



**TLE Christian Academy**

**STUDENT/PARENT HANDBOOK**

**2017-2018**

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## INTRODUCTION

The TLE Christian Academy Student-Parent Handbook is your guide to a successful school year. The handbook details our spiritual goals and many aspects of campus life that affect the lives of our students and the operation of the school.

The handbook is expected to be read carefully by both parents and students. This information will help you understand what TLE has to offer you, and in addition, what is expected of students and parents in order to have a successful year, which will glorify our Lord Jesus Christ!

Students and parents must sign and return the signature page at the end of the Handbook.

## **MISSION STATEMENT**

The mission of TLE is to assist parents in educating their children by providing a school where students exchange ideas and are motivated towards leadership, academic achievement and Godly character.

## **VISION STATEMENT**

TLE Christian Academy is committed to preparing all students to thrive in the 21<sup>st</sup> century by providing a solid foundation in Christ and an education that will allow them to excel in college and beyond. TLE strives to develop critical thinkers who can give well-reasoned answers to challenging questions. Our comprehensive curriculum is designed to Train Lead and Equip our students to exceed state and national standards and provide our graduates with post-secondary opportunities, career options and entrepreneurship skills.

We take a Biblical, project-based approach to learning. This means that sound academics are taught in a Christ-centered environment.

## **APPROACH TO LEARNING**

TLE believes that in order to provide a quality education, the school must have and/or achieve the following:

- Updated rigorous curriculum that provides plenty of hands-on, creative activities as well as opportunities for public speaking and performance
- High Academic expectations that develop habits of scholars
- Character Education that brings forth the fruits of the Spirit
- Parental education workshops that build parent capacity
- Clear and effective school behavior plan
- Effective classroom and school management to minimize learning distractions so that students are on task and do not get into trouble
- Effective teachers who use proven instructional practices
- Positive classroom climate that encourages and re-enforces the character traits of attentiveness, cooperation, and responsibility
- Strong leadership style
- Access to curriculum, programs and activities for all

- No learning barriers for ALL students.

## **ACCREDITATION**

TLE Christian Academy is fully accredited by AdvancED/Southern Association of Colleges and Schools (SACS) and the Georgia Private School Accreditation Council.

## **STATEMENT OF FAITH**

We Believe

- the Bible to be the inspired, the only infallible, authoritative Word of God
- that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit
- in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of The Father, and in His personal return in power and glory
- that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and by whose infilling the believer is equipped for service
- in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation
- in the spiritual unity of believers in Christ

## **NON-DENOMINATIONAL STATEMENT**

TLE Christian Academy, while a nondenominational school by affiliation, clearly presents the Bible to be "the inspired, the only infallible, authoritative Word of God." While we are not a church, we do and will teach truth, which is God's Word. Any dogma, doctrine, or other concepts that contradict, add to, or subtract from the completed Word of God as presented in the sixty-six books of the Bible will be held up and judged against the Bible for trustworthiness. Anything which contradicts God's completed Word will be presented as such in class discussions, lectures, chapels, or whenever questions on these issues are dealt with.

## **TLE CHRISTIAN ACADEMY CULTURE GUIDE**

The culture of a school has an enormous impact on how students learn, how they treat each other, and how they grow and develop as people. TLE has shared beliefs, traditions, and practices. TLE's school culture promotes best effort, high expectations, high quality work, collaboration and an ethic of service to others.

Students, teachers, and other staff members have the right to a safe, orderly, respectful school environment. It is expected that students will be courteous to other students, staff members, and visitors to the school. Cooperation and respect for the judgment of the teachers and other school staff members is expected. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of TLE is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to maintain good order and discipline within our school, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents and community resources when inappropriate behavior of a student continues to disrupt our educational environment.

### **Principal Authority**

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this Culture Guide; and in cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal is authorized to

undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.

### **Teacher Authority**

Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn, provided the student's behavior is in violation of the student Culture Guide and the teacher has previously filed a report with the Principal; or if the teacher determines that such behavior poses an immediate threat to the safety of that student or to some other person. The principal fully supports the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).

### **STANDARDS OF CONDUCT**

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable, and for them to learn self-discipline. Enrollment at TLE is a privilege and our expectation is that students will conduct themselves in accordance with TLE Christian Academy's goals and standards. We rely on parents to become partners with the school education of their child.

