

# Kindergarten – Fifth Grade Parent-Student Handbook

**2024-2025**



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**Covington, TN 38019**

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**[www.tiptonchristianacademy.com](http://www.tiptonchristianacademy.com)**

## **INTRODUCTION**

Our TCA Student Handbook provides comprehensive information ranging from academic policies and procedures to disciplinary expectations. Please take time to review this handbook. Depending on perspective, some rules may seem a bit picky; however, they provide structure and direction conducive to our mission in the Christian school. It is our hope that this handbook conveys clear expectations. May we work together to provide your children and our students the affirmation and accountability they need to ensure success in concert with our mission:

## **MISSION STATEMENT**

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

## **VALUES**

1. Worshipping God and Loving Jesus Passionately.
2. The Word of God is 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.

## **BOARD OF DIRECTORS AND ADMINISTRATION**

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

## **ADMISSION REQUIREMENTS**

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

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

## **TUITION**

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

## **INCIDENTAL FEES**

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

## **LATE FEES**

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

## **DIENROLLMENT 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.

**2024-2025**  
**Tipton Christian Academy**  
**Calendar**

Approved 6/2023

**First Semester**

**Second Semester**

**First Day for all Teachers.....August 1**

**Teachers In-Service Day.....August 2**

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

**Teachers In-Service Day.....August 6**

**Students' First Day .....August 7**  
**Abbreviated Day Students and Teachers -**  
**11:15 Dismissal**

**Students' First Full Day .....August 8**

**School Out/Labor Day .....September 2**

**Parent/Teacher Conferences .... 2:45 to 5:45 pm**  
**Upper School ..... September 24**  
**Lower School ..... September 26**

**End of Quarter One ..... October 4**  
**Abbreviated Day Students - 11:15 Dismissal**  
**Teacher/Administration full day**

**Fall Break.....October 7-11**

**Veterans' Day ..... November 11**  
**No Students/Flex Day for Teachers**

**Abbreviated Day ..... November 22**  
**Abbreviated Day Students and Teachers -**  
**11:15 Dismissal**

**Thanksgiving Holidays .....November 25-29**

**Last Day of First Semester .....December 20**  
**Abbreviated Day Students and Teachers -**  
**11:15 Dismissal**

**Christmas Break ..... Dec. 23 – Jan. 3**

**Flex Day Inservice ..... January 3**

**First Day Students and Teachers ..... January 6**

**Abbreviated Day ..... January 17**  
**Abbreviated Day Students - 11:15 Dismissal**  
**Teacher/Administration full day**

**School Out/MLK Day..... January 20**

**Abbreviated Day ..... February 14**  
**Abbreviated Day Students - 11:15 Dismissal**  
**Teacher/Administration full day**

**School Out/Presidents' Day ..... February 17**

**Parent/Teacher Conferences.....2:45 to 5:45 pm**  
**Upper School..... February 25**  
**Lower School..... February 27**

**End of Quarter 3.....March 14**

**Half day before Spring Break.....March 14**  
**Abbreviated Day Students - 11:15 Dismissal**  
**Teacher/Administration full day**

**Spring Break.....March 17 - 21**

**Easter Break ..... April 18 – April 21**

**Last Day for Students.....May 21**  
**Abbreviated Day Students and Teachers -**  
**11:15 Dismissal**

**Inservice for Teachers .....May 22**

**86 Days 1st Semester / 89 Days 2nd Semester**  
**Standardized testing - April**

Grading Periods	Progress Reports	Report Cards
<b>Q1 8/07-10/04 (42 days)</b>	<b>9/5.....</b>	<b>10/17</b>
<b>Q2 10/14-12/20 (44 days)</b>	<b>11/14 .....</b>	<b>1/9</b>
<b>Q3 1/06-03/14 (48 days)</b>	<b>2/13.....</b>	<b>3/27</b>
<b>Q4 3/24-05/21 (41 days)</b>	<b>4/17.....</b>	<b>5/21</b>

**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**

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

## TRANSPORTATION – ARRIVAL AND DISMISSAL

Transportation of students is a parent's responsibility.

