

STATEMENT OF DOCTRINAL POSITION

In keeping with the spirit and philosophy of TBCM, the fundamental Baptist biblical position will be taught from the chapel pulpit and in the classroom. Although students from other denominations are welcome to attend TBA, they are not at liberty to promote their own beliefs within the student body or in the classroom. Doctrinal positions will not be debated in the classroom. TBCM uses only the Authorized Version (KING JAMES) of the Holy Scriptures.

TABERNACLE BAPTIST ACADEMY MISSION STATEMENT

As a branch (Tabernacle Baptist Academy) of the Oak Tree (Tabernacle Baptist Church), the following specific and distinct mission statement applies:

“Under the direction of Tabernacle Baptist Church Ministries, Tabernacle Baptist Academy is a community of teachers, diverse in many ways, dedicated to assisting parents in their God-given responsibility of educating their children by providing a high quality academic program that is biblically based and Christ-centered while challenging each student to reach his full potential by making Jesus Christ Lord of his or her life, by seeking His will and by striving to become productive citizens within their own community.”

The following clarifying statements are offered:

TBA is and must continue to be a ministry under the control and direction of TBCM. (I Corinthians 10:31)

The Lord Jesus Christ is to be the focal point for all aspects of the Christian education ministry. His name must be exalted. (John 14:6)

Students will be challenged to be spiritually and academically prepared to take their place in the community as a positive witness. (I Kings 2:9-10)

Parents of students will be challenged to make the Lord Jesus Christ both Savior and Lord of their lives and to be a positive witness for Him to the entire world.

God places the primary responsibility for the education of children with parents; therefore, the school ministry must have a strong parent/teacher support system. (Proverbs 22:6, Ephesians 6:4)

Our desire is that each child will accept the Lord Jesus as their personal Savior and develop a lasting relationship with Him as they grow spiritually, academically and socially. (Proverbs 1:1-5)

1.0 ADMISSIONS

Attendance at Tabernacle Baptist Academy is a privilege, not a right. TBA admits students of any denomination, race, color, national and ethnic origin. The enrollment procedure is as follows:

- Secure an application.
- Student and parent must interview with administrator. Students in grades 4-12 will interview separately with the administrator.**
- Students in grades 7-12 must complete the questionnaire before an interview is scheduled.**
- All necessary forms must be completed prior to admission. (immunization records, copy of birth certificate, pastoral reference, Christian character form, school physical, and Social Security No.)
- Registration fees must be paid.
- All Book Fees will be charged to your account and are due August 15th.**
- All accounts are handled by SMART Tuition. Parents must complete the registration form for SMART to be admitted.**
- Placement of new students in grades rests with the faculty and administration.
- A probationary period of four to six weeks is required for all new students for final placement in grades. During this period of time, the faculty and administration will observe the student's attitude and actions to see if the student's philosophy aligns with TBA philosophy. A meeting will be scheduled when deemed necessary.

1.1 AGE REQUIREMENTS

Kindergarten Students must be five (5) years old no later than October 1 of the school year and will be admitted, upon acceptance, in order of date of receipt of application and registration fee.

Elementary and High School Students must be of suitable age for the grade assigned. First graders must be six (6) years old no later than October 1 of the school year.

1.2 IMMUNIZATION RECORDS

All students are required by the Commonwealth of Virginia to have "documented proof" of immunizations on file at the school. This must be on a "state" form which can be obtained through the school office. Any student transferring from another state must have a form from that state or will be required to submit a Virginia form. Records will be checked for all appropriate immunizations.

1.3 NEW STUDENT TESTING

Each new applicant must be tested and the results of the test may be discussed with the parent or guardian. The school office will set an appointment if a meeting is necessary. Each student will take an IQ test, Stanford 9 battery of tests, and subject-related tests. The testing program of TBA has been adopted for the following reasons:

To inform the school of the child's educational progress.

To assure placement in the grade for which the student is qualified.

To prevent enrollment of students having academic problems which TBA is not equipped to handle.

1.4 RACIAL POLICY

Tabernacle Baptist Church Ministries does not discriminate on the basis of race, color, national or ethnic origins in the administration of its educational admission policies and other administrated programs.

1.5 MUSIC/ENTERTAINMENT

Hollywood has promoted immorality, violence, blasphemy, vulgarity, indecency, drug use, gambling, and an anti-Christian belief system. Therefore, we encourage parents to be extremely careful regarding the viewing habits of their children or the unsupervised use of the internet. We do not encourage attendance at the theatre.

We believe as Philippians 4:8 says to focus our thoughts on those things which are true, honest, just, pure, lovely, of good report, virtuous, and praise-worthy.

TBA believes that all music can be classified as either fundamentally good or evil. Music, like language, is not amoral. Rock is a part of a godless society, which seeks to implant seeds of rebellion in young people and glorifies immorality, drug use, and other vices. Such music is therefore harmful to the spiritual, moral, and intellectual well-being of a young person. Listening to rock or so-called Christian rock music, which uses the same worldly beat and sensuous melodies, will not be permitted on campus or at school functions. Parents are urged to cooperate by not allowing their children to listen to such music in the home. Parents are also urged to refrain from playing such music at parties and other social events while other TBA students are present.

TBA also asks that parents not have their radio/cd/tape playing at high volumes as they enter the school property.

Any discussion of worldly entertainment, as stated above will not be tolerated at school.

Students are not permitted to have MP3 players, IPODS, etc... in school or at any school sponsored event.

2.0 ACADEMICS

2.1 ABSENCES FROM SCHOOL

We believe it is vital that a student be present at school. The student must be on time and prepared for the day's events. Therefore, the following policy is in effect:

**STUDENTS ARE PERMITTED 5 PERSONAL DAYS
PER SCHOOL YEAR IN ADDITION
TO REGULAR SCHOOL CLOSINGS.**

Parents are asked to keep hunting trips, family vacations, and personal days to this 5 day maximum.

It is the student's responsibility in the junior and senior high to see the teacher regarding work missed.

Quizzes and tests missed must be made up during school hours. Students may use study halls or elective class periods to make up these.

Failure to follow this policy will result in the student receiving an in-school suspension (zeros for all classes and ineligible for extra-curricular activities).

2.2 ACADEMIC ELIGIBILITY

The faculty must approve all participants for any extracurricular activity. TBA operates under a week to week eligibility for all sports' teams. This plan permits students to have only one "D" and no "F's".

It is important to our philosophy that our athletes are not only physically eligible, but academically eligible to be out on the court or field. Eligibility will be from Wednesday to Wednesday. Any student falling under the stipulations above will not be permitted to play or dress-out with the team for those 7 days. They may, however, travel with the team, but they may not sit with their team on their bench.

The administration will consider any extenuating circumstances.

