

# **STUDENT HANDBOOK**

## **MISSION STATEMENT**

TO EDUCATE A CHILD USING BIBLE-BASED PRINCIPLES SO THEY MAY ENRICH THEIR MINDS AND GROW SPIRITUALLY BY HAVING A PASSION FOR CHRIST EVERYDAY OF THEIR LIVES.

## **VISION STATEMENT**

TABERNACLE CHRISTIAN ACADEMY PROVIDES A BIBLICAL-BASED EDUCATION. THE BIBLE PROVIDES THE BASIS FOR THE SCHOOL'S EDUCATIONAL PHILOSOPHY, METHODOLOGY AND CHARACTER BUILDING. WE CONSIDER THE ACADEMY AN EXTENSION OF THE HOME, WHERE WE ARE A TRAINING INSTITUTION THAT SUPPLEMENTS PARENTAL TRAINING. DUE TO MODERN LIFESTYLE OF THE WORLD TODAY OUR CHILDREN HAVE FALLEN IN BEING PART OF THE STATISTICS OF HIGH SCHOOL DROPOUTS. NINETY-THREE STUDENTS PER HOUR PER SCHOOL DAY DROP-OUT OF TEXAS PUBLIC SCHOOLS. EIGHTY-SEVEN DISTRICTS IN TEXAS, INCLUDING FOUR IN SAN ANTONIO, ARE BEING RATED ACADEMICALLY UNACCEPTABLE BY THE TEXAS EDUCATION AGENCY. TEEN PREGNANCY HAS RISEN TO 83.1 BIRTHS PER THOUSAND IN WHICH 36.3% END IN ABORTION. OUR SOCIETY HAS LOST THE VALUE OF LIFE; A GIFT OF GOD. CHILD ABUSE HAS HIT AN EXAGGERATED RATE, REPORTING 275 CHILDREN KILLED IN THE LAST FISCAL YEAR. NINETY-THREE PERCENT OF THOSE CHILDREN WERE ABUSED BY THEIR FAMILIES. THIS ONLY ENCOURAGES OUR CHILDREN INTO GANGS OR SIMPLY TO GET EMANCIPATED. CHILDREN WITH NO PARENTAL CONTROL ONLY LEADS TO A CYCLE OF UNGODLINESS. WE NEED TO STAND IN THE GAP AND BREAK THIS CYCLE. OUR GOAL IS TO INSPIRE EACH CHILD TO BECOME AN OUTSTANDING PERSON USING CHRIST AS THE PERFECT EXAMPLE, SEEKING GOD'S WILL AND HONORING HIS NAME.

- TO BETTER EQUIP EACH CHILD SPIRITUALLY AND ACADEMICALLY TO FACE A COMPLEX WORLD.

- TO DEVELOP SELF-DISCIPLINE AND BE RESPONSIBLE FOR THEIR ACTIONS. (ROMANS 14:12)
- TO MOTIVATE A CHILD TO BE CONFIDENT. (PHILIPPIANS 4:13)
- TO ENCOURAGE A CHILD IN BEING SUBMISSIVE AND HUMBLE. (HEBREWS 13:17 & I PETER 5:5-6)
- TO LEARN TO BE HONEST AND FAIR. (II CORINTHIANS 8:21 & MATHEW 7:12)
- TO TEACH A CHILD TO BE PUNCTUAL BY SHOWING RESPECT FOR GOD'S TIMING. (ECCLESIASTES 3:1)
- TO BE RESOURCEFUL AND FLEXIBLE IN ALL ASPECTS. (I THESSALONIANS 4:11 & COLOSSIANS 3:2)
- TO INSTILL THE DESIRE OF FORGIVENESS AND MERCIFUL. (COLOSSIANS 3:13 & LUKE 6:36)
- TO ENCOURAGE EACH CHILD TO BE OPTIMISTIC AND PERSEVERANT. (ROMANS 8:25 & GALATIANS 6:9)
- TO BE FAITHFUL AND LOYAL TO THE WORD OF GOD. ( I CORINTHIANS 4:2 & JOHN 15:13)
- TO HAVE DISCERNMENT. ( EZEKIEL 44:23)
- TO BE COMMITTED, CONSISTED AND COOPERATIVE. (PSALM 37:5; I CORINTHIANS 15:58 & PSALM 133:1)
- TO HAVE COMPASSION AND CONSIDERATION FOR OTHERS. (I PETER 3:8 & PHILIPPIANS 2:4)
- TO DEVELOP COURAGE. (DEUTERONOMY 31:6)
- TO BE GENTLE, KIND AND PEACEFUL. (II TIMOTHY 2:24; EPHESIANS 4:32 & JOHN 16:13)
- TO SHOW RESPECT AT ALL TIMES. (I THESSALONIANS 5:12-13)
- TO LEARN TO BE PATIENT. (HEBREWS 12:1)
- TO BE SINCERE AND TRUTHFUL. (JOSHUA 24:14 & EPHESIANS 4:25)
- TO HAVE TOLERANCE. (ROMANS 14:13)
- TO BE DILIGENT AND EFFICIENT. (COLOSSIANS 3:23 & EPHESIANS 5:16)
- ALWAYS BE JOYFUL. (EPHESIANS 4:32)

## **NON-DISCRIMINATORY POLICY**

TABERNACLE CHRISTIAN ACADEMY DOES NOT DISCRIMINATE ANY STUDENTS REGARDLESS OF RACE, COLOR, ETHNIC ORIGIN OR NATIONALITY.

## **ADMISSION REQUIREMENTS**

1. A STUDENT ENROLLMENT APPLICATION MUST BE SUBMITTED WITH REQUIRED DOCUMENTS ALONG WITH A \$20 APPLICATION FEE.
  - A. BIRTH CERTIFICATE
  - B. IMMUNIZATION RECORDS
  - C. RECOMMENDATIONS (PASTORAL, TEACHER OR PRINCIPAL)
  - D. TRANSCRIPTS OR REPORT CARDS FROM PREVIOUS SCHOOLS
  - E. PROOF OF CHURCH MEMBERSHIP BY PASTOR
  - F. PROOF OF RESIDENCE (CPS BILL OR WATER BILL)
2. A PARENT INTERVIEW AND STUDENT INTERVIEW WITH THE PRINCIPAL MUST BE SCHEDULED TO DETERMINE ACCEPTANCE.
3. EVERY PARENT IS REQUIRED TO ATTEND A PARENT ORIENTATION.
4. A FINANCIAL COMMITMENT CONTRACT MUST BE SIGNED BY PARENTS.
5. A DIAGNOSTIC TEST IS ADMINISTERED TO EACH STUDENT TO DETERMINE THEIR LEVEL OF PERFORMANCE. THERE WILL BE A FEE OF \$25.00.
6. A \$350.00 ENROLLMENT FEE IS DUE UPON ADMITTANCE TO THE ACADEMY. THIS FEE COVERS THE CURRICULUM FOR THE SCHOOL YEAR AND FIRST MONTH'S TUITION.
7. THE TUITION FEE IS \$200.00 A MONTH DUE EVERY 1<sup>ST</sup> OF THE MONTH. THERE IS ONLY A NINE DAY GRACE PERIOD FOR TUITION PAYMENT.
8. THE ACADEMY DOES NOT PROVIDE LUNCH. PLEASE PROVIDE YOUR CHILD WITH HOME LUNCHES TO BRING WITH THEM. THE ACADEMY HAS REFRIGERATORS FOR LUNCH STORAGE AND MICROWAVES TO WARM UP FOOD.

9. STUDENTS WHO ARE CURRENTLY SUSPENDED, EXPELLED OR ON ACADEMIC OR DISCIPLINARY PROBATION WILL NOT BE CONSIDERED FOR ADMISSION TO TABERNACLE CHRISTIAN ACADEMY.
10. STUDENTS ENTERING KINDERGARTEN MUST BE FIVE YEARS OLD BY SEPTEMBER 1.

### FINANCIAL POLICIES

THE FINANCIAL COMMITMENT BY THE PARENTS IS VERY IMPORTANT TO THE FINANCIAL STABILITY OF THE ACADEMY. THIS GUARANTEES THAT YOU, AS A PARENT, WILL FINANCIALLY SUPPORT THE ENROLLMENT SPACE RESERVED FOR YOUR CHILD. TUITION IS AN ANNUAL FEE.

“BE KINDLY AFFECTIONED ONE TO ANOTHER WITH BROTHERLY LOVE; IN HONOUR PREFERRING ONE ANOTHER; NOT SLOTHFUL IN BUSINESS; FERVENT IN SPIRIT; SERVING THE LORD.” ROMANS 12:10-11

- ALL MONTHLY TUITION PAYMENTS ARE **DUE ON THE 1<sup>ST</sup> OF THE MONTH.**
- ALL PAYMENTS ARE TO BE MADE BY CASH OR MONEY ORDER.
- NO CHECKS WILL BE ACCEPTED.
- THERE WILL BE A **9 DAY** GRACE PERIOD FOR PAYMENT DUE.
- A LATE FEE OF **\$25.00** WILL BE ADDED TO YOUR ACCOUNT IF PAYMENT IS RECEIVED **AFTER THE 9<sup>TH</sup> OF THE MONTH.**
- ACCOUNTS THAT ARE **21 DAYS** PAST DUE WILL RESULT IN YOUR CHILD(REN) BEING WITHDRAWN FROM THE ACADEMY, **UNLESS** PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE ADMINISTRATOR.

### **ORIENTATION**

PARENTS OF TABERNACLE CHRISTIAN ACADEMY STUDENTS ARE REQUIRED TO ATTEND ORIENTATION EACH YEAR. THE MEETING INCLUDES INTRODUCTION OF THE FACULTY AND STAFF, INFORMATION ON CHANGES TO POLICY OR PROCEDURE, INTRODUCING CHILDREN TO THEIR TEACHER AND FAMILIARIZING THEM WITH THEIR CLASSROOM, STUDENT HANDBOOKS, MASTER CALENDAR AND OTHER INFORMATION PARENTS AND STUDENT NEED TO BEGIN A SUCCESSFUL PARTNERSHIP WITH THE SCHOOL FOR THE COMING YEAR.

### **WITHDRAWAL PROCEDURES**

- A MINIMUM OF TWO WEEKS NOTICE, IN WRITING, MUST BE GIVEN TO THE OFFICE.
- AN EXIT INTERVIEW MAY BE REQUESTED BY ADMINISTRATOR TO DISCUSS WITHDRAWAL ISSUES.
- NO PORTION OF TUITION WILL BE REFUNDED FOR ANY REASON. THIS ALSO APPLIES TO STUDENTS DISMISSED FOR DISCIPLINARY OR ACADEMIC REASONS.

