

# **TRUTH CHRISTIAN ACADEMY POLICY**

## **2018-2019**

Truth Christian Academy is operated by the Church of God (Universal). It exists to assist parents and guardians in providing a quality education for their children from a Biblical perspective. Because of the importance of eternal values, our first aim is to build into the lives of all our students the principles and teachings of the Lord Jesus Christ. In addition, our aim is to prepare our students by academic instruction to take their place in the modern world.

### **ENROLLMENT**

1. An enrollment application is to be completed for children entering Truth Christian Academy.
2. When a new student is enrolled, a copy of his birth certificate, his social security number, and his immunization record need to be brought to the office. We will request this information for other students from the previous school.
3. A child is eligible for Pre-Kindergarten if he is 4 years old by September 30. A child is eligible for the kindergarten class if he is five years old by September 30. Exceptions may be made if evaluations show that a child (born October-December) is ready for kindergarten work.
4. Students entering Truth Christian Academy in grades 2 and up will be administered an achievement test so that each may be placed with the group of students with whom he can work most effectively. The entrance testing fee is \$10.
5. Upon enrollment students will pay the first month's tuition and a book fee (\$70 Pre-K - 8, \$90 9-12).

### **ATTENDANCE**

1. The 2018-2019 school year begins September 4 and ends May 30.
2. In case of bad weather, check [your4state.com](http://your4state.com) or the local radio station WHAG.
3. The following are legal excuses for absence:
  - a. student illness
  - b. inclement weather
  - c. death in the immediate family
4. A student who has been absent must bring a note signed by his parent or guardian giving the reason for his absence the day he returns to school. The student will lose his free time that day if the note is not brought in.
5. Educational trips are subject to school approval. A request should be made to the school at least one week in advance of the trip.
6. All absences after the 8th must be made up after school (5 hours equaling 1 day) unless a doctor's note is provided.
7.
  - a. No student may leave the school grounds before the close of the school day without permission from the office (exception: see #7b).
  - b. Students in fifth grade or above may recover a ball off school property without permission; younger students need a teacher's permission.
  - c. Students who need to leave school before 3:30 should bring a note signed by a parent/guardian for the early dismissal. Parents coming to the school to pick up their children early without a note should come to the office and make their wishes known.

## **TARDINESS**

1. School begins at 8:30 A.M. for all students (unless there is a delayed opening) and classes are dismissed at 3:30. A student is tardy if he is not inside the school building at 8:30.
2. There is no school on Fridays, which are considered homeschool days. Students are expected to bring back completed work on the following Mondays.
3. A student who arrives after 8:30 but before 10:00 is tardy and must get a tardy slip from the office.
4. A student arriving after 10:00 is counted absent one-half day and must bring a signed note for the absence.
5. Attendance by 8:30 with dismissal after 2:00 constitutes a full day with no recorded absence.
6. After 10 tardy days (unless excused by a doctor's or dentist's note), 30 minutes must be made up.

## **EARLY COMERS AND LATE GOERS**

1. Doors will open for students at 8:15 in the morning. Students who are on the property before that time will not be supervised.
2. Students should be picked up within 15 minutes of the close of the school day and should remain in the designated room until their ride comes.

## **LUNCH**

1. All lunch items must be ordered in the morning.
2. All lunch items except snacks are to be consumed in the classroom. There is to be no eating or drinking in the hallways.
3. Students who need to spend their lunch time working should be in their rooms before the 12:20 bell rings.

## **WORK**

1. Students are required to do homework and to correct assignments. Late or unfinished work should be completed during recess and lunch hour, and students who do not finish during this time may have to stay after school or work at school on vacation days. Students who persist in bringing late, incomplete, or poorly completed assignments will be dismissed from the school.
2. It is the responsibility of the student to see his teachers for work missed during absences. In case of a planned absence, the student should see the teacher for his work before the absence occurs.
3. Grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59-	F

## **PLAY**

1. The Golden Rule is to be obeyed at all times.
2. Students are not allowed to fight or wrestle.
3. Students should not make or throw snowballs.
4. Students should talk softly in the hallways during and after recesses and after lunch hour.
5. Students are not to get on the roof to recover balls or other items. A report should be made to the office so that items may be recovered.
6. On rainy days students in grades 1-4 may play in the basement from 12:15 until 12:30. Grades 5 and up may play from 12:30 until 12:45.