2.3 ACCREDITATION

Tabernacle Baptist Academy and the preschool are accredited by the National Private School Accreditation Alliance (NPSAA).

2.4 ATHLETIC DEPARTMENT

TBA will conduct regular physical education classes. A variety of sports is available for those who wish to participate and who qualify. Being a member of an athletic team, cheerleading squad, or any other extracurricular activity demands sacrifice and much devoted effort; therefore, parents, as well as participants, must be willing to spend extra time and effort if the squads are to be successful. TBA asks that each parent sign up to work in concessions. Many hands make work light.

Certain standards are required for all athletic participants. It is expected that all policies be complied within a manner becoming a school leader and a Christian. TBA offers soccer, volleyball, basketball, cheerleading, baseball, and softball.

Cheerleading is available for young ladies going into the 8th grade. The young lady must complete one full school year at TBA before trying out for the squad.

ANY STUDENT WHO QUILTS A SPORT WILL NOT BE PERMITTED ON ANY SPORT TEAM THAT SCHOOL YEAR. If it is a spring sport, the student will not be permitted to participate in the following school year's fall sports. Extenuating circumstances will be considered.

Practice sessions for the various teams will be set by the coach or sponsor and will be final. No excuses short of illness or extreme emergency will be an accepted reason for missing practice. Students found to be late to practice or absent from a practice without excuse will be punished at the discretion of the coach. Repeated offenses will result in dismissal from the team.

Should a decision be made by the coach or sponsor to have fund-raising activities to benefit the athletic department, it is expected that all members of the department will participate. The following standards are for those who wish to participate in the athletic program:

- All athletes must be in regular attendance at school. This includes a school day after a game.**
- All athletes must be in school by 8:00 a.m. to be able to participate in that day's games. (exception: doctor's appointment)**
- Only athletes who have been in school, may practice with the team.**
- All qualifications for extracurricular activities, as listed under "Academic Eligibility" in the handbook must be adhered to.

- Conduct, attitude, dress, and the like for all members of a team or squad must be Christ-honoring and according to the rules at all times and in all places. This is especially important on trips.
- Athletes are not allowed to practice or participate in sports when they are in violation of school rules (haircut, violations, etc.). This includes summer practices.**
- Athletes may not play in any game if they have tests, quizzes, or homework that must be completed.**
- All participants are required to have a team physical before the season begins. Team members are not to participate in any other league play (recreational, church, city, etc.) during the course of that season (optional as per individual coach).
- A student who receives 60 demerits during any part of the school year will be removed from any extra-curricular activity.

A **SPORTS BANQUET** is held at the end of the school year to honor our athletes. Families are invited to attend and bring a covered dish.

The **DRESS CODE for the banquet** is suit coat and tie for guys. Sunday dress that meets school dress code for young ladies is required. Young ladies may not wear flip-flops or sandals; hosiery must be worn. **The administration asks that parents also be in Sunday dress.**

2.5 CURRICULUM

The curriculum of TBA is designed to meet the needs of the students and to carry out the Christian education philosophy of TBCM.

The curriculum at TBA is Christ-centered. We are aware that merely adding the Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught from a biblical perspective that the student can gain a total, well-rounded, and useful education.

God's Word tells us, "...the Spirit of truth...will guide you into all truth..." It is, therefore, the goal of TBA to present to the students an opportunity to know the complete truth in all subjects and through every means that the Lord will make available to us.

The curriculum offered at TBA, is a combination of ABeka Press, BJU Press, and Saxon Math & Science. We, however, strive to maintain the best possible curriculum for your child by doing annual reviews of our textbooks and new curriculum being offered.

THE TABERNACLE ADVANTAGE

Graduation requirements will be a minimum of 25 credits of approved curriculum. Any exceptions will be at the sole discretion of the administration. Students who attend TBA for four full years will earn 28 credits. **(See 2.12 for underclassmen credits)**

DIPLOMA REQUIREMENTS

Two diplomas are offered at TBA—a college preparatory and a general. The following is an outline of each with the minimum requirements:

COLLEGE PREP.		GENERAL
4	Bible	4
4	*English	4
4	*Math	4
4	*Science	2
3	*History	3 (U.S. History required)
2 (max)	*Physical Education	2 (max.)
1	Speech	1
2	PC Applications	1
2	Spanish	1
2	Electives	6
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28	TOTAL	28

*All college preparatory classes are taught on an advanced level.

SUGGESTED CURRICULUM GUIDE—COLLEGE PREPARATORY

FRESHMAN	CR	SOPHOMORE	CR	JUNIOR	CR	SENIOR	CR
English	1	English	1	English	1	English	1
Physical Science	1	Biology	1	Chemistry/ Physics	1	Chemistry/ Physics	1
Bible	1	Bible	1	Bible	1	Bible	1
Algebra I	1	Algebra II	1	Advanced Math	1	Calculus	1
World History	1	U.S. History	1	Speech	1	Government	1
Spanish I	1	Spanish II	1	PC Applications	1	Elective	1
Health/Phys. Ed	1	Health/Phys. Ed	1	Elective	1	Elective	1
	7		7		7		7

- *80 Average in Algebra I advance to Algebra II (No exceptions!)
- *85 Average in Algebra II advance to Advanced Math (No exceptions!)
- *85 Average in Advanced Math to advance to Calculus (No exceptions!)
(see TBA grading scale)
- **Students not meeting minimum standards will be judged on an individual basis.
- **If minimum requirement is not met, student will be placed on probation in that class.
- **If GPA falls below a 77, student will be transferred to the General Diploma math class.
- **Academically qualified students who wish to be exempt from the College Prep Math courses may only do so by a signed parental consent letter.

SUGGESTED CURRICULUM GUIDE—GENERAL DIPLOMA

FRESHMAN	CR	SOPHOMORE	CR	JUNIOR	CR	SENIOR	CR
English	1	English	1	English	1	English.	1
Physical Science	1	Biology	1	Electives	2	Electives	3
Bible	1	Bible	1	Bible	1	Bible	1
Algebra I	1	Electives	2	H.S. General Math	1	Consumer Math	1
World History	1	U.S. History	1	Speech	1	Government	1
Spanish I	1	Health/Phys. Ed.	1	PC Applications	1		
Health/Phys. Ed	1						
	7		7		7		7

2.6 FIELD TRIPS

In order to enhance the academic program of the school, field trips are often taken in all grade levels. These trips are scheduled as part of the curriculum. Field trips are not optional since they are part of the curriculum. Parents should not keep their child from field trips. If a student does not go, he should stay home but will receive an unexcused absence for the day and zeros for each class missed.

Parents who accompany the students on a field trip must adhere to the school dress code. No other small children may be brought along on the field trip.