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

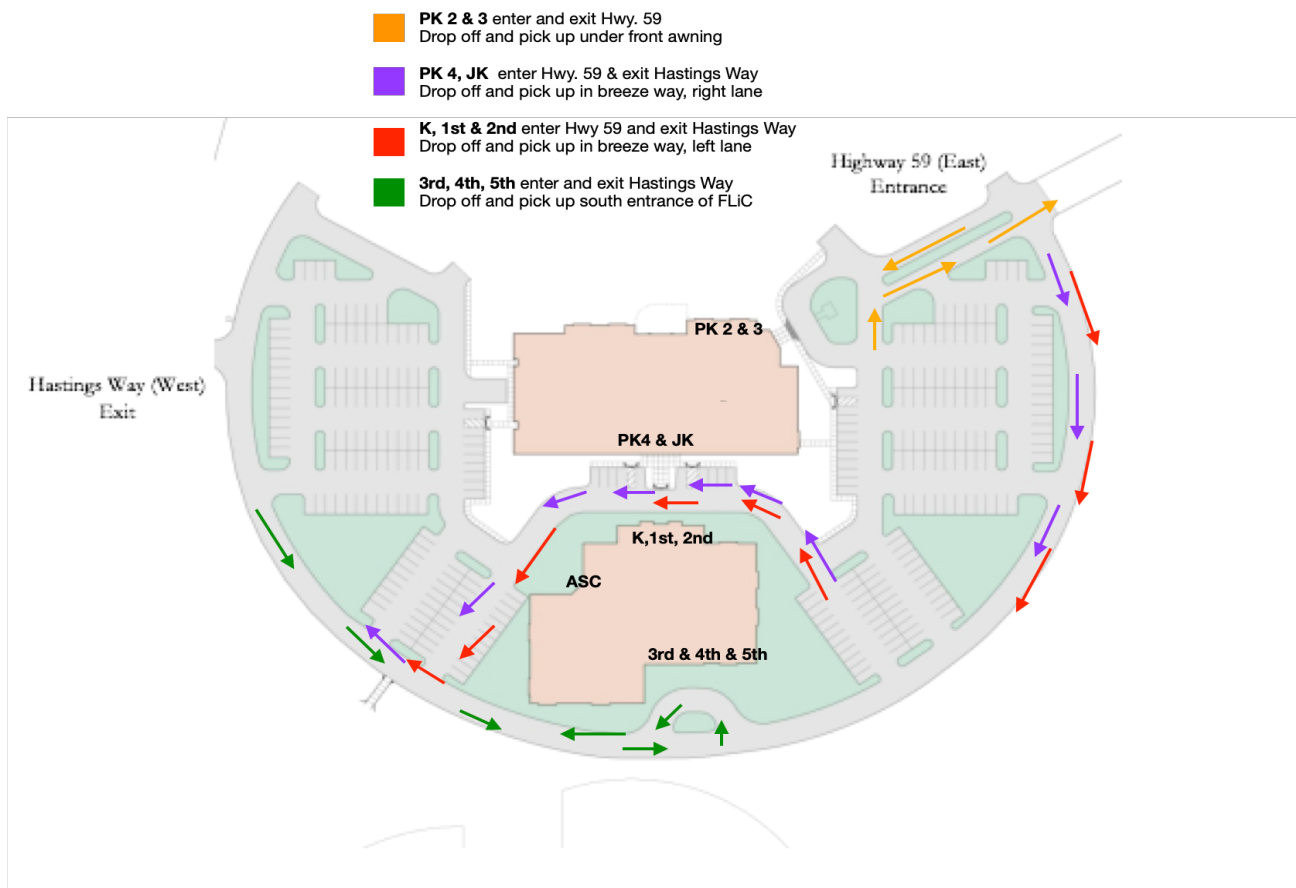
**Grades 3 - 5** students may be dropped off beginning at 7:15 A.M. until 7:45 A.M. each day at the back doors (South entrance) of the school/FLiC

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

**Early checkouts may not be honored after 2:15 pm.**

### Traffic Flow Map

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



## **INCLEMENT WEATHER**

If Tipton Christian Academy is impacted by inclement weather or an act of God, the school will make decisions that we believe serve the best interest of our school and students. Our first consideration will always be the safety of our students and their families. **Therefore, TCA will stand on its own decision, regardless of other local school systems.** Our plans are to utilize several media outlets to notify you of a change in schedule due to inclement weather or other emergencies. We will first send a text/email via Parent Alert. Second, an announcement will be posted on TCA Social Media sites. Third, local TV and radio stations will be notified. We will notify you via these methods by no later than 6:00 a.m. for any decision relating to school closures or delayed opening.

