2026-2027
Parent/Student Handbook

Tipton Christian Academy
Lower School Campus

Lower School Principal:
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INTRODUCTION

The purpose of this handbook is to provide a standard of conduct and expectations for each student at Tipton Christian Academy. The contents of this handbook, while extensive, will not address each and every issue that may arise during the course of any given school year. When such occasions arise, administrators will address the issue and render decisions that are fair and in the best interest of the student and the school. As students uphold these standards with respect, they help create an environment that fosters the highest quality of learning and brings honor and glory to God.

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 the 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.

ACCREDITATION

Tipton Christian Academy is accredited by ACSI (Association of Christian Schools International) and COGNIA. As accreditation is reviewed every six years, TCA continuously engages in self-study and improvement.

PORTRAIT OF A GRADUATE

What is our vision for our students after spending their years with us?

- TCA students will be equipped to pursue academic excellence and are well-prepared for their next level of education.
- TCA Graduates demonstrate not only a pursuit of higher education but also a commitment to their faith.
- TCA students will be able to articulate, understand and defend their faith.
- TCA students will be socially and emotionally ready to tackle the world's response to Christian ideology.
- TCA students will know how to become a "peculiar people" in a world that doesn't like "peculiar people".
- TCA students will know they are saved by grace through faith in Jesus Christ and that there is NO other way to be saved.
- TCA students will also know scriptures to lead others to a saving knowledge of Jesus Christ in a world that is dying to know.
- Because they have practiced it, TCA students will trust God to provide wisdom for every situation knowing James 1:5 tells us all we have to do is ask for it and verse 16 that tells us we must believe we will receive it.

In summary, Tipton Christian Academy believes that if all of these results are achieved in the lives of our students, strong academic achievement will naturally follow.

BOARD OF DIRECTORS AND ADMINSTRATION

Joey Benard	Member/Personnel/FBC Deacon
Britt Dunn	Member/Finance Chair
John Glass	Member/School Safety Chair/FBC Deacon
Shayne Jones	Member/Facilities Chair
Derek Kissell	Member/Chairman/FBC Deacon
Marla Phillips	Member/Personnel
Paul Rose	Member/FBC Deacon
Chris Weakley	Member/Personnel
Jessica Wood	Member/Secretary/Personnel Chair
Cliff Marion	Non-Voting Member/FBC Pastor
Peggy Murdock	Non-Voting Member/Head of Schools

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.

2026 - 2027
Tipton Christian Academy
Calendar

Approved
July 16, 2025

First Semester

First Day for all Teachers .....August 3

Teachers In-Service Day .....August 4

Teachers In-Service Day .....August 5

Students' First Day..... August 6
Abbreviated Day Students - 11:15 Dismissal
Teacher/Administration full (½ Flex day)

Students' First Full Day.....August 7

School Out/Labor Day..... September 7

Parent/Teacher Conferences.... 2:45 to 5:45 pm
Upper School.....September 22 and 24
Lower School.....September 22 and 24

End of Quarter One.....October 9
Abbreviated Day Students - 11:15 Dismissal
Teacher/Administration full day

Fall Break .....October 12 - 16

Abbreviated Day ..... November 20
Abbreviated Day Students and Teachers - 11:15 Dismissal

Thanksgiving Holidays.....November 23-27

Last Day of First Semester.....December 18
Abbreviated Day Students and Teachers - 11:15 Dismissal

Christmas Break (Students)..... Dec. 21 – Jan. 4

Christmas Break (Teachers).....Dec. 21 – Jan. 1

Second Semester

Teachers In-Service Day..... January 4

First Day Students..... January 5

Abbreviated Day..... January 15
Abbreviated Day Students - 11:15 Dismissal
Teacher/Administration full day

School Out/MLK Day ..... January 18

Abbreviated Day..... February 12
Abbreviated Day Students - 11:15 Dismissal
Teacher/Administration full day

School Out/Presidents' Day..... February 15

Parent/Teacher Conferences ....2:45 to 5:45 pm
Upper School..... February 23
Lower School..... February 25

End of Quarter 3.....March 12

Half day before Spring Break .....March 12
Abbreviated Day Students and Teachers - 11:15 Dismissal

Spring Break..... March 15 - 19

Easter Break .....March 26 – 29
Teacher Flex Day.....March 29

School Break (Flex for Teachers)..... April 16

Last Day for Students..... May 21
Abbreviated Day Students - 11:15 Dismissal
Teacher Administrative Full Day

Grading Periods		Progress Reports	Report Cards
Q1 8/06 - 10/9	(46 days)	9/10	10/22
Q2 10/19-12/18	(40 days)	11/12	1/7
Q3 1/05 -03/12	(47 days)	2/11	3/25
Q4 3/22-05/21	(42 days)	4/15	5/21

86 Days 1st Semester / 89 Days 2nd Semester
Graduation – May 15

Total student days 175
Total In-Service/Flex/Admin days 10
Total vacation days..... 10
Total teacher days 195

***Student day: 7:45 – 2:45**
***Abbreviated days: 7:45 – 11:15**

SCHOOL HOURS- 7:45 to 2:45

ARRIVAL

Students will move to the classrooms at 7:46 am.

