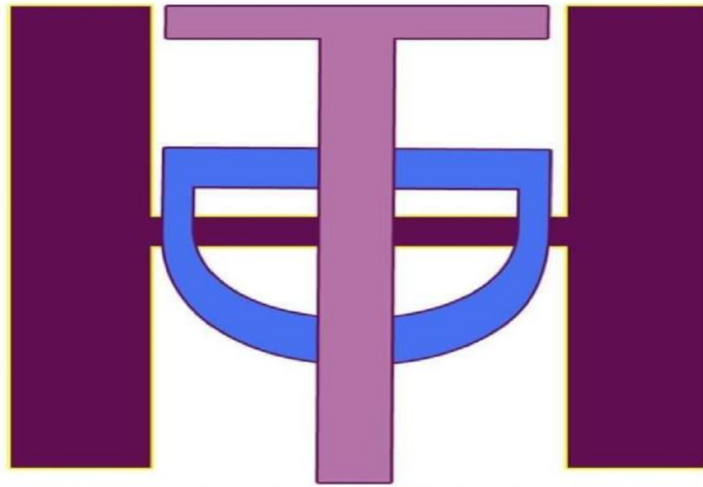


TDH CHRISTIAN ACADEMY



TIPHNE DAR'SHAY HOLLIS FOUNDATION

PARENT/ STUDENT HANDBOOK 2024-2025

MRS. CARLETTA HUGHES- PRINCIPAL

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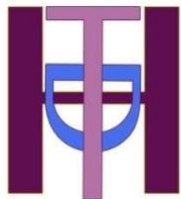
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SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND

Any student action that is not in keeping with the philosophy/objective of Trinity Catholic School is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments.

The principal is the final recourse and reserves the right to amend this handbook and rules. Parents will be given prompt notification.



WELCOME/ INTRODUCTION

The TDH Christian Academy Handbook includes school information, in addition to policies and procedures. Please review and refer to this document as a reference when you have questions throughout the year. TDH Handbook will be distributed to all parents within the first few weeks of school. Please review, reinforce, and support our expectations for safe, responsible, and appropriate learning behaviors with your child. School contact information will be published in the handbook which can be found on the cover page. Parents and students will have to sign our student handbooks. Sincerely, Principal Hughes

MISSION STATEMENT

It is the mission of TDH Christian Academy to provide a quality Christian education that emphasizes academic excellence; promotes harmonious development of mind, body, and spirit, nurtures Christ-like characters, and prepares children for this life and the life to come.

VISION STATEMENT TDH

Christian Academy (TDH) is committed to help build Christ-like characteristics in our youth and to help them seek elevated ideals, exceptional values, and healthy attitudes. The goal of TDH is to allow others to see and know that Christian atmosphere and a Christian way of life make a difference in the world.

CORE VALUES

We believe that Christian education is a cooperative venture. Shared by the home, the school, and the church. Together, We endeavor to help our students.

- A. Aspire to know God and develop a Christian philosophy of living.
- B. Surround themselves with Christian influence in the classroom, at study and at play.
- C. Learn to respect and appreciate others. (Fellow classmates, faculty, and staff members)
- D. Develop cultural training and foster an appreciation for good books, good music, and good manners.
- E. Recognize the importance of education with emphasis on high academic achievement.
- F. Develop values and attitudes that result in the improvement of the student and his/her community.

Chain of Communication

If a problem develops or a parent senses a child is having difficulty with an assignment or with a teacher, parents are encouraged to talk to the teacher immediately to bring about increased understanding and a quick resolution. Issues that are not satisfactorily resolved with a teacher may be addressed to your child's administrator, one of the building principals. It is suggested you follow the "chain of communication" to bring about a satisfactory resolution. Any communication or agreements made between any parent(s) and Superintendent Ward will not be withheld unless proper protocol with our chain of communication is made. (1.) Classroom Teacher(s), (2) Administrator (3) Asst. Principal (4.) Principal

TRANSCRIPTS & CREDIT SENT

Transcripts and Report cards for students in grades 1-12 will be sent upon request from the school office, provided all accounts are settled. Parents desiring to withdraw their children from the school must complete a withdrawal form. Forms are in the secretary's office. We ask the parents to give our front office an estimated time of 48-72 hours (about 3 days).

Statement of Faith

- We believe that the Bible is the only inspired, inerrant Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life.

He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.

We believe man was created in God's image and being descended from Adam inherited a sinful nature and is unable to save himself from the natural consequences of sin.

We believe men and women are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy, and discipline, the Superintendent, subject to review by the Board of Directors as appropriate, is the school's final interpretive authority on the Bible's meaning and application.

ADMISSION POLICY

Given the mission of the school as an agent of Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian/Catholic nature of the school and a desire to participate in that mission.

Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. All new students will be placed conditionally for the first marking period in which they attend. At the end of that first marking period, a final decision will be made as to the student's placement.

All students begin each school year during a one-quarter probationary period in which the student's academic progress and conduct is observed to determine if he or she is compatible with the school. At the end of this period, if the student's conduct shows that the school's program is not

effective, the student can be asked to withdraw. In matters of admission and registration, the decisions of the principal are final.

