PARENT & STUDENT HANDBOOK

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WELCOME!

Temple Christian Academy is dedicated to the glory of God and exists to help students grow spiritually, emotionally, physically, and academically. The academy is committed to high moral standards and academic excellence with an academic philosophy based on the Biblical teaching that respect for the Lord is the root of wisdom and knowledge. *"The fear of the Lord is the beginning of wisdom and knowledge, but fools despise wisdom and discipline." (Proverbs 1:7)* Since God has revealed Himself in Jesus Christ and the Bible, knowledge concerning Christ and the Bible is the key principle of Christian education. We are committed to the teachings of the Bible and believe that there is a direct relationship between what Christian students believe and how they behave and approach their lives.

Parental involvement is critical to the success of any student in our academy. The best efforts of our principal, teachers, and staff will not bear fruit unless they are supported and reinforced at home. Parents need to be actively engaged in their students education on a daily basis. This means ensuring proper nutrition and rest is being attained by the student, homework is being completed, and that the student is going beyond the classroom requirements to better themselves.

We are pleased you have selected to enroll your children at Temple Christian Academy. Over the course of the upcoming school year it is our desire and prayer to build a strong lasting relationship not only with each child in our care, but with the entire family. Our student handbook is designed to answer questions and give basic guidelines of what is expected from our student body and the parents/guardians throughout the year. Please feel free to save a copy of the handbook or print it off to have with you at all times. Remember it is always available to download on our school website: www.templechristian.net or on www.Jupitergrades.com.

With God's blessing and our working together, the academy, students and parents can produce an excellent result! The academy is committed to excellence. If the student and parents are committed as well, the child will thrive and grow academically.

At any point in time the Administration of Temple Christian Academy has the right to amend any part of this handbook as it deems necessary in any situation that might occur over the course of the year.

Temple Administration

MISSION STATEMENT

Temple Christian Academy's mission is to help students grow spiritually, emotionally, physically, and academically.

VISION STATEMENT

Temple Christian Academy will prepare all students for high school to career opportunities, vocational opportunities, and post secondary educational opportunities by providing a productive and safe learning environment with high academic standards. Temple Christian will strive to develop strong leaders with Christlike attitudes to assimilate and succeed in the real world.

PHILOSOPHY OF EDUCATION

Temple Christian Academy believes in:

* Consistent standards and clear expectations
* Teaching to the whole of the class not the minority of the class
* Maintaining positive interactions between the student and teachers
* Tailoring to students strengths wile improving their weaknesses
* Assisting students to become productive citizens and effective communicators
* Staying current with up to date educational research, trends, and technology

STATEMENT OF FAITH

OUR BELIEFS:
"In the essentials we must have unity; in the non-essentials we must have liberty, in all things we must have love."

Essential beliefs are the foundational principles that supply the framework of life and meaning for the Christian faith. They are truths that Christians have recognized, stood-for and passed-on since its earliest times. These truths are not to be tampered with, altered, removed, or compromised.

Non-essential beliefs, instead, are beliefs that are not foundational to the Christian faith or to the status of one's relationship with God. These beliefs are often open to

interpretation and may be regarded differently by specific movements, churches or people.

In keeping with this understanding, we hold the following to be essential beliefs:

GOD:
We believe there is only one true God, eternally existent in three Persons: Father, Son, and Holy Spirit, and that He is loving and does not desire anyone to perish, but everyone to come to repentance and have abundant life, both in the life now and to come.

Deuteronomy 32:39; Matthew 28:19; 1 John 5:7; 2 Peter 3:9; 1 Timothy 2:4

JESUS CHRIST:
We Believe that Jesus Christ was begotten, not created, the Son of God, truly God, truly Man, coequal with God. He was born of the Virgin Mary, lived a sinless life, and offered himself a living sacrifice for the sins of the world by dying on the cross. He was resurrected to demonstrate His power over sin and death, ascended to heaven and will return again someday to earth to reign as King.