A lower school staff member will be on duty to greet Kindergarten through 2nd grade elementary students at 7:15 at the breezeway between the church and the Family Life Center (FLiC). ***Please use the left lane as preschool will use the right lane. Please exit the drop-off and pick-up line via Hastings Way.***

A lower school staff member will be on duty to greet 3rd through 5th grade elementary students at 7:15 at the back doors (South Entrance) of the Family Life Center (FLiC). ***Please enter and exit the drop-off and pick-up line via Hastings Way.***

Students should be prepared to exit your vehicle. If you need to walk your student in the building, park in the parking lot and walk with your student across the traffic.

Kindergarten through 2nd grade students will sit by grade level in the Lower School cafeterias and 3rd-5th grade students will sit by grade level in the Lower School gym. Teachers will collect their students from their waiting-area at 7:46 and walk them to class.

At 7:46, the doors will be closed and locked. ***If a student arrives after 7:46am, the student should report directly to the Lower School office and be signed in by a parent/legal guardian.***

All students arriving after 7:46 should go to their classroom after being signed in at the front office.

Tardies are a disruption to classroom instruction. Please make every effort to be at school by 7:45 to protect instruction. ***Five tardies per semester is considered excessive.***

DISMISSAL

The Lower School will begin dismissal procedures at 2:40.

All students will be dismissed to the parent or secondary sibling or person designated on the child's enrollment sheet/emergency contact card. You will be called from the office before a student will be allowed to leave with anyone except the designated persons on the enrollment sheet.
Lower School students who have not been picked up by 3:00 will be brought to the Eagle Care room and signed into the Eagle Care program.

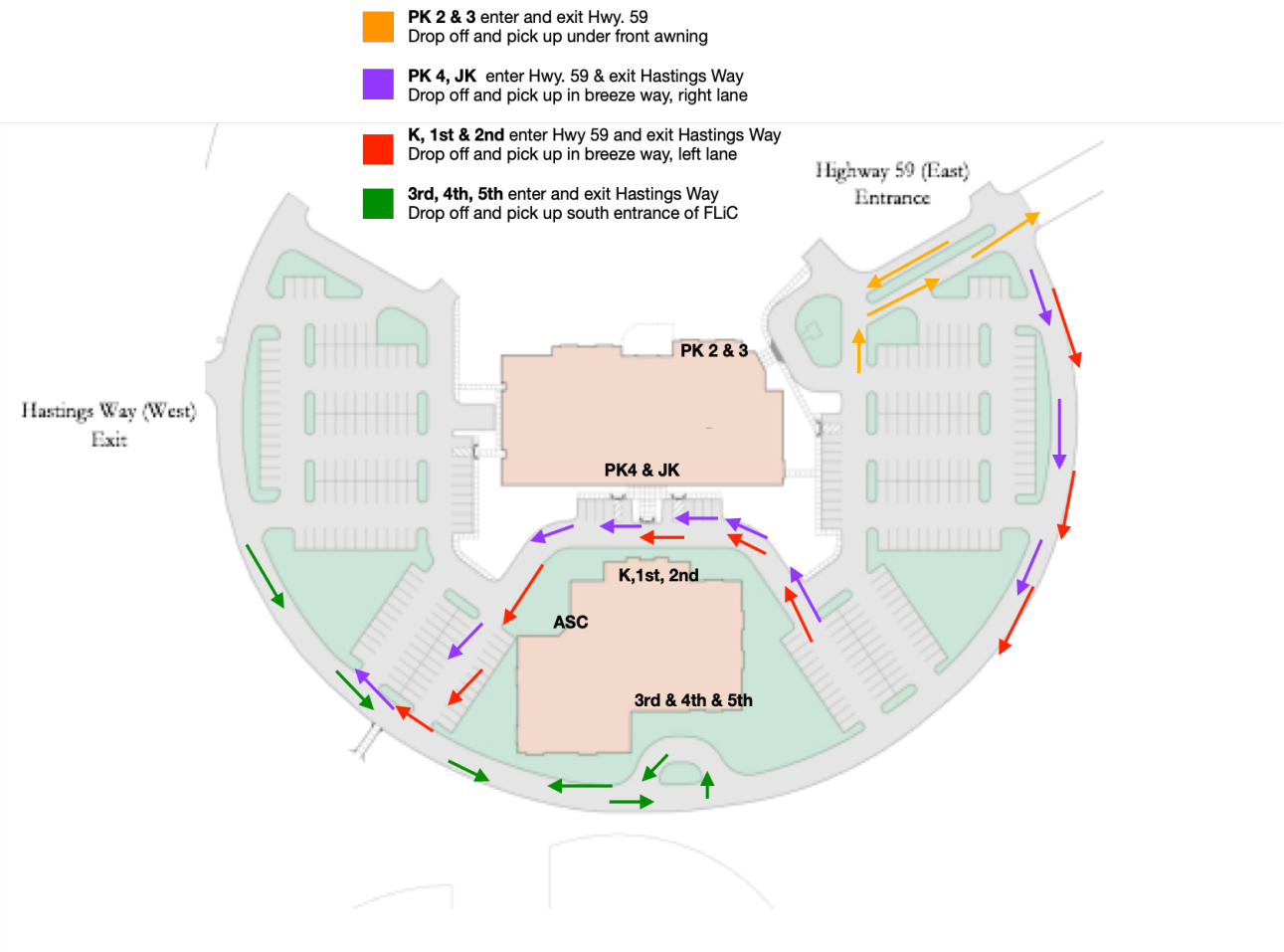
TRANSPORTATION – ARRIVAL AND DISMISSAL MAP

