

# The Lord' Tabernacle Christian Academy

## **HANDBOOK** FOR PARENTS AND STUDENTS



**"Children Destined to Be the Best"**

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**LORD'S TABERNACLE CHRISTIAN ACADEMY**  
**(Preschool thru Sixth Grade)**

**SECTION I - GENERAL POLICIES**

**School Policy Statement**

The Lord's Tabernacle Christian Academy is an integral and inseparable part of the ministries of The Lord's Tabernacle Holiness Church. The policies of the L.T.C.A. are determined by the school board.

**Mission Statement**

The mission of The Lord's Tabernacle Christian Academy as a coeducational, nondenominational, multi level educational program is to make available to its students the opportunity to excel scholastically within a Christian environment under girded by a vital faith in God, and the Bible. We believe that this environment is the only foundation on which to build a healthy society; and, thus, we are committed to developing strong ethical and moral value in our students.

**Doctrinal Statement**

We believe in the Scripture of the Old and New testaments as verbally inspired by God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life.

We believe in God, eternally existing in the three Person: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all humans are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed.

We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.

We believe in the resurrection of the crucified body of our Lord and Savior.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in the bodily resurrection of the just and unjust, the blessedness of the saved, and the retribution of the lost.

## **L.T.C.A. Policies**

- 1.) No parent should visit a teacher while he/she is instructing the class. If a parent needs to see a teacher or the administration, an appointment should be scheduled.
- 2.) All parent conferences will be scheduled Monday thru Thursday between the hours of 2:45 p.m. to 3:45 p.m. or during the teacher's planning period.
- 3.) Classes are scheduled to start at 8:00 a.m. All students who arrive to school after the scheduled start time will be considered late.
- 4.) Any students involved in a fight, will be given a three (3) day suspension. NO EXCEPTIONS.
- 5.) A three day suspension will be issued when all disciplinary actions have been exhausted.
- 6.) Any student receiving three (3) suspensions within a school year, will be dismissed from the Christian Academy. NO EXCEPTIONS.
- 7.) All students are required to conduct themselves as young men and young ladies. Any student that is caught sexually harassing another student will be dismissed from the Christian Academy. NO EXCEPTIONS.
- 8.) Any student carrying in their possession a weapon (knife or gun) or drugs will be dismissed from the Christian Academy. NO EXCEPTIONS.
- 9.) All students are required to be present in their classrooms by the scheduled start time. Any student that arrives two hours after the scheduled start time will be considered absent unless it is an \*excused tardy\*
- 10.) All students are expected to pass a comprehensive exit exam.
- 11.) All students entering kindergarten has to be five (5) years of age. A copy of the child's birth certificate is also required. (The only exception is if your child's birthday is on or before September 30, of the school year.)
- 12.) The book, application, testing and enrollment fees are non-refundable. NO EXCEPTIONS.
- 13.) All grooming and fashion statements that are detrimental to the school will be prohibited.
- 14.) Elementary classes are dismissed at 2:45 p.m., all elementary (kk through 6th) students are required to be picked up at 2:50 p.m. unless the parent has enrolled them in the after-school program. Classes for the preschoolers end at 3:00 p.m. At 3:00 p.m. preschool students enter into the after-school program. Parents are required to pick their preschooler up by 5:30 p.m. If for any reason you cannot pick your child (ren) up at the required times, no message should be left on the voicemail. You must speak with the secretary, principal, or director personally at least one (1) hour before class is dismissed. If you are late picking up your child and you have not personally spoken with the secretary, principal, or director as instructed, you will be charged \$2.00 per minute you are late. Payment is due immediately to the person in charge when your child is picked up. No EXCEPTIONS.

**SPECIAL NOTE** – If your child is not in after school care, the late fee will be added after 2:50 p.m. for the elementary (kk through 6<sup>th</sup>) students and after 5:30 p.m. for preschoolers.