### **AFTERSCHOOL CHILDCARE**

AFTERSCHOOL CHILDCARE WILL BE PROVIDED FOR A SMALL ADDITIONAL FEE.

- A SEPARATE APPLICATION MUST BE COMPLETED ALONG WITH FEE BEFORE ANY CHILD IS ACCEPTED INTO AFTERSCHOOL CARE.
- A MONTHLY FEE OF **\$35.00** IS DUE EVERY **1<sup>ST</sup> OF THE MONTH**. PLEASE BE ADVISED THAT IF A PAYMENT IS NOT MADE, YOUR CHILD **CANNOT** PARTICIPATE IN AFTERSCHOOL CHILDCARE.
- THE HOURS OF AFTERSCHOOL CHILDCARE ARE BETWEEN **3:00PM – 5:30PM**.
- **\$1.00 PER MINUTE** WILL BE CHARGED **AFTER 5:30PM**.

## **ATTENDANCE POLICIES**

**THE SCHOOL DAY BEGINS AT 8:30AM AND ENDS AT 3:00PM.**

ATTENDANCE AT SCHOOL PROVIDES A STUDENT WITH A CLASSROOM EXPERIENCE. THE INSTRUCTIONAL PROGRAM DESIGNED BY THE SCHOOL IS PROGRESSIVE AND SEQUENTIAL. IT IS GENERALLY IMPOSSIBLE FOR THAT EXPERIENCE TO BE "MADE UP."

**TEXAS LAW** REQUIRES THAT A STUDENT NOT MISS MORE THAN 10% OF THE SCHOOL YEAR IN ORDER TO BE PROMOTED TO THE NEXT GRADE LEVEL. FAILURE TO ATTEND SCHOOL IS CONSIDERED AN ABSENCE. EACH ABSENCE WILL BE CONSIDERED EITHER EXCUSED OR UNEXCUSED. EVEN EXCUSED ABSENCES ARE COUNTED TOWARD THE 10% ABSENCE LAW OF SCHOOL ATTENDANCE. AN EXCUSED IS AN ABSENCE DUE TO PERSONAL ILLNESS, SERIOUS ILLNESS IN THE FAMILY, DEATH IN THE FAMILY, SCHOOL-APPROVED TRIPS, MEDICAL OR DENTAL APPOINTMENTS, COURT APPEARANCES OR ABSENCES DUE TO PROVIDENTIAL HINDRANCE. THE AUTHORITY FOR DETERMINING THE LEGITIMACY OF AN ABSENCE RESTS WITH THE SCHOOL ADMINISTRATION.

PARENTS ARE REQUIRED TO WRITE A NOTE TO THE TABERNACLE CHRISTIAN ACADEMY OFFICE EXPLAINING THE REASON FOR THE ABSENCE. STUDENTS MUST BRING THE NOTE TO THE OFFICE ON THE DAY THEY RETURN FROM AN ABSENCE BEFORE THEY ARE PERMITTED TO ENTER CLASS. TUITION REFUNDS OR REIMBURSEMENTS ARE NOT GIVEN DUE TO ABSENCES.

## **REPORTING STUDENT ABSENCE**

IF YOUR CHILD IS ABSENT PLEASE CALL IN AND LET THE OFFICE KNOW. WHEN A STUDENT WILL BE OUT OF SCHOOL FOR ANY REASON AND IT IS KNOWN AHEAD OF TIME, IT IS RESPONSIBILITY OF THE PARENT TO CONTACT THE OFFICE.

### **EXCESSIVE ABSENCE MAKE-UP DAYS**

EXCESSIVE ABSENCES WILL BE MADE UP QUARTERLY ON SATURDAY MORNINGS. THE COST WILL BE \$50.00 PER DAY. THE DAYS WILL BE ANNOUNCED AS NEEDED BY THE ADMINISTRATION. PARENTS WILL BE NOTIFIED IN WRITING REGARDING EXCESSIVE ABSENCES.

### **EARLY RELEASES**

PER STATE LAW REQUIREMENTS, STUDENTS WHO LEAVE SCHOOL BEFORE 10AM WILL BE COUNTED ABSENT FOR THE DAY.

### **TARDIES**

TARDINESS IS SOMETIMES UNAVOIDABLE. THEREFORE, THE FIRST TWO UNEXCUSED TARDIES TO SCHOOL EACH SEMESTER WILL NOT BE ASSIGNED A DETENTION. AFTER THE 10<sup>TH</sup> TARDY, EXCUSED OR UNEXCUSED, ALL TARDIES WILL BE CONSIDERED EXCESSIVE AND UNEXCUSED. AT THIS TIME A MEETING WILL BE SET UP WITH THE TEACHER AND AN ADMINISTRATIVE STAFF MEMBER TO DETERMINE A COURSE OF ACTION, INCLUDING DETENTION. CLASSES AT TABERNACLE CHRISTIAN ACADEMY BEGIN AT **8:30AM**. STUDENTS ARE GIVEN A 10 MINUTE GRACE TO GET TO THEIR CLASS. STUDENTS WHO ENTER THE CLASSROOM AFTER **8:40AM** ARE CONSIDERED TARDY. THOSE STUDENTS MUST BE BROUGHT TO THE OFFICE BY THEIR PARENT OR GUARDIAN. STUDENTS WILL BE GIVEN A TARDY SLIP IN THE OFFICE. TEACHERS WILL NOT ADMIT TARDY STUDENTS WITHOUT A TARDY SLIP.

### **ILLNESS**

FOR THE WELFARE OF YOUR CHILD AND OTHER STUDENTS IN SCHOOL, ALL CHILDREN WHO ARE SICK MUST REMAIN AT HOME. WHEN A CHILD IS WELL ENOUGH TO PARTICIPATE IN NORMAL SCHOOL ACTIVITIES, THEY SHOULD BE SENT TO SCHOOL. **PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL.** PARENTS SHOULD ADHERE TO THE FOLLOWING GUIDELINES IN DETERMINING IF CHILDREN MAY RETURN TO CLASS:

- NO FEVER GREATER THAN 100 DEGREES WITHIN A 24-HOUR PERIOD.
- NO VOMITTING OR DIARRHEA WITHIN A 24-HOUR PERIOD.
- IF ANTIBIOTICS ARE PRESCRIBED, THE CHILD MUST HAVE TAKEN A FULL DOSE FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.

### **IMMUNIZATIONS**

THE STATE OF TEXAS REQUIRES THAT CHILDREN BE IMMUNIZED AGAINST CERTAIN INFECTIOUS DISEASES AT CERTAIN AGES. **CHILDREN WILL NOT BE ADMITTED TO CLASS ON THE FIRST DAY OF SCHOOL IF ALL IMMUNIZATIONS ARE NOT CURRENT.**

### **MEDICATION**

STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICINE IN THEIR BACKPACKS, LUNCHBOXES, PURSES OR ANYWHERE ON THEIR PERSON.

EVERY STUDENT TAKING MEDICATION AT SCHOOL MUST HAVE A CURRENT MEDICINE PERMISSION SLIP ON FILE IN THE OFFICE. MEDICINES WILL NOT BE ADMINISTERED AT SCHOOL WITHOUT THESE FORMS. BE SURE TO FILL OUT A FORM BEFORE LEAVING MEDICATION AT SCHOOL. ALL MEDICINES MUST BE KEPT IN THE OFFICE AND MUST BE BROUGHT BY THE PARENT/GUARDIAN.



ALL PRESCRIPTION MEDICATION MUST BE SENT TO SCHOOL IN THE ORIGINAL LABELED CONTAINER FROM THE PHARMACY. DO NOT SEND MEDICATION IN BAGGIES, ETC.

OVER-THE-COUNTER MEDICATIONS SUCH AS TYLENOL MAY BE LEFT AT THE OFFICE FOR YOUR CHILD'S USE DURING THE SCHOOL YEAR. TABERNACLE CHRISTIAN ACADEMY DOES NOT PROVIDE MEDICATION FOR STUDENTS. WE ADMINISTER ONLY THOSE THAT ARE SENT BY PARENTS.

### **DISCIPLINE**

FROM A BIBLICAL PERSPECTIVE, DISCIPLINE CAN BE A VERY POSITIVE FORCE IN THE LIVES OF CHRISTIANS. IT IS NOT SIMPLY NEGATIVE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR, BUT RATHER A TOOL USED BY GOD TO TRANSFORM US INTO HIS LIKENESS. A BIBLICAL APPROACH TO DISCIPLINE WILL TAKE INTO CONSIDERATION FIVE SCRIPTURAL TRUTHS:

1. HUMANITY'S INHERENT SINFULNESS. (JEREMIAH 17:9)
2. GODLY DISCIPLINE MUST BE RELATIONAL. (HEBREWS 12:6)
3. PARENTS HAVE A GOD-GIVEN AUTHORITY IN THEIR CHILDREN'S LIVES. (DEUTERONOMY 6:6-7)
4. THE POWER TO DO WHAT IS RIGHT; THE HOLY SPIRIT WORKING WITH US. (ROMANS 8)
5. THE PURPOSE OF DISCIPLINE IS TO MAKE DISCIPLES OF THE LORD JESUS CHRIST. (MATHEW 28:19)

TABERNACLE CHRISTIAN ACADEMY SUBSCRIBES TO THIS BIBLICAL VIEW OF DISCIPLINE IN THE SCHOOL AND THE DISCIPLINE POLICIES ADOPTED WILL INTEGRATE THESE TRUTHS. THE FACULTY AND ADMINISTRATION WILL SEEK FIRST TO LIVE LIVES SUBMITTED TO THE LORDSHIP OF JESUS CHRIST AND TO THE AUTHORITIES UNDER WHICH GOD HAS PLACED THEM.

THE FACULTY AND ADMINISTRATION WILL ALLOW GOD TO DEVELOP WITHIN THEM A HEART FOR RELATIONSHIPS WITH THE STUDENTS HE HAS PLACED IN THEIR CARE. OUT OF THESE RELATIONSHIPS, STUDENTS WILL LEARN TO RESPOND WILLINGLY TO CORRECTION AND TO PRACTICE SELF-DISCIPLINE OUT OF DESIRE TO PLEASE THOSE WHO HAVE SHOWN LOVE AND CONCERN FOR THEIR WELL-BEING. THE BIBLE REMINDS US THAT THOUGH DISCIPLINE CAUSES TEMPORARY DISCOMFORT, IT PRODUCES A HARVEST OF RIGHTEOUSNESS FOR THOSE WHO ARE TRAINED BY IT AND EVIDENCE THAT ARE CARED FOR AND LOVED.

