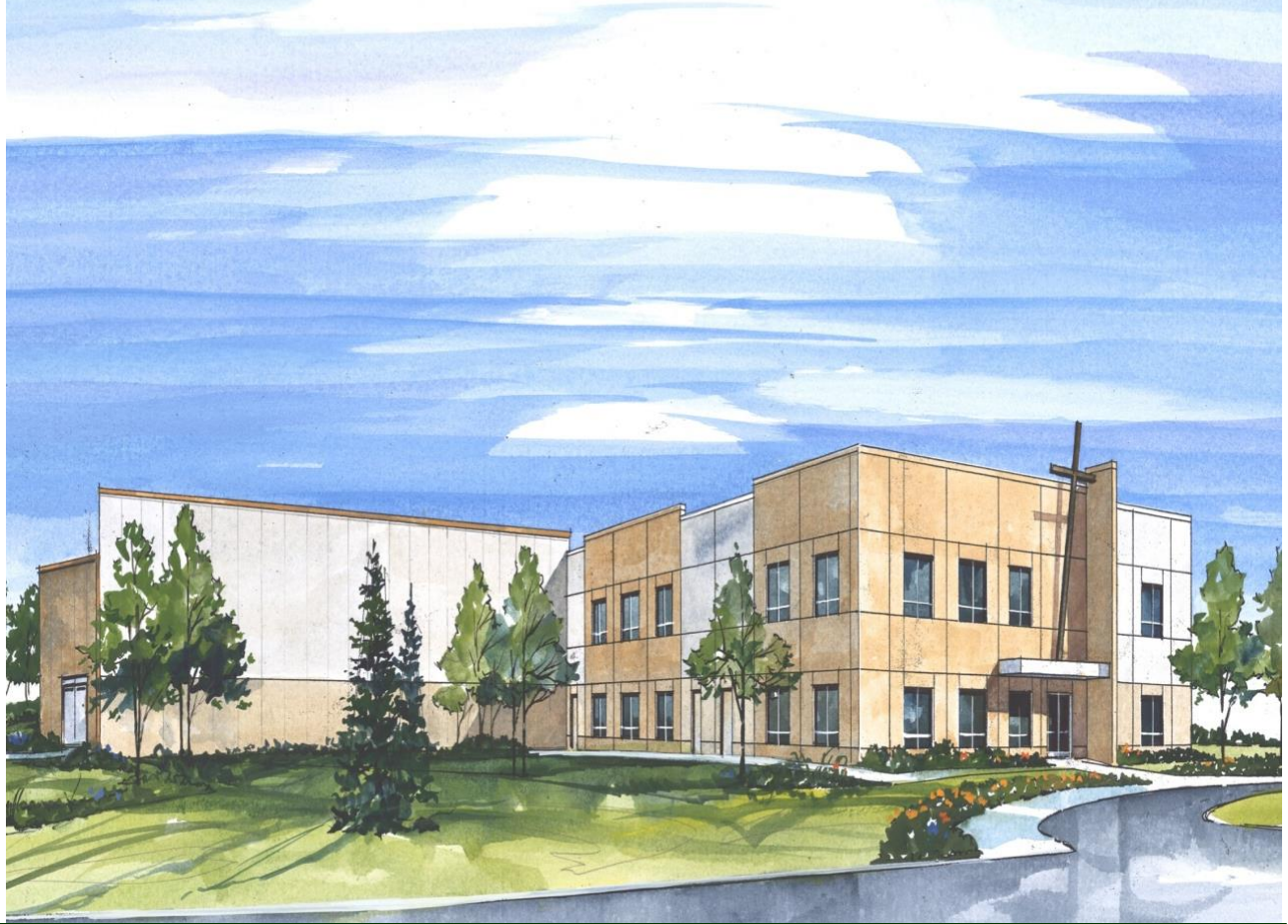


**TURNING POINT FAMILY  
WORSHIP CENTER**



**PARENT/STUDENT  
HANDBOOK**

A Freeway Accredited School  
Indiana Department of Education

Mailing Address: 4501 N. Post Road, Indianapolis, IN 46226

Telephone: (317) 898-4420

Fax#: (317) 898-4423

Website: [www.tpschoolsindy.com](http://www.tpschoolsindy.com) OR [www.turningpointfwc.com](http://www.turningpointfwc.com)

**June 2021**

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Turning Point School Board reserves the right to change this Parent/Student Policy Manual at any time, for any reason. Parents and students will be notified in a timely manner regarding changes made.

## *Welcome to Turning Point Schools*

Dear Parents and Students:

We are so excited to welcome returning as well as new students to TP Schools. We are anxious to see the blessings of the Lord upon this ministry as we begin the 2021-2022 School year.

We believe it is an honor to offer your family a safe, Christian environment that focuses on excellence in education. We are so pleased how the Lord has brought this program together and look forward to creating many wonderful memories with your family.

Our Staff are Christians first! They bring to our School a wide variety of experience. They love working with children and support the vision of this School. We are so blessed to have each of them working with us and trust you will feel the same as they serve your child's educational needs.

We must ask ourselves, "What are we trying to accomplish here at TP Schools?" We are anxious to prove "Faith + Love + "Consistency" + "High Standards" + "Family & Staff Support" = Successful Students! YES, it takes all that and full student participation. This isn't anything new! We've heard these standards for years. We just believe it's our turn to make a difference and with God's help, WE WILL!

This is our twentieth year providing educational services in the community we love to serve. Our desire is to provide a school, which is rated as an A school by the Indiana Department of Education, that embodies Christ and Education. We thrive off our learning experiences and trust God to make this year better than ever!! You and your family are the reasons we work towards excellence.... We believe you deserve it!

Thanks Again,

Tanya Harris, Administrator  
Tim Harris, Pastor



## **PHILOSOPHY OF EDUCATION**

TP Schools is committed to a holistic education process whereby each constituent (administrators, teachers, students, and parents) involved is responsible and accountable for the academic and spiritual development of each student.

TP SCHOOLS commits to having a well-trained staff that affirm, communicate, and work towards our goals.

Our Teachers, whose primary focus is to ensure that students meet or exceed the desired learning objectives, seek continuous personal and professional development, and are personally committed to the academic and spiritual enrichment of each student.

We want Parents who are active in achieving TP Schools' mission, and participate in the evaluation and improvement of the instructional program.

## **TP SCHOOLS VISION STATEMENT**

TP Schools is an educational ministry of Turning Point Family Worship Center. Our vision is to *TEACH, TRAIN, TRANSFORM, and TESTIFY!!*

## **TP SCHOOLS MISSION STATEMENT**

TP Schools is comprised of preschool, elementary, and our middle grade levels. We strive to build a solid foundation for our youth to build upon and to achieve academic excellence for the rest of their life. TP SCHOOLS is a school of learning for children. We are serious about educating our students in a Christian environment! Our School will continue to strive for excellence. Our entire Staff will be challenged to provide quality education and an atmosphere conducive to the Twenty-first Century students.

## **TP SCHOOLS MOTTO**

**Christ and Education is the Best Combination!**

# TURNING POINT SCHOOLS | 2021-2022 CALENDAR

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 First Day of School

18 E-Learning Days  
(No Childcare)  
21 Presidents' Day- No School (No Childcare)

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day-No School

7-11 School-Wide Testing  
Parent Conferences  
E-Learning Days  
(No Childcare)

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Parent Conferences  
E-Learning Day  
(No Childcare)  
18-19 Fall Break  
(No Childcare)

1 Teacher Inservice Day/  
E-Learning Day  
(No Childcare)  
4-8 Spring Break  
(No Childcare)  
18 I-Learn Begins

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Veterans Day  
22-26 Thanksgiving Break  
(No Childcare)

19 Field Day  
20 Pre-K Graduation  
23 K-8th Graduation  
24 Student's Last Day  
25 Staff EOY Luncheon

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16 Last Day for Students  
17 Staff Christmas Celebration  
20-Jan. 3 Winter Break  
(No Childcare)

13-30 2022 Summer  
Enrichment Camp

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 TPS Staff Returns  
4 TPS Students Returns  
17 M.L. King Day  
17-21 Staff Inservice Days  
(No Childcare)

4 Independence Day

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Students Return



Staff Days

## **GENERAL POLICIES & GUIDELINES**

### **EXCELLENCE**

Based on the biblical mandate in I Corinthians 10:3: that whatever we do, we are to do all to the glory of God. Our goal is to strive for excellence in every academic subject, as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

### **LOCATION**

TP Schools is located on the 20 acres of Turning Point Family Worship Center Campus at 4501 N. Post Road, Indianapolis, IN 46226. We are conveniently located with easy access to two major highways. Highway 465 and Interstate Highway 70 are less than 5 minutes from our property. Post Road is also a main street that crosses Pendleton Pike Road. We are truly positioned for you to get to work in minutes!

### **ADMISSIONS**

TP Schools is a ministry of Turning Point Family Worship Center. We are an independent, fundamental, and bible believing church. We believe in the bible teachings regarding salvation and separation from a life of Sin. As a church ministry, we set standards that are in line with the teachings of this church. Each division of TP Schools has specific criteria for admissions. Those parents interested in enrolling students in TP Schools should meet all criteria for acceptance.

- Application must be completed, and all required records/documents are submitted for review and registration fee is paid.
- All candidates for enrollment must submit letters of recommendation from two of the following: current teacher, principal, pastor, mentor, or other as requested.
- fast days All new students and parents must complete an interview prior to being enrolled
- Parent/Student Agreement Clause must be signed & returned acknowledging full cooperation with the rules and regulations of TPS.
- Formal Letter of Acceptance will be given by TPS if your application is approved.

### **FACULTY**

We strive as a staff at Turning Point Schools to be self-sacrificing and dedicated to Christian education. We share a sincere love for children, and a complete devotion to the Lord Jesus Christ.

It is our goal to employ teachers that provide high-quality learning experiences that meet the educational and spiritual needs of the students at TPS. It is our desire to hire certified and highly qualified Educators. However, we do employ teachers experienced in teaching, with the gift of teaching, who may be degreed in other fields.

### **SPIRITUAL EMPHASIS**

- Mandatory Chapel is held daily during homeroom.
- On Fridays we have General Assembly; everyone gathers for Chapel at 8:10am.
- We reserve the right to schedule special speakers.
- TPS parents are encouraged to join us for chapel service.
- Tuesdays are Turning Point Family Worship Center fast days. Students are not required to fast but may do so with parent permission. Parent must supply written consent to the child's teacher or the front office.

# **Teach, Train, Transform, and Testify!**

## **SCHOOL HOURS**

Before Care: 6:30a-7:45a

Preschool: 7:50a-3:40p

Elementary: 7:50a-3:40p

After Care: 3:45p-5:00p

Office Hours 8a- 5p / Summer Hours 9a- 4p

## **OFFICE**

The office staff provides accurate and timely assistance to the students, parents, and staff of TP Schools. To maintain a safe and orderly environment for ALL we are requesting you adhere to the following policies and procedures to assist our office staff:

- Business Hours are Monday through Friday, between 8:00am and 5:00 p.m.
- Parents must contact office during normal business hours with concerns.
- ALL VISITORS MUST CHECK-IN at front office!
- Any person dropping off homework, books, or other materials MUST leave it with the front office for delivery to the student during instructional hours 7:50a - 3:40p.
- Students that need office assistance should check-in with homeroom teacher first to obtain permission to go to office.
- Parents must schedule a classroom visit and check in at front office to receive visitor badge to be escorted by administration to the classroom.
- School telephones are for business use only and are not to be used by students unless an emergency arises, and teacher permission has been obtained.
- Parents are requested to make all calls to the office as brief as possible.
- School copy machines and/or fax are not for personal or student use.