Elementary classes are permitted three \$5.00 field trips at the school's expense. Any amount over the \$5.00 will be paid by the parent.

Secondary classes are permitted three field trips per grade at \$5.00 per field trip at the school's expense. Any amount over the \$5.00 will be paid by the parent.

Students are not permitted to have MP3 players, IPODS, etc... in school or at any school sponsored event.

2.7 CAMP

Camp is an integral part of beginning a great school year. It is required that 7th-12th grade students attend. Students, through the camp fee, are afforded the opportunity to participate in a trip along with administrator, teachers, parent chaperones, and other personnel. It is a time designated to create a bond between student and teacher and student with other students. The days are filled with games, Bible quizzing, preaching, singing, prayer, beginning class meetings, electing officers, swimming, and eating, and other activities. Students return with a different attitude than when they left. Students gain an insight into the direction in which TBA would like them to walk for that school year. Cell phones, PDA's, personal cd/tape players, IPODs, and MP3s are not permitted at camp. No other electronic or battery-operated entertainment material is permitted.

2.8 PROGRAMS/CONCERTS

The fine arts department at TBA seeks to develop the God-given talents of each child to their fullest potential. Not only by giving them a hands-on approach to their specified instrument, the Fine Arts department seeks to also train the child to use their talents for God's glory whether it be music, speech, or art.

The ELEMENTARY students in grades K5-6th participate in the music program by learning the basics of singing, reading music, notation, history, and games. The students are also required to attend the annual Christmas and Spring Concerts. Parents are asked to follow the school calendar and write the dates on their personal calendar so as to keep this a priority.

The ELEMENTARY are also afforded the opportunity to participate in speech through various programs, plays, and ODACS individual categories.

SECONDARY students in grades 7-12 have the opportunity to participate in choir, speech, art, and drama.

All students have the opportunity to participate in our annual ODACS Competition, and students in grades 9-12 are eligible to participate in the annual Fine Arts Festival at Bob Jones University. Our students are recognized and awarded highly for their talents, voices, and presentation.

If a student is a member of the choir or any special group, it is required that they be present for all practices and performances. This means that no other outside events may take the place of a program, concert, or competition. It is important to teach commitment. No excuse (short of an extreme emergency) will be accepted as reason for being absent. Students will receive a "0" on their report card for that quarter. Failure to miss a future performance will be grounds for immediate dismissal from the group. If it is

a spring event, the student will not be readmitted to the group the next school year.

2.9 GRADUATION

A Senior Class Mission Trip will be taken after graduation. The trip is funded by the various fundraisers sponsored by the senior class. All seniors are required to attend, but will not automatically be eligible for the class trip. A senior who has been suspended from school during the year or who has accumulated a total of 80 demerits for the year will not be permitted the privilege of going on the class trip. For certain mission trips, airline tickets are purchased in advance of the trip. Please note that all airline tickets/passages that are purchased for a senior who becomes ineligible to attend must be paid and will be charged to the student's account. **Dues and other financial obligations to the class are non-refundable.**

ACADEMIC HONORS/SCHOLARSHIPS/AWARDS

TBA has an award system that includes many areas of school life. Recognition will be given to those who show extraordinary effort and skills in Bible, fine arts, and academic scholarship, Christian life, leadership, athletics, attendance, etc.

Joel Bieber, a 1978 graduate awards the following two scholarships:

1. The CARL D. BIEBER \$1,000 HISTORY SCHOLARSHIP (senior with the highest average in history)
2. The B. DOROTHY BIEBER \$1,000 ESSAY SCHOLARSHIP (senior girl) for an essay on the Christian Lady.

Other scholarships are awarded from time to time. We recognize a valedictorian and a salutatorian at TBA. **Students must follow the college preparatory program to be eligible for the valedictorian and salutatorian honors.** These honors are figured on the grades received in the college prep courses during the first seven (7) semesters of high school, with at least the 11th and 12th grade having been completed at TBA. **Graduates must be elected to the National Christian Honor Society to be considered an honor graduate.**

2.10 HOMEWORK

At TBA, we are of the conviction that homework is an integral part of the school learning program. Therefore, each teacher is at liberty to assign homework to aid the students in advancing their studies. Any student who is lax about homework will report to the office and call their parents. Each student is to do his own homework. Students will not be permitted back in class until their homework is complete.

Copying another student's work will result in a "0" for the assignment and demerits to both parties. The students are expected to complete all homework assignments.

SUGGESTED GUIDELINES for HOMEWORK:

Grades 1 and 2	No more than ½ hour each day
Grade 3	45 min. – 1 hour per day
Grade 4	1 hour per day
Grade 5 and 6	1-2 hours per day
Grade 7 and 8 (Jr. High)	2-3 hours per day
Grade 9-12 (Sr. High)	2-3 hours per day

*Students may complete some or all of their homework at school by using their free time and study halls.

Students in grades 1st-12th:

All homework missed because of an absence...

must be made up within one day. Violation of any above policy will result in a grade of "0." The student will not be allowed to return to class until the work has been completed.

PLEASE NOTE: It is the secondary student's responsibility to see the teacher regarding homework assigned and make-up work.

All homework not in class or not completed...

will result in a grade of a "0." The student will be sent to the office to complete it. Please Note: If a quiz is given while the student is in the office completing their homework, they will be able to make up the quiz at a penalty of 20% before grading.

Homework that is neat and properly prepared will be accepted. The papers are to be folded to fit into the student's textbook; the paper must not be crumpled, wrinkled, or torn. Each homework paper must contain the name, subject, page, and date in the upper right hand corner. All homework must be prepared on 8" ½ x 11" paper, unless specifically stated otherwise for a particular assignment. Spiral ring notebook paper IS NOT to be used for homework assignments UNLESS it is perforated to be torn out.

Loose-leaf paper should not be torn out of the notebook and handed in to the teacher.

NOTE: Students leaving school early for extracurricular activities, must turn in all daily work or projects to the teacher before leaving the academy that day. Any student who fails to do this, will receive a zero

and will not be allowed to participate in the next trip. The student not participating in that day's trip is at the discretion of the administrator. Students will not be allowed back in class until the work is completed.

2.11 HONOR ROLL

TBA recognizes those who excel academically by placing them on the honor roll. To qualify, the student must take at least five units of work. The student must have no subject grade lower than "B". There are two basic honor rolls at TBA:

Principal's Honor Roll	All "A's" all year long
"A/B" Honor Roll	All "A's and B's"

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. Those meetings can be in the classroom or in the school office. Appointments may be scheduled with teachers anytime after 3:30 pm except Wednesday. Teachers welcome opportunities to talk with the parents; however, appointments should be made so as not to conflict with the regular teaching schedule. Attempts should not be made to confer with the teachers during Open House at the PTM meetings, in the morning as the day is beginning, or during car-line.

