

TBA Student Handbook

2019-2020



TABERNACLE BAPTIST ACADEMY

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A Personal Word from Mr. McGary

Dear Parents,

Welcome to Tabernacle Baptist Academy. Our desire is to aid you in the teaching and training of your children.

In His Word, God has given parents the command to train up our children; I want to personally thank you for allowing us to join you in this endeavor. My prayer is that we will all grow together in the grace and knowledge of our Lord.

Mom and Dad: Keep God's Word ever before you, as we here will do also. If we work together and guide our children in the way, they will be the beneficiaries.

May the Lord bless you, and your family!

In His service,

Dean E. McGary

Dean E. McGary

Principal

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Our Doctrinal Position:

1. We believe in the verbal, plenary inspiration of the Bible as the only rule for faith and practice.
2. We believe in God in three persons—Father, Son, and Holy Spirit.
3. We believe in the new birth in Christ alone and the eternal security of the believer.
4. We believe in the virgin birth, the bodily resurrection of Christ, and His bodily ascension into heaven wherein He now intercedes for believers.
5. We believe in the six days of creation.
6. We believe in the pre-tribulation rapture of all believers, the pre-millennial return, and millennial reign of the Lord Jesus Christ.
7. We believe in the two judgments—the Judgment Seat of Christ and the Great White Throne.
8. We believe in the reality of heaven and hell.
9. We believe in the local church as God’s autonomous institution of regenerate, immersed believers practicing the two ordinances—Baptism and the Lord’s Supper.
10. We believe in two Scriptural offices—the pastor and deacon.
11. We believe that every believer is responsible to live a holy life and to practice separation both ecclesiastically and personally.
12. We believe that every believer should witness to others of the saving power of the gospel and carry out both at home and abroad the Great Commission.
13. We believe in the priesthood of individual believers, soul liberty, and the freedom to interpret the Bible individually.
14. We believe in the separation of church and state.
15. We believe that the process of inspiration ended with the original manuscripts and that God superintended the preservation of His Word throughout the church age. The King James Version is an accurate and trustworthy translation of God's preserved truth and is the only version used from the pulpit and in the classrooms. We further believe that Greek, Hebrew, and Aramaic studies are valid tools to help translate and interpret those preserved manuscripts in their original languages.

Our Mission Statement:

“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 life, by seeking His will and by striving to become productive citizens within their own community.”

The philosophy of a school guides our choice of faculty/staff members, what curriculum and procedures will be followed, and programs we will offer. We base this philosophy on the Lord Jesus Christ and His Word. As a ministry of Tabernacle Baptist Church, we desire that the Lord Jesus Christ be the focal point for all aspects of the Christian education ministry. His name must be exalted. Students at TBA will be challenged to be spiritually and academically prepared to take their place in the community as a positive witness. Our parents will be challenged to make Jesus Christ both Savior and Lord of their lives and to be a positive witness for Him to the entire world.

The goal of TBA is to be different on purpose. We seek to give young people an education that is unique among the private and public schools in our area. TBA students will be trained in the Scriptural truths of the Bible.

God gave the primary responsibility for education to the parents. We, therefore, expect and ask that each parent maintain a strong support system with us.

The Three Stars on our Patriot:

The stars on our logo support our mission statement and things we do here at Tabernacle.

First, we desire spiritual excellence for our student body. Our academy is a discipling environment where Christian young people may learn from a Biblical worldview.

Secondly, TBA strives for academic excellence which also includes an emphasis in fine arts and in athletics. We believe in building a strong foundation for each child beginning with our preschool classrooms. Not only are students encouraged to work independently, but are also encouraged to think on their own. Our programs seek to train each young person to be of help to their local church both presently and in the future.

Finally, TBA is committed to developing Christian character in each young person. The rules and regulations set forth are based on Biblical conviction and enable us to function “decently and in order.” We strive to be firm and fair. It is with this structure that our young people will develop good character in order to be servants of the Lord.

Our Team:

Each faculty member teaching in K5-12th grade holds at least a bachelor’s degree, and each faculty member teaching K3-K4 holds at least an associate’s degree. Each one is committed to developing each young person to the glory of God. They will go beyond the call of duty to give your student the best advantage. They are dedicated Christians who are faithful to His Word, and committed to the ministry’s philosophy. They attend workshops and take classes to keep up with today’s educational field.

Our Program:

The program here at TBA places an emphasis on fundamental doctrines with practical application for each level. Students are taught to have a servant’s heart. The King James Version of the Bible is the version we use in our classrooms and chapels.

Chapel is a regular part of our week. Special assemblies and chapels are held throughout the school year. Students will have opportunities to interact with missionaries from around the world.

Educationally, we utilize the traditional classroom with Biblical integration. We offer a general and a college-preparatory program.

Our Parents' Code:

The parents of our students are vital to the success of TBA. We could not have a Christian school without those that entrust their children to us. We can provide a quality Christian education that honors the Lord if our parents help by adhering to this code:

1. I will pray regularly for the faculty and administration of TBA.
2. I will do my best to cooperate fully with the educational program at TBA, endeavoring to have each of my children well prepared for class each day and to help them cultivate a relationship with the Lord Jesus Christ and an appreciation for a true biblical Christian education.
3. I will pay my financial obligations to TBA on time. If for whatever reason I am not able to do this, I will notify the Administrator or Administrator's Assistant in advance of the due date to give explanation for the delay, as well as make arrangements for taking care of my obligation.
4. I will volunteer to help with school functions as my schedule permits.
5. I will attend and support the programs of TBA as my schedule permits.
6. If I become dissatisfied with TBA for any reason, I will not criticize the school in front of my children or others. Instead of allowing a bitter spirit to develop, I will seek to resolve the matter promptly in a biblical way with the person or persons involved (Matthew 18).

Grievance Guidelines:

Please remember that if you complain to your children, criticize the school, or make negative remarks to other parents, you undermine the authority structure in your child's life which eventually hurts your own efforts with your child.

Let's seek to honor the Lord with biblical communication. Follow the proper chain of command. Work to solve the issue with the individual. Go to them (the teacher or other person) and try to resolve the problem. If after that initial meeting, the problem has not been resolved, contact the Administrator for a meeting with all parties. The final step of appeal will be to the Pastor.

At no time should a parent resolve an issue with a student that does not belong to them. Issues involving other students should be brought to the Administrator's attention immediately.

Admissions Policies

Attendance at Tabernacle Baptist Academy is a privilege and not a right. Students are admitted on the basis of their desire and the support of their parents for a Christ-centered education. The privilege to attend may be lost by any student/parent who is not in harmony with either the rules or the spirit of the school.

Non-Discriminatory Policy:

Tabernacle Baptist Academy admits students of any denomination, race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded, or made available to students at the academy. TBA does not discriminate on the basis of denomination, race, color, national, or ethnic origin in administration of its admission policies, educational policies, and other school administered programs.

Requirements:

A student will be considered for admission to TBA after the parents and student have had an interview with the Administrator. The purpose of an interview is to present the school's philosophy and the opportunities available to each student. Parents are given opportunity to ask questions, and a tour of the facility will take place.

Once the interview has been conducted, a submission of an application must take place. The following information must also be taken care of:

1. Confidentiality Form
2. Smart Tuition Form
3. Christian Character Form
4. Student Record Release Form
5. Student Questionnaire Form (7th-12th grade)

The Academy also requires copies of the student's birth certificate, immunization records, and Parent's social security card. A current school physical form, including immunization record must be in each student's file.

