

Kindergarten – High School
Parent-Student Handbook
2018-2019



TIPTON CHRISTIAN ACADEMY

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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.
4. Christ-like Behavior.
5. Impacting Community in the Present and the Future.
6. Christ-centered Education and Discipleship.
7. Fiscal Stewardship.

KEY RESULTS

1. Life Application.
2. Academic Excellence.
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

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

BOARD OF DIRECTORS AND ADMINISTRATION

Kim Turner	Chairman of the Board/Finance 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
Jim Mattingly	Member/Personnel Committee
Gary Elliott	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

SCHOOL HOURS AND SCHOOL CALENDAR

Students may be dropped off beginning at 7:15 A.M. each day. School begins promptly at 7:45 A.M. and will dismiss at 2:30 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:

Bounce into Kindergarten/New Student Orientation	August 2 nd
Student's First Day (full day) ASC begins.	August 8 th
Prayer Walk at 6:00	
Open House: Grades 1 st -11 th at 6:30 PM	August 14 th
School Out/Labor Day	September 3 rd
Block Party at 5:30 PM	September 7 th

Yearbook Pictures	September 11 th
Grandparent's Day (PreK – 5 th)	September 13 th
See You at The Pole 8:00 AM	September 26 th
Parent/Teacher Conference Lower/Upper Schools only (2:45 – 5:45 PM) End of Quarter One	October 4 th
Academic Focus /Administrative Day STUDENT HOLIDAY	October 5 th
Fall Break	Oct. 8 th -12 th
Bike-A-Thon (PreK-K/ morning, Grades 1-5/ afternoon)	October 19 th
Middle School MUN (Dyersburg)	November 2 nd
School Picture Make-Up Day	November 6 th
High School MUN (Murfreesboro)	Nov. 9 th -11 th
Spirit Week	Nov. 12 th -15 th
Academic Focus/Administrative Day STUDENT HOLIDAY	November 16 th
Thanksgiving Break	Nov. 19 st – 23 rd
Book Fair	Nov.26 th -Dec.4 th
Christmas Program K-2 nd at 6:00 PM 3 rd -5 th at 7:00 PM	December 4 th
Christmas Program 6 th -11 th at 7:00 PM	December 11 th
Upper School Exams	Dec. 18 th 19 th 20 th
Last Day of First Semester ALL students dismiss at 11:30 (ASC available)	December 20 th
Christmas Break	Dec.21 st –Jan.2 nd
Students return	January 3 rd
School Out/M.L. King Day	January 21 st
Revised: 07/11/18	

Academic Focus/Administrative Day STUDENT HOLIDAY	February 15 th
School Out/President's Day	February 18 th
End of Third Quarter	March 8 th
Parent/Teacher Conferences PreK 12:15 to 3:15 PM, Lower/Upper School 2:45 – 5:45 PM	March 21 st
Academic Focus/Administrative Day STUDENT HOLIDAY	March 22 nd
Spring Break	March 25 th -29 th
Standardized Test Week	April 15 th – 18 th
Easter Break	April 19 th -22 nd
Spring Musical	April
National Day of Prayer	May 3 rd
Awards Night 6 th – 10 th at 6:00 PM	May 9 th
School Picnic/Fun Day/ K – 5	May 23 rd
Last Day/Awards for Students K – 5 th ALL students dismiss at 11:30. (ASC available)	May 24 th

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.

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.

