

Kindergarten – Fifth Grade Parent-Student Handbook 2023-2024



**2105 Highway 59 South
Covington, TN 38019
901-475-4990
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. 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:

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. Teaching at TCA is viewed as a calling to the ministry of the Gospel.

BOARD OF DIRECTORS AND ADMINISTRATION

LeeAnn Mashburn	Chairman of the Board/Personnel Committee
Derek Kissell	Vice Chairman/Facilities Committee
Drew Glass	Member/Finance Committee
Gary Elliot	Member/Athletic Committee
Paul Rose	Member/Facilities Committee
Joey Benard	Member/Marketing Committee/Deacon FBC
Casey Anderson	Member
Jason Glass	Member
Marla Phillips	Member/Secretary
Cliff Marion	Non-Voting Member/FBC Pastor
Peggy Murdock	Non-Voting Member/Head of School

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 state immunizations on the proper form
- ✓ Completed student application
- ✓ Enrollment in FACTS
- ✓ Enrollment in REN-WEB
- ✓ Transcripts/records from previous schools

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.

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 cancelled or refunded if paid in full.

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 schedules 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.

SCHOOL CALENDAR

For specific dates and information concerning the school calendar, please visit our website at www.tiptonchristianacademy.com.

2023-2024 Calendar

First Semester

Students' First Day	August 7
*Abbreviated Day Students/Teachers - 11:15 Dismissal	
Student's First Full Day	August 8
School Out/Labor Day	September 4
Parent/Teacher Conference	2:45 to 5:45 pm
Upper School	September 26
Elementary School	September 28
End of Quarter One	October 6
Abbreviated Day Students - 11:15 Dismissal	
Fall Break	October 9-13
Abbreviated Day	November 17
Students/Teachers - 11:15 Dismissal	
Thanksgiving Holidays	November 20 - 24
Last Day of First Semester	December 19
Abbreviated Day Students/Teachers - 11:15 Dismissal	
Christmas Break	Dec. 20 – Jan. 2

Second Semester

Teacher Inservice	January 3
Students return	January 4
Abbreviated Day/Students	January 12
Students - 11:15 Dismissal	
Teacher/Admin full day, 3:00 dismissal	
School Out/MLK Day	January 15
Abbreviated Day/Students	February 16
Students - 11:15 Dismissal	
Teacher/Admin full day, 3:00 dismissal	
School Out/Presidents' Day	February 19
Parent/Teacher Conferences	2:45 to 5:45 pm
Upper School	February 27
Elementary School	February 29
End of Quarter 3	March 8
Abbreviated Day/Students	March 15
Students - 11:15 Dismissal	
Teacher/Admin full day, 3:00 dismissal	
Spring Break	March 18 - 22
Easter Break	March 29- April 1
End of Testing Break	April 26-April 29
Last Day for Students	May 22
Abbreviated Day Students/Teachers - 11:15 Dismissal	

(Ending date could be extended in the event we experience an extended school closure due to weather or pandemic.)

Progress Reports

September 7
November 16
February 8
April 18

Report Cards

October 19
January 5
March 14
May 22

****Lower School daily class time:
7:45-2:45**

TRANSPORTATION – ARRIVAL AND DISMISSAL

Transportation of students is a parent's responsibility.

