

# TULSA ADVENTIST ACADEMY

A Seventh-day Adventist Academy

## 2016 - 2017 School Handbook & Academic Calendar

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### Accreditation

Tulsa Adventist Academy is a fully accredited Christian school serving Tulsa and the surrounding area. Tulsa Adventist Academy is accredited through:

The National Council for Private School Accreditation

and

The Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities

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# Philosophy and Mission Statement

The Board and Faculty of Tulsa Adventist Academy (TAA) believe that God created man in His own image, with the power to think and make personal choices subject to moral and physical laws.

We believe that our teachers are servants of God and the students are children of God. Using the Holy Scriptures as a basis, God has communicated His nature, purpose, and plans through divine revelation to man. We accept the gift of prophecy as represented in the life and ministry of Ellen G. White through the form of her writings.

TAA exists to glorify God by using his inerrant Word to future discipleship in Christ, serving primarily the youth of our congregations, equipping them for a lifetime of service to their Savior, their homes, churches, vocation and communities.

School offers admission to Adventist families and to other “families who are in harmony with the policies and principles of our school”

TAA offers the opportunity for students to receive a well balanced physical, mental, spiritual, and social education in harmony with the Seventh-day Adventist denominational standards and ideals.

The leadership at TAA firmly believes that true education is the redemption of souls, and that man’s greatest happiness comes through a personal relationship with Jesus and service to God, the greater community, and to fellow man.

The cooperation of the parents is essential to the realization of the school’s objectives. The teachers’ work serves as a supplemental extension to that of the home but is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to work together to achieve the following objectives.

# Objectives

- **Spirit** - To develop faith, trust, love, and confidence in the power of the Gospel and to develop an earnest desire for the joys found in knowing Jesus as a personal friend.
- **Intellect** - To arouse and stimulate the development of an intellectual curiosity that will develop into a practical and comprehensive knowledge base.
- **Character** - To develop a noble Christian character so that ideals of right, self-discipline, honesty, reverence, purity, integrity, and moral stamina become dynamic habits of conduct.
- **Health** - To develop awareness that the body is the temple of God, and to impart the knowledge of what produces a healthy mind and body.
- **Thought** - To develop the ability to think independently and constructively.
- **Church** - To encourage a sense of loyalty and responsibility in the performance of church activities.
- **Society** - To learn about and gain a respect for our world's social and cultural diversity thereby shaping a character like that of the Savior, which implies proper respect for men and women.
- **Community** - To develop a sense of personal responsibility for the welfare of the home, the community, and the nation.

## General Information

### Who May Attend

The school is open to students as long as they maintain conduct in harmony with the Seventh-day Adventist standards of the school.

TAA offers grades pre-kindergarten through twelve. To enroll in pre-kindergarten students must be four years of age. Some exceptions may be made after a conference with the teacher and principal has taken place. If accepted the student will be enrolled on a probationary status. Kindergarten students must be five years old by September one to be enrolled at TAA. Students must have reached the age of six years old by September 1st of the current school year in order to be admitted to the first grade.

## **Non-Discriminatory and Civil Rights Policy**

The Seventh-day Adventist church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, creed, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs and extracurricular programs.

TAA does not discriminate on the basis of sexual orientation, but does discriminate on the basis of sexual misconduct. Students are prohibited from activities including, but not limited to, non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex) that may lead to situations of temptation, regret and immoral conduct and would undermine the Christian identity or faith mission of TAA and the Seventh-day Adventist church.

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All complaints, written or verbal, shall be reported to the Principal or board chair.

## **Application**

An application for admission may be obtained from the school office or through downloadable forms online. All students must complete an application packet and be approved before starting classes.

Acceptance to TAA and grade classification is subject to possible placement testing and receipt of an official transcript of credits and proper recommendations for all new students.

## **New Students**

Students transferring from another school will be required to present a certificate or report card confirming placement, be willing to take an entrance test, provide a third party letter of recommendation, participate in an entrance interview, provide medical records, and have any account at the previous school

paid in full or arrangements made in order to transfer. New students will need a copy of their birth certificate.

## **Physical Examinations**

Parents are required to present a health certificate from their family physician for all new students and returning students in grades fourth, seventh, and ninth.

