

# Tyndale Christian Academy



## Parent-Student Handbook

**“Be strong and courageous. Do not be frightened and do not be dismayed, for the Lord Your God will be with you wherever you go”**

**Joshua 1:9**

**Tyndale Christian Academy**  
**2025-2026**  
**Parent–Student Handbook**

**Table of Contents**

<b>I.</b>	<b>Tyndale Christian Academy General Distinctives</b>	
1.1	Mission Statement .....	6
1.2	Student Honor Code.....	6
1.3	Philosophy of Education .....	6
	1.3.1 In Loco Parentis Policy .....	6
	1.3.2 Statement of Faith.....	6
	1.3.3 Secondary Doctrine .....	7
1.4	Orderly Atmosphere .....	7
<b>II.</b>	<b>Ecclesiastical and Corporate Structure</b>	
	2.1.1 Principal.....	7
	2.1.2 Non-Discrimination Statement .....	7
<b>III.</b>	<b>School Operational Policies</b>	
3.1	General .....	7
3.2	Admissions .....	8
	3.2.1 Grammar.....	8
	3.2.2 Parental Involvement.....	8
	3.2.3 Background Screening Policy .....	9
	3.2.4 Re-Enrollment .....	10
3.3	Campus Visits .....	10
3.4	Communication Devices and Electronic Equipment.....	10
3.5	Drop-off and Pick-up Procedures .....	11
	3.5.1 Safety.....	11
	3.5.2 Authorization for Student Pick-up .....	11
	3.5.3 Early Student Release.....	11
	3.5.4 Grammar School Drop Off/Pick Up .....	11
3.6	Emergency Procedures .....	11
	3.6.1 Storm Days .....	12
	3.6.2 Fire Drills and Tornado Alerts .....	12
	3.6.3 Lock Down .....	12
3.7	Required Forms/Records .....	12
3.8	Health Services.....	12
	3.8.1 Sick Student Policy .....	12
	3.8.2 Health Records .....	12
	3.8.3 Medication Policy.....	13

3.8.4	Serious Disease Policy .....	13
3.8.5	Head Lice.....	14
3.9	Telephone Usage/Parent Message.....	14
3.10	Lost and Found.....	14
3.11	Textbooks - Damaged or Lost.....	14
3.12	Transportation Policy .....	14
3.12.1	Requirements.....	15
3.12.2	Additional Guidelines.....	15
3.13	Tuition Payment and Collection Policy.....	15
3.14	Withdrawal of a Student.....	15
3.14.1	Tyndale-Initiated Withdrawal of a Student .....	16
3.14.2	Parent-Initiated Withdrawal of a Student .....	16
3.14.3	Financial Obligations Following Withdrawal .....	16
3.15	Grievance Policy .....	16
3.15.1	Definitions .....	16
3.15.2	Parents or Students to Faculty and Administration.....	16
3.15.3	Additional Guidelines.....	17
3.16	Privacy Policy.....	17
3.16.1	Definitions .....	17
3.16.2	The Community of Tyndale .....	17
3.16.3	Friends and Guests .....	17
3.16.4	Internal Communications .....	17
3.16.5	Community Communications.....	17
3.16.6	Privacy Policy Statement.....	17
3.17	Parent Teacher Fellowship .....	18

**IV. Policies Regarding Educational Programs**

4.1	Educational Honor Code .....	18
4.2	Bible .....	18
4.3	Homework .....	18
4.3.1	Effective Home Study Recommendations.....	19
4.4	Grading Scale .....	19
4.5	Student Promotion Policy.....	19
4.5.1	Definitions .....	19
4.5.2	Grammar Students .....	20
4.6	Communications.....	20
4.6.1	Classroom Agenda and Newsletter.....	20
4.6.2	Academic - Report Cards .....	20
4.6.3	Mid-term Reports .....	20
4.6.4	Student Academic Records.....	20
4.6.5	Parent-Teacher Conferences .....	20
4.7	Attendance and Tardy Policy .....	20
4.7.1	Definitions .....	21
4.7.2	Submission Guidelines for Homework .....	21
4.7.3	Notification.....	21
4.7.4	General Attendance Guidelines .....	21

4.8	Probation .....	22
	4.8.1 Definitions .....	22
	4.8.2 Grammar Guidelines .....	22
4.9	Honor Roll .....	22
	4.9.1 Grammar.....	23
4.10	Field Trip Guidelines.....	23
4.11	Computer Usage Policy.....	23
	4.11.1 Social Media.....	24
4.12	Learning Disabilities.....	24
	4.12.1 Definitions .....	24
	4.12.2 Policy.....	24
4.13	Standardized Testing .....	25
4.14	Extracurricular Activities .....	25
	4.14.1 Definition.....	25
	4.14.2 Policy.....	25
4.15	School-Sponsored Events.....	25
4.16	Controversial Subjects.....	26
4.17	Library .....	26

**V. Student Culture**

5.1	Preamble.....	26
5.2	Discipline.....	27
	5.2.1 Explanations .....	28
	5.2.2 Grammar School Procedures.....	28
5.3	Tyndale Uniform and Dress Code.....	28
	5.3.1 Tyndale Dress Code Philosophy.....	28
	5.3.2 Requirements .....	29
	5.3.3 Ordering Information.....	29
	5.3.4 K-5 <sup>th</sup> Grade Girls Chapel Uniform .....	29
	K-5 <sup>th</sup> Grade Girls Regular Uniform.....	30
	5.3.5 K-5 <sup>th</sup> Grade Boys Chapel Uniform.....	30
	K-5 <sup>th</sup> Grade Boys Regular Uniform .....	30
	5.3.6 Hairstyles.....	30
	5.3.7 Enforcement .....	31
5.4	Personal Appearance and Hygiene.....	31
5.5	Student Conduct .....	31
	5.5.1 In the Classrooms .....	31
	5.5.2 In the Hallways.....	32
	5.5.3 At Lunch.....	32
	5.5.4 At Recess and on the Playground .....	32
5.6	Public Display of Affection.....	32
5.7	Substance Abuse Policy .....	32
	5.7.1 First Offense .....	33
	5.7.2 Additional Offenses.....	33
5.8	Tobacco Policy .....	34
5.9	Weapons Policy .....	34

5.10 Human Dignity ..... 34

**VI. Appendices**

6.1 Statement of Faith..... 35  
6.2 Apostles Creed..... 41  
6.3 Human Sexuality Statement of Faith..... 42  
6.4 Enrollment Agreement ..... 43  
6.5 Lifestyle Commitment.....45  
6.6 Handbook Parent Commitment ..... 47

## **I. Tyndale Christian Academy General Distinctives**

### **1.1 Mission Statement**

Tyndale Christian Academy seeks to train Christian leaders through Biblical study, humble service, and academic excellence.

### **1.2 Student Honor Code**

For the glory of God,  
For the honor of my family,  
For the good of my neighbor,  
For the health of my soul:

I will avoid foolishness and vice  
and discourage them in others;  
I will pursue wisdom and virtue  
And encourage them in others  
With the help of the Lord Jesus Christ.

### **1.3 Philosophy of Education**

At all levels, programs, and teaching, Tyndale Christian Academy seeks to provide rigorous Christian education founded in the Holy Scripture. Tyndale intends to cultivate virtue and wisdom in the student by nourishing his/her soul on truth, goodness, and beauty according to God's Word. TCA Christian education balances teaching and learning from general and special revelation. General revelation is found in God's creation, which is manifested in nature, and the creative works of His creation in literature, math, history, and the arts. Special revelation is found only in the Holy Scriptures, including the belief and faith in God's only son, Jesus Christ.

#### **1.3.1 *In Loco Parentis* Policy**

*In Loco Parentis* is Latin for "acting in the place of the parent" and is commonly understood as a parent giving authority over their child to another. Parental authority over children is a foundational element of a healthy and functional society (cf. Deut. 6:1-25, Eph. 6:4). Parents may temporarily delegate their authority to Tyndale during the school day to help teach and train their child. Tyndale Christian Academy accepts the responsibility to love and educate students in accordance with Scripture. However, Tyndale does not accept the responsibility to fully relieve parents of disciplining and instructing their children. Tyndale is committed to working with parents on a daily basis in order to immediately communicate virtuous behavior that should be celebrated, and negative conduct that will need to be addressed by the leader within the household.

#### **1.3.2 Statement of Faith**

Tyndale Christian Academy is Baptist in its theology. The **Statement of Faith** is a summary of Tyndale Christian Academy's theological commitments and doctrinal positions (see Appendix 1). It is the responsibility of parents to familiarize themselves with Tyndale's Statement of Faith as well as Tyndale's teaching methodology.

### **1.3.3 Secondary Doctrine**

Tyndale is a Baptist Christian school; our statement of faith expresses what we believe. Parents are encouraged to seek out biblical support for views held by the family as well as consulting wise counsel from their pastor.

### **1.4 Orderly Atmosphere**

An orderly school culture is developed by consistent and loving discipline. Students are hindered from learning in a chaotic environment. Therefore, Tyndale does not tolerate persistently disruptive behavior. As with the stages of learning and child development, discipline is age appropriate.

## **II. Ecclesiastical and Corporate Structure**

### **2.1 Structure and Authority**

Tyndale Christian Academy is a ministry of the First Baptist Church of Dover, which is a private, non-profit (501[C]{3}) organization, registered as such with the Federal Government and the State of Florida. The school's office is located at 3223 Gallaher Road, Dover, FL 33527.

#### **2.1.1 Senior Pastor**

The Senior Pastor of First Baptist Church of Dover is responsible for providing guidance, leadership, and oversight of Tyndale Christian Academy. He is the direct supervisor of the principal. Additionally, he is responsible for ensuring all instruction in the academy aligns with what is taught in the Holy Scriptures. The Senior Pastor, along with the other pastors of First Baptist Church, shepherds the administration, staff, and students in the Christian faith.