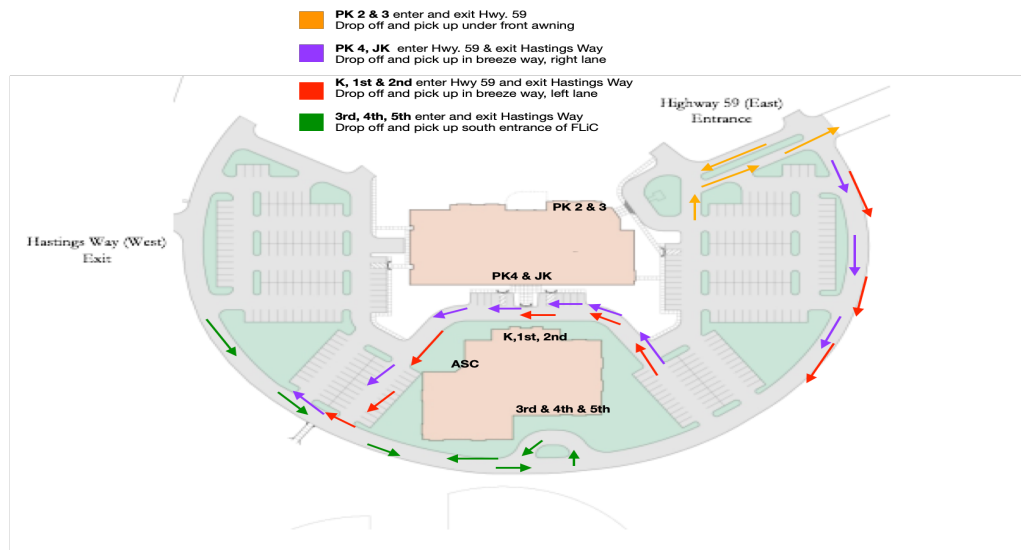
Grades K,1, & 2 students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the breezeway between the church and the Family Life Center (FLiC). LEFT lane

Grades 3 - 5 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/FLiC

Students arriving on campus after 7:45 MUST be signed in at the front desk of the school.
Early checkouts may not be honored after 2:15 pm.

Traffic Flow Map

Please note that ONLY PreK should be exiting back onto Highway 59. ALL grades K-12 should exit onto Hastings Way. We have one-way traffic that will use both lanes in the outside loop for grades PreK-2nd.



INCLEMENT WEATHER

If Tipton Christian Academy is impacted by 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 Parent Alert. Second, an announcement will be posted on TCA Social Media sites. 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 closures 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.**

ABSENCES 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 or email from the parent indicating the reason for the absence to the office. If a student must miss school due to a dentist or doctor appointment, a dentist or doctor's 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 the 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. Students with excused absences shall take the responsibility to obtain missed assignments from their teachers that are to be made up and are allowed one day for each absence to complete assignments. Absences other than those listed as excused/pre-approved are considered unexcused. Students may not be allowed to make up their missed assignments if an absence is unexcused.

EXCUSED ABSENCES

1. Illness
2. Death in the Family
3. Medical or Dental Appointment
4. Family Emergency
5. 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 and online) to the office 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. Only one pre-excused absence request will be considered each semester.

ALLOTTED DAYS ABSENCES

Students with more than **fifteen (15) unexcused** absences during the year may be reported for truancy. Students with more than 25 days absence may be retained.

PERFECT ATTENDANCE

To receive perfect attendance, the student must be present every day and may not have any tardiness or early 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

DISCIPLINE

Tipton Christian Academy, like any community or organization, must have a basic set of rules for behavior that promotes self-control, character, and an environment where learning can take place. Students are expected to behave in a manner that demonstrates 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 may be mailed home to keep the parent(s) informed of both the incident and the subsequent action taken by the teacher or administrator. Parents may 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.

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 most 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. Misbehavior in the classroom will be handled according to the teacher's behavior plan. Parents will be notified by phone or in writing of any reoccurring incidents. 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 REFERRALS ARE DOCUMENTED AND KEPT IN THE STUDENT'S FILE.

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.

ACADEMIC INTEGRITY

Cheating will not be tolerated. 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. All students involved in a cheating incident, including copying homework, will receive a grade of zero (0) on the assignment and a U (unacceptable) in conduct for the first offense. Serious consequences for any additional offenses will be evaluated on a case-by-case basis but could include expulsion from school.

ZERO TOLERANCE VIOLATION CONSEQUENCE:

- Fighting- minimum one-day suspension
- All assignments given during suspensions will receive a failing grade.

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, and/or administration.

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, verbal, emotional or sexual in nature.

Aims of the Policy:

- To ensure that all students, staff, and parents know what bullying means, and know that it is unacceptable behavior
- To create an atmosphere where bullying is not accepted
- To empower victims of bullying to seek appropriate help
- 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.

