

Upper School  
Parent-Student Handbook  
2024-2025



TIPTON CHRISTIAN ACADEMY

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## **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 as 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 as we believe that teaching at TCA is viewed as a calling to the ministry of the Gospel.

## **BOARD OF DIRECTORS AND ADMINISTRATION**

Leann Mashburn	Chairman of the Board/Personnel Committee
Derek Kissell	Vice Chairman/Facilities Committee
Drew Glass	Member/ Finance Committee
Gary Elliott	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, 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 student 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 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.

## SCHOOL CALENDAR

For specific dates and information concerning the school calendar, please visit our website at [www.tiptonchristianacademy.com](http://www.tiptonchristianacademy.com)

### **2024-2025 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 2
Parent/Teacher Conference.....	2:45 to 5:45 pm
Upper School.....	September 24
Elementary School.....	September 26
End of Quarter One.....	October 4
Abbreviated Day Students - 11:15 Dismissal	
Fall Break .....	October 7 - 11
Veterans' Day.....	November 11
Abbreviated Day .....	November 22
Students/Teachers - 11:15 Dismissal	
Thanksgiving Holidays .....	November 25 - 29
Last Day of First Semester.....	December 20
Abbreviated Day Students/Teachers - 11:15 Dismissal	
Christmas Break.....	Dec. 23 - Jan. 3

#### Second Semester

Teachers and Students return.....	January 6
Abbreviated Day/Students .....	January 17
Students - 11:15 Dismissal	
School Out/MLK Day.....	January 20
Abbreviated Day/Students .....	February 14
Students - 11:15 Dismissal	
School Out/Presidents' Day.....	February 17
Parent/Teacher Conferences.....	2:45 to 5:45 pm
Upper School.....	February 25
Elementary School.....	February 27
End of Quarter 3.....	March 14
Abbreviated day/Students Dismiss at 11:15.....	March 14
Spring Break.....	March 17 - 21
Easter Break.....	April 18 - April 21
Last Day for Students.....	May 21

(Ending date could be extended in the event of an extended school closure due to weather.)

#### Progress Reports

September 5  
November 14  
February 13  
April 17

#### Report Cards

October 17  
January 9  
March 27  
May 21

\*\*Upper School daily class time: 7:45 to 2:45

## **TRANSPORTATION – DROP-OFF AND DISMISSAL**

ALL transportation of students is parent/student driver's responsibility.

### **UPPER SCHOOL**

Students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the front doors of the school. School begins promptly at 7:45 a.m. and will dismiss at 2:45 P.M. Students need to enter the building upon arrival.

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

### **TRAFFIC FLOW**

Morning drop off traffic should flow up the hill to the right (west), pass the front doors going east and back down the hill to exit on HASTINGS WAY. For afternoon pick-up, park in the front area and exit moving southward down the hill to exit on Hastings Way.

### **STUDENT PARKING**

Student drivers should enter the parking lot from the right drive as you go up the hill to park. Student parking is the lower/first two rows of parking as you enter the parking area. Specific/numbered parking places will be designated by Administration for all student drivers.

### **STUDENT DRIVING AND PARKING REGULATIONS**

Students desiring to drive to school must secure a student vehicle registration form from the school office prior to driving on campus and pay a \$5.00 fee. The vehicle registration form must be completed with the signature of a parent.

1. All students must properly display the school's parking permit.
2. Students must park in the designated areas only.
3. Speed limit while on campus is 5 MPH.
4. Vehicles should be locked at all times.
5. For safety reasons, students should enter the building as soon as you arrive at school.
6. Students may not go to the parking lot during the school day without special permission.

### **INCLEMENT WEATHER**

In the event that 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 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.

## 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 to the office a dated, written note or email 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's 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.

Students will not be allowed to leave campus for lunch.

### 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 to the office at a minimum of five (5) days in advance of the absence. A copy of the form is available on the TCA website under the Parent tab. Please note that you must send a note to the office before the absence. Requesting for absences to be approved for a vacation for students in grade 9<sup>th</sup> - 12<sup>th</sup> is highly discouraged due to the content presented in class. Only one pre-excused absence will be approved each semester.

