



STUDENT POLICIES AND PROCEDURES

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Revised
AUGUST 2016

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 will need to fill out a student driving form before the first day of school. They are to park on the east 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: 10 day suspension of driving privilege
- 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. Any student not picked up by the assigned time, will incur a charge of \$1 for each late minute. State regulations consider a facility having students on campus after 4:00 pm a Daycare.

EARLY DISMISSAL

In order 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 pm.
- 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.**

In order to aid 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 no later than 9 a.m.** the morning the student will be absent. (817) 237-4255
- 2) **A note signed** by the parent or guardian must be brought to school the day the student returns to school, explaining the reason for the absence.
- 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.

Make-Up Work- Students will be given one day for each day missed to turn in assignments.

Absences are for: Illness or an emergency that prevents the student from being in school.

Excessive Absences: Students are allowed 7 absences per semester.

Consequences for exceeding the 7 absences:

- Saturday School from 8:00 - 11:00 a.m. and 11:30 – 2:30 p.m. **(1 Session = 2 Absences)**
- Cost is \$25 per Session. Students in grades K through 2nd, will be required to pay fee, however they will NOT be required to attend the Saturday session.

Consequences for not attending Saturday School after exceeding 7 absences:

- **Elementary:** Required to repeat the grade.
- **Jr. High and High School:** Lose credit for individual class.

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

Honor Roll

At the end of the year, the honor roll students will be determined. The honor roll categories are:

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

Semester Exam Exemption

Students with a 95 or above and no more than 3 absences during the semester 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.

THINKWAVE - New for the 2016-2017 school year

Thinkwave.com is the on-line system TBTA uses to record grades. 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.

You will be sent an invitation to sign in to Thinkwave after school begins. It will have an access code needed to set up a log-in and password.

Parents are encouraged to frequently log in to Thinkwave.com 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

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).

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 Engrade so arrangements can be made. Parents are asked not to hold an unexpected conference with a teacher before or after school since teachers are on duty, in their prayer time, or preparing for the days 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 bring cell phones or any electronic device on campus.** If a student needs to call a parent, they can use the phone in the school office. Student drivers that require a cell phone for safety reasons, will check their phone in at the office at the start of the school day, where it will be held in a secure location, and check it out at the end of the school day. *Disregarding this policy will result in disciplinary action.*

1st Offense: One (1) day suspension

2nd Offense: Two (2) day suspension

3rd Offense: Expulsion

- 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 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.

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

Kindergarten and Elementary

- Color Changes/Demerits with Consequences
- Parent Communication
- Office Referral
- Excessive Color Changes or Demerits

Junior High and High School

The individual teacher in grades 7th - 12th, will handle violations of the classroom rules using the proper steps and communication to the parents through discipline form, uniform violation form, and a homework offense card.

Discipline violations – Not following expected behavior in school.

1st Offense: Lunch Detention

2nd Offense: After School Detention

3rd Offense: Office Referral

4th Offense: Parent Contact

5th Offense: Suspension

Uniform violations – Not following school dress code.

1st Offense: Warning and form sent home

2nd Offense: Sent to office to call home and form sent home

3rd Offense: Office referral, a call home and form sent home

4th Offense: Suspension and form sent home

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

1st Offense: Assignment must be turned in next day and done twice.

2nd Offense: Assignment must be turned in next day and done twice.

3rd Offense: Warning and parent contact.

4th Offense: After school detention, one session. (Detention is held on T and TH 3:15-4:00)

5th Offense: After school detention, two sessions

6th Offense: Office referral

7th and on: Saturday School

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 K4 or K5 teacher, along with another teacher or administrator to oversee, will administer the swat for their students.
- A male will administer swats for the boys in grades 1-12, and a female will administer the swats for the girls in grades 1- 12. (Another teacher will oversee.)

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 are to be purchased from **Academy Uniform** only and have the proper school logo.