The school requires students to:

- Take some form of preventative action 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

- 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.

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 expelled 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. 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. TCA believes that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the 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.

TOBACCO/ALCOHOL/DRUGS

Use or possession of tobacco in any form is not allowed. The use of vaping devices of any type is not allowed. Students found to be in possession of any smoking devices will be subject to disciplinary action, including suspension, expulsion, and possible notification of law enforcement agencies. Alcohol and drugs shall not be present or consumed by anyone at TCA or at a TCA-sponsored event. Any student found having possession (including vehicle) or being under the influence of any drugs, narcotics, or alcohol on campus or during school events shall be immediately suspended and subject

to expulsion. The administration has the responsibility and authority to take appropriate actions when there is sufficient evidence that problems exist. These actions include but are not limited to, inspection of lockers, vehicles, and/or personal effects. Should illegal substances be discovered during these administrative searches, law enforcement authorities will be notified. TCA reserves the right to conduct random searches with appropriate authorities at any time.

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 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 on another person.)

Possession includes, but is not necessarily limited to, having a weapon in a locker, book- bag, purse, or vehicle.

VANDALISM

A destructive act against the school facility or equipment is an act against all students, faculty, parents, and friends who strive diligently to provide a clean, decent environment that honors God. At a minimum, you will be required to pay compensation for all damages.

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 technology devices provide opportunities to explore and use a varied and exciting set of resources including computer/iPad programs and the Internet. The use of computers/iPad 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 device
- 2) Use the device 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 ensure 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 electronic networks and the

Internet is a privilege, not a right, and inappropriate use will result in the 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 devices.

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, TikTok, SnapChat, BeReal, Likee, 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 are 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 it 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 false statement or rumor about a student that could damage his reputation or defame his character.
3. Ridicule of faculty, administrators, or staff or disrespect for their authority, their position, or their reputation as an employee in the TCA school community.
4. A use as an instrument of any crime, including but not limited to stalking, distributing pornography, or threatening injury, loss of life or property.
5. 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

The office telephone will be available for student use in case of emergency. Students may NOT carry cell phones during the school day; phones should remain in the student's backpack. 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. Students are not permitted to have cell phones or any other electronic device on school field trips. Appropriate student discipline will be imposed.

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, Apple/Smartwatches, and personal digital assistants. For purposes of this procedural directive, "instructional day" means the period between the start of the school day (7:15 am) and the last scheduled period of the school day (2:45 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 still a school function.

UNIFORM GUIDELINES

LOWER SCHOOL (K-5th) DRESS CODE POLICY

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. Recognizing that each person is created in the image of God and their body is a temple, we also recognize that not all body structures are suited to every style of clothing. We endeavor to teach students to make clothing choices that reflect who God created them to be. Students are expected to dress neatly and in a manner that will reflect credit to themselves, their families, and the school.

GENERAL UNIFORM AND VENDOR INFORMATION

- Basic TCA dress code standards will apply at all times.
- Land's End is the school uniform vendor. All available school options can be accessed/ordered at Landsend.com.
- Polo colors are white, navy, and yellow.
- Pants, shorts, skorts, and jumper colors are khaki or navy (plaid for girls)
- Leggings should only be worn as undergarments and should be white, black, or navy.
- Clothing must be-
 - Without holes and stains
 - Free from slogans and artwork, with the exception of the school brand logos
 - Fitted to student's body type, as to cover the waist while stretching, neither excessively baggy nor form-fitting
 - Casual shoes, dress shoes, and athletic shoes are permitted (no flip flops or open-toe shoes)
- Khaki and navy pants, shorts, and skorts may be purchased from your vendor of choice. (Ex. Gap Kids, The Children's Place, Land's End, Academy, Wal-Mart, etc.) All other uniform pieces must be purchased through Land's End or TCA.
- Girls' jumper and skirt length must be no shorter than 2" - 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 and skorts length should be no longer than knee length, but no shorter than 2" - 3" above the knee. It is recommended that growth and shrinkage due to laundering be considered when making purchases.
- Ball caps, beanies, and other hats may be worn to school but must be removed inside buildings