#### **2.1.2 Principal**

The Principal serves as the school's chief administrator. She is an employee of First Baptist Church of Dover and oversees all faculty, staff, and students. She supervises the curriculum and the facilities in the implementation of the Christian methodology in the classroom. She also supervises fundraising and development endeavors and promotes Tyndale in the community.

#### **2.1.3 Non-Discrimination Statement**

Tyndale Christian Academy does not discriminate and hires male and female employees of any sex, race, color, national and ethnic origin. All employees are granted the rights and privileges for the programs and activities made available to the employees at the academy.

## **III. School Operational Policies**

### **3.1 General**

Tyndale Christian Academy does not discriminate and admits male and female students of any sex, race, color, national and ethnic origin. All students are granted the rights and privileges for the academy programs and activities made available to the students at the academy. As a private institution, Tyndale Christian Academy reserves the right to deny requests for admission if parents and students are not in compliance with outlined requirements.

### **3.2 Admissions**

Our hope is to find the best possible match between the school and families who understand and desire what Tyndale has to offer. The application process:

1. Tour campus and/or speak with Tyndale Christian Academy Representative
2. Complete On-Line **Tyndale Application and Application Fee**  
-Signed Statement of Faith
3. (*Kindergarten Only*) Schedule a Kindergarten Readiness Exam
4. Upon receipt of online application documents and fees, a new student interview with the parents will be arranged with members of the administration.
5. Complete the **Enrollment Documents, Enrollment Fees, and Payment Plan**
  - Handbook Parent Agreement
  - Enrollment Agreement
  - Lifestyle Commitment Agreement
  - Copy of Birth Certificate
  - Complete and Notarized Medical Release Form
  - Certificate of Immunization or Religious Waiver
  - Medical Evaluation Form From Doctor
6. After the interview and a review of all required materials, the school administration will make the determination on the student's admission and inform the family of its decision.

**Should parents have serious concerns about any aspect of the Statement of Faith, Enrollment Agreement, Lifestyle Commitment, or Handbook Parent Commitment, they have an obligation to make these concerns known during the interview process.**

#### **3.2.1 Grammar**

A child entering kindergarten must be five (5) years of age by September 1 of the calendar year in which he will be entering Tyndale OR the student may be considered to enter kindergarten if the student's birthday is no later than October 1 of the calendar year AND the student performs a passing score on the kindergarten placement test. According to the Florida regulations, private schools are not required to comply with the kindergarten and first grade admission dates for public schools. However, before entering Tyndale, each kindergarten student candidate will receive a placement test, administered by Tyndale faculty and/or administration, to determine compatibility for entry.

#### **3.2.2 Parental Involvement**

##### **Service Hours Policy**

Our school only exists because our parents regularly and enthusiastically serve as volunteers. Therefore, parents are required a minimum of 6 service hours per family. There is a fee of \$25 per hour for service hours not completed. Parents log their service hours before the end of the school year on the **Parent Service Hour Form** provided in the main office.



**Student records (including reports cards and test scores) are not released until all financial obligations are met.**

Families may earn service hours by:

- Volunteering to help in a classroom, guest speaker, reading to students, help with projects pre-approved by the Administration
- Help with set up, running, clean up, or take down of special events
- Help with set up, running, clean up, or take down of fundraising events
- Help with set up, running, clean up, or take down of sporting events
- Chaperoning students on a field trip (responsible for students in addition to personal child).
- Classroom or office help: i.e., laminating, copying, collating and stapling, cutting, or sorting
- Campus workdays: i.e., cleaning, yardwork and landscaping, repairs and maintenance
- Serving as a Room Parent
- Researching topics for a teacher
- Providing baked goods for school events, class events, meetings (Homemade=2 hours per event; Store-bought=1 hour per event)
- Planning and assisting with class parties (not just attending)
- Volunteering in the library or uniform distribution
- Other activities per the teacher or administration

Things that do not count for service hours:

- Attending required school functions: Back to School Night, parent- teacher conferences, special events, etc.
- Gifts to classrooms, classroom teachers, or Tyndale staff

For questions about service hours, contact the Principal at [principal@tyndaleacademy.com](mailto:principal@tyndaleacademy.com)

### **3.2.3 Background Screening Policy**

To provide the safest environment possible for the children who are enrolled at Tyndale Christian Academy, the school must be assured that the adults who work with children are of good moral character and do not have a history of abuse or similar improper behavior that might be repeated. This policy sets forth the standards and procedures to be followed by Tyndale Academy to ascertain information concerning the moral character and behavioral history of individuals who work with our students.

1. All volunteers who work with children in the classroom with a teacher or chaperone local field trips must:
  - a. Complete a Volunteer Application (If you are NOT listed in the FACTS family portal)
  - b. Submit to a National background screening which requires fingerprinting.
2. All paid faculty, staff, and substitutes who work with children at Tyndale must:

- a. Sign and have notarized an Affidavit of Good Moral Character
  - b. Complete a Faculty/Staff /Substitute Application and provide Two References
  - c. Complete a Direct Deposit Authorization Agreement
  - d. Complete I-9 Form
  - e. Obtain Reporting Abuse Checklist and Sign Receipt
  - f. Sign Statement of Faith
  - g. Complete W-4 Form
  - h. Complete VECHS Waiver Agreement
  - i. Submit Level 2 Florida (FDLE) and National (FBI) Background Results
  - j. Sign Ethics Policy Agreement
  - k. Sign Lifestyle Commitment Form
  - l. Sign Teacher Contract (*If applicable*)
  - m. Submit College Transcripts (*If applicable*)
  - n. Obtain CPR Certification (*If applicable*)
  - o. Submit Driver's License or Social Security Card
  - p. Submit State-Issued Birth Certificate or Social Security Card
3. Background screening checks will be kept up to date by the school for all employees.

### **3.2.4 Re-Enrollment**

Current families may reenroll current students or make application for siblings when re-enrollment opens in January. Details of procedures, dates, fees, and tuition rates for the subsequent academic year are distributed to current families. Parents should also consult the "Student Promotion Policy."

### **3.3 Campus Visits**

All visitors to Tyndale Christian Academy must sign-in and receive a badge in the school office to be allowed on the campus. A driver's license or form of identification will be required.

Tyndale Christian Academy welcomes parental involvement in the classroom and school office. Parents should coordinate campus visits with their child's teacher and the school office. Visits from parents who wish to observe a class are always welcome; however, all visits must be arranged with the teacher and administration in advance.

With the exception of parents and guardians, students will not be permitted to receive visitors on campus during school hours. All visitors must sign in at the front desk and have administrative approval.

### **3.4 Communication Devices and Electronic Equipment**

- Students are not allowed to use cellular phones or other electronic devices during regular school hours without permission.
- With permission, students may use approved websites and apps on laptop computers or tablets strictly for schoolwork.
- Students may use recording devices in specific classes with the permission of the teacher. Students using a recording device without the teacher's permission will be subject to disciplinary action.

### **3.5 Drop-off and Pick-up Procedures**

To ensure the safe arrival and departure of students both to and from the school, carefully detailed procedures are to be followed by all students and parents. Tyndale asks parents to drop off children at the morning car line. The drop off point is at the front of the Heritage Chapel. If a parent needs to park, proceed to the north side of the parking lot (next to the CLC building) and escort your child onto the campus through the church office entrance. Students arriving after the designated start time (8:00 a.m.) should sign in at the church office.

#### **3.5.1 Safety**

For the safety of the students, drivers must observe all stop signs and crosswalks and drive slowly, 10 miles per hour or less as posted. For the safety of all, drivers (parents, teachers, staff, students, and visitors) are not permitted to use **cell phones** while operating a vehicle on school property.

#### **3.5.2 Authorization for Student Pick-up**

Children will be released only to authorized individuals, those displaying the school Tyndale PASS and whose names are written on **Authorization for Student Pick-up** form. Except in the case of a true emergency, no unlisted person will be allowed to take a child without prior written permission from a parent or guardian. In an unavoidable circumstance such that a parent must call and assign an individual to pick up his/her child and the person's name is not on file; a staff member may verify this arrangement by a return phone call. Tyndale's staff may call back using numbers on the **Authorization for Student Pick-up** form to speak with parents and verify information. If an authorized OR unauthorized pick-up person is not known to us, Tyndale will ask for photo identification before releasing the child.

#### **3.5.3 Early Student Release**

Parents wishing to pick up their children early from school must sign them out at the church office. Advance notice of such early departures is requested, whenever possible.

#### **3.5.4 Grammar School Drop Off/Pick Up**

School begins at 8:00 a.m. and releases at 2:30 p.m. **Before school care** will begin at 7:00 a.m. until 7:30 a.m. for the cost of \$5 a day. Normal drop off time will begin at 7:30 a.m. at the Heritage Chapel. At 8:00 a.m., the students will begin the Tyndale Morning Assembly for the day. Students will then travel to their classroom at 8:15 a.m. At 2:30 p.m., students are released for pick-up at the Heritage Chapel. Any student who is left after 3:00 p.m. will be taken to aftercare. Parents must park, come in, and sign his/her child out. Late pick-ups (3:00 p.m. – 3:10 p.m.) are assessed a late fee of \$10 for any portion of the first 10 minutes. After 3:10 students are checked into the aftercare program and charged \$25 per day, \$100 per week or \$300 per month. The **aftercare program** includes the hours 3:00 p.m.-6:00 p.m. each normal school day. Calls to advise the school of late pick-ups will be appreciated, but the late fee will still be incurred.

### **3.6 Emergency Procedures**

Emergency procedures, policies, and protocol are in conjunction with state and local governments and are on file in the school office and will be implemented, as necessary.