Reregistration of families currently attending TDH Christian Academy (TDH) will be held in early February. A non-refundable reregistration fee per student is due along with the reregistration form. New student registration will begin in February after reregistration for the school year that begins the following August. According to Florida law and Diocesan Policy, Kindergarten students must be five on or before September 1, and first grade students must be six on or before September 1.

ATTENDANCE/ABSENCE/TARDY POLICY

Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success.

Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Florida law requires 180 school days per year. If a child is absent from school, parents are required to call and notify the school office. Absences not reported by 9:00 a.m. will result in the school calling the parent to verify their child's absence. A student returning after an absence MUST have a dated note/email, signed by a parent or guardian, explaining the reason for the absence. It is the student's responsibility to bring the note to the office for re-admittance to class. A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease. Students

without a note must also report to the office for re-admittance to class. However, their absence will be considered unexcused until a note is sent. Students who are absent to “shadow” at another school must bring documentation from the school visited to qualify for an excused absence.

TARDINESS

Tardies are disruptive to the educational process and have an adverse effect on the student’s learning. Students are allowed four tardies during each quarter, each tardy thereafter will result in disciplinary consequences. Unexcused tardies for school will be changed to excuses only if the student brings a note from a parent within 24 hours. Students arriving at school after 8:30 a.m. are considered tardy. Parents/drivers arriving late must park and bring their child to the school office for a pass to be admitted to class. Habitual tardiness impedes a student’s learning due to a loss of educational time. Frequent tardies (4 or more times in a quarter) may result in lower grades. According to our school guidelines, a student who is absent more than twenty (20) days in one school year MAY be retained. More than 15 absences will require a conference with administration. Excessive absences could result in loss of scholarships.

EXCUSED & UNEXCUSED ABSENCES

For students to gain the most from school they must be regular and punctual in attendance. We highly encourage you to make these appointments outside of school hours. Here at TDH because of our commitment to school attendance, only the following reasons will be considered an excused absence; (1.) Illness/ Covid-19 (Documentation will have to be provided) (2.) Medical /Dental appointments (with a note from the physician) (3.) Bereavement (Death in the immediate family) (4.) Required county/state court appointments (5.) Funeral

UNEXCUSED ABSENCES

- Oversleeping/alarm failure/ Needing sleep or rest
- Leaving school during the regular school day without approval of a school official or other non-emergency situations.
- Personal grooming appointments (hair, nails, eyelashes, etc.)
- Employment/ Job Interview
- Shopping Errands/ Car Trouble
- Skipping class/ leaving campus without following proper procedures.
- Family vacations that have not been pre-approved.
- Needed at home/babysitting.
- Missing the Bus/ Ride

***After three Unexcused absences students/parents/guardians will receive a call or letter from the school to assist in problem solving and notifications of the next steps.**

Dental and medical appointments should be scheduled **after school if possible. If a student must leave the campus during school hours, a note from a parent must be given to the homeroom teacher at the beginning of the day and to the teacher whose class the student will be leaving (if different) at the beginning of that class.**

THE PARENT MUST COME TO THE OFFICE TO SIGN THE STUDENT OUT BEFORE THE STUDENT LEAVES CAMPUS.

The student will be called to the office UPON THE PARENT'S 14 ARRIVAL IN THE OFFICE. If the student returns to campus after the appointment, the parent and student must enter the Main Office where the parent will complete the "sign in" portion of the sheet; and the student must obtain a pass for admission to class. **A STUDENT MUST BE**

PRESENT FOR AT LEAST FOUR HOURS OF SCHOOL DAY IN ORDER TO BE COUNTED AS “PRESENT” FOR THAT SCHOOL DAY.

Please check the School Calendar for Standardized Testing dates (March) to avoid conflict with appointments or trips. Family trips should be arranged to coincide with established holidays. Teachers are not required to prepare assignments prior to a trip that occurs outside these dates. Students should request assignments upon their return to school. Work must be turned in on or before the deadline date set by the teacher to receive credit.

ARRIVAL & DEPARTURE SCHEDULE

The school day begins at 8:00 a.m. for all students and ends at 3:00 p.m. Monday-Friday. Early dismissal will be once a month on Fridays, any student who arrives at school after 8:00 a.m. must be signed in at the office by a parent/guardian to receive a pass to enter class. Students are encouraged to arrive at school on time. Students are not allowed to be dismissed any time after 2:30 until we start school dismissal. For security and insurance purposes, students should not arrive at the school earlier than 7:45. Adult supervision is available from 7:45 a.m. - 3:15 p.m. Monday- Friday. If your child is not picked up by this time, he/she will be sent to after school care and a fee will be charged. Students are not allowed

to be on campus without adult supervision. Please help us minimize insurance costs by adhering to this schedule. No student is allowed to leave the premises during school hours without permission from the school office.

CAFETERIA

The diet of the student has an important influence on learning, we provide a free balanced breakfast and nutritional lunch throughout the entire school year. Students are allowed to bring their lunch to school, but students are not allowed to warm up home brought food.

No Exceptions

Parents are allowed to bring the student's lunch to school, but it will have to be brought before or during their lunchtime. There will be no food delivery service allowed to bring any student's food on or off the school premises during school hours. Lunch should be taken to the office, not the classroom.

