



Tulsa Adventist Academy

A SEVENTH-DAY ADVENTIST SCHOOL OFFERING GRADES PRE-K THROUGH 12

SCHOOL HANDBOOK

2023 – 2024

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Accreditation

TULSA ADVENTIST ACADEMY IS A FULLY ACCREDITED CHRISTIAN SCHOOL SERVING TULSA AND THE SURROUNDING AREA. TULSA ADVENTIST ACADEMY IS ACCREDITED THROUGH:

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities; The National Council for Private School Accreditation; and the Oklahoma Private School Accreditation Commission



Adventist Education

Table of Contents

PHILOSOPHY AND OBJECTIVES 3

MISSION STATEMENT 4

GENERAL INFORMATION 4

- WHO MAY ATTEND
- NONDISCRIMINATORY
- NEW STUDENT APPLICATION
- RE-ENROLLING STUDENTS
- IMMUNIZATIONS
- BIBLE
- NON-PUBLISHED REGULATIONS
- PARENTAL RESPONSIBILITY
- GRIEVANCE PROCEDURE
- SPECIAL EDUCATION
- STUDENT PLEDGE

ADMINISTRATION OF THE SCHOOL 8

- STAFF QUALIFICATIONS

TAA FACULTY AND STAFF 9

TAA TUITION AND FEES 10

- TUITION FEES
- DISCOUNTS
- REGISTRATION FEES
- DISCOUNTS ON REGISTRATION FEES
- STUDENT AID
- REPLACEMENT FEES
- DELINQUENT ACCOUNTS
- ADJUSTMENTS

OKLAHOMA STATE HEALTH DEPARTMENT 12

ACADEMICS 13

- TRANSCRIPTS
- INCOMPLETE GRADES
- FAILURES
- HIGH SCHOOL CLASS PLACEMENT

- HONOR ROLL
- PRINCIPAL'S HONOR ROLL
- PRESIDENTIAL HONOR ROLL
- NATIONAL HONOR SOCIETY
- REPORT CARDS AND GRADING SYSTEM
- CLASS AND STUDENT ASSOCIATION OFFICES
- TRANSFER UNITS
- MUSIC PROGRAM
- MUSIC LESSONS

ATTENDANCE POLICY 17

- EXCUSING ABSENCES AND TARDIES

DISCIPLINE POLICY 19

SCHOOL ENVIRONMENT 19

- STANDARDS OF CONDUCT
- BULLYING
- ATTITUDE
- WELLNESS POLICY
- SCHOOL PROCEDURES
- SCHOOL DRESS
- PHYSICAL EDUCATION DRESS
- BANQUET AND GRADUATION DRESS

HOME AND SCHOOL ASSOCIATION 24

OTHER CAMPUS POLICIES 24

- STUDENT VALUABLES
- CHAPEL
- RELIGIOUS ACTIVITIES
- SNOW DAYS
- SCHOOL HOURS
- MEDICAL POLICY
- HEAD LICE PROTOCOL

ASBESTOS 26

TAA Philosophy

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

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

TAA exists to glorify God by using his inerrant Word to future discipleship in Christ, serving primarily the youth of our congregations, equipping them for a lifetime of service to their Savior, their homes, churches, vocation and communities. TAA offers admission to Adventist families and to other families who are in harmony with the policies and principles of our school.

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

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

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

TAA Objectives

- Spirit - To develop faith, trust, love, and confidence in the power of the Gospel and to develop an earnest desire for the joys found in knowing Jesus as a personal friend.
- Intellect - To arouse and stimulate the development of an intellectual curiosity that will develop into a practical and comprehensive knowledge base.
- Character - To develop a noble Christian character so that ideals of right, self-discipline, honesty, reverence, purity, integrity, and moral stamina become dynamic habits of conduct.

- Health - To develop awareness that the body is the temple of God, and to impart the knowledge of what produces a healthy mind and body.
- Thought - To develop the ability to think independently and constructively.
- Church - To encourage a sense of loyalty and responsibility in the performance of church activities.
- Society - To learn about and gain a respect for our world's social and cultural diversity thereby shaping a character like that of the Savior, which implies proper respect for men and women.
- Community - To develop a sense of personal responsibility for the welfare of the home, the community, and the nation.

TAA Mission Statement

TAA teachers and staff daily strive to practice our mission of preparing students for heaven and earth.