### **3.6.1 Storm Days**

Tyndale Christian Academy usually follows the Hillsborough County School Board's decisions about suspending school on storm days. However, for specific details, please follow major media outlets (radio and TV) and be alert to administrative emails and Tyndale social media posts. TCA will communicate via phone, email, and social media in the case that Tyndale does not follow the county directions.

### **3.6.2 Fire Drills and Tornado Alerts**

The school administration conducts monthly fire drills. Tornado precautions are taken when the National Weather Service issues tornado warnings.

### **3.6.3 Lock Down**

In the event the Principal determines or law enforcement advises the school to lock down, all outside gates, doors, and windows will be locked, campus visitation will be suspended, and no person or persons (except law enforcement, fire safety, or EMS personnel) will be permitted to enter or depart from campus until the crisis is over.

### **3.7 Required Forms and Records**

To ensure compliance with state regulations and to maintain pertinent information about all students entrusted to its care, the administration and staff observe strict guidelines for security and confidentiality. The forms and information indicated on the **Student File Checklist** are required to be on file for all students and must be updated annually for both new and returning students.

### **3.8 Health Services**

Each student must return a signed and completed **Emergency Medical Treatment** form before the start of the new school year. No student is allowed to begin classes until his completed form is on file with the office. Please keep the Tyndale administration informed of any changes in relevant health history or any changes regarding medication. Please see "Medication Policy" for the school's guidelines for administering medication to a student.

#### **3.8.1 Sick Student Policy**

Tyndale expects families to keep ill children at home so that infectious conditions are not spread to classmates and staff members. Should a child become ill or injured during the school day, the office will make every effort to care for them so they may return to class. If necessary, students will be allowed to rest 15-20 minutes before deciding whether to return them to class or to contact a parent in order for the child to be taken home. A student whose temperature is 100.4 degrees (F) or higher will be required to go home and should not return to school until he has been without fever for 24 hours without the aid of medication.

When parents are requested to pick up their child, he or she should be picked up within 30 minutes of their being called. If this is not possible, Tyndale asks for arrangements to be made to have the child picked up by someone other than the parent, as appropriate space is limited.

#### **3.8.2 Health Records**

Prior to the student's entering school in the fall, the Tyndale administration must have a current immunization record or exemption statement (according to State of Florida

guidelines) for each student. Standard immunization record forms may be obtained from the family doctor. Each student must also have on record a copy of his birth certificate, a copy of his social security card number, and a **Parent/Guardian Permission for Medical Treatment** form, and documentation from a doctor of a physical examination (using the School Health Entry Exam form, DH 3040).

### **3.8.3 Medication Policy**

The policies regulating the administration of medication during school hours are for the students' safety and are mandated by the State of Florida. School personnel will be able to administer medication only after the **Medication Release/Authorization** form is properly completed and signed by the parent (for all medication).

- Tyndale recommends the first dose of any new medication be administered at home. If a parent or a child's physician decides it is necessary for the child to receive medication during the school day, including self-administered medication, a **Medication Release/Authorization** form must be on file with the Receptionist.
- Prescription medications must be brought to the school by the parent in the current, original, properly-labeled container as dispensed by the pharmacist or physician. Under no circumstances will children, including siblings, be allowed to share prescription medications.
- A parent must deliver all medication to the school for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.
- Medication labels must contain the student's name, name of medication, directions for use, and date. The physician's order and the medication label must match.
- For those children with epi-pen prescriptions, a **Medication Release/Authorization** form must be completed by the parent and physician. Two epi-pens are to be supplied by the parent—one to remain in the classroom with the child and one in the office.
- NO medication of any kind may be carried on a student's person, with the exception of inhalers for asthma and emergency medications for allergies and diabetes. Routine medications are to be administered through the office or by a teacher and only if specific arrangements have been made.

### **3.8.4 Serious Disease Policy**

This policy applies to all students, employees, and volunteers of the school. Serious diseases are defined as communicable diseases which are potentially life-threatening or which can cause permanent, bodily damage. Meningitis, the AIDS virus, pneumonia, and pandemic are examples. Common colds, flu, chicken pox, strep throat, and the like (though unpleasant and contagious) are not considered serious diseases.

- The administration will take all appropriate precautions (including isolating any student who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee, or volunteer.
- Upon receiving reliable information, a student, employee, or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student. At their discretion, the

administration may also contact local health officials and the Centers for Disease Control.

- Based upon all available information, the administration will determine what actions are necessary, such as contact tracing, quarantining, or remote learning. The administration will then contact parents and relay to them the information it has received as well as the decisions it has made.
- The administration may require a student to remain home for either a specific or indefinite period. At their discretion and in extreme cases, Tyndale administration may close the school.

### **3.8.5 Head Lice**

Head lice are passed from person to person by direct contact or through shared objects (hats, combs, towels, barrettes, headphones, etc.). A child having head lice has nothing to do with parenting or personal hygiene. Anyone can have an infestation, and the most common symptom is intense itching on the back of the head or neck. If a student or faculty member contracts head lice, he or she may not return to school until the head is nit-free.

### **3.9 Telephone Usage and Parent Messages**

Students will not be removed from class to receive telephone calls. Important messages for students may be relayed to the office, and the Receptionist will make sure students receive them. Please limit the number of messages for your child, particularly at the end of the day when the office is very busy. It is very difficult to ensure delivery of messages called in after 2:30 p.m. For the safety of our children, **drivers may not use cell phones while operating a vehicle on school property.**

### **3.10 Lost and Found**

As a courtesy to parents and students, the school has a Lost and Found bin. The last Friday of the month, this bin will be emptied, and Tyndale will attempt to return labeled items to their owners. Unidentifiable uniform items will be laundered and added to the school's stock of used uniform items and available for purchase. Unidentifiable non-uniform items will be taken to a thrift store. Notice will be given whenever the Lost and Found bin is scheduled to be emptied.

It is very important for all students' clothing, lunch boxes, and backpacks to be marked with a complete (first and last) and legible name. Please do not use the student's initials only or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize their items but also so staff members will know to whom to return it. The use of iron-on or sew-in name labels is highly recommended.

### **3.11 Textbooks—Damaged or Lost**

In the case of lost textbooks, parents will be billed for the total replacement cost. The administration will determine appropriate fines for damaged books. Report cards and student records will be held until books are returned or replacement fines paid.

### **3.12 Transportation Policy**

Enrichment activities away from the school grounds are a necessary and vital part of the Tyndale Christian Academy curriculum. TCA relies on staff and volunteers to provide transportation for these activities. A parent or guardian must sign a **Field Trip Permission** form for each event and trip.

### **3.12.1 Requirements**

To ensure the safety of our students while traveling in automobiles and to reduce liability exposures inherent to vehicle owners and drivers, all volunteer drivers of school-sponsored activities will be required to provide the school with 1) a copy of a valid Florida State driver's license and 2) proof of auto liability insurance. All student passengers must be safely buckled in motor vehicles.

### **3.12.2 Additional Guidelines**

A school-sponsored event is one for which the staff has arranged for students' attendance for the purpose of advancing the educational goals of the school or for which attendance is required as part of the extra-curricular activities in which the student participates:

- Only authorized staff members and background approved volunteers may transport students to and from school sponsored events. All required documents must be on file in the school office prior to transportation.
- Staff members may not transport a single student individually without parental permission. The Principal may waive this condition if he/she feels an emergency situation exists.
- If the school sponsors an event locally but not during regular school hours, parents are responsible to arrange for a student's travel to and from the event.
- Please familiarize yourself with the "Field Trip Guidelines" (section 4.13), especially if you are volunteering as a chaperone.

### **3.13 Tuition Payment and Collection Policy**

Tuition payments will be received on the first day of each month, as the school must responsibly meet its financial commitments. If payment is not received by the due date of each month, a \$25.00 late fee will be assessed. Payments must be made during the month which they are due and will be applied to the oldest charges first.

If a family has difficulty making a payment and cannot meet these conditions, they should contact the Tyndale office immediately. The administration will make every effort to work out an acceptable payment plan, but Tyndale expects parents to take the initiative in making arrangements. A charge of \$35.00 will be assessed on any checks returned for insufficient funds. If a payment is past due for more than thirty calendar days, the student may be withdrawn from school until the account is made current.

### **3.14 Withdrawal of a Student**

A withdrawal occurs when it becomes necessary for a student to leave the school after the enrollment fee has been paid for the upcoming school year. Tyndale makes substantial financial commitments (facilities, materials, faculty, etc.) which cannot be terminated in the event a child is withdrawn. **For this reason, families must accept and fulfill their responsibility for tuition payments upon withdrawal of a student.**

A *Buyout Provision* is offered when proper written notification of intent to withdraw is received in the school office. The amount of the buyout is calculated according to the month in which the notice of intent to withdraw is received and the effective date of the student's withdrawal. **Student records (including reports cards and test scores) are not released**

**until all financial obligations are met.**

### **3.14.1 Tyndale-Initiated Withdrawal of a Student**

Tyndale Christian Academy seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, Tyndale reserves the right to rescind an invitation to a student to return to the school for the upcoming academic year.

### **3.14.2 Parent-Initiated Withdrawal of a Student**

The procedure for withdrawal by a parent or guardian requires that the parent or guardian:

- Notify the Tyndale Principal of their intent in writing.
- Schedule an exit interview with a member of the school administration.
- Submit a **Request for Withdrawal** in writing, acknowledging their understanding of their obligations (financial or otherwise).
- Turn in all textbooks, athletic uniforms, and any other items belonging to the school.
- The student's records will not be released to the parent or another school until the parents have fulfilled their financial obligation to Tyndale Christian Academy.

### **3.14.3 Financial Obligations Following Withdrawal**

If a family notifies the office, in writing, of their intention to withdraw a student at any time, the family is obligated to fulfill financial responsibilities. All appeals for exceptions must be written to the Principal.

