Middle – High School
Parent-Student Handbook
2019-2020

2107 Highway 59 South
Covington, TN 38019
901-808-0021
Fax 901-475-4930
www.tiptonchristianacademy.com
INTRODUCTION
Our TCA Student Handbook provides comprehensive information ranging from academic policies and procedures to disciplinary expectations. Please take time to review this handbook. We are trying to develop discipline in a thousand different ways. Depending on perspective, some rules may seem a bit picky; however, they provide structure and direction conducive to our mission in the Christian school. It is our hope that this handbook conveys clear expectations. May we work together to provide your children and our students the affirmation and accountability they need to ensure success in concert with our mission “to provide our students with a Christ-centered bible-based education to promote academic excellence, which builds character and empowers service-oriented leaders who impact God’s Kingdom.”

MISSION STATEMENT
The mission of Tipton Christian Academy strives to provide our students with a Christ-centered bible-based education to promote academic excellence, which builds character and empowers service-oriented leaders who impact God’s Kingdom.

VALUES
1. Worshipping God and Loving Jesus Passionately.
2. The Word of God is Final Authority.
3. Academic Excellence and Achievement.
6. Christ-centered Education and Discipleship.
7. Fiscal Stewardship.

KEY RESULTS
1. Life Application.
3. Equipping (Defenders of the Faith).
4. Leadership.
5. Range of Learners.

SLOGAN:
Inspiring. Educating. Discipling.
STATEMENT OF FAITH:

The following Statement of Faith is aligned with the beliefs and values that we hold as true at Tipton Christian Academy. Please read and review the below statements.

**WE BELIEVE** that there is one sovereign God who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

**WE BELIEVE** that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died in our place as a sacrifice for the sins of mankind, was buried, arose bodily from the grave, and ascended into Heaven.

**WE BELIEVE** that Jesus Christ will literally return to earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and bring His Kingdom to fulfillment.

**WE BELIEVE** that God the Holy Spirit is active in convincing unbelievers of their need for salvation, and is the Comforter and Guide who lives in every believer.

**WE BELIEVE** that the Bible is the infallible Word of God without any error, the sole authority for life and faith.

**WE BELIEVE** that man is a special creation of God, made in His image, but that through the sin of the first man, Adam, mankind fell so that all men are sinners and need salvation.

**WE BELIEVE** that salvation is a gift received through repentance toward God and faith in the Lord Jesus Christ.

**WE BELIEVE** that each believer, through prayer, has direct access to God through the Lord Jesus Christ.

**WE BELIEVE** that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin.

**WE BELIEVE** that all human life is sacred and created by God in His image. Human Life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

**WE BELIEVE** that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living and equips them for service and witness.

**WE BELIEVE** that the Lord Jesus Christ died for our sins, according to the Bible, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. Tipton Christian Academy requires that all families, in order to be accepted and enrolled, to read and agree to the statement of faith. These beliefs will be taught within the curriculum and by other means of spiritual teachings to our students.

Revised 7/31/19
BOARD OF DIRECTORS AND ADMINISTRATION

Jim Mattingly        Chairman of the Board/Personnel Committee
Leslie Meredith      Vice Chairman/Admissions Committee
Amy Beasley          Secretary/Marketing Committee
Kate Krull           Member/Athletic Committee
Brenda Gatlin        Member/Personnel Committee
Brad Carlisle        Member/Marketing Committee
Kim Turner           Member/Finance Committee
Gary Elliott         Member/Athletic Committee
Drew Glass           Member/Finance Committee
Derek Lenagar        Member/Athletic Committee
Kevin Hamman         Member/FBC Deacon Representative
Chuck Williams       Non-Voting Member/FBC Pastor
Lisa Blalack         Non-Voting Member/Head of School
Chuck Smith          Non-Voting Member/Upper School Principal

ADMISSION REQUIREMENTS
Students entering school must submit the following documents: For specific enrollment requirements please refer to the enrollment packet on the website.

✓ Copy of birth certificate
✓ Evidence of current medical examination
✓ Evidence of state immunizations on the proper form
✓ Completed student application
✓ Enrollment in FACTS
✓ Enrollment in REN-WEB

TUITION
Tuition is due on the 5th of each month and is payable through FACTS. For further details on tuition, please refer to the current enrollment packet available on the website.

INCIDENTAL FEES
Incidental fees will be due 10 days from the time it is posted. You will receive emails every time an incidental fee is posted. Incidental fees will include all fees other than Tuition such as Field Trips, After School Care, Lunches, Supply Fees, and Registration Fees.

LATE FEES
A 6% late fee charge will be added to all fees 10 days after the due date.

Revised 7/31/19
SCHOOL HOURS AND SCHOOL CALENDAR

Students may be dropped off beginning at 7:15 A.M. each day. School begins promptly at 7:50 A.M. and will dismiss at 2:35 P.M. Please be prompt in arrival and dismissal.