### COLLEGE VISITS

Students may take one college visit their junior year and two college visits their senior year. Students must present a signed form from the college or university upon returning to school.

### 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 not receive full academic course credit. Credit recovery may be required.

### PERFECT ATTENDANCE

To receive perfect attendance, the student must be present every day with no tardies 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. Three tardies (to school or to class) in a quarter will result in after-school detention. 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.

## **CO-CURRICULAR ACTIVITIES AND ATTENDANCE**

Students in co-curricular activities (athletics, choir, clubs, YIG/MUN, etc.) must attend a cumulative 4.5 hours the day of the event in order to be eligible to participate in after-school or evening activities. Students not in attendance the day of any co-curricular event may not participate the day/evening of the event unless you have a doctor's excuse for the other hours missed. Participation in co-curricular activities require an overall C average in middle school and a 2.0 GPA in high school.

## **BEHAVIORAL EXPECTATIONS**

### **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 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 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. Misbehavior in the classroom will be handled according to the teacher's behavior plan which may include after-school detention. 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 REFERALS ARE DOCUMENTED AND KEPT IN 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 POLICY

Lack of academic integrity refers to 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. (ex. Cheating and/or plagiarism) Acting on our mission statement of the school to promote academic excellence and build character, the following consequences will be issued for students who do exhibit academic integrity in every aspect of the learning process.

- **First offense:** Referral to administrator, a grade of a zero on the initial assignment. Students will be given the opportunity to complete a comparable assignment where the grade will be averaged with the initial zero.
- **Second offense:** Students will receive after-school detention for one day. Students will once again be given the opportunity to do a comparable assignment and the grade be averaged with the initial zero.
- **Third offense:** Students will receive out of school suspension. The number of days will be determined by the administration. The zero on the assignment will stand.

Serious consequences for any additional offenses will be evaluated on a case-by-case basis, but could include expulsion from school.

### CONSEQUENCES FOR OFFICE REFERRALS

- Three tardies to school/class or dress code violations – after school detention from 2:45 – 4:00
- One behavioral office referral – after school detention from 2:45 – 4:00
- Two behavioral office referrals – parent meeting and after school detention
- Third behavioral office referral – Suspension – parent meeting and one to three days depending on offense
- Fourth behavior office referral – Parent meeting and possible expulsion

### ZERO TOLERANCE VIOLATION CONSEQUENCES:

- Fighting – two-day suspension
- Vaping/smoking/illegal substances on campus – three-day suspension and may notify the proper authorities
- All assignments given during suspensions will receive a zero.

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, or administrators.

## 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, repetitive, 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:**

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 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.
- 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.” (Proverbs 26:18-19) 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. There should be no public display of affection at school or any school sponsored activity. 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 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.

### **MARRIAGE AND PREGNANCY:**

Students who are married will not be accepted for enrollment. Students who marry during the school term may be dismissed upon knowledge of such marriage. Parents, either the mother or father of a child, will not be accepted for enrollment. Upon knowledge of a pregnancy of an enrolled student, the prospective mother and/or father may be dismissed from Tipton Christian Academy.

### **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, the 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 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.

### **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 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 computers provide opportunities to explore and use a varied and an exciting set of resources including computer programs, 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 yet broad:

- Do not cause damage to or change any settings on the computer.
- Use the computer for school related work only.
- 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 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 social networking outlets may constitute a substantial disruption to the educational environment at TCA: Facebook, Twitter, Instagram, TikTok, SnapChat, BeReal, blog sites, media sites such as YouTube 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 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 -**

Students are able to use the office phone in case of an emergency. Student phones, Apple watches, and AirPods will be securely stored in a holder in each teacher's room for the entire period so that there are no distractions from cell phones. Middle School students will have their phones secured in a container for the school day. Apple Watches will be stored in the holder each period. If a member of the faculty or staff sees or hears a cell phone during the school day, he or she may confiscate the phone and take it to the office. Upon the second offense, the parents must pick up the phone from the office. 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, Apple/Smart watches and AirPods. For purposes of this procedural directive, "instructional day" means the period of time between the

start of the school day (7:45 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.