Breakfast hours are 8:00 a.m. -8:30 a.m. No breakfast will be served after this time. Unless the school bus(s) is running behind. Lunch hours are 11:00 a.m. - 1:00 p.m. All lunches are to be eaten during designated lunch periods only. (Some snacks may be available for purchase during lunchtime.)

HEALTH & MEDICATION POLICY

Here at TDH we strive to maintain a healthy learning environment for students. If a child is ill, he/she should remain at home. A student must be fever free (below 100.6) for 24 hours without medication before returning to school. A physician's note is required to return to class.

The following guidelines for students returning into school experiencing many common illnesses; Questions or pertinent information regarding a child's illness should be directed to the school front office.

- Viral Sore throats, Colds, and Flu: Students are required to stay home until they are symptom free.
- Diarrhea, Vomiting: Students should be symptom free for at least 24 hours and able to keep food down. The temperature must be normal for 24 hours.
- Streptococcal Sore Throat/ Scarlet Fever: Students must be on antibiotics for 24 hours. The temperature must be normal for 24 hours.
- Infectious Rashes, Ringworm, Impetigo, Hand and Foot Mouth Disease, and Scabies: Child/Children must be under effective treatment for 24 hours. Exposed ringworm must be covered while at school.
- Conjunctivitis (Pink Eye): Students are required to stay home until the eye is no longer draining.
- Chickenpox, Shingles, Mumps, Measles, or Rubella: Please notify the school if you suspect your child has chickenpox, shingles, mumps, measles, or rubella. Students are required to stay home until every pustule is dry and scabbed over.
- Head Lice: We maintain a “nit free” policy. Re-entry to class must be approved by school officials. Please notify the school if your child has head lice. When a report is received, all the students in the classroom and or all grade levels.

Solicitation

Solicitation of or by any student, parent, or staff member on school property for any cause except those approved by the principal.

MONEY AND OTHER VALUABLE PROPERTY

Students are encouraged to leave all money and other valuable property at home, especially cell phones. TDH assumes no responsibility for the loss or theft of such article.

Candy, Gum, and Toys

Students should not bring candy, toys, cell phones or other non-learning related items to TDH unless approved by a teacher. The student assumes responsibility for any items brought from home. Toy weapons are prohibited. Gum is NEVER allowed in TDH.

OFFICE HOURS

The school office is open, and the telephone will be answered from 8:00 a.m. until 3:30 p.m. on regular school days. Summer office hours are from 9:00 a.m. until 1:00 p.m. Monday through Friday.

PHOTO PERMISSION

Parent(s) or Guardian(s) of students who attend TDH Christian Academy grant permission for all photographs taken during the academic school year to be used by the school or TDH School for either publicity or advertising. Permission forms must be completed annually and be kept on file in the school office. If a child's photo is selected for publication, the school will attempt to notify the parent prior to publication.

BACKPACKS All students are required to have a backpack to protect books and school supplies being transported to and from school. Book bags on wheels are not allowed. All students are required to have clear bookbags.

Dress Code

(School Uniform Policy)

General

TDH promotes appropriate clothing in harmony with Christian principles. Tight fitted, low-necked, sheer, holes, jeans, leggings, or

other immodest apparel should not be worn. Instead, simplicity, appropriateness, modesty, and healthfulness are while recognizing changing the uniforms from year to year, a Christian student should still endeavor to wear modest our standards.

Chapel Attire –

Girls- Black Shoes, White Collar TDH shirt, Plaid Skirt, and Plaid Tie

Boys- Black Shoes, TDH Collar Shirt, Black or Navy Pants, and Plaid Tie

- Shoes -shall be BLACK and closed at the toe and heel. Girls may not wear heeled shoes above one inch. Shoes shall be laced, toed, or always buckled. Platform shoes are not to be worn on a normal school day. Crocs shoes are not allowed any longer.
- Socks- MUST be worn. All students shall wear **NAVY BLUE or WHITE SOCKS**
- Hair- Students must maintain their hair in a neat, clean, and reasonable fashion.
 - Hats, Caps, Headscarves, or other items, such as, curlers or sunglasses, will not be worn in the building unless prescribed by a doctor or principal/ administrator grants permission.
 - Cell Phones, Telephones, Radios, Walkman, CD Players, iPad, or any electric devices are not allowed on campus.
 - Belts -All male students are required to wear a belt every day.
 - Ties- students are required to wear ties every day if students misplace their ties, they can purchase one at the school for \$8.00

Jackets- cannot have a hoodie attached to them. And you must have the TDH Logo attached to be able to wear them during school hours.

TUESDAY-FRIDAY UNIFORM POLICY

Every student MUST be in proper uniform Monday through Friday
Uniforms are purchased only through Frenchtoast.com,
RCUniforms.com

Students are allowed to wear a Purple, Black, or Navy Blue Collar Shirt with Uniform Pants or Skirts.

Dress-down day is a privilege to be earned.

Students who earn this privilege will be notified by the teacher and/or principal, Failure to cooperate with the uniform code will result in the following:

- A. The student will wait in the library/ computer lab until the parent/guardian can return with a uniform or pick up the student.