All students must present, or have on file, current immunization records (or exemption letters) against the following diseases: Diphtheria, Pertussis, Tetanus, Measles (Rubeola and Rubella), and Poliomyelitis. Students must have all of the required Hepatitis shots as well as all other required shots.

## **Bible**

All students in grades five to twelve are required to have a Bible that includes both Old and New Testaments. Each student is required to take a course in Bible for each year in attendance.

## **Non-Published Regulations**

Any regulations voted by the faculty or board, when publicly announced, will have the same force as those appearing in the bulletin.

## **Parental Responsibility**

“In the formation of character, no other influence counts as much as the influence of the home. The teacher’s work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate.

-Education, p. 283.

“The parents’ work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.”

-Fundamentals of Christian Education, p 69.

As noted above, the success of the school depends in a large measure upon the fullest cooperation between parents and the school. The following suggestions for parental involvement will contribute to a more effective school program:

- Pray for your child/children and TAA daily.



- Attend parent meetings.
- Consistent on-time attendance. (Students are marked tardy after 8:00 AM.)
- Pick up student promptly after school between 3:00 PM and 3:29 PM. Late fees start at 3:30 PM. (See after-school policy.)
- Be consistently aware of your student's compliance of the school handbook.
- Check assignments nightly or regularly to evaluate your child's progress.
- Support your child's teacher in promoting the school program. Your involvement is vital to your child's success.
- Demonstrate positive upbeat school spirit to your students and those around you.

## **Grievance Procedure**

If a misunderstanding and/or problem arises, the parent and/or guardian should follow this grievance procedure:

- First, discuss the problem with the teacher. If this procedure fails to resolve the problem;
- Then, contact the principal, withholding judgment until a complete investigation is made. See Matthew 18:15-17. If this still fails to solve the problem;
- Finally, contact the School Board Chairperson, who will call a special meeting with the principal, the teacher, and the parent/guardian to seek a solution to the problem.

Any constituent of the school, parent, or student may address the School Board by obtaining prior permission from the School Board Chairperson and placing the concern on the agenda. However, if it is a complaint against a teacher or the principal, the above procedures must be followed first and written notice given to both teacher and principal at time of request.

## **Special Education**

TAA is not equipped to offer special education and is therefore unable to accept pupils who have serious scholastic or behavioral problems, or who are mentally handicapped. If a special scholastic or emotional need is identified, testing will be required. A conference will be set up with parent, teacher, and administration to determine how to meet the child's needs.

## **Student Pledge**

**It is distinctly understood that every student who presents themselves for admission to the school thereby pledges to observe willingly all its regulations and uphold the Christian principles upon which the school is operated. It is also a part of the student's contract that he/she will, to the best of their ability, perform all duties assigned to him/her in connection with the school.**

# Administration of the School

The TAA School Board operates Tulsa Adventist Academy, and they shall have authority in respect to all matters concerning the school and program.

We as a school support and uphold the beliefs of the Seventh-day Adventist Church. The educational officers of the Seventh-day Adventist church in the Southwestern Union and Oklahoma Conference are relied upon for advice and counsel.

Disciplinary problems will be first handled in the classroom by the teacher and, if necessary, will be passed on to the principal. The principal will administer any needed action and, at his/her discretion, may take the problem to the school board. A majority action by the Board is considered final.

No individual member of the Board has the privilege of making decisions affecting school policies without the vote of the entire Board.

The purpose of the school board is epitomized by the following quotation:

“The character of the work done in our church schools should be of the highest order. Jesus Christ, the Restorer, is the only remedy for a wrong education.”

-Counsels to Parents and Teachers, p. 174

## Staff Qualifications

The Board carefully considers staff qualification and supervision in regard to professional standing and moral integrity. TAA is currently operating a fully accredited school staffed by certified teachers for grades pre-K through twelve.