Transportation of students is a parent's responsibility.

- Students arriving on campus after 7:46 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



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CHILD EMERGENCY INFORMATION

To ensure the safety and well-being of all students, it is essential that the school maintains accurate and up-to-date emergency contact information for each child.

- 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.**
- 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.

SCHOOL CLOSINGS

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. **On days when school is open but questionable conditions exist, your decision as a parent to keep your child home until conditions improve will be honored by the school by note/email sent to** sburks@tiptonchristianacademy.com.

VISITORS

- Parents or other visitors are welcome to visit the school. All visitors must sign in at the elementary office between 7:45 and 2:45 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.

ATTENDACE POLICY

Tipton Christian Academy recognizes that for a quality education to occur, regular attendance is necessary and required. Learning occurs both in the classroom and beyond the textbook; these unique experiences cannot be replicated, and when a student is absent, they miss an essential part of their overall education. Class discussions, experiments, small group teachings, etc. cannot be repeated and make-up tests are difficult to schedule. Our attendance policy is reflective of this philosophy.

ABSENCES

- Six (6) absences or more per semester is considered excessive.
- Five (5) tardies per semester is considered excessive.
- All absences will be recorded on the student's permanent file.
- Normal reasons for absences are medical/dental appointments, illness, and injury.
- Absences are discouraged for reasons such as vacations, shopping, and outside events,

etc. If taking a trip, please see the pre-approved absences criteria below.

- If a student accrues 10 or more absences (excused or unexcused) a letter will be sent to parents and placed in the child's permanent file stating actions taken.
- All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences.
- Absences which will not be counted toward the 6-day limit per semester are:
    - Absences related to school-sponsored activities and court/legal appointments.
    - Each of these absences need an email sent to kwhitmer@tiptonchristianacademy.com.
- Parents should send an email to kwhitmer@tiptonchristianacademy.com verifying all absences on the day the child returns to school or bring medical notes to the office.
- 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 are allowed one day for each absence to complete assignments. For example, if the student is absent for two days, he has two days to complete the make-up work after he returns to school.
- If make-up work is not returned by the due date, 10 points will be deducted for each day it is late. If the make-up work is not turned in at all, this will result in a failing grade for that assignment.
- Students must be in attendance for a half (1/2) day in order to participate in or attend the extracurricular activities of the day.
- Checkouts prior to 2:15 P.M. will be considered unexcused unless they meet the **EXCUSED ABSENCE** criteria.

EXCUSED ABSENCES

1. Illness
2. Death in the Family
3. Medical or Dental Appointment
4. Family Emergency
5. Pre-approved Absences (2 per year)

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 requests will be considered each semester.**

PENALTIES FOR EXCESSIVE ABSENCES

Students and parents will be notified on the quarterly report cards of the accumulated number of absences per quarter.