General Information

Who May Attend

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

TAA offers grades pre-kindergarten through twelve. To enroll in pre-kindergarten students must be four years of age on or before September 1. If accepted the student will be enrolled on a probationary status. Kindergarten students must be five years old by September 1 to be enrolled at TAA. Students must have reached the age of six years old by September 1 of the current school year in order to be admitted to the first grade.

Non-Discriminatory

Tulsa Adventist Academy does not discriminate on the basis of race, color, national origin or disability in its admission and administration of its educational and admissions policies, scholarship and loan programs, extracurricular programs and other school-administered programs.

TAA does not discriminate on the basis of sexual orientation but does discriminate on the basis of sexual misconduct. Students are prohibited from activities including, but not limited to, non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any

form of sexual behavior. This includes sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex) that may lead to situations of temptation, regret and immoral conduct and would undermine the Christian identity or faith mission of TAA and the Seventh-day Adventist church.

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

New Student Application

An inquiry for an application for admission may be obtained through the school website at tulsaacademy.org. All students must complete an application and be approved before starting classes. Acceptance to TAA and grade classification is subject to possible placement testing and receipt of an official transcript of credits and proper recommendations for all new students.

Students transferring from another school will be required to present a certificate or report card confirming placement, be willing to take an entrance test, provide a third-party letter of recommendation, participate in an entrance interview, provide medical records, and have any account at the previous school paid in full or arrangements made in order to transfer. New students will need a copy of their birth certificate.

Re-enrolling Students

To re-enroll students, please access your FACTS Family Portal by following the instructions below:

To access Family Portal:

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on **Apply/Enroll**
- Click on **Enrollment/Reenrollment**

Immunizations

New students are required to provide immunization records from a pediatric/family physician's office, state record, or (if applicable) previous immunization records from the country from which they have relocated. All students must have a current immunization record or exemption form on file for the following immunizations before they are allowed to attend.

- DTaP (Diphtheria/Tetanus/Pertussis)
- Tdap (**for 7-12 grade only**)
- IPV (Polio)
- MMR (Measles, Mumps, Rubeola/Rubella)
- Hep A
- Hep B
- VAR (Varicella/Chicken pox)

Bible

All students in grades five to 12 are required to have a Bible that includes both Old and New Testaments. Each student is required to take a course in Bible for each year in attendance.

Non-Published Regulations

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

Parental Responsibility

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

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

Grievance Procedure

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

1. First, discuss the problem with the teacher. If this procedure fails to resolve the problem, see 2.
2. Contact the principal, withholding judgment until a complete investigation is made. See Matthew 18:15-17. If this still fails to solve the problem, see 3.
3. Finally, contact the School Board Chairperson, who will call a special meeting with the principal, the teacher, and the parent/guardian to seek a solution to the problem.

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

Special Education

TAA seeks to provide a quality education for each of its students. TAA may not have the resources available to accommodate or meet the needs of every prospective student. Therefore, we advise parents of prospective children with special educational needs or physical disabilities to discuss their child's requirements with the school in detail when they apply.

Student Pledge

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

Administration of the School

The TAA School Board operates Tulsa Adventist Academy, and it shall have authority in respect to all matters concerning the school and program. TAA supports and upholds the beliefs of the Seventh-day Adventist Church. The educational officers of the Seventh-day Adventist church in the Southwestern Union and the Oklahoma Conference are relied upon for advice and counsel.

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

No individual member of the School Board has the privilege of making decisions affecting school policies without the vote of the entire School Board. The purpose of the School Board is epitomized by the following quotation:

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

-Ellen G. White, *Counsels to Parents and Teachers*, p. 174.

Staff Qualifications

The Board carefully considers staff qualification and supervision in regard to professional standing and moral integrity. TAA is currently operating a fully accredited school staffed by certified teachers for grades Pre-K through 12.

TAA Faculty and Staff

<i>Principal</i>	Larry Seery
<i>Secretaries/Registrars</i>	Jennifer Whittington & Rachel Arroyo-Watson
<i>High School Registrars</i>	Larry Seery & Ruth Vargas
<i>Treasurer</i>	Jennifer Dohlman
<i>Development/Marketing</i>	Caroline Fisher
<i>Pre-K & K</i>	Vicki Toews
<i>Grades 1 & 2</i>	Audrey Fabriga
<i>Grades 3 & 4</i>	Sharee Bramham
<i>Grades 5 & 6</i>	Caleb Minty
<i>Grades 7 & 8</i>	Ruth Vargas
<i>Math Department</i>	Sara McLean
<i>Science Department</i>	Ronald Arroyo-Watson
<i>English Department</i>	Caroline Fisher
<i>Music Teacher</i>	April Spooner
<i>Athletic Department</i>	Caleb Minty
<i>Languages</i>	Elena Vera
<i>Testing Coordinators</i>	Ruth Vargas & Vicki Toews
<i>Early Childhood Department</i>	Vicki Toews

