



## STUDENT POLICIES AND PROCEDURES

[WWW.TBTA.TBTCHURCH.ORG](http://WWW.TBTA.TBTCHURCH.ORG)

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### ARRIVAL AND DISMISSAL PROCEDURES

#### ARRIVAL

The school doors will open at 7:30 am. Students are to report to class or assigned room. Once a student is in the building, they will not be allowed to wander the halls. Any lunch or other payment issues should be taken care of as they arrive on campus.

#### STUDENT DRIVERS

Student drivers must fill out a student driving form **before** the first day of school. They are to park in the same lot as the staff on the west side of the building. Complaints made to TBTA by staff or parents about incorrect or illegal parking, unregistered cars, unsafe driving, discourteous behavior, or other violations will result in disciplinary action.

- 1st Offense: Warning
- 2nd Offense: Suspension of driving privilege up to 10 days
- 3rd Offense: Driving privilege revoked

#### DISMISSAL AND AFTER SCHOOL PICK-UP

The school doors will close at 4:00 pm all students are to be picked up prior. Student pick-up begins at 3:00 pm. Students remaining after 3:15 pm will be taken to the school cafeteria. Parents will need to come inside and sign out their student(s) from the teacher on duty. **This is available Monday through Thursday only.** *On Fridays and/or early dismiss days, there will **not** be after school care available.* State regulations consider a facility having students on campus after 4:00 pm a Daycare. Any student not picked up by the assigned time, on any kind of a consistent basis, will be notified and charged a penalty fee.

#### EARLY DISMISSAL

To keep classroom interference to a minimum, parents will not be permitted to enter from 2:30 - 3:00 pm. Please follow these steps when your child needs to leave early:

- Pick-up before 2:25 p.m.
- PreK students may utilize early dismiss daily between 12:30 – 1:00. (Prior to naptime.)
- Parents must sign their student(s) out on the register located in the main office.
- Classes are not to be interrupted except by the school staff.
- Students who must leave early during the day for doctor's appointments or other necessary reasons should bring a written note in the morning to their teacher stating the time and reason for leaving.
- School staff will ask for identification if the person picking up your child is doing so for the first time.

## DROP OFF AND PICK UP

**Drop Off:** Please use Gillis Johnson for an entrance and exit. This will make a one-way traffic pattern and a safe exit from the right side of vehicles. Children should be dropped off at the covered porch. Parents of children who need assistance should park in designated area, and escort their children to the door.

**Pick Up:** Please use the same process as morning drop off. The teachers in charge will open car doors and assist the student. **PLEASE DO NOT PARK OR GET OUT OF YOUR VEHICLE TO RETRIEVE YOUR CHILD.**

As an aid to the staff during the first few weeks of school, please place the 8 X 11 yellow card with each child's name in the right-hand side of the windshield of your car.

## ABSENCES

Students are expected to be in school every day that classes are in session. Parents should show their concern for instructional time by scheduling appointments and other activities during non-school hours. Parents are encouraged to ensure that students are only absent due to illness or emergency.

### *In case your child is absent:*

- 1) **Phone the school 817-237-4255 or send a message, (email, dojo, RenWeb) to the teacher, no later than 9 a.m.**
- 2) A student should be fever free for 24 hours before returning. (fever= 100.5)
- 3) **A doctor's note** is required for an absence of 3 or more days.
- 4) Students leaving the school between 8am and 10:59am will be counted absent if they do not return.
- 5) Students arriving after 11:30a.m. will be counted absent.

**Make-Up Work- Students will be given one day for each day missed to turn in assignments. They should, however, be prepared to take pre-scheduled tests or quizzes upon their return. Administering the test or quiz will be at the teacher's discretion.**

## TARDIES

Twice tardy is equivalent to 1 absence.

**Note:** Students must be in their classroom or assigned area when the bell rings at 8:00 a.m. and continue to report to each classroom throughout the day at the assigned time.

## ACADEMICS AND CONDUCT

### **Academic Grading Scale**

A = 90 – 100  
B = 80 – 89  
C = 75 – 79  
D = 70 – 74  
F = 69 or below

### **Conduct Grading Scale**

E = Excellent  
G = Good  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

### **Honor Roll**

- 1) "A" Honor Roll – which is all A's and G or better in conduct.
- 2) "A/B" Honor Roll – which must consist of at least one A and G or better on conduct.