POLICY: Monday, Tuesday, Thursday, Friday

- Shirts: Solid knit polo of your color choice, with school logo. Undershirts or camisole, need to be neutral in color or match the polo.
- Pants: Navy/Khaki pants/capris, shorts, or skirts/skort. Skirts, skorts 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 a recommendation. (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 solid black or brown.
- Shoes: Tennis shoes, dress or casual shoes. No lights or wheels. No boots, except for dress down days.
- Socks: Solid white, neutral, navy or black socks. If color, they should match polo or be a no-show sock. No mismatched or neon socks. Leggings, in the appropriate colors, may be worn. (Navy, neutral, white or black)

Wednesday

- Shirt: White Oxford with school logo; tucked in. Long sleeved t-shirts are not to be worn under short sleeved oxfords. Please no colored items under the white oxford chapel shirt.
- Tie: Navy tie.
- Belt: Boys—Solid black/brown to match dress shoes.
- Pant: Boys—navy pant (No shorts); Girls—navy skirt/skort of appropriate length (No pants or shorts).
- Shoe: **Solid brown/black dress shoe**. No Tennis Shoes, Bobs, Toms, Sperry, etc.
- Sock: Solid white, navy or black 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, Kindergarten and Elementary students will be permitted to wear their winter coats on the playground.

PE Uniforms

Boys and Girls P.E. uniforms for *7th - 12th* can be purchased anywhere as long as they follow the required dress code. Black or navy, knee length loose fitting cotton blend, basketball style or poly shorts. Loose fitting, crewneck grey t-shirt. Athletic shoes.

Student Athlete Dress Down Day

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

Dress Down Days

- Current Spirit Shirts only.
- Denim jeans, capris, or shorts. No holes, no designs, or patches are allowed.
- Tennis shoes, casual shoes, boots

DRESS CODE VIOLATIONS

1st Offense: Warning and form sent home

2nd Offense: Sent to office to call home and form sent home

3rd Offense: Office referral, a call home and form sent home

4th Offense: Suspension and form sent home

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 ordered in advance; however, lunches are available for purchase on a daily basis or when they forget their lunch for an additional \$.50 as long as food is available. 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 **3-12 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 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. Uniform: Black or Navy, knee length loose fitting cotton blend, basketball style or poly shorts. Loose fitting, crewneck grey t-shirt. Athletic shoes.

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

Properly supervised and planned field trips are an important part of our program. 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, your child is 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 to the parents. 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 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 or using the equipment. It is important for students to demonstrate a high level of self-discipline in using this high-technology 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 three PTF member requirements:

1. Attend 1 of the 2 Open Houses during the school year.
2. Volunteer to Coordinate 1 event or Volunteer at 1 event or Donate towards 2 events.
Room Mom is considered a coordinator position. It is a first come first serve position. Only one class or grade per Room Mom.
3. Every member must meet the requirement(s) of the one mandatory MTM fundraiser held each year.

When the MTM mandatory fundraiser is a selling opportunity, each member/family will meet the minimum amount of product or items sold.

When the MTM mandatory fundraiser is an activity or event, each member/family will volunteer for one assignment that may include, but is not limited to: donating items, volunteering the day of the event, and or coordinating a specific area or task.

Opting out of PTF

If you are unable to donate the time or items needed to meet the above PTF requirements, you are able to opt out. The fee to do so is \$600 to be paid in 12 monthly payments of \$50 beginning June 1.

On May 1, there will be \$200 fee due for each unfulfilled requirement.

FUNDRAISING

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 these cost.

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

For the school year 2016-2017, TBTA will not hold an event nor have the students sell items to raise money. Each family will simply pay the \$200. This can be done by adding \$22.25 to 9 month of tuition, making quarterly payments or the full amount by April 6, 2017.

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 a choice.

CALENDAR -

WWW.TBTA.TBTCHURCH.ORG

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 about minor injuries at the discretion of the administration.

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 for email.

WITHDRAWALS AND REFUNDS

Students withdrawing from school during the school year will pay for the entire month in which they withdraw. No refunds.

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.

August 13, 2016