School Board Officers

<i>School Board Chair</i>	Brit Whittington
<i>Principal/Executive Secretary</i>	Larry Seery
<i>Treasurer</i>	Jennifer Dohlman
<i>Home and School</i>	Jason Vargas

TAA Tuition and Fees

Tuition

Pre-Kindergarten through fourth grade	\$6,050 over 10 months
Grades five through eight	\$6,050 over 10 months
Grades 9 through 12	\$7,150 over 10 months

Discounts

Full constituent SDA church students	15% discount
First year of SDA education for the family*	33% discount
Multi-student discount (same family)	\$250 per student
Full year's tuition paid by August 31	2.5% discount

*Pre-K students are not eligible for the 33% discount.

Registration Fees (Non-Refundable)

Fees include a school shirt, technology fee, textbooks, school supplies fee (grades Pre-K through 4), Outdoor or Bible School, High School Challenge, science lab fees, yearbook for all grades, graduation fees for grades Kindergarten, 8, and 12.

Grades Pre-K/Kindergarten - 4	\$510.00
Grades 5 - 6 (includes Outdoor School fees)	\$585.00
Grade 7	\$585.00
Grade 8	\$650.00
Grades 9 - 11	\$650.00
Grade 12	\$690.00

Discounts on Registration Fees

If full registration is paid on or before June 30, a \$200 discount will be given toward the year's tuition.

Student Aid

Students who earnestly desire to attend TAA, and whose financial resources do not permit attendance, may apply for student aid at <https://online.factsmtg.com/aid/> for a \$40 fee. Applications for financial assistance are due by the deadlines to be announced at preregistration. Aid is available only as individuals contribute to the student aid fund. Aid will be distributed based on a needs-based formula and only if the funds are available.

Pre-K students are not eligible for student aid.

Any student receiving conference subsidy is not eligible for student aid.

Replacement Fees

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

Students are loaned an iPad and parents are financially responsible for any damage up to \$650 for total replacement if it is destroyed or lost. At the end of the first semester and at the end of the school year the student will be required to turn in their iPad with screen protector, case, charging cord, and plug to check for damaged or lost items.

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

Delinquent Accounts

The TAA Board has taken an action that any student account falling 30 days past due will be considered delinquent. Immediate payment or special arrangements must be made with the principal and the treasurer in order for the student to:

- Continue class attendance
- Take examinations
- Receive grades, transcripts, or diploma

Previous outstanding accounts owed by the student or any member of his/her immediate family must be settled before the student is permitted to enter school for another year. Accounts outstanding in other schools must be settled before the student is admitted to TAA.

Adjustments

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

Pre-K students who apply for part-time attendance may be accepted when positions are available. Priority will be given to full-time students. Schedules will have to be arranged with the teacher and principal. Students accepted as part-time will be charged 60% tuition.

High school students may apply to attend part-time; however, acceptance is based on availability in the classes needed. Priority will be given to full-time students. Students will be charged 1/6 tuition cost for each class they are enrolled in. Seniors must be enrolled full-time to graduate from Tulsa Adventist Academy.

Full registration fees still apply for all part-time students.

Oklahoma State Health Department

All students need to have immunization records turned in to complete registration and students being able to start school. If you choose not to immunize your child, please fill out the correct form making you exempt from this requirement. Please reference Oklahoma Statute 70 § 1210.191.

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

Academics

Transcripts

Transcripts will be released by the Southwestern Union Office of Education (grades nine and 10), or Ozark Adventist Academy (grades 11 and 12) when written authorization is received from the requesting school. One complete transcript of grades will be issued free for any student of TAA through grade 10. Grades 11 and 12 will need to request their transcript directly from Ozark Adventist Academy at ozarkacademy.org (scroll down to Quick Links and choose Transcript Request Form). No diploma, transcript, or report card will be issued to any student until the account has been paid in full.

Incomplete Grades

An Incomplete must be made up within the current grading period or the student will be issued a failing grade.

Failures

If a student receives an I and/or F at the end of a semester in two or more subjects, his/her case may be reviewed by the Academic Standards Committee. Also, failure in a subject for first semester may result in non-continuance of that class (grades 9-12).