## **RESPECT**

1. Students must be respectful to all adults, and especially to teachers. They must always speak in a courteous manner.
2. Kindness is required. Older students should be especially considerate of the younger ones.
3. All school property is to be used with proper care and respect.

## **MISCELLANEOUS**

1. Classes should not be interrupted by parents or other visitors. Please stop by the office to leave a message or drop off items.
2. There is to be no chewing gum by students through grade 8.
3. In case of a fire drill, everyone should leave quietly and quickly (without running) by the nearest outside exit. In the case the nearest exit is blocked, exit should be made by the next closest exit.
4. There is to be no running in the hallways.
5. Students may not have matches, weapons, or anything that resembles a weapon at school.
6. Students are not to go downstairs or into unused classrooms when no teacher is present, unless permission is given. Students are not allowed in a classroom other than their own unless the teacher for that class is present.
7. The school will not assume responsibility for personal items, such as toys, brought to school by individual students.
8. Students are not to climb on or over fences.
9. God's name is not to be taken in vain. A child who persists in using foul or vulgar language/gestures will be dismissed from the school.
10. Cell phones may be brought to school but must be turned into the teacher by the beginning of class.

## **DISCIPLINE**

1. The purpose of discipline in the school is to encourage and correct students in an effort to lead them into maturity and self-discipline.
2. Discipline at Truth Christian Academy has the following objectives:
  - a. To develop Christian character
  - b. To train students to conduct themselves in a manner that will help them to develop them into productive, well-adjusted adults
  - c. To maintain a good environment for learning
  - d. To correct the behavior of students whose actions are disruptive to the learning environment
3. Disciplinary action will include the following: head down on desk, missing recess, writing assignments, detention, sitting in the office, calls to parents.
4. Students who have been given detention will stay after school on the day designated by the teacher from 3:30 until 4:30. A parent should arrange to have the child picked up promptly at 4:30.
5. As a last resort, recalcitrant students will be dismissed from the school. Preliminary actions will include a conference with the parent and suspension.

## **PARENTS AND TEACHERS**

Parents are encouraged to contact teachers when problems arise. Parents may feel free to visit classes during the school day, but they should stop at the office before going to their child's classroom.

## **PROMOTION**

1. In May an achievement test is administered to students in grade one and up. Achievement test results, along with the student's work during the year, are used to determine whether a student is promoted or retained at the end of the year. The results of the achievement tests will be made available to parents.
2. Instances where a student's test/work is borderline may result in a student's promotion on trial. His work in the new grade determines whether he remains in the higher grade or is returned to his former grade.
3. Report cards are held at the end of the school year for those students who do not have a clear record (money, books, or absence notes not turned in).

## DRESS CODE

### GIRLS

1. Skirts for girls must cover the knees when seated and when standing.
2. Slits in the skirts must not extend any higher than the bottom of the knee. Any slit higher than that must be sewed.
3. Shirts must be of a modest fit.

### GIRLS Pre-K - 6

1. The shirts/sweaters worn by girls in Pre-K - 6 must not have offensive pictures or logos.
2. Girls in Pre-K - 6 may not wear cap sleeves.

### GIRLS 7-12

1. Girls' sweaters must be worn over an approved garment.
2. Girls may not wear pullover shirts except under a jumper or an approved garment.
3. T-shirts may be worn only under an approved garment and must not be too low, too tight or too short.
4. Shirt sleeves must reach halfway to the elbow.