ACKNOWLEDGING THE AUTHORITY OF THE PARENTS' ROLE IN CHILDREN'S LIVES, TABERNACLE CHRISTIAN ACADEMY WILL SEEK TO INVOLVE THE PARENT IN THE DISCIPLINE PROCESS. TEACHERS AND ADMINISTRATORS WILL RELY LARGELY UPON PARENTAL SUPPORT AND ENCOURAGE PARENT RESPONSIBILITY IN MANAGING THEIR CHILDREN'S BEHAVIOR. ULTIMATELY, IT IS THE PARENT'S RESPONSE THAT DETERMINES A STUDENT'S ATTITUDE TOWARD SCHOOL AUTHORITY. THE DISCIPLINE PROCESS MUST BE GIRDED IN THE HANDS OF THE ONLY ONE WHO CAN CHANGE A HEART. TEACHERS WILL PRAY CONTINUOUSLY WITH AND FOR THE STUDENTS AND ENCOURAGE THEM THAT THE HOLY SPIRIT WILL ENABLE THEM TO BE VICTORIOUS.

FINALLY, THE STUDENTS WILL BE GIVEN THE OPPORTUNITY TO GROW IN THE KNOWLEDGE OF THE WORD OF GOD AND ENCOURAGE TO BE "TRANSFORMED BY RENEWING OF YOUR MIND" (ROMANS 12:2). THROUGH MODELING OF CHRIST-LIKE ATTITUDES AND BEHAVIOR AND APPLYING SCRIPTURAL PRINCIPLES TO LIFE EXPERIENCE, TEACHERS AND ADMINISTRATORS CAN HELP TO CREATE DISCIPLES WHOSE HEARTS' DESIRES ARE TO PLEASE GOD.

**TABERNACLE CHRISTIAN ACADEMY FIRMLY BELIEVES THAT DISCIPLINE SHOULD BE A POSITIVE FORCE IN A CHILD'S LIFE.**

## **THE DEMERIT SYSTEM**

GOOD DISCIPLINE MEANS THAT THE CLASSROOM IS RELATIVELY FREE FROM CONFUSION, DISORDER AND ANTI-SOCIAL BEHAVIOR. IT MEANS THAT EACH CHILD, AND THE GROUP AS AWHOLE, OPERATES FREELY WITHIN A STRUCTURED FRAMEWORK, WHICH IS UNDERSTOOD, ACCEPTED AND INCORPORATED INTO THEIR BEHAVIOR WITHOUT CONSTANT REMINDER OR PUNISHMENT. DISCIPLINE IS MORE THAN OUTWARD PRESSURE. IT INVOLVES INNER UNDERSTANDING AND ACCEPTANCE. THE GOAL OF DISCIPLINE IS TO DEVELOP GODLY SELF-DISCIPLINE.

WHEN A STUDENT BREAKS A CLASSROOM RULE, HE/SHE IS ISSUED A WARNING SLIP CALLED A "DEMERIT".

**EACH OF THE FOLLOWING INFRACTIONS WILL EARN A STUDENT 1 DEMERIT. IF A STUDENT EARNS 3 OR MORE DEMERITS IN ONE WEEK, THE STUDENT WILL EARN A DETENTION.**

- 1. LEAVING STUDENT OFFICE WITHOUT PERMISSION.**  
SUBMISSIVE: AN INWARD ATTITUDE OF YEILDING TO THE AUTHORITY OF ANOTHER. (HEBREWS 13:17)
- 2. COMMUNICATING IN THE LEARNING CENTER.**  
CONSIDERATE: THOUGHTFUL OF OTHERS AND OF THEIR FEELINGS. (PHILIPPIANS 2:4)
- 3. TURNING AROUND IN THE OFFICE.**  
DELIGENT: SEEING A CHORE(WORK) AS A SPECIAL ASSIGNMENT FROM THE LORD AND DOING EVERYTHING TO COMPLETE IT. (COLOSSIANS 3:23)
- 4. CHAIR LEFT OUT.**  
RESPONSIBLE: KNOWING AND DOING WHAT IS EXPECTED OF ME WITHOUT SUPERIOR AUTHORITY; TRUSTWORTHY; DEPENDABLE; RELIABLE; ACCOUNTABLE. (ROMANS 14:12)
- 5. FOOD IN THE LEARNING CENTER.**  
DEFERENT: CONTROLLING MY PRIVILEGES AND PREFERNCES IN ORDER NOT TO OFFEND THOSE GOD

HAS CALLED ME TO SERVE (PUTTING THEIR WISHES OR OPINIONS BEFORE MINE). (I CORINTHIANS 10:33)

**6. LEANING BACK IN YOUR CHAIR.**

SECURE: BUILDING MY EVERYDAY LIFE ON ETERNAL THINGS WHICH CANNOT FAIL OR BE LOST. (JOB 11:18)

**7. RED PEN IN OFFICE.**

HONEST: DEALING RIGHTEOUSLY, SHOWING WHAT IS RIGHT AND PROPER TO THE LORD AND OTHERS.  
(II CORINTHIANS 8:21)

**8. PENCIL AT SCORING STATION.**

HONEST: DEALING RIGHTEOUSLY, SHOWING WHAT IS RIGHT AND PROPER TO THE LORD AND OTHERS.  
(II CORINTHIANS 8:21)

**9. DISTURBANCE IN THE LEARNING CENTER.**

DISCREET: FORMING SOUND OPINIONS AND GIVING SERIOUS ATTENTION AND THOUGHT TO WHAT ONE IS DOING, ESPECIALLY TO DETAILS. (PSALM 112:5)

**10. SCORING VIOLATIONS.**

TRUTHFUL: EARNED TRUST BY ACCURATELY STATING ALL KNOWN INFORMATION. (EPHESIANS 4:25)

**11. DISRESPECT OR DEFIANCE TO TRAINING STAFF.**

RESPECTFUL: A FEELING OF DEEP RESPECT AND HONOR MIXED WITH WONDER, AWE AND LOVE FOR THE PERSON THAT GOD IS USING IN MY LIFE TO PRODUCE THE CHARACTER OF CHRIST IN ME.  
(I THESSALONIANS 5:12-13)

**12. TAKING CHECKUP WITHOUT PERMISSION.**

SELF-CONTROLLED: RULING MY OWN SPIRIT; INSTANT OBEDIENCE TO THE HOLY SPIRIT.  
(I THESSALONIANS 5:22)

**THE FOLLOWING VIOLATIONS MAY EARN AUTOMATIC DETENTION TIME ACCORDING TO THE NATURE OF THE OFFENSE:**

**1. CARELESSLY ARRIVING LATE FOR APPOINTED TIMES.**

PUNCTUAL: SHOWING RESPECT FOR GOD'S TIMING AS WELL AS OTHER PEOPLE'S TIME BY BEING ON TIME OR

QUICK TO ACT WHEN A REQUEST IS MADE.  
(ECCLESIASTES 3:1)

**2. WORKING ANY PART OF A SELF TEST WITHOUT FIRST OBTAINING AN INITIAL.**

DISCERNING: HAVING THE INSIGHT AND SYMPATHETIC UNDERSTANDING INTO A DIFFICULT SITUATION AND BEING ABLE TO MAKE AN ACCURATE JUDGEMENT.  
(EZEKIEL 44:23)

**3. CHEATING ON PACE WORK OR TEST.**

HONEST: DEALING RIGHTEOUSLY, SHOWING WHAT IS RIGHT AND PROPER TO THE LORD AND OTHERS. (II CORINTHIANS 8:21)

**IF A STUDENT EARNS A DETENTION, THE STUDENT WILL NEED TO WRITE A ½ PAGE REPORT ON THE TOPIC: “WHAT I DID TO EARN MY DETENTION.”**

**THE FOLLOWING WILL EARN AN AUTOMATIC DETENTION OR SCHOOL SUSPENSION:**

1. SKIPPING SCHOOL OR CLASSES WILL RESULT IN A DETENTION FOR THE FIRST OFFENSE AND UP TO TWO DAYS OF OUT OF SCHOOL SUSPENSION FOR EACH SUBSEQUENT OFFENSE.
2. THERE WILL BE NO PUBLIC DISPLAYS OF AFFECTION BETWEEN STUDENTS(I.E. HANDHOLDING, KISSING, HUGGING OR UNWARRANTED TOUCHING). “KEEP YOUR HANDS TO YOURSELF.” THIS OFFENSE CARRIES A DETENTION FOR THE FIRST OFFENSE . AFTER, A SUSPENSION WILL BE GIVEN.
3. FIGHTING WILL NOT BE TOLERATED AND CARRIES A 1-3 DAY OUT OF SCHOOL SUSPENSION.
4. PROFANITY AND FOUL LANGUAGE WILL EARN A STUDENT A DETENTION FOR THE FIRST OFFENSE AND A OUT OF SCHOOL SUSPENSION AFTER THAT.
5. POSSESSION OF PRONOGRAPHY OR CONDOMS WILL RESULT IN DETENTION FOR A WEEK FOR THE FIRST

OFFENSE AND A 2 DAY OUT OF SCHOOL SUSPENSION FOR EACH SUBSEQUENT OFFENSE.

6. POSSESSION OF ALCOHOL, DRUGS OR TOBACCO AT SCHOOL WILL AUTOMATICALLY RESULT IN 3 DAYS OUT OF SCHOOL SUSPENSION.

DEMERITS WILL BE GIVEN TO STUDENTS FOR MISBEHAVIOR, FAILURE TO OBSERVE SCHOOL RULES AND FOR IRRESPONSIBLE CONDUCT. THE PURPOSE OF THIS DISCIPLINE SYSTEM IS TO RETAIN, INSTRUCT AND CORRECT. THE GOAL OF THE DEMERIT SYSTEM IS TO ENCOURAGE STUDENTS TO LIVE ENJOYABLY WITHIN THE FRAMEWORK OF THE SCHOOL RULES. A COPY OF THE DEMERITS IS GIVEN TO THE STUDENT. PLEASE KEEP IN MIND THAT WE HAVE ALREADY SPOKEN WITH YOUR CHILD ABOUT THE MISBEHAVIOR AND THAT WE WILL INVOLVE THE PARENT IN THE DISCIPLINE AT THE THIRD DEMERIT IN ONE WEEK. THE COPY IS ONLY FOR YOUR INFORMATION. IF THE SYSTEM IS WORKING PROPERLY, STUDENTS ARE ABLE TO CORRECT MISBEHAVIOR AT THE EARLIEST TIME IN ORDER TO AVOID SERIOUS CONSEQUENCE.