High School Class Placement

Specific requirements for class placement are as follows:

To Enter	Requirements Needed
Grade 9	Complete grade 8 with passing grades.
Grade 10	Complete at least a total of 5.5 credits
Grade 11	Complete at least a total of 11 credits
Grade 12	Complete at least a total of 16.5 credits
To Graduate	Complete at least a total of 24 credits

Honor Roll

Elementary (Grades 3-4)

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

Middle School and High School (Grades 5-12)

In order to be placed on the Honor Roll, a student must maintain a 3.5 grade point average, with no Cs, Ds, or Fs in all subjects, be recommended by the staff, and have no citizenship problems.

Principal's Honor Roll (Grades 5 through 12)

If a student achieves all As in all subjects, with no detentions, and has no citizenship problems, then that student will be recommended to the principal for consideration for the Principal's Honor Roll. This is a high honor that will be recognized.

Presidential Honor Roll (Grades 9 through 12)

If a high school student achieves all As with a 4.0 GPA in all subjects, with no detentions, and has no citizenship problems, then that student will be recommended to the principal for consideration for the Presidential Honor Roll. This is a high honor that will be recognized.

National Junior Honor Society (NJHS) and National Honor Society (NHS)

Students in grades 5–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship:** Per national guidelines, at a minimum, students must have a cumulative GPA of 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service:** This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

Report Cards and Grading System

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

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

Description	Letter Grade	Percentage	Points
Superior Work	A	92 - 100	4.0
	A-	90 - 91	3.667
Above Average Work	B+	88 - 89	3.333
	B	82 - 87	3.0
	B-	80 - 81	2.667
Average Acceptable Work	C+	78 - 79	2.333
	C	72 - 77	2.0
	C-	70 - 71	1.667
Below Average Work	D+	68 - 69	1.333
	D	62 - 67	1.0
	D-	60 - 61	0.667
Failing Work	F	0 - 59	0

Class and Student Association Offices (Grades 5-12)

All students who wish to hold a class or student association office must maintain a minimum GPA of 3.0 and have no disciplinary problems. Transfer Units (Grades 9 and 12)

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

Music Program

Music is part of the curriculum provided at TAA in accordance with state and Conference Guidelines. As an Adventist Christian school, we believe that “From the lips of children and infants, You, Lord, have called forth Your praise.” (Matthew 21:16) It is our goal to educate our young people not only to develop skills and talents, but, most importantly, to help our students learn to praise God despite the counterfeits the devil has set forth.

For grades nine through 12, students will be required to take a minimum of one quarter credit of music instruction per year. Choir is the only music program offered as a credit at TAA; however private instrument lessons may be available. It will be the responsibility of the student to secure any instruments needed to participate in private music lessons. In addition, specialty music groups will be offered based on instructor availability and preference. Under special circumstances and with discussion with the principal, students may be able to receive music credit through private music instruction.

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

Music Lessons

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

Attendance Policy

Attendance is recorded both in the classroom and the school office daily. It is the responsibility of the parent and student to stop at the office and check students in after 8:00 AM. This record is a legal document. Attendance remains part of the permanent record. Oklahoma State law states in Section 229:

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

- All students entering first grade must be six years of age on or before September 1 of the current school year.
- All students entering kindergarten must be five years of age on or before September 1 of the current school year.
- All students entering pre-kindergarten must be four years of age on or before September 1 of the current school year.

Excusing Absences and Tardies

School attendance is a joint responsibility of the home and the school. Parents must notify the school office of any immediate or anticipated absence of their child. In cases where arrangements have not been made, the office will make an effort to contact the parents and confirm the location and situation of each student. This will be done within the first hour of the school day.

Because of the legal record which is kept by the office of all absences and tardies, TAA requires that if a parent wishes to have the absence or tardy EXCUSED, the parent will put that reason in writing and either email it to taaoffice@tulsaacademy.org or bring it to the office within three school days from the return of the student. If a student is absent for three or more days, a doctor's note is required.

Acceptable reasons for absences include the following:

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

There are three categories of absences:

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

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

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

- Reporting to the authorities as outlined by Oklahoma State law.
- Expelling the student from school and giving parents the opportunity to re-enroll student. Re-registration fees of at least \$100 will be charged.
- Expelling the student from school with no invitation to re-register.
- Special consideration may be granted for extenuating circumstances.
- Failure of classes missed.
- Other action as may be deemed appropriate by the Board.