Matthew 1:22-23; John 1:1-5; Hebrews 4:14-15; Romans 1:3-4; Acts 1:9-11

THE HOLY SPIRIT
We believe that the Holy Spirit dwells in every Christ-follower. He helps to conform us to the example Jesus Christ set with guidance in doing what is right, understanding the truth, and the power to live rightly.

Acts 1:8; 1 Corinthians 12:13; Romans 8:16-17; Galatians 5:25; Ephesians 1:13, 5:18; Acts 8:14-17; Acts 10:44-48; 1 Corinthians 12:1-11; Romans 11:29

THE CHURCH:
We believe the church is the Body of Christ, the dwelling of God through the Spirit, the possessor of God's authority to communicate truth and salvation to the world and the Bride of Christ for which he will return. Every person who is born of the Spirit is an integral part of the church as a member of the body of believers. The presence of the Holy Spirit, adherence to the apostles' doctrine, fellowship of the believers, preaching of the Word of truth and administration of the sacraments are signs of the authentic church.

Acts 2:41-44; Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23

THE BIBLE:

We believe the Bible to be the authoritative, infallible word of God, written by men inspired by the Holy Spirit, canonized by the church and given to God's people as a source of truth, instruction and wisdom.

2 Timothy 1:13, 3:16; 2 Peter 1:20-21; Psalm 12:6, 119:105, 160; Proverbs 30:5

SALVATION:
We believe that the gift of God is salvation, and to take part in it we must accept that gift. Forgiveness of sin cannot be achieved by good works or self-improvement but is only available by grace through faith in the Lord Jesus Christ. When a person confesses sin and repents in faith, they experience a spiritual rebirth and are given everlasting life.

Romans 6:23; Ephesians 2:8-9; John 1:2, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1, 10:9-10

ETERNITY:
We believe there is life after physical death, and that we will be held accountable and judged by God; and that we will exist eternally with Him through our forgiveness and salvation, or will be separated from Him because of our sin. Heaven is an eternal joining with God, while Hell is to be eternally separated from Him.

John 3:16, 14:17; Romans 6:23, 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9

SOCIAL NETWORK POLICY

Temple Christian Academy has established a policy regarding the use of internet social networking websites. It is the academy's desire to enforce proper etiquette on these sites. Ultimately, Temple Christian Academy is not monitoring for inappropriate language as the administration feels that is the responsibility of the parents/guardians. The academy however is monitoring for threats, to Temple students and others, and to ensure there is no negative information being shared concerning Temple Christian Academy, teachers, staff, administration, coaches, or volunteers. The following list of websites is not intended to be all-inclusive and can be amended as needed:

- Facebook
- MySpace
- YouTube
- Twitter
- LinkedIn
- Flickr

- Tumblr
- Xanga
- myYearbook
- MyLife
- or a personal blogging site

It is the parent's responsibility to insure that the student has followed the proper steps in fulfilling the requirements of this agreement. Any student found not fully participating and adhering to this policy will be punished according to the school disciplinary code.

EXTENDED CARE

In an effort to better serve our students and their families Temple Christian Academy offers extended care (for a fee) for those needing such a service. In continuing our efforts of providing a safe and healthy environment for all our students the school places certain guidelines for the extended care hours. The following list is not intended to be all-inclusive, please feel free to check with the front office and/or extended care coordinator with any questions:

1. Students will be supervised by the extended care coordinator at all times.
2. Students must follow all the school guidelines pertaining to conduct and uniform.
3. Any disciplinary problems will be handled according to Temple discipline code.
4. Students are responsible for completing homework they might have.
5. All students must be signed out by parent/guardian/authorized individual.
6. The front office must be notified of anyone who is authorized to pick up student(s). These individuals must be at least 18 years of age.
7. Any student that is not current in payments will be removed from enrollment.
8. Temple staff/administration reserves the right to terminate extended care service for any reason at any time.
9. Extracurricular activities do not automatically enroll your student into the extended care program. During sports seasons your student can be enrolled "temporarily" at a reduced rate. Siblings of student-athletes must also be registered at the current fee for that school year. At the end of the season your student (and students siblings if applicable) will be withdrawn from the extended care program immediately.
10. Any students left on campus after 3:30pm not enrolled in the extended care program will wait with the extended care coordinator for a parent/guardian to pick them up. The parent/guardian WILL be billed for a daily extended care fee at the current school years rate.