Acceptance of a student is made on an individual basis and is contingent upon a satisfactory interview with the Administrator. We require that students in our 7th-12th grades give clear testimony of salvation through Christ. In addition, one of the parents must do the same. We ask that our students and parents attend a church of their choosing on a regular basis.

Aptitude/achievement test scores, placement tests, previous academic history, and references will be considered. Kindergarten students must be five years old on or before October 1st. First grade students must be six years old on or before October 1st. The administration reserves the right for proper grade placement. Students in grades 7-12 are interviewed privately. When all forms have been properly submitted, an interview conducted, and all required fees paid, the student is accepted for admission.

At least one parent must attend the PARENT/STUDENT ORIENTATION with the student prior to school starting. This meeting is held on Thursday evening before the first day of school.

A probationary period of 4-6 weeks is required of 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.

Home School Students:

A home school student in grades 7-12 may take up to three academic classes. Students will go through the same admission process and pay the fees associated for a home school student. Students may participate in the athletic or fine arts program as well as the Old Dominion Association of Church Schools competitions.

New Student Testing:

Each new applicant will 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 a math a language, and a reading comprehension test. The testing program at TBA has been adopted for the following reasons:

1. To inform the school of the child's educational progress.
2. To assure placement in the grade for which the student is qualified.
3. To prevent enrollment of the students having academic problems which TBA is not equipped to handle.

Re-enrollment Policy:

Re-enrollment will take place in February of each year. To be re-enrolled a student must be acceptable academically and otherwise, complete the re-enrollment form online as well as pay the re-enrollment fee.

Financial Policies

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.

All programs are operated on a 10-month payment plan that is a "school year." Tuition rates and fees are established to cover the operating expenses of the school for an 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 stated below.

The administration at TBA is aware that occasionally parents "fall on hard times." In the event of loss of job or some other extreme circumstance, the parents must make the administration aware of the situation by scheduling a meeting with the Administrator. No other form of communication will be accepted. Monthly communication will be required after the initial meeting with the Administrator until the bill is brought current

Tuition Plans:

Tuition paid in full by August 8th will receive a 3% discount. For those paying by installments, tuition may be paid in 10 equal payments due the 1st or 15th of each month, beginning in August and extending through May.

Registration/Book Fee:

The registration fee must be paid in full in order for registration to be complete. The book fee must be paid prior to orientation night or a late fee of \$25.00 will be assessed. Any school property books that are damaged or destroyed will need to be replaced by the student at the cost of a new textbook.

Before Care/After Care:

Before care and afternoon care are available for all students. K3 and K4 care is already included in your **full-time** status. For all students in K5-12th, the cost is \$5.75/hour from 3:15 – 5 p.m., and \$8.50/hour from 5 – 6 p.m. After care closes at 6 p.m. but if a parent is late more than 3 times there will be an \$8.75 charge for any part of that hour. After-care is available all days unless previously notified in school mailings or stated on the school calendar. Before care opens at 6:30 a.m. All students are to check in at the preschool between 6:30-7:00a.m. After 7:00 a.m. the 1st – 12th graders should check in at the music room.

Payment Procedure:

TBA families may choose to pay in full and receive a 3% discount, or they may put a larger amount down in July so that their payments are lower each month.

TBA uses SMART TUITION Management Company to facilitate monthly tuition payments. Each family must set up an account with SMART TUITION every school year. Tuition payments are not accepted at TBA after August 1st. Payments are either made via automatic withdrawal or via a monthly bill that will be mailed to your mailing address.

Any account with SMART TUITION that has 2 late payments will be required to switch payments to automatic withdrawal. Any student's account that becomes more than two months delinquent that student must be withdrawn.

In-House Bill:

In-house bills at TBA will include: all fees, fines, Before care/After care, registrations, and other charges that are not for tuition. Charges are due when billed and must be kept current. In-house bills not kept current will be assessed a \$25.00 fee each month. In addition to the late fee, early care/after care privileges will be removed. Please watch due dates on in-house bills.

Fundraising:

While we recognize and appreciate the great sacrifices that many of our families make to send their children to our school, a great financial burden is carried by the faculty and staff who willingly minister to the students while being paid approximately half of what local private and public school teachers make. These teachers have the same professional training, but a greater workload.

Tuition alone does not cover the cost to educate your children. In order to provide for the extra things that are done around the academy, we sponsor fundraisers to meet those needs. We ask that parents take part in fundraising. We know that you are busy, but this is a good opportunity for you to teach your child responsibility for his education. If you cannot take part, please consider a financial contribution to the school in lieu of your family's participation. Please uphold the academy's financial position in prayer each day.

The 9th-12th grade classes sell a snack on Wednesday and a special lunch on Friday. The main objective of these fundraisers is to support the TBA Missions Trips.

Lunch Voucher:

In addition to students being permitted to bring their own lunches to the Academy, TBA has a voucher system set up for students to purchase lunch. This keeps you from sending money in daily for their lunch. As long as there is money on the voucher, students may order. Parents may see the voucher balance on the HEAD MASTER system. You will receive emails when the voucher balance is below \$5.00.

Important Information:

1. Students with outstanding bills from the previous school year may re-enroll for the coming school year; however, if the previous school year's bills are not paid by July 31st, the student will not be able to be in school. The registration fee will not be refunded.
2. The entire month's tuition and all fees are due and payable if a student is withdrawn for any reason.
3. A student is enrolled at all times until a parent makes a formal withdrawal by filling out a withdrawal form in the Academy office. Parents will be responsible for the first month's tuition and fees unless a formal withdrawal is submitted.
4. 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.
5. 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 Academy Finance Office.
6. Report cards, yearbooks, transcripts/diplomas will be held until all bills (current or otherwise) are paid.
7. 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 is determined by judge or jury to be without merit.

Attendance Policies

School Hours:

8:00 a.m.-3:00 p.m.

1. Students reporting to school after 10:00 a.m. will be considered absent that day.
2. Students signing out after 2:15 p.m. will not be considered absent that day.

Coming and Going:

1. Please adhere to the drop-off and pick-up procedures in regard to traffic control. These procedures are made for the safety of your children.
2. Elementary students arriving before 7:45 a.m. must report to early care.
3. Students in grades 7-12 arriving before 7:30 a.m. must report to early care.
4. Students in grades 1-6 who arrive after 7:45 a.m. may report to their classroom.
5. Students in grades 7-12 who arrive after 7:30 a.m. may be in the secondary hallway.
6. ALL STUDENTS should arrive and depart from school in dress code unless told otherwise by the Administrator.
7. If a child is to be picked up by someone other than parents, please notify the Academy office. When there is a need to pick up your child during the school day, it must be done through the school office. Please do not go to your child's classroom.
8. Parents are not permitted in the hallways at any time between 7:30 a.m. and 3:15 p.m. Teachers are preparing for the day and getting students settled and cannot take time during this period of time to talk. Please schedule an appointment or email your child's teacher.

Absences:

Absences and make-up work create a burden for students, parents, and teachers. Class attendance and participation are essential for school success according to research. Faithful attendance in school develops Christian character and proper stewardship. Therefore, effort should be made to be in school every day.

In order to operate efficiently and to produce a successful and responsible student, TBA closely follows the prudence underlying the Virginia Compulsory Attendance Laws.