## TAA Faculty and Staff 2016 - 2017

Pre-K/Kindergarten . . . . .	Vicki Toews
Grades 1 & 2 . . . . .	Jason Vargas
Grades 3 & 4 . . . . .	Kim Bokovoy
Grades 5 & 6 . . . . .	Alison Faber
Grades 7 & 8 . . . . .	Ruth Vargas
Science Department . . . . .	Louis Melchor
Math Department . . . . .	Larry Seery
English Department . . . . .	Ruth Vargas/Marilyn Griffin
Music Department . . . . .	Marilyn Griffin
History Department . . . . .	TBA
Athletic Department . . . . .	Louis Melchor
Chaplain . . . . .	Marilyn Griffin
Languages . . . . .	Jamie Ruiz
Librarian . . . . .	Heather Martinez
Testing Coordinator . . . . .	Louis Melchor
Early Childhood Department . . . . .	Vicki Towes
VP Elementary/Middle School . . . . .	Kim Bokovoy
VP High School/Registrar . . . . .	Marilyn Griffin
Principal . . . . .	Mark Griffin

### School Board Officers

Board Chair . . . . .	Jackson Whitacre
Reporting Secretary . . . . .	Silvia Berumen
Finance . . . . .	Silvia Berumen
Home and School . . . . .	Jennifer Cross

# TAA Tuition and Fees

## 2015 - 2016

### Tuition Fees

Pre-Kindergarten through 4th Grades	\$4,800 over 10 months
5th through 8th Grades	\$5,200 over 10 months
9th through 12th Grades	\$6,500 over 10 months

### Discounts

Full constituent SDA church students	15% discount
First year of SDA education for the family	1/3 program
Multi-student discount (same family)	\$500 annual for second child \$750 for three or more children

### Registration Fees

(Registration fees include a school shirt, classroom music fees, festival fees, grad fees, technology fees, yearbook fees, student insurance and SA fees)

Pre-K/Kindergarten through 4th Grades (includes \$30 supply fee)	\$455
5th - 6th Grades (includes Outdoor School fees)	\$540
7th through 11th Grades	\$500
12th Grade	\$600

### Books Fees

Students will be charged for replacement of textbooks, music, and other resources that are lost or damaged.

### Discounts on Registration Fees

A fifty dollar discount per family on registration fees may be secured by pre-registering your children on the date for TAA pre-registration (returning

students) or before the end of the current academic school year (new students).

## **Student Aid**

Students who earnestly desire to attend TAA, and whose financial resources do not permit attendance, may request student aid from the Student Aid Committee. Applications for financial assistance are due by the deadlines listed in the calendar. Aid is available only as individuals contribute to the student aid fund. Aid will be distributed based off of a needs-based formula and only if the funds are available.

## **Scholarships**

Students may apply for music or academic scholarships through the process of completing the application and submission to the school office. Scholarships will be awarded based on the completion of the application and the determination of the Scholarship Committee.

## **Fines**

If a fine is assessed to a student by TAA, the fine must be paid before a student can be cleared for any special trip or an exam pass can be given for semester tests.

## **Delinquent Accounts**

The TAA Board has taken an action that any student account falling 30 days past due will be considered delinquent. The student or students will automatically be out of school at point of written notice from the school until the account has an acceptable action plan in place to correct the debt. Immediate payment or special arrangements must be made with the principal in order for the student to:

- Remain in school
- Continue class attendance
- Write examinations
- Receive grades, transcripts, or diploma

Previous outstanding accounts owed by the student or any member of his/her immediate family must be settled before the student is permitted to enter

school for another year. Accounts outstanding in other schools must be settled before the student is admitted to TAA.

### **Adjustments**

A student entering school at an irregular time will be charged from the beginning of the week in which he/she enters. A student leaving school, other than at the regular time, will be charged at the close of the week in which he/she leaves and has submitted notice of withdrawal.

## **Oklahoma State Health Department**

All students need to have immunization records turned in prior to registration being complete and students being able to start school. If you choose not to immunize your child please fill out the correct form making you exempt from this requirement. Please reference State Code: Section 70-1210.191

A. No minor child shall be admitted to any public, private, or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving, immunizations against Diphtheria, Pertussis, Tetanus, Haemophilus Influenzae Type B (HIB), Measles (Rubeola), Rubella, Poliomyelitis, Varicella, Hepatitis A or is likely to be immune as a result of disease.