Boys: Kindergarten - 5th Grade

Standard Dress (Monday – Wednesday)

- White, yellow, or navy-blue polo, available in long or short sleeves (Land's End Only)
- Khaki or navy pants (Vendor of choice)
- Khaki or navy walking shorts (Vendor of choice)
- White or light blue oxford dress shirt, available in long or short sleeves (Land's End Only)

Girls: Kindergarten - 5th Grade

Standard Dress (Monday – Wednesday)

- Yellow, white, or navy polo, available in long or short sleeves (Land's End Only)
- White or Blue button-down shirt: Peter Pan collar, no gape, oxford or 3/4 sleeves (Land's End Only)
- Jumper, color choices: plaid, navy, or khaki (Land's End Only)
- Navy ruffle hem dress (Land's End Only)
- Navy polo dress, short or long sleeve (Land's End Only)
- Navy or khaki ponte' knit dress (Land's End Only)
- Navy or khaki ponte' pleated jumper (Land's End Only)
- Navy or khaki skort options (Land's End or Vendor of Choice)
- Plaid Skort, style options are Pleated & Side Pleat (Land's End Only)
- Khaki or navy pants (Vendor of choice)
- Khaki or Navy walking shorts (Vendor of choice)
- Leggings, must be solid black, navy, or white (Vendor of choice)

CHAPEL ATTIRE (Thursday)

Hoodies and pullover-style outerwear are not allowed to be worn during the Chapel service.

Boys: K - 5th Grade

Boys in grades K-5th must wear khaki or navy pants/shorts (vendor of your choice) and a short sleeve or long sleeve oxford style shirt (Land's End). **Boys in grades 3-5 are required to wear the school plaid tie from Land's End before and during Chapel (tie may be removed after chapel).**

Girls: K-2nd Grade

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

Girls: 3rd-5th Grade

Girls in grades 3-5 must wear a white or blue Peter Pan blouse (Land's End Only). The required plaid skort options are the pleated plaid or side pleat skort (Land's End). Girls in 3-5 may also choose to wear the Land's End plaid jumper.

SPIRIT WEAR ATTIRE (Friday)

Boys:

- Khaki or navy pants/shorts (Vendor of choice)
- School t-shirts, jerseys, and sweatshirts supporting TCA

Girls:

- Khaki or navy pants/shorts/skorts (Vendor of choice) or plaid skort (Land's End Only)
- School t-shirts, jerseys, and sweatshirts supporting TCA

DRESS DOWN WEDNESDAY (last attended Wednesday of every month)

All students should follow these guidelines:

- Jeans are allowed - NO holes, rips, or shreds allowed ABOVE the knee. We realize many styles of jeans right now have the "worn" look. Please use conservative judgment. The placement of the rip/shred should be at the knee or below.
- Athletic Shorts are allowed - must be knee-length & loose-fitting. This goes for boys and girls.
- Athletic pants are allowed - must be loose-fitting; NO yoga pants or leggings worn as pants. Leggings may be worn underneath knee-length tunics/dresses.
- Dresses, skirts, and shorts MUST comply with length requirements of no more than 2-3 inches above the knee.
- No tank-tops
- T-shirt message/content should be school appropriate and consistent with our Christian mission and message.
- Hats/caps may be worn on Dress Down Days ONLY. They must be worn properly, and the message/content should be school appropriate and consistent with our Christian mission and message.

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. Approved fleece jackets, sweaters, cardigans, etc. sold by Land's End or TCA may be allowed in the hallways and classrooms. Hoods cannot be worn over the head in hallways or classrooms.

FOOTWEAR (Vendor of choice)

Students in Kindergarten through 5th Grade are required to wear closed-toe and closed-heel shoes. Shoes should be safe for outdoor play; athletic shoes that fasten are good choices for daily wear. Flip-flops are not acceptable. All shoes must have a strap around the heel. Heels over 2" are not permitted.