TCA will closely follow the Tipton County School schedule for holidays and breaks for the convenience of our families. For specific dates and information concerning the school calendar, please visit our website at www.tiptonchristianacademy.com

STUDENT CALENDAR:

- Prayer Walk at
- Open House: Grades 6th-12th @ 7:00
- Student’s First Day (full day) ASC begins.
- School Out/Labor Day
- Block Party
- Yearbook Pictures
- See You at The Pole
- Parent/Teacher Conference (by appointment)
- End of Quarter One
- Academic Focus /Administrative Day

STUDENT HOLIDAY

- Fall Break
- Thanksgiving Break
- Last Day of First Semester
  **ALL students dismiss at 11:30 (ASC available)**
- Christmas Break

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<th>Event</th>
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<td>Students return</td>
<td>January 7&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>School Out/M.L. King Day</td>
<td>January 20&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Academic Focus/Administrative Day</td>
<td>February 14&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><strong>STUDENT HOLIDAY</strong></td>
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<td>School Out/President’s Day</td>
<td>February 17&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>End of Third Quarter</td>
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<td>Parent/Teacher Conferences (by appointment)</td>
<td>Week of March 16&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Spring Break</td>
<td>March 23&lt;sup&gt;rd&lt;/sup&gt;– 27&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Standardized Test Week</td>
<td>April 6&lt;sup&gt;th&lt;/sup&gt;– 9&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Spring Musical</td>
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<td>Last Day</td>
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TRANSPORTATION – DROP-OFF AND DISMISSAL

TCA does not offer transportation to and from school. It will be the parents’ responsibility to transport the student each day.

Students in Preschool students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the canopy between the church and the Family Life Center (FLC).

K to 5th Grade students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the canopy between the church and the Family Life Center (FLC).

6th Grade to High School students may be dropped off beginning at 7:15 A.M. until 7:50 A.M. each day at the front doors of the school. School begins promptly at 7:50 a.m. and will dismiss at 2:35 P.M. Please be prompt in arrival and dismissal.

Students arriving on campus after 7:50 must be signed in at the front desk of the school.

TRAFFIC FLOW: Morning drop off traffic should flow up the hill to the right (north), pass the front doors going left (south) and back down the hill to exit on HASTINGS. For afternoon pick-up, park in the front area and exit moving southward and down the hill.

STUDENT PARKING:
Student driver should enter the parking lot from the NORTH loop (right side as you go up the hill) to park on the north end of the lot. Specific parking places may be designated by Administration.

INCLEMENT WEATHER
In the event that Tipton Christian Academy is impacted with inclement weather or an act of God, the school will make decisions that we believe serve the best interest of our school and students. Our first consideration will always be the safety of our students and their families. Therefore, TCA will stand on its own decision, regardless of other local school systems. Our plans are to utilize several media outlets to notify you of a change in schedule due to inclement weather or other emergencies. We will first send a text/email via ParentAlert. Second, an announcement will be posted on TCA Social Media and the TCA Website. Third, local TV and radio stations will be notified. We will notify you via these methods by no later than 6:00 a.m. for any decision relating to school closing or delayed opening. Updates will be provided during the day/week via the mentioned media resources regarding school events that may be impacted.
Nonetheless, parents should always exercise their own personal judgment based on individual family needs and/or conditions. However, we request that you contact your child’s teacher by email or phone if your students are not going to attend on a day that TCA is in session.
ABSENCE AND ATTENDANCE

ABSENCES –
Regular attendance is a MUST if students are to progress in their education. The first day a child returns to school after an absence, he/she must bring a dated, written note from the parent indicating the reason for the absence. If a student must miss school due to a dentist or doctor appointment, a dentist or doctor note is required upon return to school. An excuse for absence must be made in writing by the parent(s) or guardians(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence and parent’s or guardian signature. For a student to be excused by a parent/guardian note, the note must be turned in no later than two (2) days starting the day the student returns to school following his/her absence.

EXCUSED ABSENCES
1. Sickness
2. Death in the Family
3. Doctor or Dentist Appointment
4. Pre-approved Absences

PRE-APPROVED ABSENCES –
If you know in advance your child will be absent for any reason other than the excused absences listed above, you must submit a preapproved absence form (copy of the form is available at the front desk) to the classroom teacher at minimum five (5) days in advance. If the administration approves the absence, the absence approval slip will be returned to the classroom teacher, and the absence will become excused. Please note that you must send a note to the classroom teacher before the absence. Requesting for absences to be approved for a vacation for students in grade 6th – 12th is highly discouraged due to content presented in class that may or may not be easily understood if a student does not participate in class session activities or discussions.

ALLOCATED DAYS ABSENCES
Students with more than fifteen (15) unexcused absences during the year may be reported for truancy.

PERFECT ATTENDANCE
To receive perfect attendance, the student must be present every day and may not have any unexcused absences due to tardiness or checkouts.

