be required depending on the students grades and needs.

### **Tuition:**

Paid monthly on a 10 month plan	<b>\$ 250.00</b>
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**Misc:**

Paid monthly on a 10 month plan \$ 15.00

**MONTHLY PAYMENT PLAN EXAMPLE FOR THE GRACE DISCOUNT:**

(Payment plan is based on a 10 month school year from August to May)

<u>Curriculum</u>	<u>\$ 35.00</u>
<u>Tuition</u>	<u>\$ 250.00</u>
<u>Misc</u>	<u>\$ 15.00</u>
<b>Total</b>	<b>\$ 300.00</b>

**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)
- IOWA Standardized Testing \$45 - \$65

## **Oklahoma School Choice Bill**

The Parent's Choice Bill recently passed in Oklahoma gives parents the power to choose where the funds for their child will go. Previously, public schools received a certain amount of money per child in the area, whether the child attended the public school or not. Due to the new bill, that money now follows the child where they go. Parents are able to apply for this money at the start of each calendar year. TCA has flyers and additional information available upon request.

## **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.
- Bible is a required course for every student of TCA. Graduates of TCA will be expected to have 4 credits of Bible. If a student transfers from a school with no Bible credits, adjustments can and will be made to fit the requirements for graduation.
- 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.



## **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.

The grading system is designed to give a true indication of the student's progress or lack thereof. Monthly progress reports will be issued to inform parents of their student's progress.

Only passing grades (80% or higher) are recorded and averaged to computer 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. Incomplete homework will be reassigned the following day in addition to that day's current work, and student will receive a demerit.

## **Report Cards**

Each Child will receive a monthly report on academic progress. This report contains information on PACEs completed with scores, quarterly speech completion, monthly Scripture completion, and any other useful notes about student behavior.

## **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 their office. Privileges are earned and kept on a 3 week basis. If a student earns a privilege, they will keep it for 3 weeks, if they lose a privilege, they will not be able to earn it back for 3 weeks. Privileges are always given out and taken away on the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> weeks of every quarter.

**T:** All students will be awarded the “T” privilege. This privilege is earned by keeping a Christ-like testimony both inside and outside of school. It is symbolic of the privilege it is to attend Temple Christian Academy, and a reminder to all students that a God-honoring lifestyle is necessary to attend this school.

**C:** There are 3 goals any student (3<sup>rd</sup>-12<sup>th</sup> grade) must reach to attain “C” status:

- Achieve Academic Balance – The student has completed the necessary number of PACEs required at week 3,6 and 9 of each quarter.
- Monthly Scripture recited – The previous month’s Scripture has been said to a supervisor.
- Oral Report said – The student will need to give an oral report once per quarter

Students who have earned “TC” are granted all the following:

- Extra break from 1:50-2:00 on Monday and Tuesday (C-break)
- Ability to attend the quarterly “Privilege Lunch”

**A:** To achieve “A” status, a student must meet all requirements for “C” with two additional requirement:

- Achieve a 3 week (1 PACE) lead in every subject.

Students who have earned “TCA” are granted all the following:

- Every “C” status privilege
- If the student has completed their daily goals, they may have free time to do an approved activity of their choice. Convention age students may practice for convention.
- Every Friday off of school (tutor day not required)
- May take 2 days of their choice off every quarter. Once from weeks 1-4, and once from weeks 5-9. This must be approved no less than 1 week in advance. This absence will be excused.
- Students are not required to have checkups signed

# **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 *your Godly* 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 has an issue about the unfairness of 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 administered in categories. Should a student receive an excessive number of demerits in any one category, they will receive a harsher form of discipline. If a student earns 3 demerits in any one category, this will result in a lunch detention. The student will need to sit out of recess time after eating their lunch the following day. Should a student earn another demerit in the same category, bringing their total to 4 demerits, they will sit out for 2 lunch breaks, 5 demerits equals 3 lunch breaks, etc. If a student continues to offend in the same area multiple times, a meeting will be held with the child's parents to discuss future enrollment.