### **DETENTIONS**

**WE DISCIPLINE STUDENTS BECAUSE WE LOVE THEM IN CHRIST.**

AT THE ISSUANCE OF THE THIRD DEMERIT IN ONE WEEK, THE STUDENT WILL BE GIVEN A DETENTION SLIP. IT WILL INDICATE THE DAY AND TIME THE DETENTION IS TO BE SERVED. DETENTION SLIPS MUST BE SIGNED BY THE PARENT AND RETURNED ON THE DAY THE DETENTION IS TO BE SERVED. FAILURE TO REPORT TO AN ASSIGNED DETENTION OR REPORTING WITHOUT A PARENT'S SIGNATURE WILL RESULT IN REASSIGNMENT OF THE ORIGINAL DETENTION AND ASSIGNMENT TO AN ADDITIONAL DETENTION. WE HOPE THIS PROCESS WILL INCREASE THE AWARENESS IN ALL HOMES REGARDING FREQUENCY AND CAUSE FOR DETENTIONS.

**WHILE IN DETENTION, STUDENTS WILL BE SEATED SEPARATELY. THERE WILL BE ABSOLUTELY NO TALKING. STUDENTS WILL NOT BE RELEASED UNTIL A FULL HOUR HAS BEEN SERVED.**

SINCE THE BEHAVIORAL STANDARDS FOR TABERNACLE CHRISTIAN ACADEMY ARE CLEARLY STATED, AN ACCUMULATION OF DETENTIONS MAY BE VIEWED AS A SIGN THAT THE STUDENT IS UNWILLING TO SUBMIT TO THOSE STANDARDS. THE SCHOOL TRULY DESIRES TO ASSIST CHRISTIAN PARENT TO TEACH THEIR YOUNG PEOPLE HOW TO VIEW CONFORMITY, ACCOUNTABILITY AND SUBMISSION TO AND RESPECT FOR AUTHORITY FROM A POSITIVE BIBLICAL PERSPECTIVE.

IF A STUDENT GETS AS MANY AS FIVE DETENTIONS IN ONE SEMESTER, AN EXCESSIVE DETENTION FORM WILL BE FILLED OUT, LISTING THE MAJOR REASONS FOR DEMERITS, ADDITIONAL COMMENTS AND THE REQUIRED SIGNATURE FROM THE PARENTS AND THE TEACHER. IF A STUDENT GETS AS MANY AS TEN DETENTIONS IN A SEMESTER, A LETTER WILL BE SENT TO PARENTS PUTTING THE STUDENT ON BEHAVIORAL PROBATION. TERMS OF THE PROBATION WILL BE DETERMINED BY THE ADMINISTRATION AND INCLUDED IN THE LETTER. FOLLOWING THE ELEVENTH DETENTION IN ONE SEMESTER, THE PRINCIPAL MAY CONTINUE THE BEHAVIORAL PROBATION OR MAY SUSPEND THE STUDENT WITHOUT OPPORTUNITY TO MAKE UP WORK.

### **OUT OF SCHOOL SUSPENSION**

IF THE STUDENT RECEIVES AN OUT OF SCHOOL SUSPENSION, HE/SHE WILL NOT BE ALLOWED TO ATTEND SCHOOL OR TO COME ONTO THE CAMPUS FOR THE DURATION OF THE SUSPENSION.

## **DRUG POLICY**

### **ALCOHOL AND DRUG USE:**

THE TABERNACLE CHRISTIAN ACADEMY EXECUTIVE BOARD IS COMMITTED TO CREATING A DRUG-FREE CLIMATE FOR LEARNING AND FOR GENERAL STUDENT HEALTH AND WELFARE.

### **PROHIBITIONS:**

NO STUDENT SHALL POSSESS, USE, TRANSMIT OR ATTEMPT TO POSSESS, USE, TRANSMIT OR BE UNDER THE INFLUENCE OF (LEGAL INTOXICATION NOT REQUIRED) ANY OF THE FOLLOWING SUBSTANCES ON SCHOOL PREMISES DURING ANY SCHOOL TERM OR OFF-SCHOOL PREMISES AT A SCHOOL SPONSORED ACTIVITY, FUNCTION OR EVENT:

1. ANY CONTROLLED SUBSTANCE OR DANGEROUS AS DEFINED BY LAW, INCLUDING BUT NOT LIMITED TO MARIJUANA, ANY NARCOTIC DRUG, HALLUCINOGEN, STIMULANT, DEPRESSANT, AMPHETAMINE OR BARBITURATE.
2. ANY ALCOHOLIC BEVERAGE.
3. ANY ABUSABLE GLUE, AEROSOL PAINT OR ANY OTHER CHEMICAL SUBSTANCE FOR INHALATION.
4. ANY OTHER INTOXICANT OR MOOD CHANGING, MIND-ALTERING OR BEHAVIOR ALTERING DRUGS.

THE TRANSMITTAL, SALE OR ATTEMPTED SALE OF WHAT IS REPRESENTED TO BE ANY OF THE ABOVE LISTED SUBSTANCES IS ALSO PROHIBITED UNDER THIS POLICY AND WILL RESULT IN IMMEDIATE SUSPENSION OR EXPULSION.

DRUG PARAPHERNALIA, DEFINED AS EQUIPMENT, A PRODUCT OR A MATERIAL OF ANY KIND THAT IS USED OR INTENDED FOR USE IN PACKAGING, REPACKAGING, STORING OR CONTAINING OR CONCEALING AN ABOVE-LISTED SUBSTANCE OR INJECTING, INHALING OR OTHERWISE INTRODUCING INTO THE HUMAN BODY AS ABOVE LISTED SUBSTANCE IS PROHIBITED UNDER THIS POLICY.



ALL PRESCRIPTION MEDICATIONS WILL ONLY BE DISPENSED BY THE OFFICE OR PRINCIPAL DESIGNEE AND WILL NOT BE CARRIED BY THE STUDENT. ALL PRESCRIPTION MEDICATION MUST BE BROUGHT TO THE SCHOOL BY THE PARENT IN THE ORIGINAL PRESCRIPTION BOTTLE. AN ACCURATE COUNT OF THE PILLS NEEDS TO BE MADE BY THE PARENT BEFORE THEY BRING THE PRESCRIPTION AND THEN VERIFIED BY THE OFFICE. A STUDENT WHO USES A DRUG AUTHORIZED BY A LICENSED PHYSICIAN THROUGH A PRESCRIPTION SPECIFICALLY FOR THAT STUDENT'S USE WILL NOT BE CONSIDERED TO HAVE VIOLATED THIS POLICY.

OVER-THE-COUNTER (OTC) MEDICATIONS WILL ONLY BE DISPENSED BY THE OFFICE OR PRINCIPAL DESIGNEE AND WILL NOT BE CARRIEN BY THE STUDENT. ALL OTC MEDICATIONS MUST BE BROUGHT TO THE SCHOOL BY THE PARENT IN THE ORIGINAL CONTAINER. A COUNT NEEDS TO BE MADE BY THE PARENT AND THEN VERIFIED BY THE OFFICE. A PERMISSION RELEASE FORM IS ALSO NEEDED. THE PERMISSION RELEASE MUST BE RENEWED ANNUALLY.

ANY STUDENT SUSPECTED OF BEING UNDER THE INFLUENCE ON CAMPUS SHALL BE ESCORTED/ACCOMPANIED BY A STAFF MEMBER TO THE DESIGNATED SCHOOL ADMININSTRATOR. AT NO TIME WILL ANY STUDENT THAT IS BELIEVED TO HAVE USED A DRUG AND/OR ALCOHOL, WILL BE PERMITTED TO LEAVE CAMPUS WITHOUT A PARENT OR GUARDIAN.

STUDENTS WHO ARE ON FIELD TRIPS AND/OR RETREATS AND ARE MEDICINE DEPENDENT WILL NEED TO SUBMIT A WRITTEN PARENT NOTE EXPLAINNING THEIR CONDITION AND WHY THEY SHOULD BE CARRYING THEIR MEDICATION. EACH CASE WILL BE REVIEWED AND DECIDED UPON AN INDIVIDUAL BASIS.

STUDENTS WHO BREAK ANY OF THE ABOVE POLICIES WILL BE DISCIPLINED ACCORDING TO THE DECISIONS MADE BY THE ADMINISTRATION AND THE SEVERENESS OF THE SITUATION. **DRUG EVALUATION AND/OR TESTING REFUSAL WILL BE GROUNDS FOR DISMISSAL FROM THE SCHOOL.**

## **STUDENT CODE OF CONDUCT**

ALL TABERNACLE CHRISTIAN ACADEMY STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES AT ALL TIMES IN A MANNER IN ACCORDANCE WITH CHRISTIAN PRINCIPLES. SERIOUS PROBLEMS AS OUTLINED BELOW MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION. THE TABERNACLE CHRISTIAN ACADEMY EXECUTIVE SCHOOL BOARD WILL BE CONSULTED IN ALL SITUATIONS AND THE DECISIONS OF THE BOARD WILL BE FINAL.

## **ON & OFF CAMPUS BEHAVIOR**

ON & OFF CAMPUS BEHAVIOR IS IMPORTANT TO A STUDENT'S OVERALL DEVELOPMENT, STUDENTS ARE EXPECTED TO UPHOLD A STANDARD OF CONDUCT THAT REFLECTS FAVORABLY ON THEMSELVES, FELLOW STUDENTS AND TABERNACLE CHRISTIAN ACADEMY. THEREFORE STUDENTS MAY NOT PARTICIPATE IN ANY OF THE FOLLOWING ACTIVITIES. VIOLATION OF THESE GUIDELINES MAY RESULT IN EXPULSION:

1. VULGAR LANGUAGE (CURSING, SUGGESTIVE LANGUAGE)
2. POSSESSION/CONSUMPTION OF ALCOHOLIC BEVERAGES
3. POSSESSION/USE OF TABACCO PRODUCTS
4. POSSESSION/USE OF ILLEGAL DRUGS
5. PRE-MARITAL SEX
6. ILLICIT AND/OR INAPPROPRIATE INTERNET ACTIVITY
7. POSSESSION OF PORNOGRAPHY OR CONDOMS
8. SEXTING

## **PREGNANCY**

IF A STUDENT BECOMES PREGNANT WHILE ENROLLED AT TABERNACLE CHRISTIAN ACADEMY, THE STUDENT IS SUBJECT TO DISMISSAL. THE SCHOOL BOARD DECISION WILL BE BASED ON THE ATTITUDE OF THE STUDENT, HER PARENTS AND THE INTEREST OF THE STUDENT BODY. IN THE EVENT THAT THE STUDENT IS NOT DISMISSED, SHE WILL BE PLACED ON

PROBATION, WHICH WILL BE REVIEWED EVERY SIX WEEKS. THE ADMINISTRATIVE TEAM WILL HAVE THE AUTHORITY TO SUSPEND THE STUDENT ON PROBATION AT ANY TIME, IF IT IS BELIEVED THAT THE STUDENT'S ACTIONS OR ATTRIBUTES ARE NOT REFLECTING CHRISTIAN REPENTANCE AND GODLINESS. IF A MALE STUDENT IS FOUND TO BE RESPONSIBLE FOR CAUSING A PREGNANCY, HE WILL BE SUBJECT TO THE SAME POLICY AS A FEMALE STUDENT.