If the administration determines that a student's behavior demonstrates a lack of respect for persons or property, disrupts the teaching and learning in the classroom or violates Georgia Education or Penal code, the student will be disciplined. Student behavior is expected to positively reflect the mission and expectations of TLE, both in and out of school. We have not attempted to list every behavior and consequence, but instead have provided guidelines for appropriate behavior. The matrix on page 15 outlines our major expectations.

### **CLASSROOM CONDUCT**

Each teacher develops rules and classroom procedures specific to their subject area and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the classroom.

### **APPROPRIATE TECHNOLOGY USE**

TLE Christian Academy prohibits the use of all telecommunication devices, including cell phones and tablets, at school and school-sponsored or school-related activities on or off school property during the instructional day. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off. Phones will be confiscated if found in the classroom. Any student found to be using their phone inappropriately while at school, or causing a disruption to the school in general, will also be subject to school discipline.

### **DETENTIONS**

Students can be issued an office detention by the administration. The parent will be contacted by the administration. Supervised detention after school will be determined by the administration. Any potential conflicts (i.e. medical appointments, work, etc.) must be worked out by student and family to serve detention on another date to be agreed upon by the administration and the parents. Detention starts at 3:15 p.m. to 4:00 p.m. Students late to the detention room will not be allowed to serve their detention that day.

### **STUDENT SEARCHES**

School officials may search any individual student including his/her property when there is reasonable suspicion that the search will uncover evidence that he/she is violating the law or school policy.

The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles, cellular phones, or other electronic communication devices.

## **SUSPENSION**

Suspension is the removal of a student from ongoing instruction. The administrator may suspend a student for up to ten (10) days. A conference must be held with the administrator before a student may be re-admitted to school. A suspension becomes part of a student's discipline file.

Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school whether the class meets that day or not.

During suspension, students may not come to school nor attend or participate in any school-related activities.

## **BEHAVIOR PROBATION**

When necessary, a student may be placed on behavior probation. The term of probation will be determined by the administration and will consist of a meeting with administration, parents and student resulting in a behavior contract that defines expectations for the student. Violation of this contract may result in suspension or expulsion.

## **EXPULSION**

If it becomes necessary, in the opinion of the school administration, to expel a student who does not abide by the Standards of Conduct contained in this Handbook, or who exhibits other behavior contrary to the Christian testimony of the school, the matter shall be referred by the president to the Board of Directors of the school for disposition. The administration has the authority to suspend the student indefinitely until a final decision of the Board of Directors has been reached. In the event that the decision of the Board of Directors is to expel the student, the president shall give the student's parent/guardian written notice of that decision.

In the event that the parent/guardian wishes to request the Board of Directors to reconsider its decision, the parent/guardian must request such reconsideration in writing, and must have such written request delivered to the president on or before fifteen days after receipt of the notice of the Board of Directors' decision. If such request for reconsideration is timely received, the Board of Directors shall schedule a meeting for reconsideration of the matter and shall provide written notice to the parent/guardian of the disciplined student as to the date, time and place of such meeting. The parent/guardian and the student shall be given an opportunity to address the Board of Directors with respect to the conduct, which is the subject of the disciplinary action. After such a meeting for reconsideration, the president shall have delivered to the student's parent/guardian written notice of the decision of the Board of Directors in the reconsideration of the matter.

When a student is asked to withdraw or is expelled from TLE, they will be restricted from being on campus or at any school activity.

## **BULLYING**

TLE prohibits conduct which may be construed as bullying.

Bullying definition (O.C.G.A. 20-2-751.4)

(a) As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional

written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

**Notice Regarding Bullying:** TLE prohibits conduct which may be construed as bullying. Upon a finding by a tribunal that a student has committed the offense of bullying for the third time in a school year, the student may be expelled.

**Threats of Violence:** TLE will not tolerate threats of violence toward persons or property, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter, and will be investigated and dealt with accordingly.

**Sexual Conduct and Criminal Penalties:** The General Assembly of Georgia requires that this Culture Guide include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**Private Property:** TLE discourages bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

**Instigating Rule Violations:** A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Culture Guide, or any TLE policy.

**False Reporting:** The General Assembly of Georgia requires that this Culture Guide include language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false reporting may be punishable by law and is punishable by this Culture Guide.