HONOR SYSTEM:

Students at TBA should consider it a sin to tolerate wrongdoing. Known offenders should be reported to the administrator for the sake of the testimony of the school and the Lord. Students who participate in wrongdoing or know about it and do not report it will be considered guilty as well.

2.12 PROMOTION AND CLASS STANDING

A student successfully passing all subjects will be promoted to the next grade. High school classes standing minimum requirements are as follows:

- 9th—successfully completed 8th grade
- 10th—must have accumulated 7 credits
- 11th—must have accumulated 13 credits
- 12th—must have accumulated 20 credits

***ALL incoming FRESHMAN at TBA will be required to earn 28 credits for graduation.**

When a student enters TBA and has not had Bible, one credit for each year may be deducted from the above requirements in order to determine class standings.

All exceptions are made at the discretion of the administrator.

2.13 REPORT CARDS

Grades in elementary through high school are designated as A, B, C, D, F, and INC. representing academic work as follows:

“A” SUPERIOR (93-100)—Work is definitely of superior quality; all assignments are completed on time; work is done neatly and accurately; the student worked independently and did more than was required.

“B” ABOVE AVERAGE (85-92)—Work is definitely above average in quality; all assignments completed on time; work is done neatly and accurately; mastery of major portion of the assigned work.

“C” AVERAGE (77-84)—Work of average quality; sufficient mastery for successful continuation of subject.

“D” BELOW AVERAGE (70-76)—Passable work, but meeting only bare minimum requirements for continuation of the subject.

“F” FAILURE (below 70)—Minimum requirements for continuation of subject are not being met.

INCOMPLETE—Some work is not finished and ready for grading. Every assignment will have to be completed as directed for full credit. When not completed on schedule, the work will receive a grade of a zero. Students will not be allowed to return to school until the work has been completed.

All report cards except for the final report are emailed to parents on the INFODIRECT system. Parents must have an email account set-up to be able to receive report cards.

Report cards will not be emailed or given if bills are in arrears.

2.14 TESTS AND EXAMINATIONS

At the end of each semester, examinations are held in each subject. Each examination is an extended period in length. Students must make every effort to be in attendance since they will have to make up the test at their scheduled study hall, before or after school. Students may not make up work or tests during choir. **Make-up tests will not be granted for an unexcused absence. The student will receive an automatic “0”.**

The following regulations are in effect:

1. Examinations will count 1/5 of the semester grade for grades 7-12.
2. The system of grading including percentages will be included in each teacher's course syllabus. The syllabus or class policies and procedures will be given to you at the beginning of the school year. All percentages have been reviewed and approved by TBA Administration.
3. **All tests and reports missed because of a legal absence should be made up by the next class day.** Exceptions will be made for extended illness.
4. **Any student who misses a test or quiz due to being tardy to school must take the test or quiz that day upon signing back in to school.**
5. **All tests and reports missed because of an unexcused absence will receive a grade of "0."**
6. All students will take semester exams. **Seniors with a 93 or higher average for the year will be excused for 2nd semester exams only.** Students should come to an examination properly prepared and equipped. The student is to remain in the room the entire period unless excused by the teacher. If excused, he is to leave the campus. A student, with written permission from a parent, may leave the campus when his exams for the day have been completed.

All semester exam material will be from previous tests/material covered in class during the quarter but not yet tested. However, the questions on exams may not be the same. Students who cheat on any quiz, test, or examination will be given demerits and a grade of a zero. All final exams will cover 3rd and 4th quarter material and untested material.

2.15 SUMMER SCHOOL/TUTORING SCHEDULE

GRADES IN SUBJECT	REQUIRED HOURS
74-76	15 hours
70-73	20 hours
65-69	30 hours
60-64	40 hours
below 60	50 hours

**Elementary grades—Cost: \$25.00/hour
\$35.00/hour for non-TBA**

An elementary student may pass with no more than one D in any subject.

Any student receiving an "F" in Bible must take summer school.

When a student has two or more D's of any combination, summer school tutoring must be completed before passing to the next grade. A final test must be passed after the tutoring. **Tutoring fees are to be paid weekly to TBA. Students must pay for their curriculum which is separate from the hourly rate.**

**Junior High/Senior High—Cost: \$25.00/hour
\$35.00/hour for non-TBA**

A junior or senior high student may pass with one D. Two or more D's necessitate summer school tutoring. A student with one or two F's may be passed on condition of summer school. **Any student receiving 4 or more in combination of D's or F's will be retained.** A student who received a grade of 50% or above can be tutored for a certain number hours (see table above). A complete summer school course must be taken under the direction of the TBA faculty. The summer school tutoring grade will be averaged with the existing grade to arrive at a final grade. Students desiring to take a complete course will need 60 hours.

Any student who receives an "F" in Bible will be required to complete summer school.

2.16 BROWN ENVELOPE

TBA uses the brown envelope system to communicate with parents. TBA puts the BROWN ENVELOPE at a top priority, and we expect parents to stay up to date on all events and notices. The envelope is sent home on Friday for the family via the oldest child. Once the information has been read, one parent must sign the front of the brown envelope on the appropriate date. The student should then return it to school by Monday.

If the envelope is not returned by Wednesday morning, the office will place an automatic \$5.00 charge on the family's account.

2.17 SENIORS

TBA expects that each senior represent the academy with an upright testimony in regards to actions and words. Seniors are required to be at all class functions/fundraisers, senior night, and graduation.

3.0 CONDUCT AND DISCIPLINE

3.1 ACADEMY RULES

There is a generally accepted standard of conduct for the Christian school student. Based upon I John 5:2-5, TBA will operate under the following basic rules:

- *I will practice New Testament Christian living.
- *I will respect the rights of others including their person and property.
- *I will respect all those in authority over me.

*I will obey the dress code as printed and explained.

*I will do my best to advance the cause of TBA both on and off campus.

The above rules are designed to assure the proper Christian testimony, help the student understand authority, have consistency of operation, have a controlled-but relaxed atmosphere, insure equal treatment of all students, and learn to live together under certain specific guidelines.

3.2 BOY/GIRL FRIENDSHIPS

TBA is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during their school years. It is our belief that the pattern of “going steady” at a young age is unfair to the individual, as well as being dangerous morally. For this reason, boy/girl friendships should not be pursued at TBA so that “going steady” becomes the general pattern of life.

It is TBA’s desire to inform parents of these relationships and any violation or appearance of violating our standards.

Students shall not come to school or leave after school for classes or activities in mixed groups **less than four**.

The show of affection in public, such as holding hands, having arms around one another, and the like is unbecoming to a Christian young man or woman, and therefore, will be prohibited in the school or on the school grounds. A genuine Christian behavior toward the opposite sex is manifested in the discreet manner and will shun the practices of the world. The above offense will result in 75 demerits to expulsion.