## **CANCELLATION / 2HR DELAYS**

- Go to school website: [www.tpschoolsindy.com](http://www.tpschoolsindy.com)
- Notification sent via ONE CALL NOW
- WRTV channel 6/WTHR 13
- My School Worx email, text blast, ProCare

## **WE ARE A CLOSED CAMPUS**

***This policy is for the protection of our students!***

- This means that attendance at school is required from 7:50am until 3:40pm
- Students may not leave the school grounds without permission.
- A written note or parental call and office approval are required to leave during the day.
- When permission is given to leave campus, the student must report to office to sign out/in.
- A “closed campus” also means that non-students are not allowed on campus without permission.
- All visitors should register with the school office to receive a visitor’s badge.
- Parents must call if you are having someone else pick up your children. Please call and give this information to the front office.

## **VISITORS**

- All visitors to the building, including parents, are to check in at the office.

- All chaperones, classroom visitors, or guests must be approved by administration prior to arriving at school.
- Visitors are required to adhere the same code of conduct as TPS students and parents.
- Any classroom volunteers/visitors must complete application to volunteer and must have prior approval by Principal. Applications must be submitted 2 weeks in advance.

**Smoking, drinking, vaping, and us of any drugs are prohibited on school/church property 24/7.**

### **COMMUNICATION/PARENTAL INVOLVEMENT**

Your communication, interest, and involvement in your child's education are vital keys to your child's academic success.

#### **Learn about what is happening in your school!**

- Listen to your One Call Now phone messages, login in consistently to My School Worx, check your email and online communication resources daily.
- Utilize My School Worx, email, and text message to communicate with your child's teacher.
- Please examine all literature sent home with students daily!
- Visit the TPS website ([www.tpschoolsindy.com](http://www.tpschoolsindy.com)) and sign up to receive newsletter.
- Please call first to arrange an appointment with a teacher or administrator.
- Attend Mandatory Parent Meetings, Back-to-School night at your child's school, scheduled conferences, etc.
- Volunteer when possible at your child's school; and get involved & support PFO.
- It is imperative as you move and/or change your phone numbers that you notify the office immediately of such change. We must be able to reach you in case of emergency.
- Volunteers/Parents who refuse to comply with TP Schools Handbook & Standards of Christian Conduct will be asked not to attend field trips or participate in any future activities at TPS. Any Volunteers/Parents that fail to comply or become threatening toward other parents and/or TPS staff will be asked to leave the premises, and access to TPS property will be denied until after a scheduled conference with TPS Administration.

### **COMMUNITY CONNECTIONS**

- TP Schools Newsletter will be published as directed by administration please update and share your email address with the front office.
- Teachers will communicate with parents via assignment books, My School Worx, phone calls, emails, flyers, newsletters, etc. (Please check/read these daily to stay informed about your child's progress at school!)
- ONE CALL NOW will also deliver phone messages regarding school updates, closings & events!
- Before Care, After Care, & Summer Camp calendars, schedules, field trips, & events will be shared by homeroom teachers and shared via My School Worx, text, parent welcome center, etc.
- Please reference parent welcome center, flyers, and other posted information to stay up to date with current events.

### **WATCH ME GROW**

Parent involvement and support is always encouraged. Teachers may not always be available for phone calls/conferencing during the instructional day. This live stream program affords every parent the pleasure of watching his or her child's wonderful educational experience live. You can have the added comfort in knowing that you can check on your child any time of day!

- We encourage all our parents to sign up and download the app for free. Just go to [www.watchmegrow.com](http://www.watchmegrow.com) and register.
- Parents may go online or utilize cell phone app to access.



## **All parents and volunteers must abide by the TP Schools Standards of Christian Conduct included in handbook.**

### **PARENT FELLOWSHIP ORGANIZATION (PFO)**

TP Parent's Fellowship Organization will serve as an outlet for parents to support the school, help form policies, and serve as a voice for the concerns, needs, and suggestions of our Parents. A board that consists of the following will oversee this organization: President, Vice President, Secretary, and Treasurer. This board will meet and operate as needed throughout the academic year. The Administrator/Principal will approve all activities, programs, guidelines, etc.

Membership to the PFO is automatic based upon enrollment of your student(s) here at TP Schools. We invite ALL parents to attend events and actively support meetings. Announcements of the meetings will be posted and placed in TPS newsletter.

### **PARENT INVOLVEMENT**

For your child to take full advantage of the exciting experiences TP Schools has to offer, they will need ALL of your support! It is imperative that parents support their educational experience by assisting with events on a regular basis, participating with fundraisers, and attending parent-teacher conferences.

### **PARENT VOLUNTEERS**

Parents, who would like to volunteer to attend/chaperone trips or participate in any activity that would involve your being around the children on consistent (weekly, monthly, daily) basis, must complete an application and get a Criminal History Check.

### **WORK PROGRAM**

TP Schools has a co-op program that convenes from August through the last day of school. This program is only offered to help us lessen the overall expense of operating a school. Specific positions will be assigned based on the needs of the school deemed necessary by the Administration. Things you should know about this program include:

- Work Program gives \$8 per hour and is applied toward your tuition account only.
- Parents may apply for limited spaces in May of each year. Once these positions are filled, we can place you on a waiting list.
- Positions assigned are based upon your availability and qualifications.
- Positions may be created based on the needs of the school and not always posted.
- Co-ops responsibilities and hours are scheduled as deemed necessary by Administration.
- More than three unapproved absences will terminate participation in the Work Program.
- Three tardies/late to co-op is considered an unacceptable absence.
- Co-ops that are responsible, productive, and consistent will be able to apply for positions yearly.
- No minor children may come to the work with you.

### **ATTENDING SCHOOL EVENTS:**

Please feel free to park across the street at the pantry, on the grass if the parking lot is full. Please do not park in the grass between the Gym and the school. Parking in the grass when it is raining and muddy may cause your car to get stuck. Try to arrive at events early to acquire convenient parking.

- Please have your students here on time and in program attire (see uniform dress policy).
- Behavior taught by the Word of God and demonstrates the same courtesy we expect from our children.
- Everyone in attendance must always respect God's House!
- Please remember that school administration must work to do what is in the best interest of the students and the school.

- Parents are asked not to leave seats to video or take pictures. This will interfere with the quality of video the school is able to produce.
- Please remember that no weapons are permitted at school-sponsored events.

### **DROP-OFF & PICK-UP POLICY AND PROCEDURES**

Please observe speed bumps and the **10-mph speed limit** in the parking lot. Parents please keep in mind that various playground & learning activities may take place during your pick-up; check in at the front office upon arrival, be mindful of excessive noise and keep conversations to a minimum. Parent parking is available in the lot located in the front of the school.

#### **• WATCH FOR THE CHILDREN & PEDESTRIANS CROSSING.**

- Follow the arrows when entering and exiting the school campus.
- Be prompt and pick-up quickly!
- Parents must use My Pro Care fingerprinting system to check students in/out daily.
- **ONLY** Adults (18 years or older) with prior authorization will be granted access into the building.
- All visitors must report to the front office to pick-up students.
  - K-8 Students will be picked up and dropped off on gym side.
  - K-8 Students that have siblings in Pre-K will be dropped off and picked up on school side.
  - All parents must display pick-up decal daily in front windshield
  - Anyone picking up a student who is not the parent, must be given TPS Lanyard to display around rear-view mirror.

### **PICK UP PROCEDURES: ALL VISITORS MUST REPORT TO FRONT OFFICE!**

Parents please keep in mind that various learning activities are taking place during pick-up; be mindful of excessive noise and keep conversations to a minimum.

- Parents must **DISPLAY** in window the pick-up decal and utilize fingerprinting system to access the building.

#### **We strive to maintain a safe and orderly learning environment for all students!**

- Breakfast is served during the School year from 7:00a-7:20a. During Camps breakfast is served 7:30a-8:00a. If your children are late, they will not be served. Snack is served 3:45p - 400p.
- Please park and come in to drop-off your child. **DO NOT PARK AT CIRCLE OR MAILBOX!**
- Parents should not attempt to conference with teachers during pick-up/drop off times, please contact the office or your child's teacher and schedule an appropriate conference time.
- CCDF Parents must swipe daily. Children not swiped in will not be allowed to stay.
- Please notify the office immediately of any emergency/address changes.
- Please always keep **ALL** children with you. Unsupervised students are not permitted in the building at any time!
- Parent pick-up between 3:15-3:40 will not be permitted. During this time the entire school is transitioning for dismissal. Parents will be directed to remain in car or front entrance until dismissal arrives.
- Early Dismissal **ONLY** allowed for doctor appointments, prior approved requests, student illness
- **If a child is sick, a parent must arrange for the sick child to be picked up with an hour after receiving notification of illness. It is the sole responsibility of the parent/guardian to have in place, prior to the school year, an alternative emergency pick-up person(s) that is authorized to pick-up in the event the parent is unavailable. Please add this person to your emergency contact form.**

### **CHECK-IN/CHECK-OUT APP ON PHONE.**

- Ask to speak with the Office Secretary immediately.
- Please do enter/leave without clocking out.

### **CUSTODIAL CONCERNS**

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Non-custodial parents: the school will not resist or interfere with your rights in school related affairs, or access to the student's records, unless the school is presented with a court order or if there is a comparable legal document which restricts such involvement. TP Schools will not otherwise "choose sides" between parents nor will the school get involved in parental legal disputes. However, the non-custodial parent must be listed on all paperwork in order to visit or remove child from our campus. The custodial parent will be called for approval when a student is signed out by a non-custodial parent without prior notification to the office.
2. In cases where legal documents restricting access have been presented, the school will need a copy of all documentation. The school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents a written court order and a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary action.
4. Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of schoolwork, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

Unmarried parents must communicate with us regarding any changes in who is to pick up child (ren) and/or make tuition payments. We are obligated to the parent or guardian that (1) the child resides with (2) registers the child, and (3) makes the tuition payments. **Any restrictions mandated by custodial parent must be in writing and notarized or issued by a court.**

### **ILLNESS, INJURY, AND MEDICATION**

No child who has a communicable disease or illness will be accepted for enrollment. Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. Assignments may be sent home to help the student keep up with his work while recovering.

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment, the school will provide a supplemental student accident insurance form **at the request of the parent.**

- When at all possible, we encourage parents to schedule his student’s medication so that it may be given at home under your direct supervision.
- The school must have written authorization from a parent/guardian on file to administer ANY medication to students. “Permission to Administer Medication” forms. Prescription drugs will be administered according to recommendations given by physician. Prescriptions can be taken home and returned to school daily.
- Only sealed over-the-counter medications with accompanying authorization form will be dispensed. Once over-the-counter medicine is opened it cannot be taken home and brought back!