A detention is earned when a student receives 3 demerits in any single category (categories shown on next page). For example, if a student on Tuesday does not complete Monday's homework, they will receive a demerit. If the following day they forget to bring their Bible, they will receive a demerit. Then on Friday, they are caught talking during work time, they will receive another demerit. *They will not receive a detention.* Though they have earned 3 demerits, they are in different categories. Should a student come in with incomplete homework 3 times in the same quarter, this will earn them a detention, since they have committed the same infraction 3 times in a single quarter.

When a student earns a detention, regardless of reason, a blue "corrective action notice" from the principal will be sent home that day. The slip is to be signed by the parent, and the student will return the signed slip the following day. If you have any questions, please do not write on the slip. Call the school for more information. *Failure to follow this procedure in any way will result in an additional lunch detention.* The detention will be served on the day the slip is returned, or on the next school day

Detentions will typically be served during the lunchtime hour. Students who have earned a detention will have 20 minutes to eat their lunch before being sent back to their desk to serve their detention for the remaining 20 minutes of lunch break. TCA staff has the right to decide when and if a detention will be served after school.

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. Should a student receive more than 4 detentions for the same offence in one quarter (9 weeks), a meeting with the parents will be scheduled. If a student's attitude is not in accord with the school's policies, the parents will be called for a meeting. 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 expected 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, fornication, pornography, homosexuality and using indecent language. If a student is found out to be involving themselves in such behavior, it is grounds for dismissal.

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.

*1 demerit:*

- Disobedience
- Disrespect (towards another student)
- Talking (fooling around, laughing, whispering, note passing)
- Wasting time
- Late (to seat after break)
- Homework incomplete
- Dress code (not in uniform/no gym clothes)
- Improper Scoring
- Not following procedure (checkups not signed, directions not followed, etc.)

*Immediate lunch detention*

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

*Immediate 2 lunch detention*

- Physical contact between men and women
- Cheating

- Lying
- Cursing
- 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.

### Girls

#### Tops:

Girls must wear a modest polo 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.



#### Bottoms

Ladies are to wear the following skirt/culotte for Class Dress and Gym class by *ModestyInMotion*, in Black, Khaki or Navy only

<https://modestyinmotion.com/collections/junior-collection/products/juniors-combination-culotte-front-panel-full-skirt-back-core-solids>

Skirts are to be 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.



**front open**



**front**



TCA will provide each female student a limited amount of uniform bottoms. The amount provided will change each year depending on the amount of students enrolled. Sizes must be given to Mrs Delayna by the last day of school.

If you would like to order additional skorts you may do so on your own.

### **Gym Dress**

The Skirt/Culotte should be worn for gym class. Shorts and pants are not acceptable. This shirt is to be worn for gym class and any other sport or extra curricular activities. The school will provide 1 free gym shirt. Parents are responsible for purchasing any extra or lost gym shirts.



### **Hair and General Appearance**

Hair must be neat, and be kept out of the eyes at all times. If makeup is worn it must be natural and modest in appearance. No dark colors or dramatic makeup.

### **Shoes**

All girls may wear dress shoes, clean tennis shoes/sneakers. Dress sandals are allowed however no flip flops or slides are permitted.

**Sweaters:**

No Hoods, Words or Graphics allowed. Logos must be smaller than your palm. No ultra baggy (oversized) or tight sweaters are allowed.

Examples of approved sweaters:



Pictures of NOT Approved Sweaters:

**Boys****Tops**

Boys must wear a collared shirt (polo or button down) which will be tucked into their pants. Shirts should not 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.

**Bottoms**

Pants will be solid in Black, Navy or Khaki, no denim or athletic style pants may be worn for class dress. All pants will be worn with a belt.

TCA will provide each student a limited amount of uniform bottoms. The amount provided will change each year depending on the amount of students enrolled. For Male students the free uniforms will be from this link. Please review sizes and give them to Mrs. Delayna by the last day of school. <https://www.frenchtoast.com/boys-stretch-slim-fit-taper-leg-performance-pants/p/1695?>

**Shoes**

All boys may wear dress shoes, clean tennis shoes/sneakers, or loafers. No open-toed shoes should be worn.

**Sweaters:**

No Hoods, Words or Graphics allowed. Logos must be smaller than your palm

Examples of approved sweaters:

Pictures of NOT Approved Sweaters:





### **Hair and General Appearance**

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.