SCHOOL HOURS & PARENT/GUARDIAN RESPONSIBILITY

Temple Christian Academy is motivated by the care, safety, and well-being of its students. The academy staff and administration believe in fully protecting the student body from any physical danger. In an effort to further this belief Temple has designed guidelines in order to inform the parents of their responsibilities. The following list displays the roles of the parents/guardians and Temple staff in order to achieve this goal.

SCHOOL HOURS

- School begins promptly at 8:00am.
- Students are tardy at 8:15am and considered absent for the day at that time.
- Students who are tardy will have to wait until the beginning of the next class period to go to class.
- Students who have (7) unexcused absences in a 9 weeks fail for the quarter.
- Excessive tardiness and absences reflect in the student's grade and will be discussed with the parents by the principal.

STUDENT DROP OFF/PICK UP

- Students cannot arrive at school before 7:25 am (excluding extended care)
- Students must be picked up no later than 3:15pm (excluding extended care)
- Please read the extended care form to have a better understanding of our extended care program.
- Please call the main office to gain admittance into any of the buildings after 8:20am and before 2:50pm. We will be locking the main doors to all buildings to help promote a higher sense of security and safety for our students and staff. ***There will be no students checked out between 2:00pm and the current dismissal time***.

EXTRACURRICULAR ACTIVITIES

- Students can only remain on school property if their event/practice begins at or before 4:00pm. If event or practice is later the student must leave campus and return at designated time or be enrolled in extended care program.
- Students can only stay on campus if they are directly involved in the event/practice.
- Any other student remaining on campus must be accompanied by parent/guardian.
- Students attending events will be required to sign in/out. The parent/guardian is fully responsible for student when not signed in properly.
- It is strongly recommended that parents/guardians accompany students to all games.

I(parent/guardian) fully understand that I am responsible for my child(ren) during the time prior to and immediately after school hours. By signing the Enrollment Form, I relieve Temple Christian Academy, its staff, its volunteers, and administration of any responsibility regarding my children during the non-school hours including special and extracurricular events.

UNIFORM POLICY

Temple Christian Academy strictly adheres to a dress code for the students. It will be the student's responsibility to follow the uniform guidelines. All uniform standards must be followed anytime the student is on school property including during the arrival to and departure from the school.

- **Pants/shorts-** Solid color (blue, black, khaki), no extra pockets (cargo shorts), shorts need to be at least knee-length. Hip-hugger or "skinny" jeans/pants are **NOT** acceptable.
- **Shirts-** Must be tucked in at **ALL** times, any solid color, collared (small logo is acceptable), no cap sleeves or tight fitting material, 2-3 buttons. Temple issued T-shirts are acceptable to wear on a daily basis.
- **Belts-** Required at **ALL** times by all students
- **Sweaters/Jackets-** Outerwear is acceptable, but must not have inappropriate images, language, or innuendoes. Non-School issued jackets are not considered to be uniform and a uniform shirt must be worn underneath it. Temple jackets are considered to be in uniform. No Hoodie style jackets or sweaters can be worn on campus during normal School hours.
- **Skirts-** Are not permitted.
- **Shoes-** No open toe or heeled shoes (sneakers are preferred). Bobs or Mary Jane style flats for the female students. No work boot style shoe, Bedroom slipper, opened toe or heel, no athletic slide or sandal and no leisure / dress sandal and flip flops.
- **Jewelry-** No excessive jewelry or piercings (none other than ears), no inappropriate bracelets and no exposed tattoos
- **Earrings-** Female students are authorized to wear ear piercings only. No facial piercings. (Eyes, Nose, Lips or multiple piercing of the Ears. One Stud or post per Ear) No Lope Earrings of any size will be authorized for wear during school hours.- ***BOYS** are **NOT PERMITTED*** to wear earrings at any time on school property- this includes attempting to conceal a piercing.
- **Hair-** No unnatural colors are permitted (pink, blue, extreme reds, etc), boys- cannot be over top of ear, reach eyebrows or shirt collar, boys cannot have facial hair
- **PE Class-** Temple issued shirt and shorts. (Will be able to choose from an assortment of colors) Each set is $20
- **Tattoos-** Tattoos are not permitted to be "*seen*" on any part of the body. If a student has a tattoo it cannot be visible. If it is in a visible location it must be **COVERED** up.