### **TOBACCO & DRUG USE**

IF THE SCHOOL HAS REASONABLE INFORMATION THAT A STUDENT IS INVOLVED IN THE USE OF ILLEGAL DRUGS OR TOBACCO, EITHER ON OR OFF CAMPUS, THE SCHOOL WILL FOLLOW THESE PROCEDURES WITH CONFIDENTIALITY BEING MAINTAINED:

1. EXECUTIVE SCHOOL BOARD WILL MEET WITH THE PARENTS TO INFORM THEM THAT THE SCHOOL HAS REASONABLE INFORMATION INDICATING THAT THEIR CHILD IS USING ILLEGAL DRUGS, TOBACCO OR ALCOHOL.
2. THE STUDENT MAY BE REQUIRED TO GO TO A LAB FOR SCREENING WITHIN 48 HOURS OF CONFERENCE. THE PARENTS WILL BE RESPONSIBLE FOR THE COST OF SCREENING.
3. IF THE PARENTS REFUSE TO HAVE THE SCREENING PERFORMED, THE STUDENT MAY BE EXPELLED.

### **DRESS CODE**

TABERNACLE CHRISTIAN ACADEMY IS COMMITTED TO USE OF UNIFORMS FOR THEIR STUDENT. WE PERCEIVE THIS POLICY TO HAVE FOUR FUNDAMENTAL BENEFITS:

1. **UNIFORMS POSITIVELY AFFECT SCHOOL DISCIPLINE.** TABERNACLE CHRISTIAN ACADEMY PLACES PARTICULAR VALUE ON A DISCIPLINED LEARNING ENVIRONMENT. IT IS OUR HOPE THAT WHEN A STUDENT WEARS THEIR UNIFORM, THEY UNDERSTAND THEY ARE

EXPECTED TO ENGAGE IN STUDIOUS ACTIVITY. THIS DISCIPLINE SHOULD MAKE IT EASIER FOR TABERNACLE CHRISTIAN ACADEMY TO COMPLETE ITS PRIMARY TASK OF EDUCATING OUR STUDENTS.

**2. UNIFORMS ENCOURAGE TEAM SPIRIT.**

UNIFORMS SET OUR STUDENTS APART FROM OTHER SCHOOLS. THEY ENCOURAGE STUDENTS TO OPERATE AS PART OF A BODY. IT IS OUR HOPE THAT STUDENTS WILL TAKE PROPER PRIDE IN THE UNIFORM AND THE SCHOOL THEY REPRESENT.

**3. UNIFORMS PREVENT THE APPLICATION OF SUBJECTIVE DRESS STANDARDS.**

PARENTS, STUDENTS AND TEACHERS KNOW THAT THE UNIFORM MEETS THE ACADEMY'S MODESTY STANDARDS. SOME MAY ARGUE THAT A DRESS CODE IS A GOOD UNIFORM SUBSTITUTE. HOWEVER, AS STYLE CHANGES, THE DRESS CODE MUST BE REVISED AND RECONSIDERED, WHICH DISTRACTS FROM THE SCHOOL'S OPERATION.

**4. UNIFORMS DECREASE CLOTHING COSTS.**

UNIFORMS ARE RUGGED AND OF HIGH QUALITY THAT CAN TAKE ABUSE. TYPICALLY PARENTS CAN PURCHASE TWO TO THREE UNIFORM SETS TO LAST THROUGHOUT THE SCHOOL YEAR. THESE CAN OFTEN BE HANDED DOWN TO OTHER CHILDREN.

STUDENTS ARE EXPECTED TO BE IN COMPLETE UNIFORM WHILE SCHOOL IS IN SESSION AND MUST WEAR THE UNIFORM EVERYDAY FOR THE DURATION OF THE SCHOOL DAY, UNLESS OTHERWISE APPROVED BY THE PRINCIPAL FOR SPECIAL CLASSROOM OR SCHOOL EVENTS. IF A STUDENT IS UNABLE TO COMPLY WITH THIS REGULATION, A PARENT/GUARDIAN MUST SEND A WRITTEN NOTE ADDRESSED TO THE PRINCIPAL EXPLAINING WHY THEIR CHILD IS UNABLE TO COMPLY.

## UNIFORM REQUIREMENTS

### **GIRLS:**

- ROYAL BLUE SHORT-SLEEVED POLO
- BLACK SKIRT OR SKORT – KNEE LEVEL ( NO SLACKS OR SHORTS)
- SHOES MUST BE ATHLETIC OR DRESS SHOES IN ALL BLACK (NO SANDALS, BOOTS, STEEL-TOE, OPEN-TOED OR OPEN HEELED SHOES, FLIP-FLOPS, SOCCER SLIDES, MULES, CROCS, HEELIES OR SHOES WITH WHEELS, LIGHTS OR CHARACTERS) SHOELACES MUST MATCH SHOES.
- FOR MODESTY SHORTS SHOULD BE WORN UNDER SKIRTS.
- WARM-UPS, LONGJOHNS, LEGGINGS AND STIRRUP PANTS ARE NOT TO BE WORN UNDER SKIRTS. NO TURTLENECKS.

**NOTE:** GIRLS IN KINDERGARTEN-6<sup>TH</sup> GRADE ARE NOT PERMITTED TO WEAR MAKE-UP OF ANY KIND. PINK OR CLEAR NAIL POLISH IS ALLOWED. MODESTY AND TASTE ARE EXPECTED IN HAIRSTYLES. HAIR COLOR MUST BE ALL ONE COLOR AND IN A NATURAL COLOR. JEWELRY, IF WORN, WILL BE LIMITED TO ONE BRACELET, ONE RING, ONE NECKLACE AND ONLY ONE PAIR OF EARRINGS TO AVOID DISTRACTIONS. HAIR BOWS AND HAIR BANDS SHOULD BE ROYAL BLUE OR BLACK OR A COMBINATION. ONLY SOLID BLACK SWEATERS, JACKETS AND SWEATSHIRTS ARE ALLOWED.

### **BOYS:**

- ROYAL BLUE SHORT-SLEEVED POLO
- BLACK SLACKS
- BELT- SOLID BLACK (IF NEEDED)
- SHOES MUST BE ATHLETIC OR DRESS SHOES IN ALL BLACK (NO SANDALS, BOOTS, STEEL-TOE, OPEN-TOE, FLIP-FLOPS, SOCCER SLIDES, MULES, CROCS, HEELIES OR SHOES WITH WHEELS, LIGHTS OR CHARACTERS) SHOELACES MUST MATCH SHOES.
- SOLID WHITE T-SHIRT MAY BE WORN UNDER SHIRTS. NO TURTLENECKS.

- PANTS WITH HOLES IN THE KNEES NEED TO HAVE PATCHES OR BE REPLACED. IF AFTER THE TEACHER HAS NOTIFIED YOU OF THIS PROBLEM THE PANTS ARE STILL BEING WORN, DISCIPLINARY ACTION WILL TAKE PLACE.

**NOTE:** BOYS ARE EXPECTED TO EXERCISE MODERATION IN REGARDS TO HAIRSTYLES AND JEWELRY. NO EAR PIERCINGS PERMITTED. NO FACIAL HAIR. HAIR MUST BE ALL ONE COLOR AND IN A NATURAL COLOR. IT MUST BE ABOVE THE COLLAR AND OFF THE EARS AS WELL AS ABOVE THE EYEBROWS. SIDEBURNS SHOULD NOT FALL BELOW THE BOTTOM OF THE EARLOBE. NO EXTREME STYLES, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING: GEOMETRIC OR UNUSUAL PATTERNS SHAVED OR CUT INTO THE HAIR, PONYTAIL, MOHAWK OR RAT-TAIL. IF A BOYS HAIR IS DEEMED TOO LONG, THEY WILL RECEIVE A DRESS CODE VIOLATION FORM AND WILL BE GIVEN FOUR DAYS TO GET A HAIRCUT. IF THEY CHOOSE NO TO GET A HAIRCUT, OUT OF SCHOOL SUSPENSION WILL BE GIVEN. NO EXEPTIONS.

**OUR BODY IS A TEMPLE OF GOD. THEREFORE, WE DOT ALLOW BODY PIERCING, FACIAL PIERCING OR TATTOOS.**

### **OUT-OF-UNIFORM DRESS CODE**

SPECIAL OUT-OF-UNIFORM DAYS MAY BE GIVEN THROUGHOUT THE SCHOOL YEAR. ALL CLOTHING MUST BE IN KEEPING WITH GODLINESS AND MODESTY. STUDENTS WHO ARRIVE INAPPROIATELY DRESSED WILL BE SENT TO THE OFFICE TO CALL AND WAIT FOR THEIR PARENTS TO BRING THEM APPROPRIATE **SCHOOL UNIFORM** AND WILL WEAR IT THE REMAINDER OF THE DAY. THE FOLLOWING GUIDELINES WILL BE STRICTLY ENFORCED:

- NO CLOTHING WITH HOLES, RAGGED OR CUT HEMS.
- NO FLIP-FLOPS, SANDALS, SOCCER SLIDES, MULES, CROCS, STEEL-TOES OR ANY SHOE THAT COULD CAUSE INJURY TO THE STUDENT.