- B. If a parent/guardian cannot bring a uniform, the student will not be allowed in class. He/she will spend the remainder of the day in the library/ computer lab. Suspension or Detention will be the following day.

**Non-compliance with any of the above is subject to suspension at the discretion of the principal/ admin*

EACH STUDENT IS REQUIRED TO WEAR THE SCHOOL UNIFORM!

PARENT-TEACHER CONFERENCE

Complaints/concerns should be handled at the appropriate level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only then should the school administration be contacted. Communication between parents and teachers is extremely important.

Conferences may be arranged on an individual basis by appointment so that the teacher may give his or her full attention to addressing any problems the student may be experiencing. Both parents and teachers may request conferences. 22 Appointments may be made directly with the teacher by a written request, e-mail, or a phone call to the office.

In middle school, unless you wish to speak with only one teacher, it is better to let the homeroom teacher coordinate this for you. **Morning (7:10 a.m.) or after school (3:30 p.m.)** on Wednesday or Thursday are usually the best times to schedule conferences. Sometimes a telephone call is sufficient to solve the problem.

PARENT-PRINCIPAL CONFERENCES Parents and students should feel free to confer with the principal about school matters. An appointment with the principal is arranged by calling the school's Main Office. If there is a classroom issue, the parent must confer with the teacher first before discussions with the principal.

ACADEMIC POLICIES

REPORT CARDS

Parents will receive student report cards via grade link, where parents are required to sign into our grade link system to access their child/

children grades every nine weeks according to the scheduled periods on the school calendar. Parent/Teacher conferences are scheduled to discuss students' progress and for parents to ask questions concerning their child, you will have 30 days (about 4 and a half weeks) from the initial date that report cards were received to schedule a conference. After those 30- days no conference will be held. Report cards will not be issued if student accounts are not paid for in full.

PROMOTION

Promotion to the next grade is contingent upon the student's satisfactory completion of the grade level curriculum as indicated by earning passing grades. When retention is a possibility, parents will be contacted before the fourth quarter. A student whose end of year average is F in one or more of the seven major subject areas (Bible, Reading/Language Arts, Math, Science, or Social Studies) must attend summer school or be remediated by a certified teacher. A minimum of 30 hours of instruction and a passing grade on a school-administered test are required. Trinity must be provided with official documentation before the student will be permitted to advance to the next grade. Students should maintain a 2.0 GPA average for grades 1st- 12th to receive an academic promotion to the next grade.

2.0 GPA AVERAGE

CURRICULUM

TDH standard curriculum is a Christian based curriculum which is Abeka for Grades K-12 includes the major subjects of Religion, Language Arts, (oral and written communication), Mathematics, Science, and Social Studies, and minor subjects of Handwriting (lower grades), Library Skills, Computers, Design, HOPE and Physical

Education. Students for Grades 3-8 will use IXL Learning and 9-12 will use Ignition.

TEXTBOOKS

Textbooks for all classes are loaned to the student who is then responsible for them until the teacher collects them. Textbooks damaged by clear contact paper or other damage/loss will require a full replacement fee. Tape should never be applied to the book's surface, inside or out. "Sox" covers must be an appropriate size for the textbook; otherwise, too small a covering can cause too much pressure on the book's spine and damage the binding. It is also important that parents, students, and teachers note and document a book's condition when they are assigned as this determines whether a student will be responsible for replacing the book at the end of the year. All damage to books or replacement of lost books must be paid for prior to the final report card being issued. All textbooks including workbooks are owned by the school and distributed to students for each school year. Textbooks are not allowed to be taken home. Please encourage your child to take care of his/her books. All computers/ tablets are owned by the school and distributed to students for each school year. If computers/tablets are stolen, vandalized, etc.... a fee will be charged to the student's account. School computers are not allowed to be taken home.

AFTER-SCHOOL CARE

"TDH Afterschool" is a program designed as an after-school enrichment opportunity for TDH Christian Academy students in grades K-8. The program will run from dismissal time until 6:00 p.m. on most school days. Parents may pick up their student(s) at any time during those hours. Families may register their student(s) at the site location only.

When registering on a drop-in basis, a 24-hour notice of the student's attendance would be appreciated so that the proper amount of food will be provided at snack time. Complete information about the TDH Christian Academy Afterschool Program is available from the site location.

PARENTS AS PARTNERS

Parents are the first educators of their children. Parents and School form a partnership in educating children. Parent cooperation is expected. If the relationship between school and parent becomes irreconcilable, then the school reserves the right to ask parents to seek other educational options for their children. The school asks parents/families to follow the rules, which are in effect to make the educational experience optimum for the child. When concerns arise, parents should follow the procedure outlined below for efficient communication:(1.) Contact the individual teacher first. (2.) If further discussion is necessary or a staffing is desired, contact the administrator. (3.) If additional processing is necessary, contact the building principals. Parents are also asked to be the good, Christian example in their behavior, attitude, and dress.

COMMUNICATION

GENERAL COMMUNICATION

As technology increases, we have more avenues than ever to stay connected. We all have responsibilities in maintaining open and current communication. Our responsibilities are as follows:

The administration will keep the school website updated and current; provide bi-weekly newsletters; use the messaging system to email, and/or phone, reminders, and notifications; and respond to parent emails, or phone calls, within 24 hours.