All of these guidelines are at the staff's discretion and are not open for discussion or interpretation by the student or the parent. Any student found not to be following this policy will remain out of class until either picked up by a parent or in proper uniform.

CODE OF CONDUCT

The following will not be permitted at any time:

1. Disrespect or insubordination exhibited to teachers or staff.
2. Destroying or defacing school or church property. Parents/Guardians are expected to pay for repairs or replacement of property damaged by their student.
3. Fighting, choking, kicking, hitting, or threatening.
4. Any act of bullying. Whether it is physical, mental, verbal, or emotional. Also includes in person and other forms of communication such as text messaging, emailing, blogging, and social networking.
5. Leaving the school grounds without permission.
6. Chewing gum on school property at any time.
7. Swearing or unclean language.
8. Horseplay on the school property.
9. Handling other students' property or taking personal property without permission.
10. Smoking and/or possession of tobacco, or paraphernalia.
11. Spitting on school property.
12. Cheating
13. All cellphones must be checked into the school office once students have arrived on campus. Cellphones will be released back to the student once school has been dismissed for the day.
14. Possession of any drug not prescribed for the student by a physician (must be filed with the office on student enrollment form.)
15. General disturbances such as talking out in class without permission, interrupting the class, writing notes, throwing objects, or running in the building. Phones, Ipods, Ipads, laptops, mp3 players, electronic gaming devices, sporting equipment, and. other electronic devices are not permitted to be out during the course of the school day.
16. Any other conduct that interferes with the school's Statement of Faith, Statement of Philosophy and Academic Philosophy as determined by a teacher, a staff member, principal, or the administration.
17. This is not an all-inclusive list.

CODE OF CONDUCT & DISCIPLINE SUMMARY

The following will not be permitted at any time:

- Disrespect or insubordination exhibited to teachers/staff and students. This includes talking back to teachers or exemplifying behavior that is disrespectful towards a teacher. Also includes speaking to other students in an unpleasant manner.
- Destroying or defacing school or church property. Parents/Guardians are expected to pay for repairs or replacement of property damaged by their student.