- Parents will be notified by email or letter if the student has violated this attendance policy

by accumulating an excessive number of absences. Documentation will be added to the student's permanent record.

- 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.

TARDIES

A student is tardy if he/she arrives on campus after 7:46 A.M. If a student arrives after 7:46 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 because of an accumulation of unexcused tardies will be recorded as an absence on the report card.

ANTI-BULLYING/HARRASMENT POLICY

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 will be defined as repeated unwanted, aggressive behavior to control or physically harm a specific student. 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:

- always be role models
- 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 appropriately.
- teach students appropriate ways to respond when they are witnesses to incidences of bullying.

LOWER SCHOOL BEHAVIORAL PLAN:

Guiding Discipline Toward Discipleship

At Tipton Christian Academy, we believe discipline is a tool for spiritual growth, not merely punishment. Rooted in Hebrews 12:6, "The Lord disciplines the one he loves," our goal is to help students mature in Christ, learn responsibility, and restore relationships. Our system ensures accountability while providing pathways for repentance, restoration, and reconciliation.

TALON'S TRAITS:

The Lower School will follow a school-wide behavioral plan called *Talon's Traits*, which is built around the S.O.A.R. acronym: Safety, Ownership, Achievement, and Respect. These core values will guide student behavior and promote a positive learning environment throughout the school.

All Lower School students will use a daily/weekly behavior chart, which parents are expected to review and sign each day. Weekly conduct grades will be averaged to determine each student's quarterly Citizenship grade.

All students are expected to follow Talon's Traits:

1. **Stay Safe**- We use kind words and safe hands to keep ourselves and others safe.
2. **Take Ownership**- We take responsibility for our choices and do our best work.
3. **Aim for Achievement**- We try hard, keep learning, and celebrate our progress.
4. **Show Respect**- We treat others, ourselves, and our space with kindness and care.

POSITIVE BEHAVIORAL SUPPORTS:

Positive behavioral supports will be implemented on a regular basis and may include but not limited to the following examples:

- Classroom meetings to build community and problem-solve
- Positive reinforcement (verbal praise, student points, punch cards, positive office referrals, etc.)
- Visual behavior cues (charts, signs, friendly reminders)
- Brain breaks

Discipline Procedures & Logical Consequences:

Behavior Level	Examples	Response
Minor	Including, but not limited to excessive talking, misuse of supplies, calling out, off-task, not following directions, not following restroom/hallway expectations	Including, but not limited to reminders, redirection, proximity, logical consequence such as walking laps at recess (not to exceed 5 minutes), silent lunch, copy Talon's Trait(s),

		copy Bible verse, removal from group activity **<u>*Parents will be notified via daily behavioral chart. *</u>**
Moderate	Including, but not limited to defiance, teasing, gossiping, disrupting learning, refusal	Including, but not limited to student-teacher conference, silent lunch, walking laps at recess (not to exceed 5 minutes), copy Talon's Trait(s) copy Bible verse, removal from group activity **<u>*Parents will be notified via daily behavioral chart as well as a phone call or email. *</u>**
Serious	Including, but not limited to physical aggression, bullying, property damage, threats, cheating, use of profane/vulgar/obscene language, theft, inappropriate or suggestive jokes/comments made towards anyone, possession of weapons/fireworks, possession of any tobacco/vape/ illegal substances	Including, but not limited to immediate office referral, possibility of a missed field trip, as well as in-school suspension (ISS) or Out-of-school suspension (OSS) ***Parent's will be notified immediately via phone call. *** **Please see below for more details regarding "Serious" behavioral infractions.**

SERIOUS BEHAVIORAL INFRACTION CONSEQUENCES

These consequences will be used for major offenses or continuous misbehavior (bullying, repeated defiance, fighting or serious misconduct, etc.) at the discretion of school administration.

Fighting=minimum 1 day out-of-school suspension

<u>In-School (ISS) and Out-of-School Suspension (OSS)</u>

Students will receive a failing grade for any work completed during ISS or OSS.

Re-entry Plan:

- Student, parent, and school leadership meet to discuss the incident and next steps.
- A written apology (if applicable).
- Community service or acts of restitution within the school (if applicable).
- Commitment to behavior change, possibly with a signed contract.
- Biblical reflection component (e.g., James 1:19 on listening and responding wisely).

<u>Expulsion (Final Resort)</u>

- Only considered when all previously listed interventions fail or when student actions severely disrupt the learning environment.