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TARDIES
A student is tardy if he/she arrives on campus after 7:50 A.M. If a student arrives after 7:50 A.M., he/she will be noted as tardy. Every five unexcused tardies in a grading term will result in an unexcused absence. Unexcused absences as a result of an accumulation of unexcused tardies will be recorded as an absence on the report card. Checkouts prior to 2:15 P.M. will be considered as an unexcused tardy unless they meet the EXCUSED ABSENCE criteria.

BEHAVIORAL EXPECTATIONS

CLASSROOM MANAGEMENT AND DISCIPLINE POLICIES
Students are to conduct themselves according to acceptable standards of behavior. Honesty and moral integrity are the standard expectations of every student. Disruptive behavior that interferes with another student’s opportunity to learn or interrupts a teacher’s right to teach will not be tolerated; therefore, certain disciplinary actions will be used as consequences for student misconduct. Disciplinary measures will be documented and kept on file in the office.

CLASSROOM BEHAVIOR
It is imperative that the classroom environment be conducive to learning. Teachers have a discipline plan to produce this environment. They use discipline methods that draw on their own strengths for effective results. In the vast majority of cases, these methodologies achieve their intended purpose. However, there are students who, despite the best efforts of the teacher, continue to be disruptive. Stronger steps must be taken to assure compliance with acceptable standards of behavior. A parent/teacher/administrator conference may be required. The purpose of this meeting is to discuss the behavioral difficulties that have been occurring, to make sure there is a clear understanding of the expectations of the teacher related to his/her class and to discuss strategies for improvement. Under most circumstances, the following consequences will be imposed. **First Offense** - The student will be removed from class and will spend the remainder of the period in the School Office. A conference will be held with the student, the teacher, and an administrator to discuss the incident. **Subsequent Offenses** - The student will be removed from class for an indefinite period of time. Parents will be notified by phone or in writing of the decision. More serious circumstances or a failure to show improvement in attitude and behavior may result in having the student withdrawn from the school.

ALL OFFICE REFERALS ARE DOCUMENTED AND KEPT IN STUDENT'S FILE.
DISCIPLINE
Tipton Christian Academy, like any community or organization, must have a basic set of rules for behavior that promote self-control, character and an environment where learning can take place. Students are expected to behave in a manner which demonstrates a respect for self, others, and recognition of the responsibilities of being part of a Christian educational community. When a student is involved in a disciplinary incident, a Disciplinary Referral Form will be mailed home to keep the parent(s) informed of both the incident and the subsequent action taken by the teacher or administrator. Parents will also receive a phone call from the school to be informed about the procedures. If parents have questions, concerns, or comments concerning the content of the mailing, they are encouraged to contact the teacher directly involved in the incident. If parents have additional concerns after contacting the faculty member, they should call the Principal.

ABUSIVE OR OBSCENE LANGUAGE
Curse words, swear words, racial slurs, and suggestive language are not appropriate for the spiritual and academic environment of our school, whether printed, spoken or recorded. Disciplinary actions will be enforced in the case of any obscene or abusive language.

ANTIBULLYING POLICY
Philosophy
We at Tipton Christian Academy believe that students should have an educational environment that is free from humiliation, oppression and abuse. Every person who is a part of Tipton Christian Academy has the responsibility to support and care for each other and to behave in a pleasant and non-threatening fashion. We believe, without exception, that bullying should not be tolerated.
Definition
Bullying is any persistent, willful and deliberate actions done by an individual or a group to hurt, distress, upset, frighten or threaten another person or persons. It is not an isolated incident of argument or aggression between students.
Bullying can be:
- Physical: pushing, kicking, hitting, pinching or any use of violence
- Verbal: Name-calling, sarcasm, spreading rumors, malicious gossip or teasing
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, and graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments

Aims of the Policy
1. To ensure that all students, staff and parents know what bullying means, and to know that it is unacceptable behavior
2. To create an atmosphere where bullying is not accepted
3. To empower victims of bullying to seek appropriate help
4. To ensure that faculty respond consistently and appropriately to bullying when it occurs

Revised 7/31/19
Guidelines

As a school community, we expect all incidences of bullying to be reported. This requires students to:
- take some form of preventative action if present when bullying occurs.
- report the incident or suspected incident to a teacher to help break down the code of secrecy.

The school recommends that parents:
- watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, requests for extra money, damaged clothes or bruising
- advise their child to tell a staff member about any incidents of bullying.
- attend interviews at school if their child is involved in any bullying incident, either as the offender or the recipient.
- inform the principal of suspected bullying even if their child is not directly affected.

The faculty and staff will:
- be role models at all times
- watch vigilantly for any incidences of bullying.
- minimize opportunities for bullying by closely supervising areas where such behavior is likely to occur.
- help victims without placing them at further risk.
- act on suspected incidents promptly and in the appropriate manner.
- teach students appropriate ways to respond when they are witnesses to incidences of bullying

The school will review the anti-bullying policy annually for any needed revisions.

CHEATING

Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception.