## **Philosophy of Christian Education**

The L.T.C.A. starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

A. *Reality.* God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

B. *Truth.* All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures and man understands of His creation.

C. *Knowledge.* All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

D. *Man.* Man is created in the spiritual and moral image, or likeness, of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be and what he will think, become, and does. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose well and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

E. *Christian Education.* In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

1. Man does possess a spiritual dimension (Genesis 1: 26-27).
2. Education involves the total being--spiritual, intellectual, physical, and social (Proverbs 9:9).
3. Each person possesses unique individual potential, traits, and needs (Romans 12: 3-8).
4. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.

5. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings

### **Why the Christian School?**

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127: 3-5). Parents are responsible to “train up” their children in the way of the Lord and not in the ways of the world (Proverbs 22: 6; Ephesians 6: 4). God’s people are told, “Thus saith the Lord learns not the way of the heathen. . . For the customs of the people are vain. . .” (Jeremiah 10: 2-3). Proverbs 19: 27 states, “Cease, my son, to hear the instruction that caused to err from the words of knowledge.” It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God’s economy of things, He has ordained three basic institutions: the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of the institutions outside the home. Since there is no Biblical authority for the state being involved in education, the creation of a Christian school under the direction of the church serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to “train up” their children.

### **Basic Educational Goals**

- A. To give God the glory in all things.
- B. To provide an educational experience that is designed to point the child to God.
- C. To give the students a Christ-centered education (Colossians 1: 16-18).
- D. To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalm 78: 1-7; Deuteronomy 6: 7; Proverbs 6: 20-23).
- E. To help students realize their capabilities and limitations and how to make the most of them, toward growth and service (II Timothy 1: 8-9; Ephesians 1: 3-12).
- F. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- G. To encourage creativity and curiosity.

H. To teach the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science.

## **Admission Procedures**

### **A. TESTING**

1. All students are required to take an entrance exam before they are admitted to school.

### **B. SUBMIT APPLICATION**

1. Each student who meets the established admission criteria must submit a completed application to the Admission office and a \$25.00 application fee.
2. A copy of the student's academic transcript is required with the application.
3. A \$100.00 per student enrollment fee must accompany all students when registration has been completed. (Non-refundable)

### **C. INTERVIEW/RECOMMENDATION**

1. All students that have not previously attended the L.T.C.A., will be interviewed by the Principal and/or Director, and are required to submit a letter of recommendation from the pastor of their church.

### **D. ACCEPTABLE CONDUCT**

1. Each student desiring to enroll in The Lord's Tabernacle Christian Academy must have an exemplary behavior history (at home, in school, and in the community). No student will be allowed to attend the L.T.C.A. with N and U's in conduct.

### **E. ACCEPTANCE/REJECTION**

1. Due to limited enrollment opportunities, numerous and specific enrollment criteria, The Lord's Tabernacle Christian Academy is not able to enroll all student applicants. Therefore, parents/students should not presume that enrollment is automatic. The decision whether or not to enroll a student will be made by the school administration.

## **Withdrawal Procedures**

### **A. WITHDRAWAL/ DISMISSAL**

1. The L.T.C.A. reserves the right to dismiss any student that is in violation of any policies detrimental to the school.
2. A written two (2) week notice is required when withdrawing a student from school.

## Kindergarten Entrance Requirements

A child entering kindergarten must be five (5) years of age on or before September 30th, of the school year.

1. Before a child can be admitted, the following records must be on file:

- A. Physical Examination.
- B. An up-to-date immunization record.
- C. A preschool vision test.
- D. A preschool hearing test.

The immunizations, tuberculin test, and vision and hearing tests can usually be handled by the parents through your county health department. A record of these requirements must be on file in the office before your child is allowed to enter The Lord's Tabernacle Christian Academy.

### **Parent Orientation and Involvement**

The Lord's Tabernacle Christian Academy assumes there will be active and substantial parental involvement in the education of children. Therefore, after enrollment into the school, parents are required to participate in the following activities:

- A. Parent Orientation Session(s) prior to the opening of each academic school year.
- B. All scheduled "Parent Conferences" to discuss student progress.
- C. All scheduled "Parent Information Nights" designed to better equip parents for their task and to enhance understanding of the parenting role.
- D. Daily monitoring and assisting with the academic subjects as assigned by the classroom teacher.