- Clear documentation of previous steps taken and conversations with parents.
- Biblical principles of repentance and reconciliation are emphasized, with resources offered for continual spiritual growth.
- Opportunity for restorative action before departure, if appropriate (apology, service-based restitution)
- Students who serve 3 suspensions during an academic year may be expelled at the discretion of the principal.

GRADING POLICIES

All K–5th grade students will receive Progress Reports each quarter. ***Kindergarten progress reports will be sent home as hard copies, while reports for 1st–5th grade students will be delivered via email through RenWeb.***

All K-5th grade students will receive a quarterly Report Card following the close of each quarter. ***Kindergarten report cards will be sent home as hard copies, while report cards for 1st-5th grade students will be delivered via email through RenWeb.***

ACADEMIC GRADING SCALE

The following legend will be used for all academic evaluations for students in kindergarten:

Academic/Social Skills Grading Scale:
Academic: M= Mastery- Mastery means the student consistently and independently meets expectations with grade-level material. MP= Making Progress- Making progress means the student requires support and prompting to be successful in meeting grade-level expectations with grade-level materials. UP= Unsatisfactory Progress- Unsatisfactory progress means the student requires intensive and consistent support and/or interventions to be successful with grade-level materials. The student is not able to apply understanding without intensive support. **Social:** E= Excellent G=Good S=Satisfactory N= Needs Improvement

The following legend will be used for all academic evaluations for students in 1st-5th grade:

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

Citizenship Grades

All Lower School students will use a daily/weekly behavior chart to track how well they follow Talon's Traits. Parents are expected to review and sign the chart each day. Weekly conduct grades, based on their demonstration of Talon's Traits, will be averaged to determine their quarterly Citizenship grade.

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 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 STRUCTURE

1st-2nd Grade

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%

3rd-5th Grade

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.
- Students with more than **25 days absence** may be retained.

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

LOWER SCHOOL HONORS EXPECTATIONS (1st-5th Grade)

Each quarter, students will be recognized with ribbons or certificates for achieving A Honor Roll, A/B Honor Roll, and/or Citizenship awards. In May, an Awards Ceremony will be held to celebrate those who have earned or maintained these honors throughout the year.

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 **(students must have at least one A)**

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 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

PERFECT ATTENDANCE

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

HOMEWORK/MAKE-UP WORK POLICY

HOMEWORK (Grades 1st-5th)

Homework supports the development of responsibility and reinforces academic skills. It is assigned by each teacher to provide practice and to reflect the learning taking place in the classroom. Students are expected to complete all assignments and submit them on time. Parents can expect between 10 to 30 minutes of homework each day. Additionally, all students should read—or be read to—for at least 15 minutes daily. 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.

MAKE-UP WORK

Upon returning to school from an absence, a student must approach his/her teacher(s) and ask for make-up work and tests. All make-up work will be marked in RenWeb as a "Missing Assignment" until it has been returned to the teacher and graded within the allowed window of time based on the number of days they were absent.

- Students are allowed one day for each absence to complete assignments. For example, if the student is absent for two days, he has two days to complete the make-up work after he returns to school.
- If make-up work is not returned by the due date, 10 points will be deducted for each day it is late. If the make-up work is not turned in at all, this will result in a failing grade for that assignment.

*Students with missing or incomplete work may miss recess, specials, pep rallies, parties, programs, and/or field trips to complete assignments.

LOWER SCHOOL DRESS CODE (K-5th Grade)

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 always apply.
- Land's End is the school uniform vendor. All available school options can be accessed/ordered Landsend.com.
- Polo colors are white, classic navy, blue, and yellow. **Polos must have the TCA logo purchased from Landsend.com.**
- Pants, shorts, skorts, and jumper colors are khaki or navy (plaid for girls)
- Leggings may only be worn as undergarments and must be white, black, or navy.
- Clothing must be without holes and stains and free from slogans/artwork, except for the school brand logos.
- Fitted to the 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. **Shorts/pants may not be made of yoga or stretchy type material**.
- Girls' jumper and skirt/skort length must be of conservative length and no more 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, Thursday)

- White, yellow, classic navy, or blue polo, available in long or short sleeves (Land's End Only & Must have TCA Logo)
- Khaki or navy pants (Vendor of choice)
- Khaki or navy walking shorts (Vendor of choice)

Chapel Dress (Tuesday)

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

- 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 (button down, it is light blue or white; must be purchased from Land's End).
- Kindergarten boys should begin learning to tuck in their shirts and be prepared to wear shorts with belt loops and a belt when they enter 2nd grade.
- 1st-grade boys should tuck their shirts in on chapel days and be prepared to wear shorts with belt loops and a belt when they enter 2nd grade.
- All 2nd -5th-grade boys should have tucked-in shirts, shorts with belt loops, and a belt for chapel days. The belts should be black or brown.
- Boys in grades 3-5 must wear the school's Lower School plaid tie from Land's End before and during Chapel (tie may be removed after chapel).