# Academics

## Transcripts

Transcripts will be released by the Union Office of Education (grades 9 & 10) or Sycamore Academy (grades 11 & 12) when written authorization is received from the new school. One complete transcript of grades will be issued free for any student of TAA. No diploma, transcript, or report card will be issued to any student until the account has been paid in full.

## Incompletes

An Incomplete must be made up within two weeks of the next grading period or one week after the end of the 4th grading period or will be issued a failing grade.

## Failures

If a student receives an I and/or F at the end of a semester in two or more subjects, his/her case may be reviewed by the Academic Standards Committee. Also, failure in a subject for first semester may result in non-continuance of that class. (Grades 9-12). Students in grade 8 must pass every subject in order to pass 8th grade as per conference Policy.

## Honor Roll

Elementary (Grades 1-4)

In order to be recommended by the staff to be placed on Honor Roll, elementary students must be recommended in all three areas of academics, citizenship and leadership.

Middle School and High School (Grades 5-12)

In order to be recommended by the staff to be placed on the Honor Roll, a student must maintain a 3.5 Grade Point Average, with no D's or F's, in all subjects and have no citizenship problems.

## Principal's Honor Roll (Grades 5 through 12)

If a student can achieve a 4.0 average, have no detentions, and have no citizenship problems, then that student will be recommended to the principal for consideration for the Principal's Honor Roll. This is a high honor, and will be recognized.



## Report Cards and Grading System

Grades will be issued every quarter. The school calendar gives the dates for the end of each grading period. Grades will either be given to the parent at a Parent-Teacher Conference, or they will be sent in regular mail. When a student is performing below acceptable levels of work (D or F), the teacher may issue a mid-term report to the student or parent as a warning of a potential failing grade.

The following chart is the simplified basis of the school's grading system.

Description	Letter Grade	Percentage	Points
Superior Work	A	90 - 100	4
Above Average Work	B	80 - 89	3
Average Acceptable Work	C	70 - 79	2
Below Average Work	D	60 - 69	1
Failing Work	F	0 - 59	0

NOTE: Pluses and Minuses are given within each letter grade at the top and bottom two percentage points within each category. (Example: 88% and above is a B+; 81% and below is a B-.)

### Class Offices (Grades 5-12)

All students who wish to hold a class office must maintain a GPA of 3.0 plus and have no disciplinary problems.

### Transfer Units (Grades 9 and 12)

A student may take credit transfer and correspondence work only after securing permission in advance from the administration. No student will be permitted to take classes by correspondence during the school year if that class is offered in the regular class curriculum, except by special permission of the administration. If a student wishes to take any correspondence courses while enrolled at TAA, it is recommended to discuss the appropriateness of such a course with school administration.

## **Music Program**

Music is part of the curriculum provided at TAA in accordance with state and Conference Guidelines. As an Adventist christian school, we believe that 'From the lips of children and infants, You, Lord, have called forth Your praise'.

Matthew 21:16 It is our goal to educate our young people not only to develop skills and talents, but, most importantly, to help our students learn to praise God despite the counterfeits the devil has set forth. For Pre-K through 6th grade, both singing and instruments are a part of the music program.

Instruments will be provided to each student, and the costs to maintain and provide the instruments will be covered by the Music fees due at the beginning of each year. The kind of instrument assigned to your student will be based on the Instructor's preference. From 7th through 12th grade, students will be required to take a minimum of 1/2 credit of music instruction per year. They will have the option to choose between the band and choir programs. It will be the responsibility of the student to secure any instruments needed to participate in the band program. In addition, specialty music groups will be offered based on instructor availability and preference. Under special circumstances and with discussion with the administration, students may be able to receive music credit through private music instruction.

Since Music is a participation class, it will be expected that students practice as well as perform as part of their involvement in the program. Performances include, but are not limited to the Christmas and Spring programs and Church services scheduled throughout the year. It is expected that each student will attend all performances scheduled for their ensemble for the year.

## **Music Lessons**

When there is a music teacher available during the school day to give lessons on the school campus, permission may be granted by consultation with the homeroom teacher to take a music lesson during class time. If this is done, contractual agreements between the music teacher and student are not handled by TAA. The student has the responsibility to make up any work lost.

