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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:

Our purpose 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 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, "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 in the area of education.*

TCA is a ministry of Ada Baptist Temple. Thus, the school is accountable to and dependent on the church for its direction. TCA 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 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.

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 the 2nd through 12th grade.

Students that exhibit extreme behavioral problems 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.

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 \$75.00 check for registration per family
 - 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.

Re-Enrollment Process

Step One

- Read the Handbook
- Bring the Following to Ada Baptist Temple. 12800 County Road 3670, Ada OK 74820:
 - Enrollment Form; \$75.00 check for registration per family
 - Standard of Conduct Form (12 years and up)
 - Record of Immunization Form (Only if it has changed from last year)
 - Application for re-enrollment

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. **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 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 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 parent. 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 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 policies 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 1st of every month, and is due by 3:30pm on the 15th of each month. If payment is not made by 3:30pm on the 15th, 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 15th, 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.

- Faithful Tither Discounts
 - Ada Baptist Temple as a church takes care of most overhead costs of the school. Such as Electricity, Heat and Air, Building Maintenance, Sports Equipment ect... This money comes from tithes and offerings from our church. If you tithe faithfully to Ada Baptist Temple, the school will offer a 10% discount off tuition cost.
- Full Time Salaried ABT Staff
 - For full-time salaried staff of ABT, TCA will offer a sliding scale discount based on your financial circumstances. This discount will start at 50% and is subject to alterations.
- Multiple Student Discount
 - If you have multiple students enrolled in TCA for the full year you are eligible for a discount off your tuition. Your first student will be full price, your second student will have a 5% discount, your 3rd student will have a 10% discount , and your 4th student will have a 15% discount.

Tuition and Fees

FEE SCHEDULE 2023 - 2024 SCHOOL YEAR

Registration Fee (Non-Refundable):

Paid at time of application \$ 75.00

Curriculum:

If paid by June 1st (15% discount) \$ 300.00

If paid monthly on a 10 month plan \$ 35.00

Repeat-ed PACES (as needed) \$ 5.00

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

Tuition:

Annually per student **K-12th grade** \$ 3000.00

If paid monthly on a 10 month plan \$ 300.00

Misc:

Paid monthly on a 10 month plan \$ 15.00

(This covers Insurance, Furniture, Materials, Computer, Internet. Ect..)

Extracurricular Activities:

Extracurricular activities are not required and therefore paid by the parent outside of the regular school bill. This Includes, but not limited to, Music, Interscholastic Sports, Conventions, Field Trips.

MONTHLY PAYMENT PLAN EXAMPLE FOR ONE STUDENT:

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

Curriculum	\$ 35.00
Tuition	\$ 300.00
Misc	\$ 15.00
Total	\$ 350.00

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)

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.

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. Monthly progress reports will be issued to inform parents of their student's progress. End of the year reports will be issued 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:

Percent Grade:	Letter Grade:
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 demerits.

Report Cards

A report card will be distributed Monthly. Parents will also receive a slip stating they have seen and understood the report. This slip must be signed, and sent back with the student the following school day.

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 generally 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 lose it and not be able to earn it back for 3 weeks. Privileges are always given out and taken away on the 3rd, 6th, and 9th 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 4 goals any student (2nd-12th grade) may reach to attain “C” status:

- Achieve Academic Balance – The student has completed the necessary number of PACES required at the given time.
- Monthly Scripture recited – The previous month’s Scripture has been said to a supervisor.
- No detentions – The student will need to have earned no detentions in the previous 3 weeks.
- Oral Report said – The student will need to give an oral report once a month.

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

- Extra 15 minutes of breaktime during the lunch hour
- Extra 10 minutes break from 1:50-2:00 daily
- Privilege to use the microwave every day for lunch
- Privilege to wear sneakers Monday, Tuesday, and Thursday. (Must be nice-looking, not beat up)
- Privilege to attend the quarterly “Privilege Lunch.”

A: To achieve “A” status, a student must meet all requirements for “C” with one 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
- First in line for the microwave every day
- Extra 5 minutes added to every break (except lunch break)
- If the student has completed their daily goals, they may have free time to do an approved activity of their choice. High school may leave for work, as long as no other scheduled school activity is planned.
- May take 1 day of their choice off per quarter. This must be approved no less than 1 week in advance.

Tutor Days

Tutor Days take place on certain Fridays which are scheduled before the school year even begins. The purpose of these days is to come alongside students who have not achieved academic balance. Tutor Days are never a punishment, and if your student is required to attend, it does not necessarily mean they are “behind” or in any jeopardy of being set back. Most of the time, tutor days simply assist a student by providing some extra work time to help them accomplish their work.

Students who have earned “C” privilege will not be required to come to Tutor Days. Tutor days are not vacation days and are considered school days on the TCA school calendar. If a student is not required to attend Tutor Days, they will not be counted absent if they do not come into school on these days.

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 given out in categories. Should a student receive an excessive number of demerits in any one category, they will receive a harsher form of discipline. The demerit scale is as follows:

- 3 demerits = 30 minutes lunch detention
- 4 demerits = 40 minutes lunch detention
- 5 demerits = 50 minutes lunch detention
- 6 demerits = 60 minutes lunch detention
- + 10 minutes detention for every demerit received after 6
 - Detention time exceeding 30 minutes will be divided between multiple days.

Students earn demerits in the categories shown below. A detention is earned when a student receives 3 demerits in any single category. 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 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.