Public law limits the type of non-prescription medication that a school may administer. Aspirin is not administered at TPS to students because of concerns regarding side effects in children. The school office/nurse will attempt to keep the following medications to administer to students for intermittent use:

- Tylenol (or acetaminophen)
- Advil (or ibuprofen)
- Benadryl (or Diphenhydramine)

### **IMMUNIZATION**

In Indiana no child shall be admitted to any public, private, or parochial school, grades kindergarten twelve (K-12), or any child development program under the control of the Department of Education without first presenting a valid Indiana Certificate of Immunization. To be valid, the Indiana Certificate of Immunization must be signed by an individual licensed to practice medicine, surgery, or osteopathy or his/her authorized representative (Health Department or family doctor). For the welfare of your child and others in the school, all children who are sick must be kept at home.

- All students are required to have a physical examination within 30 days of admission or 12 months prior.
- No child who has a communicable disease or illness will be accepted for enrollment.
- Administration will decide whether a child who is ill will be permitted to remain in the program for the day. Children may be asked to submit a doctor’s note in order to return to school/program.

### **POLICY ON RELIGIOUS EXEMPTION TO IMMUNIZATION FOR SCHOOL CHILDREN**

Indiana Code 20-8.1-7-2 as amended by the 1993 General Assembly states:

“Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child’s parent objects on religious grounds. A religious exemption does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

1. Made in writing;
2. Signed by the child’s parent; and
3. Delivered to the child’s teacher or to the individual who might order a test, an exam, an immunization, or treatment absent the objection.”

The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. There is no requirement that the statement must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the parent verify the written statement each year.

## **NOTIFICATION OF INJURY OR DEATH OF A CHILD**

TP Schools will notify parent(s) or legal guardian of any injury of a child in our care. Children that have been injured in our care will receive first aid by a TPS staff member. This will be documented, and an Ouch Report will be sent home with the child for the parent to sign. If a child in our care has been seriously injured and will require medical attention (physician, dentist, RN, LPN, paramedic, or emergency medical technician) or in the unfortunate event of the death of a child; TPS will immediately make all efforts to contact the parent(s), or legal guardian via phone using the emergency contact information provided during enrollment. TPS is required by law to report all serious bodily injury to the Office of Early Childhood and Out of School Learning or an Agent of FSSA within 24 hour or immediately in the event of a death of a child in our care. Parents are financially responsible for any and all medical expenses that may incur due to medical care.

**ADVERTISEMENT:** TP Schools will advertise through photographs school/church website, social media, and/or other forms of advertisements. Children's photos and/or first names may be used in advertisement to promote TP Schools. Parents that do or do not wish to have their child photographed for advertisement purposes will need to complete the photo release form. If a parent wishes to change their desire to have or have not their child photographed, they will need to complete a new photo release form. Parents are not to post pictures of any TP Schools students to any social media accounts without prior authorization of TP Schools Administration.

## **CHILDREN WITH SPECIAL NEEDS**

TP Schools is committed to providing quality education for all students. Our Exceptional Learners Department does provide services to students with an IEP or 504 Plan. As part of the application review process, our department will determine if we provide the services needed to support your student's needs. **Admissions: official complete transcript including most recent Individualized Education Program (IEP), test scores, report card, and other legal documentation must be submitted for review.**

## **CHILD ABUSE LAWS**

TP Schools is required by law to report suspected child abuse and neglect. If you have any concerns or issues you would like to discuss the school principal and administrator has an open-door policy.

## **FUNDRAISERS**

The Parents Fellowship Organization (PFO) will sponsor fundraisers at the discretion of the PFO and school administration. All parents will be asked to support each fundraiser or donate the amount each student is asked to raise. All proceeds raised by the PFO will only benefit TP Schools. Remember our tuition rates will reflect your support of our goals to raise money for additional expenses.

## **BEFORE CARE/BREAKFAST**

- Before School care consist mainly of play time and breakfast.
- Children must be present and in line before 7:20am to receive breakfast.
- We will stop serving breakfast promptly at 7:20am.
- Aftercare will consist of several clubs for grades K-8.
- Preschoolers remain in their classrooms.



## **BRINGING FOOD TO SCHOOL**

- **Please DO NOT bring and/or send food of any kind to school, students will not be allowed to eat it!**
- Only store-bought foods or foods prepared in our registered kitchen will be served to the students.
- If you want to bring refreshments for birthdays, school parties, etc. remember they must be store bought, not homemade.

## **FOOD PROGRAM**

TP Schools participate in a Government program that provides guidelines for our menu and quality of food served. Parents cannot bring individual lunches, breakfasts, or snacks to TP Schools.

### **STUDENT ALLERIGIES**

Please notify TP Schools immediately in writing from physician as well as written on your lunch application. Please give this information to front office staff.

### **CLASSROOM CELEBRATIONS**

- Classroom celebrations will be held at various times throughout the year.
- Celebrations include: Fall Harvest, Thanksgiving, Christmas, Valentine's Day, Easter, Birthdays, and End of the Year.
- The teacher will contact parents who are interested in assisting with celebrations. Please feel free to contact your child's teacher for more information.
- All Birthday celebrations are the sole responsibility of the parent and must be pre-arranged with the teacher. Please remember that all food and snacks must be store bought! Please contact teacher about possible food allergies before bringing food.

### **CAMP PARTICIPATION RULES:**

1. Dress code for the CAMP complies with our convictions as a Church. It is addressed under our Dress Code for School. (Please read) However, campers are not required to wear uniforms. They must not wear revealing tops or short shorts. Shoes must protect their feet.
2. Arrival during the CAMP is by 9am. If your child is dropped off after 9am, they may not be able to stay if their class has left for a field trip. **No penalties for bring students late if we are not going anywhere.**
3. Rules regarding your child joining us on location or leaving with someone else on field trips is as follows:
  - Written notice must be on file prior to trip if child is going to leave with anyone other than his or her parent or legal guardian.
  - Students may not be able to join class on field trip. It is at the sole discretion of the Teacher/Group Leaders' responsible for the trip. Transportation may prohibit late comers as well as funds. If they hadn't prepared for any additional students, they won't have the funds available.
  - In order for your child to attend field trips, TPS must have a signed permission form on file.
4. Children will be labeled and/or asked to wear GOLD TPS logo tops and blue jean bottoms, identifying them with our group.
5. Children will be assigned a group leader that will be always responsible for them. Any disrespect or disobedience of a Group leader may result in student not being able to go on a field trip or prohibited to return.
6. During Camp any major infraction of rules of respect and following orders as stated under Standards of Christian Conduct, Classroom rules, and Discipline Policies apply during all Camps. However, the difference is that there will be no tolerance of behavior problems during the Camp that cause harm or disrespect of student and staff. Once a student is reprimanded three times or deemed to be uncooperative during any camp, they will be sent home and not allowed to attend the rest of the Camp week. Admittance to future camps or camp weeks will be based on correction of behavior and an apology in writing from elementary students. (This policy does not apply to preschool.)

## **EMERGENCY PLAN**

### **CPR/First Aid**

A staff member with CPR and First Aid certification will be always on site that children and staff are present. All staff members are required to complete these trainings as specified on their CPR certificates.

### **In Case of a Medical Emergency (Child):**

Parents will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in the school office along with a copy of the emergency medical authorization form. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary, we will transport the child to the hospital of choice via ambulance.

### **In Case of Child Illness:**

Parents will immediately be notified in the case of a child illness. A copy of each child's record is kept on hand in the school office and emergency contacts numbers are in each child's classroom. Every effort will be made to contact the child's parent or guardian in the case of child illness. If necessary, alternate contacts will be called. **Parent will need to pick up the child within 30 minutes to 1 hour time span.**

**If a child is sick, a parent must arrange for the sick child to be picked up with an hour after receiving notification of illness. It is the sole responsibility of the parent/guardian to have in place, prior to the school year, an alternative emergency pick-up person(s) that is authorized to pick-up in the event the parent is unavailable. Please add this person to your emergency contact form.**

### **Caregiver Illness or Death:**

In the event of a serious illness, serious injury or death of a provider, the School Administrator will notify the parents.

### **Emergency Drills/Codes:**

To prepare ourselves for a real-life emergency on campus, we schedule monthly emergency drills/codes. These drills keep the ministry up to code with the local Fire Marshall and train the children how to best escape from a fire.

### **Evacuation Plan:**

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet parking lot. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via telephone.

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted. In the case of a temporary evacuation, the TPKA program will be moved to **Turning Point Community Pantry located at 4554 N Post Rd.**

## **EMERGENCY PROCEDURES**

Instructions regarding fire and inclement weather emergencies are posted in each TPS Classroom. Teachers will review the procedures for fire and weather emergencies with their students at the beginning of the school year and periodically throughout the year. In case of a fire drill or fire emergency, students are to move quickly and quietly from the building to their designated areas. In case of inclement weather, students should move quickly and quietly to their designated places throughout the building. All student movement should be done without talking, running, crowding, or touching each other. Upon reaching their assigned areas, the students should turn and face the teacher so that an accurate roll may be taken. Each teacher will keep the class roster/grade book with him/her during emergency procedures to take attendance.

## **EMERGENCY CODES**

**CODE YELLOW:** Someone is working/or in the building, that is a NON-EMPLOYEE of TPS. Students must remain in classrooms and must be accompanied by an adult if they leave the classroom.

**CODE BLUE:** Someone has entered the building UNAUTHORIZED. Staff/Students may be in eminent danger. Secure children in your classroom. Lock your door, turn off lights, and relocate all students and staff away from all doors and windows.

**CODE WHITE:** There is an emergency that requires EVACUATION of the building. Grab your EMERGENCY FOLDER and remove the children from the building quickly and quietly. Follow evacuation procedures for fire drill.

**CODE RED:** There is a MEDICAL emergency in the building. Close blinds; keep students away from windows and all doors. Staff and students should clear the hallway and remain in classrooms until notified by administration. Continue with normal educational activities.

**CODE ORANGE:** There is eminent DANGER near/on campus and all staff and students must remain in classrooms with doors locked, blinds closed, and away from all doors and windows. Staff will continue with normal educational activities.