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

Discipline Policy

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

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

Possession of any firearm or drugs will lead a student immediately to the principal, and by law, the school shall report such possession to the proper authorities. Bullying that involves a firearm or other weapon will, by law, be reported to the proper authorities.

School Environment

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

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

Standards of Conduct

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

The student will refrain from:

- Expressing atheistic ideas or undermining the religious ideals of faith upheld by the school.
- Using profane or indecent language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature, pictures, or articles, or clear acts of racism.
- Using tobacco, vaping, alcohol, drugs, or narcotics in any form, having the same in one's possession, or furnishing them to others.
- Possessing knives, firecrackers, fire arms, cigarette lighters, matches, or explosives of any kind.
- Gambling, betting, or possession of gambling devices.
- Dishonesty; including theft, willful deception, cheating in examinations, misuse of AI (artificial intelligence), plagiarism or any phase of school business.
- Improper sexual conduct: TAA has adopted a hands-off policy. Improper displays of affection may include touching, hugging, or holding hands. Sexual relations and kissing are unacceptable behavior for TAA students.
- Defiance or insubordination, disrespect or disobedience by any student toward any teacher or staff member.
- Shoving, pushing, fighting, or being involved in any physical or verbal altercation.
- Destruction or vandalism of any school or personal property.

Bullying

TAA has a zero tolerance to bullying. We have implemented this zero tolerance policy to protect students, faculty, and staff, and to support Oklahoma state law and the Oklahoma Seventh-day Adventist Conference.

Attitude

Whenever, in the judgment of the faculty, the student's attendance at TAA is no longer profitable to him- or herself, or his or her influence is detrimental to others, or when previous attempts to help the student have not brought about the desired results, parents will be requested to withdraw the student from school. The school will endeavor to keep in close touch with the home regarding the student's progress. Parents will be consulted in dealing with serious problems.

Wellness Policy

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

School Procedures

Students will not be permitted to leave school grounds after their arrival at school or during school hours except for organized class functions or where previous arrangements have been made with the principal. If a student needs to leave early, the parent must stop by the office to sign the student out.

Students with automobiles, motorcycles, or bicycles must use them only for transportation to and from school. Advance written notice must be provided by the parent if student needs to leave school early for any reason. No students will be allowed in cars during school hours or recess. School insurance demands that no other students be allowed to ride in a student's vehicle unless previous written permission from both students' parents have been granted. Cars must be locked and parked in the designated area. Car keys must be turned in to the school office during school hours.

Eating will be permitted only at the designated times and in designated places. Snacks or beverages are only allowed in the classroom for a special event or with approval of the teacher. Water is acceptable. Gum is not to be chewed in the school or on the school premises at any time.

Electronic gaming devices are not permitted on campus. Cell phones may be brought to school if powered down and given to the teacher upon arrival to school. Students may retrieve their phone when they are picked up from school or at the end of dismissal. If you need to reach

your student during school hours please call the office and we will be happy to pass a message along to the student or bring them to the office for the call.

Students should get permission from the principal at least one day in advance before bringing visitors to school. Visitors must be dressed in accordance with dress code and recognize all standards of TAA.

The school telephone is not to be used by students without permission from a staff member. Parents needing to get in touch with their child during school hours may call the office and leave a message. Classes will not be interrupted except for an emergency.

Seventh-day Adventists support a vegetarian lifestyle. Therefore, we encourage lunches being brought to school be vegetarian as much as possible. It is recommended that students should not bring or drink caffeinated beverages on school grounds as TAA supports healthful living recommendations.

The school doors will be open no earlier than 7:30 A.M. Students should plan to arrive at 7:45 A.M. School begins at 8:00 A.M. Students are marked tardy if they arrive after 8:00 A.M.

School dismisses at 3:00 P.M. Monday through Thursday. Parents should plan to pick students up between 3:00-3:15 P.M. Schools dismisses at noon on Fridays. Parents should plan to pick up students between noon and 12:15 P.M. on Fridays.

- Monday through Thursday pick up times: 3:00 P.M. - 3:15 P.M. and Friday pick up times: noon - 12:15 P.M. Students will be in the dismissal area. No additional charge.
- Monday through Thursday: 3:30 P.M. - 5:30 P.M. Students will be included in the After School Care Program and follow the after school care fee plan.

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

School Dress

The TAA modesty/neatness guidelines are presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled.