**Alcohol and other drugs:** Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug

**Weapons or Explosives:** Any type of weapons or explosives are strictly prohibited on TLE property.

**Vandalism or arson:** Actual, attempted or threatened willful or malicious damage to personal property, school property, to include the marking, defacing or destruction of property: Clean-up detail, parent conference, restitution, ISS, OSS, tribunal, referral to law enforcement.

**Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof:** Loss of privileges, parent contact, counseling, detention, restitution, ISS, OSS, tribunal, referral to law enforcement.

## **DATING**

At TLE, dating is NOT permitted in the school amongst the students. Within our learning environment, the goal is to ensure that students are as focused as possible on the work they have and preparing themselves to be responsible adults in the future.

## **STUDENT DRESS AND APPEARANCE**

TLE strives to maintain a positive and professional learning environment. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. TLE believes in the Biblical principle of modesty and encourages students to focus on the inner self and not call attention to outward appearances. Students are expected to adhere to the “Dress and Appearance” policy on the following page at all times. Final decisions regarding appropriateness of appearance are at the discretion of Administration.

### **Dress & Appearance Policy**

#### Fit

- All clothes must fit properly.

#### Tights

- May be worn under skirts only. Tights must be a solid color (white, green, black, or brown), no patterns, holes, etc. are allowed.

#### Shoes

- Shoes must have a back strap, no flip flops, no slippers. Shoes must be worn at all times.

#### Shirts

- A green uniform polo must be worn at all times even under sweatshirts.

#### Hats

- TLE hats only, but must be removed indoors during school hours.

#### Hair

- Should look neat and natural. Styles and colors that call undue attention to the wearer are not acceptable.
- Hair should always be neat and well groomed. Any facial hair should be neat and well groomed.

#### Girls Accessories

- Girls’ jewelry must be modest and in good taste. No dangling earrings or distracting piercings are allowed.

#### Boys Accessories

- Earrings are allowed, but should be modest and in good taste. No dangling earrings or other distracting piercings are allowed.

#### Skirts/Skorts

- Skirts/skorts are acceptable: khaki or black.
- Length: no more than 2 inches above the top of the knee while standing.

#### Dress Shorts

- Can be dress style in black or khaki color only.
- No sport type of shorts allowed.
- Girls’ length: no shorter than a 7 inch inseam.
- Boys’: shorts must be worn on the waist, exposing no undergarments.

#### Pants

- Business casual or dress style in black or khaki color only.
- Leggings or joggers in solid black only.
- Boys’ pants must be worn on the waist, exposing no undergarments. No “skinny” cut pants.
- Jeans may only be worn on Fridays (ripped jeans are not allowed).

### Outerwear

- All TLE sweatshirts (sport, club, class, and tours), cardigans and jackets are acceptable.

## **STUDENT INFORMATION**

### **LUNCH POLICY**

- Students are required to bring their own lunches *and* snacks for the aftercare program. Lunches and snacks will not be provided by the school unless announced for special occasions.
- We strongly encourage parents not to give students artificially processed foods or those high in sugar.
- Eating will only be allowed at designated times and locations.

### **ATTENDANCE POLICIES**

One of the keys to success in school and in every area of life is being present, being on time and being prepared. Students at TLE Christian Academy are expected to attend school daily and to be on time. Regular attendance is the student's and parent's responsibility.

- Each day that a student is absent from school, parents are asked to call or email the front office between 7:30 a.m. and 10:00 a.m. to report the absence. This may be done in lieu of a written note.
- Students may make up homework, missed quizzes, tests, and assignments for excused absences. Students may also check TLE's online curriculum platform for grades 3-12. It is the responsibility of students to make up all work missed and to find out from the teacher what their assignments, tests, etc. were. Students will be expected to make up tests and quizzes immediately upon returning from one day's absence. In the case of long-term absence, special arrangements are to be made which are acceptable by the teacher and administration.

### **EXCUSED ABSENCES**

- Illness with note from parent or doctor.
- Professional appointments (students are required to get an authorized signature).
- Funeral, with note from parent or guardian.
- Emergencies deemed so by the administration.
- There are occasions when parents are out of town and have to leave their child in the care of someone else; therefore, we must have the following information on file: name of adult guardian; address; home, work and cell phone numbers; email; dates/length of stay. Parents must comply with this request.

