

# The Academy      A Christian School Committed To Academic Excellence

The Academy is a ministry of Christ Temple Church. Our purpose and joy is to support Christian parents in educating their children both academically and Biblically.

## Enrolling "Getting Started"

*Who Is Eligible For Enrollment:* The Academy enrolls students without regard to race, color, ethnicity and/or national origin. The parents must have an interview with the school principal. The interview is important for the school to insure that parents share in the goals and vision of the school and are committed to the same outcomes for their children. Parents must sign a statement of cooperation. School records, transcripts and report cards are needed for enrollment. These will be reviewed by the principal. The Academy offers a strong academic program. If, in the opinion of the principal, there is not a match between school and student then enrollment will not be granted. The school also reserves the right to deny admission or to terminate enrollment for any reason including the fact that the school and the parents do not have a common vision for the education and training of the student.

*Procedure For Enrolling In The Current School Year:* Parents wanting to enroll their students may come to the school office on a day when school is in session during the regular office hours 8:30 a.m. to 2:30 p.m. A packet of enrollment forms will be given to the parents including a request for transcripts from the student's previous school or schools and health and immunization records.

*Procedure For Enrolling In The Next School Year:* Parents wanting to enroll their student for the following year may phone the school office on a day when school is in session and request that their student be placed on the waiting list for the following school year. At that time parents will be expected to complete all of the enrollment forms and to pay the non-refundable registration fee. However, enrollment will not be complete until an interview with parents is completed. Enrollment begins in the January preceding that school year. Current students are enrolled first. Then, enrollment is open to students not currently enrolled. Parents should make every effort to enroll their children as early as possible. If enrollment is not granted by the school then the registration fee will be refunded.

## Tuition & Fees "What Does It Cost?"

**Registration:** At the time of enrollment, a registration fee of \$200 is to be paid. This fee is refundable only if enrollment is denied by the school prior to the start of the school year. A registration fee is paid at the start of each school year.

**Book Fee:** A book fee of \$400 is due for each child for each school year. This fee is payable at the time of enrollment at The Academy or, if the parent prefers, it may be added to the tuition and paid each month with the tuition payment.

**Tuition:** Tuition for the school year 2004-2005 is \$2,500. This sum may be paid monthly via electronic transfer of \$ on the fifth of each month for 12 months. Or, if the parents prefer, tuition may be paid over 9 months via electronic transfer of \$ on the fifth of each month. If for any reason tuition is not paid on or before the fifth of the month then a \$15 charge is assessed for that late payment. If for any reason a student is dismissed or is withdrawn from school then a full month's tuition must be paid for attendance during any part of the month in which the student is dismissed or withdrawn. No tuition or fees will be refunded. All sums owed to The Academy must be paid in full prior to the release of any transcripts, report cards or diplomas.

**Early Arrival & Late Pick Up Fee:** You may arrange with The Academy for your kindergarten through 9<sup>th</sup> grade student to arrive early or to stay late. Early arrival time is 7:00 a.m. and late pick up time extends until 5:30 p.m. The fee for this service is \$13.00 per month, per child, for early arrival and \$22.00 per month or \$6.00 per day, per child, for late pick up. Parents who are not signed up for this service but who bring their students early or fail to pick them up at the appropriate time are also billed for this service.

**Donations:** There are always special projects underway, so if you would like to designate an amount that you would like to donate to the school, please make your check payable to The Academy. For your convenience, a sum can be electronically transferred each month along with your tuition payments.

## Dress Code: "What Do They Wear?"

**General Guidelines:** Students who are enrolled in The Academy wear "uniformed dress" to school each day. There can be no labels or messages and no graphics or text of any kind on the exterior of any of the garments. All pants and skirts are to be secured at the waist, and all shirts are to be tucked into the skirt or pants. If the garment is designed to be worn with a belt then a belt is to be worn with it. Tight-fitting garments are not permitted, no spandex or sweat type material is to be worn. Students may wear white, navy blue, or tan socks. Students should wear comfortable shoes. Tennis shoes are preferred. A Biblical principle of modesty is expected in all clothing choices. Additionally, clothing choices should not evidence an identification with the world. Jeans are not permitted. No necklaces, bracelets, or chains are to be worn to school. Body piercing, artificial hair colors such as blue or purple, and tattoos (either permanent or temporary) are not permitted. The Academy reserves the right to change its policy on clothing and other related matters at any time and without notice.

## Girls

### Tops

Yellow/Gold shirts or navy blue shirts with a collar. This can be the “polo” style (three buttons at the top) or the “oxford” style (buttons all the way up the front).

### Bottoms

Navy blue pants or skirts that are knee length are permissible. The pants are to be the “Dockers” style or the uniform style (polyester) material. Sleeveless and spaghetti straps are not acceptable. If a skirt has a slit then it must conform to the dress length.