VANDALISM

A destructive act against the school facility or equipment is an act against all of our students, faculty, parents, and friends who strive diligently to provide a clean, decent environment that honors God. At minimum, you will be required to pay compensation for all damages.
VIOLENCE OR THREATS OF VIOLENCE
If TCA determines that a threat of violence is credible and specific, the student making such a threat may be terminated from the school. For purposes of this policy, credible means a reasonable belief or suspicion, determined by the discretion of the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. In those circumstances in which the school determines the threat is likely not credible, the school may suspend the student pending a parent meeting. These include cases in which the student was “just joking”.
The school may require students in these circumstances to obtain counseling at the family’s expense from a Christian counselor or other professional agreeable to the school. Students will likely not be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger to himself or to others.

SEXUAL HARASSMENT
Sexual harassment will not be tolerated. Of particular concern are lewd or sexually suggestive comments, behavior, and uninvited physical contact.

SEXUALITY
TCA strives to enhance and strengthen a biblical sexual identity in its students. We endorse positive interaction and friendship between males and females. However, conduct with persons of the opposite sex should reflect respect for oneself, for the other person, and for the rest of the community. Therefore, caution should be taken that the public display of affection does not cause others to be uncomfortable, reflect an inability to use good judgment or dishonor the student or the Lord. The Bible is clear on its limitations of sexual activity outside the bounds of marriage. As a result, students are to use extreme discretion in their physical relationships.

TOBACCO
Use or possession of tobacco in any form is not allowed.

WEAPONS AND FIREWORKS
Any student in possession of weapons, fireworks, or other dangerous objects, including any type of knife or chain, on campus or at any school function will be subject to disciplinary action, including suspension, expulsion, and possible notification of law enforcement agencies. TCA takes its responsibility to protect all of our students very seriously. Therefore, if a student brings a weapon to school or to a school function the school will likely terminate the student. (A weapon is a gun, knife or any dangerous object designed or intended to inflict harm to another person.) Possession includes, but is not necessarily limited to, having a weapon in a locker, book-bag, purse, or vehicle.
CORPORAL PUNISHMENT
Although rarely necessary, the school reserves the right to use corporal punishment in certain cases after consultation with the parent and then only by an administrator.

CONFERENCES
Student and parent conferences are often not only necessary, but important in communicating the defined behaviors that are being sought to bring a student into compliance with school guidelines. These may involve the student, the parent, the teacher, guidance personnel, or administrators.

EXPULSION
Sometimes, in extreme cases, it becomes apparent that it would be best for the school and the student that he/she leaves the TCA campus. If a student who has been expelled wishes to rejoin the TCA community, the student must reapply through the Admissions Office and complete the admissions process. The TCA administration reserves the right to refuse re-admission.

TECHNOLOGY

TECHNOLOGY USE
The school’s computers provide opportunities to explore and use a varied and an exciting set of resources including computer programs, CDs, and the Internet. The use of the computers must be in support of education and research and must be consistent with the academic expectations of Tipton Christian Academy.

The policy is simple and broad:
1) do not cause damage to or change any settings on the computer
2) use the computer for school related work only
3) do not seek to access any areas that would embarrass the school or dishonor the Lord

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school servers. Files will not be maintained indefinitely. The use of the electronic networks and Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges and possible disciplinary action. Access entails responsibility. School administrators will determine what inappropriate use is, and their decision is final. Abuse of these procedures will most likely result in the revocation of student access or use of school computers.

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INTERNET POSTINGS AND ELECTRONIC COMMUNICATION

Content in the following may constitute a substantial disruption to the educational environment at TCA: social networking sites such as Facebook, Twitter, Instagram, Vine and Myspace, blog sites, media sites such as YouTube and Flickr and elsewhere. Communications by students via instant messaging, text messaging and other electronic means during school hours is prohibited. Student use of email is only allowed when given permission by the teacher and it is used solely for educational purposes, otherwise use of email is prohibited. Students will sign an Internet Use Policy at the beginning of the school year and submit back to the school for our records.

Therefore, students who post or communicate disruptive content or contribute to the same may be subject to school discipline for reasons that include but are not limited to:
1. A threat towards a student, teacher, coach, administrator, or other school employee.
2. A call for the violation of laws or school rules.
3. A false statement or rumor about a student that could damage his reputation or defame his character.
4. Ridicule of faculty, administrators, or staff or disrespect for their authority, their position, or their reputation as an employee in the TCA school community.
5. A use as an instrument of any crime, including but not limited to stalking, distributing pornography, or threatening injury, loss of life or property.
6. Harassing language or images that might cause a student or staff member emotional or psychological distress, thereby disrupting a class, a school sponsored event, or otherwise disrupting the school environment.