**If we must evacuate the building for any reason, parents will be notified and emergency procedures for evacuation will be followed.**

## **ADMISSIONS POLICIES & PROCEDURES**

**Annual NON--REFUNDABLE Registration fee \$100 per family.**

### **ALL Students:**

- Completed Application along with Fee must be received prior to interview being scheduled; Student records must be received if applicable. A non-refundable Registration fee of \$100.00 per family, plus other misc. fees is required. Registration fee is due upon receipt of application and must be paid before interviews are scheduled. If it is determined during the initial interview process that your child will not be attending TPS, your registration fee of \$100.00 will be returned.
- Interview with Financial Counselor for preview of fees, policies, financial aid availability
- An interview will be scheduled with Administration (Parent & Student must be in attendance)
- Entrance Exam will be scheduled and administered.
- Admissions decision letter will be mailed to applicant.
- New TPS family will meet with Administration to go over handbook and other pertinent information.
- TP Schools does not provide transportation. Parents are required to provide transportation daily.
- TP Schools participates in the free/reduce food program, and all families must complete a free and reduce lunch form every year.
- Children who have withdrawn for more than 1 semester must apply as a new student.
- **Discounts Offered: Military \$500**

**\*All registration fees are NON-REFUNDABLE**

**Virtual/Hybrid Schedule During COVID-19:** TP Schools will offer Hybrid Schedule to parents utilizing ZOOM, Google Classroom, and Loom to provide daily virtual instruction to students. During virtual days students will logon to have class via Zoom, Loom Videos, and all assignments will be posted on Google Classroom. Every Friday teachers will conference via zoom, facetime, or google duo with parents & students for 5 -7 min to go over academic and virtual progress. Friday we will have Virtual & In building Learning Labs for all grade levels K-8. Elementary will be in the building for in person instruction Monday



**& Tuesday (Virtual days Wednesday-Friday); Middle School (6th-8th) in building Wednesday & Thursday (Virtual Days Monday, Tuesday, Friday). All staff will receive training and must complete virtual instruction in their classrooms utilizing smart touch tv technology, Loom, ZOOM, Google Classroom, and other various virtual resources and technology. Daily attendance will be taken by staff in My School Worx.**

**Camps or School Breaks Only:**

Non-TPS students pay a \$25 annual registration fee. The only exception is siblings of full-time TP students; as no additional registration fee required.

**DISCIPLINE POLICY**

TP Schools is committed to your child’s safety, development, and a healthy learning environment. It is particularly important to us that each child is nurtured through love, patience, and understanding. The purpose of discipline is to encourage our students to develop biblical self-discipline in their lives (Proverbs 25:28) and to aid young people in development of Christian character (Proverbs 22:5)

**Discipline of a student is a joint responsibility of the parents, teachers, and the administration.**

**Some children may have difficulty following rules, in response to misbehavior:**

**We will not use:**

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or basic needs
- Humiliation

**We will:**

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Model Christian behavior
- Use the level system (outlined in handbook) along with MTSS/RTI if needed



If your child’s behavior is continually disruptive, physically or verbally harmful to a teacher, another student, or themselves, the teacher and/or Administration will meet and discuss the issue with you privately. If the situation can be resolved, the student may remain enrolled. If we can’t resolve or feel TP Schools is not the best learning environment fit, we reserve the right to suspend or terminate services.

**ENROLLMENT PROBATION**

Students who are enrolled at TPS will be accepted with a probationary period of sixty (60) days. This

may be imposed if there are concerns that TPS may not be the best learning environment for the student.

**WITHDRAWING A STUDENT** Parents will complete a student withdrawal form along with exit interview with Administration to remove student from TPS. Form should be returned during interview.

**APPLICATION DENIED OR DELAYED**

No Student will be allowed to register for TP Schools if they have an outstanding balance from a previous Camp/school year. Decisions on admission based on additional information requested may remain undecided for up to 30 days. Parents will be notified in writing if denied.

**NON-DISCRIMINATION POLICY**

TP Schools admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate based on race, color, or ethnic origin in the administration of its educational policies, scholarship and discount programs, athletic and other school administered programs.

**THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

TP Schools work hard to protect the privacy of our students and families. Families that enroll at TPS agree by enrolling, that when necessary, records may be shared between affected teachers, staff, board members, and leadership. See the Privacy Form in the appendix section. This includes accident reports, behavior issues, and sickness.

**TRANSFER POLICY**

Grade placement and credits are normally accepted at face value from prior educational institutions, but TPS reserves the right to administer an entrance exam to ensure student is proficient with grade level requirements. When grade placement questions arise, TPS reserves the right to place students in the grade level or give credits according to the results of entrance exam.

**APPROVED UNIFORM DRESS**

TP Schools will partner with **School Zone (5425 Keystone Ave, #200)** to provide a place for our families to buy TPS approved uniforms. ALL students are required to wear uniforms beginning on the first day of school. School Zone provides reasonable prices and quality uniforms that may be purchased through their layaway plan and other programs to assist you during the school year. To inquire about prices and availability, please contact School Zone directly at 317-253-7889.

**MIDDLE SCHOOL 6<sup>th</sup> – 8<sup>th</sup> Grade**

**FOR UNIFORMS GO TO [www.frenchtoast.com](http://www.frenchtoast.com) for REQUIRED items: jacket, PE uniform, tops, bottoms, sweaters**

**School Zone for REQUIRED items: ties, cross ties, skirts (only approved middle school skirts), pants (must be French toast brand), white button-down oxford (can be purchased at other store locations also)**

- Boys: ALL hairstyles must be always moderate & well-groomed (no more than 1 inch)
- No sponged or unkempt looking hair
- NO Dye/Color in hair for boys or girls.
- **Girls' hair must be well-groomed and neat daily.**
- No designs in boy's heads; no shaving off girls' hair.
- Nails worn by girls can not interfere with typing.
- **All hair accessories must match school uniform colors (blue, gold, white, black)**
- No Mohawk/Mohawk-like or other carvings in hair designs.
- Girls may wear **small** earrings that do not dangle- no earrings for boys.
- Neither gender may wear nose rings, body piercings, or tattoos.
- Boots worn must be placed in cubby or locker once inside the building.

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- All students in Kindergarten must have a change of clothes, underwear, & socks always kept in their cubby in case of accidents.
- Leotards should be navy blue, white, black; shoes must be all black including sole
- Students should wear shirts tucked in with a black or brown belt.
- Formal events/banquets:
  - ✓ The formal attire must meet modesty rules of the school.
  - ✓ Dress lengths must be tee or floor length.
  - ✓ No tight fitting, slinky, sheer, or see through attire.
  - ✓ No strapless or revealing attire.
  - ✓ Please remember we are a Christian school with modest dress codes.



## FINANCIAL POLICIES

### **FINANCIAL COMMITMENT & POLICIES:**

The School year tuition at TP Schools is as follows: (August-May)

- PreK-Kindergarten Tuition: \$6240.16 (per student)
- 1<sup>st</sup>- 8<sup>th</sup> Tuition: \$6240.16 (per student)
- Preschool-8<sup>th</sup> Summer Camp: \$170wk per student (June) \*Activity Fees Apply
- Before/After Care: \$85wk

**Accepted forms of payment: money order, credit card, debit card, ACH (automatic draft)**

Parents enrolled during the academic school year (August-May) pay for the annual tuition as agreed upon on your financial contract. Camps (Fall/Winter/Spring) are included in tuition for PreK-Kindergarten.

**All parents must meet with the Financial Counselor before your child begins school.**

**NOTE: When TPS is closed due to scheduled breaks, weather related closing, and holidays, all tuition payments are still due and expected as agreed upon in your financial contract. You are responsible for the annual tuition whether your child is in attendance or not.**

### **SUPPLIES**

- Supply lists will be available by grade level.  
(Check online after June 1<sup>st</sup>: [www.tpschoolsindy.com](http://www.tpschoolsindy.com))
- ALL students MUST be prepared and ready to learn on the FIRST day of school!

### **DAMAGED TECHNOLOGY/BOOKS**

At TPS we strive to provide an academic environment committed to Excellence. Implementation of the curriculum will begin on the **FIRST DAY OF SCHOOL**. It is vital that each student has all the necessary technology, school supplies & books needed to be successful.

- All books, Chromebook, tablets, hot spots that are issued by TPS must be returned in the same condition in which it was issued without damages, writings/markings, torn pages, folded pages, etc.
- **ALL LOST OR DAMAGED TECHNOLOGY/BOOKS MUST BE REPLACED BY PARENT** in the form of a **NEW** textbook, Chromebook, tablet, hotspot, etc. The cost for replacement will be billed directly to account and is due within 2 weeks of notice. If fees are not paid TPS will not release transcripts. Please Reference Technology Policy for specific Details.

#### **ADDITIONAL COST:**

- ✓ Before Care **ONLY** 1<sup>st</sup> – 8<sup>th</sup> / \$35wk per student
- ✓ After Care **ONLY**(1<sup>st</sup> - 8<sup>th</sup>) - \$50 per week.
- ✓ Before & After Care \$ 85.
- ✓ Mandatory Summer Enrichment: 8:30am-12:30pm; Late Pickup fee \$25 per child/ per day, fee is due upon arrival or it will be debited within 24 - 48 hours.

K–8th grade students attending before care/aftercare clubs/camps programs must complete and provide all registration documentation before starting. **All registration documentation must be turned in to the front office staff a week before camp begins.**

#### **SUMMER CAMP**

Summer Camp **Non-Refundable** Registration Fee for Non-TP Students is \$25.00. TP Students Summer Registration fee is included in the annual registration fee. ALL payments are due the Monday of Camp week. Summer Camp: Preschool \$170.00 per week

During summer all parents must sign up and pay weekly. Payments are due the Monday of that Camp week. Parents can bring students at their discretion during the summer. Some weeks may have a small activity fee added to cover the cost of admissions. Please refer to the Summer Camp Calendar.

#### **FINANCIAL POLICY**

Parents are required to pay tuition payments based upon the terms of the signed Financial Agreement. All payments are due in advance; therefore, your first payment is due on the first day of school and your last payment is the week before school ends. If you need to discuss payment plans, please speak with our Finance Counselor.

The services we agree to provide are outlined in this Handbook. **You must pay for each week we reserve a space for your child whether they are in attendance or not.** In case of prolonged sickness or absences, we have the right to fill your space on the third week. At the time your space is filled, you are no longer under any financial obligation to the School, except for any outstanding fees that occurred prior to the space being filled. Any time it is necessary to withdraw your student(s), we are requiring a two-week notice before withdrawing your student from the school. If you do not provide us with a two-week notice, you will be liable for the two-week charges, calculated from the last day of attendance.

Most communications will be done online regarding receipts and statements. If you fall behind in payment, please communicate with the Financial Counselor immediately. Non-communication, non-follow through and/or non-payment will result in us having to deactivate your child's enrollment. No one wins when we are forced to deactivate a student. Depending upon your payment contract, you are considered late 1 day after your payment due date. If payment is not received by the end of your payment cycle and before the next billing cycle, enrollment is subject to deactivation. Therefore, we ask that you please abide by your financial agreement.

## **LATE FEES:**

***A late pick-up fee of \$25 plus \$2.00 per minute, per child will be assessed when a child is left beyond the schools operating hours 7:50 am - 5p. Late pick-up fees are due at the time of pick-up and will be deducted via debit card on file if not paid. If fee is not paid the child will not be allowed to return to out of school care until all fees are paid.*** The late pick-up fee does not constitute an agreement to provide after-hours service. We are required by law to contact CPS for all children who are left and/or when parents cannot be reached. Non-payment of late fees will result in your child not being allowed to remain in aftercare program, not graduate, a financial hold placed on all report cards and transcripts and not allowed to attend any camps or attend TPS. If your K-8<sup>th</sup> grade student is not enrolled in the TPS before care/aftercare programs you will be charged a \$25 late fee per child per day if your child is dropped off before 7:45am or picked up after 4:30pm.