Nylons or tights may be worn instead of socks. High heels are not permitted to be worn to school.

Shorts are permitted for certain activities at school but not for class. Shorts worn for activity periods must be knee-length.

Earrings are permitted but not more than 2 posts per earlobe are permitted.

## Guys

Yellow/Gold or navy blue shirts with a collar. This can be the “polo” style (3 buttons at the top) or “oxford” style (buttons all the way up the front). Navy blue pants are permissible. This must be the “Dockers style” of pants with belt loops. No cargo pants (pockets on the legs of the pants) are permitted. No caps may be worn indoors.

Shorts are permitted for certain activities at school but not for class. Shorts worn for activity periods must be knee-length.

Earrings are not permitted for boys.

Guys must have hair styles which do not go beyond one inch from the nape of the neck at the back, which do not touch the top of the ears on the sides, and do not touch the eyebrows at the front. Sideburns should not extend beyond the middle of the ear.

Guys are expected to be clean-shaven without beards, goatees, mustaches, etc.

### School Calendar: "When Do They Go To School?"

The Academy follows the same calendar as the Cabell County Schools except for Good Friday, we will not have school in session on this day. A Calendar will be given at a later date.

### Arrival & Dismissal: "When & Where Do We Bring Them & Pick Them Up?"

*Arrival:* School starts at 8:00 a.m. You should drive your children to the back parking lot of Christ Temple Church, and they should enter the rear doors no earlier than 7:45 a.m. They are to have an Accelerated Reader book with them in their back pack.

*Dismissal:* School ends at 3:00 p.m. .You should pick up your children by driving to the back parking lot where cars have formed a line. As the line of cars moves toward the building, hold up a sign with your child's name on it and your child will be dismissed to you. Children should be picked up by 3:15. If you would prefer to come in the building to pick up your child, please park and walk in, do not block the flow of traffic.

*Early Arrival And/Or Late Pickup:* This service is arranged with the school office to accommodate parents whose schedules do not coincide with the arrival and dismissal times of the school. There is a fee for this service. If your child is not picked up at the appropriate time or if your child arrives at the time arranged for early arrival even once during a school month, you will be expected to pay the fee for this monthly service.

### Promotion and Retention In Grade "When Does It Occur?"

At the elementary school level through sixth grade the decision to retain a student is made jointly between parents and teachers. Such a decision is extremely rare . When it does occur it is because parents and teacher and administration believe that the child will benefit from the decision.

## Inclement Weather "How Do We Know If School Is Cancelled Or Delayed?"

If the local media, tv, radio, etc. are reporting that the Cabell County Schools are closed because of inclement weather or that there is a 1- or 2-hour delay because of inclement weather then you will know that The Academy has the same policy. A 1-hour delay means that school will begin at 9:00 a.m. A 2-hour delay means that school will begin at 10:00 a.m. On such days if the parents are unable to get the student to school, the absence will be treated as an excused absence. There may be days when inclement weather necessitates early dismissal. If the local media, tv, radio, etc are reporting that the Cabell County Schools are having early dismissal then you will know that The Academy will also have early dismissal. We will have a message on our school phone as soon as we know that there is a delay or closing.

## Attendance Policy

1. Students are expected to attend each of the 180 days of school.
2. When a student does miss school for any reason that student is expected to bring a note signed by the parent indicating the reason for the absence.
3. Absences qualify as "excused absences" for the purposes of making up work if the absence was pre-excused by the school administration or if the absence was because of illness, bereavement, or medical/dental appointments.
4. Late arrival of more than one hour will result in the student being counted absent for half day.
5. Late arrival after 11:30 in the morning will result in the student being at risk to be excluded from extracurricular activities on that day. (Student arrivals after 12:30 p.m. will be counted as absent for the day.)
6. Students are expected to stay the entire day. Requests to leave early are granted for medical/dental appointments or for illness and for purposes approved by the administration. The student should bring a note signed by the parent. This is to be brought to the school office so that the office can then give the student a note to be excused from class. Parents are expected to come to the office to sign out the student. If the student returns the same day, the parents are expected to come to the office to sign the student in again.
7. When un-excused absences exceed 10 school days, the student is at risk of losing credit in all classes in which those absences occurred.

## Lunch & Snack Policy

Students are expected to bring their lunch from home when they come to school in the morning. Since it is the intention of The Academy to teach students about the value of nutrition for health, parents are encouraged to provide nutritious lunches and snacks. Some items should not be brought to school for lunch or snack. These items include soft drinks such as soda pop, candy, and chewing gum.

## Health Care Policies

*Physical Education:* If a student is to be excused from participation in physical education or other activities then the student will need to bring a note signed by the parents.

*Medication:* If medication must be administered to students during the school day then parents must bring the medication to the school office with written permission for the school to administer the medication. Such written permission should also include the name and grade of the student, the required dosage and the dates and times that the medication is to be administered by the school. If the medication is only to be administered on an “as needed” basis, the school will also need to have written information as to when the medication was last administered.