# Attendance Policy

Attendance is recorded both in the classroom and the school office daily. It is the responsibility of the parent and student to stop at the office and pick up a tardy slip if the student is not in their seat by 8:00 AM. This record is a legal document. Attendance remains part of the permanent record. Oklahoma State law states in Section 229:

“It shall be unlawful for a parent, guardian, or other person having custody of child who is over the age of 5 years, and under the age of 18 years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the school districts are in session or the child is excused as provided in this section. One-half day of kindergarten shall be required of all children 5 years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is 5 years of age shall be excused from kindergarten attendance until the next school year after the child is 6 years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is 6 years of age.”

- All students entering first grade must be 6 years of age on or before September 1 of the current school year.
- All students entering kindergarten must be 5 years of age on or before September 1 of the current school year.
- All students entering pre-kindergarten must be 4 years of age on or before September 1 of the current school year.

## Excusing Absences and Tardies

School attendance is a joint responsibility of the home and the school. Parents must notify the school of any immediate or anticipated absence of their child. In cases where arrangements have not been made, the school will make an

effort to contact the parents and confirm the location and situation of each student. This will be done within the first hour of the school day.

Because of the legal record which is kept by the homeroom teacher of all absences and tardies, TAA requires that if a parent wishes to have the absence or tardy EXCUSED, the parent will put that reason in writing and give it to the homeroom teacher within three school days from the return of the student. Acceptable reasons for absences include the following:

- Illness of the Student - Parent or Doctor's Note
- Medical Appointment - Doctor's offices usually have an excuse form
- Quarantine - Parent or Doctor's Note
- Bereavement (immediate family) - Parent or Pastor's Note

There are three categories of Absences:

1. Excused absences that fit the criteria above are notated in the record book as such but are treated as though the student was present, allowing them to make up work for credit. They would qualify for any attendance awards.
2. Pre-arranged and approved absences that are not school sponsored are unexcused and do not qualify for any attendance awards but do allow students to make up work for credit.
3. Unexcused absences do not qualify a student for any attendance awards. If no written explanation is provided within 3 days it will be labeled unexcused. Work for credit will not be able to be made up.

School work that is missed because of excused or arranged absence shall be made up within the number of days of absence after the return of the student to the classroom. (If a student has been absent for three days, then three school days are allowed to make up the missing work.) When unexcused absences occur, make up work may be required, but credit will not be given.

If for any reason a student misses more than eight days in any one quarter (three tardies equal one absence), then that student's name will be taken to the Staff for review and appropriate action. The staff will consider the academic standing of the student and/or may wish to counsel with the parents. Should this become a continuing problem, the student's name will be recommended to the Board for appropriate action. Such action may include any or all of the following:

- Reporting to the authorities as outlined by Oklahoma State law.
- Expelling student from school and giving parents the opportunity to re-enroll student. (Re-registration fees are \$50.)
- Expelling student from school with no invitation to re-register.
- Special consideration may be granted for extenuating circumstances.
- Failure of classes missed.
- Other action as may be deemed appropriate by the Board.

In cases of a planned absence, please inform the teacher in advance so that class assignments may be given prior to missing school. If absence is planned, the student will receive material from the teacher at the timing that is available for the teacher.

## **Discipline Policy**

Practice and experience finds that where there is a school-wide discipline program, it is not used in the same way by the different teachers through the differing age groups of the school. Therefore, each teacher may work with a different program of discipline than that of a teacher in another grade. Teachers will work with students, parents, and administration as needed when a child demonstrates the need for discipline.

For more serious offenses such as insubordination, fighting, intimidation or demeaning other students, sexual harassment, or possession of weapons (knives are considered weapons), or any other serious problems, then the student will immediately go to the principal.

Possession of any firearm or drugs will lead a student immediately to the principal, and by law, the school shall report such possession to the proper authorities.

# School Environment

By applying to TAA (a Seventh-day Adventist school), you are committing to show yourself supportive of the established purpose of Adventist Education, and committing to live in harmony with the standards, expectations, and goals of this school.

