

**2017-2018
Elementary
Student - Parent Handbook**



**TRADERS POINT
CHRISTIAN ACADEMY**

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TPCA does not discriminate on the basis of race, color, national origin, gender or disability either in regard to admission or administration of school programs. TPCA reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the student and/or the school.

Message from the Principal

Greetings Eagle Families:

It is an honor to serve as the principal at Traders Point Christian Academy. As our mission states, Traders Point Christian Academy is a school that challenges and educates students within a framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ. Our parents and staff are dedicated to providing a quality education, while creating personal relationships with our Golden Eagles, their families, and our surrounding community while leading others to a life dedicated to serving our Creator.

As a spiritual leader, it is my role to see that each student is provided with a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, socially, and spiritually. It is my desire as the building principal to help students and teachers meet their full potential by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. My personal belief is that leadership consists of painting pictures of the future, creating goals as a team, listening to responses, and helping the community choose which pictures are the best for the TPCA and our Eagles as individuals.

As an academic leader, I am actively involved in engaging our Eagles so that they become active participants in their own education. Research shows students learn best when involved in the learning process. When students are empowered to take charge of their own education, they will learn how to work more efficiently than if they are simply told what to do. By developing relationships with our Golden Eagles, their teachers and families, and through the data collection process, we are able to individualize instruction that best meets the needs of all learners.

Breaking down barriers through open communication is one of the most rewarding and effective components to leadership. There is significant power in teams and partnerships; they bring the collective wisdom of the group to bear on a problem. When synergy is present, creative solutions emerge. Therefore, as a member of the Traders Point Christian Schools and the surrounding community, I will model collaboration; I will facilitate teamwork with the staff and develop partnerships within the department of education.

My prayer each day is that with guidance from our Lord and Savior, we are able to help each Golden Eagle maximize their academic and spiritual growth in a positive, respectful, and Christ-centered environment that promotes academic progress as well as develops a personal relationship with Christ.

We will learn to “Walk in Wisdom” this year; we will seek God’s favor each day and we covet your prayers.

As always, if you have a question, concern, or would like to meet for prayer, do not hesitate to contact me.

In His service,

Angela Ruiz, Ed.S.

About Traders Point Christian Academy

School Verse

"But those who hope in the Lord will renew their strength. They will soar on wings like eagles..." Isaiah 40:31 NIV

School Mascot

Golden Eagles

School Colors

Purple & Gold

Accreditation

Traders Point Christian Academy is accredited through the Association of Christian Schools International (ACSI), the North Central Association, and as an Indiana Freeway School.

Mission

Traders Point Christian Academy challenges and educates students within the framework of a Biblical worldview while leading them to a personal faith and transformed life in Jesus Christ. (Scripture basis: Romans 12:1-2)

Vision

TPCA will prepare and equip students to reach their highest individual potential and impact the world for Christ.

Mission Description

The school will fulfill this mission by maintaining an educational institution where students may obtain a sound and challenging education based on a Christian worldview and practiced in a Christian community. This education includes age-graded academic instruction and learning experiences, instruction in Bible knowledge and lifestyle, and the reinforced practice of principles for Christian living.

It is our goal to fulfill our mission for quality Christian education in our community and to assist others in extending the impact of this mission as our community grows. Our vision will be characterized by the following descriptions.

Our Core Values

- **Faith:** (belief, trust, confidence in God) We believe Jesus Christ is God's Son and the only Lord and Savior of all creation. We believe a personal faith in Him is essential to the Christian life with personal responsibility to develop and exercise this faith for God's glory. (Matthew 16:13-17; Ephesians 1:3-14; Colossians 1:15-23; Hebrews 9:11-15)
- **Relationships** (Jesus, students, teachers, parents, church and/or community): We believe the school shares a partnership with the parents/guardians and the local church to build a personal relationship between students and Jesus Christ. We believe teachers instruct and serve as role models for students. We believe students have the personal responsibility to apply Biblical truths in their relationships. (Deuteronomy 6:1-9; John 13:12-17; Ephesians 6:4 | Timothy 4:10-16)
- **Understanding** (knowledge and application): We believe God is the pre-existent Creator and the ultimate source of all truth and knowledge. We believe success in education is reflected in a child's confidence and ability to apply what he or she has learned to situations inside and outside of the classroom. We believe a Biblically based education targets the child's mind, body, heart and worldview. We believe intentional learning opportunities develop skills and gifts needed for the completion of each developmental stage. (Genesis 1-2; Proverbs 2:1-11 & 3:1-18; Genesis 1- 2; Romans 1:18-32; Romans 12:1-2; Ephesians 4:20-24)
- **Integrity** (accountability, excellence, honesty, transparency) We believe it is important to prepare our minds for action by applying the principles of Biblical integrity. We believe it is important for the world to see that we are set apart and made Holy, in Christ, so that the world may know Him. (Matthew 5:3-16 & 18:15-17; Acts 2:42-47; Romans 12:3-12, I Corinthians 12:7-11, Galatians 5:22-23; I Peter 1:13-16)
- **Truth** (discernment, wisdom): We believe God's Word, the Bible, is the only source of truth. We believe the Bible provides the instruction and direction which determines our goals, our actions, our speech and the foundation for our relationships with others. (II Timothy 3:16-17; Proverbs 4:20-27; Ephesians 4:25-5:20)