It is recognized that in some cases friendships developed during the school years will mature into life-long companionships. Therefore, it is the position of the administration of TBA that dating shall be directed from the homes of the students. We ask that parents use their authority in guiding their children to relationships that would be Christ-honoring. We would not want a student’s reputation or testimony to be questioned. Students will not be warned more than once about violation of the above standards. A second violation may result in expulsion or loss of all boy/girl privileges at TBA.

Students who use suggestive or vulgar language in relationship to the opposite sex will receive 75 demerits for the first offense. Expulsion will follow for a second offense. Any student who is involved in a sexual relationship or involvement of this kind will be expelled immediately.

GENDER OF THE SAME KIND

For testimony sake, young men and ladies are not permitted to be in a car together or leaving in a car together. (50 demerits will result) Parental permission is not granted for this case.

*No holding of hands, having arms around one another, or kissing in the school or school grounds will be permitted. Any student involved in this manner will be disciplined as outlined above.

3.3 CONDUCT

TBA expects the student to live above reproach by showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, profanity, drugs, and the like will not be tolerated. Attendance at TBA is a privilege and not a right. Constructive suggestions are always welcomed, but GRIPING IS NOT TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed. The administration asks that all parents keep in mind of the proper order in which things should be handled.

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property; therefore, it will not be tolerated. At TBA, a student may not be out of his seat without permission or speak out in class without permission. Students will always address and reply to teachers in a respectful manner. Students in the high school who fail to follow instructions will be given demerits.

3.4 SECONDARY DISCIPLINE (Grades 7th-12th)

It is to be desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework is incorporated to guide the students. Our goals are:

1. To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
2. To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
3. To furnish institutional standards that will provide a model for students as they determine personal standards that are in accordance with Scripture and its principles.
4. To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

A merit system is used to monitor a student's behavior. It is designed to reward good behavior and punish wrong behavior. A student begins the semester with 100 merit points. If a student misbehaves, demerits will be assigned and subtracted from the student's balance of merit points. After dropping below 100 merit points, a student will earn 2 merit points for each week he does not receive demerits. Special recognition will be given at the end of the year to students who maintain a high level of merit points. The following list details offenses included in the merit system. This list is not meant to be all-inclusive.

TBA desires to provide an environment conducive to the spiritual growth and development of all. We feel that we would be doing a disservice to you and your child if we did not correct wrong behavior. Therefore, correction will be required in the following areas:

- Disobedience to faculty/staff/substitute
- Not completing assigned work
- Meddling in other students' property/teacher's property
- Disrespect to teacher or other students
- Dishonesty, fighting, cheating of any kind
- Conversation about music, movies, websites (see section 1.5)
- Using language which is not Christ honoring
- Leaving the school grounds without permission.
- Disorderly conduct in chapel or anywhere on school grounds.
- Destroying or defacing property belonging to a student, teacher, or the academy.
- Participating in smoking, drinking, illegal drugs, dancing, gambling, pornography, rock music, immorality, or profanity.
- General disturbance of any kind, such as talking out without permission, writing notes, interrupting the class, chewing gum (\$5.00 fine), throwing objects indoors, running in the building.
- Food or drinks in the school hallways or lockers other than packed lunch.

OCCURENCE

OFFENSE	1	2	3	4	5	6	7	8
Disruptive/talking in class	5	5	10	15	20	25	30	35
Dress code violations	5	5	10	10	10	10	10	10
Tardiness to class	5	10	10	10	10	10	10	10
Unprepared	5	5	10	10	10	10	10	10
Gum (\$5.00 charged to account)	10	10	15	15	20	25	30	35
Disrespect of peers	10	10	15	15	20	30	40	50
Horseplay	10	10	10	10	10	10	10	10

Inappropriate language/music	50	50	50					
Defacing school property	50	50	50					
Direct Disobedience	20	25	30	35	40			
Disrespect of authority	25	50	50					
Skipping Class/Cell Phone Misuse	25	25	50					
Lying	50	50						
Pornography/Illegal Materials at school.	100							
Smoking	100							
Stealing, Cheating	75	100						
Breach of computer security	100							
Alcohol/Drugs	100							
Sexual Immorality	100							

The demerit list is not all-inclusive. Therefore, the administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

When a student falls below certain merit levels the following actions will occur:

80-89 merits—letter home and one hour detention (\$5.00 charge)

75-79 merits—letter home and two hour detention (\$10.00 charge)

70-74 merits—letter home and three hour detention (\$15.00 charge)

60-69 merits—letter home and one day suspension (all classes will receive a grade of a zero; homework must be made up)

50-59 merits—letter home, suspension from athletic teams for two games, and two day suspension (all classes will receive a grade of a zero), parental conference

40-49 merits—letter home, removal from athletic teams and any official class office, three day suspension (all classes will receive a grade of a zero), parental conference

30-39 merits—Parental Conference with Administrator and Pastor to discuss student's further attendance in the Academy.

0 Merits—The student is dismissed from TBA. The student may not apply for reenrollment for one whole year from time of dismissal.

All assigned demerits will be required to have a parent signature before a student may be readmitted to school the next day. Students will sit in the office until the parent comes and signs of their acknowledgement.

*A notice will be posted on the high school wing glass door of those who are to serve detention. This should appear the Monday before the detention is scheduled on Friday. Any student serving detention must be present to serve regardless of a ballgame, concert, or practice scheduled. Students found in violation of this will serve double duty, and double fines will result. Although a student may serve in detention, this does not mean that he will not serve again.

The accumulation of 100 demerits in a semester will be grounds for expulsion. The accumulation of 100 demerits in the school year may constitute the student being refused re-enrollment.

Any student who has withdrawn or been expelled from TBA during the school year is not permitted to attend any TBA function for one complete school year.

TBA reserves the right to refuse re-enrollment or enrollment to any student.

3.5 Elementary Discipline

The Bible talks about 4 different types of men, or rather their behavior. They are as follows:

1. The Wise Man (Proverbs 9:10) desires to know and obey all that the Lord commands.
2. The Simple Man (Proverbs 14:15) simply doesn't think before he acts.
3. The Foolish Man (Proverbs 10:14) wants to push the limits to see how far he can go.
4. The Scorned (Proverbs 13:1) is the man who doesn't care what God wants. He does just as he cares to, even if it breaks all the rules.

We as Christians desire to be like Christ, but because of our sin nature we all show the behaviors of the men listed above, even though our goal is to be "Wise." That is how our discipline chart came to be. Please keep in mind that we are not calling a child a name. Rather, we are categorizing their behavior to help them think about their actions.