### **Quarterly Exam Exemption**

Students with a 95 or above, G or better in conduct, and no more than 3 absences during the quarter, may be exempt from the exam. This is assessed per subject.

### **Reports Cards and Deficiency Reports**

Deficiency Reports, for students with at least one failing grade in a subject, will be sent home mid-quarter either in a sealed envelope or by email. Parents should sign and return the report or respond/reply to the email message. Report Cards are issued at the end of each quarter, four times each academic year.

## **Eligibility for Extracurricular Activity**

A student shall be permitted to participate if the student is in good and regular standing and is passing all courses (70).

### **Academic Eligibility Periods:**

The first eligibility period will begin six weeks after school begins. Grades should be checked every three weeks thereafter. Any student failing the grading period will be ineligible for a period of three weeks. Ineligibility shall begin no later than the following Wednesday. At that time, grades will be checked again. If student is not passing all subjects, the player will remain ineligible for another three weeks. If said student is passing all classes, they will once again be eligible for play.

There are no refunds of registration fees.

## **HOMEWORK EXPECTATIONS**

Kindergarten: 10 - 15 minutes  
Lower Elementary: 25 - 35 minutes  
Upper Elementary: 45 - 60 minutes  
Secondary: 1 hour - 1 1/2 hours

Students will use a special homework planner or assignment sheet to track assignments. The system will vary from grade to grade. An example will be available at orientation.

## **RENWEB -**

RenWeb is the on-line school management system TBTA uses for grades, calendars and other forms of communication. It allows you to easily track your student's progress. In addition to email, it gives a second way to send a message to your student's teacher.

Parents are encouraged to frequently log in to RenWeb to stay current on their child's grades. If you have any questions or trouble with this process, please send a message to: [help@tbtacademy.org](mailto:help@tbtacademy.org)

## **PARENT – TEACHER COMMUNICATION**

Timely communication between parents and teachers is an important part of the educational process. Email is a quick and easy way to contact your teacher(s). It is important to keep your contact information current with the school and teacher(s). **Please be sure to update your profile on RenWeb when changes are made.**

Elementary Students will bring home daily folders designed to communicate with parents. Parents should check their take-home folder for letters, guide child in completing homework assignments, sign and return the next day.

Secondary Students are responsible for keeping up with an assignment journal. Parents should check this regularly.

Parents are encouraged to initiate conferences with teachers at the first sign of any concern. Please bear in mind that teachers are responsible for many students, and parents focus on their child alone. Parents wanting a conference should contact the teacher initially through email or RenWeb so arrangements can be made. Parents are asked not to hold an unexpected conference with a teacher before or after school, teachers are on duty, in prayer time, or preparing for the day's classes.

## BEHAVIOR IN SCHOOL

The school seeks to foster an environment that is conducive to spiritual and academic growth. Every student deserves a school day that is orderly and free from distractions. Students are expected to:

- Act in a courteous and responsible, Christ-like manner.
- Respect the property of the school and others.
- Follow all school rules and procedures.

The school expects all students to adhere to the following school procedures:

- Dress in accordance with the dress code.
- Help keep the school clean by not littering and picking up after yourself.
- Avoid any actions that damage or deface school property.
- **Students will not be allowed to keep cell phones or any electronic device on campus.** All devices will be collected and secured during the day and returned as the student is released to their parent. If a student needs to call a parent, they can use the phone in the school office.  
*Disregarding this policy will result in disciplinary action.*

1st Offense: One (1) after school suspension  
2nd Offense: One (1) day in school suspension  
3rd Offense: One (1) day suspension

- Profane language, negative slain, and obscene body language will not be tolerated.
- Students are expected to do their own work. The Lord requires honesty and, therefore, it is the rule of the house.
- **Chewing gum is not allowed.**
- Students must be in assigned location before and after school.
- The sale of any item at school is not permitted without prior written permission from the administration.

### Consequences

The most rewarding consequence for appropriate behavior is the satisfaction that comes with functioning independently. Research shows that children thrive when they clearly understand what behavior is expected of them. The individual teacher will handle violations of the classroom rules using the proper steps and communication to the parents.