A parental meeting will be required of any student who is absent 5 days in a quarter. Family vacations are excluded. Absences beyond this meeting will be dealt with by the administration.

EXCUSED ABSENCES would include:

1. The student has an illness or injury that prevents him from being physically able to attend school, and returns to school with a parental note (for the first five missed days per quarter), or a doctor's note for any days missed thereafter.
2. The student has been quarantined and returns to school with a doctor's note regarding his absence from school.

3. A death occurs in the immediate family of the student and the school has been notified.
4. The student has a medical or dental appointment and returns to school with a **doctor's note** regarding his absence from school.
5. The student is involved in a valid educational opportunity and permission has been granted by the Administrator.
6. The student is involved in a court proceeding and the school has been notified in advance.

UNEXCUSED ABSENCES would include, but are not limited to:

1. A student is willfully absent from school with or without parental consent.
2. A student is absent because the parent is keeping the child out for personal reasons.
3. A student is absent because he is working at home or a business.
4. A student overslept.
5. A student is going shopping or having a hair/nail appointment.
6. A student has a lack of clean clothes or shoes.

Students will receive the number of days absent to make-up work missed for any excused absence. Work not made up within that grace period will receive a grade of a zero. Please see the Academics Section in the handbook for more information.

Students absent from school (with the exception of a death in the family or appointments not related to illness) are not to attend after school and evening events at the academy or any school where our students are participating. This policy includes athletic events.

Parents, please recognize that we have built into our academic calendar a sufficient amount of opportunities for families to plan time together. We understand that important events sometimes arise and may require missing school. We do, however, expect that effort will be made to plan within the allowances of our school calendar. To accommodate those special family situations, TBA will allow up to five school days with the following limitations:

1. Days cannot be taken during mid-term or final exam weeks.
2. Days cannot be taken during standardized testing week.
3. One day may be used immediately before or after Spring Break.

A "Pre-Arranged Absence Form" must be obtained from the Academy office if it is necessary to be out of school during the school year.

Tardies:

TBA recognizes that being tardy to school is sometimes unavoidable; however, being late disrupts the learning process of your child as well as the students in his classroom. It also interrupts the teacher's day. Being tardy creates more work for all involved including the Academy office.

It has been said that punctuality will let others judge your character. A lack of punctuality shows disregard for responsibility.

A student is considered tardy if he is not sitting down in his seat in the classroom at 8:00 a.m. All elementary students who arrive late must sign in at the front office with a parent present and receive a late slip to class. Parents are not to drop off their child and expect them to sign in. 7th – 12th graders may sign themselves in late if necessary.

Tardies will be recorded each quarter. Students accumulating more than three unexcused tardies during each quarter, will be assessed \$5.00 per tardy on their in-house bill.

Leaving School:

When a student leaves early from school, they must submit a note to the office with the time and explanation.

No student may leave school grounds during school hours without permission from the Administrator.

Early Dismissal:

TBA does not participate in an early dismissal program. Students must be at school during school hours. Any dismissal will be at the discretion of the Administrator.

Student Conduct

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:

1. I will practice New Testament Christian living.
2. I will respect the rights of others including their person and property.
3. I will respect all those in authority over me.
4. I will obey the dress code as printed and explained.
5. I will do my best to advance the cause of TBA both on and off campus.

Guidelines at TBA are designed to assure proper Christian testimony. They help the student understand authority, while at the same time, helping the Academy be consistent in operation. Students will benefit from a controlled but relaxed atmosphere. By following the school policies, students will learn to live together under specific guidelines that they will face in the daily work force. It is our endeavor to insure equal treatment of all students.

Dress Guidelines:

The dress code at TBA is based on the following biblical principles:

1. Modesty (Romans 12:1)—Attention should never be drawn to ourselves but to God.
2. Appropriateness (Philippians 4:5)—Special occasions are opportunities for us to choose things that would best suit the preference of the Academy.
3. Identification (Colossians 3:17)—The Bible says that we are to be “in the world” and not “of the world.” Dressing guidelines let others know whom we serve.
4. Distinction (Deuteronomy 22:5)—we want those we come in contact with to know who we are.

As an academy, we are aware that dressing a certain way does not guarantee spirituality. We ask that you support our dress code as it reflects institutional policy. Research says that schools and parents who require a high standard of dress from their students will likely have young people and young adults who are focused and accomplish more during the day.

Working together is the key to dress code compliance. The ladies in our office and Academy are available to answer your questions as well as check newly purchased items. We are more than happy to answer any questions you might have. TBA uses Flynn and O’Hara Uniforms and French Toast.com as our standard. These profiles must be followed when purchasing uniforms.

The school administration will make the final determination regarding whether a student’s dress or appearance is not appropriate or acceptable, or if the dress code has been violated. Students will be counseled by teachers of the same gender. Demerits will be awarded, and missed class time will be considered unexcused. Students may be required to make appropriate changes to meet dress code guidelines before returning to the classroom. This may result in the student being sent home to change or in the calling of parents to bring a change of clothing. Students are expected to be within school dress code guidelines when attending school functions on or off campus as well as summer school unless otherwise instructed.

ALL STUDENTS:

1. Short-sleeved or long-sleeved polo shirts may be solid colored or striped. Polo shirts may have up to 5 buttons. Only the top button may be left unbuttoned.
2. TBA Spirit Wear (jackets and hoodies) and school approved (FlynnO’Hara or French Toast) cardigan sweaters are permitted to be worn in school at any time as long as they are kept clean and tidy.
3. All outerwear that is not TBA Spirit Wear may be worn to school but will not be worn at any time during school hours. (including lunch and chapel)
4. Shoes
 - a. Elementary boys and girls may wear tennis shoes or black, brown or navy blue shoes.
 - b. Junior/Senior High ladies and men must wear dark or neutral colored casual dress shoes. Shoes that look like tennis shoes or have tennis shoe markings will not be permitted.

- c. Socks/hosiery are required at all times for all students. Socks should be solid colored and coordinate with the outfit.
5. For all special dress-up “denim days,” students must wear traditional blue denim.
6. School uniform or denim day attire is required for admission to all athletic events.
7. Spray-in hair color is not acceptable for young ladies or young men and will not be accepted in school.
8. All students participating in Physical Education must wear athletic shoes and socks during that class period.

ALL GIRLS:

1. Clothing may not be snug fitting or low-necked.
2. All school uniform skirts and denim skirts must cover the knee when walking, sitting, or standing.
3. Proper undergarments must be worn at all times. Undergarments should also not be visible through the polo shirts.
4. All blouses or shirts must be tucked in unless they are the banded polo shirts offered by Flynn O’Hara Uniforms which have the banded waist and the school logo.
5. Jewelry should not be excessive. Earrings are limited to two in the earlobe only and must be equal in number. Earrings may be no larger than the size of a quarter. Earlobe gauges are not acceptable at any time.
6. All socks are to be solid colors that match the outfit. Knee-high socks are permitted; however, knee-high hose are not allowed. Socks must be worn if hose are not.
7. Shoes must have heel straps or backs. No boots.
8. Make-up that is in excess or unnatural may be asked to be removed.
9. Nail polish must be tastefully and appropriately done. All nails are to be the same color.
10. Hair must be kept neat and combed. Hair color or highlights must be tastefully and appropriately done as to not draw attention to one’s self. Extreme styles and colors (Ex. purple, green, blue) are not permitted.
11. Physical Education:
 - a. Elementary girls (1st-5th) must wear the French Toast, navy blue-“Below the Knee” Bermuda shorts (Item #1356) on PE Days along with a Tabernacle T-shirt.
 - b. Young ladies in grades 6-10 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.
12. Pants are not to be worn on school property at any school function unless permission has been granted by the Administrator.
13. Hats are not to be worn in the school.