Updates will be provided during the day/week via the mentioned media resources regarding school events that may be impacted. Nonetheless, parents should always exercise their own personal judgment based on individual family needs and/or conditions. **However, we request that you contact your child's teacher by email or phone if your students are not going to attend on a day that TCA is in session.**

## **ABSENCES AND ATTENDANCE**

### **ABSENCES**

Regular attendance is a MUST if students are to progress in their education. The first day a child returns to school after an absence, he/she must bring a dated, written note or email from the parent indicating the reason for the absence to the office. If a student must miss school due to a dentist or doctor appointment, a dentist or doctor's note is required upon return to school. An excuse for absence must be made in writing by the parent(s) or guardians(s) and should include the name of the student, the date(s) he/she was absent, the reason for the absence and the parent's or guardian signature. For a student to be excused by a parent/guardian note, the note must be turned in no later than two (2) days starting the day the student returns to school following his/her absence. Students with excused absences shall take the responsibility to obtain missed assignments from their teachers that are to be made up and are allowed one day for each absence to complete assignments. Absences other than those listed as excused/pre-approved are considered unexcused. Students may not be allowed to make up their missed assignments if an absence is unexcused.

### **EXCUSED ABSENCES**

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

### **PRE-APPROVED ABSENCES**

If you know in advance your child will be absent for any reason other than the excused absences listed above, you **must** submit a preapproved absence form (copy of the form is available at the front desk and online) to the office at minimum five (5) days in advance. If the administration approves the absence, the absence approval slip will be returned to the classroom teacher, and the absence will become excused. Only one pre-excused absence request will be considered each semester.

This form is found online under the tab Parent's Forms.



## **ALLOTTED DAYS ABSENCES**

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

## **PERFECT ATTENDANCE**

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

## **TARDIES**

A student is tardy if he/she arrives on campus after 7:45 A.M. If a student arrives after 7:45 A.M., he/she will be noted as tardy. Every five unexcused tardies in a grading term will result in an unexcused absence. Unexcused absences because 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 unexcused unless they meet the **EXCUSED ABSENCE** criteria.

## **BEHAVIORAL EXPECTATIONS**

### **DISCIPLINE**

Tipton Christian Academy, like any community or organization, must have a basic set of rules for behavior that promotes self-control, character, and an environment where learning can take place. Students are expected to behave in a manner that demonstrates respect for self, others, and recognition of the responsibilities of being part of a Christian educational community. Each teacher has a discipline plan for classroom infractions that teachers present to parents and students at the beginning of the year. These plans address behavior with a system of rules, positive reinforcement and consequences. Overt misconduct will be handled by the administration.

***Overt Misconduct:*** Certain major disciplinary infractions, such as those listed below, but not inclusive, will be considered overt misconduct:

- possession of fireworks
- possession of a weapon\*
- possession or use of tobacco, drugs or alcohol\*
- disrespect towards a member of the faculty or staff
- continued disruption of the learning environment
- inappropriate use of the internet and/or social media\* (see technology policy)
- vandalism\*
- fighting, shoving, and/or other physical harm\*
- bullying/harassment\*
- inappropriate, abusive or obscene language\*
- violence or threats of violence\*
- academic cheating of any type\*

### **\*ACADEMIC INTEGRITY**

Cheating will not be tolerated. Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. All students involved in a cheating incident, including copying homework, will receive a grade of zero (0) on the assignment and an N in conduct for the first offense. Serious consequences for any additional offenses will be evaluated on a case-by-case basis but could include expulsion from school.