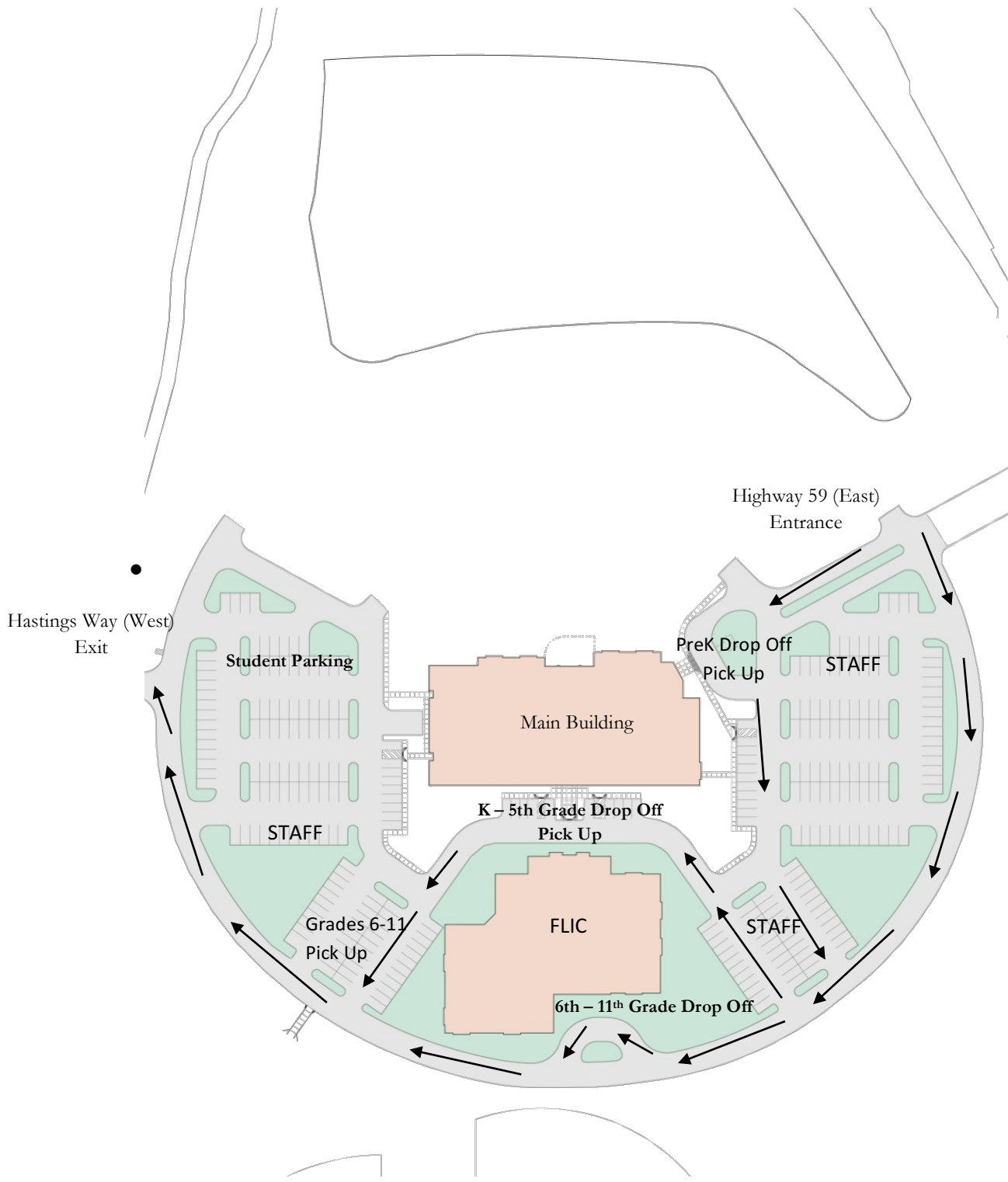
Students in Preschool students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the canopy between the church and the Family Life Center (FLC).

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 7:45 A.M. each day at the back doors (South entrance) of the school/FLC. School begins promptly at 7:45 a.m. and will dismiss at 2:30 P.M. Please be prompt in arrival and dismissal.

Students arriving on campus after 7:45 must be signed in at the front desk of the school.

Traffic Flow Map



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.

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 comprehended if a student does not participate in class session activities or discussions.**

ALLOTTED 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.

TARDIES

A student is tardy if he/she arrives on campus after 7:45 A.M. If a student arrives after 7:45 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.

ANTI-BULLYING 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

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.

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, laptop computers 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 a still school function.

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

Boys: Kindergarten - High School

- White, yellow, or navy blue polo from Land's End (long or short sleeve)
- Black polo from Land's End (long or short sleeve) HIGH SCHOOL ONLY
- 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
- 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
- Plaid tie from Land's End (Chapel requirement for 3rd-5th Grade, option for K-2nd Grade)
- 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

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 (available K-5)
- White or Blue button down shirt: no gape, oxford or 3/4 sleeve (available 3rd-High School)
- Plaid jumper (required K-2, available 3-5)
- Navy or khaki jumper (available K-5)
- Navy polo knit dress long or short sleeve (available K-5)
- Navy or khaki ponte' knit dress (K-High School)
- Navy or khaki ponte' pleated jumper (K-5)
- Khaki or navy knit skort Above the Knee (available K-5)
- Khaki or Navy skort 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 (style of choice)
- Belt (if pants have belt loops and shirt is tucked in)
- Casual shoes and socks
- Khaki or Navy walking shorts (style of choice)
- Leggings (black, navy, or white)
- 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: K - 5th Grade

Boys in grades K-5th must wear khaki or navy pants/shorts and a short sleeve or long sleeve oxford shirt. Boys in grades 3-5 are required to wear a school plaid tie from Land's End.