- Fighting, choking, kicking, hitting, or threatening is **NOT** tolerated and will result in immediate suspension.
- Defacing, marking, or harming the individual student body or the body of another student (i.e. *Drawing on body*, *Eraser Burn Challenge or Cinnamon Challenge)*
- Student must be in concordance of the schools uniform policy.
- **ANY ACT OF BULLYING**. Whether it is physical, mental, verbal, or emotional. Also includes in person and other forms of communication such as text messaging, emailing, blogging, and social networking.
- Possession of a weapon is **NEVER** tolerated on school property or at school venues. Will result in immediate suspension and expulsion.
- Leaving the school grounds without permission during school hours will be subject to immediate suspension or expulsion.
- Swearing (profanity) or unclean language is not permitted. Any language not reflecting a Christian spirit is not acceptable at any time.
- Skipping class- All students are to be in their scheduled class at all times. Any student not in class and not in possession of a pass will be considered skipping.
- 6” Rule - Students are to maintain the proper distance from each other. Horseplay on the school property is not permitted and will be treated as **FIGHTING**.
- All eating shall take place in the proper designated area. Gum is not to be chewed anywhere inside the building at any time.
- Handling other students’ property or taking personal property without permission is not acceptable at any time.
- Smoking and/or possession of tobacco, alcohol, drugs and/or drug paraphernalia is not permitted and will result in immediate suspension or expulsion.
- Spitting on school property is not allowed.
- Cheating- Any copying from other students or any other means of receiving answers not instructed by the teacher. Assignment receives grade of “0”. This also includes plagiarism and taking credit for someone else’s work.
- Possession of any drug not prescribed for the student by a physician (must be filed with the office on student enrollment form.)
- General disturbances such as talking out in class without permission, interrupting the class, writing notes, throwing objects, or running in the building.
- Electronic Devices- Phones, iPods, iPads, laptops, mp3 players, electronic gaming devices, sporting equipment, and other electronic devices are not permitted to be out during the course of the school day.
- Any other conduct that interferes with the school’s Statement of Faith, Statement of Philosophy, and Academic Philosophy as determined by a teacher, a staff member, principal, or the administration.
- Excessive tardies.
- ***This is not an all-inclusive list.***

Temple Christian Academy makes use of various consequences often determined by the severity and repetitiveness of the infraction. Discipline may include but not limited to:

- Campus cleaning
- Confiscation of equipment/material
- Detention (see schedule below)
- Non-participation in special/extra-curricular events (including sports)
- Suspension to include in and out of school
- Expulsion

Schedule for Detentions:

- Tuesday 6:30am - 7:30am
- Thursday 6:30am - 7:30am
- ***Saturday 9:00-11:00 ($15 fee)***

For any detention student must be in proper school uniform as listed in uniform policy.

Unacceptable conduct will be dealt with according to the Discipline Policy. Ultimate responsibility for a student's conduct while in school rests with the student and parents. School Administration reserves the right to amend, enforce, and progress discipline as deemed necessary on an individual basis. All students are accepted on a probationary basis. Those students whose actions and attitude are not in unity with the spiritual atmosphere and educational services of Temple Christian Academy will be dismissed from the academy.

COMMUNICATION

1. All concerns should first be referred to the appropriate staff member (example, a classroom matter to the teacher.)
2. All matters not resolved by the staff member should be taken by the concerned parents to the principal.
3. Other matters not related to a staff member's area of responsibility should be taken directly to the principal.
4. Parents are not permitted to speak to children that are not their own. If their is a problem between students both parents must be present in order for any parents to be present.
5. If a parent is contacted by someone about a school matter of concern, the parent should tactfully refer the person to this section of the Student Handbook so that they can appeal to the appropriate person. Parents should not be a party to rumors nor spread discontent among our students or other parents. Most school matters can be handled efficiently and promptly if this communication mechanism is followed.
6. Scheduling of Parent-Teacher conferences are to be done through the main office. Meetings will only be scheduled in the morning at 7:30am or after school at 3:15pm.

EMERGENCY CLOSING

In case of inclement weather, pandemic virus in the school or community, destruction of facilities due to fire, weather or other factors, other threats to students, and national emergencies school may be canceled, delayed or closed early. Please listen to local radio or television stations during national emergencies and inclement weather for closing or delay information. We will also send out mass alerts through our email/text system. Please make sure all of your contact information is kept up to date in our system.

ENROLLMENT POLICY

Temple Christian Academy enrolls students without regard to their race, color, national or ethnic origin. Therefore, the academy enrolls only those students from families who are willing to acknowledge and respect the Statement of Faith, the Mission Statement, and the Statement of Philosophy of the academy and who are willing to adhere to the policies and procedures of the academy. To secure enrollment in Temple Christian Academy please print, complete, and return the last three pages of the handbook and an enrollment form. Upon submission you will be contacted by a member of the administration for a personal consultation; at such time please have all transcripts, report cards, medical forms, disciplinary records, identifying certificates, and scholarship documentation.