### **\*FIGHTING/PHYSICAL HARM:**

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

### **\*WEAPONS AND FIREWORKS**

Any student in possession of weapons, fireworks, or other dangerous objects, including any type of knife or chain, on campus or at any school function will be subject to disciplinary action, including suspension, expulsion, and possible notification of law enforcement agencies. TCA takes its responsibility to protect all students very seriously. Therefore, if a student brings a weapon to school or to a school function the school will likely terminate the student. (A weapon is a gun, knife, or any dangerous object designed or intended to inflict harm on another person.) Possession includes, but is not necessarily limited to, having a weapon in a locker, book- bag, purse, or vehicle.

### **\*VANDALISM**

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

### **\*VIOLENCE OR THREATS OF VIOLENCE**

If TCA determines that a threat of violence is credible and specific, the student making such a threat may be expelled from the school. For purposes of this policy, credible means a reasonable belief or suspicion, determined by the discretion of the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. In those circumstances in which the school determines the threat is likely not credible, the school may suspend the student pending a parent meeting. These include cases in which the student was “just joking”. The school may require students in these circumstances to obtain counseling at the family’s expense from a Christian counselor or other professional agreeable to the school. Students will likely not be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger to himself or to others.

### **\*TOBACCO/ALCOHOL/DRUGS**

Use or possession of tobacco in any form is not allowed. The use of vaping devices of any type is not allowed. Students found to be in possession of any smoking devices will be subject to disciplinary action, including suspension, expulsion, and possible notification of law enforcement agencies. Alcohol and drugs shall not be present or consumed by anyone at TCA or at a TCA-sponsored event. Any student found having possession (including vehicle) or being under the influence of any drugs, narcotics, or alcohol on campus or during school events shall be immediately suspended and subject to expulsion. The administration has the responsibility and authority to take appropriate actions when there is sufficient evidence that problems exist. These actions include but are not limited to, inspection of lockers, vehicles, and/or personal effects. Should illegal substances be discovered during these administrative searches, law enforcement authorities will be notified. TCA reserves the right to conduct random searches with appropriate authorities at any time.

### **\*INAPPROPRIATE, 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 inappropriate, obscene, or abusive language.

## **\*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 the rest of the community. The Bible is clear on its limitations of sexual activity outside the bounds of marriage. As a result, students are to use extreme discretion in their physical relationships. TCA believes that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

## **\*ANTI-BULLYING POLICY**

### **PHILOSOPHY**

We at Tipton Christian Academy believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of Tipton Christian Academy has the responsibility to support and care for each other and to behave in a pleasant and non-threatening fashion. We believe, without exception, that bullying should not be tolerated.

### **DEFINITION**

Bullying is any persistent, willful, and deliberate actions done by an individual or a group to hurt, distress, upset, frighten, or threaten another person or persons. It is not an isolated incident of argument or aggression between students. Bullying can be physical, verbal, emotional or sexual in nature.

#### **Aims of the Policy:**

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

#### **Guidelines:**

As a school community, we expect all incidences of bullying to be reported. The school requires students to:

- Take some form of preventative action when bullying occurs
- Report the incident or suspected incident to a teacher to help break down the code of secrecy

#### **The school recommends that parents:**

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, requests for extra money, damaged clothes, or bruising
- Advise their child to tell a staff member about any incidents of bullying
- Inform the principal of suspected bullying even if their child is not directly affected

#### **The faculty and staff will:**

- 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.

### **\*EXPULSION**

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

## **TECHNOLOGY**

### **TECHNOLOGY USE**

The school's technology devices provide opportunities to explore and use a varied and exciting set of resources including computer/iPad programs and the Internet. The use of computers/iPad must be in support of education and research and must be consistent with the academic expectations of Tipton Christian Academy.

The policy is simple and broad:

- 1) Do not cause damage to or change any settings on the device
- 2) Use the device for school-related work only
- 3) Do not seek to access any areas that would embarrass the school or dishonor the Lord

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

### **INTERNET POSTINGS AND ELECTRONIC COMMUNICATION**

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

Therefore, students who post or communicate disruptive content or contribute to the same may be subject to school discipline for reasons that include but are not limited to:

1. A threat towards a student, teacher, coach, administrator, or other school employee.
2. A false statement or rumor about a student that could damage his reputation or defame his character.