Depending on the age of the student, consequences for inappropriate behavior may include:

#### Kindergarten and Elementary

- Color Changes/Demerits, and or DoJo points with Consequences
- Parent Communication
- Office Referral
- Excessive Color Changes or Demerits

#### Junior High and High School

There will be communication to the parents through email and or discipline forms.

Discipline violations – Not following expected behavior in school.

1<sup>st</sup> Offense: Lunch Detention  
2<sup>nd</sup> Offense: After School Detention  
3<sup>rd</sup> Offense: Office Referral  
4<sup>th</sup> Offense: Parent Contact  
5<sup>th</sup> Offense: In school Suspension and up to full suspension

Uniform violations – Not following school dress code.

1<sup>st</sup> Offense: Warning and form sent home  
2<sup>nd</sup> Offense: Sent to office to call home and form sent home  
3<sup>rd</sup> Offense: Office referral, a call home and form sent home  
4<sup>th</sup> Offense: Suspension and form sent home

Homework violations – Not completing homework assignments. This will begin the second week of school.

1<sup>st</sup> Offense: Assignment must be turned in next day at the teacher's discretion.

2<sup>nd</sup> Offense: Assignment must be turned in next day at the teacher's discretion.

3<sup>rd</sup> Offense: Warning and parent contact.

4<sup>th</sup> Offense: Lunch or After school detention. (Detention is held on T and TH 3:15-4:00)

5<sup>th</sup> Offense: Lunch or After school detention, two sessions

6<sup>th</sup> Offense: Office referral

7<sup>th</sup> and on: In-School Suspension and up to full suspension

**Guidelines for all student office referral:**

- The teacher will communicate the offense to the administrators with a discipline slip.
- The administrator will speak to the student to ensure that he/she is in agreement and takes responsibility in the offense(s).
- The student is given opportunity to pray and ask God for forgiveness.
- Teacher will contact parent on the first visit.
- The elementary teacher, along with another teacher or administrator to oversee, will administer the swat for their students.
- In school suspension

**Suspension, Expulsion and Removal from campus:**

The school has disciplinary authority over a student during the school day and at all school-sponsored activities. If an offense occurs, depending on the severity of that offense, any action taken will be at the discretion of the school's administration.

**DRESS CODE**

**Purpose** - To help promote solid Christian moral character and support conservative, modest, and neat dress by the students. We wish to convey a positive Christian appearance to anyone visiting our school. Uniforms pants, shorts, capris, and or skirts may be purchased at a variety of retailers. They must however, be true uniform style items. School polos with the embroidered logo may continue to be purchased at Academy Uniform. Polos with the screen print logo, may be purchased from TBTA.

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. TBTA's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teaches respect for authority. The school's administration is the final authority concerning propriety of clothes, hairstyle, and jewelry.

**POLICY: Monday, Tuesday, Thursday, Friday**

- Shirts: Solid knit polo with school logo. Short or long-sleeved undershirts, t-shirts and/or camisole, need to be neutral in color or match the polo.
- Pants: Navy/Khaki pants/capris, shorts, or skirts/skortts. Skirts, skortts and shorts should be of modest and conservative length. Below mid-thigh as a guide. Longer skirts are available and recommended. Dark compression shorts worn under skirts is also encouraged. (Backpacks often cause the skirt to rise in the back if not long enough)
- Belts: Not required unless shirt is tucked in. If shirt is tucked in, belt should be solid black or brown.
- Shoes: Tennis shoes, dress or casual shoes. No lights, sounds or wheels. Western style boots may be worn, however, only with pants and pant leg must be over the top of the boot.
- Socks: Please no mismatched or neon. Leggings, in the appropriate colors, may be worn. (Navy, neutral, white or black. If color, should match polo.)