Should a student earn 3 demerits in a single day, regardless of category, they will earn a detention. If you have any questions, please contact the school for a thorough explanation.

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 30 minutes of detention.* The detention will be served on the day the slip is returned, or on the next school day

Most all Detentions will be served during the lunchtime hour. Students who have earned a detention will have 15 minutes to eat their lunch before being sent back to their desk to serve their detention for the remaining 30 minutes of lunch. If a student has more than 30 minutes of detention time, they will serve the detention time over multiple lunch breaks. Since a student who has earned detention only has 15 minutes to eat their lunch, they must bring a cold lunch the day of detention, regardless of privilege. 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. 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.

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:

- Disrespect (towards another student)
- Improper language (bad jokes, talking about inappropriate subjects)
- Classroom Conduct - this may include, but is not limited to:
 - Chewing gum
 - Eating during class time
 - Passing notes
 - Talking
 - Horseplay
 - "Fooling Around"
- Wasting time
- Late (to school or after break)
- Homework incomplete
- Dress code
- No Bible
- Improper Scoring
- Not following direction/procedure

Immediate 30 minutes detention

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

Immediate 60 minutes 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.

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



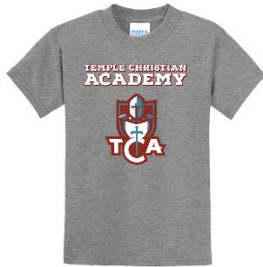
How To Order:

1. You can order these yourself using the link provided. If you order by yourself, BE SURE TO WATCH THE “HOW TO MEASURE” VIDEO <https://modestyinmotion.com/collections/junior-collection/products/juniors-combination-culotte-front-panel-full-skirt-back-core-solids>
2. You can order these through TCA and save on shipping. TCA will place an order June 1st. Girls measurements need to be given to Delayna Radford by the last day of school.

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. Parents are responsible for purchasing their own shirt.

You can purchase this shirt at “Off Main Tees” they are located at 115 S. Townsend Ave, Ada, OK 74820. You will need to go in and let them know you are with Temple Christian Academy and need to purchase your gym shirt. The cost is \$16.



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 Kindergarten – 5th grades may wear tennis shoes or dress shoes for class dress, those 6th grade and up must wear dress shoes for class dress.

Sweaters:

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

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.

Shoes

Kindergarten – 5th grade may wear tennis shoes or dress shoes for class dress, those 6th grade and up must wear dress shoes for class dress. (Boat shoes, or a loafer style shoe is acceptable for class)

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.

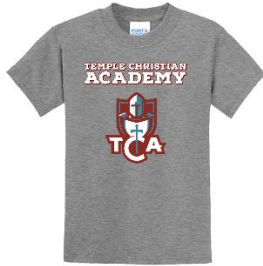
Chapel Dress

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. Parents are responsible for purchasing their own shirt.

You can purchase this shirt at “Off Main Tees” they are located at 115 S. Townsend Ave, Ada, OK 74820. You will need to go in and let them know you are with Temple Christian Academy and need to purchase your gym shirt. The cost is \$16.



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 at a discounted price. If they sell TCA will give you that money in cash for you to purchase new or used clothes.

Miscellaneous

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

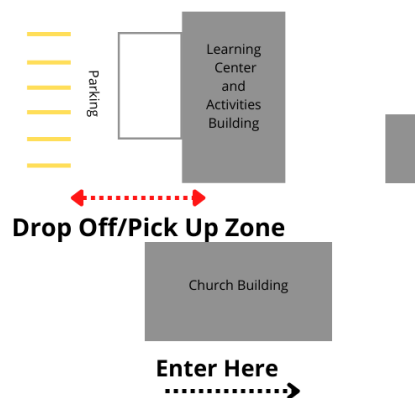
Students may be dropped off no earlier than 7:40 and must be at their desk by 8:00 AM to avoid being tardy. Students late to school due to a doctor/dentist appointment should bring in a doctor’s note to have the tardy excused. Students dropped off before 7:40 are NOT the responsibility of TCA or its 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 3:35 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 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. 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



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 know in advance.

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. Students with cars also may not leave during the lunch hour.

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, one non-performance 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 the 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 supply their own lunch. Parents are always welcome to bring and eat lunch with the students. If the student has their "C" privilege, they will be allowed to use the microwave every lunch period. Other students will need to bring a lunch that does not need the microwave. All students, regardless of privilege, may use the microwave during Tutor days. If your child (K-2nd) does not know how to use a microwave, they should bring a lunch that does not need to be microwaved on Monday and Wednesday. On Tuesday and Thursday, K-2nd may bring a lunch they want to microwave, and the staff will help them.

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. 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.

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: 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.

First Grade

1. Bible (King James Version)
2. Pencils and erasers
3. Scissors
4. Liquid glue & glue stick
5. Crayons
6. Construction paper
7. Pencil/crayon holder
8. Spill-proof water bottle

2nd through 12th Grade

1. Bible (King James Version)
2. Black Pens, pencils, Pencil Sharpener, Colored pencils and Erasers (bring led for mechanical pencils)
3. Notebooks (with lines)
4. USB (grades 7-12)
5. One Ream of printer paper for reports and compositions (to be given to the school)
6. Scientific calculator (grades 9-12)
7. Magazine holder for PACEs
8. Scotch Tape

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.