TELEPHONE USE/ CELL PHONES

Students should not expect to use office phones in any of the school offices except in emergencies. A designated phone for students’ use is available and accessible in the school office before, during, and after school hours. Students may NOT carry cell phones during the school day; phones should remain in the student’s locker. If a member of the faculty or staff sees or hears a cell phone during the school day, he or she will confiscate the phone and take it to the office; only the parents may then pick up the phone. Appropriate student discipline will be imposed. Students are not permitted to have cell phones or any other electronic device on school field trips since it is still a school function.
PERSONAL ELECTRONIC DEVICES
For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to pagers, music and media players, gaming devices, tablets, Apple/Smart watches and personal digital assistants. For purposes of this procedural directive, “instructional day” means the period of time between the start of the school day (7:15 am) and the last scheduled period of the school day (2:30 pm) and any other time in which instruction occurs. PEDs are NOT to be brought to school for use during the instructional day. Students are not permitted to have cell phones or any other electronic device on school field trips since this is a school function. EXCEPTION: Students that have completed the BYOD contract will have use of a personally owned laptop during the school day.

DRESS CODE POLICY/ UNIFORM GUIDELINES (ALL NEW GUIDELINES)

Likewise, you who are younger, be subject to the elders. Clothe yourselves, all of you, with humility toward one another, for “God opposes the proud but gives grace to the humble.” 1 Peter 5:5

The TCA Board of Directors, administration, faculty and staff feel strongly that a uniform code contributes to the disciplined environment of the school. To enforce this policy, parents or guardians will be called to bring replacement items of clothing if a child is out of uniform. Your support is necessary for the successful implementation of a policy of this nature. Disciplinary action will be taken if the dress code is continually disregarded. TCA administration will make the final determination on the appropriateness of any clothing, accessories, hairstyles, and colors worn to school or to any school-sponsored event. Any class time missed due to dress code violations will be unexcused.

REGULAR DRESS UNIFORM

High School: Boys

- White, yellow, navy blue or black polo (High school only: black polo) from Land’s End
- Khaki or navy pants (style of choice)
- Khaki or navy walking shorts (style of choice)
- Belt (if pants have belt loops)
- Casual shoes and socks that are predominantly solid in color.
- White or light blue oxford dress shirt from Land’s End (long or short sleeve)
- Outerwear options available for Land’s End: sweater, sweater vest, insulated vest, rain jacket, fleece jacket, half zip fleece jacket, crewneck sweatshirt, zip front sweatshirt, hooded sweatshirt
- Rugby stripe tie from Land’s End (Chapel requirement for 6th Grade-High School)
- PE Uniform required for 6th-8th Grade: Land’s End Active Tee and Land’s End Mesh Shorts

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Girls: Kindergarten - High School

- Yellow, white, or navy polo from Land’s End (long or short sleeve)
- Black polo from Land’s End (long or short sleeve) HIGH SCHOOL ONLY
- White or blue short sleeve Peter Pan blouse
- White or Blue button down shirt: no gape, oxford or 3/4 sleeve (available 3rd-High School)
- Navy or khaki ponte’ knit dress (K-High School)
- Khaki or Navy skirt options: Pleated Top of the Knee, Blend Chino Skort Above the Knee and Top of the Knee, 2-button stretch skort Above the Knee (K-High School)
- Active Chino skort (available for 6th - High School)
- Plaid Skort options (K-5): Pleated Skort, Side Pleat Skort
- Plaid Skirt options (6th through High School): A-line skirt, Pleated Skirt Below the Knee, box-pleated Skirt top of the knee
- Khaki or navy pants (chino fabric, no jegging style fabric)
- Belt (if pants have belt loops and shirt is tucked in)
- Casual shoes and socks that are predominately solid in color, conservative in style, not distracting.
  Bold prints and colors are not permitted
- Khaki or Navy walking shorts (chino fabric)
- Leggings (black, navy, or white, solid in color)
- Outerwear options available for Land’s End: sweater, sweater vest, insulated vest, rain jacket, fleece jacket, half zip fleece jacket, crewneck sweatshirt, zip front sweatshirt, hooded sweatshirt
- PE Uniform required for 6th-8th Grade: Land’s End Active Tee and Land’s End Mesh Shorts

CHAPEL ATTIRE (On Chapel days, there will be mandatory dress attire.)

Boys: 6th - High School

Boys in grades 6th Grade - High School must wear khaki or navy pants/shorts and a short sleeve or long sleeve oxford shirt. Boys are required to wear the navy/gold stripe tie from Land’s End.

Girls: 6th-High School

Girls in grades 6th Grade through High School must wear one of the following blouses on Chapel Day: White or Blue button down shirt: no gape, oxford or 3/4 sleeve. Required plaid skirt options are: A-line skirt, Pleated Skirt Below the Knee, or Box Pleated Skirt top of the knee.
UNIFORM AND VENDOR INFORMATION

• Most items of clothing shall be purchased from an approved uniform company, and shall be a part of the approved items selected for TCA. Select approved items are available for purchase from the TCA PTO or TCA school sponsored fundraiser.

• Black, white, or brown shoes are encouraged on chapel day but are not required. Footwear, belts, socks, hair accessories, undershirts, etc. may be purchased from any vendor, but must meet the required guidelines.