PHONE CALLS

Neither teachers nor students will be available to receive phone calls during instruction times (except in cases of emergencies). Messages may be given to have the calls returned during recess or lunch hour. Students are to use the school phone only when necessary. They are not to use the school phone without permission. Cell phones MAY NOT be used during school hours and must be kept out of sight. Phones will be confiscated from students who use them during school hours. Parents please do not call or text your child during school hours, this will call for the same discipline according to school guidelines.

REMEDIATION

It is anticipated that, from time to time, extra work will be required for some students in order to assure their progress in school. A remediation plan will be presented to the student’s parents by the student’s teacher and the principal. Summertime is an excellent time for parents to implement a remediation plan. We may be able to assist you with this.

SCHOOL VISITATION

Temple Christian Academy maintains an open door policy for parents. Any time during the school day you may observe an activity or lesson. Please, we do require that you make arrangements with the principal and the teacher at least 4 days in advance and arrive at the appropriate time. You must report to the office upon arrival before entering the classroom areas.

TUITION

A Tuition Payment Agreement form must be completed, signed, and submitted along with the application for enrollment. A fee of $15 per month may be assessed for delinquent payments. If for some reason payment cannot be made as agreed upon, the parent(s) should contact the school office immediately.

VACATIONS

We understand families will sometimes take vacations during weeks when school is in session. We do ask that parents carefully consider the academic and social ramifications of their children missing school for family vacations. We do require that parents provide written notice to the administration and teacher at least two weeks prior to departing on the planned vacation to make arrangements for the work that will be missed. It is up to the teacher to determine whether missed assignments will be provided in advance or upon return from the vacation. Students are allowed the same number of days that they missed to finish and return all assignments.

ABSENCES & TARDIES

Students who are absent will have the same number of days to make up any assignments for “excused absences”. Students that are Tardy 6 or more days will face suspension. An absence is excused if the student has a doctor’s note, planned family vacations that are submitted to the administration 2 weeks in advance, or a death in the family and the proper form has been filled out and returned to the school office upon the student coming back. Suspension days are considered unexcused and it is up to the teacher to determine to allow the student to make up any work. If a student accumulates 6 tardies to school or 3 tardies to class after 1st period they will be assigned detention.

ACADEMIC REQUIREMENTS

(*For Graduation*)

Temple Christian Academy offers two diplomas for each student to choose from. Students may choose either a College Prep (Honors) Diploma or a Standard Diploma which meets all the requirements of the State of Florida from the Department of Education.

College Prep (Honors)	Standard
English (**4 Credits)** *English I Hon.* *English II Hon.* *English III Hon.* *English IV Hon.* Math (**4 Credits***)* *Algebra I Hon.* *Algebra II Hon.* *Geometry Hon.* *Any math Algebra II or higher* Science (**4 Credits**) *Biology I Hon.* *Physical Science Hon.* *Chemistry Hon.* *Any science Biology I or higher* Social Sciences (**3 Credits**) *American History Hon.* *World History Hon.* *American Government Hon.* *Economics Hon.* Bible (**2 Credits Minimum**) Foreign Language (**2 Credits Minimum**) Health (**1 Credit**) Physical Education (**1 Credit**) Practical or Performing Arts (**1 Credit**) Upper Level Electives (**4 Credits Minimum**) Online Course (**1 Credit Minimum**)* ***Must earn a "C" or higher to receive credit***	English (**4 Credits)** *English I* *English II* *English III* *English IV* Math (**4 Credits***)* *Algebra I* *Geometry* *Business Math* *Consumer Math* Science (**3 Credits**) *Biology I* *Physical Science* *Chemistry* Social Sciences (**3 Credits**) *American History* *World History* *American Government* *Economics* Bible (**2 Credits Minimum**) Health (**1 Credit**) Physical Education (**1 Credit**) Practical or Performing Arts (**1 Credit**) Electives (**6 Credits Minimum**) Online Course (**1 Credit Minimum**)* ***Must earn a "C" or higher to receive credit***