ALL BOYS:

1. Proper length belts must be worn at all times with pants that have belt loops. They must be solid in color and be black, navy or brown. Standard belt buckles are the only kind accepted.
2. Pants may be navy, black or khaki. Cargo pants are not accepted, and rivets are not permitted.
3. Jr./Sr. High young men (grades 6-12) may wear dress shirts. Ties are optional.
4. All shirts must be tucked in and the top button may be left unbuttoned. Dress shirts that have collar buttons must be buttoned.
5. Necklaces, earrings, bracelets, dog tags, or other effeminate jewelry are not permitted at any time. Items that look like these are also not permitted.
6. Hairstyles must be tapered on all sides, off the ears and the collar, and cut above the eyebrows. Long hair will not be permitted on the top, back, front, or side of the head. Hair must blend and not have any obvious hairlines or breaks. Extreme hairstyles are not permitted. Hair may not be colored, tinted, highlighted, or streaked at any time. Hair must be combed and kept clean. Young men will have two days to comply with hair policy.
7. Mustaches, beards, and goatees 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.
8. Physical Education:
 - a. Elementary boys (1st-5th) must wear the Flynn and O'Hara Uniforms navy blue "to the knee" uniform shorts (#118) or the French Toast item (#1024).
 - b. Jr./Sr. High young men (grades 6-10) must wear the PE uniform that is ordered for them by the Academy.
9. Hats are not to be worn in the school.

TBA would like to remind students that they are to be in school uniform any time they are on school property unless told otherwise.

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 school functions.

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. Parents and visitors are asked to maintain proper etiquette and decorum.

Dress Checks:

When there are special banquets or occasions that would require a special dress check, a designated faculty lady will be the one to approve the dress. Young ladies must follow all guidelines for dresses and will be expected to comply with all standards set. Deadlines must be followed to participate in special events.

Discipline:

TBA expects the student to live above reproach by showing respect to God, country, family, faculty/staff, 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 will not be tolerated. Anyone who is not cooperating spiritually, morally, or scholastically will be dismissed. The administration asks that all parents keep in mind the chain of command 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 in class without permission. Students will always address and reply to teachers in a respectful manner.

It is 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.

Elementary Discipline:

Preschool and elementary discipline procedures are discussed and shared in each teacher's orientation information. The Administrator has approved all disciplinary programs.

Junior/Senior High Discipline: (Grades 6-12)

A merit system is used to monitor the student's behavior. It is designed to reward good behavior and punish wrong behavior. A student begins the year with 100 merit points. If a student is awarded demerits for any of the offenses listed below, the merit points are subtracted. The MERIT OUTING is awarded at the end of the year. Based upon the number of demerits assigned, students will be given the opportunity to participate. The event may be free, or it may cost depending on the amount of merits the student maintains. Students who have 15 or fewer assigned demerits all year are eligible to participate.

TBA desires to provide an environment conducive to the spiritual growth and development of all its students. We feel that we would be doing a disservice to you and your child if we did not correct wrong behavior. The list is not all-inclusive, and the administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

Infractions and their consequences:

Any type of violent or threatening note, drawing, Action, comment; or discussion.....	20-75
Attitude (critical, complaining, mocking, or ridiculing).....	10-25
Automobile Misconduct.....	10-15
Breach of Computer Security.....	75-100 (expulsion)
Classroom Misconduct.....	5, 5, 10 thereafter
Candy, food, gum.....	5, 5, 10 thereafter
*Gum carries a \$5.00 fine per occurrence	
Cheating (including plagiarism).....	10-25
Defacement or destruction of school property.....	10-25
Direct Disobedience.....	25-40
Dismissal from Class.....	5-15
Disorderly Conduct.....	5, 5, 10 thereafter
Disrespect of Peers.....	10-40
Disrespect of Authority.....	25-40
Dress Code/Hair Violation.....	5, 10, 15 thereafter
Drugs/Alcohol.....	75-100 (expulsion)
Immorality.....	75-100 (expulsion)
Improper Social Conduct.....	15-40
Inappropriate Music.....	25
Lying.....	25
Misuse of Cell Phone.....	25
*Habitual misuse begins after the 2 nd time and phone will be confiscated.	
Profanity.....	25-50
Skipping Class/School.....	25-50
Stealing.....	50-75 (expulsion)
Tardy to Class.....	5, 10, 15 thereafter
Tobacco Use/Possession.....	75-100 (expulsion)
Unauthorized Items at school.....	25-100
Unprepared for class.....	5, 5, 10 thereafter
Violation of any aspect of the Federal or State Safe Schools Act Or any state or federal law.....	10-75

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 his acknowledgement. Students will receive an unexcused absence for missing class while waiting in the office.

Detention:

Detention will be given twice a year at TBA. Students will serve detention based upon their semester accumulation of demerit levels below:

11-20 demerits—letter home and a one hour detention (\$8.00 charge)

21-30 demerits—letter home and a two hour detention (\$16.00 charge)

31- demerits—letter home and a three hour detention (\$24.00 charge)

*A letter will be delivered to the parents of those who are to serve detention for that semester.

Detention will have precedence over any game or practice. Students who miss athletic practices or games will have responsibilities at the next practice that are assigned by the coaches.

*Although demerits are not erased, students will only serve detention for that specific semester.

Suspension:

*Based upon demerit accumulation

Any student who receives a certain amount of demerits will be suspended at the following levels:

31-40 demerits—letter home and a one day in-school suspension (zeros in all classes)

41-50 demerits—letter home and a two day in-school suspension (zeros in all classes and removal from athletic teams for two games), and parental conference

51-60 demerits—letter home and three day suspension (zeros in all classes and removal from athletic teams, and any official office), and parental conference

61-70 demerits—Parental conference with the Administrator to discuss student's further attendance at the Academy

Expulsion:

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 been 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.

Boy/Girl Relationships:

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 "dating" at a young age is unfair to the individual, as well as being dangerous morally. For this reason, boy/girl relationships are not promoted here at TBA. It is TBA's desire to inform parents of these relationships and any violation or appearance of violating our standards.

Students should not come to school or leave school for classes or activities in mixed groups of less than four.

The show of affection in public, such as holding hands, having arms around one another, and the like is not the standard that we have set for students in our Academy. It is prohibited in the school, on the school grounds, or at any TBA or TBCM function. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner and will shun the practices of the world. The above offense will result in disciplinary action.

It is recognized that friendships develop during the school years that will mature into life-long companionships. It is the position 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 TBA student's reputation or testimony to be questioned. Students will not be warned more than once about violation of the standard. A second violation will result in the loss of all boy/girl privileges at TBA, for as long as the Administrator deems necessary.

It is also expected that students will use appropriate language to the opposite sex. Demerits will be awarded for the first offense, and expulsion will take place for the 2nd offense. Any student who is involved in a sexual relationship or involvement of this kind will be expelled immediately.