### **Chapel Dress**

Ties are required for chapel days.

### **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 This shirt is to be worn for gym class and any other sport or extra curricular activities. The school will provide 1 free gym shirt. Parents are responsible for purchasing any additional or lost shirts.



### **TCA Clothes Store**

At the end of the year TCA will hold a Re-Use and Re-cycle week where you can drop off gently used school clothes that have been outgrown. TCA will then offer those clothes to other parents.

## **Miscellaneous**

### **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.

## Arrival and Dismissal of Students

### Drop off/ Pick up Area

To drop off a child, please pull around the church and through the side road by the activities center. Before you exit, ensure all children have walked through the doors and promptly 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 inside, please park in front of the playground.

### Arrival

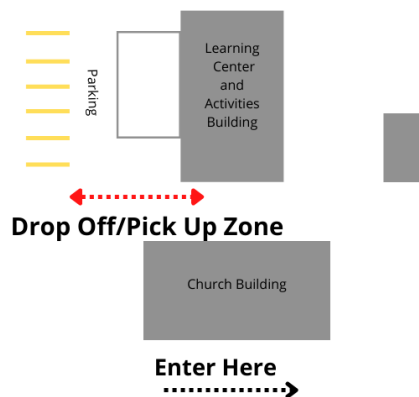
Students may be dropped off no earlier than 7:40 and must be at their desk by 8:00 AM to avoid being tardy. Students late to school due to a doctor/dentist appointment should bring in a doctor’s note to have the tardy excused. Students dropped off before 7:40 are NOT the responsibility of TCA or its 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 3:45 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 will result in one absence. If a student arrives to school after 10:00, they will be counted absent for the day unless a doctor’s note is provided. The same applies for any student who leaves before 12:00pm. Absences consequently affect student grades; therefore, parents should view tardiness as a very serious matter. When 5 unexcused absences are earned in a semester, the student’s final grade will be lowered a percentage point per additional day missed



## **Student Drivers**

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 excluding siblings. Students with cars may not leave during the lunch hour.

## **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, please inform school staff in advance.

## **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 by December 31<sup>st</sup> 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. Any student who fails to complete this work on time will be unable to attend convention that year. Likewise, all students who have completed the second quarters work on time will be locked in to attend. All students going to convention must enter at least one athletic event, one non-performance event, and one performance event. Any student who places 1st-6<sup>th</sup> place at regional convention will be allowed to take that same event to the international convention later that year.

## **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.

### **Lunch**

Students must supply their own lunch. Parents are always welcome to bring and eat lunch with the students.

### **Lockers**

Most 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. 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, or weapons of any kind. It is discouraged for student to bring their cell phones to school, however we understand that it is necessary in some cases. If your student needs to bring their phone to school it must be kept in their locker at ALL times and be turned OFF during school hours. If a student is caught using their phone during school demerits will be issued.

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 (\*Fridge Only\*)

- Playground area (Lunch Break, Drop off and Pick up Times only)

Off Limit Areas: All areas may be accessed upon authorization by church staff.

- Church Building
- North Field
- Parking Lot
- Upstairs of the activities building
- 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 when 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.

### **K-2<sup>nd</sup> Grade**

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. Bible (King James Version) | 9. Magazine Rack/holder         |
| 2. Pencils and erasers        | 10. Pencil Holder               |
| 3. Scissors                   | 11. 5 paper folders             |
| 4. Liquid glue & glue stick   | 12. Small baggie to hold merits |
| 5. Crayons                    |                                 |
| 6. Construction paper         |                                 |
| 7. Pencil/crayon holder       |                                 |
| 8. Spill-proof water bottle   |                                 |

### **3<sup>rd</sup> through 12<sup>th</sup> Grade**

1. Bible (King James Version)
2. Black Pens, pencils, Pencil Sharpener, Colored pencils and Erasers (bring led for mechanical pencils) NO RED OR GREEN PENS
3. Notebooks (with lines)
4. USB
5. One Ream of printer paper for notes, reports and compositions (to be given to the school)
6. Graph Paper/notebook for math
6. Scientific calculator (grades 9-12)
7. Magazine holder for PACEs
8. Protractor and compass (7<sup>th</sup> grade and up)