**Online course requirement does not apply to students who have an individual education plan.*

GRADE		***NUMERICAL SCALE***	***QUALITY PTS***	***QUALITY PTS HON.***
A	***=***	***90 - 100***	***4***	***5***
B	***=***	***80 - 89***	***3***	***4***
C	***=***	***70 - 79***	***2***	***3***
D	***=***	***60 - 69***	***1***	***2***
F	***=***	***59 & BELOW***	***0***	***0***

CONFLICT RESOLUTION

Temple Christian Academy tries to follow a Christ-Centered model for dealing with different conflicts that arise on a day to day basis. We understand we live in a fallen world and not everyone interacts positively; especially with those who they deem as different from them.

More times than not conflict comes from unhealthy people and relationships. This destructive behavior usually stems from a pattern of cruelty, deception, neglect, indifference, control, and abuse inside the relationship. We realize the difference in conflict being destructive relative to a healthy disagreement is the inability to have a healthy conversation or form of communication. Individuals who fail to admit weaknesses, lie, rationalize, blame others, deny, and are defensive instead of open to feedback are usually the source or the catalyst of destructive conflict. Just like poison a steady ingestion of these behaviors can kill you spiritually, emotionally, and physically.

Conflict arises in many forms and fashions, but the most prevalent is harassment (physically, emotionally, and sexually), bullying, conflicts between students, conflict with students and staff, and conflicts with parents and staff.

Please refer to page 9 under “Communication” of this handbook to help deal with conflicts between students, parents, and staff. A lack of communication or communication with the wrong parties is the source of most discontent and can be easily avoided if addressed in the correct way and to the appropriate people.

Harassment and bullying now can take on many forms. It is an aggressive behavior stemming from a perceived or real power imbalance. These behaviors are a repeated action, or potentially repeated action, over time. They include spreading rumors, attacking someone verbally or physically, and making threats. There are 3 type of people involved in harassment and bullying: 1) the bully/perpetrator, 2) the bullied/harassed, and 3) the witness to the bullying/harassment.

The first step to resolving any type of conflict is identifying or recognizing the warning signs of the conflict. Second, realize we are called to be peacemakers not peacekeepers. We need to understand seeking peace has a risk of causing conflict, but reaching an ultimate goal of genuine peace is to be our end result. We must speak up. We should speak truth in love. We need to spend time in prayer preparing for our time together. We should approach all conflicts with gentleness and humility. We must be supportive to all parties involved. Above all sometimes scripture requires us to take a step back especially if one party is unrelenting and give them time to see the damage that is done and that the behavior is unacceptable.

ENROLLMENT PROCEDURES

Upon first contact with a school representative you will be directed to our school website or office to obtain/download a copy of our enrollment form and to read all school policies, procedures, and programs. Upon completion of the enrollment form call the school office to set up an appointment.

PLEASE BRING A COPY OF THE FOLLOWING DOCUMENTS:

Enrollment Form
Birth Certificate
Social Security Card
Immunization Records
School Transcript or Current Report Card
Disciplinary Records
Standardized Test Scores
Copy of IEP (*Only if a McKay Scholarship is being used)*
Copy of 504 Plan (*Only if a 504 Plan Scholarship is being used)*
Commitment Letter (*Only if a Step Up For Students Scholarship is being used)*

Submitting an enrollment form does not automatically secure a spot in the school. Due to class-size limitations and individual needs a meeting will be convened. Over the course of the meeting we will discuss specific needs for each child applying for enrollment. We encourage all parents to read the handbook information on the website prior to the meeting to have a full grasp of all information that is covered regarding school policies, procedures, programs, and disciplines.