For testimony sake, young men and ladies are not permitted to be in a car together or leaving in a car together at any time. Social conduct demerits will be awarded for this offense.

Media:

TBA believes and teaches that God has commanded us to lead righteous and holy lives. The Bible says that Christians have a lifestyle that is different from unbelievers. We should never use Christian liberty to gratify the flesh, and we are to be "in the world" and not "of the world."

TBA expects its students to live positive Christian attributes while avoiding the "of the world" syndrome. Biblical principles guide our lives. This would include our entertainment and recreational choices. We value each and every parent. It is our prayer that each parent will use discernment in regards to the viewing standards for their family. Families have chosen our school as a place of refuge from the world's philosophy.

Students are not permitted to have MP3 Players, IPODS, DS, or PSP Players, etc....in school or at any school-sponsored event. Demerits will be awarded.

Electronic readers, however, are permitted during study hall only for school use and permission must be given to operate.

Internet Personal Profiles:

In these recent years, schools throughout the nation have had multiple problems with students' personal profile pages on websites such as Facebook, My Space, Twitter, etc.... These websites allow people to post a great deal of personal information, including pictures and contact information on a personal webpage. It is not difficult to imagine the dangers of such information being listed for

practically millions of people to see. Today's teens and children are participating in things that are questionable and unbiblical. Many children are on websites that have required ages. It is amazing that parents are even aware of this yet still allow the child to be on that website.

For these reasons, TBA will hold our students accountable for information and links posted at websites such as these as it relates to violation of school policies, especially to comments, posts, photographs, threats, etc. concerning the school's students, administration, faculty, and staff.

Parents are asked to find out if their child has a profile on one of these sites and review it in regards to the Academy policies and to your family's security.

Cell Phone Policy:

Cell phones must be turned off upon entering the building and turned in each morning to the homeroom teacher. Students will receive their phones at the end of the day or before they leave. Phones are not to be turned on until the student leaves the building. No student may use their cell phone during early care or after care. Students may take their cell phones on a field trip if they will not be back until after school hours. They are also permitted to have cell phones while traveling for athletic games.

Students abusing the cell phone policy will be given demerits, and the phone may be confiscated. Cell phones may be retrieved from the Administrator's office by a parent.

Students that are tardy to school must turn their cell phones in to the school office who will then give the phone to the homeroom teacher.

Student Drivers:

Students may drive to school when they have a license. Students may park their cars on the high school side of the Academy.

The speed limit is 10 mph in the parking lot. Students who are careless about their driving skills or who fail to yield the right of way to pedestrians will lose their privilege to drive on campus

Academics

Accreditation:

Tabernacle Baptist Academy is accredited by the National Private School Accreditation Alliance (NPSAA).

Grading Scale (K5-12th):

A+	99-100	B+	91-92	C+	83-84	D+	75-76
A	96-98	B	88-90	C	80-82	D	72-74
A-	93-95	B-	85-87	C-	77-79	D-	70-71
						F	69 and lower

Curriculum:

The curriculum of TBA is designed to meet the needs of the students and to carry out the Christian education philosophy of TBCM. It is Christ-centered. We are aware that merely adding a 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 Christian 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. Our Bible curriculum is by Positive Action. We, however, strive to maintain the best possible curriculum for your child by doing annual reviews of our textbooks and offering new curriculum when necessary.

Credits:

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

COLLEGE PREP	SUBJECT	GENERAL
4	BIBLE	4
4	*ENGLISH	4
4	*MATH	4
4	*SCIENCE	2
3	*HISTORY	3 (U.S. required)
2	*PHYSICAL EDUCATION	2 (max.)
1	*SPEECH	1
2	*COMPUTER APPS	1
2	*SPANISH	1
2	*ELECTIVES	6
28	TOTAL	28

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

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/ Consumer Math	1
World History	1	U.S. History	1	Speech	1	Gov. and Economics	1
Spanish I	1	Spanish II	1	PC Apps	1	Elective	1
Health/PE	1	Health/PE	1	Elective	1	Elective	1
TOTAL	7		7		7		7

80 average in Spanish I to advance to Spanish II

80 average in Algebra I to advance to Algebra II

85 average in Algebra II to advance to Advanced Math

93 average in Advanced Math to advance to Calculus

Must be enrolled in or have passed Advanced Math to advance to Physics

**Students not meeting minimum standards are judged on an individual basis.

**Academically qualified students who wish to be exempt from the College Prep math courses may only do so by a signed parental consent letter.

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	General Math	1	Consumer Math	1
World History	1	U.S. History	1	Speech	1	Government	1
Spanish I	1	Health/PE	1	PC Apps	1		
Health/PE	1						
TOTAL	7		7		7		7

Promotion and Class Standing:

A student successfully passing all subjects will be promoted to the next grade. Minimum requirements for high school classes are:

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

Report Cards:

Grades in K5 through 12th represent academic work and are designated as:

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.

“INC” 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 class until the work has been completed.

Head Master:

The Head Master system used at Tabernacle Baptist Academy is the system used by parents to view their child’s grades and homework on a daily and weekly basis. Parents also have access to the voucher balance, school calendar, and teacher’s email.

Report Cards are all emailed through the Head Master system. All parents must have an accurate email address on file at the Academy office. Report cards are not printed out for families except for the 4th quarter report cards which are handed out on AWARDS DAY (the last day of school). Report cards will not be given out when tuition or in-house school bill are in arrears.

Plagiarism Policy:

Plagiarism in any form is a serious offense. It is the same as stealing and lying since it is using someone else’s words, ideas, or sentence structures, and presenting them as your own. Plagiarism, intentional or unintentional, will be dealt with firmly by the Administrator on a case by case basis. Any assignment or project that is plagiarized will require the student to re-do the project and will incur an appropriate grade penalty.

Homework:

We are of the conviction that homework is an integral part of the school program. Each teacher is at liberty to assign homework to aid the student in advancing his studies. Each student is to do his own homework. Copying another student’s work will result in a grade of a “0” for the assignment and demerits to both parties. Students are expected to complete all homework assignments.

Homework that is neatly and properly prepared will be the only thing accepted. Homework 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. Loose-leaf paper should not be torn out of the notebook.

*Students leaving school early for extracurricular activities must have all work and projects turned in to the teacher before leaving the Academy. Any student who fails to do so will receive a grade of “0” and will not be permitted to participate in the next extracurricular activity. The student may not be permitted to participate in that day’s trip if the Administrator deems necessary.

Suggested Guidelines for Homework:

Grades 1-2	No more than ½ hour each day
Grade 3	45 minutes -1 hour each day
Grades 4-12	2-3 hours per day

*Students are given time at school to complete a portion or all of their homework by using their free time and study halls. Elementary students who do not complete their seatwork will also have to complete that for homework. This doubles the time required to do work. Students on the block schedule should do homework the night it is assigned.

1. All homework missed because of an excused absence must be made up by the next school day.
2. All homework missed because of an excused tardy must be handed in that same day.
3. All work missed because of an unexcused absence or tardy will be given a grade of “0”, but the work must be made up.
4. All work not in class the day it is due will receive a grade of “0.”

5. All work that is incomplete but in class the day it is due will receive a grade based on the percentage completed.

*At any time, a teacher may choose to collect the assignment from all the students and grade it.