### **PLANNED ABSENCES**

- For a planned absence contact the TLE Office in advance for approval. Please give as many days' notice as you plan to have your child miss school. You may request work for a planned absence. Any work that is given ahead of time must be completed upon the students return. Work that was given ahead of time and not completed upon return could result in a zero given for that assignment.

### **EARLY DEPARTURES**

- Parents must come to or contact the TLE Office for their students to be excused.

## **TARDIES**

- A student is tardy to class if he/she is not in the classroom in their assigned seat at the class starting time.
- A phone call or a note excusing a tardy signed by the parent or legal guardian, must be brought by the student to the office.
- Notes may be submitted to the office no later than the following day to be considered excused.
- Only tardies at the beginning of the day may be excused.
- An unexcused tardy of more than 30 minutes will be counted as a truancy.

## **TRUANCY**

Absences without the knowledge and consent of parent or approval from an administrator is considered a truancy. Students are not allowed to go off campus at any time, without permission - those doing so will be considered truant and will result in disciplinary action.

## **AFTERSCHOOL PROCEDURES**

As part of our continuing emphasis on student safety and campus security we are making some revisions in the afterschool procedures for our students. Please take a moment to read and discuss this with your child.

- When school is dismissed at 3:30 p.m. students will remain in their classroom until they are picked up by their parent or guardian. All students not picked up by 3:45 p.m. will be sent to TLE's Afterschool program and parents will be charged a fee of \$15 (3:45-5:30) and thereafter an additional fee of \$10 per 15 minutes. recreational activities.
- Students participating in both before and after school programs on the same day receive a discounted rate of \$25.00 per day.

## **LOCKERS**

Lockers are provided for middle and high school students to store textbooks and personal belongings. Students have the responsibility to keep their lockers clean and orderly at all times. Students are not to write on any portion of the locker whether it belongs to them or someone else. The administration reserves the right to search any locker(s) at any time without notification. Students should not leave their books, backpacks, etc. lying around unattended at any time. Locker combinations are not to be given to other students in order to maintain tight security. In addition, students are not to exchange lockers nor use another student's locker.

## **PERSONAL PROPERTY**

TLE Christian Academy is not responsible for any personal property that students bring to school, including personal electronic devices.

## **LOST AND FOUND**

To avoid excessive items in lost and found, students will go through lost and found items on a weekly basis. Any unclaimed items will be donated to a local charity.

## **WORK PERMITS**

Any student under age eighteen who is employed during the school year is required by state law to have a work permit. Once the student is hired, an application may be picked up in the Front Office. The work

permit will be issued when the application is filled out and turned into the office. A new work permit must be obtained every time there is a job change and for summer jobs. The school reserves the right to revoke a work permit if a student's academic progress or school attendance is affected.

## **HEALTH POLICIES**

If any medication is required to be taken during school hours, it must be provided by the parent with a completed TLE Medication Permission & Instructions Form submitted to the front desk. This includes over the counter medication.

School personnel are empowered to render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician seem to be necessary.

In case of serious emergency, every effort will be made to immediately contact the family. If the family cannot be contacted, we will call the one or two responsible adults designated on the registration form, in order. Please keep these names and numbers current by immediately notifying the TLE office, in writing, of any changes.

If a student must be sent home due to illness or injury, parents are notified. A student is never sent home alone, even if they are 18 years old. Students sent to the Front Office may rest for 20 minutes, after that time they must return to class or be sent home.

TLE Christian Academy has a policy that every family is to have plans for the prompt pick up of their student from school in the event of injury or illness. If both parents work, they are to designate friends or relatives that are available during school hours to take the student home. The TLE Office cannot provide long-term care for students waiting to go home. Students need to be picked up as soon as possible from the time contact is made.

Students that are sick are not to use cell phones to call parents. They must ask for a pass to go to the Front Office.