## L.T.C.A. Financial Information

STUDENTS GRADES: PRESCHOOL thru SIXTH

*(All fees below are non-refundable)*

*Application Fee	\$ 25.00 (Non-refundable)
*Enrollment Fee	\$100.00 (Non-refundable)
Testing Fee(kk-6 <sup>th</sup> )	\$ 65.00

\*If you have three (3) children registered at school, your total cost for application and enrollment fees are \$250.00, plus the testing fee for each child. If you have four (4) children registered at school, tuition for the fourth child is free.

### Tuition (yearly)

First child in family           \*\$3200.00 (\$89.00 a week)

Second child in family       \*\$3200.00 (\$89.00 a week)

Third child in family         \*\$2000.00 (\$61.00 a week)

Lunch                               \$2.50 per day if paid in advance

Before/After Care (6:15 a.m.-7:30 a.m., 2:50 p.m.-5:30 p.m.) \$15.00 per week for each student (kk-6<sup>th</sup>)

Books (kk-6<sup>th</sup>) \$200.00 (this is and approximate amount; Non-refundable)

Books (Preschool only) \$65.00 (this is and approximate amount; Non-refundable)

### Payment Policy

The tuition for the L.T.C.A. is **\$3200.00 a year.**

\*This is the amount that has to be paid in full yearly. . Tuition fees may be paid by cash, check, or credit card. There is a \$15.00 charge for every returned check. (Note: Cash payment will be required following two (2) returned checks in a three (3) month period). The payment method is selected by the parents/guardian; failure to adhere to the agreement will result in termination of your child's participation in the program.

Classes end at 3:00 p.m. \* All parents of the L.T. C.A. student (kk thru 6<sup>th</sup>) are requested to pick up your children at 3:00 p.m. Also, classes for the preschool ends at 5:30 p.m. A late charge of \$2.00 per minute will be assessed when a child is left beyond operating hours. THE LATE FEE IS PAYABLE IMMEDIATELY TO THE PERSON IN CHARGE.

**\*SPECIAL NOTE-** The late fee will be added after 3:00 p.m. for students (kk thru 6<sup>th</sup>) and 5:30 p.m. for the pre-school students.

### **Payment Methods**

Terms of payment: Please be advised that if your tuition is not paid by the 5<sup>th</sup> of the month, you will be charged a late fee of \$25.00 and if not paid by the 10<sup>th</sup> of the month, your child will be withdrawn until full payment is received.

## **Additional LTCAS Policies**

### **Tax Statements:**

Tax statements will be given by January 31 of the school year. Your account must be current in order to receive this document. No Exceptions.

### **Attendance Policy**

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for the maximum benefits.

### **Excused Absences:**

- A. Personal illness, injury, or doctor appointments that cannot be scheduled after hours.
- B. Illness in the immediate family that requires the student's presence.
- C. Death in the family.
- D. Absences with prior approval from the office.

### **There are two ways in which to communicate notification of an absence:**

1. A note from an authorized person explaining the absence must be presented to the school office following the absence.
2. A phone call by one of the parents to the school office on the day of the absence or on the return day. In such cases, a note from home does not have to be sent when the student returns.

**Please Note:** Students shall be permitted the opportunity to make up all work and tests (or the equivalent) missed as a result of an excused absence.

### **Truancy: (Unexcused Absences)**

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated. Also, if a student is absent because they have been withdrawn for failure to pay the required tuition, this is considered an unexcused absence. Any student that misses fifteen (15) unexcused school days in a nine (9) week report card period will not make passing grades.

### **Early Dismissal:**

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. No student will leave unless accompanied by his parent or guardian.

### **Tardiness:**

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life.

Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. If a student is tardy eight (8) times in a nine (9) week period, he/she is given a one (1) day suspension. **NO EXCEPTIONS.**

### **Closed Campus**

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal.