3. Ridicule of faculty, administrators, or staff or disrespect for their authority, their position, or their reputation as an employee in the TCA school community.
4. Use as an instrument of any crime, including but not limited to stalking, distributing pornography, or threatening injury, loss of life, or property.
5. Harassing language or images that might cause a student or staff member emotional or psychological distress, thereby disrupting a class, a school-sponsored event, or otherwise disrupting the school environment.

### **TELEPHONE USE/ CELL PHONES**

The office telephone will be available for student use in case of emergency. Students may NOT carry cell phones during the school day; phones should remain in the student's backpack. If a member of the faculty or staff sees or hears a cell phone during the school day, he or she will confiscate the phone and take it to the office; only the parents may then pick up the phone. Students are not permitted to have cell phones or any other electronic device on school field trips. Appropriate student discipline will be imposed.

### **PERSONAL ELECTRONIC DEVICES**

For purposes of this procedural directive, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include but are not limited to pagers, music and media players, gaming devices, tablets, laptop computers, Apple/Smartwatches, and personal digital assistants. For purposes of this procedural directive, "instructional day" means the period between the start of the school day (7:15 am) and the last scheduled period of the school day (2:45 pm) and any other time in which instruction occurs. PEDs are NOT to be brought to school for use during the instructional day. Students are not permitted to have cell phones or any other electronic device on school field trips since this is still a school function.

### **UNIFORM GUIDELINES**

#### **LOWER SCHOOL (K-5th) DRESS CODE POLICY**

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

The TCA Board of Directors, administration, faculty, and staff feel strongly that a uniform code contributes to the disciplined environment of the school. Recognizing that each person is created in the image of God and their body is a temple, we also recognize that not all body structures are suited to every style of clothing. We endeavor to teach students to make clothing choices that reflect who God created them to be. Students are expected to dress neatly and in a manner that will reflect credit to themselves, their families, and the school.

### **GENERAL UNIFORM AND VENDOR INFORMATION**

- Basic TCA dress code standards will 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.
- 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.
- 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 correct TCA monogram)
- 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

### **Girls: Kindergarten - 5th Grade**

#### ***Standard Dress (Monday, Wednesday, Thursday)***

- Yellow, white, classic navy, or blue polo, available in long or short sleeves (Land's End Only & Must have correct TCA monogram)
- Navy ruffle hem, pleated or polo dress (Land's End Only)
- Navy or khaki ponte' knit dress (Land's End Only)
- 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)***

**\*\*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. **(ALL GIRL'S CHAPEL DAY DRESS ITEMS MUST BE PURCHAED FROM LAND'S END.)**

### ***Spirit Wear (Friday)***

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

## **DRESS DOWN DAY GUIDELINES (ALL K-5 STUDENTS)**

**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.

## **OUTERWEAR**

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

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

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

### **HEADWEAR/ACCESSORIES/BACKPACKS/LUNCHBOXES**

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

Backpacks, 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.

### **JEWELRY / BODY PIERCINGS/GENERAL APPEARANCE**

On campus or at school functions, girls only may wear conventional pierced earrings, but no other jewelry may be worn in a body piercing. Wearing earrings or ear clips by a male student is prohibited. Jewelry must not be distracting or present a safety issue. Tattoos, or body art of any kind, are discouraged and will not be visible during school hours or at school functions. Male students are not allowed to wear nail polish. 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).

### **HAIRSTYLES**

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

### **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 in-school or out-of-school suspension. Parent/Guardian will be contacted as needed.

### **SECURITY**

#### **VISITORS**

- All Visitors must immediately check in at the office before going elsewhere on campus. All school visitors must obtain and wear a visitor's badge and check out when leaving campus.
- Parents, tutors, or other concerned adults may not visit or observe a teacher's classroom without prior permission from the Administrator.
- Non-TCA students who have an interest in attending TCA at a future date should first contact the Admissions Office to request a visit to the campus.