- NO EXCESSIVELY SLOPPY OR BAGGY PANTS OR CUT-OFF JEANS; NO SAGGING PANTS OR SHORTS. NO PAJAMA BOTTOMS.
- NO TIGHT FITTING CLOTHING, SUCH AS SHIRTS, BLOUSES, SKIRTS OR JEANS.
- NO TANK TOPS OR CAMISOLES, SPAGHETTI STRAP TOPS OR LOW-CUT TOPS MAY BE WORN.
- NO BARE MIDRIFTS, HALTER OR CROP TOPS. IF YOUR TUMMY SHOWS WHEN YOU RAISE UP YOUR ARMS, THE TOP IS UNACCEPTABLE.
- NO CLOTHING OR BACKPACKS/PURSES WITH ADVERTISEMENTS OF INAPPROPRIATE PRODUCTS, MUSIC OR BANDS.
- PATCHES, INSIGNIAS, JEWELRY OR PARAPHERNALIA MUST NOT CONVEY OR DISPLAY ANY RELIGION OTHER THAN CHRISTIANITY. NOTHING GANG RELATED OR OCCULTIST.
- NO TATTOOS IN ANY FORMAT, WHETHER PERMANENT OR WASHABLE. THIS ALSO INCLUDES NO DRAWING OR WRITING ON THE SKIN OR CLOTHING.
- NO EARRINGS FOR BOYS.
- NO HATS, BEANIES OR CAPS.
- NO BANDANAS OR DO-RAGS.
- NO SUNGLASSES IN THE BUILDING.
- ATHLETIC JERSEYS MAY ONLY BE WORN WITH A T-SHIRT UNDERNEATH.
- SHORTS MUST BE 2 INCHES ABOVE THE KNEE OR LONGER.
- SKIRTS MUST BE KNEE LENGTH OR LONGER, NOT ABOVE THE KNEE.

### **DRESS CODE VIOLATION POLICY**

STUDENTS WHO VIOLATE THE DRESS CODE POLICY WILL BE GIVEN A DRESS CODE VIOLATION NOTICE EXPLAINING WHICH AREA OF THE POLICY MUST BE CORRECTED. CONSEQUENCES MAY INCLUDE A WARNING, HAVING CORRECT UNIFORM PIECES BROUGHT TO SCHOOL, BEING SENT HOME FOR CORRECT CLOTHING OR UP TO 3 DAYS OF OUT OF SCHOOL SUSPENSION.

## **GENERAL INFORMATION**

### **BIBLE**

BIBLE STUDY IS OF FUNDAMENTAL IMPORTANCE AT TABERNACLE CHRISTIAN ACADEMY AND IS REQUIRED SUBJECT. IT AUGMENTS THE STUDY OF ENGLISH, HISTORY, GEOGRAPHY, MATH AND SCIENCE. WITHOUT KNOWLEDGE OF BIBLICAL TRUTH A STUDENT CANNOT BE CONSIDERED EDUCATED. THE BIBLE GIVES DIRECTION FOR THIS LIFE AND THE ONLY HOPE FOR THE LIFE TO COME. NO OTHER BOOK CAN SO ENRICH THE MINDS AND HEARTS OF MEN AS THE "BOOK OF BOOKS."

KNOWLEDGE OF THE BIBLE IS ONE OF THE GREATEST EDUCATIONAL ASSETS ANY CHILD CAN HAVE IN ADDITION TO THE MORAL AND SPIRITUAL VALUES RESULTING FROM THE STUDY. CHARACTER DEVELOPMENT IS THE MOST IMPORTANT WORK OF THE SCHOOL. NO OTHER COURSE IN THE SCHOOL AFFORDS THE GREAT OPPORTUNITIES FOR LAYING THE FOUNDATION FOR CHRISTIAN CHARACTER.

### **CHAPEL**

ALL STUDENTS AT TABERNACLE CHRISTIAN ACADEMY ATTEND CHAPEL SERVICES ONCE A WEEK. CHAPEL SERVICES ARE HELD EVERY MONDAY FROM 8:30AM- 9:00 AM. CHAPEL SERVICES INCLUDE PRAISE AND WORSHIP TIME, PRAYER TIME AND PREACHING BY THE PASTOR.

ADDITIONALLY, SEVERAL TIMES A YEAR, SPECIAL CHAPEL SERVICES ARE HELD TO HIGHLIGHT SPECIAL STUDENT ACHIEVEMENT AND RECOGNIZE DILIGENT STUDENT WORK. STUDENT-LED CHAPELS AND SPECIAL AWARDS CHAPELS WILL BE MADE KNOWN TO YOU WELL IN ADVANCE OF THE EVENTS SO THAT YOU CAN MAKE ARRANGEMENTS TO ATTEND. PARENTS ARE ALWAYS WELCOME AT ALL CHAPEL SERVICES.



## **PARENT-TEACHER COMMUNICATION**

PARENT-TEACHER COMMUNICATION IS ESSENTIAL TO THE EDUCATIONAL PROCESS. THE MAIN SOURCES OF COMMUNICATION FOR STUDENTS AT TABERNACLE CHRISTIAN ACADEMY IS THE DAILY TAKE HOME FOLDER. TEACHERS SEND MESSAGES, HOMEWORK ASSIGNMENTS AND ESSENTIAL INFORMATION IN THE FOLDER. PARENTS SHOULD CHECK THE TAKE HOME FOLDER EACH EVENING AND SIGN IT TO ACKNOWLEDGE RECEIPT OF THAT INFORMATION.

TEACHERS AND ADMINISTRATORS SEEK TO BUILD RELATIONSHIPS WITH PARENTS AND TO INFORM FAMILIES OF CHILDREN'S PROGRESS. TEACHERS MAY ALSO PROVIDE SUGGESTIONS ON HOW TO HELP CHILDREN AT HOME WITH VARIOUS PROJECTS, GIVE HANDOUTS AND REQUEST HELP FROM PARENTS FOR EVENTS. PARENTS ARE ASKED TO ALWAYS COMMUNICATE WITH THE TEACHERS IN AREAS OF CONFUSION OR MISUNDERSTANDING.

ADMINISTRATORS SEND REGULAR NEWSLETTERS VIA THE TAKE HOME FOLDER, THE MAIL OR THE WEBSITE TO KEEP PARENTS INFORMED OF UPCOMING EVENTS OR ACTIVITIES.

## **HOMEWORK**

BELIEVING THAT HOMEWORK IS AN INTEGRAL PART OF THE SCHOOL PROGRAM, EACH TEACHER IS AT LIBERTY TO GIVE HOMEWORK TO AID THE STUDENTS' ADVANCEMENT IN THEIR STUDIES. EACH STUDENT IS REQUIRED TO COMPLETE HOMEWORK ASSIGNMENTS ON TIME. HOME WORK IS GIVEN FOR SEVERAL REASONS:

- 1. REINFORCEMENT** – WE BELIEVE THAT MOST STUDENTS REQUIRE ADEQUATE REVIEW TO MASTER MATERIAL ESSENTIAL TO THEIR EDUCATIONAL PROGRESS.
- 2. PRACTICE** – FOLLOWING THE CLASSROOM EXPLANATION, ILLUSTRATION AND REVIEW OF NEW MATERIAL, HOMEWORK IS GIVEN SO THAT THE MATERIAL IS MASTERED.

- 3. REMEDIAL ACTIVITY** – AS INSTRUCTION PROGRESSES, VARIOUS WEAK POINTS IN A STUDENTS' GRASP OF A SUBJECT BECOME EVIDENT. HOMEWORK FOLLOWING INSTRUCTION IS GIVEN TO OVERCOME SUCH DIFFICULTIES.
- 4. SPECIAL PROJECTS** – BOOK REPORTS, COMPOSITIONS, SPECIAL RESEARCH ASSIGNMENTS AND PROJECTS ARE SOME OF THE ACTIVITIES THAT ARE FREQUENTLY THE SUBJECT OF HOMEWORK ATTENTION.

WE REQUEST FULL PARENTAL COOPERATION IN SEEING THAT HOMEWORK ASSIGNMENTS ARE COMPLETED. FAILURE TO COMPLETE HOMEWORK WILL AFFECT A STUDENT'S DAILY GRADES/PROGRESS AND MAY RESULT IN A REFERRAL TO THE PRINCIPAL FOR DISCIPLINARY ACTION.

**NEITHER PARENTS NOR STUDENTS ARE PERMITTED TO ENTER SCHOOL BUILDINGS TO RETRIEVE FORGOTTEN BOOKS, HOMEWORK ASSIGNMENTS, LUNCH BOXES OR OTHER ITEMS AFTER SCHOOL HOURS WITHOUT GETTING PERMISSION FROM THE OFFICE.**

### **LATE WORK**

HERE AT TABERNACLE CHRISTIAN ACADEMY WE ARE TRAINING OUR STUDENTS THAT SCHOOL WORK IS THEIR RESPONSIBILITY. WHEN A STUDENT IS SICK, LATE WORK IS INEVITABLE AND NEEDS TO BE 'MADE UP' WITHIN THREE DAYS OF THEIR RETURN TO SCHOOL. OTHER LATE WORK, SUCH AS FORGOTTEN WORK, UNFINISHED WORK OR WORK JUST NOT TURNED IN, WILL BE ACCEPTED UP TO THREE DAYS AFTER THE DUE DATE WITH A PER DAY DEMERIT. AFTER THREE DAYS, WORK WILL NOT BE ACCEPTED AND A DETENTION MAY BE ASSIGNED.

### **CLOSED CAMPUS**

TABERNACLE CHRISTIAN ACADEMY IS A CLOSED CAMPUS. NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS AT LUNCH OR ANY OTHER TIME DURING SCHOOL HOURS WITHOUT PARENTAL ARRANGEMENT AND OFFICE APPROVAL. IF STUDENTS ARE TO LEAVE CAMPUS WITH ANYONE OTHER THAN A PARENT OR DESIGNATED PERSON, NOTICE MUST BE SENT TO THE OFFICE. THIS IS FOR OUR STUDENT'S PROTECTIONS. **ALL STUDENTS MUST CHECK OUT, AND UPON RETURN, CHECK IN THROUGH THE OFFICE.**

### **SIGNING STUDENTS IN/OUT**

WE ARE WELL AWARE THAT, AT TIMES, STUDENTS MUST LEAVE SCHOOL EARLY OR ARRIVE LATE. IN THESE CASES, IT IS IMPORTANT THAT ALL PARENTS COME INTO THE OFFICE TO SIGN STUDENTS IN AND OUT. THIS ENSURES YOUR CHILD'S SAFETY.