At the beginning of each week, each student's name is placed in the "wise" pocket. As the children do the things that kids do without thinking, they move

their name to the “simple” category. They receive three chances to improve their behavior before they move their name to the “foolish” category. At this point they start receiving punishments for their actions. Punishments may be losing time at recess, writing the rules, writing an apology letter, etc... As or if the disobedience persists, the student’s name is moved to the “scorner” category which demands the involvement of the parents and administrator.

Just as we are able to reverse and change our attitudes and behaviors, so are the students able to move back towards the “wise” category after showing a definite correction in their behavior. Any student who remains in the “wise” all week will be able to choose from the treasure chest.

3.6 DRESS GUIDELINES

The student’s clothes are to be modest, conservative, properly fitted, and in all aspects, be within normal TBA biblical standards. Students are required to wear uniforms. Information on the uniform policy can be obtained through the school office. Students not in school uniform will not be permitted in the classroom. Therefore, students must come dressed for school. Students will not be reminded to do so.

ALL STUDENTS—

1. Short-sleeved or long-sleeved polo shirts must be any solid color.
2. TBA spirit wear (jackets and hoodies) is permitted in school during the months of October through March.
3. Conservative plain colored outerwear clothing including, TBA jackets, sweaters, college or professional team jackets or windbreakers may be worn to school but are not permitted in class.
4. Only school approved uniform sweaters may be worn year round.

5. Shoes
 - *Please Note:
 - Elementary boys and girls may wear tennis shoes or black, brown, or navy blue leather shoes.
 - Junior and Senior High ladies and men may wear black, brown, or navy blue leather shoes with no stripes or tennis shoe markings.
 - Boots are not acceptable.
 - Socks are required at all times.
6. For all special dress up “denim days,” students must wear traditional blue denim.
7. School uniform or denim day attire is required for admission to all athletic events.

ALL GIRLS—

1. Clothing should never be snug fitting or low-necked.
2. Appropriate dresses, skirts, and jumpers must cover the knee when walking, sitting, or standing.
3. Only the top button of polo shirts may be left unbuttoned.
4. Proper undergarments must be worn at all times.
5. All blouses or shirts must be tucked in.
 - *Please Note:
 - Elementary girls may wear the Rose Uniforms Item #9267 untucked. Item must be purchased at Rose Uniforms and must have school logo.
 - Junior and Senior High girls may wear Rose Uniforms Items #9267 and #8800 untucked.
 - Items must be purchased at Rose Uniforms and must have school logo
6. Jewelry should not be excessive; pierced earrings should be limited (two in number) and be no larger than a quarter. An equal number must be in each ear lobe. All earrings must be in the earlobe only. They may be as long as 1 ½”.
7. All socks must match the skirts or jumpers. No knee high hosiery will be permitted, so if young ladies are not wearing socks they must wear pantyhose.
8. Shoes
 - *Please see additional information under all students.
 - All girls may wear sandals that have heel straps.
9. Make-up/Nail Polish
 - *Please Note:
 - Elementary girls may not wear make-up.
 - Junior High and Senior High ladies should apply make-up in a tasteful manner.
 - All nail polish must be solid, traditional colors or naturals. (pinks, reds, light orange, and browns) Black, green, purple, and blue are not acceptable.
10. Hair must be kept clean and combed. Hair color or highlights must be a natural color; no extreme styles.
11. Junior high and Senior high ladies wearing the trouser skirt will not be permitted to have the slit higher than the break of the knee.
12. Physical Education Dress
 - Please Note:
 - Elementary girls must wear the Rose Uniform item #404 on PE Day along with a Tabernacle athletic t-shirt.
 - Young ladies in grades 7-12 must wear the PE Uniform that is ordered for them by the Academy. For wintry days outside, young ladies may wear navy blue sweatpants on the field but must change before leaving school that day.

13. Pants are not to be worn on school property at any school function unless permission has been granted by the administrator.

ALL BOYS—

1. Proper length belts must be worn at all times with pants that have belt loops. They must be solid color black or brown leather belts. Standard belt buckles only.
2. Pants may be navy blue, black, or khaki dress pants. Cargo pants are not acceptable.
3. Rivets on pants are not acceptable.
4. All shirts must be tucked in.
5. Junior and senior high young men may wear any solid colored dress shirt. Ties are optional.
6. Necklaces, earrings, bracelets, dog tags, or other effeminate jewelry are not permitted at any time. Items that look like these are also not permitted.
7. Hairstyles must be tapered on all sides, off the ears and the collar, and cut above the eyebrows. Long hair will not be permitted whether on the back, top, front, or side of the head. Faddish hair cuts are not permitted. Hair may not be colored, tinted, highlighted, or streaked at any time. TBA Administration will determine what is acceptable. Students will have 2 days to comply with hair policy.
8. Hair must be combed.
9. Mustaches, beards, and goaties are not permitted. Boys in 7th-12th grade must be clean shaven to be permitted in class. Sideburns are permitted to the middle of the ear but no longer.
10. If an undershirt is worn under the polo shirt or dress shirt, it must be a white short-sleeved undershirt.

TBA reminds students that they are to be in school uniform any time they are on the school property unless told otherwise. Students may not return to school if they are not in school uniform or dollar-denim day attire.

It would be most helpful for all of us to remember that TBA is a Christian institution and, as such, has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness, and scholarship for those who ask to join its student body and faculty. Therefore, TBA reserves the right to refuse entrance to school or athletic events.

Although TBCM recognizes that we have no direct control of the students when away from school, any violations of accepted behavior for TBA students will be considered serious. TBA asks that parents and visitors maintain proper etiquette and decorum.

4.0 SERVICES

4.1 CAFETERIA

Family accounts will be charged monthly for lunches purchased at TBA. However, lunch accounts must be kept current for students to be able to continue purchasing lunch. TBA will not be held responsible for the overuse of the lunch account by the student. Students will not be allowed to purchase lunches or snack items for other students. Habitual offenders will be required to receive parent permission to be able to order.

4.2 Loading/Unloading Procedures

***The map of transportation can be seen at the back of this handbook. Please follow all guidelines as this will ensure safety for all.**

If you have more than one child, please pick up your child at the oldest child's dismissal time.

The high school bell does not ring until 3:00 p.m. Parents are asked to not enter the car line earlier than 3:05 p.m.

***You may NOT drop off or pick-up children in any other location than what is designated on the map in the back of this handbook.**

***Students are not to cross the street to be picked up unless they are driving the vehicle themselves. Once picked up, students should not return back into the school building until after 3:15 p.m.**

***Students are also not permitted to invite other friends to the school property to fellowship before or after school.**

PLEASE FOLLOW THE TRAFFIC PATTERN AS STATED IN THE BACK OF THIS HANDBOOK.