*Temperature:* Students found to have a temperature of 100 degrees or above will not be permitted to remain at school. Parents will be expected to come to the school to get the student.

## Lockers

Students are permitted to use a school locker. These lockers remain the property of The Academy and are subject to inspection from time to time. Students are not permitted to permanently affix anything to the inside or the outside of the locker. The combination to the locker must be recorded with the student’s home room teacher.

### Start Time: "When Is A student Considered Late?"

1. Students are expected to be in class at 8:00 a.m.
2. At 8:15 students are expected to be completely prepared with all books and other materials and ready for class to begin. After 8:15 students are considered tardy.

### Homework: "What Are The School's Policies Regarding Homework?"

1. Homework is expected. It is used for review and practice of concepts already taught in school.
2. Parents are most helpful when they help students review and when they clarify concepts not yet completely mastered by students. However, students should always do their own homework.
3. Homework is never assigned on Wednesdays so that homework will not keep students from attending church on Wednesday evenings. In keeping with this policy tests, will not be given on Thursdays nor will projects be due on Thursdays.
4. Students will be expected to complete as homework those assignments missed while absent from school. Since all work missed during a multiple day absence cannot be completed in one evening of homework, the following formula will apply. Students will be given one day for each day of absence to complete work. If the absence was for an extended period of time then parents and teachers will work together to develop a reasonable plan to get all work completed.
5. It is the responsibility of the student to find out what work was missed during that student's absence from school. It is the student's responsibility to make up all work missed.

### Progress Reports: "When Are They Received?"

Progress Reports are sent home every 6 weeks. Once the 6 weeks ends, the progress report goes 1 week later.



### Report Cards: "When Are They Received?"

Report Cards are sent home at the end of the six-week grading period. Parents and teachers are encouraged to discuss progress so that they can work together to help students gain the maximum benefit from school.

### Grading: "What Is The Grading Scale?"

The Grading Scale is as follows:

#### GRADES 1<sup>st</sup> - 3<sup>rd</sup>

90 - 100 = O

80 - 89 = S+

70 - 79 = S

60 - 69 = S-

0 - 59 = U

#### GRADES 4 - 5

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

0 - 59 = F

#### MIDDLE GRADES

93 - 100 = A

85 - 92 = B

73 - 84 = C

63 - 72 = D

0 - 62 = F

### Honor Roll: "Who Is Eligible?"

Students who earn an average of "A's" in a grading period will be given the honor of being placed on the "A Honor Roll"

Students who earn only "A's" and "B's" in a grading period will be given the honor of being placed on the "B Honor Roll".

### Academic Probation: "What Is It And Why Is It Necessary?"

Academic Probation is assigned to all students who have not maintained a "C" average. It is also assigned to any student who received a grade of "F" in any subject. During Academic Probation, students are not permitted to participate in any extra-curricular activities. Students who are placed on Academic probation will be expected to achieve passing scores within a six week period. Parents will be expected to conference with his/her teacher so that a plan can be put in place to further assist the student. This is done so that students will concentrate their efforts on improving their studies. Parents are encouraged to monitor the extent of involvement that students have in all out-of-school activities to maximize time spent on school work.

## Behavior: "What Is Expected?"

1. Students are expected to be in their seats except if the teacher has given permission for the student to be out of seat.
2. Students are to be silent in class unless the teacher has given permission to do otherwise.
3. Students will always show respect for their teachers, administrators, and other school personnel. This includes behavior and speech.
4. Students will always show respect for other students. Behavior and speech are important. Bullying will not be tolerated.
5. Self-control is expected of all students.
6. Students are expected to respect their own property and the property of others. Parents will be billed for damage done to the property of others, including that of the school. If the damage was deliberate then the student will also be disciplined.
7. Criticism of teachers, administration, or policies will not be tolerated. Students should discuss problems with teachers. If the problem still remains unresolved then the parent should make an appointment with the teacher for a conference by phone or in person at school.
8. Conversation is expected to be appropriate. Thus, profanity will not be tolerated. Discussion which glorifies sin or behavior which is inappropriate will not be tolerated. This includes identification with the world in terms of inappropriate music, television programming, movies, alcohol consumption, tobacco use, or drug use will not be tolerated.
9. Students are expected to have appropriate behavior while at school and to maintain a Christian testimony when not in school. Thus, parents and students should guard the television programs viewed, the music listened to, and the movies attended. Students are expected to abstain from attending secular rock concerts, and dances including proms of other schools. Any student known to be using alcohol, tobacco, or illegal drugs will be subject to dismissal from enrollment in school.
10. Students and their parents are expected to be active in their individual churches. It is expected that this involvement includes membership and attendance in two services each week. If membership is in a church other than Christ Temple Church then the recommendation of the church pastor is required for enrollment.