## **SECTION II - STUDENT CONDUCT AND DISCIPLINE**

### **Boy/Girl Relations**

The Lord's Tabernacle Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will not be tolerated. If for any reason a student has been witnessed by teachers or the administration sexually

harassing another student, they will be dismissed from the L.T.C.A.

## **Standards of Conduct**

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would treat the Lord." This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (*II Peter 1: 3,4*). Therefore, the following are examples of principles set forth as a standard or plumb line for student behavior.

A. Faithfulness - covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.

B. Honor - the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachable; gratefulness.

C. Harmony - dwelling together in unity; friendship and sharing; peace and joy; cooperation.

D. Honesty - being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.

E. Purity - holy to the Lord; cleanness; modesty and decency; noble and lovely.

F. Order - under discipline and self-disciplined; neat and orderly; organized and clear thinking.

G. Stewardship - accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

## **Discipline**

Correction of Offenses - Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved. Parents will be notified of the nature of the offense and also the disciplinary action taken.

Disciplinary Action Alternatives – Disciplinary alternatives can be, but are not limited to the following: parent conferences, recess detention, work detail, non-participation in extra-curricular activities, paddling, suspension, and dismissal.

Corporal Punishment - The L.T.C.A. reserves the right to corporally punish a student for rebellion involving major offenses or continued minor offenses. Spanking may be administered by a teacher, principal and/or Director, subject to approval by parents. (Proverbs 22: 15; Proverbs 23: 13-14). There will be one teacher to witness the spanking of a student. Direct parental involvement will be used if at all possible.

### **Damage to School Property**

It is expected that all damage, even if accidental, will be acknowledged by the person involved and a plan for reimbursement made.

### **Chapel or Assemblies**

Chapel and assemblies will be an important part of the spiritual educational program of the L.T.C.A. Each school day will begin with a chapel/devotional period consisting of prayer, Bible reading, singing, and the pledge. The following guidelines will be used:

- A. Attendance is required of all students.
- B. Each student will demonstrate proper courtesy to the speaker or group leader.
- C. There will be no unnecessary talking, distracting of others, or disturbances.
- D. Students will not be allowed to study during the chapel or assembly period.

### **Dress Code**

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Our standards for dress and grooming are in keeping with the high Christian ideas that we seek to establish in those who attend school. No boys will be allowed to wear braids or earrings to this school.

### **Uniforms**

In purchasing your child's uniforms, all items of apparel, (shirts, blouses, plaid jumpers & skirts, cardigan sweaters, cross ties, pants and shorts) will be purchased at **Dennis-Larose School Uniforms**. If your child is not in the "official uniform" your child will not be allowed to attend school. The uniform policy will be strictly enforced. The purpose of this is to make sure every student has the same uniform so we can present a positive image for our school and your child.

The shoe color for our uniforms is **SOLID** black only (No Tennis Shoes). The choice of color for socks is white or navy blue. The best shoe to purchase for your child would preferably be the kind with the rubber soles. If your child would like to wear a turtleneck sweater underneath their uniforms to keep warm during the winter months, navy blue turtlenecks will be the only color acceptable. Also, if the girls would like to wear tights during the wintertime, navy blue or white are the only acceptable colors.

These changes are implemented to provide each parent and child the professionalism required to operate a private institution. We are continually striving to set standards that will enable this school to become a ruler, by which all other schools are measured. With each parent cooperation, to support the school and its policies, there is nothing we can't accomplish.

**Dennis -Larose School Uniform is located at  
6935 Appling Farms Parkway, Suite 901 (901) 386-4231.**

## **SECTION III - SCHOOL ROUTINE**

### **Reporting Student Progress to Parents**

Reporting student progress is an important, yet difficult part of parent/teacher communications. The reporting process is meant to convey the amount of growth of each student. Your child progress will be posted daily on our website using eStudent Progress. Please see Parental Information at the back of this handbook. Grades will be posted on the website. All progress information will be posted by 3:00 p.m. on each Friday.

**(\* For grades prek4 thru sixth only)**

### **Deficiency Notifications**

A Deficiency Notification will given out the fourth week of each nine-week period for students that have a D or below average at that time. (\* For grades kk thru sixth only)

### **Report Cards**

Report Cards will be issued at the close of each nine-week grading period. Attendance including absences and tardies will be reported on the report card.