## **3.15 Grievance Policy**

The purpose of this policy is to establish guidelines according to biblical patterns for the resolution of disputes and grievances in the operation of Tyndale Christian Academy. These guidelines should be followed for any dispute or grievance concerning any aspect of the school's operation, whether between or among any parties connected directly to the school, including students, parents, volunteers, staff, and administration.

### **3.15.1 Definitions**

- "Dispute:" any disagreement resulting in broken fellowship or trust between or among parties, disrupting the lines of authority in the school, or (in the judgment of either disputant) threatening the successful implementation of the school's objectives and goals.
- "Grievance:" an issue raised about any decision made by one in authority, where the matter is substantial enough to warrant an appeal of the decision to the next higher authority.
- "Concern:" the substance of a dispute and/or grievance.

### **3.15.2 Parents or Students to Faculty and Administration**

Parents or students (if sufficiently mature and respectful) should follow the Matthew 18 principle by presenting their concerns about classroom situations first to the appropriate teacher. If there is no resolution, parents or students may then bring the concern to the student's Principal. The Principal will decide if the respective teacher should attend the conference as well. If a student brings the concern, a parent must attend.



### **3.15.3 Additional Guidelines**

Should any dispute arise which this policy does not address, the administration will then determine a procedure to follow based on reasonable deduction from the procedures established by this policy.

## **3.16 Privacy Policy**

The purpose of this policy is to protect personal and proprietary information and to operate Tyndale Christian Academy in a God-honoring and professional manner.

### **3.16.1 Definitions**

- “Tyndale Christian Academy:” persons who are part of the faculty, administration, and staff.
- “The community of Tyndale Christian Academy:” persons who are students, parents, other members of a student’s own household, and persons who are part of Tyndale Christian Academy.

### **3.16.2 The Community of Tyndale Christian Academy–Personal Information**

The privacy of the students, parents, and staff at Tyndale Christian Academy is valuable and is a matter of great importance and trust. Personal information (including, but not limited to names, addresses, phone numbers, and email addresses) may be distributed only among persons belonging to the community of Tyndale Christian Academy and may not be distributed by Tyndale Christian Academy to any outside parties.

### **3.16.3 Friends and Guests–Personal Information**

Personal information received by Tyndale Christian Academy belonging to persons other than the community of Tyndale Christian Academy will be treated with care. Reasonable efforts will be made to ensure the information is distributed only as needed at Tyndale Christian Academy and will not be distributed to other parties.

### **3.16.4 Internal Communications**

Personal information may be distributed among Tyndale Christian Academy for purposes of school-related business only. Tyndale Christian Academy will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of Tyndale Christian Academy, as well as personal information belonging to friends and guests.

### **3.16.5 Community Communications**

Community communication of personal information shall be governed by the principle of “one document, one recipient”. Each document containing personal information will be intended only for the receipt of one person or household.

### **3.16.6 Privacy Policy Statement**

The following statement may appear on some documents containing personal information belonging to anyone other than the sender or the recipient:

*In accordance with the Privacy Policy of Tyndale Christian Academy, this document*

*and any associated documents are intended only for the use of the initial recipient and may contain privileged and confidential information. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of Tyndale Christian Academy. If you have any questions about this policy, please call 813-719-2273.*

### **3.17 Parent Teacher Fellowship**

The Parent Teacher Fellowship consists of a group of committed parents and staff working in coordination with a multitude of parent volunteers to support our students, classrooms, and school and to provide them with valuable tools for education, life, and ministry. This fellowship is organized into committees with specific duties and responsibilities. **Each family is required to sign up for a minimum of one committee.**

## **IV. Policies Regarding Educational Programs**

### **4.1 Educational Honor Code**

Students and families at Tyndale Christian Academy are those who have committed themselves to a unique educational opportunity. In order to benefit fully from our community, students and families must work hard and cooperate. Therefore, every student and each family must agree to be respectful of staff members and other students. Dishonesty, such as giving false information, alteration or misuse of documents, plagiarism, cheating in schoolwork, impersonation, and other forms of fraud will not be tolerated and will result in immediate disciplinary action. The intent of this code includes the duty to report personal knowledge of infractions by others.

### **4.2 Bible**

The Bible is part of our daily curriculum. This Statement constitutes the doctrinal boundaries wherein Tyndale takes a firm stand. The English Standard Version of the Bible is preferred in teaching and Bible memory activities.

### **4.3 Homework**

The amount of time a student needs to complete homework varies from day to day, from grade to grade, and from student to student. Each student, with the involvement of parents/guardians, should plan his/her out-of-school and extracurricular activities wisely in order to provide adequate time for homework. Wise planning allows for timely completion of assignments as well as the development of personal responsibility.

Every school presents its own emphasis. Tyndale emphasizes Christian academics. Each family should determine how they will balance the academic workload with participation in extracurricular activities (athletics, social events, etc.).

There are typical periods throughout the year when homework can appear to become a problem. Students and parents/guardians are encouraged to anticipate such times and to ensure work is completed in a timely manner.

Homework may include but is not limited to:

- At-home reading requirements
- Reviewing spelling words, or vocabulary

- Studying vocabulary words, math facts, and Spanish
- Studying Bible and memory work
- Studying for quizzes or tests
- Conducting research for assignments and completing assigned projects.

#### 4.3.1 Effective Home Study Recommendations

- Select a quiet study area with a straight chair, flat table space, sufficiently bright light, and all necessary work materials.
- Schedule a specific study time each day for five days per week.
- Study most days, even with no assigned homework. Tyndale recommends studying each weekday or night.
- Review his/her more difficult subjects even when no homework assignments are brought home. Notes, materials, and handouts from classes need daily reinforcement. Re-reading past assignments, texts, and other materials given in class is a very wise practice.
- Reserve study as a quiet time; research has shown that TV, radio, and listening to loud music during study is distracting to most students—no matter what the individual student may believe or perceive. Distractions should be held to a minimum: younger siblings, pets, and electronic devices.

If students review and study on a consistent, daily basis, their grades should considerably increase. Daily practice helps to reinforce important facts, vocabulary, and formulas. Cramming just prior to examination does little to help a student learn and retain knowledge. Review prior to an examination, however, is always beneficial. The parent(s) of each student should occasionally:

- Ask their child if he/she needs assistance.
- Check their child’s agenda, assignment book, or log.
- Check assignments to be completed.
- Follow up on assignments, papers, or projects

#### 4.4 Grading Scale

<u>Character &amp; Specials</u>		<u>Kindergarten – 12th</u>	
E =	Excellent	100–90	A
G =	Good	89–80	B
NI=	Needs Improvement	79-70	C
U=	Unsatisfactory	69-60	D
		59-0	F

#### 4.5 Student Promotion Policy

The purpose of this policy is to establish consistent standards for academic promotion.

##### 4.5.1 Definitions

- “Promotion:” advancement of current students from one grade level to the next
- “Retention:” students will repeat the grade in which most recently enrolled

## **4.5.2 Grammar Students**

Grammar students must pass letter-graded classes with at least a 60% final average. If, in the teacher's judgment, there are compelling reasons that exist to recommend retention (e.g., developmental reasons), the teacher should communicate their concerns as early as possible both to the parents of the student in question and to the principal, who will make the final determination on promotion or retention.

## **4.6 Communication**

Tyndale Christian Academy pursues the goal of accurate, clear, and harmonious communication between faculty and parents.

### **4.6.1 Classroom Agenda & Newsletter**

Teachers in Grammar School (K-5th) will send home a daily agenda or folder to communicate behavior and a weekly Newsletter to parents which includes a brief summation of upcoming topics to be studied and other information deemed pertinent by the teacher. The agenda should be signed by the parent each night in order to allow an open line of communication between the parents and teacher.

### **4.6.2 Academic Reports – Report Cards**

Report cards are distributed at the end of each grading period and according to the school calendar. Report cards will be received via e-mail and a hard copy will be placed in the students' Monday folders. During the grading period, a parent will be notified if a student's grade begins to decline significantly or if a disconcerting pattern begins to develop in the student's homework or conduct. Tyndale anticipates parents to provide tutors when necessary and if a student's performance shows signs of significant decline.

### **4.6.3 Mid-term Reports**

Due to immediate on-line access to FACTS, mid-term reports are NOT distributed. Parents are encouraged to look over student grades weekly. Please contact the teacher immediately for questions or concerns.

### **4.6.4 Student Academic Records**

Tyndale academic records will be available to parents for viewing daily and immediate through FACTS. School records will be released to other schools only by the approval of Tyndale and in accordance with all other school policies.

### **4.6.5 Parent–Teacher Conferences**

Parent-teacher conferences facilitate Tyndale's goal to partner with parents in the education of their children. During conferences the student's progress is assessed, and the parents' questions and concerns are addressed. Parents are encouraged to utilize these conferences:

- To communicate directly with their child's teachers. Conferences with a teacher are encouraged at any time. Please refer to the school calendar.
- To maintain close home and school cooperation and communication, parents should contact teachers directly.

## **4.7 Attendance and Tardy Policy**

Regular school attendance is required and, along with prompt arrival to classes, is of vital importance for a student's success at Tyndale. This policy is written with both the individual

and the school community in mind. A child's attitudes are greatly shaped by their parents' priorities, and Tyndale's attendance and tardy policy is motivated by the need for order and accountability. Tyndale asks parents to cling to the advice given by Solomon in Proverbs 3:13, "*Hold on to instruction, do not let it go; guard it well for it is your life.*"

#### **4.7.1 Definitions**

- "Excused Absence:"
  1. Illness or extended medical appointment (a note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than five school days).
  2. For an illness longer than five (5) school days, a note from a licensed physician is required.
  3. Death of a family member
  4. Natural disaster
  5. Traffic accident directly involving the student
  6. Law enforcement order or court subpoena
  7. Other extraordinary circumstances or situations, pre-arranged, and with the administration's permission
  8. If there are circumstances not covered by one of the above, parents must make a petition in writing. The Principal will determine the validity of the circumstances.
  