Within 24 hours after the initial meeting with the parent and student the administration will review all documents and notes presented at the meeting and will make a final decision about enrollment for each student. The Administration does reserve the right to schedule a second meeting if they deem it necessary to gain further information. As soon as a decision is made the parents will be notified immediately.

PARENTAL ACKNOWLEDGEMENT

I have read and understand Temple Christian Academy's ***Code of Conduct & Discipline Summary, School Hours & Parent/Guardian Responsibility, Medical Authorization Form, Extended Care Form, Uniform Policy, and Social Network Policy.*** I agree that my child and I will abide by and adhere to all of them at and away from school functions and understand that we are representatives of Temple Christian Academy. In the following I agree/understand:

- To fully support the academy in the enforcement of these standards and any decision the school seems fit to better the education and environment of its students.
- Not to make demands, threats, threaten to sue, make any kind of accusation, complain to other parents/guardians or students, not post negative remarks or demoralize the academy verbally, electronically, or on social media outlets, or actually litigate any matter whatsoever in relation to or resulting from the enforcement of the above mentioned forms, policies, and procedures.
- I understand that not all offenses warrant the same discipline.
- I understand Temple Christian Academy does not issue corporal punishment.
- I understand that Saturday School (Detention) will be a part of the standard for discipline and there will be a charge of $15 affixed to this punishment.
- I understand as the parent/guardian and my inability to follow these guidelines can result in the dismissal of my child from Temple Christian Academy.

The above mentioned forms, policies, and procedures are available in the office, online, and in the Student-Handbook.

Temple Christian Academy expects every parent/guardian and student to respect God first, him/herself, school, staff, and all other students. There are no exceptions to this rule. Parents/Guardians and students are to respect the authority over them in regard to all levels of school staff.

I have read the above statements and am aware of the school forms, policies, and procedures and agree to work with the school staff to ensure that every student is afforded the same opportunity to receive a quality education.

_____ _____

Parent/Guardian Signature Parent/Guardian Signature

MEDICAL AUTHORIZATION FORM

I hereby authorize Temple Christian Academy to administer prescribed/over the counter medication to my child. I understand that it is the parent's responsibility to provide the medication and make sure it is available as necessary. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. The medication must be in its original container. All medications must have a fixed label, which indicates the student's name, name of medication, dosage, method of administration and time interval of dosages. When the empty prescription bottle is returned to you, please bring the refill to school promptly. The medication must be brought to the academy by the parent/guardian. New request forms must be re-submitted each school year, and are necessary for any changes in medication orders. A physician's written authorization is needed for all over the counter medication when the age and dosage do not meet that of the child and/or when the manufacture"s label says "consult physician".

1. All medication shall be administered only as specified on the prescription label or the manufacturers label, without exception.
2. All medication will be recorded on the Medication Release Log.
3. All medication no longer being used will be returned to the front office for parent/guardian to pick up or discarded.
4. ***Prescribed asthma inhaler may be kept by the student and self- administered if the physician indicates this need in writing and considers the student sufficiently responsible.***

List of Medications, Procedures, & Dosages:

_____

_____

_____

_____ _____

Student Name ***Parent Signature***

NEW STUDENT CONTRACT

It is the policy of Temple Christian Academy to place any transferring middle/high school student on academic and disciplinary probation for a 45 school day period. This probationary time is instituted to ensure that the student is able to perform according to Temple code of conduct and student academic guidelines.

Probationary time period begins: _____

Probationary time period expires: _____

The ultimate goal of this decision is to make the student and parent/guardian aware that Temple Christian academy will be monitoring their progress in all areas of school performance. We pray that each student will take advantage of this opportunity and not focus merely on the negative aspects of this probationary period but instead put forth every effort into accomplishing all his/her academic plans.

We would like to remind you that the staff at Temple Christian Academy is always available to you and your student during this time and throughout their academic career. Please feel free to contact us at any time to track your students progress.

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date

_____ _____
School Representative Signature Date