HEADWEAR/ACCESSORIES/BACKPACKS

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

Backpacks do not have to be purchased from a certain vendor. Backpacks **should not** have wheels unless deemed medically necessary for a student.

JEWELRY / BODY PIERCINGS/GENERAL APPEARANCE

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. Tattoos, or body art of any kind, are discouraged and will not be visible during school hours or at school functions. Male students are not allowed to wear nail polish.

HAIRSTYLES

Hairstyles shall reflect a neat, well-groomed appearance at all times. Extreme make-up, hairstyles, and unnatural hair colors are prohibited. Boys' hair length should not exceed the top of the shirt collar, and must be above the eyebrows. If students are not sure whether a style is appropriate for TCA, they should ask an administrator.

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 Administrator.
- 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.

CHILD EMERGENCY INFORMATION

We will not release any child to anyone other than the parent or guardian unless there is written permission from 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 for each student. These forms will be kept on file and will contain lists of emergency phone numbers, allergies, and medical situations. 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 has partnered with School Eatery to provide daily hot lunch options.

BOXED LUNCHES

Please label the lunch container with the child's name. PLEASE DO NOT SEND ANY CARBONATED DRINKS, FROZEN DINNERS, OR GLASS BOTTLES. **Lower School students are NOT PERMITTED to use the microwave.** We do not have refrigeration to keep lunches cool.

MISSING LUNCH

If a student is found to not have lunch, the school will contact you and allow you the option to bring your child a lunch or to have the school provide the child with a small lunch such as macaroni & cheese or an uncrustable, etc. **If the school provides your child with lunch, your FACTS account will be billed \$2.00 for each instance.**

OTHER INFORMATION

SNACKS

Classroom teachers shall designate the daily snack schedule for grades K-5. This snack should be a healthy snack choice such as a granola bar, fruit, cheese stick, etc. Candy is **NOT** allowed at snack time. Students are allowed to have a water bottle with them, but teachers reserve the right to determine how they will be managed within the classrooms.

PARTIES

Class parties in K-5th will be limited to Thanksgiving, Christmas, Valentine's Day, and Easter. The teacher will coordinate the party with the room mom(s). Simple birthday treats are permitted in K-5th if coordinated with the teacher. **During school hours, party invitations in the Lower School are not permitted to be handed out by individual students to anyone unless everyone in the class receives one, or all the boys or all the girls.**

FIELD TRIP GUIDELINES

It is our desire to provide field trips in a Christian environment that is applicable to the instructional programs of the school. It is the expectation of our school that all participants (including students, faculty/staff, and parents/guardians) will treat each other and the leaders of the visited establishment, in a respectful manner. The school administrator is responsible for the administration of TCA field trip policy and regulations. All students and parent/teacher chaperones participating in TCA field trips are subject to the following guidelines. Violations of the TCA field trip policy should be reported immediately to the Administrator. Failure to comply may result in, but is not limited to student, faculty/staff member, and/or parent/guardian from participating in future field trips.

1. All field trips must be approved by the Lower School Administrator. Prayer is to be initiated prior to departure as well as at all meals served during the field trip.
2. Rules of the visited establishment must always be observed by all in attendance.
3. Field trip activities should be planned with whole group participation in mind.
4. All students must comply with our code of student behavior. Any misconduct may result in disciplinary action.

SICK POLICY

If a child becomes sick at school the school nurse will be contacted and his/her guardians will be contacted if needed. 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 note from parents is required for an absence to be excused. A doctor's release may be requested.

The following will ALWAYS require a doctor's release:

- All communicable illnesses. Examples – strep, COVID
- All childhood diseases. Examples—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 100.4° 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 a 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 the child to be sent home. Your child may return after 24 hours of no diarrhea.

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

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

MEDICATIONS

All medications, including prescriptions, for students, K-5th must be kept and dispensed by the office/nurses. The medication needs to be labeled with the child's name, the name of the drug, the date(s) to be given, dosage and directions, and the physician's name. **No student is to be in possession of personal medication. Medications will NOT be administered by the school staff without written consent.**

Emergency medications, such as EpiPens, Inhalers, etc., can be kept securely in the child's classroom if requested by the parent and approved by the school nurse/administration. 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.