• Khaki and navy pants and shorts may be purchased from the following approved vendors: Gap Kids, The Children’s Place, Land’s End/Sears, Target, and Wal-Mart. All other uniform pieces must be purchased through Land’s End or TCA.

• All clothing must be worn in a modest fashion as to not expose any under garments, bare shoulders, back or midriff areas, or cleavage.

• Foundation garments should be white and worn so as not to be visible under clothing.

• Modesty shorts, camisoles or undershirts are suggested but not required.

• All pants and shorts should be purchased at the proper waist size to eliminate sagging, and must be worn at the waistline. Cut, torn, ripped or frayed clothing shall not be worn.

• Solid black, navy or white knee socks, leggings and/or opaque tights should be worn in cool weather months.

• Girls’ jumper and skirt length must be no shorter than 2 to 3” above the knee. It is recommended that growth be considered when making purchases or altering the hem. Make sure that enough fabric is present to let out the hem if necessary.

• Walking shorts (boys and girls) and skorts (girls) length should be no longer than knee length, but no shorter than 2 to 3” above the knee. It is recommended that growth and shrinkage due to laundering be considered when making purchases. Any abuse of short, skirt, or skort lengths will be addressed by the administration.
**FOOTWEAR**

Shoes may be purchased from any vendor.

*6th Grade - High School*

Students in 6th Grade through High School should wear safe and comfortable shoes. Open toe shoes are permitted. Shoelaces must match the shoe or the uniform; no extreme colors or styles are permitted. Flip flops are not acceptable.

**OUTERWEAR**

Only items approved as part of the uniform may be worn in the halls and classrooms. Non-uniform outerwear may be worn to and from school, on the playground, and must be stored in designated storage areas. Sweaters and cardigans must be purchased from Land’s End. Approved fleece jackets and other approved outerwear items sold by our approved uniform supplier or TCA may be allowed in the hallways and classrooms. Hoods cannot be worn over the head in hallways or classrooms.

**HEADWEAR**

Caps, hats, toboggans, bandanas, scarves, etc. are not permitted. Hair accessories may be worn by female students and may be purchased from any vendor, but must be yellow, white, black, navy or compliment the school uniform. Non-prescription glasses and novelty contacts are not permitted.

**STUDENT APPEARANCE GUIDELINES JEWELRY / BODY PIERCINGS**

On campus or at school functions, girls only may wear conventional pierced earrings, but no other jewelry may be worn in a body piercing. Wearing earrings or ear clips by a male student is prohibited. Jewelry must not be distracting or present a safety issue.

**HAIR STYLES**

Hairstyles shall reflect a neat, well-groomed appearance at all times. Extreme hairstyles and unnatural hair colors are prohibited. Boys' hair length should not exceed the top of the shirt collar, must be above eyebrows, and no longer than the middle of the ear. Students will be clean-shaven and no facial hair is permitted. If students are not sure whether or not a style is appropriate for TCA, they should ask an administrator.

Revised 7/31/19
UNIFORM CODE ENFORCEMENT

Dress compliance is the normal responsibility of parent and TCA student. It’s not optional, and each student’s cooperation is anticipated. The following procedures are designed to deal with violations in a fair and deliberate manner. When a dress code infraction is confirmed, the student will be sufficiently confronted and brought into compliance if necessary. A parent will be notified, and the necessary arrangements will be made to correct the situation and eliminate further non-compliance. Further Offenses - The student will be brought into compliance in accordance with the policy stated above and a determination will be made for a more effective strategy in dealing with this issue. Noncompliance may require a parent/teacher/admin conference to make sure there is a clear understanding of the dress code. Additional violations will result in stronger disciplinary actions, up to dismissal.

SECURITY

VISITORS
- All Visitors must immediately check in at the office before going elsewhere on campus. All school visitors must obtain and wear a visitor’s badge and check out when leaving campus.
- Parents, tutors, or other concerned adults may not visit or observe a teacher's classroom without prior permission from the Director.
- Non-TCA students who have an interest in attending TCA at a future date should first contact the Admissions Office to request a visit to the campus.
- Parents are always welcomed to eat with their children; however, we do not allow food brought into the cafeteria for other children as birthday celebrations, etc.

CHILD EMERGENCY INFORMATION

We will not release any child to anyone other than the parent or guardian unless there is written permission by the parent/guardian. We cannot stop biological parents from picking up their children, unless we have an order from the court.
At the beginning of each school year, parents will complete emergency information forms on each student. These forms will be kept on file and will contain lists of emergency phone numbers, allergies, and medical situation. It is the family’s responsibility to make sure this information is accurate and current throughout the school year. This includes phone numbers. We will also need the address of the child’s physician.
LUNCHES AND SNACKS

HOT LUNCHES
TCA will continue to offer lunches prepared by Well’s Kitchen and delivered to the students. Monthly menus will be provided and students will order daily for Well’s lunches at a cost of $4.00 per lunch.