## **ADDITIONAL FINANCIAL INFORMATION:**

1. All fees are non-refundable and non-transferable.
2. Tuition is non-refundable if the student has been to school any day during the week/month, or if the student drops out without proper notification. Exception will be made if the account has been paid in full for the school year.
3. Payments are due in advance
4. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.
5. No Student will be allowed to attend Camps or the next school year if they have an outstanding balance from a previous program/school year.
6. No child will be allowed to graduate with an outstanding balance on their account
7. The Parent enrolling the student is ultimately responsible for all payments.
8. Any special financial or payment arrangements must be requested in writing and approved by the Finance Office.
9. When making a payment, complete the envelopes provided and place in the payment box in the Front Lobby.

## **CCDF PARENTS:**

As parents who agreed to enroll their child (ren) in TPS, you are ultimately responsible for the full tuition of your child (ren) education, not CCDF. What CCDF does not pay you are expected to pay in accordance with the financial terms of your contract, and in agreement with TPS policies/procedures. Please refer to your financial agreement. According to school policy, parents on governmental childcare assistance must agree to swipe daily.

1. CCDF parents must use personal days when the school is open, but your child is not in attendance.
2. CCDF parents who repeatedly fail to swipe in/out may have services terminated. IF YOU FAIL TO SWIPE CCDF DOES NOT PAY, therefore if you fail to swipe then you are RESPONSIBLE for all payments that are due. If payment is not received enrollment is subject to deactivation. This is no different than a parent who fails to pay. TPS will not continue to fill in Discrepancy Forms due to neglect of parents not swiping. If you fail to swipe or TPS does not receive payment for any week in which you have failed to do so, you will be responsible for payment and your child will be deactivated until payment is made.
3. CCDF parents are responsible for all fees; this includes, but not limited to registration fees, book fees, camp fees, and aftercare fees.
4. CCDF parents are not exempt from any policy/procedure of TPS.

### **SICK DAYS**

If your child is sick for one week or any portion of that week, tuition payment remains the same. After three weeks, we reserve the right to fill their space. You must communicate with us your plans to continue enrollment at TPS after the first week. Please call in and let us know when your child will be missing school.

### **TP SCHOOLS' SCHOLARSHIP/TUITION/DISCOUNT ASSISTANCE PROGRAMS**

**TPS Eagle Scholarship** is available for our families who meet the financial requirements. TPS Eagle Scholarship is for families who do not qualify for any other (SGO) grants scholarships, or assistance. Eagles Scholarship applies only during the Academic School year (AUG-MAY).

### **NON-PAYMENT OF TUITION OR OTHER SCHOOL FEES**

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and other fees for services rendered. **All Book Fees and registration fees are NON-REFUNDABLE!** If we have to sue a parent for balance owed upon departure, we will include remaining days and/or monies lost until their space was filled. The school reserves the right to withhold report cards and student records until tuition and other fees has been paid in full. By signing the Financial Agreement and Parent Handbook Acknowledge Agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full. A student will not be allowed to enter into a new school year or a camp week with an outstanding account balance.

**TP Schools reserves the right to engage collection firms or other financial services to assist in collection of fees. You will be made aware of any charges or financial billing in writing.**



# **TURNING POINT ELEMENTARY**

**K - 8TH GRADE**

**Home  
of  
TP EAGLES**



# ALL HAIR ACCESSORIES MUST BE APPROVED UNIFORM COLORS

## ELEMENTARY GRADES K – 5

- LOGO Bottoms: Navy Blue & Khaki Logo ONLY! TPS Uniform Plaid (**ALL Must be below the knee**)
- Belts: Black, Blue, or Brown Only!
- **Shoes: ALL BLACK ONLY! This includes the sole only logo can be white or silver!**
- Socks/Tights: White or Navy Only!
- LOGO Tops: Navy, White, or Gold with logo unless wearing jumper.
- Tops under uniform shirts **MUST BE** white or navy only! No other colors will be accepted.
- Sweaters: Navy Blue, White, or Black only
- Program Uniform: Navy Bottoms – Skirt or Pants with TPS-logo sweater vest, and cross tie
- Field Trip Uniform: GOLD LOGO POLO with blue jean bottoms.
- PE: Skirts must have leggings or shorts underneath and come below the knee.

## MIDDLE SCHOOL GRADES 6<sup>TH</sup> – 8<sup>TH</sup>

- Blazer, all sweaters, bottoms, belts, PE uniforms: [www.frenchtoast.com](http://www.frenchtoast.com)
- Bottoms: French Toast Bottoms ( can be purchased anywhere)
- Tops: White Oxford Button Down (can be purchased online & at various stores)
- Skirts & Ties/Cross Ties: Purchased at School Zone
- PE Uniform (Mandatory): Purchased online@ [www.frenchtoast.com](http://www.frenchtoast.com)
- All students must be dressed in school approved uniform attire
- All fieldtrips and special events attire: Logo Blazer, khaki bottoms, white shirt, tie/cross tie, all black dress shoe

*Are YOU Dressed for  
Eagle Success?*



## CASUAL CLOTHING/HAIR GUIDELINES

On days when TPS has a posted dress down jean day or during camps, after school activities, or field trips, the students must adhere to the same **modest** dress codes. Parents will be ask to bring a change of clothing within the hour if students are not in proper uniform dress.

- NO sagging, bagging, NO HOLES in jeans, etc.
- NO skinny jeans
- NO boots or sandals on jean days
- NO extremely tight-fitting clothing
- NO skirts or shorts above the knee
- NO sleeveless shirts: NO tattoos real or fake are to be worn in the building.
- NO Mohawk type haircuts or carvings/designs in hair.
- ALL Girls hair should be always neat & well-groomed. NO Color in hair that is not natural.
- ALL Boys hair must be well groomed & moderate; length should not be longer than 1 inch
- Boy's hairstyles cannot include dye, designs, braids, dreadlocks, sponged hair, or twists.

# The Eagles Way!



# No Boots! Must Bring shoes to wear in building!

## GAME DAY GUIDELINES

When the School Principal or Student Council calls for “SPIRIT DAY”, students will dress up to support/promote their team and encourage school spirit.

- All students **must** wear the school uniforms assigned for Field Trips.
- Cheerleaders and Ball players may also wear their uniforms on Game days.

## DRESS CODE VIOLATIONS

It is the parent’s responsibility to ensure that the student abides by the dress code. Parents should check uniform attire before student leaves for school. Students that come to school out of uniform attire will receive a uniform violation form. On the second uniform violation, the parent must bring appropriate uniform attire for the student to return to class.

## NON-COMPLIANCE OF THE DRESS CODE:

Parents, please note that we are serious about our dress code. We will issue consequences for noncompliance to the uniform dress policy beginning the **1<sup>st</sup> day** of school.

- Level One: Friendly reminder and violation notice will be sent home with student.
- Level Two: Parents will be notified & ask to bring a uniform for student to return to class.
- Level Three: ***Must be in approved uniform to return to class – Conference w/Principal***
- Level Four: Parent will be ask to pick-up student.

**\*\*\*TPS reserves the right to send home and/or suspend any student that consistently violates the uniform policy!**

## ATTENDANCE (Elementary)

TP Schools are dedicated to Excellence for all children. In order for each student to reach their maximum potential, it is vital for them to arrive on time and attend school regularly. When a student is absent they fail to receive critical instruction and learning experiences. We recognize that some absences are unavoidable; however, it is the responsibility of the student and parent to request, complete, and returns the missed assignments to the teacher. Failure to complete missed work can result in the student not receiving credit for a subject. **Please note: A student must be present at least half of the school day (four periods) to be counted present.**

## TARDY TO SCHOOL

- Students must be in their seat ready to learn by 8:00!
- Only 3 tardies per quarter are permitted without penalty.

## WHAT TO DO IF YOU ARE TARDY

- TPS Elementary (K-8TH<sup>th</sup>) students will report to the office after 8:00 to get a tardy slip.
- No student will be admitted to class without this slip.
- If your child is going to arrive after 9:00am please call & notify office to be included in the lunch count.

## CONSEQUENCES OF EXCESSIVE TARDINESS FOR ELEMENTARY K-8TH

Remember that we want to train our children to be great time managers. Let's make every effort to have them On Time & Ready to Learn each day!

- Tardies will not be classified as excused and unexcused!
- 3rd- Loss of privileges (grades 1-8) Written Notice
- 4<sup>th</sup> – Parent Conference with Principal before student can return to class.
- 5<sup>th</sup>- unexcused tardy will result in administrative action. 6 tardies will result in attendance probation/suspension or termination of services will be considered.

### ABSENCES:



- ✓ **(Perfect Attendance: No absences or tardies)**
- ✓ **(Honorable Attendance: Absent or Tardy 1 day in a semester)**
- Absences are classified as unexcused, excused, or exempt. (See descriptions below.)
- Consequences for absences vary according to the student's grade and number of violations.
- Upon the fourth (4<sup>th</sup>) and eighth (8<sup>th</sup>) absences from class: a written warning will be issued, along with an explanation of the Attendance Probation policy (AP).
- Students in grades K-8TH that accumulate nine (9) absences, excused or unexcused during the course of a semester will be placed on Attendance Probation (AP).
- A student on AP must have perfect subsequent attendance, passing grades, and acceptable behavior to receive credit for courses. **(In danger of failing due to excessive absences!)**
- Following any absence, the parent must send a written excuse to school on the day the student returns (permanent file).

<u>Excused</u>	<u>Unexcused</u>
<ul style="list-style-type: none"> <li>• Sick 3 consecutive days with a note</li> <li>• Sick 3 days per semester with note</li> <li>• Extended illness with doctor's note</li> <li>• Family emergencies (Office Approval)</li> <li>• Pre-arranged family travel</li> <li>• Education Activities (Prior Approval)</li> </ul>	<ul style="list-style-type: none"> <li>• Sickness in the family</li> <li>• Lack of transportation</li> <li>• Personal day</li> <li>• Vacation (prior office approval needed)</li> <li>• Other</li> </ul>

The State of Indiana exempts the following absences from the nine-day rule:

<ul style="list-style-type: none"> <li>• Court appearance</li> <li>• Death in the immediate family</li> <li>• Election board responsibility</li> <li>• Incarceration</li> <li>• Military duty</li> </ul>	<ul style="list-style-type: none"> <li>• Religious holiday</li> <li>• State Legislature page service</li> <li>• Student hospitalization or doctor ordered home stay</li> <li>• Suspension</li> </ul>
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# Let's Be On Time, Prepared, & Ready to Learn!

### **PRE-ARRANGED ABSENCES (restrictions apply)**

TPS families are encouraged to pre-arrange vacations that correspond to the school calendar. Vacation during instructional year will not permit students to take full advantage of the learning experiences and rigorous instruction provided. Students will be notified if the days requested for absence fall during Acuity or ISTEP. Please refer to your TPS calendar to avoid conflicts.

- ✓ When these absences are necessary, they must be pre-approved by Administration 2 weeks prior
- ✓ All work is due the first day the student returns to school.
- ✓ All work must be requested in advance and completed while away and due upon return.
- ✓ Assessments for all courses must be completed within 2 school days upon return.