LICE POLICY

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 by the nurse. If live lice and untreated nits are found, the student will be sent home for retreatment.

EMERGENCY DISASTER PLAN

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 have an "all clear" from appropriate authorities. Fire drills are conducted on a monthly basis at school.

SEVERE WEATHER, TORNADO

Staff members will take all students to the areas designated as "shelter in place" and have the children 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, we recommend no one leaves the building. Tornado drills are conducted on a regular basis at school.

EARTHQUAKE

Staff members will assist all children in getting under any available furniture. Earthquake drills are

conducted on a regular basis at school.

BOMB THREAT

Staff members will follow the evacuation plan outlined in the event of a fire.

VIOLENCE OR 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. Lockdown drills are conducted on a regular basis at school.

ACADEMIC GRADING SCALE

The following legend will be used for all academic evaluations:

Grade	Numeral
A	90-100
B	80-89
C	70-79
D	65-69
F	0-64

Conduct Grades

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, the attitude expressed in class, and respect shown for the property. All students begin their day on “G” and “E” will be earned by going above and beyond the expected behaviors.

GRADING

Grades 1st and 2nd

English-Language Arts (ELA)

Tests, Quizzes & Projects: 60%

Classwork/Homework: 40%

Math

Tests, Quizzes & Projects: 60%

Classwork/Homework: 40%

Science and Social Studies

Participation: 100%

Grades 3rd – 5th

English-Language Arts (ELA)

Tests, Quizzes & Projects: 60%

Classwork/Homework: 40%

Math

Tests, Quizzes & Projects: 60%
Classwork/Homework: 40%

Science and Social Studies

Tests, Quizzes & Projects: 60%
Classwork/Homework: 40%

Lower School Retention Policy

Kindergarten: Retention will be based on the teacher's evaluation of work performance, readiness for placement in the first grade, and evaluation of readiness based on academic screening tools.

Grades 1-5: Retention will be evaluated based on failure in the major subject areas: Language Arts and/or Math.

*An elementary student who has failed a grade may not attend summer school for the purpose of promotion to the next grade.

Lower School Honor's Expectations (1st-5th Grades)

ACADEMIC

A Honor Roll: All A's each quarter in all subjects

A/B Honor Roll: A's and B's each quarter in all subjects

CITIZENSHIP

Students must earn an E or G in all classes to receive a Citizenship award. Students begin each day with a G (Good) conduct which means the student is doing what is expected. For a student to receive an E (Excellent) for the day, teachers will watch for students going above and beyond expected behavior. Excellent behaviors will be recognized as any of the following:

- Practices good character: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control, Gal. 5:22
- Random acts of kindness to anyone
- Using manners and using respectful words
- Receiving a compliment for modeling good behavior
- Voluntarily helping to take care of accidents/messes
- Maintaining self-control in all areas of the school
- Keeping workspace organized

Students will be awarded each quarter with ribbons or certificates for earning A Honor Roll, A/B Honor Roll, and/or Citizenship. In May, an Awards Ceremony will be held to honor the students who earned/maintained these awards for the year.

MAKE-UP WORK/ABSENCE POLICY

- Make-up assignments will be provided for illnesses after an absence.
- A student who is absent from school will be allotted one day for each day's excused absence

to make up work.

- It is a student's/parent's responsibility to obtain the assignments missed during an absence.
- If work is not returned by the due date, 10 points will be deducted for each day it is late.
- If the assignment is not turned in at all, this will result in a failing grade for that assignment.

HOMEWORK POLICY

Homework is assigned per teacher for the purpose of practice as well as providing examples of work being done in the classroom. Students are expected to complete all homework assignments and turn in homework on time.

- Legitimate homework excuses are the same as approved school absences.
- 10 points will be deducted each day homework is late.
- If the homework is not turned in at all, this will result in a failing grade for that homework assignment.

Tipton Christian Academy

Student Handbook Receipt

2023/2024

Acknowledgment 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 by August 18th.