OTHER INFORMATION

SICK POLICY
If a child becomes sick at school, his/her guardians will be called to come take him/her home. For the protection of all of the children, no child who appears to be ill will be allowed to stay at school.

Prior to returning to school, after any illness or incident, a doctor’s release or note from parents will be required.
The following will ALWAYS require a doctor’s release:
  · All childhood diseases. Example—chicken pox, measles
  · All surgical procedures, including same day surgeries
  · All hospitalizations

FEVER—Please keep child at home if he/she has a temperature of 100° or higher. Your child may return to school after he/she is fever free for at least 24 hours. Your child cannot return to school the next day if sent home from school because of fever. Please do not give anti-fever medicine and send your child to school.

We will notify parents of any contagious illnesses within the school (Example-Chicken Pox).

MEDICATIONS
Medications will NOT be administered to any student by the school staff without written consent. Please do not send any medications to school with your child. Medication forms must be completed in order for medication to be administered to the students, which can be obtained through the front desk. Emergency medications, such as Epipens, Inhalers, etc., can be kept locked up in the child’s classroom. If such medicines are prescribed, they must be sent to school in the original container with administering instructions, and must have the child’s name on the package. The only medicines to be administered by school staff will be those that are used in emergency situations or by written parent/guardian consent.

Revised 7/31/19
LICE POLICY
Random lice checks will be performed on students. If a student is found to have lice, he/she will be sent home for treatment. Upon return to school, the student will be rechecked. If live lice and untreated nits are found, the student will be sent home for treatment. After a total of five (5) excused absences due to head lice, a student will not be excused any more days due to this particular problem.

EMERGENCY DISASTER PLAN
In the event of fire, staff members will take the children out the closest exit and go to their designated places away from the building. We will remain there until we have an “all clear” from appropriate authorities. Fire drills are conducted on a monthly basis at school.

In the event of a severe thunderstorm or tornado, staff members will take all children to the hallway of the Family Life Center and have the children to sit against the walls. We will remain there until the bad weather has passed. If our area is under a tornado watch, parents may use their discretion to pick up their child. However, if the area is under a tornado warning, no one will be allowed to leave the building. Parents may come into the building to be with their child, but no one will be allowed to leave the building (for safety reasons) until the warning has expired. Tornado drills are conducted on a regular basis at school.

In the event of an earthquake, staff members will assist all children in getting under any available furniture.

In the event of a bomb threat, staff members will follow the evacuation plan outlined in the event of a fire.

In the event of violence or the threat of violence, a staff member that is able to will notify the police of the situation. The school will then go into a lockdown mode.

All teachers and staff have been trained according to First Baptist Church’s Safety Plan, which addresses any and all emergency situations that could arise on the premises.

Revised 7/31/19
ACADEMIC GRADING SCALE
The following legend will be used for all academic and conduct evaluations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeral</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>77-84</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>69-76</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-68</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Conduct Grades are designated by using “E”, “G”, “S”, or “N”. Conduct grades are represented by the prior letters as Excellent, Good, Satisfactory, or Needs Improvement. The grades are determined by taking into consideration the following: actual behavior in class; respect shown to the teacher and fellow classmates; respect shown to other teachers and staff; prompt compliance to directions; attitude expressed in class; respect shown for property; and reporting to class on time.

DISENROLLMENT POLICY
Tipton Christian Academy (TCA) reserves the right to terminate the Enrollment Contract with a family for any reason, including, but not limited to the following:

- Non-payment of tuition and fees.
- Failure to adhere to policies outlined in the Student Handbook
- Needs of a child and/or parent that cannot be adequately met by our program.
- Physical and/or verbal abuse of staff or children by parent or child.
- Chronic disruptive behavior that interferes with the provision of a quality Christian education and care for the other children in the school or classroom.

The Responsible Party shall be obliged to pay tuition for the entire school year. In the event of a student’s withdrawal or dismissal from the school, any tuition balance shall not be refunded or cancelled.

Revised 7/31/19
CONTACTING FACULTY AND ADMINISTRATORS
Faculty and administrators are more than willing to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Classroom-related discussions should first be addressed with the classroom teacher prior to speaking with an administrator. Every effort should be made to do this during normal school hours. After or before school hours, a message can be left on voicemail or the teacher’s e-mail. Every effort will be made to respond within 48 hours of the message. Only in cases of emergencies should faculty or administrators be called at home.

AFTER SCHOOL CARE
Any student enrolled in TCA is eligible for enrollment in the After-School Care program. Our after-school care program offers a structured variety of recreation, movie, homework and technology time.

The program is designed for Preschool & kindergarten through middle school students. Parents are responsible for registration and transportation. The hours of operation are 2:45 p.m. until 5:45 p.m. in the evening Monday – Friday. The program offers a snack and drink (milk or juice) in the afternoon. Parents arriving later than 5:45 p.m. for pick-up will be assessed an additional fee of $10.00 for every 15 minutes or part thereof, beginning at 5:46 p.m.