Our Statement of Faith

The leadership and staff of Traders Point Christian Academy accept the teachings of the Bible as the only authoritative source for spiritual guidance. The following statements summarize our basic beliefs and represent the foundation for our operations and the spiritual instruction children will receive at TPCA.

We believe *the Bible* to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).

We believe there is *one God*, eternally existent in three persons—the Father, the Son and the Holy Spirit (Genesis 1:1, Matthew 28:19 and John 10:30).

We believe in the *deity of Christ* (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15 and 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the *absolute necessity of regeneration* by the Holy Spirit for salvation because of the sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:15-21 and 5:24, Romans 3:23 and 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in *the resurrection of both the saved and the lost*—they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in *the physical return of Jesus Christ* to claim the saved and judge the lost (Matthew 24:42-44, 1 Thessalonians 5:1-11, Revelation 19:11-18).

We believe in *the unity of believers in our Lord Jesus Christ* (Romans 8:9, 1 Corinthians 1:13 and 12:12-13, Galatians 3:26-28).

We believe in *the present ministry of the Holy Spirit* by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16 and 6:19-20, Ephesians 4:30 and 5:18).

We believe in *the unique creation of male and female* in the image of God and *in the sanctity of marriage* defined as the union of one man and one woman (Genesis 1:27 and 2:24, Matthew 19:4-6, Ephesians 5:31).

We believe all Christians are *called and gifted by God for ministry* in His Kingdom (Romans 12:3-8, 1 Corinthians 12:7-13).

We believe in *the equality of all peoples* based on the creation of man in God's image and the lack of distinction in God's treatment of people (Genesis 1:26-27, Romans 2:11, Ephesians 2:19).

We believe in the *Lord's Great Commission*, that we are bound to extend the gospel of God to all we reach (Matthew 28:18).

All biblical references are from the New International Version (NIV).

Elementary School Policies and Procedures

Admissions

Online Reenrollment Financial Assistance

All TPCA students must reenroll each year. The Admissions Department will provide instructions and any necessary forms for online reenrollment to currently enrolled students early in the second semester. Students not registered for classes by the stated due date each spring are **not** guaranteed placement for the following fall. Questions regarding student reenrollment should be referred to the Admissions Department.

TPCA families may apply for tuition assistance and Family and Merit scholarships for the upcoming school year in the spring or upon enrollment. Specific instructions and a complete list of available scholarships are available on the TPCA website at www.tpcs.org. Families must re-apply for assistance every year and are awarded aid based on family eligibility. Questions regarding tuition assistance should be referred to the Director of Admissions.

Animals in the Building

Animals are not allowed in the building unless permission has been received in advance from the appropriate principal. The only exception to this policy is assistance providing animals.

Attendance

Learning is sequential and continuity is one of the building blocks for a successful learning experience. It is important for a child to attend each session of class. Indiana State Freeway accreditation mandates school attendance until the age of 18. However, we realize that there are occasions when children must miss school, particularly if the child shows signs of illness, or if there is a family emergency. The school adheres to the following guidelines concerning school attendance.