### **CONSEQUENCES OF UNEXCUSED ABSENCES**

- Written Notice- placed in permanent file
- Citizenship Award and/ or High Honor Roll affected
- Make up class work and homework will be given reduction penalty
- Parent must meet with Principal to discuss absence policy & consequences to continue enrollment and sign attendance contract.
- Violations of this contract will require a review of the student's continued enrollment or ability to return in the future to TPS. Possible probation/suspension. It may affect student's promotion to the next grade.
- Ten (10) unexcused absences places student in "Habitual Truant" status by the State of Indiana, and students may not be issued a learner's permit or operator's license until 18 years old (for students 13-16).

### **HALF DAY ABSENCES**

Half Day Absences will be recorded in the following circumstances:

- Students arriving after 10:05am
- Leaving before 12:45
- Missing two hours of instructional time during the day



### **EARLY DISMISSAL**

- Student must check in at the school office
- Students should present the official appointment documentation to the office at time of check out **or** the next day student returns from appointment to be considered excused.
- Documentation must be official to be considered excused. A note from the parent is not official!

### **OFFICE SIGN-IN AND SIGN-OUT**

TPS tracks the arrival and departure of students for safety and attendance records. When students arrive late or leave early they **MUST** be signed in/out by a parent/guardian.

Parent/Guardian **MUST**:

- Clock students in or out
- Check in at main office & wait for child to be called for dismissal  
Only adults with authorization & fingerprinting will be granted access into the building.  
***No Pin Code-No Entry Authorization-No Exceptions!***

### **MEDICAL CONCERNS/ILLNESS AT SCHOOL**

- ALL medical concerns must be always documented on proper form and on file with school nurse/office
- ALL medical records on file must comply with state and TPS requirements.
- ALL medical records must be kept current and a copy provided to office for student file.
- Please communicate all medical concerns with the Front Office/School Nurse/Office immediately!

**If a student becomes ill or injured at school:**

- Student **must** report illness/injury to TPS staff.
- Teacher will send student to office with a note by another student.
- School Nurse or TPS Staff will assess the condition and notify parent.
- The school must have written authorization from a parent/guardian on file in order to administer ANY medication to students.
- Only sealed over-the-counter medications with accompanying authorization form will be dispensed. Once over-the-counter medicine is opened it cannot be taken home and brought back!



**MAKE-UP WORK POLICY**

- 1 day will be given for each day absent to complete make-up work.
- If the student will be out for several days, the parent must request and pick-up student assignments to be completed during extended absence.
- Assignments handed in after specified time allotted will be accepted with a grade reduction penalty.

**HOMEWORK POLICY**

TP Schools believes that homework is an integral part of the school program. Therefore, every student is expected to successfully complete his/her home assignments daily. **It is the responsibility of the parent to ensure homework is completed, checked, and returned once it is assigned by the teacher.**

- Unexcused absences will cause students to only receive 50% credit for homework turned in late.
- Tests missed due to unexcused absences will receive one letter grade penalty.
- Missing homework: If the student was present the day it was assigned, they will forfeit recess for that day to complete assignment. (50% credit)

**Assignment Notebooks**

Is a great tool to record important information and communicate with your child’s teacher daily. This is a 2<sup>ND</sup> – 8<sup>th</sup> grade expectation that all students utilize their assignment notebooks daily to record homework and other important information. Every student will be issued one at the beginning of the year. If the book is lost or stolen, parents will be charged \$5. This book will be used daily by teachers and students. Students must have this book daily! If a book is lost or misplaced, parents will be required to purchase another one at a cost of \$5.

**CURRICULUM**

At TP Schools we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, “Wise men lay up knowledge.” The Bible is the guide for life; therefore, the Bible is a recognized part of the curriculum of TP Schools.

**All students are required to attend and participate in Morning Chapel, which includes learning Bible Stories, Memorizing Bible verses, and practical Christian Training.**

TP Schools implements & integrates the following curriculums:

- 1<sup>st</sup> – 8<sup>th</sup> Grades: Envision for Math, Reading Street for ELA, and Science published by Pearson
- STEAM (Science Technology Engineering Arts & Math) integrated throughout all grades & subjects.
- \*Electives: Keyboarding, Music Theory, Art, Spanish , and Physical Education

\*Course offerings will vary by quarter

**SUPPLIES**– Supply List is provided online at [www.tpschoolsindy.com](http://www.tpschoolsindy.com) . Supply List will be emailed in July to all families enrolled at TP Schools. All supplies except for pencil box should be given to their homeroom teacher. Each student must come to school ready to learn on the first day of school!

**RESOURCE PROGRAM**

The Resource program in conjunction with RTI/MTSS process provides targeted intervention and educational programs for students with academic needs beyond those in the traditional classroom. TPS Resource Program will focus primarily on Math and ELA.

**LIBRARY**

TP Schools will use the library services at the Main Library downtown along with other IMCPL. We also have a small collection of books that students may use for research and reading purposes. If your student borrows a book, please make sure it is returned in good condition. You will be responsible for the book and fines occurred.

**STANDARDIZED TESTS/ OTHER EXAMS**

- **NWEA (K-8<sup>th</sup>)** - will provide assessment data that is linked to instruction, and student mastery that is alignment to the Indiana Academic Standards. This assessment allows TPS educators to measure deeper levels of student understanding while reinforcing, remediating, and enriching real-world skills learned in the classroom with embedded digital instructional resources.
  - **I-READ 3<sup>rd</sup> Grade (March/April)** Indiana requires ALL students to pass for promotion to 4<sup>th</sup> grade.
  - **ILEARN 3<sup>rd</sup> – 8<sup>th</sup> Grade (Spring)**
  - **WEEKLY ASSESSEMENTS** will be administered to track mastery of IAS.
  - **Check you My School Worx account weekly for school-wide updates and homeroom info.**
- During exams, all students MUST be present, and no pre-approved absences will be permitted!

**ELEMENTARY GRADING SCALE**

The Elementary grading scale is as follows:

A+ = 100-98	B+ = 89-87	C+ = 79-77	D+ = 69-67	F =59%
A = 97-94	B = 86-84	C = 76-74	D = 66-64	
A- = 93-90	B- = 83-80	C- = 73-70	D- = 63-60	



S=Satisfactory O=Outstanding I=Improving N=Needs Improvement

**PROGRESS REPORTS**

Please use My School Worx to communicate and stay informed about your child’s academic progress!

- Reports will be issued every 9 weeks. (Login to My School Worx and sign electronic copy in REPORTS tab). Real-time Report Cards are available daily on My School Worx.
- Parent or Teacher may request a conference to discuss progress of student.

## **REPORT CARDS**

Report Cards are provided via My School Worx online. Parents will sign, print, and access them online. Report Cards are given to parents to offer an indication of academic progress/growth. Students are evaluated academically and in self-government. The academic grade is based upon the average for daily work, quizzes, and tests. Exams are calculated into the semester averages. Elementary reports also reflect effort and conduct. Rep

All students are expected to grow and focus on the development of Christian character.

- **Attentiveness** – Pays attention to instructions and listens closely
- **Attitude** – Portrays respectful sentiments toward others
- **Industry** – Has diligent habits of attention to business and study
- **Initiative** – Begins work on one’s own initiative
- **Conduct/Etiquette** – Exhibits positive behavior
- **Reliability** – Accepts responsibilities and is dependable
- **Thrift** – Learns to make use of all the things God gives

**S (Satisfactory)**

**N (Needs improvement)**

**U (Unsatisfactory)**

## **PROMOTION & RETENTION**

- **MUST** successfully pass 70% of all academic subjects.
- If the student fails any two of the following subjects, he or she will be retained: ELA, Math, Science, & Social Studies.
- If a student fails one subject and is below average in another area retention may be considered,
- Occasionally low achieving students will be “assigned” to the next grade rather than promoted. This decision will be made at the discretion of the Teacher and Principal
- Students on academic probation may be requested to obtain mandatory remediation or transfer to another school with a program to meet their academic needs.

## **ACADEMIC PROBATION**

We do not expect all of our students to acquire the same academic growth; however, it is our expectation that each student will take **complete** advantage of the academic resources & instructions provided. Please speak with your child’s Teacher to discuss any academic and developmental concerns you may have.

## **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

- Eligibility to participate in extracurricular activities is determined every 3 weeks.
- If a student does not maintain the required academic or conduct standards, they are deemed ineligible until acceptable progress is maintained for 2 weeks.
- A student is considered ineligible if he/she has two or more D’s
- A student becomes eligible when all classes meet acceptable cumulative averages.
- 

## **STUDENT COUNCIL**

Students desiring to participate with the Student Council must meet the following requirements:

1. They must be an example of good conduct and behavior before their peers.
2. They must maintain a “C” grade or above in all main courses.
3. The Student body will vote positions on the board.
4. If student does not maintain exemplar grades or conduct, they may forfeit position.
5. Must meet tardy and absence requirement guidelines outlined.

## **SUMMER ENRICHMENT**

Summer school is a requirement for students that need remediation and intervention for skills learned but not mastered during the school year. Assessment scores, teacher recommendation, as well as student growth reports will be used for student selection in this program.

Summer School is Monday – Friday from 8:30am-12:00pm. There is no charge if they are attending Mandatory Summer Classes. HOWEVER, you will be charged \$25 per child/ per day if you are late for pick up during the summer. Mandatory Summer School does not automatically enroll your student in Summer Camp. These are two separate programs. Students desiring to participate in Summer Camp must pay the fees.

## **RELEASE OF TRANSCRIPTS**

Report cards, transcripts, and diplomas will not be issued at the end of the year, or released to a new school during the year, unless all tuition and school fees are paid, and all scholastic requirements have been met. Official transcripts will not be released directly to students or parents, but unofficial transcripts are available upon request. You may receive the first transcript copy at no cost. Additional copies of transcripts will cost \$3.00 each, payable when requesting the copies.

## **GRADUATION**

Graduation will be based upon the following:

- Student's attendance: Must have completed 180 days of the school year.
- Must have satisfactory or above in all areas students are graded.
- Parents must not have an outstanding tuition balance.
- Students who transfer will be tested to compare their accomplishments to our standards.
- Students transferring after March 1 can only graduate with teacher recommendations.
- All TP Students are expected to participate in the Graduation Ceremony.
- A small fee for cap & tassel, gown, picture, invitations, and tickets will be charged. This is a free event, but you must have tickets to attend.



## **CERTIFICATE OF PARTICIPATION**

Students who fail to meet our academic standards will be given a Certificate of Participation. Kindergarten students may also use this to transfer to other schools. This is given primarily to late enrollees/transferring student who may be far behind the ABEKA standard in academics.

## **FIELD TRIPS**

- Field trips are an important part of the educational experience.
- All students will have an opportunity to go on a fieldtrip.
- A small fee may be charged, depending on the field trip.
- Permission slips are signed with your application during enrollment.
- We will send you a flyer prior to the trip to inform you.
- Parents are encouraged to chaperone and are requested to wear appropriate modest attire (business casual, no revealing attire, no excessive jewelry).



## STANDARDS OF CHRISTIAN CONDUCT

The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Phil. 2:13, I Thess. 4) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).

2. Christian students should show respect for those in authority over them (Eph. 6:5-8; I Tim. 5:1; I Pet. 2:17, 18).

3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).

4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:29, 30).