Faculty and staff will keep Google Classroom, ClassDojo, and Academic system pages updated and current; e-mail or call parents when issues arise; in grades 4-8, send progress reports home midquarter; in lower grades, send home weekly folders and/or daily progress reports; post grades in a timely fashion; and respond to parent e-mails, or phone, calls within 24 hours.

Students will ensure that all papers intended for parents/guardians are given to parents/guardians that day; use the classroom web pages as a resource for information; when appropriate, check PowerSchool to selfmonitor progress; use daily planner; and return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

Parents/Guardians will check with students for papers that have been sent home; monitor the Grade link website, newsletters, Notifications and Google Classroom pages, often; e-mail or call teachers when issues or questions arise; check Grade link, often, to monitor child's progress (Each student will have a secure password that will allow parents access to their child's grades and impending tests and projects.); check student's daily planner; sign and return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

A note on Grade link: As many of you know, both students and parents alike have access to Grade link. We recognize the importance of entering grades in a timely, consistent manner. We strongly suggest speaking with your children about their grades prior to contacting a teacher. This opens the lines of communication up between parent and child and paves the way for a better discussion with the teachers.

BEFORE SCHOOL SUPERVISION

Early Bird Supervision (EBS) provides before-school supervision for students that need to arrive on campus prior to 7:30 a.m.

EBS starts at 7:00 a.m. - No students may be left on campus before that time.

Please make sure your child eats breakfast before arriving on campus.

Drop-off Procedure:

Drop-off will be on the front of the school, once you arrive at the dropoff location, TDH staff will use your family number (posted on the sign hanging from your rear-view mirror) to pull up your children. On clear weather days, your child/ren will proceed to the Pavilion. On inclement weather days, they will proceed to the middle school building.

Supervision: Students will be socially distanced. During time students are encouraged to read, study, bring cards to play solitaire, or a Rubik cube, a coloring book, etc. Students may talk, but not be permitted to share things.

Rates: One Child - \$5/day

Two, or more, children per immediate family - \$10/day Fees will be charged monthly, through your FACTS account.

BULLYING POLICY GOAL:

The goal of the TDH Student Bullying policy is to foster the Christ-like message of love of neighbor in our school to ensure students can learn in a loving, caring, supportive and safe environment with fear of being bullied.

DEFINITION: Bullying is defined as deliberate, repeated, hurtful behavior where it is difficult for those being targeted to defend themselves.

Cyber Bullying is defined as deliberate, repeated, sending, or posting of harmful, threatening, or cruel text or images through electronic media of any sort where it is difficult for those being targeted to defend themselves.

DUTY OF TDH Christian Academy:

The duty of TDH School is to create and foster the call to “love one another as I have loved you” (John 15:12). Faculty and Staff shall be alert to the signs of bullying and shall act promptly and firmly against it in accordance with school policy. The Student Bullying Policy will be promoted and implemented consistently throughout the school and the school year.

Administration shall have the responsibility of tracking individual cases of bullying and documenting same. Administration shall be responsible for keeping staff updated on student bullying incidents. They will also implement programs to educate parents, faculty, and students on all pertinent issues regarding bullies and bullying

Faculty and staff have a duty to actively address bullying. They have a duty to educate parents and students about the Bullying Policy. The school will raise awareness of the nature of bullying to eradicate such behavior through assemblies and within the curriculum.

Students will be taught how to be assertive, not aggressive, and that it is within their right not to be bullied. They will be taught that individual differences are acceptable and never a cause for bullying. Parents will have an opportunity to learn about this issue through workshops (e.g.,

Homeschool Association Meetings) and will have a responsibility to read a copy of the Student Bullying Policy annually.

Parents have a responsibility to keep the principal informed of any ongoing acts of bullying encountered by their child(ren). Parents have a responsibility to assist and support the school with addressing any incidences of bullying at home.

IMPLEMENTATION: At the start of each school year, children and parents will receive the Bullying Policy and be advised that bullying in any form will not be tolerated in this school, on school grounds, or any school-related activities. Everyone associated with Trinity Catholic School will be expected to address all alleged incidents and follow through with established policy and procedures. The classroom teachers and/or guidance counselor shall have students discuss bullying and the school policy addressing the issue.

THE FOLLOWING STEPS SHALL BE TAKEN BY THE SCHOOL WHEN DEALING WITH BULLYING:

- When bullying has occurred and is reported, the staff member will address the issue as soon as possible.
- The staff member will complete a report.
- The principal will be notified and will interview all parties concerned and will document the findings.
- Parents of all parties involved will be informed after the incident occurrence.
- Age-appropriate disciplinary measures will be used to reinforce policy.

STUDENTS WHO HAVE BEEN BULLIED WILL BE SUPPORTED BY:

- Being offered an opportunity to:

- Have a discussion, reassurance, protection, and support.
- Confront the bully in a safe setting, if appropriate.