Procedure to Report an Absence:

- A parent/guardian is to notify the school office, not just the child's teacher, by phone, email (to attendance@tpcs.org) or a note to report a school absence on the day it occurs.
- Voicemail on the school office phone is available 24 hours/day to report an absence. Calls prior to 9:00pm are encouraged and appreciated.
- A call is needed each day a student is absent.
- Please call prior to 2:00pm if an early pick-up is needed. We must have emergency contacts updated.
- See Vacations During the School Year

Excused Absences:

- An absence is excused if the parent notifies the front office of the absence within 24 hours by phone, email, or note.
- A student may have up to ten (10) excused days for absences per semester.
- When a student accumulates seven (7) full day absences in a semester, a review of his attendance will be conducted by administration. A conference may be held to discuss any warranted actions.
- Absences that exceed ten (10) days in a semester may be cause for disciplinary action. A doctor may need to complete a "Certificate of Incapacity" on the child to determine if there is a medical reason for the excessive absences.
- A doctor's note will be required, citing specific health reasons, for extended or excessive absences.
- Parents/guardians must contact the teacher(s) via email or note to request make-up work.
- For each day of excused non-vacation absence, a student will have one day to make up work.

Excessive Absences Due to Chronic or Prolonged Illness: A student who suffers from a prolonged or chronic illness may be eligible for a waiver of consequences for excessive absences. A conference with the school administration is required to discuss this possibility and a certificate of child's incapacity must be provided by the child's doctor. Early notification to school officials is preferred so that a waiver may be established. During an extended illness, parents/guardians should contact the teacher to arrange for classroom work being missed.

Partial Day Absences: Parents are encouraged to schedule their child's appointments during non-school hours. In the event this is not possible, the following guidelines apply:

- *K- Grade 4 students:*

8:21-8:40	Tardy
8:41-10:00	¼ Day Absence
10:01-12:50	½ Day Absence
12:51-3:30	Full Day Absence

- *Grade 5-6 Students:*

8:11-8:30	Tardy
8:31-9:50	¼ Day Absence
9:51-12:40	½ Day Absence
12:41-3:30	Full Day Absence

- The doctor's verification of the appointment should be submitted to the attendance office when the student returns to school after the appointment, whether that occurs on the same day or on the following day.

Unexcused Absences/Truancy: Unexcused absences result in no opportunity for make-up work. Absences are considered unexcused if:

- A parent/guardian does not notify the school office within 24 hours of the absence by phone, email or written note.
- The number of student absences exceeds the number defined in the excused absence section.
- A student is absent from school without the knowledge of the parent/guardian.

Vacations during the School Year: A written letter or e-mail to attendance@tpcs.org notifying the school must be received one week before the first day of the absence. The student must obtain all assignments from each all classes that will be missed during his absence. All assignments are due upon his return from vacation. These days count toward the total of excused absences per semester.

Absent from the Classroom, but Not Considered Absent from School: The Indiana Department of Education allows a student to be absent from the classroom, but not considered absent from school for specific reasons. Students are responsible for making up all school work from such absences. Work is due on the original date unless otherwise specified by the teacher. Non-absences include the following reasons:

- Exhibiting at the State Fair
- Serving as a page in the State Legislature
- Working at the polls during a local or general election
- School-sponsored field trips, which include student council exchange, music programs, and class-related activities
- Subpoena to appear in court
- All In-School or Out-of-School Suspensions

Consequences for Excessive Absences:

- When a student reaches seven (7) excused absences in a semester, a second letter (or email) will be sent indicating that the student is close to the maximum number of allowed absences and is subject to administrative review.
- On the tenth (10) absence, the parent/guardian may speak with an administrator via an in-person or phone conference.
- As a means of emphasizing the importance of school attendance, a student who violates the TPCA attendance policy may receive one or more of the following consequences:
- In-school discipline
- Revoking enrollment status
- Referral to Child Protective Services

Consequences for Unexcused Absences: Unexcused absences may result in prompt consequences which may include detention (i.e. lunch and/or recess, before and/or after school), suspension and/or expulsion. Unexcused absences will result in a zero for any missing school work due that day.

Tardies: When a student misses the beginning of class, it disrupts the learning process of both the student and others. Each student is expected to be in the classroom by 8:20 A.M. (K-4) or 8:10 AM (5-6), but are HIGHLY encouraged to be seated in the classroom at least 5 minutes prior to the morning bell so as not to be counted tardy. Once students enter the room and receive a warm greeting from the teacher, then they are to begin on the morning work assigned. Morning work is crucial learning time that lays a solid foundation and sets the educational tone for the day. Tardies are kept on record in each class throughout the semester.