Spirit Wear (Friday)

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

Footwear

- Closed-toe and closed-heel shoes are required
- Tennis shoes are required for PE Days
- Flips-flops/slides are not permitted

GIRLS: KINDERGARTEN - 5TH GRADE

****Girls should wear shorts or leggings under jumpers or polo dresses. ****

Standard Dress (Monday, Wednesday, Thursday)

- Yellow, white, classic navy, or blue polo, available in long or short sleeves (Land's End Only & Must have TCA Logo)
- Navy ruffle hem, pleated or polo dress (Land's End Only & Must have TCA Logo)
- Navy or khaki ponte' knit dress (Land's End Only & Must have TCA Logo)
- Navy or khaki skort (Vendor of Choice)
- 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 Dress (Tuesday- ALL CHAPEL DAY DRESS ITEMS MUST BE PURCHAED FROM LAND'S END.)

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

- All girls must wear a white, classic navy or blue Peter Pan collared polo or a white or blue Peter Pan or straight collared oxford style dress shirt with plaid skort or jumper.
- Girl's peter pan collared polos must have the TCA logo embroidered by Land's End.
- Girl's oxford style dress shirts do not require the TCA logo to be embroidered but must be purchased from Land's End.

Spirit Wear (Friday)

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

Footwear

- Closed-toe and closed-heel shoes are required
- Tennis shoes are required for PE Days
- Flips-flops/slides are not permitted

DRESS DOWN DAY GUIDELINES:

Dress Down Day is on the last attended Wednesday of each 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
- The 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.

HEADWEAR/ACCESSORIES

- 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.

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.
- TCA polos must be worn under all sweatshirts, hoodies, etc. unless it is Dress Down Day.

JEWELRY/BODY PIERCINGS/GENERAL APPERANCE

Students should dress in a manner that is distinctly masculine or feminine and students are NOT permitted to dress like the opposite sex (Deuteronomy 22:5).

- 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

If students are not sure whether a style is appropriate for TCA, they should ask an administrator.

- Hairstyles shall reflect a neat, well-groomed appearance always.
- 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.
- Mohawks are not permitted.
- Male students are not permitted to have ponytails, man buns, pins, or hairbands in their hair.

VIOLATIONS

When students are out of compliance with the dress code policy, the administration will determine if the student may remain in class or be held out until appropriate attire is found. Repeated violations may result in loss of Dress Down Day privileges, as well as in-school or out-of-school suspension. Parent/Guardian will be contacted as needed.

FIELD TRIP GUIDELINES

Field trips are an important part of the educational experience, offering students the opportunity to extend their learning beyond the classroom. All students and parent/teacher chaperones participating in TCA field trips are subject to the following guidelines:

1. Our school expects 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.
2. All field trips must be approved by the Lower School Administrator.
3. Prayer is to be initiated prior to departure as well as at all meals served during the field trip.
4. Rules of the visited establishment must always be observed by all in attendance.
5. Field trip activities should be planned with whole group participation in mind.
6. All students must comply with our code of student behavior. Any misconduct may result in disciplinary action.
7. All field trip charges are non-refundable after the charges have been billed via FACTS.
8. Should your child need to use TCA Bus transportation, FACTS will be billed an additional $5 for transportation fees.

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.

*Chaperones will be required to sign and follow TCA's Lower School Field Trip Chaperone Policy.

LOWER SCHOOLATHLETICS

The goal of elementary athletics is to promote physical health, teamwork, sportsmanship, and a love for movement through age-appropriate instruction and competition.

LOWER SCHOOL ATHLETIC OPPORTUNITIES

Athletic opportunities for Lower School students may include—but are not limited to—the following:

- Fall Baseball (Munford Parks & Rec)
- Fall Softball (Atoka)
- Fall Cross Country (Memphis Youth Athletics)
- Fall Soccer (Munford Parks & Rec)
- Winter Basketball (Vertical Sports)
- Winter Cheer (TCA)
- Spring Baseball (Munford Parks & Rec)
- Spring Soccer (Munford Parks & Rec)

SPORTSMANSHIP & BEHACIORAL EXPECTATIONS:

- Players, Coaches, and spectators are expected to demonstrate Talon's Traits: Safety, Ownership, Achievement, and Respect.
- Inappropriate behavior, including arguing with referees, disrespecting teammates or opponents, or unsportsmanlike conduct, may result in disciplinary action.
- Encouragement and positivity from the sidelines are always expected.