Each child will have a $30.00 Registration Fee charged to their FACTS account for After School Care. Each week your child’s fees will be posted to the FACTS accounting system under After School Care. All hard copy records will be placed in your child’s file. A 6% late charge will be added 10 days after the due date.

BASIC FACTS

Hours of Operation: 2:45 p.m. – 5:45 p.m. Monday – Friday on days that school is in session.

Holiday Coverage: We will not be open on certain holidays and will decide about breaks from school on an as needed basis.

Cost: Please refer to the Financial Agreement for details.

Registration: We will need a completed Registration Form for each child who participates in After School Care. A Registration Fee of $30.00 per child will be charged to your FACTS account and listed under After School Care.

Revised 7/31/19
PROCEDURES FOR ENROLLMENT

1. Complete Registration Form for each child.
2. Your preschool child will be taken to After School Care, he/she will need to bring a lunch for that day.
3. Your children must be signed out by you each day.
4. Each week your child’s fees will be posted to the FACTS accounting system. If the late fee is not paid, your child can no longer attend the program until all fees are paid. A return check fee will be charged.

AFTER SCHOOL CARE HOURS AND FEES

Any child enrolled in our preschool, kindergarten and grade school is eligible for enrollment in the After-School Care program. A Registration Form must be completed for each student.

Pre-K – 8th GRADE  2:45 p.m. until 5:45 p.m.

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<table>
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<tr>
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<tbody>
<tr>
<td>Full Week</td>
<td>$50.00 per week</td>
</tr>
<tr>
<td>First hour</td>
<td>$5.00 per day</td>
</tr>
<tr>
<td>Daily Charge</td>
<td>$12.00 per day</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$30.00 per child</td>
</tr>
</tbody>
</table>

Please let us know if there are changes to your child’s schedule so we can schedule our workers accordingly. We understand things may change at the last minute. Please keep us informed.
CHILD EMERGENCY INFORMATION

We will not release your child to anyone other than the parent or guardian unless there is written permission by the parent or guardian. Please make sure all emergency information is current. *This includes phone numbers.* We cannot stop biological parents from picking up their children unless we have an order from the court.

SAFETY OF CHILDREN AND PICK-UP POLICIES

We will only release your child to people that you have listed on your emergency information form. We will request identification from people not known to our staff. If someone comes to pick up your child who is not listed on the forms, we will not permit your child to leave with them. The staff will call you for instructions. If you know someone that is not listed on your form will be picking up your child, please send a note in their book bag and their teacher will pass that information to ASC. You may text Ms. Terrie if a note was not sent to your child's teacher.

We are not able to provide sick childcare. If your child comes to ASC sick or becomes sick while in ASC, you will be called to pick up your child. We will follow the same guidelines for sickness policy that the school uses.

Our program ends at 5:45 p.m. Please make sure you call and speak with a staff member if you know you will be late. Our late pickup fee is $10.00 for every 15 minutes or part thereof, starting at 5:46 p.m. (even if you have called) and multiplies. If your child is still in our care at 6:15 p.m. and we have no contact from a parent, we will call the local police to take custody of your child. This does not apply if we have had direct contact with a parent.

Our staff is to make every effort to keep a child from entering the care of someone who seems to be under the influence of drugs or alcohol, or who seems driving impaired in any way. The staff will call the local police to give the child and parent a ride home if necessary. If an adult who seems impaired removes a child from After School Care, the staff is to copy the license plate number if possible and call the police with the information. Parents not complying with the above safety regulations will be reminded, and if you still choose not to comply, we may exclude your child from After School Care.

Revised 7/31/19
A discipline plan will be discussed with the students. Please take time to review the plan with your child(ren). We will be communicating with you often about your child and other activities going on at the school. We look forward to sharing this year with you and your child. If at any time a problem arises concerning your child, please contact the Director for a conference. We believe early intervention and communication is beneficial for everyone.

EMERGENCY DISASTER PLAN

In the event of fire, staff members will take the children out the closest exit and go to their designated places away from the building. We will remain there until we have an “all clear” from appropriate authorities. Fire drills are conducted on a monthly basis at school.

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In the event of an earthquake, staff members will assist all children in getting under any available furniture.

In the event of a bomb threat, staff members will follow the evacuation plan outline in the event of a fire.

In the event of violence, or the threat of violence, a staff member that is able will notify the police of the situation.

The ASC Program will follow the School Safety Manuel that has been adopted by the Board of Directors for all procedures.
Tipton Christian Academy

Student Handbook Receipt
2019/2020

Acknowledgement of Parental/Guardian Responsibility

By signing below, it is understood that I/we have read the TCA Student Handbook, understand, and agree to comply with the stated school policies and procedures.

_________________________________________  _______________________________________
Print Student’s Name                           Parent/Guardian Signature

_________________________________________
Date

Please sign and return this document to the school.