- "Unexcused Absence:" absence from school for any reason not listed as an excused absence.
- "Excused Tardy:" any late arrival to school resulting from a doctor appointment, temporary sickness, or any prearranged situation. Delays caused by heavy traffic are not excused; however, delays caused by a major traffic stoppage will constitute a legitimate excuse.
- "Unexcused Tardy:" any late arrival to school for a reason not listed as excused; dialectic and rhetoric students who are late to class during the day for any reason not listed as excused or not excused by a teacher or administrator.
- All absences and tardies will be marked "unexcused" unless or until the school receives a note with a legitimate excuse.

#### **4.7.2 Submission Guidelines for Homework, Make Up Work and Late Work**

It is the student's responsibility, not the teacher's, to ensure assignments are completed within the time allotted. Full credit will be given only when work properly meets the time guidelines. If a student had a planned, pre-arranged absence, all work is due on the first day back at school, at the discretion of the teacher. Late work will be penalized. For each day an assignment is late, the grade is to be reduced by ten percent.

#### **4.7.3 Notification**

Parents should notify the office by 8:15 a.m. if a student will be absent or late. If the office is not otherwise notified, the absence will be considered unexcused.

#### **4.7.4 General Attendance Guidelines**

- All students are expected to be in the Heritage Chapel and seated by 8:00 a.m.
- Excused absences or tardiness do not exempt students from assignments.

- The teacher reports the attendance to the Tyndale Office who maintains records of attendance for each student and will include in each student's quarterly report card the total number of absences and tardies for the specific marking period.
- Parents or students who wish to communicate a pre-arranged absence (i.e., scheduled surgery, vacation, etc.) should complete and submit a **Pre-Arranged Absence** form. The form should be returned to the classroom teacher at least one week prior to the requested absence. It is the responsibility of students and parents to determine missed classroom and homework assignments. The administration will determine whether the future planned absence is excused or unexcused.
- Teachers and/or administrators will request a conference with parents when absences or tardies become excessive in order to improve the student's regular and prompt attendance.
- Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the **Authorization for Pick-up** form.
- In the event the total number of absences (excused or unexcused) is equal to or exceeds seven days in a 45-day quarter, the Administration will communicate with the student's parents to determine whether the student will be placed on social or academic probation or receive a reduction in grades.
- In the event a student is absent for more than 15 days in a 90-day semester, the student's parents will meet with the Administration to determine whether the student will continue at Tyndale.
- Three tardies within a nine-week period will be considered an unexcused absence.

## **4.8 Probation**

The purpose of probation is to highlight an area of concern within the student's behavior (academic or social) and allow the opportunity for restoration.

### **4.8.1 Definitions**

- "Academic probation:" allows the student a designated period of time (assigned by the administration) for progress to be made and scores improved.
- "Social probation:" allows the student a designated period of time (assigned by the administration) for relational and behavioral progress to be made.

### **4.8.2 Grammar Guidelines**

Students in Grades K-5<sup>th</sup> will be assessed on a case-by-case basis, following the guidelines for promotion and retention. The principal will work with teachers and parents to determine the best possible action to take for a struggling student. Students on academic probation may not participate in school-sanctioned extracurricular activities.

## **4.9 Honor Roll**

The scriptures endorse recognizing good work from the writings of Solomon, Romans, and 1 Timothy. Therefore, Tyndale seeks to recognize those students accomplishing the necessary prerequisites to receive the privileged distinction of Honor Roll. Tyndale hopes to motivate students to excel in academics and character by demonstrating to them such work is not overlooked or taken for granted, but rather it is noticed and commended.

#### **4.9.1 Grammar**

- All A's in a grading period and character/special grades no lower than G will earn placement on the Principal Honor Roll.
- A's and B's in a grading period and character/special grades no lower than G will earn placement on the A-B Honor Roll.
- A year's placement on all E's or all A's Principal Honor Roll will receive special recognition.
- Honor roll eligibility requires behavior to be a MINIMUM of "Good" in all Character Comments.
- Tyndale will honor 100% attendance in a school year.

#### **4.10 Field Trip Guidelines**

Education is not limited to the four walls of the classroom, and faculty members may choose to take their classes off campus for firsthand experiences. In order to participate in a field trip, a student must have a signed-consent **Field Trip Permission Form** from a parent or guardian and current emergency contact information. Financial accounts to Tyndale Christian Academy must be current before going on field trips. Any faculty member, with the written consent of the Principal may choose not to take any student who has demonstrated a lack of self-discipline or who may be a potentially disruptive influence on a trip. Parents will be provided with all the information concerning a field trip, and background approved chaperones will be acquired. Chaperones are NOT allowed to bring siblings or family/friends on field trips.

Tyndale Christian Academy field trips serve to supplement the classroom curricula. For some single-day events, TCA welcomes family participation as well as homeschool students with an accompanying parent. This will be determined solely by the school and will be indicated on the **Field Trip Permission Form**.

The number and age of students are taken into account when determining the number of chaperones needed on a particular trip. The school reserves the right to limit the number of chaperones on a field trip.

Unless otherwise approved, all students will be expected to comply with Tyndale dress code while on school-sponsored field trips.

**Family tuition accounts must be current for students and/or parents to attend field trips.**

Since Tyndale's field trips are part of the school's curriculum and are considered school functions, teachers represent the school administration and are in charge on field trips. If a student does not participate in a field trip (local or out of town and for any reason), extra work may be assigned.

#### **4.11 Computer Usage Policy**

To ensure computers and the internet are used in a proper manner, school personnel have the authority to monitor all aspects of computer usage occurring within the school facility.

#### **4.11.1 Social Media**

Tyndale Christian Academy Staff and Community should use their best Christian judgement in all personal blog and social media posts.

**All posts that make reference to the school should have clear disclaimers that the views expressed by the author are the author's alone and do not necessarily represent the views of the school.**

Information published online should be consistent with a Christian testimony. This also applies to comments posted on other blogs, forums, and social networking sites.

- Be respectful to the school, staff members, parents, students, and others.
- Social media activities should not interfere with supervision and instruction of students or other work commitments.
- Your online presence reflects Tyndale Christian Academy. Be aware that your actions captured via images, posts, or comments can reflect favorably or unfavorably on our school.
- Do not reference or cite others in the school community without their consent.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- School logos and trademarks may not be used without prior, written consent from the administration.

#### **4.12 Learning Disabilities**

##### **4.12.1 Definitions**

- “Severe learning disability:” any condition in a student or prospective student which would require a separate classroom, program, or personnel in order to provide the education desired by the parents. Severe learning disabilities include, but are not limited to, Downs Syndrome, deafness, blindness, and varying diagnoses across the Autistic spectrum.
- “Mild learning disability:” any condition in a student or prospective student which does not require a separate classroom, program, or personnel in order to provide the education desired by the parents. Mild learning disabilities include, but are not limited to, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), and minor dyslexia.

##### **4.12.2 Policy**

To clarify the school's educational goals with respect to learning disabilities, the school follows specific guidelines:

- Due to insufficient personnel, funding, and facilities, the school will be unable to accommodate and therefore admit children with severe learning disabilities.
- Students diagnosed with mild learning disabilities are expected to meet academic and disciplinary standards identical to other children in their grade.
- Children diagnosed with mild learning disabilities will receive the same quality of individual instruction, attention, and encouragement as their peers.



#### **4.13 Standardized Testing**

Tyndale annually administers standardized testing on iPad to all students in grades kindergarten and above. This is a check for the school to ensure TCA is meeting minimum competency standards, and it is a check for the students to ensure they are performing at the appropriate grade level or higher. Tyndale compares our scores to the national averages and reports scoring to parents. The test will take place at the beginning, middle, and the end of the year.

#### **4.14 Extracurricular Activities**

This policy provides guidelines for all extracurricular activities in harmony with the school's established philosophy, purpose, and standards. In order for a student to engage in extracurricular activities on a given day, the student must be in attendance at school that day.

##### **4.14.1 Definition**

An extracurricular activity is any organized, school-sanctioned activity involving student participation and enrichment beyond the normal academic (curricular) activities. Consequently, participation in such activities is considered voluntary. Extracurricular activities include field trips organized by the faculty outside of regular school hours and participation in student organizations and clubs, such as athletics, fine arts, special musical groups, etc.

##### **4.14.2 Policy**

Extracurricular activities may not take priority over the academic program. A school staff, or an agent commissioned by the school, must serve as the director, coordinator, or coach of an extracurricular activity.

#### **4.15 School-Sponsored Events**

School-sponsored events are (1) organized by administration or staff; or (2) approved by the Principal (3) supported by the school's financial resources:

- School-sponsored activities must comply with the school's stated educational goals.
- School-sponsored activities require the attendance of at least one member of the school staff.
- Students who do not attend Tyndale Christian Academy may not participate in school-sponsored activities, except with the explicit permission of the Principal.
- The school will provide parents with timely information about school-sponsored activities. The Principal must approve all written communication to parents concerning such activities.
- Parents must sign a written waiver both releasing the school from any liability for each particular off-campus, school-sponsored activity and authorizing the school's procurement of any necessary treatment in the event of a medical emergency.
- The school will advertise only school-sponsored activities in its official communications.
- Administration must approve all proposed activities and their dates and determine the number of chaperones necessary.
- Only school-sponsored activities will receive school financial support (e.g., free promotional copies, telephone usage, advertising assistance, supplies).