Do not park your car in any area of the campus other than parking spaces, and leave your car unattended. Any parent needing to come inside the school during pick-up times should follow the procedure stated previously and then park in front parking lot. Please note that pick-up time is not a time to engage in conversation with the teachers or the office staff. It is also not the time to leave your children unattended while chatting with other parents. Please do not let your children wander or go to the playground area during this time. We want to ensure safety for all.

4.3 TRANSPORTATION

Students will come and go from TBA by private transportation. A plan has been devised to help keep the parking lot safe for your child/children. The large majority of students will arrive in one of the following:

1. Car or van driven by the parent.
2. Car driven by the teenager.
3. Car driven by a college/seminary student.

If you are interested in car pooling please let the school know.

During drop-off and pick-up times (noted on previous pages), please do not enter at the exit, cut through the parking lot, cut around another car in line, or cut through the fire lane. Safety first!

If during the year, we notice that you are not following the traffic pattern, you will receive a letter from the school administration.

5.0 FINANCIAL TERMS

We believe Christian education is an investment in your child's future, not a financial liability. Although there are financial obligations that must be met, there are many rewards in providing a Christian educational environment for your child.

TBA (K3-12th) is operated on a 10 month basis (which is a "school year" rather than by the month). Tuition rates and fees are established to cover the operating expenses of the school for the entire year. Since the faculty and staff are employed by the school year, application to TBA is for the entire school year. Once an applicant has been accepted, all tuition and fees are due, although they may be paid monthly as explained later.

To avoid any misunderstanding, with respect to the payment of tuition and fees for those attending TBA, the following policies have been established:

1. Standard tuition rates and fees apply to all students admitted. Tuition and fees are subject to change.
2. For your convenience, we are using Smart Tuition to collect our tuition payments. This enables you to have more options in the way you pay your tuition—check, money order, automatic deduction, credit card (Mastercard, Discover, American Express). You will receive a monthly invoice to send your payment in, or you may pay online. All tuition is to be paid by the 1st or 15th of each month whichever one you have chosen. There is a late fee of \$35.00 for Smart Tuition if your payment is more than 8 days late.

3. All in-house bills must be current or a \$25.00 fee will be added to your bill each month, and your lunch and early-care/after-care privileges will be removed. Please watch due dates on in-house bills.
4. Deductions will not be made from tuition and fees for any absence due to illness, death in the family, or any other reason.
5. If a bill is over 90 days late, it will be in default and at that time will be turned over to an attorney for collection and a \$25.25 collection fee will be added. The parents/guardians agree to pay and be responsible for any and all of TBA's attorney fees incurred as a result of any legal action brought against TBA that it is determined by judge or jury to be without merit.
6. The registration fee must accompany the application before the student can be tested or interviewed. If the student is not accepted or chooses not to come to TBA, the registration fee is non-refundable.
7. Students with outstanding bills from the previous school year may re-register for the coming school year; however, if the previous school year's bills are not paid by the first day of the new school year, the student will not be able to enroll in school nor will the registration fee be refunded.
RE-ENROLLMENT FEES are non-refundable.
8. The entire month's tuition and all fees are due and payable if a student is withdrawn by the parents because of job or military transfer or at the request of the school. (12 month payment plans will be prorated at 10 months)
9. A student shall be considered enrolled at all times until the parents make a formal withdrawal. Formal withdrawal agreements can be obtained in the school office. Parents will be responsible for the first month's tuition and fees unless a formal withdrawal is submitted.
10. There will be a \$35.00 fee for returned checks. After two returned checks during one school year, TBA will no longer accept checks for payment.
11. All unpaid tuition accounts from past years are due to TBA. Unpaid accounts are not canceled at the end of the school year. An exact account status may be obtained by contacting the business office. Final exams will not be given to the student at the end of the year as long as there is any overdue or outstanding bill with any TBC Ministry. Report cards, transcripts/diplomas will be held until all bills (current or otherwise) are paid.

6.0 General Policies and Information

6.1 ACADEMY COLORS

Red, White & Blue

6.2 ADVENTURE SUMMER

Day camp program are provided for ages 3-12 beginning the Monday after TBA lets out and runs throughout the summer until the end of the 3rd week of

August. Camp hours are 8:00 a.m. until 4:00 p.m. five days a week. Extended hours are also available and are covered in camp charge in most cases unless stated otherwise on the enrollment application. Separate registration for each camper is required.

6.3 CHAPEL

Chapel is a vital part of the student's life at TBA. Every student must attend chapel. Only Bibles, notebooks, and a pen or pencil are to be brought to chapel by the students in grades 7-12. Elementary students are to bring only their Bible. Prayer, pledges, and preaching will take place during the chapel period. Christian conduct is of the utmost importance in chapel.

6.4 Class/Club Activities

Students in grades 7-12 will be afforded the opportunity to work on class fundraisers, be involved in clubs, and prepare for ODACS. All students are required to participate and actively involve themselves.

6.5 CHURCH ATTENDANCE

It is required that all students associated with TBA attend a Bible-preaching Sunday school and church of their choice. For those who do not have a regular church home, we offer the ministry of Tabernacle Baptist Church. "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching." (Hebrews 10:25)

Pastoral References will go home annually for you to have your pastor fill out and return. TBA seeks to keep Christ-honoring families in our school.

6.6 EXTENDED HOURS

Parents may leave their children as early as 6:30 a.m. and must pick them up no later than 6:00 p.m. All students staying after school will report to the assigned area at 3:15 p.m. Students will remain at the assigned location until their ride picks them up. An academy official will supervise until 6:00 p.m. The cost of after school stay is \$3.00/hour to be billed monthly. AN EXTRA charge of \$10.00 will be added if a student is left after 6:00 p.m. A surcharge of \$10.00 per half-hour will be added for each half-hour after 6:30 p.m. **Students are not permitted to be in teacher's classrooms after-school unless the teacher has administrative approval.**

6.7 FIRE DRILLS

At the beginning of the school year, each student will receive the needed information concerning fire drills for the school term. We will have a fire drill once a month. Students are to observe the following rules:

1. Walk quickly in a single file line, but do not run or push.
2. Those nearest windows should close them and the last one out should close the door.
3. No talking either in or out of the building, and listen for teacher's instructions and directions.
4. When clear signal is given, please enter building quietly and in a single file line.

6.8 HOMEROOMS

All students are to report to their assigned location by 8:00 a.m. where attendance and lunch orders will be taken. Those not in the room are tardy. The homeroom period is intended to assist the student in having a good day at school. Devotions and announcements will be given at that time.

6.9 HOURS

SCHOOL HOURS 8:00 a.m. to 3:00 p.m.

OFFICE HOURS 8:00 a.m. to 4:00 p.m.

Closings: Academy closings will be announced over TV channels 3, 10, and 13 due to inclement weather.