5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. Students should not engage in language describing sex or any sexual conduct. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6; Js. 5:12). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."

6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Ex. 20:15; Eph. 4:28).

7. Students should refrain from activities that are not glorifying to God. Dancing, gambling, dressing immodestly, and reading or viewing pornography is typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve what we watch in the media and the music to which we listen.

8. Christian students should follow biblical standards of conduct toward one another. We expect our students to conduct themselves as ladies and gentlemen. There is to be no intimacy, which includes holding hands, kissing, etc.





9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco, beer, or other alcoholic beverages at or away from school. Students cannot encourage others to participate in any risky behaviors. Violations of this nature will result in automatic suspension or dismissal from school.

10. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; Ps. 142:2; John 16:33).

11. A disagreement with a faculty or staff member should be approached in a scriptural manner. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).

12. Media players, electronic games, toys, and electronic equipment are not to be brought to school without permission from the school administration. If a student has a cell phone out during school hours without permission from staff, for any reason, it will be confiscated and placed in the administrative office for parent pick up. No games or electronic game devices, playing cards, magic or fortune telling games or items, or questionable reading material should be brought on campus.



High standards of conduct are required of all those associated with TP Schools. TP Schools expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, bullying, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw.

TP Schools does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle, or live contrary to the standards set by the Word of God for Christian living. This is not to say that we don't make mistakes; however, we reserve the right to differentiate between a mistake and ungodly lifestyle.

### **SCHOOL-WIDE EXPECTATIONS**

Each classroom teacher has his or her method of dealing with and tracking minor infractions in discipline. This information is available on request from the classroom teacher.

Although each teacher will have specific classroom procedures that they expect to have followed, as a school-wide standard, we expect adherence to these basic rules:

1. The student should not speak out in class without first securing permission from the teacher to **PERMISSION TO SPEAK, PERMISSION TO MOVE.**

2. The student should always give the teacher his/her full attention while they are teaching. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., Miss or Brother or Sister never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.

4. The student should not engage in running, shoving, yelling, and other boisterous behavior or "horse-play" inside the buildings or during inappropriate times outdoors.

5. NO BULLYING of any kind will be tolerated at any time. Students in all grades must treat each other with respect and should not Bully those that are younger/older.

**6. Students whose conduct involves disrespect of a teacher will be expected to apologize before the whole class upon re-entry.**

7. Parents who have great concerns about their students' performance or their child's teacher may call the office to setup an appointment. **Under no circumstances are parents to disrespect the school staff, students, or other parents publicly.** We will handle all disputes in a Christian manner. Failure to do so may result in removal of the student and/or restriction of parent to enter school until further notice.

8. We want all our children to feel safe and know they have a right to be respected. Adults must lead by example in order to be effective. Any situation where a parent addresses another child regarding any situation, or another parent inappropriately will result in suspension of privileges to enter the building and/or termination of services. This will be enforced with all adults including co-op parents, staff, and parents.

Parents who have concerns with another student's behavior towards your child are in no means to confront someone else's child to defend your own. Please follow this procedure: (1) Speak with your child about the Christian way they should handle negative comments or actions done to them by others. Let them know how they should pray for their fellow students.

(2) Report them to the teacher. and report back to the Principal if the teacher does not handle things in an effective manner as soon as possible.

(3) Ask for the student(s) name and where the incidents keep occurring; sometimes a child may be inconsistent in communicating details effectively to the teacher, therefore you should communicate with the teacher your concerns.

(4) If the harassment or bullying, negative talking or degrading behavior does not stop after you've spoken to the teacher, then parents will be contacted for a conference.

(5) Notify school principal immediately. We will sit down with all parents and students involved to correct the behavior and as adults, help our students conduct themselves in a Christian manner with their peers. Under no circumstances should an adult rebuke or correct, speak harshly or against any child.

Any student not complying with the above standards is subject to immediate removal from class, and any student consistently in conflict with any policy of the school will be asked to withdraw.

TP Schools uses preventive, supportive and corrective discipline approaches to instill in student's behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his or her grade level.

**Parents are asked to discuss classroom issues with the student's Teacher or the Principal. Parents should never approach parents at church. The Principal will involve other staff members when necessary.**

### **DISCIPLINE POLICY**

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Proverbs 25:28) and to aid young people in the development of Christian character (Prov.22: 5). We want to help each student understand their responsibilities and to accept the consequences for their actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

Discipline for behavior is immediate. The Behavior Action form will be completed for each student requiring disciplinary actions. Parents will be notified for all disciplinary acts concerning their student.

Parents who are not satisfied or concerned about how situations were handled are asked to request a meeting with the teachers through the Office. When parents are not satisfied with actions of teachers or staff; please involve the Principal immediately. We need parents and staff to work in harmony for the good of our students.

The Bible gives several admonitions and principles regarding orderliness. Thus, at TP Schools, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. After the teacher has corrected the student for a specified number of infractions, he/she may contact the parents of the student to inform them of the recurring problem and to seek parental correction. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the school principal that will counsel, and perhaps impose some further form of discipline

If a parent has a concern or question regarding student discipline, or some discipline-related situation that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

Each child is expected to follow the directions and instructions of their teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the principal/administrator.

With increased independence for elementary and middle school students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Some of these issues can interfere with learning in the class and impact the unity in the class. Character development issues (level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows TP's efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination. These regulations and consequences apply to cyber bullying and any behavior that alters or influences any student's learning environment, safety, etc.

The following are levels of discipline:

## **Tier 1**

- Students not complying with the "Permission to speak, Permission to move" rule.
- Students having to be redirected for not paying attention more than four times in a day.
- Student scuffles that seem to be settled easily between themselves.
- Students having to be addressed frequently for minor, but distracting events.

## **Tier 2**

These infractions are often categorized as having a lack of self-discipline. TPS will support teachers and parents in efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

These infractions are the following (if warranted, a teacher may add to these infractions):

- Disrespect of Staff i.e. talking back, noncompliance
- Deceitfulness i.e. lying
- Destruction of property (restitution may also be required)
- Inappropriate physical contact
- Disrupting Class

### Tier 3

Students who are caught doing any of the following will be sent to the. This student will be suspended one to five days depending on prior behavior. Additional intolerable offenses may result in multiple days or hours of detention, suspensions, probations, or a combination of consequences. These offenses include, but are not limited to, the following:

- Stealing from other students, school employees, school, or church
- Cheating on tests
- Forgery on required signed documents
- Fighting
- Vandalism /Severe destruction of school property
- Leaving class without permission
- Threatening fellow students or staff
- Cursing, inappropriate language, or conversation
- **Harassment in any form i.e. sexual, bullying, etc.**



### Tier 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense, such as sexual misconduct (heterosexual or homosexual), repeated suspensions, the use of any illegal substance (including alcohol and tobacco in any amount), or promotion of any such conduct by word or deed. A student presenting a discipline issue will be placed on probation, suspended, or expelled. Students not working up to their ability may also be placed on probation. Some reasons for probation or suspension that could lead to expulsion include, but are not limited to, the following:

1. Continued deliberate disobedience.
2. A rebellious spirit that is unchanged after extended effort by the teacher and staff.
3. A continued negative attitude and bad influence upon other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or on school property.
6. Failure of the parents to comply with the disciplinary procedures of the school.
7. Failure of the parents to obtain recommended professional assistance for the students.

Students having repeated infractions for the same offense or infractions of a serious nature will be sent to the principal's office where a progressive discipline form and RTI/MTSS process will be initiated. This process details various forms of documentation and interventions as well as a plan of action, which may be used in correcting the student's behavior.

- Conference with parent, student, teacher, Administration
- Probation
- Suspension
- Expulsion

**Students may be expelled without previous warning for infractions that are serious even though they may be a first offense.**

### **GENERAL SCHOOL REGULATIONS**

1. No running, loitering, or talking in the classrooms without following the permission to speak rule.
2. Students should not drop papers, wrappers, or bottles on school grounds.
3. All students sent to the office should check with the office staff before entering the School Administrator's Office.
4. Students are required to keep their lockers clean.
5. A student should not enter any classroom other than their own without the expressed permission of the Teacher/Assistant Teacher of that classroom.
6. Each student will be encouraged to eat a hearty lunch in the lunchroom. If the student consistently refuses to eat, the parents will be notified. Food is not to be wasted or thrown in the lunchroom. Students are not allowed to share food in the cafeteria.
7. Criticism of the teachers, administration, or rules of the school is not permitted. Continued violation of this policy will not be tolerated. The administration reserves the right to dismiss any student who is found out of agreement with the school and its rules.
8. Objects left in the classrooms and on the school grounds should be turned into the school office.
9. No gum chewing will be permitted on the school premises before, during, or after school. Food including candy is not to be eaten in the halls or the classrooms without permission of the supervising teacher.
10. Students must obey promptly the commands and directions of teachers and staff without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience, and insolence will not be tolerated.
11. Students may use the school telephone only in cases of emergency.
12. Students are not to remove any items from another student's desk or locker.
13. Kissing, hand holding, and other public displays of affection between students are not permitted on the school grounds or during any school function.
14. The gymnasium is off limits to students except when under the supervision of a school staff member.
15. Students are not to be in the hallways without permission. They must be accompanied by a parent or staff.
16. Students are not to stick anything to the inside or outside of their lockers. Students may use magnets to personalize the inside of their lockers. Students will be charged for any cleaning needed or damage they cause to their lockers.
17. Cell phones must always be turned off during the academic day.
18. Students who are found abusing school equipment or property may be dismissed. Any Damage done by students must be paid for by the parent.
19. No knives, guns, or weapons of any kind or illegal items are allowed on the school campus.
20. No electronic games or media players including CD players, iPods, iPads, DVD players or non-Christian music will be permitted on school campus without the permission of the supervising teacher or principal.

### **PERSONAL PROPERTY**

- TPS reserves the right to inspect the lockers/cubbies at any time
- Any lost or stolen goods are not the responsibility of TPS.
- Electronics, toys, & other valuable items are not permitted at TPS.



### **PROHIBITED ITEMS**

Radios, music devices or CDs, video and electronic games, playing cards, condoms, any sexually explicit material, dice; skateboards, tobacco, alcoholic beverages, narcotic drugs, knives, guns, matches, and

explosives of any kind are not permitted on school property. These items will be taken away and, in some cases, not returned.

## **No toys or personal items not related to school should be brought to school.**

### **SUSPENSION FROM SCHOOL**

Suspension from school is a profoundly serious matter. Before we suspend any student, we will document our efforts to help them correct their behavior. Parents will be contacted before the suspension is to be served. When a student is suspended, he/she must complete all missed work and take all tests and quizzes missed according to the absence policy. Also, students may no longer participate in extracurricular activities of school (including all athletics, banquets, class parties, field trips, Student Council, outings, etc.) if they are suspended.

### **DISCIPLINARY PROBATION**

From time to time, it is necessary to put a student on disciplinary probation as the last resort before dismissal from school. The school's Principal will review probation situations periodically. Students who have long-term behavioral probations will be asked to withdraw from the school.