VOLUNTEER COACH GUIDELINES

All Lower School athletic teams are led by parent volunteers, and we are deeply grateful for your support of our programs and young athletes. To ensure a safe and positive environment for all, the following requirements must be met:

- A current background check is required.
- TCA's Sexual Abuse Policy must be signed and returned.
- Ministry Safe Training must be completed.
- Coaches are required to open each practice and game with prayer.
- Any questions or concerns should be directed to the Lower School Athletic Director, Ms. Jordan Moore, at jmoore@tiptonchristianacademy.com.

5th GRADE ATHLETES

Fifth grade students participating in Middle School athletics will follow the guidelines outlined in the Upper School Athletics Handbook. Please see Haley Springer or your coach to receive a copy. Be sure to read it carefully, as it includes important policies regarding school attendance, conduct, and academic eligibility for Upper School athletes.

Please note: Fifth grade athletes are not permitted to wear game-day jerseys during the school day, as this is considered a special privilege reserved for Upper School students. However, they are welcome to wear their jerseys as Spirit Wear on Fridays.

OTHER IMPORTANT SCHOOL POLICIES

BACKPACKS/LUNCHBOXES

- Backpacks, lunchboxes, or other accessories such as water bottles do not have to be purchased from a certain vendor but should reflect our school's Christian values.
- Backpacks **should not** have wheels unless deemed medically necessary for a student.

WATER BOTTLES/CUPS

To support student health and hydration while maintaining a safe and clean learning environment, students are permitted to bring water bottles to school under the following guidelines:

- **Water Only**: Bottles may contain plain water only. Flavored, colored, or carbonated drinks are not permitted.
- **Secure, Spill-Proof Design**: Water bottles must have a secure, closable lid. **Open cup-style containers (e.g., tumblers without lids or mugs)** are not allowed, as they increase the risk of spills and distractions.
- **No Glass Containers**: To prevent breakage and potential injury, glass water bottles are not permitted.
- **Labeling**: Students are encouraged to label their water bottles with their name for easy identification.

- **Classroom Use**: Students are allowed to have a water bottle with them in the classroom, but they will only be allowed access to them at snack, lunch, and recess. They should not be a distraction or cause disruption.
- **Refill:** Students will be allowed to refill water bottles at snack, lunch, recess, and class restroom breaks.

PURSES/PERSONAL BAGS FOR GIRLS

Elementary students are generally discouraged from bringing purses or personal bags to school, as they are not typically needed during the school day. However, if a student does bring a purse or small bag:

- It must be **small in size** and fit easily inside the student's backpack.
- The purse should **not be carried around during the school day**, unless there is a specific health-related need, which must be approved by school administration.
- Students are **responsible for their personal belongings**. The school is not liable for lost or stolen items.

Teachers and staff may ask students to store purses in a designated location during class time to avoid distractions and ensure safety.

TELEPHONE USAGE/CELL PHONES/PERSONAL ELECTRONIC DEVICES

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.
- 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.

RECESS

Students will participate in outdoor recess each day, weather permitting.

- To ensure comfort and safety, students should bring a coat or light jacket appropriate for the season.
- If a student is unable to go outside due to health reasons, a written note from a parent or guardian is required. This note will excuse the student from outdoor activities for up to **two weeks**.
- For longer exemptions, a note from a medical professional may be requested.

TOYS

To maintain a focused and distraction-free learning environment, students are not permitted to bring personal toys to school. This includes, but is not limited to:

- Action figures
- Stuffed animals
- Trading cards
- Fidget toys (unless approved as part of an IEP or 504 Plan)
- Electronic toys or handheld games
- Babydolls

GIFTS DELIVERED TO SCHOOL

If you have gifts to be delivered to your children, bring them by the office and they will be delivered to the student **at the end of the school day.**

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.

PARTIES

Class parties in K-5th will be limited to Trunk-or-Treat, Thanksgiving, Christmas, Valentine's Day, and Easter. The teacher will coordinate the party with the parent/parents who have volunteered to help).

BIRTHDAYS

We love to celebrate our students' birthdays in the Lower School.

- Simple birthday treats are permitted in K- 5th if coordinated with the teacher. Please coordinate with the teacher to ensure we have a treat for each child as some of our friends do have food allergies, diet restrictions, etc. We don't want to leave anyone out.
- **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.**

LUNCHES

Tipton Christian Academy WILL NOT be offering School Eatery this school year. Instead, we wil willl have designated lunch orders days throughout the school year. Families will be notified in advanced each lunch day with ordering information and deadlines.