### **Homework**

When homework is assigned, it will be geared to the child's ability and relative deficiencies. All homework assignment will be placed on our website by 3:45 p.m. daily. . Homework does provide an opportunity to spend time on worthwhile activities and projects.

Parents should provide the proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework done, including TV. If you do not understand the homework policy, please discuss it with your child's teacher.

### **Student Promotion**

The classroom teacher recommends promotion or retention of students. Conferences will be held prior to the retention of any student. Language, Reading, and/or Mathematics are the subjects in which a teacher will recommend retention.

### **Illness During School Hours**

If a pupil becomes ill during the day; he may be excused to go home by the Principal or Director. Before the pupil is excused, however, a parent will be contacted by the school's office. For this reason it is important that the school have the correct home and office telephone numbers of both parents.

### **Telephone Calls and Messages**

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in case of emergency.

### **Change of Address or Telephone Number**

If you change your address, telephone number, or work location, please notify the school. It is also important that "emergency location" be current.

### **Breakfast/Lunch Program**

A breakfast and a "hot lunch" is available to all students. The cost of breakfast varies. The cost for a hot lunch is \$2.50\* a day. If you're planning to purchase a "hot lunch" for your child, it has to be paid for in advance. No student will be admitted to leave the school for lunch. If a child comes to school without a lunch and the parent/guardian has will be contacted.

### **Medications**

#### Prescription Medication

Must be brought to school in the original prescription container labeled with (The pharmacist will give an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of student
- Name and dosage of the medication
- Directions for administration

- Name and phone number of the pharmacy

### **Non-Prescription/Over the Counter**

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to provide any medication to be given at school.
- Written authorization and instructions from parent/guardian must be on file in the school office before employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted.
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate.
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order.
- Non-prescription inhalers for asthma will not be given at school.
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician.\*
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician.
- All medication to be given at school must be kept in the school office, regardless of the student's age.
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.

## **Emergency School Closing**

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to heavy snowfall, which makes the roads impassable or unsafe. In case of emergency closing, such information will be broadcast over the radio no later than the early morning newscast.

## **Field Trips**

Field trips are planned for educational value. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. NO student will be permitted to go on a trip without this permission slip being on file in the office. Parents will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teacher and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

## **Student Injury**

The staff of The Lord's Tabernacle Christian Academy will attempt to exercise reasonable judgment for the care of students in case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf.

## **Transportation**

The L.T.C.A. does not provide transportation for students.

## **School Supplies**

General supplies for All students:

Personal Bible (KJV - print size determined by reading ability)

Dictionary

Pencils (two required at all times)

(2) black ink pens (for third thru sixth grades)

Two pocket three prong folders (the amount will be determined by the teacher)

(1) Pair of Scissors

Kleenex

12 inch Ruler

Small box for supplies

Crayola crayons

(2) Glue Sticks

(2) reams of General Copy Paper size. 8 1/2 x 11 (total = 1000 sheets)

Teachers will require additional supplies according to grade level. Please communicate with your child's teacher to ensure that all supplies are purchased within the first

week of school. Please refer to our website to get an updated supplies list.

### **Child Custody**

The Lord's Tabernacle Christian Academy recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student.

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. We use an Internet Management system that will allow the custodian to add up to 4 separate email address for your convenience.

Child visitation and exchange of custody should not take place during school hours or on school property. The Lord's Tabernacle Christian Academy will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parent or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school superintendent/principal.

### **Reading Requirements**

Students in the elementary department are required to read books. Here is a listing of the number of books that are recommended for each grade.

Kindergarten – twenty-five (25) books a year

First through Third – twenty-six (26) – thirty-nine (39) books a year.

Fourth through Sixth – forty (40) to fifty (50) books a year.

### **Grading Policy**

The grading scale for The Lord's Tabernacle Christian Academy is as follow:

**A=** 93-100      **B=** 85-92      **C=** 76-84      **D=** 70-75      **F=** below 69

### **Principal's List**

In order for a student on the principal's list he/she must make an "A" in all subjects with outstanding or satisfactory in all behavioral areas.