**EXCEPTION: High school students that have completed the Bring Your Own Device contract will have use of a personally owned laptop during the school day.**

### **DRESS CODE POLICY/ UNIFORM 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 dress 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 GUIDELINES**

- 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, yellow and light blue.
- Chapel shirts are white/light blue Oxford style
- Pants, skirt/skort, shorts, jumper colors are khaki or navy (chapel plaid for girls). Leggings should only be worn as undergarments and should be 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
- Ball caps, beanies, and other hats may be worn to school but must be removed inside buildings
- All clothing must be worn in a modest fashion as to not expose any under garments, bare shoulders, back or midriff areas, or cleavage.

### **SCHOOL-DAY STANDARD (Every Monday, Wednesday, Thursday)**

- **GIRLS**
  - TCA monogramed Polo (short or long sleeve)
  - Khaki/navy pant/shorts/skirt/skort or plaid skirt
  - Skirts, skorts, and dresses conservative in length - touch the fingertips when standing with arms down.
  - Outerwear worn throughout the day must be TCA jackets, hoodies, sweaters, etc.

- BOYS
  - TCA monogrammed Polo (short or long sleeve)
  - Khaki/navy pants or shorts
  - Sweaters/sweater vests
  - Outerwear worn throughout the day should be supporting TCA (jackets, hoodies sweaters, etc.)

#### CHAPEL DAY – SCHOOL DAY PROFESSIONAL (Tuesday)

- GIRLS
  - White or Blue button-down Oxford style shirt: no gape.
  - Plaid skirt from Land’s End required.
  - **NO** hoodies, jackets, vests, or sweatshirts **during** chapel
- BOYS
  - Boys must wear khaki or navy pants/shorts
  - Short sleeve or long sleeve white or light blue oxford style shirt.
  - Boys are required to wear the navy/gold stripe tie from Land’s End. (6th - 12<sup>th</sup>)
  - **NO** hoodies, jackets, vests, or sweatshirts **during** chapel

#### SPIRIT DAY, SCHOOL-DAY CASUAL (Friday)

- GIRLS
  - Pants or shorts (khaki or navy)
  - T-shirts, jerseys, and sweatshirts supporting TCA
- BOYS
  - Pants or shorts (khaki or navy)
  - T-shirts, jerseys, and sweatshirts supporting TCA

#### PE/GYM

- Students in grades 6<sup>th</sup> - 9<sup>th</sup> will dress out with shorts conservative in length – touch the fingertips when standing with arms down, TCA t-shirt, and **tennis shoes**. Tennis shoes are mandatory in order to be on the gym floor.
- Students should be in regular uniform dress on PE days.
- Students will have time to change prior to PE.
- Students not wearing the required attire will receive a reduction in grade.

#### DRESS DOWN WEDNESDAY

One dress down day is scheduled for the last attended Wednesday of each month. The following general guidelines should be followed:

- Jeans are allowed - No holes, rips or shreds allowed above the knee. The placement of the rip/shred should be at the knee or below. We realize many styles of jeans have the “worn” look. Please use conservative judgment in your choices.



- Athletic shorts are allowed – must be knee length and 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 tunic/dresses that are conservative in length – touch the fingertips when standing with arms down.
- Dresses, skirts, and shorts MUST comply with the length requirement of conservative in length – touch the fingertips when standing with arms down.
- No tank tops are allowed and no midriff can show.
- T-shirt message/content should be school appropriate and consistent with our Christian mission and message.
- Hats are permissible.

### **GAME DAY ATTIRE FOR ATHLETES**

All student-athletes should follow these guidelines:

On **games days**, student-athletes may wear their sport jersey with regular uniform bottoms. If the jersey is a tank-style, a shirt must be worn underneath and must coordinate in color with the uniform. If games are on Tuesdays, chapel attire must be worn during chapel, but jerseys may be worn afterward.

### **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 and should be kept in locker during the school day. Hoods cannot be worn over the head in hallways or classrooms.

### **FOOTWEAR (Vendor of choice)**

Students should wear safe and comfortable shoes. Open toe shoes are permitted. Flip-flops are not acceptable.