To create a healthy classroom and school atmosphere TAA reserves the right to limit, search or restrict any method or mode of communication (such as computer, media devices, technology usage, written notes, code, body gestures, or use of another language etc.) that has become a means of communicating hurtful or offensive messages, bullying, escaping supervision, being discourteous or carrying out any other inappropriate or irresponsible behavior. In addition, it is understood that for the goal of academic excellence, unity and cohesion, English is the common language used on campus during school hours.

## Standards of Conduct

Some practices do not fall in harmony with the Christian standards of Seventh-day Adventist schools. TAA will not knowingly tolerate a student of such practices. Students who participate in any such activities are stating a removal of their commitment to Adventist Education and their current and future enrollment will be evaluated or terminated.

The student will refrain from:

1. Expressing atheistic ideas or undermining the religious ideals of faith upheld by the school.
2. Using profane or indecent language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature, pictures, or articles, or clear acts of racism.
3. Using tobacco, alcohol, drugs, or narcotics in any form, having the same in one's possession, or furnishing them to others.
4. Possessing knives, firecrackers, squirt guns, fire arms, cigarette lighters, matches, or explosives of any kind.
5. Gambling, betting, or possession of gambling devices.
6. Dishonesty, including theft, willful deception, cheating in examinations, plagiarism, class work, or any phase of school business.

7. Improper sexual conduct: TAA has adopted a hands-off policy. Improper displays of affection, such as, touching, holding hands, and kissing are unacceptable behavior for TAA students.
8. Defiance or insubordination, disrespect or disobedience by any student toward any teacher or staff member.
9. Shoving, pushing, fighting, or being involved in any physical or verbal altercation.
10. Destruction or vandalism of any school or personal property.

## **Bullying**

TAA has a zero tolerance to bullying. We have implemented this zero tolerance policy to be in support of Oklahoma state law and the Oklahoma Seventy-day Adventist Conference.

## **Attitude**

Whenever, in the judgment of the faculty, the student's attendance at TAA is no longer profitable to his or her self, or his or her influence is detrimental to others, or when previous attempts to help the student have not brought about the desired results, parents will be requested to withdraw the student from school.

The school will endeavor to keep in close touch with the home regarding the student's progress. Parents will be consulted in dealing with serious problems.

## **Wellness Policy**

TAA is committed to providing a school environment that enhances learning and development of lifelong wellness practices. All students should possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. In addition, all staff are encouraged to model healthful eating and physical activity as a valuable part of daily life. To meet these commitments, TAA has adopted a wellness policy with commitments to nutrition, physical activity, comprehensive health education, marketing and implementation. The intent of this policy is to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

## School Procedures

1. Students will not be permitted to leave school grounds after their arrival at school or during school hours except for organized class functions or where previous arrangements have been made through the office. If a student needs to leave early, the parent must stop by the office to sign the student out.
2. Students with automobiles, motorcycles, or bicycles must use them only for transportation to and from school. No students will be allowed in cars during school hours or recess. School insurance demands that no other students be allowed to ride in a student's vehicle unless previous written permission from both students' parents have been granted. Cars must be locked and parked in the designated area.
3. Eating will be permitted only at the designated times and in designated places. No snacks or beverages are allowed in the classroom without teacher approval. Water is acceptable. No food or liquids allowed in the computer lab or library.
4. Gum is not to be chewed in the school or on the school premises at any time.
5. MP3 players, iPods, and electronic game devices are not permitted on campus. Cell phones may be brought to school if powered down and given to the teacher by 8:00 AM and picked up after 3:00 PM. If you need to reach your student during school hours please give the office a call, and we will be happy to pass a message along to the student.
6. Students should get permission from their teacher and/or the principal one day in advance before bringing visitors to school. Visitors must be dressed in accordance with and recognize other standards of TAA.
7. The school telephone is not to be used by students without permission from a staff member. Parents needing to get in touch with their child during school hours may call the office and leave a message. Classes will not be interrupted except for an emergency.
8. Seventh-day Adventists support a vegetarian lifestyle. Therefore we encourage lunches being brought to school be vegetarian as much as possible. Caffeinated beverages should not be consumed by students on school grounds in support of healthful living recommendations.
9. The school doors will be open no earlier than 7:30 AM. Students should plan to arrive at 7:45 AM. School begins at 8:00 AM. (Students are marked tardy after 8:00 AM.) School dismisses at 3:00 PM daily. Parents should plan to pick students up between 3:00 PM and 3:15 PM.
  - 3:00 PM - 3:30 PM Students will be in the dismissal area. No additional charge.