### BOYS

1. Boys must wear ankle-length pants that are not too loose-fitting.
2. Boys' haircuts must be kept at a conservative length.

### BOYS Pre-K - 6

1. The shirts/sweaters worn by boys in Pre-K - 6 must not have offensive pictures or logos.

### BOYS 7-12

1. Shirts for boys in grades 7-12 must have a collar and/or buttons with no words or logos
2. Boys' pants may not be denim or sweatpants. Acceptable colors are khaki-colored, navy, brown, and other earth tone colors. Exception: on the last school day of the month boys may wear jeans as long as they are not too tight or too baggy.
3. Boys may wear a sweater or a sweatshirt over an approved shirt.

### GENERAL

1. A sweatshirt may be worn as a jacket as long as an approved shirt is underneath.
2. If the dress code is violated, it will be corrected in one of the following ways:
  - a) The student will be given a smock or other modest garment to wear.
  - b) The student will receive in-school suspension.
  - c) A parent will be asked to bring the student a change of clothes.
3. These rules apply during regular school hours, work week, field trips, and school programs. We would also like for parent volunteers to respect these standards when they are assisting at school or school functions.
4. Students are not permitted to wear makeup, nail polish, or jewelry of any kind, including rings, bracelets, necklaces, earrings, etc.

## TUITION

1. The State of Maryland is paying approximately \$90 per student for the 2018-19 school year for the purchase of library books, text books, and classroom materials.
2. Tuition may be paid by the month for 9 months. Rates are as follows:

	per month	per year
first child:	\$220	\$1980
each additional child:	\$10 less	

3. Tuition payments are to be made on or before the 5<sup>th</sup> of each month (except June, July, and August). The first payment for the school year is due September 5. A 10% discount will be given if the year's tuition is paid by September 30.
4. There is a book fee of \$90 for high school students and \$70 for all other students.
5. All back tuition and fees must be paid before the student is put on the roll for next year.

Enrollment applications can be obtained by calling the school (301-733-0712) or stopping by during regular school hours (8:00 - 4:30).

## BOOST SCHOLARSHIP PROGRAM

1. Truth Christian Academy is participating in the BOOST Scholarship Program.
2. BOOST is a State of Maryland, enacted in 2016, to ensure lower-income students could afford the K-12 education best fit for their needs. BOOST provides scholarships to eligible students to enable them to attend a nonpublic school. Now in its second year, Maryland's BOOST Scholarship Program will provide nearly \$6 million in scholarships in the upcoming school year to eligible K-12 students toward tuition at a qualifying nonpublic school of their choice.
3. BOOST scholarships are available to the public school students and current nonpublic school students who qualify.
4. For more information and to apply, visit [marylandpublicschools.org](http://marylandpublicschools.org) or contact [boost.msde@maryland.gov](mailto:boost.msde@maryland.gov). Have your tax information readily available, as it will be needed to complete the application.

## AGREEMENT

We have read the **2018-2019** Truth Christian Academy policy and classroom rules and agree to abide by them. We understand the tuition policy and agree to make our tuition payments promptly. We have paid particular attention to the following:

- Any absence after the 8th must be made up after school (5 hours = 1 day). Any time a child has to make up a day, a \$10 fee will be added to the tuition bill.
- Planned absences (vacations) will be counted as part of the above 15 unless the student makes up the work **before** the absence.
- A student who has been absent must bring a note signed by his parent or guardian giving the reason for absence *the day he returns to school*. Failure to bring the note will cause the student to lose his free time that day.
- After 10 tardy days (unless excused by a doctor's or dentist's note), time must be made up during lunch hour.
- The 2018-2019 school year begins on September 5 and ends May 30.
- A book fee of \$90 for high school students and \$70 for other students is due upon enrollment.
- Tuition rates for new students (based on a 9-month pay period) are as follows:
  - \$220 per month for the first child
  - \$10 less per month for each additional child

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

DATE OF ENROLLMENT: \_\_\_\_\_