The following general guidelines apply to all dress code, including all times a student is present on the TAA campus for any school related activity; any exception to the following must be approved by the school Principal:

- Hair clean and groomed, out of eyes at all times. No unnatural hair colors.
- Any tattoos, body art or drawing on body must be covered at all times.
- No jewelry except Medical Alert bracelet.

- Nail polish allowed if it is free from chips and looks professional.
- No hats or hoods when school is in session.

TAA has adopted a uniform dress code that requires the following:

- Khaki, blue, or black long pants, shorts, skirts, or skorts of khaki or slack material.
 - Shorts/skirts/skorts must be no shorter than two inches above top of knee cap.
 - Boot cut or straight pants are acceptable.
 - Leggings may be worn underneath skirts, shorts, or skorts.
- Tops must be collared TAA logo polo shirts (purchased at school).
 - Faculty have the right to request a student to tuck in their shirt if deemed necessary.
- All jackets and hoodies need to uphold TAA Christian values; no skulls, satanic symbols, secular entertainment, etc.
 - Faculty have the right to ask a student to remove hoodies if deemed inappropriate.
- Shoes must be worn at all times; no open-toed shoes or sandals.
- Proper fitting clothes means no baring of undergarments or the midriff.

Physical Education Dress

Gym clothes should be of modest length and not be see through. Shorts should be at least mid-thigh in length. All students in grades 7-12 are required to change into gym clothes, including sneakers, for PE class.

Banquet and Graduation Dress

Dresses must be two inches above the knee or longer and have a modest neckline and back. Strapless dresses are not permitted unless worn with a jacket/shawl. All dresses must be approved by a female teacher. Church dress is appropriate for male students, such as dress pants and a button-down shirt, and/or a suit and tie.

Home and School Association

The Home and School Association of TAA has a definite and important purpose. Its aim is to serve every home represented in the school, the parents, and TAA teachers. It is concerned with all in the home, from the infant to the parent. Meetings will be announced and all students and families are advised to attend.

Other Campus Policies

Student Valuables

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

Chapel

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

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

Religious Activities

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

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

Snow Days

In the case of inclement weather watch for a text message from Remind, watch our TAA Parents Page on Facebook and/or check your email. These announcements will be given as early and as timely as reasonably possible.

School Hours

School is in session from 8:00 A.M. until 3:00 P.M. Monday through Thursday and 8:00 A.M. until noon on Friday. The building will be open by 7:30 A.M. Students should not arrive before 7:30 A.M. Reasons for picking up students immediately after school are:

- Cleaning of school
- Faculty Meetings
- After-school duties in classrooms
- Teachers are not on duty after 4:00 P.M.

After School Care starts for students, grades Pre-K through 12, who are not picked up by 3:30 P.M. Monday through Thursday for a fee of \$5.00 per half hour. No aftercare on Fridays, so students must be picked up by 12:15 P.M.

Medical Policy

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

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

Head Lice Protocol

Lice are not discriminate of race, age, state of the home, or cleanliness of your child. They are extremely easy to share between those we are in close contact with.

If a student discovers they have lice in their hair while at home, please contact the TAA office so we can check the rest of the students in their classroom.

If a student is found to have lice while at school, their parents will be contacted immediately. All of the student's classmates will also be checked. If there is a chance for crossover (siblings in other grades, or in the case of high school, switching classrooms regularly) then the students in those classrooms will also be checked.

TAA expects that the child will be treated with a lice chemical shampoo that can be purchased at any pharmacy. Once the child has been treated, a parent needs to remove all nits from the child's hair by pulling each individual nit off the strand of hair. (Shampoo kills live bugs right away but sometimes nits can hatch and cause a reoccurring problem.) Families should check all other family members. If anyone else in the home has lice in their hair, they will need to be treated as well. Bedding, soft toys, carpets, and furniture in the home should also be treated with lice killing chemicals. Parents are responsible for buying the proper shampoos and treatments. Please DO NOT use home remedies or natural remedies. They are not very effective and usually just prolong the problem and cause the student to miss additional days of school.

TAA will provide you with information on how to treat your home and your student to get rid of the lice.

Students will not be allowed to return to classroom as long as there are any live lice present or nits still visible in their hair.

Asbestos

TAA has been inspected and tested for asbestos. Samples taken indicate that the school is asbestos free, with the exception of floor tile adhesive. This material is under the floor tile and poses no threat to the health of the students. official report is on file at the school office and is available to the public to view, if requested. Copies are available for a reasonable fee.