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: K-2nd Grade

Girls in grades K-2 must wear a white or blue Peter Pan blouse with plaid jumper from Land's End.

Girls: 3rd-5th Grade

Girls in grades 3-5 must wear one of the following blouses on Chapel Day: a white or blue button down shirt (no gape, oxford, Peter Pan collar or 3/4 length sleeve). Required plaid skirt options are: the pleated plaid or side pleat skirt. Girls in 3-5 may also choose to wear the Land's End plaid jumper.

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.
- Boys' shirts are to be tucked in and must be long enough to remain tucked in throughout the school day. Girls' blouses and knit shirts may be worn on the outside.
- 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" 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" 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.

Kindergarten - 5th Grade

Students in Kindergarten through 5th Grade are required to wear closed toe shoes. Shoes should be safe for outdoor play; athletic shoes that fasten are good choices for daily wear. Socks must be worn with athletic shoes and boots. Flip-flops are not acceptable. All shoes must have a strap around the heel. High heels over 2" are not permitted. Shoelaces must match the shoe or the uniform; no extreme colors or styles are permitted.

6th Grade - High School

Students in 6th Grade through High School should wear safe and comfortable shoes. Open toe shoes 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.

PARKER UNIFORMS GRACE PERIOD

Parker Uniforms items will be permitted indefinitely as long as items are in good condition. The Parker plaid items may be worn and passed down within a family. However, in an effort to mainstream the school plaid as soon as possible, we ask that you not resell any Parker plaid items.

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 receive weekly order forms for Well's lunches. Lunch forms **MUST** be turned in on Monday of each week.

BOXED LUNCHES

Please label lunch container with child's name. PLEASE DO NOT SEND ANY CARBONATED DRINKS, FROZEN DINNERS, OR GLASS BOTTLES. We do not have refrigeration to keep lunches cool. Microwaves are available for use. Please note maximum heat up time needs to be no more than **1 minute** due to the amount of time for lunch.

SNACKS

Kindergarten is the only grade that is allowed to bring a daily snack from home. This snack should be a healthy snack choice. The classroom teacher shall designate the daily snack schedule. Grades 1 - 11 are allowed to have water or a clear fruit drink throughout the day.

OTHER INFORMATION

DAILY NAPS / KINDERGARTEN / ASC

Kindergarten students and those staying for ASC will have a designated naptime each day. Each child will have his/her own mat that will be kept at school. You may send a small blanket and a small travel pillow (no bed pillows) for naptime.

TOYS

Please do not allow your child to bring toys to school except on special occasions. Your child's teacher will have designated days for "Show and Tell" and other occasions. You will be informed in advance of these special days.

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.***

VOMITING—One (1) incident requires your child to be sent home. Your child may return to school after 24 hours of no vomiting.

DIARRHEA—Two (2) incidents will require child to be sent home. Your child may return after 24 hours of no diarrhea.

PINK EYE—Your child may return after receiving treatment of medicated eye drops for 24 hours.

STREP THROAT—Your child may return after receiving treatment of antibiotics for 24 hours.

PNEUMONIA—Viral—Your child may return after fever free for 24 hours.

Bacterial—Your child may return after administering antibiotics for 24 hours and fever free for 24 hours.

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. If your child needs medication during school hours, his/her guardian must come to the school to administer. Please send notification in writing to your child's teacher for our records and to let us know if someone is coming. Your child will be dismissed from class long enough for the medication to be administered. Please do not send any medications to school with your child. Medications must be brought at time of administration and taken back home with the adult. 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.

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.

ACADEMIC GRADING SCALE

The following legend will be used for all academic and conduct evaluations:

Grade	Numeral	Range
A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	69-76	Poor
F	0-68	Failing

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.

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

Terrie Collins, Director of ASC 901-212-1144

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 Pre-school & kindergarten through **high** 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.

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 - 11th GRADE 2:45 p.m. until 5:45 p.m.

Full Week	\$50.00 per week
First hour	\$5.00 per day
Daily Charge	\$10.00 per day
Registration Fee	\$30.00 per child

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.

MEALS AND SNACKS (STAY and PLAY)

You will need to send a packed lunch and drink each day that your child attends. Hot lunches will not be available for PreK students this year. Please limit warm up time on all lunches to under 2 minutes. We ask that only one dessert or sweet item be placed in your child's lunch. Carbonated beverages will not be permitted. We will provide an afternoon snack and drink for your child.