Tests and Examinations:

The system of grading, including the waited percentages for each portion of the subject, will be included in each teacher's policies and procedures. This is given out at the beginning of the year. These percentages have been reviewed and approved by the Administrator. All tests and reports missed because of an excused absence must be made up by the next day that class meets. This includes projects due on the day of the student's absence. Any student who misses a quiz or test because he is tardy to school must take the quiz or test that same day. Tests and reports missed because of an unexcused absence will receive a grade of "0."

Mid-term and final exams are given at the end of each semester. Seniors are exempt from each subject's final exam that they have a 93 average in for the year. It is to the student's advantage to keep all tests and quizzes as all exams will cover material that has been tested and any new material not yet tested but has been covered in class. There are a few subjects where the material is cumulative, and students will be held responsible for this information all year.

Students are never permitted to leave a classroom during exam time. When the exam time is completed, the student may leave if he has a note from a parent giving permission.

College Testing:

TBA offers assistance with helping parents get their students ready for college testing. The Assistant Administrator will give information regarding PSAT, ACT, and SAT to eligible students at the beginning of the year.

The PSAT is taken here at the academy.

Students who excel here at TBA are capable of taking CLEP tests at colleges to take advanced college classes.

Standardized Testing:

Standardized testing is required of all Academy students in grades K5-11. Testing is held in the spring, and students can prepare themselves by getting rest and eating a well-balanced breakfast.

Graduation:

Graduation is a special time for all that are involved. It is our desire to see each student succeed and receive a diploma.

Dues and financial obligations must be paid for a student to receive his diploma. Please plan accordingly.

A senior class mission trip will be taken after graduation. This trip is funded through sponsored fundraisers. All seniors are encouraged to attend, but will not automatically be eligible. Any 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 to go on the trip. Airline tickets are purchased in advance, and TBA must know early on if students are not planning on going. Purchased tickets are a graduating senior's responsibility. Should a student become ineligible, he is still responsible for the ticket though he may not attend the trip. This would also include a student who chooses not to go after tickets have been purchased.

Graduation 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 which may not be awarded to the same person:

1. The CARL D. BIEBER \$1,000 History Scholarship—given to the student with the highest average in United States History and Government.
2. The B. DOROTHY BIEBER \$1,000 Essay Scholarship—given to a senior girl for an essay entitled, the Godly 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 these honors. Honors are figured on the class grades received in the college preparatory courses during the first seven (7) semesters of high school, with at least 11th and 12th grades being completed at TBA. All honor grads must have at least a 93 average to even be considered.

Graduation Requirements:

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.

Summer School:

Summer school is required for students who have final grades that fall under the following conditions:

Grades	Required Hours
74-76	15 hours
70-73	20 hours
65-69	30 hours
60-64	40 hours
Below 60	50 hours

Cost: \$30.00/hour TBA students
\$40.00/hour non-TBA students

*Summer School fees are to be paid to TBA upon beginning summer school.

*Students must pay for any necessary textbooks, a fee which is separate from the hourly rate

Conditions:

Elementary Students—

May pass with no more than one “D” in any subject

Must take summer school if receiving an “F” in Bible

Must take summer school if they have two or more “D’s” of any combination

Junior or Senior High Students—

May pass with no more than one “D” in any subject

Must take summer school if receiving an “F” in Bible

May pass on condition of summer school with one or two “F’s”

*Any student in grades K5-12 that receives 4 or more in combination of “D’s” or “F’s” will be retained in that grade.

*A student who received a grade of 50% or above can take summer school for a certain number of hours.

*Complete summer school courses must be taken under the direction of TBA faculty. Students desiring to take complete courses will need 60 hours.

*The summer school grade will be averaged with the existing grade to arrive at a final grade.

Emergencies and Illnesses

Immunization Records:

All students are required by the Commonwealth of Virginia to have “documented proof” of immunizations on file at school. This must be on a “state” form which can be obtained through the Academy 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.

Illnesses:

We are aware that from time to time a student may not be feeling well or may be “under the weather.” We ask you to follow these guidelines:

1. **If the student is running a fever (100+), keep him home.** He must be fever free for 24 hours **without medication** to be able to return to the Academy.
2. **If the student is not running a fever, please send him to school.** Teach your child that it shows responsibility. It also shows the teacher that the student is going to give his best no matter what. It is most helpful to remember that, in life, we do not get the opportunity to disregard our responsibilities.

*Students may not return to school at any time if they have a fever no matter the circumstance. No exceptions!

Medications:

All medications must be kept in the Academy office and will be administered by the Academy office staff. Students in grades 6-12 may keep asthma medication with them or in their locker.

Tylenol and Ibuprofen are given by permission only and are monitored through the office.

At no time are students to give others medications. Disciplinary action will result for those who fail to comply.

Students who have habitual headaches and request medication all the time will be asked to call their parents before receiving medication.

School Closings:

School closings are announced on TV channels 3, 10, and 13. Their websites are WTKR.com, WAVY.com, and WVEC.com respectively.

TBA also has a Facebook site –Tabernacle Baptist Academy. We encourage you to log on and be a part.

Parent/School Communications

Brown Envelope:

TBA uses the brown envelope system to communicate with parents. It is sent home every other Monday via the oldest child in the family. The brown envelope must be seen as TOP PRIORITY, and we expect parents to be alert to all events and notices.

The envelope contents will vary; however, parents will find a letter from the Administrator each time that will communicate the “happenings” at TBA. At the beginning of each month, there will also be a calendar on the back of the Administrator’s letter to inform you of upcoming events.

Once the information inside has been read, one parent must sign the front of the envelope on the appropriate date and return it to school the next day.

Should the brown envelope not be returned, there will be a \$5.00 charge placed on the family’s in-house account.

Weekly Folders:

Elementary teachers have a system of sending home weekly folders that contain assignments, quizzes, and tests that have been graded. Parents should check the folders, take out what needs to stay home, and return the folder and any other contents to the teacher with the signature line signed if the teacher requires one.

Conferences:

From time to time, a conference may need to be scheduled to discuss the student's progress. Please feel free to schedule appointments as necessary with your child's teacher.

Please do not discuss things with a teacher at carline. Their attention must be on the students and keeping the area a safe environment.

Appointments may be scheduled any day provided the teacher's schedule is open. The Administrator does not need to be included in any conference unless deemed necessary by the teacher.

Accurate Records:

It is vital that we have your current address as well as any contact phone numbers. Please get this information to us quickly as we may be trying to communicate with you.

Withdrawal from School:

If for any reason a parent withdraws a student from the Academy, the parent must first arrange an interview with the Administrator before receiving a withdrawal form. A student is not considered legally dismissed until all school-owned textbooks and materials are returned to the Academy office. Academic records cannot and will not be processed or released until all accounts are current.

Parent/Student/Office Relationships:

We, of course, are excited to speak with parents and serve you in any way we can. Please remember that the Academy office is the central point of our ministry. It is important to remember this when requesting information by giving us a day or two to give you our best service.

Teachers and students cannot leave the classroom to answer phone calls. Students needing to make phone calls may use the Academy office phone with the coordination of the office receptionist.

The lobby is never a place to discuss your personal issues or discontentment. Please honor us by refraining from this type of behavior

Transcripts:

College transcripts are sent at no charge. Transcripts for personal use are \$5.00 each. Transcripts are sent only if accounts are current.