- 3:30 PM - 6:00 PM Students will be included in the After School Care Program and follow the after school care fee plan.

For any exceptions to the above policy, please contact the principal's office. In case of the abuse of this policy, TAA holds the right to implement a more strict policy at any time.

## **School Dress**

Modesty begins in the heart, not at the mall. The TAA modesty/neatness guidelines are presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled. The intent of the standards is to present a school-business atmosphere; school is the "job" of our students. The standards are not meant to be divisive, legalistic, or to dictate a pseudo-righteousness. Our modesty/neatness guidelines simply state the appearance we desire for our students - modest and neat. The modesty/neatness guidelines apply from school arrival until departure. The school does not impose guidelines for students involved in non-school functions. The school recognizes parental authority and depends on parents to support the guidelines by checking their children before school each day to make certain they comply with the TAA modesty/neatness guidelines.

All TAA students are to arrive at school in compliance to the modesty/neatness guidelines and remain thus throughout the school day and at all school related activities and events.

Below is a list of dress guidelines:

- Modest clothing in all cases will, at least, reach to the top of the kneecap, plus the student must be able to raise arms without the midriff showing.
- Clothing will not be gaudy, dirty, old, have holes, ragged, or displaying inappropriate thoughts.
- Shorts are allowed that come to two inches above the top of the kneecap or longer.
- Nail polish, if worn, should be neat and professional and well maintained. It is at the discretion of the administration to be removed at any time.
- Hair must be clean, neatly trimmed, and of moderate length. At all times, boys' hair is to be above the eyebrows, above the earlobe, and off the standard collar. If hair begins to grow too long, a notice will be sent home to be signed and returned the next school day. Failure to do so will result in a

Modesty/Neatness detention. Failure to get the hair cut within seven days will result in a Modesty/Neatness detention.

- Ornamentation - Nose, cheek, body, and/or ear piercings; tattoos (permanent or wash-off); unnatural hair coloring; and necklaces, bracelets, etc., are not appropriate.
- Hats, visors, and sunglasses are not appropriate to be worn in the buildings.
- Safe, sensible shoes are required.
- Footwear must be worn at all times.
- Clothing must be of an acceptable material.
- Leggings are appropriate as long as they are worn under skirts and dresses which conform to the Modesty Guidelines.
- Slacks, cords, and jeans (no tight fit) are acceptable for school wear if they are clean and whole. Pants are to be hemmed (cuffs are not to drag on the ground) and worn at the waist. Undergarments are not to be showing at any time. Fitted cargo pants are acceptable (no “baggy” look). No athletic pants, nylon rip-stop material, fleece, pajama-type material, sweats, or warm-ups outside of PE.
- The school does not accept breakaways or tank tops as appropriate clothing.
- Jewelry and wristbands are not acceptable.

Any student consistently out of harmony with these rules may be marked with citizenship problems which will nullify any “honor roll” qualification. This policy is maintained on field trip days. Students neglecting this policy may be required to stay at school during scheduled field trips. Principal has final discretion.

### **Physical Education Dress**

Modest length shorts (within 3 inches of knee), tops, and sneakers are required for 7-12 grade PE class. All 7-12th grade students are required to change for PE.

### **Banquet and Graduation Dress**

Dresses must be two inches above the knee or longer and have a modest neckline and back. Tight or clinging dresses are not appropriate. Strapless dresses are not permitted. Straps must be at least one inch thick.

## **Extended Day Education**

TAA recognizes the need for working parents to seek out additional child care for after school hours. In response to this need, an Extended Day Education is offered between the hours of 3:30 PM (2:30 PM on Fridays) and 6:00 PM. This program is intended to assist parents in designing and maintaining a workable family schedule. The program will be structured as follows: At 3:30 PM (2:30 PM on Fridays) students will be moved into the Extended Day Education Program. A fee schedule will be provided you from the Extended Day program.