STUDENTS WHO INITIATED THE BULLYING WILL:

Have an opportunity to:

- Explain their behavior.
- Acknowledge his/her wrongdoing.
- Change behavior.
- Offer an apology to the victim.
- Have parents actively involved in promoting change in the offending student's attitude. 17

THE FOLLOWING DISCIPLINARY STEPS MAY BE TAKEN:

- Call home
- Detention
- Exclusion from playground, activities, computer lab, library, extracurricular sports, and other school-based activities.
- Referral to administration
- Work details
- Suspension

- **Expulsion FALSE REPORTING:**

Making intentional false reports of bullying will not be tolerated and is considered a punishable offense.

MONITORING, EVALUATION, REVIEW:

TDH Christian Academy will review this policy annually and assess its implementation and effectiveness through feedback from students, parents, faculty, and staff.

CYBERBULLYING

Faculty and staff have a duty to address any incidents of cyber bullying that are brought to their attention. They have a duty to educate students about the cyberbullying policy. The school will raise awareness of the nature of cyberbullying in an attempt to eradicate such behavior within the curriculum.

Administration shall have the responsibility of tracking individual cases of cyberbullying that have been documented and presented to the school. Administration shall be responsible for keeping staff updated on student cyberbullying incidents. They will also implement programs to educate parents, faculty, and students on all pertinent issues regarding cyberbullying and cyberbullying

Students will follow the Acceptable Use Policy while at school.

Parents have the responsibility to monitor their children's use of technology outside of school.

THE FOLLOWING STEPS SHALL BE TAKEN BY THE SCHOOL WHEN DEALING WITH CYBERBULLYING INCIDENTS:

- When cyberbullying has occurred and is reported, the staff member will address the issue as soon as possible.

- The principal will be notified and will interview all parties concerned and will record the incident.

- Parents of all parties involved will be informed after the incident occurrence. 18 STUDENTS **WHO HAVE BEEN**

CYBERBULLIED WILL BE SUPPORTED BY: Being offered an opportunity to:

- Have a discussion, reassurance, protection, and support

- Confront the cyberbully in a safe setting, if appropriate. STUDENTS WHO INITIATED THE CYBERBULLYING WILL: Have an opportunity to:

- Explain their behavior.

- Acknowledge his/her wrongdoing.

- Change behavior.

- Offer an apology to the victim

- Have parents actively involved in promoting change in the offending student's attitude.

FALSE REPORTING:

Making intentional false reports of cyberbullying will not be tolerated and is considered a punishable offense.

TELEPHONE CALLS

Use of the Office phone by students requires the permission of the Office Manager, a faculty member, Assistant Principal, or Principal.

Parents calling the school with a message should give the name and grade of the student or teacher who is to receive the message. Although office personnel are willing to be of assistance when unexpected developments necessitate changes in arrangements, students should be made aware of the day's pick-up or after-school procedure and rainy-day alternatives before they arrive at school in the morning. Valuable educational time may be wasted if a child is concerned about after school arrangements. **Calls regarding dismissal/pick-up arrangements must be received by the school office no later than 2:00 p.m.**

Teachers are not called out of class to speak with a parent. Teacher's messages are placed in his/her mailbox.

SCHOOL BUS REGULATIONS

For safety reasons, children must exhibit quiet, orderly behavior on the bus. The driver is the sole authority for behavior on the bus. Students who fail to submit to the discipline of the driver may be required to forfeit their right to bus service. Parents and students are asked to observe the following rules:

- The bus CANNOT WAIT for students who are not ready.
- The driver has the right to assign seats.
- Keep the aisle clear of all loose items.
- Do not tamper with the bus or its equipment.
- No part of the body may be extended out the bus.
- Nothing may be thrown from the bus.
- No eating or littering is allowed.
- In general, classroom conduct is expected on the bus.
- Should a problem arise, parents will be notified. Repeated misconduct will result in forfeiture of service.

- Written permission must be given by the parent/guardian to the bus driver if there is to be a change in the pick-up or drop-off location.
- Fighting or Bullying of any sorts will not be tolerated.
- No Smoking or any illegal substances on school buses/ vans.
- After a route has been set for more than two weeks, you will not be allowed to make any changes more than once.
- Bus routes cannot be changed five weeks before school ends.
- No Inappropriate behaviors/ actions are allowed on the bus.

ELECTRONIC DEVICES

Cameras, Smart watches, hand-held games, or other electronic devices are not permitted.

Cell Phones: Cell phones may be necessary for some students to communicate with their family from sports practices or off campus locations. Parents who want their student to have a cell phone for afterschool use must complete the cell phone permission form. **Cell phones are not allowed to be used on school grounds at any time.** They are to be turned off and left in the students' book bag until the student is off school grounds. If there is any deviation from this guideline, the phone will be confiscated for a period of no less than 24 hours. After which time a parent must retrieve the phone and the phone must be checked into the school office whenever it is brought to school. A second offense may result in forfeiture of this privilege altogether. Students who need to call home during school hours must use the school land lines.

ARRIVAL AND DISMISSAL PROCEDURES

Our number one goal is for Arrival and Dismissal to be both safe and quick for all families. Car lines will flow smoothly and quickly when these procedures are followed.