Student Activities

**“Whether therefore ye eat, or drink, or whatsoever ye do,
do all to the glory of God:”—I Corinthians 10:31**

Chapel:

Chapel is a vital part of the student's life at TBA. Every student must attend chapel. Students in secondary chapel should bring a notepad and a writing utensil to take notes. Elementary students are to bring their Bibles only. No other textbooks are permitted in chapel. Christian conduct is of utmost importance in chapel.

Camp:

Camp is an integral part of beginning a great school year. It is required for all 7th-12th grade students to attend. Through the camp fee, students are afforded the opportunity to participate in a trip along with the Administrator and teachers.

It is a time designated to create a bond between the student and teacher and the student with other students. Each camp day is filled with fun-filled activities. At the end of camp, students return with a different attitude than when they left. This is mainly due to the preaching of God's Word while they are there.

The main goal for camp is so that students will gain an insight into the direction TBA would like for them to operate with for the academic year.

Cell phones, PDA's, electronic readers, personal cd/tape players, IPODs, MP3s, and all other technology items are not permitted at camp. Electronic or battery-operated entertainment is not permitted.

Class Activities:

Students in grades 9-12 will do the main thrust of fundraising for their senior class mission trip. Weekly fundraisers are held, and student participation is required.

On specific Fridays, TBA uses one of the study hall periods to help the students competing in ODACS competition by rehearsing, practicing, and critiquing their entries in the competition.

Athletics:

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 the extra time and effort if the teams are to be successful. TBA asks that parents volunteer to work in concessions. Many hands make work light.

Certain standards are required for all athletic participants. Our athletes should conduct themselves as Christian leaders.

Cheerleading is available for young ladies going into the 8th grade. Young ladies must have completed at least one full year at TBA before trying out for the squad.

Academic Eligibility

Our teams operate under a week to week eligibility using the following guidelines:

1. Students may not play for a week if they have more than one “D” in any subject.
2. Students may not play for a week if they have one “F.”

Should a student find himself off the team for a week, the following guidelines are used:

1. Students may practice with the team if the coach permits.
2. Students may not travel or dress out with the team whether it is a home or away game.

Special notes

1. Practice sessions for the various teams will be set by the coach and will be final. No excuse short of illness or extreme emergency will be accepted as a reason for missing practice.
2. Students that are late to practice without excuse will receive correction at the discretion of the coach. Repeated offenses will result in dismissal from the team.
3. Fundraising activities by teams will benefit the athletic department. All members must participate.

Athletic Participation

1. All athletes must be in school each day. This includes the day before a game and the day after a game.
2. Athletes must be in school on time to be able to participate in that day’s games. A doctor’s appointment will be accepted if the Academy office receives a written note from the doctor.
3. Athletes must be in school if they want to practice with the team.
4. All athletes fall under the “Athletic Eligibility” guidelines above.
5. 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.
6. Athletes are not permitted to practice or participate in games when they are in violation of school rules (haircut, dress code violations, etc.). **This includes summer practices.**
7. Athletes may not play in any game or join in any game if they have tests, quizzes, or homework that must be completed from absences.
8. All athletic participants must have a sports’ physical before the season begins.
9. Any athlete who receives 60 demerits during any part of the academic year will be removed from any sport.

Athletic Banquet

A sports banquet is held to honor our athletes. The athletes' families are invited to attend and bring a covered dish. Information will be sent home regarding what to bring.

All attendees, including parents, are required to be in Sunday dress. At TBA, Sunday dress is considered to be shirt and tie, dress pants and dress shoes for men. For ladies please wear a dress or skirt and blouse that is no lower than three fingers width off the collar bone and the length should cover the knee while sitting.

Behavior at Ballgames

We are pleased that our athletic program can give students an outlet for physical exercise. It is an opportunity for our coaches to teach Christ-likeness in a positive and loving environment. Everyone loves competition; however, we must also protect ourselves from being selfish and having a worldly attitude.

This would include those who are spectators as well. Booing, taunting, negative cheering, and disagreeing with an official's call will not be tolerated. Those doing so will be dismissed.

Field Trips:

In order to enhance the academic program of the Academy, field trips are often taken. These trips are part of the curriculum and may not be missed. Field trips are not optional and may be given as a grade to the student for the day in that subject. Students are not permitted to stay at school while their class is on a field trip.

Parents helping on field trips are set to an "as needed" basis. The teacher will coordinate that with parents. Only a certain number of parents may be permitted. Parents must follow the school dress code. There may be some field trips that a parent may bring a younger sibling to; however, the parent must drive his own vehicle. Other students are not permitted to ride unless their parent is in the same vehicle with them.

Parents, at no time, are permitted to take other children out of school to participate in another class' field trip even if a sibling is in that other class. Please make other arrangements for your other children at school.

Students may not bring any type of technology other than a cell phone with them on a field trip. Please see cell phone policy in "STUDENT CONDUCT" section.

Fine Arts:

The Fine Arts department seeks to develop the God-given talents of each child to his fullest potential not only by giving him a hands-on approach to his specified instrument, but to train the child to use his talents for God's glory whether it be music, speech, or art.

Students in the elementary program will learn music theory, the basics of singing, and will ultimately prepare for the Christmas and Spring Concerts.

Secondary students will have the opportunity to participate in choir, speech, art, and drama.

Students in grades 4-12 are required to participate in the ODACS competition that is held on a regional, state, and national level. Information concerning ODACS is given out at ORIENTATION.

Students involved in choirs, special groups, and casts must be present for all practices and performances. No other outside events may take precedence over the Academy program, concert, or competition. TBA students are asked to be committed. Illness is the only excuse accepted as a reason for being absent. Failure to be in a performance will be grounds for dismissal from the group.

Homeroom:

The homeroom period is used to take attendance and lunch count. Pledges and morning devotions are also done during this time. All students must be in their seats when the 8:00 a.m. bell rings.

From time to time, secondary students will be directed to go back to their homeroom classroom for specific assemblies, announcements, etc.

Elementary classes are already in their own homerooms throughout the day.

Lockers:

Lockers are assigned to students in grades 7-12. Our facility is used for many events, and students are strongly encouraged not to have anything in their lockers that could be stolen. Locks are available from the Assistant Administrator should a student want to put a lock on his locker.

The inside of the locker must always be kept neat, orderly, and free of trash. Only pictures of immediate family and friends may be put up in the locker provided the pictures are in good taste. Students are permitted to have mirrors, memo board, and shelving that is removable. TBA asks that students decorate their lockers with a décor that reflects wholesome and Christ-honoring values.

Inspection of lockers will be held without notice by the administration to insure compliance with Academy guidelines. Demerits will be given for those who do not follow these guidelines.

Music Lessons:

TBA offers music lessons in the following categories:

Piano—grades 1-12

Instrumental Lessons—grades 4-12

Voice Lessons—grades 5-12

Lessons are offered within the following framework:

1. Cost: \$20.00/half-hour once a week
 - a. Payable to the teacher
 - b. Must pay for the entire month
2. Students must bring books to have their lesson
 - a. No books-no lesson-still pay
 - b. No teacher—no lesson—bill credited or lesson rescheduled
3. Practice time must take place at home.

Honor Society:

Induction into the National Christian Honor Society takes place at TBA when the administration deems necessary.

Students in grades 9-12 may be inducted based upon Christian scholarship, leadership, character, and service. Students that are eligible must have a minimum scholastic average of a 93 percent.