6.10 LEAVING THE ACADEMY GROUNDS

TBA operates under the "closed campus" policy. If it is necessary to leave prior to the close of school, parental permission must be obtained. Written notification is preferred. Students must be signed out at the office by a parent and then signed in upon return. TBA will not be responsible for students who leave the grounds during or after school hours with anyone other than a staff member. **Students are not permitted at any time to leave campus unless a parent signs them out. Leaving the academy grounds to have personal appointments (nails, hair) is not permitted unless permission has been given by the administrator. An unexcused absence will result. We expect parents and students to uphold this policy.**

6.11 LOCKERS

Lockers will be assigned to each student in grades 7-12. Due to the many uses of our facilities, we strongly recommend that each student use combination locks given to them by the school office. There is to be nothing put on the outside of the locker. No stickers are to be placed inside or outside the lockers. All groups putting things up on the outside of lockers must have administrative approval.

All things affixed to the inside of the locker must be put up with either masking tape or sticky-tac. Suggested things that students are allowed to have in their lockers are the following: mirrors, pictures of friends and relatives only, small memo board, and shelves that are removable. Students must decorate their lockers with a décor that reflects wholesome and Christ-honoring values. Inspections of lockers will be held without notice by the administration to insure compliance with academy guidelines. Please keep lockers neat, orderly, and free of trash. Violation of locker privileges could result in the loss of a locker assignment and/or demerits.

6.12 MAINTENANCE OF ACADEMY FACILITIES

All students are to assist in keeping all interior and exterior school areas clean. All school supplies are to be used as conservatively as possible. The school office will maintain a “lost and found.” Students may check with the person at the front desk to ask about items lost.

6.13 MUSIC LESSONS

Piano lessons are available for students in grades 1-12. **Lessons fees are \$20.00 per half hour and must be paid by the month.** Students must have a piano in their home. When lesson books are left at home, parents are still responsible for the lesson fee. Teachers have the discretion of rescheduling. If the teacher misses the lesson, credit will be given to the next month.

6.14 PARENTAL INVOLVEMENT

TBA values parental involvement and would not be able to function without it. There are several areas where you may become an active and involved parent.

A parent/teacher organization will operate under the administration’s approval. All parents will receive information in the brown envelope. This organization will help with fundraising and school improvement. We encourage parents to be involved.

FAMILY NIGHTS at TBA

There are many opportunities for the entire family to visit the campus. Beginning in the fall, we host an OPEN HOUSE and Thanksgiving Feast. The Fine Arts Department presents Christmas and Spring concerts; sporting events are ongoing throughout the year. We encourage the entire family to attend these events. We would also ask that parents be properly dressed for the event. (example: evening concert = evening dress)

PARENT/TEACHER CONFERENCES

All teachers are asked to schedule a conference with their students' parents within the first month. Another follow-up meeting/conference may take place after 1st quarter report cards have been emailed.

Conferences may be scheduled as often as needed by teachers or parents. If you feel that you need to meet with your child's teacher at any time, please call the school office. We will arrange a meeting for you. The administrator reserves the right to be involved in any conference.

6.15 RINGS

Juniors or seniors may order school rings at a specified time. Students may choose their rings from the options available. Orders are taken in September.

6.16 SCHOOL SONG

As PATRIOTS we all love the Lord;
We know His Word to be true.
Though the world may spurn,
We will never turn from our colors,
Red and White, and Blue.

And He blesses us and provides for us;
We live His love to impart.
Other schools may come; other schools may go,
Tabernacle, you're still in my heart.

(to the tune: "In the Garden")
written by Dr. Carl D. Bieber

6.17 TARDINESS/ATTENDANCE

Students are to be in their assigned places on time. School begins at 8:00 a.m.

Please keep in mind that each time a student is late to school or class, the student is missing that much time of instruction.

Students in grades K5-12th who report to school late and are unexcused more than a total of three (3) times per nine-week period will be fined \$5.00 per occurrence above three. This will be billed to your in-house account each quarter.

Students who report to class or assigned place late will have to have a late slip issued from the School Office before admission or will be marked unexcused. Demerits will be given when a student is late to class and unexcused.

***3 unexcused tardies—a letter from the Administrator**

***4+--\$5.00 charge per occurrence**

Every effort must be made by students to maintain attendance. When students are absent, they must return to TBA with an excuse from parents. This note should be presented to the attendance officer or teacher. Elementary parents must send in a letter to the office. A two-day grace period will be given for those who return without their excuse. Failure to bring the excuse on the third day will result in the student not being admitted to class until the excuse is received. The school keeps attendance records and must have the parents' cooperation. Parents are encouraged to call the school office at 424-4673 ext. 339, or they may fax us at 424-3014 when the child will not be in school.

Doctor and dental appointments should be made after school.

6.18 TELEPHONES/CELL PHONE POLICY

A student phone is available in the school office. School telephones are business telephones and are not to be used by the student. Students are not permitted to use the phone unless they are sick. Habitual phone users will be denied the privilege of using the telephone.

CELL PHONES MUST BE CHECKED IN WITH THE HOMEROOM SPONSOR EVERY DAY. Students will not be permitted to use the cell phones during school hours. Students are not permitted to keep their phones with them during the day, nor or are they allowed to keep them in lockers or purses. If a student needs to make a phone call, he must go to the school office. Violators of the cell phone policy will be given 25 demerits.

Students may bring a cell phone with them when they are traveling with school groups for athletic events informing them of their arrival time.

6.19 TEXTBOOKS

The fact that certain books are used as textbooks for classes or reference in the school library does not necessarily mean that the school endorses their contents

from the standpoint of morals, philosophy, religious, or scientific theories. Acceptable textbooks in certain academic fields are very difficult to secure; therefore, it is sometimes necessary to use textbooks whose contents we do not wholly approve of in order to standardize the academic work. Books that are lost or destroyed must be replaced at the new book price. All hardback textbooks need to be covered by the student.

All Book Fees will be charged to your In-House account and are due by August 14th or a \$35.00 fee applies. Textbook fees must be paid in order for a student to attend school. Students who vandalize, mess up, draw, color, or throw-up in a non-consumable textbook will be charged the full value of a new textbook.

6.20 VISITING HOURS

Parents or other visitors are always welcome to visit TBA. Visitors must sign in at the school office. You will receive a badge to wear while you are in the building. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM when picking students up early. Permission from the administrator is required if you want to visit in a particular classroom (during class time) or if a student (other than your own) wants to visit for the day or come in for lunch. NEAT and MODEST apparel is expected at TBA. Hats are to be removed when entering the building.

Alumni and parents are asked to dress appropriately when entering the school building at any time. **Former students are not permitted to visit the school during school hours. TBA reserves the right to refuse admittance to after-school activities/events due to inappropriate dress.**