## **CHILD EMERGENCY INFORMATION**

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

## **LUNCHES AND SNACKS HOT LUNCHES**

TCA has partnered with School Eatery to provide daily hot lunch options.

### **BOXED LUNCHES**

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

### **MISSING LUNCH**

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

## **OTHER INFORMATION**

### **SNACKS**

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

### **PARTIES**

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

## **FIELDTRIP GUIDELINES**

We desire to provide field trips in a Christian environment that applies to the instructional programs of the school. 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.

The school administrator is responsible for the administration of TCA field trip policy and regulations. All students and parent/teacher chaperones participating in TCA field trips are subject to the following guidelines. Violations of the TCA field trip policy should be reported immediately to the Administrator. Failure to comply may result in, but is not limited to student, faculty/staff member, and/or parent/guardian from participating in future field trips.

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

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

## **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. Examples – strep, COVID
- All childhood diseases. Examples—chicken pox, measles
- All surgical procedures, including same-day surgeries
- All hospitalizations

## **FEVER**

Please keep child at home if he/she has a temperature of 100.4° or higher. Your child may return to school after he/she is fever-free for at least 24 hours. Your child cannot return to school the next day if sent home from school because of a fever. ***Please do not give anti-fever medicine and send your child to school.***

## **VOMITING**

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

## **DIARRHEA**

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

## **PINK EYE**

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

## **STREP THROAT**

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

## **MEDICATIONS**

- All medications, including prescriptions, for students, K-5th must be kept and dispensed by the office/nurses. The medication needs to be labeled with the child's name, the name of the drug, the date(s) to be given, dosage and directions, and the physician's name.
- **No student is to be in possession of personal medication. Medications will NOT be administered by the school staff without written consent.**
- Emergency medications, such as EpiPens, Inhalers, etc., can be kept securely in the child's classroom if requested by the parent and approved by the school nurse/administration. If such medicines are prescribed, they must be sent to school in the original container with administering instructions and must have the child's name on the package.

## **LICE POLICY**

If a student is found to have lice, he/she will be sent home for treatment. Upon return to school, the student will be rechecked by the nurse. If live lice and untreated nits are found, the student will be sent home for retreatment.

## **EMERGENCY DISASTER PLAN**

### **FIRE**

Staff members will take the children out 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.

## **ACADEMIC GRADING SCALE**

The following legend will be used for all academic evaluations:

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

### **Conduct Grades**

Conduct grades are designated by using “E”, “G”, “S”, or “N”. Conduct grades are represented by the prior letters as Excellent, Good, Satisfactory, or Needs Improvement. The grades are determined by taking into consideration the following: actual behavior in class; respect shown to the teacher and classmates; respect shown to other teachers and staff: prompt compliance to directions, the attitude expressed in class, and respect shown for the property. All students begin their day on “G” and “E” will be earned by going above and beyond the expected behaviors.

## **GRADING**

### **GRADES 1<sup>ST</sup> & 2<sup>ND</sup>**

#### **English-Language Arts (ELA)**

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

#### **Math**

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

#### **Science and Social Studies**

- Participation: 100%

### **GRADES 3<sup>RD</sup>- 5<sup>TH</sup>**

#### **English-Language Arts (ELA)**

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

#### **Math**

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

#### **Science and Social Studies**

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

### **Lower School Retention Policy**

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

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

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

### **Lower School Honor's Expectations (1<sup>st</sup>-5<sup>th</sup> Grades)**

#### **ACADEMIC**

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

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

#### **MAKE-UP WORK/ABSENCE POLICY**

- Make-up assignments will be provided for illnesses after an absence.
- A student who is absent from school will be allotted one day for each day's excused absence to make up work.
- It is a student's/parent's responsibility to obtain the assignments missed during an absence.
- If work is not returned by the due date, 10 points will be deducted for each day it is late.
- If the assignment is not turned in at all, this will result in a failing grade for that assignment.

#### **HOMEWORK POLICY**

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

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

## **Tipton Christian Academy Student Handbook Receipt**

**2024-2025**

### **Acknowledgment of Parental/Guardian Responsibility**

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

**Print Student's Name:** \_\_\_\_\_

**Print Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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