### **VISITORS**

PARENTS ARE REQUESTED TO BRING ITEMS FOR TEACHERS OR STUDENTS TO THE OFFICE RATHER THAN THE CLASSROOM. VISITORS MUST REGISTER WITH THE SCHOOL OFFICE AND OBTAIN A VISITOR'S PASS BEFORE VISITING A CLASSROOM OR OTHER CAMPUS AREA. **PLEASE DO NOT GO DIRECTLY TO A CLASSROOM, AS IT INTERRUPTS TEACHING.**

### **ITEMS NOT ALLOWED DURING THE SCHOOL DAY**

STUDENTS ARE NOT PERMITTED TO HAVE THE FOLLOWING ITEMS DURING THE SCHOOL DAY OR WHILE ATTENDING ANY OFFICIAL SCHOOL EVENT:

1. CD PLAYERS
2. IPODS
3. MP3 PLAYERS
4. RADIOS

5. VIDEOS GAMES, PSP, NINTENDO PS
6. TAPE RECORDERS
7. PAGERS

**OR VALUABLE ITEMS THAT WOULD CAUSE STUDENT CONFLICT OR DISTRACTION.**

THESE ITEMS MAY BE USED BEFORE AND AFTER SCHOOL, BUT THE SCHOOL IS NOT LIABLE IF THESE ITEMS ARE BROKEN OR STOLEN.

**WEAPONS OR ANY ITEM THAT COULD BE USED AS A WEAPON OR MEDICATION (ALL MEDICATION SHOULD BE LEFT AT THE OFFICE) ARE NEVER ALLOWED ON CAMPUS. STUDENTS MAY BE SUBJECT TO SUSPENSION OR EXPULSION IF THEY CARRY THESE ITEMS. CONFISCATED ITEMS MUST BE PICKED UP BY THE PARENT IN THE SCHOOL OFFICE WITH A FINE OF \$10.00. NO EXCEPTIONS.**

#### **CELLULAR PHONE POLICY**

WE UNDERSTAND THAT STUDENTS MAY CARRY CELLULAR PHONES FOR SAFETY REASONS, HOWEVER, THEY MUST REMAIN TURNED OFF AND PUTT AWAY DURING THE SCHOOL DAY AT ALL TIMES. **CELL PHONES MUST BE OFF AND PUT AWAY FROM 8:30AM – 3:00PM.** IN CASE OF AN EMERGENCY, PLEASE CALL THE OFFICE AND A MESSAGE WILL BE DELIVERED TO YOUR CHILD. IF A STUDENT IS SEEN USING, PLAYING OR TEXTING WITH CELL PHONES, THE PHONE WILL BE CONFISCATED AND TURNED IN TO THE OFFICE. IF PHONES ARE SEEN OUT FOR ANY REASON, HEARD RINGING OR VIBRATING, THEY WILL BE CONFISCATED IMMEDIATELY. **PARENTS MUST PICK UP THE PHONE AT THE SCHOOL OFFICE AND PAY A \$10.00 FEE. NO EXCEPTIONS.**

### **TELEPHONE USAGE**

STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL PHONES EXCEPT IN CASES OF EMERGENCY. THE SCHOOL ADMINISTRATION WILL DETERMINE THE DEFINITION OF AN EMERGENCY PHONE CALL.

### **SCHOOL CONFERENCES**

IT IS THE DESIRE OF THE FACULTY AND ADMINISTRATION TO BE OF SERVICE TO PARENTS OF TABERNACLE CHRISTIAN ACADEMY STUDENTS. IN ORDER TO HAVE GOOD COMMUNICATION, WE URGE PARENTS WHO HAVE CONCERNS TO FIRST ADDRESS THEM WITH THE TEACHER. THIS SHOULD BE DONE BY APPOINTMENT. IF YOU NEED TO CONTACT A FACULTY MEMBER, PLEASE CALL THE SCHOOL OFFICE AND LEAVE A MESSAGE FOR THE TEACHER. YOUR CALL WILL BE RETURNED WITHIN 24 HOURS. IF CONFLICTS SHOULD ARISE WE ADHERE STRICTLY TO THE BIBLICAL PRINCIPLES FOR CONFLICT RESOLUTION FOUND IN MATHEW 18.

### **SENDING MONEY TO SCHOOL**

MONEY SHOULD ALWAYS BE SENT IN A SEALED ENVELOPE WITH THE FOLLOWING INFORMATION ON THE OUTSIDE:

1. CHILD'S NAME
2. AMOUNT AND PURPOSE
3. TEACHER'S NAME

FORMS SHOULD BE ATTACHED TO THE OUTSIDE OF THE ENVELOPE. TEACHERS ARE NOT RESPONSIBLE FOR TUITION PAYMENTS, FEE PAYMENTS, MONEY TO PURCHASE LUNCH, SNACK MONEY OR OTHER MONIES NORMALLY COLLECTED BY THE OFFICE STAFF.

## **ACADEMIC INFORMATION**

TABERNACLE CHRISTIAN ACADEMY USES SELF-INSTRUCTIONAL MATERIALS PRODUCED BY ACCELERATED CHRISTIAN EDUCATION. FOR MORE THAN 40 YEARS, ACE HAS BEEN THE TRENDSETTER IN BIBLICAL EDUCATION REFORM. IT IS BUILT ON BASIC PRINCIPLES OF THE WORD OF GOD. WITH THIS CURRICULUM THE STUDENTS ARE TAUGHT TO SEE LIFE FROM GOD'S POINT OF VIEW, TAKE RESPONSIBILITY FOR THEIR OWN LEARNING AND TO WALK IN GODLY WISDOM AND CHARACTER.

EVERY STUDENT IS ADMINISTERED A DIAGNOSTIC TEST TO DETERMINE THE LEVEL OF CURRICULUM THE STUDENT CAN BEST PERFORM. A DIAGNOSTIC TEST IS GIVEN TO DETERMINE YOUR CHILD'S ACADEMIC ABILITY AND TO CLEARLY IDENTIFY ANY LEARNING GAPS WITHIN ALL SUBJECTS. AFTER THE STUDENT COMPLETES THE DIAGNOSTIC TEST, THE STUDENT IS GIVEN CURRICULUM THAT MEETS AND CHALLENGES THEM AT THEIR LEVEL.

**THE ACE MODEL ADAPTS TO THE LEARNING SPEED OF YOUR CHILD. THIS ALLOWS YOUR CHILD TO PROGRESS INDEPENDENTLY.**

TABERNACLE CHRISTIAN ACADEMY OFFERS THE CORE CURRICULUMS OF MATH, ENGLISH, LITERATURE AND CREATIVE WRITING, SOCIAL STUDIES, SCIENCE, WORD BUILDING AND BIBLE READING.

## **GRADING PROCEDURES**

REPORT CARDS ARE ISSUED AFTER EVERY 9 WEEK PERIOD DURING THE SCHOOL YEAR. PROGRESS REPORTS ARE SENT HOME HALF-WAY OF THE 9 WEEK PERIOD. REPORT CARDS AND PROGRESS REPORTS REQUIRE A PARENT/GUARDIAN SIGNATURE AND RETURNED TO SCHOOL.

IF NUMERIC GRADES APPEAR ON THE REPORT CARD, THEY ARE BASED ON THE FOLLOWING SCALE:

- A = 100-90
- B = 89-80
- C = 79-75
- D = 74-70
- F = 69 & BELOW

IF LETTER GRADES APPEAR ON THE REPORT CARD, THEY ARE BASED ON THE FOLLOWING SCALE:

- E = EXCELENT
- S = SATISFACTORY
- I = IMPROVING
- N = NEEDS IMPROVEMENT
- U = UNSATISFACTORY

KINDERGARTEN HAVE A GRADING SCALE THAT SHOWS THEIR ACHIEVEMENT AND PROGRESS THROUGHOUT THE YEAR.

- M = MASTERY
- P = PROGRESSING/DEVELOPING
- N = NEEDS IMPROVEMENT

**A PARENT CONFERENCE WILL BE SCHEDULED AFTER EACH 9 WEEK PERIOD. THESE CONFERENCES PROVIDE A PRIVATE MEETING WITH THE PARENTS AND TEACHERS SO PARENTS CAN EVALUATE THEIR CHILD'S PROGRESS AND DISCUSS THEIR CHILD'S BEHAVIOR.**

**PARENTS ARE ENCOURAGED TO COMMUNICATE WITH THE TEACHERS IF ANY COMMENTS OR CONCERNS ARISE IN REGARDS TO YOUR CHILD'S PROGRESS REPORT.**

## **FIELD TRIPS**

STUDENTS TAKE VARIOUS FIELD TRIPS THROUGHOUT THE YEAR. TABERNACLE CHRISTIAN ACADEMY REQUIRES STUDENTS TO WEAR SPECIFIC FIELD TRIP T-SHIRTS THAT ARE PURCHASED THROUGH THE SCHOOL OFFICE. THESE SHIRTS HELP OUR FACULTY AND PARENTS EASILY RECOGNIZE TABERNACLE CHRISTIAN ACADEMY STUDENTS. VOLUNTEER PARENTS ARE ALWAYS NEEDED TO HELP CHAPERONE AND DRIVE ON FIELD TRIPS WHEN THE SCHOOL VAN CANNOT BE USED. VOLUNTEER DRIVERS ARE REQUIRED TO FILL OUT A VOLUNTEER DRIVER FORM AVAILABLE IN THE OFFICE AND FURNISH THE SCHOOL WITH A COPY OF A VALID DRIVER'S LICENSE AND PROOF OF INSURANCE. THESE FORMS NEED TO BE FILLED OUT ANNUALLY AND WILL BE RETAINED IN THE SCHOOL OFFICE. CHILDREN ARE REQUIRED TO WEAR SEATBELTS; ONE PER CHILD. CHILDREN BELOW THE AGE OF TWELVE MAY NOT OCCUPY SEATS WITH AIR BAG PROTECTION.

TABERNACLE CHRISTIAN ACADEMY FIELD TRIP POLICIES ARE AS FOLLOWS:

1. FIELD TRIPS ARE TAKEN FOR EDUCATIONAL PURPOSES. SIBLINGS OF STUDENTS ARE NOT ALLOWED ON FIELD TRIPS – NO EXCEPTIONS. PLEASE MAKE BABYSITTING ARRANGEMENTS FOR YOUNGER CHILDREN.
2. STUDENTS MUST HAVE A SIGNED PERMISSION SLIP FROM A PARENT/GUARDIAN PRIOR TO ATTENDING A FIELD TRIP OR OTHER OFF CAMPUS ACTIVITY. THE SCHOOL PROVIDES PERMISSION SLIPS AND MEDICAL RELEASE FORMS.
3. PORTABLE RADIOS, CD PLAYERS, MP3'S OR IPODS ARE NOT ALLOWED. CHRISTIAN FELLOWSHIP IS ENCOURAGED. EXCEPTIONS COULD BE MADE FOR CELLULAR PHONES BY THE ADMINISTRATION.
4. DRIVERS ARE RESPONSIBLE FOR THE BEHAVIOR OF STUDENTS IN THEIR CARE FOR THE DURATION OF THE FIELD TRIP.
5. INAPPROPRIATE SECULAR MUSIC IS NOT ALLOWED ON THE RADIO, TAPES OR CD'S IN VEHICLES.