### **Honor Roll**

A student must maintain a "B" average in all subjects with no grade lower than a "C" and outstanding or satisfactory in all other areas.

## **Physical Education**

The Physical Education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three (3) days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

## **IV. PARENTAL AND STUDENT INVOLVEMENT**

### **Birthday Invitations**

Birthday party invitations are not allowed to be distributed during school hours.

### **Birthday Parties**

Parents are allowed to have birthday parties for their child. A letter must be submitted to the homeroom teacher at least two weeks prior to the event. Parents are responsible for supply all items for the party.

### **Private Lessons**

Students will not be allowed to take private lessons during school hours.

### **Personal Items**

Students are not to bring any toys, including toys electronic games, cameras, tape recorders, etc. to school without permission from the teachers. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.**

## **V. ENDING REMARKS**

Many institutions take the position that their responsibility to the student does not go beyond academic work or "school hours." We, at The Lord's Tabernacle Christian Academy, do not take such a position. We believe it is our responsibility to set full behavior standards for our students and will take a firm stand in our endeavors.

Each student and parent makes the decision to attend The Lord's Tabernacle Christian Academy. Those who decide to do so thereby agree to model the L.T.C.A. standards, principles, and requirements. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your children within our power to guide and teach the student socially,

academically, and spiritually.

## **THE EDUCATION OF YOUTH DETERMINES THE FUTURE**

“We know that if we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but if we work with men and imbue them with principles, we engrave on those tablets something that will brighten lives for all eternity.”

Daniel Webster

### **Lord’s Tabernacle Christian Academy**



#### **Emergency Alert System (SeAlerts)**

We have an emergency SMS (text messages) system that will notify parents for important messages e.g. School Closings, Emergency pickups and other notifications.

We are asking all parents to register their cell phones.

Please go to <http://ltcas.org/alert/>

# Lord's Tabernacle Christian Academy

## eStudent Progress®



Dear Parent(s)

It is our goal to build goodwill and trust with all parents of students in this school and we know that you want and need to know what is happening with your child at all time and want information when as needed.

Therefore, we will be utilizing Internet technology to get information to you quickly. The solution is called “[eStudent Progress®](#)” that will allow us to communicate directly with you using email, \*text messaging or \*phone on the progress of your child in this school. We will be able to alert you of problems with your child instantly! (e.g. failing grades, grades dropping, conduct or attendance problems.

Additionally, you will be able to login to our website and get homework assignments, project and activities information, school announcements send private note to the administration (principal) and teachers and much more. You will also receive email reminders of school announcements. You will never be in the dark about what is going on with your child and all the information you need is a click away.

### Here is what you need to do:

1. Go to our Website: <http://ltcas.org> and click on [Parent Registration](#)
2. Complete the form and here are some tips for you.
  - A) Email notification is FREE but if you want to receive notices and reminders via text messaging, it will cost under \$9 to receive 30 messages.
  - B) You can add up to two cell phone number to receive messages and up to 3 additional email addresses to send notices. This is perfect for separated or divorce parents to keep both informed.
  - C) You will able to turn on or off SMS and email services. The boxes below allow you to enable the service and turn on or off notices and to enable you to receive text messages for reminders of school announcements.

Enable text message (SMS) service

Check box to receive your child status daily/weekly via email:

Check box to receive your school announcements via text message:

3. Once you have registered online, go back to our website and register each child separately. Click on Student Registration on our website.

**PLEASE NOTE: YOU MUST REGISTER FIRST BEFORE YOUR CHILD.**



### **We want to connect with parents in an entirely new way**

Lord's Tabernacle Christian Academy eStudent Progress is a school-to-parent notification system that allows you to send and monitor the progress of your child's courses, conduct and attendance via email, \*(SMS) text messaging or \*phone. Notification can be daily or weekly but gives you what is needed most: Communication.

\*Optional Features: Parent can elect to received text messages and pay for this Option directly.