#### **4.16 Controversial Subjects**

Controversial issues are those issues which Christian families and churches commonly consider divisive and on which the church and school has taken no official position. This policy applies regardless of who introduces such an issue, whether a teacher or a student.

These guidelines will be upheld by the staff of Tyndale Christian Academy, which does its utmost to respect the biblical convictions of parents and teachers regarding issues upon which Christians disagree while maintaining the school's goal of understanding all things according to a biblical worldview:

If a potentially controversial issue arises in the course of a day's instruction and discussion of the issue would distract from the specific goals of instruction, then the teacher must table further dialogue on the issues until a more appropriate time. If a debatable issue arises and aligns with the course of instruction, teachers will adhere to the following guidelines.

1. Teachers will instruct the class on Christian obligations to charitable debate (I Peter 3:15).
2. Teachers will remind the students of their responsibility to honor any issue-related instruction they have received from their parents.
3. If appropriate and pertinent to the curriculum, teachers will direct the students' attention to informed sources expressing opposing viewpoints and encourage them to familiarize themselves with the most widely held views on the issue. This academic inquiry may take a variety of forms, including research papers, guest speakers, faculty debates, etc.
4. Teachers will refrain from pursuing tangents, curricular-related or not, which may lead to the mishandling or poor teaching of controversial issues.
5. Teachers must serve as role models of mature Christian character to the students.
6. Although teachers may hold deep personal convictions regarding various controversial issues, they must adhere to teaching both the Church's doctrinal positions and Tyndale's curriculum while endeavoring to instill a gracious, scholarly attitude in the students.

#### **4.17 Library**

The Tyndale Christian Academy school library exists to cultivate and encourage a passion for learning through literature. The library will reflect literature which nourishes students and adults in goodness, truth, and beauty. Literature which is proven and improves our students will be evaluated for literary value, moral fortitude, strong educational components, and outstanding artistic merit. All literature, including current bestsellers or popular culture media, will be reviewed by the principal based on the above-stated criteria. While much of the literature in our library will be directly linked to curricula, other volumes will be available to encourage leisure reading. It is the stated purpose of Tyndale to partner with parents in the education of their children, and leisure reading depends ultimately on the discretion of the parents.

### **V. Student Culture**

#### **5.1 Preamble**

The expressed will of God in His act of creation is glory for His own name and enjoyment

for those whom He has created. The standard which He has provided to direct us how we may glorify and enjoy Him is the Word of God, contained in the Scriptures of the Old and New Testaments. When requested to name the greatest commandment, the Lord Jesus Christ said, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment.” Also consider, “You shall love your neighbor as yourself” (Matthew 22:37-39). The formation of Tyndale’s student culture is founded upon the concept of loving God and loving your neighbor as yourself. In addition, parents should remember the teaching in Proverbs 3:11-12, “My son, do not despise the Lord’s discipline or be weary of his reproof, for the Lord reproves him whom he loves, as a father the son in whom he delights.”

The law of God is perfect, and so it binds everyone to full conformity in the whole person. The law of God is spiritual, and so it reaches the understanding, will, affections, and all other powers of the soul. The law of God is expansive, and so it addresses our thoughts, words, actions, and gestures. The law of God is connective, and so it creates unity between men and women and establishes a consensus on which we peacefully exist with one another. The law of God is powerful, and so it demonstrates to us our need for a Savior outside of ourselves so that we might obtain grace and mercy and have peace with God. Summarily, in loving God and loving one another, we must take great care not to provoke others to sin but to promote their welfare, even while we strive by God’s grace for holiness and righteousness.

## **5.2 Discipline**

Teachers will have the responsibility for establishing an atmosphere of motivated, disciplined learning in the classrooms. They will expect obedience and will maintain control of classroom behavior. At the discretion of the faculty, parents will be asked to participate in the discipline process. The principal reserves the right to suspend or expel students, if the need occurs. Tyndale anticipates excellent behavior and a spirit of cooperation between school, students, and parents. Teachers will determine the method and degree of discipline (i.e., training) in accordance with the Biblical standards outlined by the school. The discipline will be administered in the light of the situation and the attitude of the student.

Biblical principles include:

- Acknowledgement of the offense.
- Biblical references.
- Repentance of the offender.
- Consequences.
- Forgiveness from the offended person and administration.
- Restoration of the relationship or offense.

The goal of discipline is always restoration, and most discipline problems are resolved at the classroom level. If more serious action is needed, parents will be contacted. Every time a student visits the principal for a discipline issue, parents will be notified, and a written account will be kept on file.

Some basic behaviors automatically necessitate discipline and parental involvement. In keeping with the Biblical command to fathers, the primary contact (typically the first telephone call) for discipline issues will be to the student’s father:

- Disrespect shown to any staff member. The staff member will be the judge of what constitutes disrespectful behavior.

- Dishonesty in any situation at school, including lying, cheating, or stealing.
- Rebellion, such as outright disobedience in response to instruction.
- Fighting physically or verbally, with intent to harm or hurt another. In cases of self-defense, the faculty/staff member will be the judge of its appropriateness.
- Inappropriate, obscene, vulgar or profane language, including taking the Lord's name in vain.
- Possession and/or use of alcohol, tobacco or illegal drugs.
- Serious moral offense.

### 5.2.1 Explanations

- **“Suspension:”** The Tyndale Christian Academy administration realizes suspending a student from school is a serious situation, but it is sometimes necessary. Each suspension will be dealt with on a case-by-case basis. Suspension will generally range from 1-5 days. The student will not be allowed on campus for the number of days specified. The student is not eligible for any extracurricular activities during the period of suspension. The student will not be allowed to complete the classwork assigned while on suspension.
- **“Expulsion:”** The Tyndale Christian Academy administration realizes expelling a student from school is a very serious situation and should always be dealt with after much prayer and careful deliberation. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems/patterns, the student will be expelled. Expulsion is the immediate removal of the student from the school campus for the remainder of the school year. In order for the student to be re-admitted to Tyndale, an appeal must be formulated and presented to the principal.

### 5.2.2 Grammar School Procedures

In the event a student continues in acts of misconduct on a given school day or after repeated acts of disobedience during a given week, the student's teacher will document the nature of the offense(s) by filling out a **Behavioral Incident Report** on FACTS. Consequences for the offense(s) will range from the loss of a recess to dismissal from school for the day or more. A copy of the report will be emailed home to parents and must be signed and returned to the student's teacher the following day.

Cell phone usage is inappropriate during the school day. Cell phones brought to school should be turned off and stowed for the duration of the school day. A violation of this rule will result in confiscating the phone by the classroom teacher and contacting the parent(s).

At the discretion of the principal, a student may be refused reenrollment for the following school year. Such refusal is not considered a direct disciplinary act. Refusal to reenroll is not the equivalent of suspension or expulsion.

## 5.3 Tyndale Uniform and Dress Code

### 5.3.1 Tyndale Uniform Philosophy

TCA desires that Tyndale's education would be wholly invested in developing mature young men and women who express the Truth, Goodness and Beauty of God in every aspect of their lives. With regard to attire, Tyndale expects students to affirm the

following.

**Truth:** God made humanity (the *imago dei*) in two different sexes (i.e., genders). Therefore, the clothing and appearance of the faculty, staff, and students must reflect the distinctives and orderliness of God's design.

**Goodness:** The Christian's body is referred to as a temple of the Holy Spirit. Thus, the faculty, staff, and students of Tyndale must strive to preserve modesty and present a well-mannered and tidy appearance.

**Beauty:** God, in His wisdom, has blessed us with a sense of aesthetics. Thus, beauty is not merely a subjective preference or style. Beauty is defined by God and communicated in His Word. Tyndale faculty, staff, and students must ensure that their appearance communicates respect, modesty, humility, and uniformity for the sake of the gospel of Jesus Christ.

As a Christian school, Tyndale's dress code aligns with the Christian pedagogy. The priorities for the grammar stage are that uniforms foster *esprit de corps* by giving the young student identity and belongingness. *Uniform* means just that: one form. Everyone wears the same thing.

Above all, our goal is that the Tyndale uniform policy and dress code will encourage a serious academic atmosphere for nurturing virtuous scholars. Tyndale prayerfully asks parents and students to give careful, thoughtful attention to uniform and dress code guidelines, as they play an essential role in maintaining a classical Christian culture.

### **5.3.2 Requirements**

A student is expected to be in full uniform or dress code from the time he or she exits the car in the morning until he or she is in the car on the way home.

Requirements for belts, socks, and shoes are outlined in the following pages. These items are purchased at the store of your choice or *BGA Creations*. Girls' hair accessories must either be a solid uniform color or plaid purchased from *BGA Creations*. Outerwear for students must be a solid uniform color with no logos or purchased from *BGA Creations*.

### **5.3.3 Ordering Information**

You may order on Tyndale's website: [www.TyndaleChristianAcademy.com](http://www.TyndaleChristianAcademy.com), by telephone (877-242-5359) or you may contact BGA directly at [info@bgacreations.com](mailto:info@bgacreations.com). Please pay careful attention to the particular *Chapel Uniform* and *Regular Uniform* requirements for your child before placing your order with *BGA Creations*.