Traffic Flow Reminders:

- Remember that you are driving in an active SCHOOL ZONE; maintain slow and safe speeds. • Follow the directions of the Crossing Guard, Security Guards, and Faculty and Staff.
- Always turn RIGHT when entering and leaving the parking lots and circles
- When in the car lines, drive as close to the right street curb as possible
- Pull all the way up to allow as many families as possible to drop off/pick up
- Avoid parking on side streets whenever possible
- Do not block intersections, driveways, or fire hydrants
- Do not cut/block other cars
- Never walk through the car lines during arrival or dismiss

Safety Reminder:

- Check to see that ALL your passengers are secured with seat belts or in the appropriate child car seat. It is the law! It only takes a second for a dangerous accident to occur.
- Please do not have car doors open while your vehicle is moving. If a child fell out of the vehicle, it might be too late for you or others to stop.

- Use of cell phones and participating in other distracting activities while driving can lead to a dangerous environment for our precious TDH cargo. Please give your full attention to driving safely.
- Please remember that the designated dismissal spots are intended for cars only. Pedestrians should not be crossing car lines, and parents should have their children “in hand” while proceeding near these areas. • Have your child exit and enter the car on the passenger side

DISCIPLINE

We believe it is especially important to influence and structure the conduct of each student. We desire to encourage each student to develop self-discipline. The opportunity for intelligent self-discipline is encouraged under faculty supervision in a supportive environment where students can make sound decisions and assume responsibility.

- love of God and neighbor
- respect for self and other
- self-control
- honesty with self and others
- accepting personal responsibility

Therefore, school expectations must be followed by students to foster a sound educational climate. Student expectations include Be prepared and on time; exhibit behaviors that promote learning; show respect for themselves, the learning environment, and others; give their best effort in all assignments and activities; complete all assignments within the deadlines given; and follow school rules. If a student does not meet the school’s expectations to maintain an atmosphere of academic excellence, there will be a process to acknowledge and communicate expectations that are not being met, and partner with parents to put a plan in place for improvement. If improvement is not made the student may be put on probation to continue as a student at TDH Christian Academy.

EXPULSION

Whenever in the judgment of the principal/ administrator and the School Board the students' connection with the school is no longer profitable to them, or their influence is detrimental to others, they may (after counseling with parents) be dismissed from school.

CONSEQUENCES

When a student violates the Discipline Policies, any staff member may issue a consequence. Consequences are intended not as mere punishment, but to correct misbehavior and improve a student's overall conduct. The purpose of discipline is to teach correct behavior. For conduct that is not suitable for a climate of learning, appropriate consequences will be imposed by a teacher, or other authorized school employee. The following consequences may be in addition to warnings and classroom discipline structures.

- A verbal warning, which will be documented by the teacher and placed in the student's school file. A copy of the action will be sent to the parents.
- Level 2 Talk to the parents/guardian.
- Level 3 A formal meeting conference will take place between the child's parents, teachers, and administrators. Guidelines will be discussed to prevent the behavior from reoccurring. All information discussed will be agreed upon and documentation will be placed in the student's file.
- Level 4 At this point, the child will be automatically suspended for one day. Written documentation will be placed in the child's file and sent to the parent(s).

- Level 5 The child will be automatically suspended for three- five days. Written documentation will be placed in the child's file and sent to the parent(s).
- Level 6 Upon recommendation of the principal/ administrator, the child's name and behavior offenses will be brought before the School Board for immediate expulsion. The child will be automatically suspended until the School Board makes their determination. (1) If weapons or drugs are brought to school, permanent dismissal/expulsion will result. (2) Any assault on the school personnel will result in automatic dismissal/ expulsion. (3) Parents/ Guardians coming to the school property with uncooperative behavior, threatening faculty/staff will result in students' automatic dismissal/ expulsion.

***TDH may dis-enroll any child, without prior notification, whose behavior creates a risk of harm to the health and safety of other children or staff or disrupts our culture of learning.**

STANDARDIZED TESTING

The Standard 10 standardized achievement test is administered in the Spring to all students in grades K through 12. Results of these tests become part of a student's cumulative record, and a copy is sent home to parents. Parents may request a conference with the teacher if further clarification or explanation is needed.

FIELD TRIPS/AFTER SCHOOL SPORTS TRIPS

Field trips provide students with valuable opportunities for educational enrichment and will be scheduled as deemed appropriate by the teacher. As field trips are privileges afforded to students, participation can be

denied to students who fail to meet academic and/or behavioral requirements or expectations. Parents could be required to attend a field trip with their child.

- Drivers who have submitted the “Driver Information Sheet” which verifies that their car insurance covers all passengers in their car (according to Diocesan regulations \$100,000/300,000 minimum bodily injury liability coverage)

All fees for these requirements are the responsibility of the parent. Fifteen passenger vans may not be used. Drivers must be 25 years of age or older. No unplanned stops may be made. *Please note that all the above documentation must be cleared and returned to TDH

PRIOR to driving students on field trips. This process can take up to a minimum of two months. Parents who intend to drive should complete the necessary driver information requirements at the beginning of each school year.

Students will be given field trip permission slips from the school for school-sponsored outings. These must be signed by a parent or guardian and returned to the homeroom teacher before leaving on the trip. Phone calls or written communication other than the specific form given to students for field trip permission are not acceptable.

FUNDRAISING All fundraising done in the name of Tiphne Darshay Hollis (TDH) by parents, students, or staff, must be approved in advance by Principal Hughes.