- ***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.**

- ***Lunch Deliveries:***
  - If you are choosing to Door Dash lunch for your child, please call the school and let us to know to expect a delivery. Please be sure to ask that the delivery is dropped at the breezeway doors in the marked "Door Dash crate" outside the doors. We will not allow Door Dash employees to enter the building due to safety concerns. Please order early enough so that the lunch is delivered by your child's lunch time.
  - If you are bringing a lunch for your child, please be sure it is here before their assigned lunch time and that you have clearly labeled the lunch with their name.

Parent/Guardian Lunch Visitor Policy

We welcome family engagement and understand that sharing a lunch with your child at school can be a special experience. To maintain safety, minimize disruptions, and ensure a positive environment for all students, the following guidelines apply:

- **Only parents or legal guardians** (and individuals listed on the student's enrollment sheet) may join their child for lunch.
- Lunch with your child must take place in a **designated area**, such as a family table in the cafeteria or another supervised space.
- Parents may not accompany their child to recess, classrooms, or hallways unless authorized by staff.
- Visitors may bring lunch for themselves and their child only. **Food cannot be shared with other students** due to allergy and dietary safety policies.
- Visitors are expected to **remain only during the child's scheduled lunch period** and return to the office to sign out afterward.

LIBRARY

The school library is a place for reading, learning, research, and quiet reflection. To keep it welcoming and useful for all students, the following rules and expectations apply:

- Students will visit the library weekly during their assigned class time.
- No library materials may leave the library without being checked out.
- If a book is **lost or damaged**, the student may be asked to pay for replacement or repair costs.

TECHNOLOGY

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.

TECHNOLOGY USAGE

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 USAGE 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. 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.

SCHOOL NURSE SERVICES

School Nurse services are provided to support both the overall school population health and safety needs and individual student's acute illness and injury. **The school nurse does not make medical diagnoses.** Therefore, parents must seek medical advice from a licensed independent practitioner.

The School Nurse is located at the Lower School front office area. Office hours are 8:00 to 2:45. At times, the staff nurse may have to be away from campus. If available, a substitute nurse will be assigned. If a substitute is not available, basic health needs and medications will be coordinated through the school offices. In case of emergencies, it is our goal to provide basic first responder care until emergency medical personnel and/or parents assume responsibility.

MEDICAL/HEALTH UPDATES AND "SPECIAL ALERTS"

Any special/diagnosed medical conditions must be documented in the student's official school health record at the time of enrollment. Updates are required annually and through the course of the school year as any new condition arises. A plan of action must be on file with the school nurse; your doctor should be able to provide this. A "Special Alert List" will be provided to your student's principal, teacher, and "special" teachers. If you would like your student's condition to be exempt from this limited use, you may request that the nurse keep the information confidential.

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 the children, no child who appears to be ill will be allowed to stay at school. Before 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. Example – strep, etc.
- All childhood diseases. Examples—chicken pox, measles
- All surgical procedures, including same-day surgeries
- All hospitalizations

FEVER

Please keep your child at home if they have a temperature of 100.4°F or higher. They may return to school only after being fever-free for at least 24 hours without the use of fever-reducing medication. If your child is sent home from school with a fever, they may not return the following day. ***Please do not give anti-fever medicine and send your child to school.***

VOMITTING

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. A medication

authorization form must be filled out for each medication (OTC or prescribed) brought from home to school to be administered daily, as needed or in an emergency. This form can be found on the TCA website under Parent Forms. This form needs to be updated annually and as prescriptions change.

- No student is to be in possession of personal medication. Medications will NOT be administered by the school staff without written consent.
- If your child has a request for an OTC med (Tylenol, Ibuprofen, anti-itch cream, etc.) during the school day, a verbal consent will be required before administering.
- 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 DIASTER PLAN

FIRE

Staff members will take the children out of the closest exit and go to their designated places away from the building. We will remain there until have an "all clear" from the appropriate authorities. Fire drills are conducted monthly 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 leave the building. Tornado drills are conducted regularly at school.

EARTHQUAKE

Staff members will assist all children in getting under any available furniture. Earthquake drills are conducted regularly 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 who can, will notify the police of the situation. The school will then go into a lockdown mode. Lockdown drills are conducted regularly at school.

Tipton Christian Academy

Lower School Student Handbook Receipt

Acknowledgment of Parental/Guardian

Responsibility 2026-2027

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: _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

Please sign and return this document to the school **by August 21st**.