CLOTHING

Flip-flops or any backless shoes are dangerous and are not allowed to be worn in ASC. We recommend tennis shoes for both boys and girls. We do not allow the children to remove their shoes when playing in the gym or outside. Girls are required to wear shorts under all dresses and skirts. We will be playing outside and might get dirty so please dress your child accordingly. Your child will need to be able to manage himself/herself in the restroom. Please do not send him/her with clothing or belts that they cannot fasten. They also need to be able to zip and button their own pants.

BATHROOM BREAKS

All children attending TCA should be completely toilet trained and out of pull-ups. Children should be able to use the restroom alone and without help. In the event of an accident, your child will need to be able to change his/her clothing without help. After the third accident, a parent will be called to come and pick up their child. We have regularly scheduled bathroom breaks throughout the day. Any time a child needs to use the facility they are escorted by a staff member. The preschool children are not in the bathrooms at the same time as the school age children.

NAP TIME

State Law requires a scheduled hour for all PreK students to rest. Each child will need to purchase and bring in a 2-inch thick rest mat. Each child will need to bring a travel pillow and a small blanket or beach towel to cover up with during rest time. Your child may bring one soft stuffed animal to snuggle with during nap time. The children are not required to sleep but they must rest quietly during this hour. Each Friday the mats will be stripped and sanitized. Your child's pillows and blankets will be sent home to be laundered and returned on Monday. **Student's name should be on all items.**

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.

Guidelines for sickness policy:

Fever – Please keep your child at home if temperature of 100.0 or higher. Child may return after being fever free for 24 hours. The child cannot return to school the next day, if sent home if he/she is sent home from school because of fever. Please do not give anti-fever medicine and send the child to school.

Vomiting – One incident requires your child being sent home. The child may return after 24 hours of no vomiting.

Diarrhea – Two incidents requires your child being sent home. The child may return after 24 hours of no diarrhea.

Pink Eye – Child may return after administration of medicated eye drops for 24 hours.

Strep Throat – Child may return after administering antibiotics for 24 hours.

Pneumonia

Viral – Child may return after fever free for 24 hours

Bacterial – Child may return after administering antibiotics for 24 hours and is fever free.

Lice - Random inspections for lice will be done on students. If a child is found to have lice, his/her parents will be notified to come for their child. Upon returning to school, the child will be inspected again. If treatment has been done, the child will be allowed to stay at school after being re-checked to ensure they are nit free.

Prior to returning to school, after any illness or incident, we reserve the right to require a doctor's release. The following ALWAYS require a doctor's release:

All childhood diseases Ex. Chicken pox, measles

All surgical procedures, including same day

All hospitalizations

We will notify parents of any contagious illnesses within the school. No medication may be administered by staff. If your child must have medicine, arrange a time with the staff, and the child

can be dismissed long enough for you to give him/her the medicine. Please put this request in writing so that we may keep a record.

DISCIPLINE

We believe all students have the choice to choose the way that he/she behaves. We also believe that some students choose to misbehave. Therefore, the following rules/consequences are in place for your child's safety while he/she is under our care. Please review these rules with your child. Discipline will always be given in a positive manner from our staff.

RULES

1. I will listen and follow directions the first time they are given.
2. I will keep my hands, feet, and objects to myself.
3. I will stay in my assigned area unless I have permission to move from it.
4. I will walk in the hall ways.
5. I will use my indoor voice while inside the building.
6. I will not play in the bathrooms.
7. I will not play during lunch time.
8. I will treat others with respect.

We have things planned to reward those students who obey the ASC rules. Some rewards will be given class wide and others offered on an individual level. We plan to encourage good behavior in a positive way. Positive reinforcements for students include, but not limited to the following: verbal praise, stickers, awards, positive notes, treasure box visits, etc. For those who choose to misbehave and break the rules, the following consequences will occur:

- | | | |
|-----------------------------|---|--|
| 1 st consequence | = | warning |
| 2 nd consequence | = | 5 minute time out |
| 3 rd consequence | = | 10 minute time out |
| 4 th consequence | = | 10 minute time out and written
documentation of student behavior
sent home for parent's signature. |
| 5 th consequence | = | Call to parents to pick up child immediately. |

Behaviors which constitute the 5th consequence would include the following:

1. Inflicting bodily harm to another student or staff member.
2. Using profanity.

3. Destroying/defacing school property or property of others.
4. Becoming so disruptive that the staff is unable to control the child with normal measures.

We will discuss the discipline plan 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.

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 sit against the walls. We will remain there until the bad weather has passed. 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 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
2017-2018

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 by to the school.