### **RE-ADMISSION AFTER DISCIPLINARY ACTION**

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school principal to determine if the discipline has accomplished the desired development in spiritual maturity. Student will be required to write a letter of apology to their teacher and the school for his/her behavior. They must also agree to change and comply with the rules of this school. If they were in an altercation with another student, they must write an apology to them as well. If there doesn't seem to be any change or acceptance for behavior after suspension has occurred, TPS has the right to terminate services.

Additional reasons for permanent dismissal are as follows:

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in TP Schools
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member or another student
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the staff or another student
- Misbehavior on the internet, publicly embarrassing the school

These policies have been established in an effort to help protect your children.

### **CORPORAL DISCIPLINE**

Corporal correction is a biblical method of discipline as noted in Proverbs (Prov. 13:24, 22:15, and 23:13-14, 29:15). However, due to our concern for current societal/governmental pressures, school personnel have basically been refrained from this type of discipline procedure pertaining to our students. We do, notwithstanding, believe it to be the best method of correction in many situations. Thus, though we may recommend it to parents as the solution for a particular disciplinary need, its implementation will remain primarily their responsibility.

### **EXPULSION OR PUNISHMENT OF SERIOUS OFFENSES**

Turning Point Schools expects all students to live above reproach, showing respect to God, Country, Family, Staff, and fellow students. Therefore lying, cheating, theft, and profanity will not be tolerated. Attendance at Turning Point Schools is a privilege, not a right!

Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed. Christian behavior is defined, in part, in the Ten Commandments, in the laws of our land, and according to the standards of this school.

The teacher and school administration reserves the right to make decisions relative to the punishment of inappropriate behavior, as we define it, in its sole discretion. It will be the right of these school leaders, as listed above, to expel TPS students based upon their knowledge and wisdom in a manner that may not be based upon precedent.

## **PHYSICAL EDUCATION**

Physical activity will be encouraged with morning stretching and exercise and daily recreation. Our PE Class is offered to all students grades K-8TH<sup>th</sup>, twice a week. Uniforms for PE Class required for grades 4-8<sup>th</sup>. (Capri/sweatpants & T-Shirt school colors only)

## **PARENT CONFERENCES & INVOLVEMENT**

We encourage ALL parents to remain actively involved in their child's education.

- Please contact your child's homeroom teacher to get involved and lend a helping hand!
- Parents are always welcome at TP Schools and should feel free to visit the school and classrooms.
- Parents should contact teacher or office to schedule a conference with teachers.
- ALL VISITORS to a classroom must check-in at the office & make an appointment with the teacher/office in advance.
- During the hours of 8:00a-3:40p teachers are unavailable for phone conferences/meetings once instructional day begins.
- Please utilize My School Worx, email, notebooks, and leaving a message to communicate with your child's teacher.
- If you arrive unannounced for a conference without an appointment, you will be asked by the office staff to leave a message for the teacher or administration to schedule a meeting at an appropriate time.
- ALL VISITORS must check in at the front office and be pre-approved by office/Admin.
- TP Schools has Parent Teacher Conferences scheduled in October and in March.
- The dates for these meetings will be posted, placed in the newsletter, and sign up required.
- Parents will be given report cards only during conferences in October and March.

Smoking and drinking is not prohibited on school or church property 24 hours per day, 7 days per week.

## **ATTENDING ATHLETIC EVENTS:**

Please advise all supporters of our athletic events to enter through the gym door for indoor events. Only the School Entrance will be utilized to pick up your children. Adults are asked to refrain from ANY use of foul language or misconduct during school activities. No weapons are allowed school sponsored events.

**ELECTIVES REQUIRED (Kindergarten – 8<sup>th</sup> Grade) Grading scale on next page**

<ul style="list-style-type: none"><li>○ P.E.</li><li>○ ART</li><li>○ Spanish</li><li>○ Computer Science</li></ul>	<p style="text-align: center;"><b><u>Grading Scale</u></b></p> <p style="text-align: center;"><b>“O” for Outstanding</b> <b>“S” for Satisfactory</b> <b>“I” Improving</b> <b>“U” Unsatisfactory</b></p>
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**INTERNET/TECHNOLOGY AGREEMENT**

The Internet provides connections to many educational resources for TPS students. The purpose is to enhance the educational environment and learning for all students at TPS. Students must understand that Internet access is a privilege, not a right. Users should not violate this privilege by visiting Facebook, email accounts, or visiting sights not authorized by the Teacher. Users will be granted passwords that are not to be shared with anyone. The student is responsible for logging off when finish. Also, students are not permitted to assign passwords to any materials on TPS computers. Nor are they to change the screensavers. Students should never purposely access an inappropriate site or use the Internet in inappropriate ways. Students that choose to engage in inappropriate use of any technology will receive appropriate disciplinary action from administration. Parents/Guardians will be notified of any disciplinary action that must be taken. Any student guilty of cyber-bullying, using inappropriate language, or engaging in inappropriate conduct while on social media and it directly interferes with the school day or must be addressed during school will warrant administrative disciplinary action.

**Please note that any student bringing their own personal technology will assume responsibility and liability for the device and for any damage to the device. TP Schools will not assume any risk or responsibility for technology not purchased or owned by the school. Students who do this will bring devices at their own risk.**

**The student and parent(s) will be required to sign an “Acceptable Use of Technology/Acceptable Use of the Internet” form prior to student Internet accessibility.**

- **Cell phones MUST be kept off during school day.**
- **Use of cell phones, tablets, and all other electronics is prohibited during school day, unless students are using for instructional purposes.**
- **Use of personal accounts including, but not limited to email, any chat sites, games, social media, etc. are prohibited while on school property. Students should not attempt to login to any personal accounts while on TPS campus.**
- **Please note that any social media or technology activity that interferes with the instructional or social safety at TPS may result in disciplinary actions by TPS Administration.**





## **ACADEMIC & CHARACTER AWARDS**

### **A+ CLUB QUALIFICATION**

The A+ Club is open for all students in grades K -8<sup>th</sup>. Although A+ is recognized as 100-98 points, beginning August 2013, students will also have to be on time for school and have near perfect attendance for membership in the A+ Club. Only excused absences/tardiness accepted. Membership is only for one semester. Students will have an opportunity to be part of this club quarterly.

### **CHRISTIAN HONOR SOCIETY**

Recognition will be given to students in Grades 3-8<sup>th</sup>, who have displayed a high level of Christian character and integrity. This award is chosen by the teaching staff and is based on the following criteria: respect, attentiveness, integrity, a servant's heart, and a good steward of time and talent.

### **PRINCIPAL'S AWARD**

A plaque will be presented each year during our End of the Year General Assembly to the students who have combined excellence in academics and Christian character. This award is the highest honor given by Turning Point Schools. The recipient of this award is chosen by the teaching staff, the decision is based on the following criteria: character, leadership, courage, service, and scholarship.

### **PERFECT ATTENDANCE**

Students that have not missed more than the equivalent of one day per semester will be acknowledged for this award during our quarterly and end of the year award ceremony.

### **BIBLE**

Students will be given weekly Bible Memory Verses to fit a monthly theme. All students must successfully quote the memory verse given for the week. At the end of the year student will be awarded.

### **SPORTS**

These awards will vary; each student will be given an award for their participation in sports program.

## **SPELLING BEE**

Any student who participates in our Spelling Bee program will receive recognition. We participate in the National Scripps Spelling Bee Competition. It is for grades Four & Up. Our students in grades K-3<sup>rd</sup> are encouraged to participate in the TPS Spelling Bee. Spelling Bee preparation will begin in September this year

## **NJHS**

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929. Students must have a 3.0 GPA, receive teacher recommendation, and exhibit excellence in the five areas stated.

**TP Schools  
STAFF & TEACHER ROSTER**

<b>Position</b>	<b>Staff Name</b>	<b>Email Address</b>
Administrator	Tanya Harris	<a href="mailto:THarris@tpschooolsindy.com">THarris@tpschooolsindy.com</a>
Elementary Principal	LaQuila Dunn	<a href="mailto:LDunn@tpschooolsindy.com">LDunn@tpschooolsindy.com</a>
Preschool Director	Katrina Jones	<a href="mailto:KJones@tpschooolsindy.com">KJones@tpschooolsindy.com</a>
Office Staff	Monya Hicks-Jones	<a href="mailto:MHicksjones@tpschooolsindy.com">MHicksjones@tpschooolsindy.com</a>
	Niesha Hicks	<a href="mailto:NHicks@tpschooolsindy.com">NHicks@tpschooolsindy.com</a>
Finance Officer	Elga DeJesus	<a href="mailto:EDeJesus@tpschooolsindy.com">EDeJesus@tpschooolsindy.com</a>

<b>Classroom</b>	<b>Staff Name</b>	<b>Email Address</b>
Kindergarten	Tanaya Tatum	<a href="mailto:TJett@tpschooolsindy.com">TJett@tpschooolsindy.com</a>
Kindergarten	Kelly Jordan	<a href="mailto:KCrayton@tpschooolsindy.com">KCrayton@tpschooolsindy.com</a>
First Grade	Felicia Williams	<a href="mailto:FWilliams@tpschooolsindy.com">FWilliams@tpschooolsindy.com</a>
First Grade	Denisha Harper	<a href="mailto:DHarper@tpschooolsindy.com">DHarper@tpschooolsindy.com</a>
Second Grade	Felecia Burke	<a href="mailto:FBurke@tpschooolsindy.com">FBurke@tpschooolsindy.com</a>
Third Grade	Monica Lopez	<a href="mailto:MLopez@tpschooolsindy.com">MLopez@tpschooolsindy.com</a>
Fourth Grade	Kelisha Chandler	<a href="mailto:KChandler@tpschooolsindy.com">KChandler@tpschooolsindy.com</a>
Fifth Grade	Jael Carnell	<a href="mailto:JCarnell@tpschooolsindy.com">JCarnell@tpschooolsindy.com</a>
Social Studies 6 <sup>th</sup> - 8 <sup>th</sup>	Armani Woodford	<a href="mailto:AWoodford@tpschooolsindy.com">AWoodford@tpschooolsindy.com</a>
6 <sup>th</sup> – 8 <sup>th</sup> Math/Coach	Terry Jackson	<a href="mailto:TJackson@tpschooolsindy.com">TJackson@tpschooolsindy.com</a>
6 <sup>th</sup> – 8 <sup>th</sup> Science	Shateara Louissaint	<a href="mailto:SLouissaint@tpschooolsindy.com">SLouissaint@tpschooolsindy.com</a>
Instructional Lead	Andrea Harris	<a href="mailto:AHarris@tpschooolsindy.com">AHarris@tpschooolsindy.com</a>
Art	Diane Thomas	<a href="mailto:DThomas@tpschooolsindy.com">DThomas@tpschooolsindy.com</a>
Spanish/Computer	Rosalyn Funez	<a href="mailto:RFunez@tpschooolsindy.com">RFunez@tpschooolsindy.com</a>
Physical Education/Health	Travis Davis	<a href="mailto:TDavis@tpschooolsindy.com">TDavis@tpschooolsindy.com</a>
Compliance/Resource	Taletha Wyatt	<a href="mailto:TWyatt@tpschooolsindy.com">TWyatt@tpschooolsindy.com</a>

**If you have any questions or need further assistance, please contact us at 317.898.4420**