### **5.3.4 Dress Code for K-5<sup>th</sup> Girls**

#### **Chapel (Wednesdays)**

**Jumper:** Plaid jumper with white Peter Pan shirt

**OR**

**Skirt:** Plaid skirt with white Peter Pan shirt and matching female tie

**Socks:** Any solid white or solid navy (*Ankle or knee high*) (*No Logos*)

**Shoes:** Solid black or navy-blue dress shoes

*(During cold weather, girls are allowed to wear white or navy tights)*

**Sweater:** Navy Blue (*FROM BGA*)

### **Girls Regular Uniform**

*Girls may wear any combination of the following:*

**Top:** Navy, grey, royal blue or light blue Peter Pan, Polo, or Dry Fit Tyndale Uniform shirt

**Bottom:** Plaid Skirt, Khaki Skort, Shorts, or Pants

**Socks:** Any solid white or solid navy blue

*(No Logos) (Ankle or knee high)*

**Shoes:** White, Black, Grey or Blue Solid Color (Athletic)

**Belt:** Students ONLY need a black or brown belt if there are belt loops

**Cold Weather:** Long sleeve navy, grey, royal blue or light blue polo shirt with logo;

Tyndale Jacket or Tyndale sweater (Below 50 degrees, Thick Solid Navy Blue

Jacket)

*Notes for Grammar Girls:*

- Shoes should be clean, Velcro or tied, with no excessive patterns, decoration, or bright colors. They must have closed heels and toes.
- Grammar students do not change for P.E.

### **5.3.5 Dress Code for K-5<sup>th</sup> Boys**

#### **(Chapel-Wednesdays)**

**Pants:** Khaki Pants (*No shorts*)

**Top:** White Oxford

**Tie:** Navy Blue (*Clip on*)

**Socks:** Any solid white or solid navy

**Shoes:** Solid black or navy dress shoes

**Sweater:** Navy Blue Cardigan (*FROM BGA*)

#### **Regular Uniform**

*Boys may wear any combination of the following:*

**Top:** Navy, grey, royal blue or light blue polo or dry fit shirt

**Bottom:** Khaki Shorts or Pants

**Socks:** Any solid white or solid navy blue

*(No Logos) (Ankle)*

**Shoes:** White, Black, Grey, or Blue (Athletic)

**Belt:** Students ONLY need a black or brown belt if there are belt loops

**Cold Weather:** Long sleeve navy, grey, royal blue or light blue polo shirt with logo;

Tyndale Jacket or Tyndale cardigan (Below 50 degrees, Thick Solid Navy Blue Jacket)

*Notes for Grammar Boys:*

- Shoes should be clean, Velcro or tied, with no excessive patterns, decoration, or bright colors. They must have closed heels and toes.
- Grammar students do not change for P.E.

### **5.3.6 Hairstyles for Girls and Boys**

In the spirit of cultivating a business-like appearance and without being legalistic, Tyndale requires hair to be neatly groomed, avoiding styles and cuts that are distractions. All—hair

should be natural colors, and no images, words, symbols, or logos shaved into the hair. Grammar school boys—hair must be trimmed above the collar and brushed or combed out of the face. Upper school boys—hair must be trimmed above the collar and out of the face or pulled back in a well-groomed ponytail. Topknots or “man-buns” are not permitted. Young men should be clean shaven or have well-groomed facial hair.

### **5.3.7 Enforcement**

Thank you for helping to maintain the high standard of our uniform policy/dress code. A violation would not only be the lack of proper uniform, but it is also a failure to wear the uniform properly (e.g., shirttails not tucked). When a grammar student is not in uniform, the following actions will be taken per each nine weeks:

- A reminder will be sent home to the parent.
- A reminder will be sent home and signed by the parent.
- On the third occasion, a parent will be called and asked to bring in the correct uniform.

## **5.4 Personal Appearance and Hygiene**

This policy applies to all students, both in school and at school-sponsored activities:

- Students should exhibit good hygiene, be neat, and well groomed.
- All hair should be natural colors, and no images, words, symbols, designs, or logos may be shaved into the hair.
  - Grammar school boys hair must be trimmed above the collar and brushed or combed out of the face.
- The administration will determine whether students are complying with the appearance standards and may prohibit other items or practices considered generally distracting or inconsistent according to the policy’s intent. Further, the administration may bar the attendance of students in violation of this policy.

## **5.5 Student Conduct**

This policy is intended to establish standards of etiquette to ensure students treat others with courtesy and respect and to promote respect for other’s property (both common and private). This policy applies to all students while in school and while attending school- sponsored activities.

### **5.5.1 In the Classroom**

- Students are to respect the person of their teachers at all times and in both word and deed. Students should not interrupt but rather raise their hand and wait to be acknowledged. Students should use a respectful tone of voice and should refrain from using disrespectful gestures or body postures.
- Students are to respect each other in the classroom, in both word and deed, not interrupting one another but cooperating with one another.
- Students should respect all classroom visitors in both word and deed. If a teacher must leave the classroom to speak with someone, all students in the classroom should remain silent and work quietly.
- While in the classroom, students should show due respect for their own person and due attention to their studies by sitting in an attentive and modest position.
- Students should ask permission to use the restrooms.
- Students must not deface school property and should give attention to personal space to ensure their desks, cubbies, and lockers are neat and organized.

### **5.5.2 In the Hallways**

- Students should acknowledge all staff members by name (once known) and should acknowledge all adults with a polite greeting.
- Students should walk quietly in the halls at all times, staying to the right side of the hallway to allow room for others to pass. Running is not permitted in the hallways.

### **5.5.3 At Lunch**

- Students must sit in an orderly fashion at their tables. Conversation should not be overly loud, and the students must follow any instructions given by any of the staff or designated parents.
- All trash must be disposed of after a student has finished eating in the cafeteria or picnic areas.
- Students normally will not be allowed to eat in classrooms.
- Grammar students younger than Grade 3 may not use microwave ovens.

### **5.5.4 At Recess and on the Playground**

- Students must act in such a way as to ensure personal safety and that of others.
- Students must follow instructions given by any of the staff or designated playground supervisors.

## **5.6 Public Display of Affection**

Wholesome and God-pleasing relationships among our students are encouraged. However, school is neither the time nor place for public displays of affection, including but not limited to, hand holding. Students shall refrain from any, and all public displays of affection on school property, at any school-sponsored activity, and at any events hosted in homes where an entire class of students is invited to attend. Students will be counseled if problems arise, and parents will be informed if inappropriate behavior persists.

## **5.7 Substance Abuse Policy**

Use or possession of any illegal drugs, or the improper use of prescription or non-prescription drugs or alcoholic beverages, is prohibited on school property or any school trips or during any school-sponsored activity. The school reserves the right to impose appropriate disciplinary action including, but not limited to, suspension or expulsion of any student violating this provision with or without credit for any school term completed. Parents will be expected to pick up their child immediately from any activity regardless of the time or place of violation.

It is the school's goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ. The school encourages students to see a Christian lifestyle based on conscious choices rather than mere acceptance of prevailing societal practices. Christian lifestyle is expected of all students and consists of practicing Christian virtues and avoiding attitudes and actions which the Bible condemns as sinful.

Tyndale accepts the American Medical Association statement concerning chemical abuse/dependency: "it is an illness often preceded by misuse." The school believes it has a



responsibility to assist students and families faced with this issue and will take necessary action to protect the rest of the student body.

In this area of life, disciplinary action must include a restorative element. Therefore, the school strongly believes professional counseling involvement and appropriate follow-up through action may be required in disciplining students. In addition, suspension or other disciplinary action may be necessary for students who violate the school's expectations related to alcohol and/or controlled substances.

Any student or staff who possesses, uses, or is under the influence of illegal drugs (including look-a-likes), illegal controlled substances, associated paraphernalia, or alcoholic beverages during school hours, while on school property (including school vehicles), or at a school-sponsored event is subject to disciplinary action. This may include suspension, expulsion, probation, and/or mandatory counseling.

Possession, selling, supplying, or distributing any controlled substance, regardless of where the infraction occurs, will result in immediate suspension and will typically result in a recommendation for expulsion. Tyndale will notify appropriate law enforcement agencies if illegal controlled substances are used or in the possession of students or staff during school hours while on school property or at any school sponsored events.

#### **5.7.1 First Offense**

Parents will be informed when a student is known or suspected of substance abuse. If a student is suspected of substance abuse, the principal may request the parents' permission to administer or obtain a drug test. The principal will determine if refusal to comply with this requirement is grounds for expulsion.

If it is determined the student is using illegal drugs, the parents of the student will be required to meet with the Principal and Chancellor to discuss intervention/prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

The parents and the student will be required to participate in the program chosen by the parents and approved by the Administration and will be required to follow the recommendations made at the closing interview. This program must be completed in its entirety. The Administration shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon completion. Refusal on the part of the student and/or parents to participate fully and to follow recommendations may result in expulsion. The school will seek to work closely with the program directors, student and the parents to insure proper follow-up.

Depending upon the severity of the offense, the Administration may suspend the student (usually a minimum of three (3) days) and in extreme cases may contact legal authorities. In addition, a probation period in which students are not permitted to participate in extracurricular activities may be applied. During the probation period, the teachers will also evaluate the student's attitudes and behaviors at school.

#### **5.7.2 Additional Offenses**

The principal reserves the right to suspend or expel students for the first, second, or third offense.

### **5.8 Tobacco Policy**

The use and/or possession of tobacco and tobacco products by the Tyndale Community Staff, Students, and Families is prohibited at school and at school events.

### **5.9 Weapons Policy**

The possession of any dangerous weapon or firearm by a student, parent, visitor, or unauthorized staff member is not allowed on school property or at any school function. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violations of these rules will result in suspension and possible grounds for expulsion.

### **5.10 Human Dignity**

Tyndale Christian Academy intends to provide a caring and supportive community of faith and learning for its teachers and students, a safe environment free of offensive and threatening behavior. Conduct (whether intentional or unintentional) subjecting another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristic, disability, or some other perceived difference is not permitted. Instead, Tyndale expects all persons to treat each other with respect because they are made in the image of God himself.

For this reason, Tyndale addresses and confronts harassment in any form by students, teachers, administrators, support staff, or other persons present in our facilities. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students should report to a teacher. Teachers should report to the principal. Each report will be given serious consideration and investigated thoroughly and justly. Reports of harassment and all investigations will be handled discreetly, protecting both the person making the report and the accused.