## **ACADEMIC AND CLASS INFORMATION**

### **ELEMENTARY SCHOOL GRADING SCALE**

Percent	Grade
100 – 90	A
89 – 80	B
79 – 74	C
73 – 70	D
69 – 0	F

### **MIDDLE & HIGH SCHOOL GRADING SCALE**

Percent	Grade	Grade Point (Regular Courses)
100 – 90	A	4
89 – 80	B	3
79 – 74	C	2
73 – 70	D	1
69 – 0	F	0

## **IGNITIA**

Ignitia is our online curriculum. Built exclusively for Christian schools, this comprehensive curriculum is for our students in grades 3 through 12. After receiving a user name and password, parents are encouraged to log-on to the Ignitia portal at: <https://tlecaga.ignitiaschools.com>. Here, you will see your child's assignments and grades, so we encourage you to log-in regularly to keep up with your child's progress.

## **INTERIM REPORTS/REPORT CARDS**

Students with incompletes and/or who are averaging 72% or less will receive Interim reports at the middle of each grading period.

All students will receive report cards at the end of each quarter. Report cards must be signed by the parent and returned to the teacher.

## **PARENT CONFERENCES**

Parent conferences are scheduled quarterly. This is a time for you to meet with your child's teachers to discuss their progress.

## **FAILING A CLASS**

Any student receiving an F or having a GPA of less than 1.75 for their semester grade will be placed on academic probation. Students remaining on academic probation for more than one semester may be requested to leave school. Students are removed from academic probation if they meet the conditions of the probation contract. It is our desire to work hand in hand with parents and students in maintaining the academic standards desired at TLE.

Any student failing 3 or more classes in a semester or failing 4 or more classes in a school year may be required to leave the school.

Cheating, plagiarism, altering record, or other fraudulent act on school assignments, exams, records, or college entrance examinations: Parent contact, loss of privileges, counseling, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).

## **LATE WORK**

Late work for excused absences will be accepted with no penalty according to the number of days absent.

## **WITHDRAWING FROM TLE/TRANSFERRING TO ANOTHER SCHOOL**

Please contact the Front Office for proper withdrawal procedures. The pupil must check in all school property, such as computers, textbooks, etc., and clear out his/her locker. All financial obligations, such as tuition, book fines and assessments must be paid at the time of withdrawal.

## KEYS TO DIGITAL CITIZENSHIP

<p>Key #1 - Looking after Yourself</p>	<ul style="list-style-type: none"> <li>• Choosing online names that are suitable and respectful.</li> <li>• Only inviting people you actually know in the real world to be your friends in the online world.</li> <li>• Only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you would not feel comfortable showing the website to you parents or grandparents then it is inappropriate.</li> <li>• Setting your privacy settings so that only the people you know can see you and your personal information.</li> <li>• Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.</li> <li>• Always reporting anything that happens online that makes you feel uncomfortable or unhappy to your parents and your teacher.</li> <li>• Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.</li> <li>• Understanding that all activity initiated and/or performed under your accounts is your responsibility.</li> </ul>
<p>Key #2 - Looking after Others</p> <p>Key #3 - Looking after Property</p>	<ul style="list-style-type: none"> <li>• Show you care by not sending hurtful or inflammatory messages to other people, or forwarding messages that are unkind or inappropriate.</li> <li>• By not getting involved in conversations that are unkind, mean, or bullying.</li> <li>• By reporting any conversations you see that are unkind, mean, or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.</li> <li>• Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.</li> <li>• Show respect for other’s privacy by not trying to get into their online spaces without invitation, by not stalking them, or copying their pictures.</li> <li>• By not stealing other people's property. It’s easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.</li> <li>• By not sharing the music, movies, games and other software that you own with other people.</li> <li>• By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.</li> <li>• By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.</li> </ul>

Please understand that the use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away. By checking the digital citizenship pledge box and signing the student handbook signature page, I agree to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these three key parts will have consequences.