6. BECAUSE OF DIFFERENT VIEWS IN EVERY HOME IN REGARDS TO MOVIES, WE ASK THAT NO MOVIES ARE WATCHED IN VEHICLES.
7. DRIVERS ARE NOT TO MAKE ANY STOPS FOR ANY REASON THAT ARE NOT SCHEDULED BY THE TEACHER.
8. DRIVERS ARE NEEDED TO HELP THE TEACHER MAINTAIN RESPECTABLE STUDENT BEHAVIOR FOR THE DURATION OF THE FIELD TRIP.
9. PLEASE DO NOT LEAVE THE CHILD UNATTENDED FOR ANY LENGTH OF TIME, INCLUDING YOUR RETURN TO SCHOOL. PLEASE WAIT FOR THE TEACHER TO RETURN TO THE CLASSROOM BEFORE YOU LEAVE.
10. IF YOUR CHILD BECOMES SICK ON A FIELD TRIP, THE TEACHER WILL CONTACT YOU. IT IS THE PARENT'S RESPONSIBILITY TO PICK UP YOUR CHILD AT THE FIELD TRIP LOCATION.

### **BIRTHDAYS & PARTIES**

BIRTHDAYS ARE SPECIAL. IN ORDER TO HELP CELEBRATE IT, YOU MAY SEND CAKE, CUPCAKES, TREATS, ETC. FOR YOUR CHILD'S CLASS. FOR THOSE HAVING SUMMER BIRTHDAYS, YOU MAY ARRANGE A 'HAPPY PRE-BIRTHDAY' CELEBRATION WITH THE TEACHER FOR YOUR CHILD. PLEASE MAKE PRIOR ARRANGEMENTS WITH THE TEACHER TO BRING IN THESE TREATS. INVITATIONS TO PERSONAL PARTIES MAY NOT BE GIVEN AT SCHOOL **UNLESS ALL STUDENTS** IN THE CLASS ARE INVITED. IT IS PREFERRED THAT ANY TREATS BE SENT IN SINGLE SIZED PORTIONS THAT DO NOT REQUIRE THE TEACHER TO DIVIDE AND SERVE. IF A CAKE OR LARGE COOKIE IS SENT, PLEASE HAVE IT PRE-CUT AND SEND THE PROPER SERVING UTENSILS. PARENTS ARE ENCOURAGED TO ATTEND THE PARTY TO HELP WITH SERVING, BUT **ALWAYS** CHECK WITH THE TEACHER TO DETERMINE WHAT TIME THE PARTY WILL BEGIN. IT IS ALSO NECESSARY TO SEND NAPKINS, PLASTIC UTENSILS AND PLATES, SINCE WE DO NOT HAVE A STOCK OF THESE ITEMS AVAILABLE FOR THE CLASSROOMS. TO MAKE THE TIME SPECIAL FOR YOU AND YOUR CHILD, WE REQUEST THAT YOU MAKE OTHER ARRANGEMENTS FOR SIBLINGS.

THE TEACHER SCHEDULES CLASSROOM PARTIES IN CELEBRATION OF THANKSGIVING, CHRISTMAS AND VALENTINE'S DAY. PARENTS WILL BE ASKED TO BRING FOOD AND OTHER ITEMS. PARENTS ARE ENCOURAGED TO HELP TEACHERS IN THE PARTIES.

### **PARENTS BREAKFAST**

EVERY YEAR WE HOST AN ANNUAL BREAKFAST FOR PARENTS, GRANDPARENTS AND GUARDIANS. THIS EVENT WILL BE HELD IN THE FALL AND WILL BE ANNOUNCED PRIOR TO THE DATE. THIS EVENT IS DESIGNED TO INVOLVE EVERYONE IN DAILY CAMPUS LIFE.

### **FALL FESTIVAL**

THE FALL FESTIVAL TAKES PLACE IN OCTOBER, WEATHER PERMITTED. CLASSES ORGANIZE AND RUN GAME AND FOOD BOOTHS. THIS ANNUAL EVENT ALLOWS CHRISTIAN FELLOWSHIP AND FUN FOR THE ENTIRE FAMILY. PARENTS ARE WELCOME AND ENCOURAGED TO VOLUNTEER.

### **FIELD DAY**

TABERNACLE CHRISTIAN ACADEMY CONDUCTS AN ANNUAL FIELD DAY TO PROMOTE FAMILY PHYSICAL FITNESS. THE DATE WILL BE ANNOUNCED PRIOR TO THE EVENT. THE WHOLE FAMILY IS INVITED OUT FOR A DAY OF SPORTING FUN.

**PARENT COMMITMENT AND COOPERATION AGREEMENT**

AS PART OF THE STUDENT ENROLLMENT DOCUMENTS, ALL PARENTS/GUARDIANS ARE REQUIRED TO SIGN THE POLICIES ACCEPTANCE FORM PLEDGING THEIR SUPPORT FOR THE TABERNACLE CHRISTIAN ACADEMY.

ENROLLING MY STUDENT IS EVIDENCE OF MY INTENT TO COMPLETE THE SCHOOL YEAR AT TABERNACLE CHRISTIAN ACADEMY.

ACKNOWLEDGING THAT THE ADMINISTRATION AND STAFF HAVE MY TRUST AND BELIEVING THAT DISCIPLINE IS NECESSARY FOR MY CHILD AND THE SCHOOL, I AGREE THAT I WILL HONOR THEIR JUDGEMENT SHOULD DISCIPLINARY MEASURES BE RECOMMENDED AND ADMINISTERED IN ACCORDANCE WITH SCHOOL POLICY. I UNDERSTAND THAT THE SCHOOL AND CLASSROOM RULES WILL BE PROVIDED AT THE BEGINNING OF THE YEAR.

REGULAR PRAYER FOR THE STAFF AND MINISTRY OF TABERNACLE CHRISTIAN WILL BE A PRIORITY FOR MY FAMILY. I AGREE TO THE FOLLOWING BASED ON THE PRINCIPLES FOUND IN JAMES 3. WHEN I CHOOSE TO SPEAK OF THE SCHOOL AND STAFF, I WILL ONLY SPEAK FAVORABLE AND IN A POSITIVE WAY. I WILL CONDUCT MYSELF IN AN APPROPRIATE CHRISTIAN MANNER ON SCHOOL PROPERTY AND AT ALL SCHOOL FUNCTIONS REGARDLESS OF THEIR LOCATION.

IN AN EVENT OF A DIFFERING OPINION BETWEEN A STAFF MEMBER AND MY CHILD, I AGREE TO FIRST DISCUSS THE SITUATION WITH THE STAFF MEMBER INVOLVED, REALIZING THAT MY CHILD MAY PRESENT ONLY HIS/HER SIDE OF THE STORY. I UNDERSTAND THAT I MAY NOT TAKE DISCIPLINARY MEASURES INTO MY OWN HANDS WITH ANOTHER STUDENT. I FURTHER AGREE THAT SHOULD ANY MISUNDERSTANDING OR DISSATISFACTION CONTINUE TO ARISE REGARDING ANY SCHOOL OR CLASS POLICY, I WILL CONSULT WITH THE PROPER SCHOOL ADMINISTRATION TO RESOLVE THE SITUATION AS QUICKLY AS POSSIBLE.

MY CHILD'S REGISTRATION AND ENROLLMENT IS COMPLETE ONLY WHEN ALL FEES, PAYMENTS AND DOCUMENTS ARE RECEIVED, FILLED OUT IN THEIR ENTIRELY AND SIGNED.

TABERNACLE CHRISTIAN ACADEMY BELIEVES THAT STUDENTS ARE A GIFT FROM THE LORD. PARENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR CHILDREN.

I PROMISE TO HOLD MY STUDENT RESPONSIBLE FOR THEIR INAPPROPRIATE BEHAVIOR IN SCHOOL. IT IS MY UNDERSTANDING THAT I AM FINANCIALLY RESPONSIBLE FOR ANY DAMAGE CAUSED BY MY CHILD TO THE CHURCH, SCHOOL OR INDIVIDUAL'S PROPERTY.

## **POLICIES ACCEPTANCE**

*TO BE KEPT IN STUDENT'S PERMANENT FILE*

I HAVE READ THE CONTENTS OF THIS HANDBOOK CAREFULLY AND COMPLETELY. I ACKNOWLEDGE THAT I UNDERSTAND THE POLICIES SET FORTH IN IT. I AGREE TO SUPPORT AND ABIDE BY THESE POLICIES. I FURTHER UNDERSTAND THAT ALL CONFLICTS WILL BE HANDLED IN THE FOLLOWING MANNER:

1. I WILL CONTACT MY CHILD'S TEACHER OR THE PERSON WITH WHOM I HAVE A CONFLICT TO DISCUSS THE MATTER IN ACCORDANCE WITH THE INSTRUCTIONS GIVEN IN MATHEW 18:16.
2. IF AN AGREEMENT OR UNDERSTANDING IS NOT REACHED, I WILL CONFER WITH THE TEACHER OR THE PERSON WHOM I HAVE A CONFLICT AND THE PRINCIPAL IN A JOINT MEETING.

I UNDERSTAND THAT THE ADMINISTRATION OF TABERNACLE CHRISTIAN ACADEMY RESERVES THE RIGHT TO MAKE ANY ADDITIONS, DELETIONS OR ALTERATION THEY DEEM NECESSARY WITHOUT PRIOR NOTIFICATION. I UNDERSTAND THE NON-DISCRIMINATORY POLICY AS IT IS STATED BELOW. **TABERNACLE CHRISTIAN ACADEMY DOES NOT DISCRIMINATE ANY STUDENTS REGARDLESS OF RACE, COLOR, ETHNIC ORIGIN OR NATIONALITY.**

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PARENT/GUARDIAN SIGNATURE

DATE

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STUDENT SIGNATURE

DATE

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TEACHER SIGNATURE

DATE

**THIS PAGE MUST BE SIGNED AND RETURNED PRIOR TO THE END OF THE FIRST WEEK OF SCHOOL.**