Types of Tardies:

- *Students are expected to be in their classroom at least 5 minutes prior to the morning bell*
- *Excused Tardies A parent may excuse up to 6 late arrival tardies per semester; tardies beyond this number are to be excused only by the appropriate principal. Parents should call the office the day of the tardy. **Students that are tardy will be utilizing the Ident-a-kid check-in system to ensure accuracy of arrival time.***
- *Tardies in excess of 6 per semester will result in a before school detention. Each subsequent tardy will result in disciplinary action. Parents will receive automatic email notifications through Renweb when the child has reached 5 or more tardies.*
- Unexcused - Beyond 6 excused tardies per semester or when a parent does not notify the office within 24 hours of a school tardy.
- School Related - Tardy as a result of a staff member's approval and written pass.

Arrival and Dismissal

Following are the safety procedures designed to protect the safety of our students, families and staff during arrival and dismissal times:

- The use of cellular phones is prohibited during arrival and dismissal times.
- Children should *never* be left unattended in a car in the parking lot.
- No parking is allowed in front of the building due to fire codes.
- Cars are to travel one way from north to south in front of the building as illustrated on the map that follows.
- The speed limit in the parking lot is 10 MPH.
- Arrival and pick-up times are *not* effective times for parents/guardians to visit with classroom teachers. The teacher's primary responsibility during these times is to give attention to children; therefore, lengthy visits at these crucial times can create frustration for the teacher, the student and the parent/guardian. Please contact the office or teacher to schedule a visit.
- Unless your child needs help getting extra materials into the building, we urge parents/guardians to send students into the building on their own. Students should be ready to get out of the car (passenger's side to avoid accidents) and onto the sidewalk quickly. This practice helps reduce traffic in the driveway during these very busy times.
- Students dropped off prior to 7:40 AM will be sent to Before School Care, at which time parents/guardians will be charged for this service (**see Before/After School Care Handbook for more details). If a child is to meet with one of their teachers, they **MUST** have a note from the teacher stating the time and place in which the student is expected to meet that particular teacher. Students are not allowed in the building before 7:40 AM without being under the direct supervision of an adult.
- It is very important that parents/guardians are prompt in bringing and picking up children. Children are to be in their classroom *no later than* the times indicated on the Arrival Chart. Children who are not in their classroom by these times will be marked tardy.
- Because of the interruption it causes in the learning process, the school strongly discourages mid-session or early pick-up of children. If interruptions are absolutely necessary, they should be limited to illness, doctor's office visits and family emergencies.
- Children who must leave school early must have a written note from their parent/guardian or regular carpool driver; the school *must be notified in writing* in advance. The person picking your child up may be asked for some type of identification to identify themselves.
- All students are dismissed at 3:30 PM.
- Students, who are not picked up within 10 minutes of their scheduled dismissal time, including extra-curricular activities, will be placed in After School Care. Any fees incurred for early drop off and/or late pick-up must be paid in full prior to the release of student records, including grade cards.
- Elementary students *will not* be allowed to remain at an exit door by themselves as it is school policy that all students *must* be supervised by an adult at all times.

Arrival and Dismissal Chart for Elementary School

Class	Earliest Time of Arrival	Start Time	Arrival Location (Main School Entrance)	Dismissal Time	Dismissal Location
Full Day Kindergarten-4th	7: 40 AM (for before care) 8:10 AM (Doors open for student arrival)	8:20 AM		3:30 PM	Front Entrance

****Before care is FREE from 7:40 – 8:10 AM**

** Before and After School Care is available for a fee for K-6 students from 7:00 AM to 7:40.
Drop-offs between 7:00 AM and 7:20 AM will be \$ 5.00 per child & \$ 10.00 per family per day.
Drop-offs between 7:21 AM and 7:40 AM will be \$ 3.00 per child & \$ 6.00 per family per day.