Other Information

Gym Rules:

Students may not play in the Academy gymnasium without proper supervision and administrative approval. Students are not to play on the court in “street shoes.” Tennis shoes that do not leave black marks on the floor are the only shoes acceptable.

Parental Dress:

School dress is required for parents who do various volunteer tasks at school. However, we do ask that parents coming to the property for events be properly dressed for the occasion. TBA would rather not ask someone to leave because of his attire.

Insurance:

Your child’s safety is of utmost concern to us here at TBA. From time to time, accidents and illnesses occur. For mutual protection, our in-school insurance coverage applies to all full-time TBA students. Keep in mind that our insurance is secondary to your own policy and limited in its content.

Lost and Found:

Items may be claimed at the Academy office. Items that are not claimed within a month may be sold or given to charity.

Textbooks:

There are certain textbooks within our curriculum that belong to TBA. These textbooks need to have a book cover on them. TBA reminds its students and parents that textbooks that are school property or teacher's property that are lost, torn up, written in, or badly damaged will need to be paid for by the student.

Please remind your child that renting a book while taking care of it at the same time is a whole lot cheaper than paying for a new book.

Birthdays:

It is always an exciting time when a student celebrates a birthday. Parents can help TBA and their child's teacher by providing cupcakes only for birthdays. Any other plans must be brought to the teacher's attention one full week before the event is to take place.

If you are scheduling a birthday party for your child away from the property, we would ask that you get addresses from the parents of each child and send them invitations as you may not want to invite every child from the classroom. It can also be an awkward moment in the classroom for a teacher if all but a few are invited.

On-Campus Supervision:

All students must be under adult supervision at all times. Students are not permitted to meander about the property. Students who are not picked up by 3:15 p.m. will be sent to the After-Care program. Students are not permitted to wait in any other place.

Should a teacher request a student to stay after or should the parents have a conference with a teacher, there will be no charge.

Parents may not drop students off for school unless an adult is present.

TBA reserves the right to inspect all items brought in by students. Cooperation is mandated.

Seniors:

TBA expects each of its seniors to represent the Academy with an upright testimony in regards to actions and words whether personally or technologically. Seniors are to be at all class functions/fundraisers. From year to year, other events are held that require the senior class to be in attendance.

Visitors:

Parents or other visitors are always welcome to TBA. Visitors must sign in at the Academy office. They will receive a badge to wear while they are on the property. Visitors are not permitted to go directly to the classroom or gymnasium without receiving permission from the Academy office.

Parents who would like to visit a classroom or have lunch with their child must seek permission through the Administrator only and must be done in advance. Neat and modest apparel within general school guidelines is expected at all times for visitors. Hats are to be off at all times when entering the building.

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

No Smoking Policy:

Due to the Christian nature of the Academy, no smoking may take place on the property or in any building.

Special Uniforms:

Outfits are required for students who are in Fine Arts groups. TBA makes every effort to keep the cost to a minimum and will even work out a payment plan for parents so that their students may participate.

Awards Day:

The last day of school is a day that is set aside to praise the students for the great job and effort that has been put forth during the school year.

The awards program begins at 8:30 a.m. and is finished by 10:00 a.m. Students who do not show up for awards day may get their report cards on the next business day but not the same day.

All accounts must be current for students to receive report cards.

Transportation:

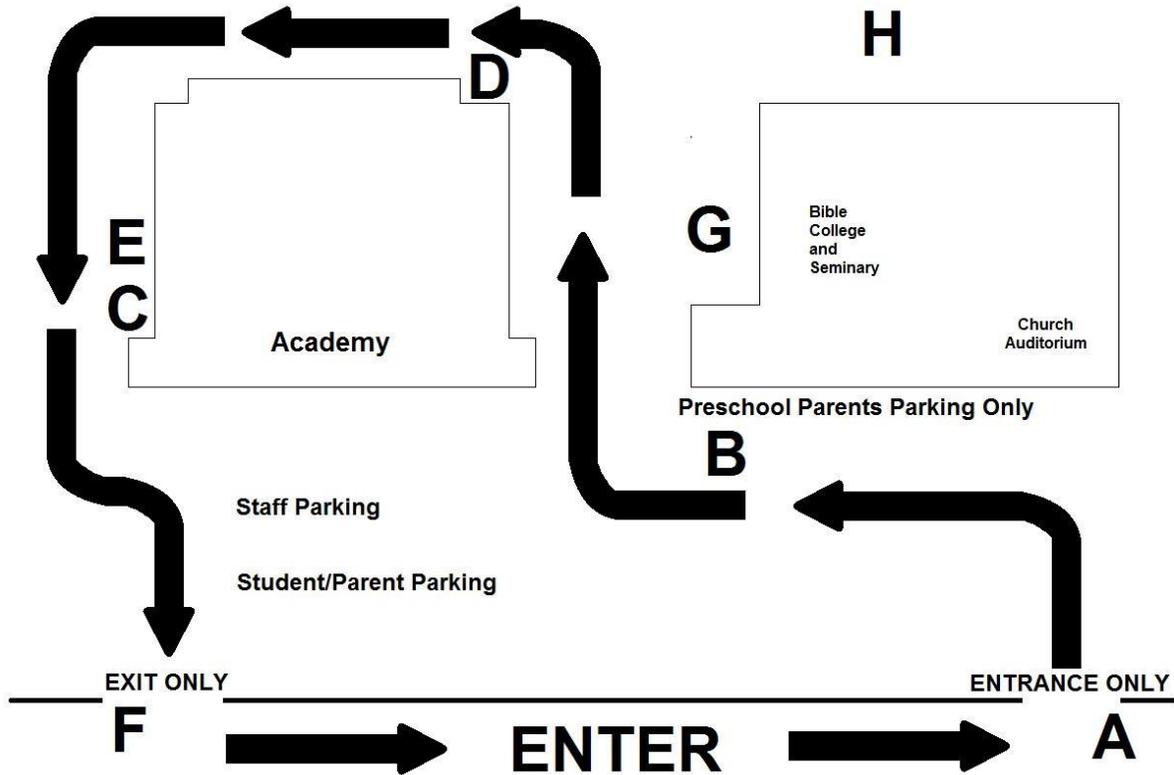
Students come and go from TBA by private transportation. Instructions for student pick up and drop off are as follows:

By following the devised plan, our students will be safe and you will as well. At no time during the day should you enter in the exit area of the Academy. Cutting through the parking lot does not follow the "SAFETY FIRST" guidelines. Parents not following this pattern will be sent a letter of transportation offense. After a 2nd time, a meeting will be scheduled.

Please help us by not parking your car in any area of campus other than parking spaces. Do not leave your car unattended. Keep in mind that carline is not a place to talk to your child's teacher about issues that can be solved through phone calls and emails. Should you need to meet with your child's teacher, please have them call you and arrange a conference. Children are not permitted to wander or go to the playground area during carline. If your student forgets something at school, please park in front of the Academy after you have picked them up and wait until 3:15 p.m. At this time, you may walk back into the Academy to retrieve items forgotten.

Students are not to be dropped off or picked up in any area other than designated areas.

TRANSPORTATION MAP



1. Enter at "A".
2. Preschool is dropped off at "B". Do not stop between the buildings.
3. K -12th grades are dropped off at "C".
4. K – 5th grades are picked up at "D".
5. 6th – 12th grades are picked up at "E"
6. Exit at "F"
7. College, Seminary, and Church faculty/staff should park in areas "G" and "H".