**Wednesday**

- Shirts: Gold or White (for returning students) polo with screen-print or original school logo; tucked in. Long sleeved t-shirts are not to be worn under short sleeved polo on Wednesday. Please **NO** colored items under the white chapel polo shirt, but a white undershirt or t-shirt is recommended.
- Belts: Boys-Solid black/brown to match shoes.
- Pants: Boys—navy pant (No shorts); Girls—navy skirt/skort of appropriate length (No pants, capris or shorts).
- Shoes: Solid brown/black. **NO** Tennis Shoes. No sandals. Bobs, Toms and Boat shoe styles are permitted.
- Sock: Solid white, navy, black or neutral sock, or no-show sock. Leggings, in the appropriate colors, may be worn. (Navy, neutral, white or black)

## **Hair**

- Conservatively cut, neat, clean and combed at all times.
- Boys—No longer than the top of the collared shirt and trimmed evenly across the neck. No longer than the eyebrows when combed forward. Above the ears. No beards or facial hair allowed.
- Any style reflective of the punk or rock culture is not permitted.
- No fluorescent color or two-tone.

## **Jackets**

All students are to wear the School uniform jacket, sweater, or sweatshirts inside the building. On cold days, students will be permitted to wear their winter coats coming and going from the building or while on the playground, but should be removed once inside. No stocking caps inside the building.

## **PE Uniforms**

Boys and Girls P.E. uniforms for 7th - 12th can be purchased anywhere, as long as they follow the required dress code. Dark knee length loose fitting cotton blend, basketball style or poly shorts. Loose fitting, crewneck dark t-shirt. Athletic shoes. Previous school spirit shirts may be worn, but please no white t-shirts.

## **Student Athlete Dress Down Day**

Student Athletes receive the privilege to dress down on game days. They can wear the current spirit shirt or game shirt and jeans.

## **Free Dress Down Days**

- Current Spirit Shirts only.
- Conservative denim blue jeans, denim blue jean shorts, denim blue jean capris, or uniform khaki pants or shorts.
- Tennis shoes, casual shoes, boots

**The school's administration is the final authority concerning propriety of clothes, hairstyle, and jewelry.**

## LUNCH

The school will offer an optional catered lunch service Monday – Friday. A menu will be sent to parents and staff with an order form for the coming month. **All meals are designed to be ordered in advance.** Lunches are available for purchase on the day of, however, there are a very limited number and an additional fee of \$1.00. We will do our best to make sure no student goes without lunch. There is a \$10 lunch fee for menus turned in after the 25th and will not be accepted after the 1st.

There are **microwaves** provided for **2nd-12th grades only**. If your child chooses to heat up their lunch, please note that standing in line and using the microwaves will take away from your child's dining time.

**Guests** of students are always welcomed on campus during lunch hours. As a courtesy, if possible, please secure permission at least a day in advance from the student's teacher. A student should not have guests on a daily basis.

## PHYSICAL EDUCATION

Physical Education is an important part of your child's growth process. P.E. is offered for all grades. All students are required to participate unless a written note from a doctor is provided.

Elementary students have PE on T/Th. **Students must bring or wear appropriate athletic shoes on PE days and dress for the activity involved.** (pants, shorts, skirts and if skirts, darks compression shorts underneath)

Students in grades 7-12 are required to dress out, in approved uniform, for P.E. each day. Students are to bring their uniforms, socks, and athletic shoes in a bag. See uniform requirements under dress code.

## CHAPEL

Chapel services will be held for all students each Wednesday from 8:10-8:50 am. Parents are invited to attend these services. Chapel is a time for praising the Lord, thanksgiving for being an American, reading and preaching God's Word, and for learning to be more like Jesus!

## PARTIES

Simple birthday celebrations in the lunchroom may be arranged. Please do this through your student's teacher and in advance. When scheduling out-of-school birthday parties, parents should be sensitive toward all classmates in the child's class so that each child may participate equally.

## FIELD TRIPS

There will only be 2 or less parent paid field trip per year. There may also be 1 additional trip planned at no cost. Parents are welcome to join the class on field trips, however, please remember it is a CLASS field trip; therefore, no siblings are allowed to participate, and your child is expected to stay with the teacher and follow the same class procedures.