## **Home and School Association**

The Home and School Association of TAA has a definite and important purpose. Its aim is to serve every home represented in the school. It is concerned with all in the home, from the infant to the parent. Its purpose is to serve the school, parents, and teachers.

Since the purpose of the Home and School Association is to bind the home and school together, one cannot operate without the other. The solution of the problems of the children depends on the combined efforts of the two. Home and School Leaders cannot have a society alone. This is a church school, and today's children are the church of the future. If the cares of this world interfere with duties toward the school, the church will suffer in the future.

The school will profit from equipment purchased by the combined efforts of the parents and the school. The welfare of the school children demands the best efforts parents, teachers, and educational leaders can put forth. Many hands make light work for everyone.

“The teachers in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptation.”

Testimonies to the Church, Vol. 5 pp. 88, 89

## **Other Campus Policies**

### **Library**

The library provides a quiet atmosphere for study. Please help make the library what it should be. Silence is the first law of the library; it is not a place for visiting. Any library materials taken from the library area must be checked out in the proper way. If materials from the library are found in a student's possession and are not properly checked out, the student will be fined \$10.00 per item. The Librarian will assist students as needed, please ask for help. All library books must be returned or paid for before final report card is issued.

### **Student Valuables**

TAA assumes no responsibility for the private possessions of students. The upper grades are assigned a locker to keep their possessions safe. If a student desires some protection for something, they must talk with the office staff or the principal. Most at risk things would be musical instruments or electronics.

### **Chapel**

Chapel or assembly programs are held weekly. These programs will help to promote continuity of information between the various classes of the school. Chapel attendance is required of each student and is open to parent and homeschool attendance as well.

In order to maintain a quiet, reverent atmosphere in the chapel, students are requested to enter the chapel quietly, take his/her seat, and refrain from conversation.

### **Religious Activities**

TAA offers a variety of opportunities for student participation in organized activities. These organizations offer spiritual leadership, christian friendship, and opportunities for students to be busy in many worthwhile ways.

TAA's religious exercises aim to challenge the school family to live life at its best. Active student participation is expected in all religious activities. This participation allows for development of the student's abilities. Religious activities are an important factor in the development of a rich christian experience, and are most valuable in training for future leadership.

## **Snow Days**

TAA will make every reasonable attempt to follow the school closing schedule as the Tulsa Public Schools for snowy/icy weather. Listen for a phone call from One Call, watch Facebook and/or check your email. These announcements will be given as early and as timely as reasonably possible.

## **School Hours**

School is in session from 8:00 AM until 3:00 PM Monday through Thursday and 8:00 AM until 2:00 PM on Friday. The building will be open by 7:30 AM. Students should not arrive before 7:30 AM.

Reasons for picking up students immediately after school are:

- Cleaning of school
- Faculty Meetings
- After-school duties in classrooms
- Teacher are not on duty after 3:30 PM. After School Education starts for students who are not picked up by 3:30 PM for a fee. See above.

## **Medical Policy**

No medication will be administered without prior written consent from the parent or physician as necessary. The medication brought to school must be in the original container, whether prescription or over the counter medication, properly labeled with the student's name and turned in to the school office. If your student has frequent headaches or cramps that require the use of Advil or Tylenol, please send a small bottle to the school for their use during the school year. The bottle must be labeled and left in the office. At no time are students allowed to keep medication in their pockets, lockers or purse to take at lunch. The student must go through the office for dispensing of all medication. Students who bring medication to school need to bring it to the office upon arrival at School. All students must have a "request for administration of medication" on file in the office.

A student who has a fever or is vomiting may not be brought to school. A student who develops a fever or vomiting during the day will be isolated; parents will be called to pick them up immediately. A student must be absent of fever for at least 24 hours before returning to school. A student who develops any contagious illness will not be allowed in school until the temperature has normalized for at least 24 hours.

# Asbestos

TAA has been inspected and tested for asbestos. The official report is on file at the school office and is available to the public to view, if requested. Copies are available for a reasonable fee.

Samples taken indicate that the school is asbestos free, with the exception of floor tile adhesive. This material is under the floor tile and poses no threat to the health of the students.