Any person who is determined to have violated another person's dignity will be subject to corrective action and discipline, including the possibility of termination (for staff members) or expulsion (for students). Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Bullying is "unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance" (stopbullying.gov). It is not based in anger but is rather the calculated rejection of the image of God in another person. The gospel of our Lord Jesus Christ calls us to love one another and to repent from these and all other types of sins.

All students and all school employees are expected to conduct themselves with respect for the dignity of others. In this area, as in all others, students, parents, and faculty and staff members must assume responsibility for their own actions and any consequences arising from their actions. Both active harassment and passive bystander support will receive consequences to be administered on a case-by-case basis.

**Statement of Faith**  
**(Appendix 1)**

**Baptist Faith and Message**

**I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

**II. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

**A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

**B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

## **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

## **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and

spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

### **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

### **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

### **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

### **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

### **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a

binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

#### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

#### **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

#### **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

#### **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In

providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

### **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.



**Apostles Creed**  
**(Appendix 2)**

I believe in God the Father Almighty, maker of heaven and earth;  
And in Jesus Christ His only Son, our Lord;  
Who was conceived by the Holy Spirit;  
born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried;  
the third day He rose from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty;  
from there He shall come to judge the living and the dead.  
I believe in the Holy Spirit,  
the holy universal church,  
the communion of Christians,  
the forgiveness of sins,  
the resurrection of the body,  
and life everlasting.  
Amen

## **Human Sexuality Statement of Faith** **(Appendix 3)**

(1) Tyndale believes God has commanded that no intimate sexual activity be engaged outside of marriage, and that marriage is between one man and one woman (Hebrews 13:4 and I Corinthians 7:1-14).

(2) Tyndale believes that any form of homosexuality, lesbianism, bisexuality, transgender identity/lifestyle/self-identification, bestiality, incest, fornication, adultery, and pornography are immoral and wicked choices that must be absolutely rejected. Moreover, these behaviors are sinful in the sight of God and the church (Genesis 2:24; Leviticus 18:1-30; Romans 1:36-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:2-7).

(3) Tyndale believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal dignity. Therefore, one's biological sex must be affirmed and no attempts should be made to physically change, alter, or disagree with one's biological gender-including, but not limited to, elective sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct (Genesis 1:26-28; Romans 1:26-32; I Corinthians 6:9-11).

(4) Tyndale believes that God created and ordered human sexuality to be permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and the biological family. Therefore, one must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions, as well as refrain from any and all same-sex sexual acts of conduct (Genesis 1:27; Genesis 2:24; Matthew 19: 4-6; Mark 10:5-9; Romans 1:26-27; I Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2).

(5) Tyndale believes that men and women are spiritually equal in position before God (Galatians 3:28), but that God has ordained distinct and separate spiritual functions for men and women in the home and the church (Colossians 3:18; I Timothy 2:8-15). Accordingly, only men are eligible for licensure and ordination as pastors by the church.

(6) Tyndale believes the biblical definition of marriage is the joining of one man and one woman by mutual covenant for life (Genesis 2:24; Romans 7:2).

(7) Abortion – Tyndale believes human life begins at conception and that the unborn child is a living human being. All abortions constitute the taking of an unborn human life, and God pronounces these acts as murder. Moreover, Tyndale believes that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are always unacceptable, sinful, and constitute the act of murder (Job 3:16; Psalm 51:5 and 139:13-16; Isaiah 44:24 and 49:1-5; Jeremiah 1:5 and 20:15-18; Luke 1:44).

## Enrollment Agreement (Appendix 4)

1. Students are to show respect in relation to the faculty and in speaking to faculty members.
2. The use of profanity, tobacco, nicotine, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time, are serious violations of the standards of Tyndale Christian Academy and may lead to expulsion. On campus, drug and nicotine testing of students may be conducted at any time and for any reason.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. The School is not responsible for the loss of personal property, whether the loss occurs by theft or any other cause.
5. Tyndale Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the school, or generally fails to cooperate with teachers or administration. He or she may be indefinitely expelled.
6. Students are expected to adhere to dress code guidelines.
7. TCA students are prohibited from having tattoos or any body piercing, with the exception of traditional ear piercing for female students.
8. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including suspension or expulsion.
9. It is the sole responsibility of the parent to provide the school with updated records and legal documents (including custody arrangements) in accordance with school policies.
10. Tyndale Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, and other school administrative programs.
11. Any form of homosexuality (including self-identification), lesbianism, bisexuality, transgender lifestyle/identity, fornication or pornography is a violation of the standards of TCA and will lead in expulsion or non-admittance.
12. As parents, we agree that Tyndale Christian Academy may use my child's picture in its promotional and periodical literature for school use.
13. I agree to the financial policies of TCA and I understand that payment for tuition and fees will be made by the first of each month and if late, my account will be billed a late charge of \$25. IF my payment is past due for more than thirty calendar days my child may be withdrawn from school until my account is made current.
14. My child is permitted to take part in all school activities, including school sponsored field trips, and absolve the school and church from liability to me or my child in case of accident or injury to my child while on campus or during any school sponsored outing. TCA does not employ or have a nurse on campus.
15. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
16. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
17. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will then contact the principal.

18. TCA is not equipped to accommodate special needs or learning disabilities in a general education track.

19. I agree to comply with and support the spiritual, moral, dress and disciplinary standards and policies of the school and further agree that the school has full discretion in the discipline of my child while under school supervision.

20. I understand that if I, or any agent acting in my behalf or on behalf of my child, brings any legal action against the school or its agents and such legal action is found in favor of the school or its agents, I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration.

## Family Lifestyle Commitment (Appendix 5)

As an enrolled family of Tyndale Christian Academy, we recognize that our actions and behaviors reflect not only on our family, but also on the church, academy, and ultimately, on God. The community is looking to our family to set an example “in speech, in conduct, in love, in faith, and in purity” (1 Timothy 4:12b). Knowing this, we commit to a lifestyle that is above reproach and agree to adhere to and support the following principles:

1. We will strive to love the LORD God with all our heart, soul, mind and strength (Mark 12:30).
2. We will be an **active member of a church** in which we cheerfully and generously give our time, talent, and treasure to the work of the Lord (2 Cor. 9:7).
3. We commit to being a Christian role model in attitude, actions, and speech toward others (Gal. 5:22-23; 1 Tim. 4:12).
4. We will be conscientious of our social media presence and will use discernment in the pictures and comments we share (Phil. 4:8).
5. We (as parents) will reject and refuse to engage in all sexual activity not in agreement with the Bible, including, but not limited to, pornography, cohabitation, premarital sex, adultery, and homosexuality (1 Cor. 6:9, 18; Col. 3:5).
6. We will refrain from abusing our bodies, God’s temple, with alcohol, tobacco, or any illegal substances. While God’s Word does not teach total abstinence of alcohol, it does teach that drunkenness is a sin and our actions can be a stumbling block to others. We will not engage in the use, sale, possession, or production of illegal drugs. (1 Cor. 6:19-20; Eph. 5:18; 1 Cor. 8:9-10)
7. We will seek ways to share the gospel of Jesus Christ. Furthermore, we will intentionally validate the message we share with acts of love and service (1 Cor. 9:22-23; 1 John 3:14).
8. We will be supportive of the principal and other academy and church staff, as together we will work to bring a lost world to Jesus. We will use wisdom, and discernment in our conversation and actions at all times. (1 Tim. 5:17-19; 2 Tim. 4:17-18).

# **Handbook Parent Commitment**

*(Appendix 6)*



1. We have read and understand the Tyndale Christian Academy distinctives of an education that is Christ-centered and classical. We are in agreement with the purpose and philosophy of Tyndale Christian Academy.
2. We have read and understand the Tyndale Christian Academy Statements of Faith, Enrollment Agreement, and Family Lifestyle Commitment. We agree to demonstrate a respect for the truths stated therein. We recognize that these truths will be unapologetically taught, in various ways and through all grade levels, at Tyndale Christian Academy. We recognize that the substance of these truths is that which will be considered primary doctrine at Tyndale Christian Academy.
3. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do state that this training will be carried on in the home. We authorize Tyndale Christian Academy to extend that training to the school setting.
4. We understand that we have an obligation to be involved actively in the education of our children. We agree to uphold and support the high academic standards Tyndale Christian Academy by providing a place at home for our child to study and by giving our child encouragement in the completion of assignments, projects, and homework.
5. We will faithfully support the school through prayer and a positive attitude; and in keeping with Matthew 18:15, we are committed to giving a good report by sharing complaints only with the people involved. Unresolved issues will be addressed by using the school’s grievance policy.
6. We understand that the standards of Tyndale Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We acknowledge that discipline is necessary for the benefit of each student as well as the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.

8. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, we agree to withdraw our child quietly.
9. We understand that assessments will be made to cover damage to the school, including breakage of windows, book damage, and abuse of personal or school property.
10. We will support the school through involvement in school-sponsored meetings and activities. We will be actively involved in the annual fundraising events to help meet the financial expenses of the school which are not covered through tuition.
11. We will allow our child to take part in all school activities including off campus field trips.
12. We understand and will punctually fulfill our financial commitment to pay for the educational services the school is providing for our child. We understand that report cards and standardized test results are not released if student accounts are in arrears for any reason.
13. We, as parents of the student applicant, do sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligation will forfeit the student's privilege of attending Tyndale Christian Academy.
14. Our signature below hereby grants Tyndale Christian Academy the absolute right and permission to use photographic portraits, pictures, digital images or videos of my child, or in which my child may be included in whole or part, or reproductions thereof in color or otherwise for any lawful purpose whatsoever, including but not limited to use in any Tyndale Christian Academy publication, social media, or website without payment or any other consideration.

X \_\_\_\_\_

(Parent Signature)

X \_\_\_\_\_

(Parent Signature)