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Inappropriate classroom behavior such as but not limited to: <ul style="list-style-type: none"> <li>Disruptive behavior</li> <li>Not obeying classroom rules</li> </ul>	Classroom management plan for refocus student.	Student is removed from the classroom and referred to the office to refocus.	Student is removed from the classroom until a conference is set up with the parents by the Principal. Class suspension, behavioral contract established.	Follow provision of behavioral contract. Possible school suspension.
Defiance, Disrespect, Bullying, Truancy, Assault	Student is removed from the classroom, referred to the office. Administrator calls parents. Student does not return to the classroom until the next day, or determined otherwise.	Student is removed from the classroom to an “in house” suspension until a conference with the parents and the staff/administration occurs. A behavioral contract is developed.	Revised contract. Parent conference. Suspension.	Suspension from school. Possible expulsion.
Dress Code	Student is sent to the office with referral, offense is logged. Student is given a uniform shirt to wear for the day. The shirt must be returned at the end of the day.	Student is sent to the office with a referral, problem is corrected if possible, detention assigned.	Student not allowed back into class until problem is corrected (parents contacted to bring clothes for student).	Student is sent to the office with a referral. Parent conference with the Principal. Behavioral contract developed.
Unauthorized use of a phone or electronic device	Device is confiscated, sent to the office, returned to student after 3pm. Parent contacted.	Device is confiscated, sent to the office, and returned only to parent, detention assigned.	Device is confiscated, sent to the office, and returned only to parent. Detention is assigned.	Follow provision of behavioral contract. Possible school suspension.

## Student Agreement

1. My Best Effort: I understand that my education is VERY IMPORTANT and I will always work, think, and behave in the best manner, and do whatever it takes for me and my peers to learn.
2. Attendance, Timeliness: I will come to school every day on time, and stay later if I am part of a student organization that meets after school.
3. Dress Code: I will follow the school's dress code EVERYDAY.
4. Homework: I will complete all of my homework assignments in a timely manner and ensure that each assignment is completed to the best of my ability.
5. Communication: I will raise my hand to ask for help if I do not understand something. I will make myself available to my teachers and parents to address any concerns.
6. Responsibility: I will be honest, accountable, and develop habits of scholarship.
7. REACH: I will understand and follow the REACH values and strive to abide by them daily.  
R: I will RESPECT myself, teachers, classmates, and school property  
E: I will approach learning with ENTHUSIASM and with a positive attitude  
A: I will aim for ACHIEVEMENT in every subject and complete all homework assignments  
C: I will model GOOD CITIZENSHIP and help my peers, school, and community  
H: I will always demonstrate HARD WORK. I will come to class prepared, focused, and ready to learn.
8. School Norms: I will follow all school and classroom norms in order to protect the safety of myself and peers.
9. Dating Policy: I will adhere to the no dating policy amongst TLE students.

I agree to the terms and standards of the Handbook. I know that it is a privilege for me to attend TLE Christian Academy as a student and will give my complete support and cooperation in upholding the standards of conduct.

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Student's Signature

Date

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Print Student's Name

Grade

Date

**PLEASE RETURN COMPLETED AND SIGNED AGREEMENT WITH YOUR ENROLLMENT PACKAGE**

## Parent Good Faith Agreement

Acting in good faith, \_\_\_\_\_ (parent/guardian's name)  
\_\_\_\_\_ (student's name) accept information provided in the contract.

### *Parents' Goals and Pledge*

- Ensure that \_\_\_\_\_ (student's name) receives adequate food and rest so learning can take place.
- Provide your child, \_\_\_\_\_ (student's name) with clean clothes.
- Ensure that requested forms and information are signed and returned in a timely manner. (permission slips, lunch forms, etc.)
- To fully endorse and support policies and educational goals provided/outlined in the student handbook including passing with 70% or higher in classes on all subjects, standardized tests and other assessments.
- To be actively involved in the school's Parent in Education organization (PIE).
- To attend all scheduled parent/ conferences.
- To take an active role in assisting \_\_\_\_\_ (student's name) in completing all homework and present any needs that are observed to the attention of his teachers.
- To take questions and concerns relating to academics, that cannot be resolved with faculty, to the administration.
- I/We vow to be a positive role model in \_\_\_\_\_ (student's name) life so he will obtain the best education possible.
- I/We vow to strongly encourage \_\_\_\_\_ (student's name) to pass or exceed all sections of proficiency exams and all academics that are required.

I agree to the terms and standards of the TLE Christian Academy Student/Parent Handbook. I know that it is a privilege for my son/daughter to attend TLE Christian Academy and will give my complete support and cooperation in upholding the standards of conduct.

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Mother's Signature/Guardian

Date

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Father's Signature/Guardian

Date

**PLEASE RETURN COMPLETED AND SIGNED AGREEMENT WITH YOUR ENROLLMENT PACKAGE**