### **HEADWEAR**

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 compliment the school uniform. Non-prescription glasses, sunglasses, and novelty contacts are not permitted.

### **JEWELRY / BODY PIERCINGS / BODY ART**

On campus or any off-campus school functions, female students must have no body piercings other than conventional pierced earrings, on the lower lobe of the ear. No earrings or body piercings are permissible for male students. Jewelry must not be distracting or present a safety issue. Tattoos, or body art of any kind, are unacceptable.

## **HAIR STYLES**

**GIRLS:** Hairstyles shall reflect a neat, well-groomed appearance at all times. Extreme make-up, hairstyles and unnatural hair colors are prohibited.

**BOYS:** 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 shirt collar and must be above eyebrows. Hair must be clean and neatly groomed. Mohawks are not permitted. Male students are not permitted to have ponytails, man buns or pins or hairbands in their hair. Male students will be neatly shaven. Ungroomed, long facial hair is not permitted.

If students are not sure whether or not 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 principal.
- 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 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 and email addresses. We will also need the address of the child's physician.**

## **LUNCHESES AND SNACKS**

### **HOT LUNCHESES** -

TCA will have hot lunches provided daily through School Eatery.

### **SNACK CART**

Students will be allowed to purchase additional snack items during lunch.

## OTHER INFORMATION

### 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 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 100.4° 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 fever. ***Please do not give anti-fever medicine and send your child to school.***

### MEDICATIONS -

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

### 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 we 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 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, 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.

**BOMB THREAT** -

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

**VIOLENCE OR THREAT OF VIOLENCE** -

Staff member that is able to will notify the police of the situation. The school will then go into a lockdown mode.

**ACADEMIC GRADING SCALE**

Progress Reports and Report Cards will be emailed to the Upper School families approximately one week after the period ends. If a printed copy of the report is needed, we will print it for you. The last three days of each semester are exam days. High school students’ exams count 15% of their semester grade. The following legend will be used for all academic evaluations:

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

**Graduation Requirements/Course of Study**

Language Arts	4 credits	Math	4 credits
Science	3 credits	Social Sciences	4 credits
Languages	2 credits	Bible	4 credits
PE/Wellness	1.5 credits	Personal Finance	.5 credit
Electives	3 credits	Fine Arts	1 credit
ACT Prep	1 Credit	<b>TOTAL:</b>	<b>28 credits</b>

**Language Arts:**

- Literature (1 credit)
- World Literature (1 credit)
- American Literature (1 credit)
- British Literature (1 credit)

**Total: 4 credits**

**Math:**

- Algebra I (1 credit)
- Geometry (1 credit)
- Algebra II (1 credit)
- Pre-Calculus (1 credit)

**Total: 4 credits**

**Science:**

Biology (1 credit)  
Chemistry (1 credit)  
Anatomy and Physiology (1 credit)

**Total: 3 credits**

**Languages:**

Spanish I (1 credit)  
Spanish II (1 credit)

**Total: 2 credits**

ACT Prep 1 credit  
PE/Health 1.5 credits

Personal Finance .5 credit

**Electives: 3 Credits**

Advanced Music  
HOSA  
Journalism  
Physical Conditioning  
Yearbook

**Service/Ministry Hours**

All graduates should complete 40 hours of community service or ministry hours.

**ACADEMIC HONOR ROLL EXPECTATIONS**

**All A Honor Roll:** All As in every subject for the entire year.

**A/B Honor Roll:** All As and Bs in every subject for every quarter the entire year.

**TCA GRADE POINT AVERAGE DETERMINATION**

The determination of a student's final GPA at TCA includes regular, Honors, and dual enrollment courses.

**DUAL ENROLLMENT COURSES**

Dual enrollment counts on a 4.5 scale

A: 4.5      B: 3.5      C: 2.5      D: 1.5      F: 0

Dual enrollment courses that last one semester will satisfy one half (.5) high school credit of a

**Social Science:**

Cultural Geography (1 credit)  
World History (1 credit)  
American History (1 credit)  
Government (.5 credit)  
Economics (.5 credit)

**Total: 4 credits**

**Bible:**

Bible I (1 credit)  
Bible II (1 credit)  
Bible III (1 credit)  
Bible IV (1 credit)

**Total: 4 credits**

**Fine Arts**

Art .5 credit  
Music .5 credit

**Total: 1 credit**

comparable course. For example, English Comp I would only count as one half (.5) credit of Literature IV of the Senior year. TCA's transcript will be updated with the final course grade once we receive notification from the college.