A permission slip detailing the date, time, location, cost, and mode of transportation will be provided. This slip, when returned, will indicate that parents have been informed and have given consent for their child to participate. The school vans are often used to transport students, however if parents participate, they must provide their own transportation. **Prior approval must be given by the class teacher and proper forms completed for any deviation.**

## COMPUTER

The school operates a computer lab that provides for individual and group instruction. Students should always have permission and be supervised when in the computer lab. It is important for students to demonstrate a high level of self-discipline in using this equipment. As with damages to all school property, costs for malicious damage will be the parent's responsibility.

## PARENT TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship is an arm of the school, coordinated by the parents to lend spirit and assistance to the students and faculty. PTF activities include fundraisers, fellowships and academic/athletic functions. Parents are encouraged to join the PTF and attend special functions that benefit the school's students.

**There are only 2 PTF member requirements; however, you may instead choose to pay an opt out fee of \$50 each. You may choose to opt out of one or both.**

1. Volunteer for 1 event.
2. Donate towards 2 separate events. (not 2 items for the same event.)

## MTM FUNDRAISER

TBTA holds **one mandatory** fundraiser. It is the Martha Turner Memorial, MTM, fundraiser. It is named for one of the founders of the school. It is our goal to keep our tuition low and the MTM is vital to meeting this goal. Additional **optional** 'FUN'draisers take place throughout the school year. As with any school or business, additional expenses arise from time to time. It is our fundraising that help to handle those cost.

The **mandatory MTM** requires that each family enrolled at TBTA raise or give a minimum of \$200. This may be a selling opportunity or an event. This money is due at the time of the activity and the balance in April and must be paid in order to receive report cards, transcripts or to re-enroll in the next school year. Information will be provided at the beginning of the school year regarding the fundraising process.

If you would rather not participate, you may choose to opt out and pay the required \$200 all at once or throughout the school year.

**Optional** 'FUN'draisers include things like: paying for additional designated dress down days, candy grams or school-wide classroom competitions. They are completely **optional**, so participating or not is your choice.

## CALENDAR -

[WWW.TBTA.TBTCHURCH.ORG](http://WWW.TBTA.TBTCHURCH.ORG) or RenWeb

A school calendar with all the important dates is available online. Notification regarding changes to the calendar will be sent by email.

## LOST AND FOUND

All items brought to school should be clearly labeled with the student's name. Items found will be turned in to office.

## MEDICINE IN SCHOOL

All medication should be given by parents outside of school hours whenever possible. If it is necessary for the student to have medication during school, please follow the policies below:

### Non-Prescription Medication

To ensure the safety of all students, parents are required to provide a written note to the school office giving permission for medicine to be administered at school. This note must include the following information:

- Purpose of medication
- Time of administration
- Number of days medication will be taken by the student
- Any special circumstances or side effects

Single doses in individual labeled containers (unbreakable) must be provided each day for the student. The office personnel will monitor all medications taken by the student. The office personnel will ensure that the medication is stored and secured; therefore, all medication must be brought to the office by the parent only.

## **Prescription Medication**

Students taking prescription medications, must request a Prescription Medication form from the office or print it from the school website. This form must be returned with the student's medications to the school office. The medication must be sent in the original container with proper labeling and specific instructions. Medications will be stored and secured by office personnel.

## **TREATMENT OF SCHOOL – RELATED INJURIES**

It is the policy of the school to treat minor injuries with cold compresses, ice, or band-aids as the need arises. In addition, staff will contact the administration when necessary. Parents will be notified by the teacher about minor injuries.

When confronted with major injuries, school staff will address the child's needs, contact parents, notify administration, and, if required call 911, or transport the student to the nearest hospital emergency department.

It is the responsibility of parents to update school medical information. A form with this information has been provided for each student as part of the school application.

## **WEATHER EMERGENCIES**

In the event of an emergency (cancellation, delay, or early dismissal), announcements are made on Channel 5 television station. Watch for Trinity Baptist Temple Academy announcements. Notifications are also sent out by email.

## **WITHDRAWALS AND REFUNDS**

There are no refunds on enrollment fees or tuition. TBTA's financial commitments are based upon financial agreements received from families. Students withdrawing from school during the school year will pay for the entire month in which they withdraw.

Students withdrawing must pay all tuition due and all other school debts (including textbooks, lunches, etc.) before any official records or grades are released to the parent or to another school.

## **TWITTER**

Text: @TBTA Eagles to 40404

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