GRADING CODES

Kindergarten grading codes are unique to those grade levels. An explanation and grading key are included with those evaluations. In Grade 1, the following grading codes are listed on student report cards:

E Excellent

G+ Very Good

G Good

S+ More than Satisfactory

S Satisfactory

N Needs Improvement

P Poor

In Grades 2 through 12, the numerical scores representing the letters of A, B, C, D and F will denote grades. The correspondence of percentages and letter grades is as follows:

Letter	Percentage	Grade Point (for Middle School/ High School)
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0

Courses taken in Middle School will be given two (2) separate semester grades that will be averaged into a final grade. The Semester Grade for each subject will be based on two (2) quarter averages and the semester exam. The weighting of each semester grade will be that each quarter will account for 40% of the grade and the semester final will account for

20% of the Grade. The averages will be calculated numerically and will reflect the actual percentage of the grade.

CONDUCT

1. Above Average
2. Satisfactory
3. Needs Improvement
4. Unsatisfactory

CLASSROOM VISITS/OBSERVATIONS

Parents who need to speak with their student must check in at the office so that their student can be called to the office.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Florida Statutes require that every child entering school for the first-time present certification of a School-Entry Health Exam (DH3040) performed within one school year of enrollment.

This form is only available in doctor's offices and upon completion should be turned in to the school nurse. The statutes further require that all children attending public or private schools in Florida show proof of immunization (DH680) for Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, Hepatitis B, Hib and Varicella.

In addition, students entering Grade 7 or higher must also show proof of a Tdap (Tetanus-diphtheria-pertussis booster). According to Diocesan Policy, ALL students must present proof of having had the immunizations as required by Florida State Law before being admitted to class.

OFFENSES

TDH Christian Academy is a Christian school which seeks to facilitate the development of Christian character. Students are to conduct themselves in a manner consistent with the philosophy of the school. Therefore, the following activities are prohibited:

- **Undermine the religious ideals of the school (1,2)**
- **Possessing or using an unlawful weapon such as KNIVES, GUNS, PEPPER SPRAY, etc.... (3,4,5,6)**
- **Possessing cards, dice, or gambling devices. (1,2,3)**
- **Possessing or using drugs, vaporizer pens (vapes), alcoholic beverages, cigarettes, or tobacco in any form, etc. (3,4,5)**
- **Stealing, lying, and cheating on exams and classwork. (2,3)**
- **Willfully damaging property that belongs to others. (1,2,3)**
- **Using profane language (cursing, swearing) or engaging in conversation unbecoming to a Christian. (2,3,4)**
- **Possessing or displaying obscene literature or pictures. (2,3,4)**
- **Unwilling to give teachers or faculty their cellphones. (2,3,4)**
- **Conducting oneself improperly with a person of the same/opposite sex. (2,3,4)**
- **Using personal electronics such as cell phones, iPad, radios, video games, etc... or any such device on the school premises (1,2,3)**

- **Using school equipment without the permission of the teacher. (1,2)**
- **Fighting with another person (2,3,5)**
- **Willfully damaging school property. (2,3)**
- **Bullying of any kind (2, 3, 4, 5, 6)**
 - *These rules and regulations are for the protection of the students and staff at the school. Any violation of these regulations places the student in a position for potential dismissal and suspension at the discretion of the principal.**

SUSPENSION FROM SCHOOL

School statutes require any student under suspension to remain at home during school hours. The student may not participate in or attend any school sponsored activities while under suspension. Anytime a student has a suspension of more.

Then one day the student will have to return with a parent conference to return to school.

GRIEVANCE PROCEDURES

In the event of a disputed punishment, the parent(s) and student may request a conference with the teacher and principal/administrator. If the matter in question is not resolved to the satisfaction of the parent(s), an appeal can be made to the School Board. The decision of the School Board shall be final and binding.

PRAYERS

Formal prayers are taught in all grades. These are usually found in the back of the religion book for each grade. Parents are encouraged to help their student(s) learn these prayers. Each day begins and ends with prayer, and grace is said before the lunch period. All Middle School classes begin with prayer or meditation.

SOCIAL MEDIA

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture to be used must notify the school office in writing prior to the beginning of the school year.

Students can be held accountable for material presented in their social media, including posts about other students, teachers, or the school. Harassment will not be tolerated. Threats are considered serious, and law enforcement may be notified.

Parents should not represent the school on social media without authorization from the school. Civility and personal etiquette are encouraged.

HANDBOOK AGREEMENT

The last official act of enrollment and acceptance of each student of TDH Christian Academy is the signing of a contract that states this

handbook has been read and accepted as the governing vehicle between home and school. This contract must be completed and returned electronically during the first week of classes. This is a required document for a child to be an official student at TDH.

**WE KNOW THAT YOU AGREE THAT TDH
CHRISTIAN ACADEMY HAS SUPER STUDENTS.
THESE ARE SOME WAYS TO ACKNOWLEDGE**

THEIR EFFORTS AND SUCCESSES. THANK YOU FOR YOUR SUPPORT.

Please return this paper to your **AFTER ORIENTATION**

I have received and read the TDH Christian Academy Student/Parent Handbook for 2022-2023.

Student Signature

Date

Parent Signature

Date