Students who choose to take dual enrollment courses are expected to take full responsibility for registering, participating, and completing all aspects of course requirements as outlined by the college and/or the course syllabus. This includes, but not limited to, financial aid eligibility.

### **HONORS COURSES**

Honors credit will be awarded based on the final grade of TCA Honors course (full year). To enroll and continue in an honors course, a student must fulfill the following requirements:

1. Faculty Recommendation or Approval
2. Cumulative GPA of 3.67
3. Grades of A or better in previous honors coursework
4. Grades of 93 or higher in introductory courses before honors content
5. Appropriate scores on standardized testing
6. Repeated late work may result in being removed from current course and become ineligible for future courses
7. Good Citizenship/Conduct Grades from the previous school year.

Honors courses are on a 4.5 scale

A: 4.5      B: 3.5      C: 2.5      D: 1.5      F: 0

Students and parents will be required to sign off on any non-traditional (Honors, dual enrollment, etc.) courses.

**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.

### **ELECTIVES:**

Students will choose electives during May for the following school year. Electives begin with the sophomore year and may be one semester (.5 credits) or full year (1 credit).

### **TRANSCRIPT REVISIONS:**

Once a grade has posted to the final transcript, revisions will not be made to any grade. If a student is unable to complete course work for the final grade to be posted, it will be at the discretion of the teacher and administration to issue an incomplete. After the instructor receives satisfactory completion of the course work required, they will submit a change of grade form to the Academic Advisor. At that time, the final grade will be posted to the transcript. If a student fails to satisfy the incomplete status, a final grade reflecting the proficiency of the coursework completed will be posted to the transcript.

**REPEATED COURSES:** Students who fail a high school course (grade of F), will be required to complete an approved credit recovery course for the same course at the parents' expense and the students' schedule. Students will need to schedule this course for times other than school appropriated hours. In addition, students will be unable to progress in the curriculum course path until a passing grade has been completed for the preceding course in the school's overall scope and sequence. Note that the original failing grade will be posted to the transcript, as well as the passing grade from the credit recovery courses.

**GRADUATION POLICY:**

Graduation will be reoccurring on the 3rd Saturday in May.

Requirements for all class ranks:

\*Must attend 6 consecutive high school semesters at TCA.

Ranking will be determined by the following:

- |                      |  |
|----------------------|--|
| *Highest GPA         | If the GPA is the same it will be determined by:               |
| *Numerical average   | If the numerical average is the same it will be determined by: |
| *ACT composite score |  |

The following ranks will be awarded:

- |               |              |           |
|---------------|--------------|-----------|
| Valedictorian | Salutatorian | Historian |
|---------------|--------------|-----------|

**GRADUATION CEREMONY POLICY -**

\*Students will be required to wear only the graduation regalia and honors accessories provided and awarded by the school. No additions or decorations can be made to your cap and/or gown.

**Female graduates:** Dress worn underneath your gown should be solid in color and no shorter than 2-3" above the knee. May wear open toe shoes but not flip flops. The sandal must have a strap on the back and any shoe worn must not have a heel higher than 2". Jewelry should be minimal and not distracting.

**Male graduates:** May wear Khaki or navy full-length pants with solid brown or black shoes. Must wear a solid white button-down shirt. Regular TCA gold and navy chapel tie will be worn. Socks that are neutral in color, solid in pattern and not distracting should be worn.

\*Other honors and accolades can be recognized during honors night as approved by the administration. Such additional honors must receive prior approval by April 1of the school year in order to be worn during that ceremony.

\*All graduating seniors must attend the graduation practice to be held the week before the ceremony. Any absence from this practice must be approved by administration.

\*All graduating seniors are encouraged to be guests of honor at the preschool graduation.