REMINDERS:

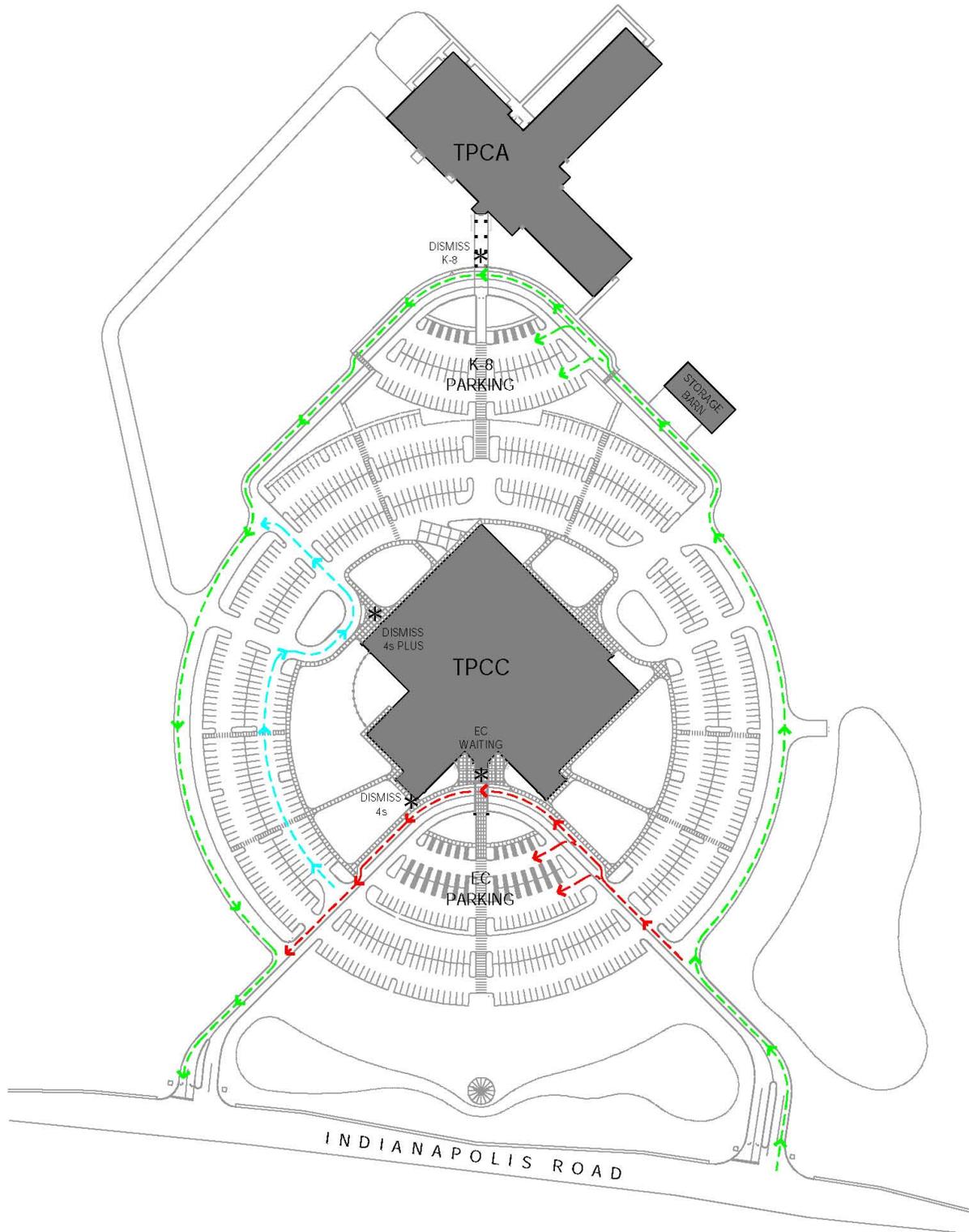
****As highlighted please notify the office by 2:00pm if an early pick-up is needed. Once the dismissal process has begun, the parent or guardian must use the dismissal line or wait until the dismissal process is completed before entering the building to receive their student.**

****If a different person is picking up the student (s) other than adults approved and documented on RenWeb, please make sure to either call, e-mail, or send a note to the homeroom teacher who will inform our front office. We will check the identification of anyone who is not typically on the list.**

**** Ensure that the yellow signs are evident in the windshield. Please receive a copy If a copy of the sign is reproduced, staff members are obligated to ask for ID.**

****Please devise a mutually agreed time with a homeroom teacher in order to have a classroom visitation. The office staff will verify appointments with the teacher. We want to maximize the instructional learning time for students!**

Traffic Patterns for Arrival and Dismissal



PARKING LOT
TRAFFIC PATTERN

Before and After School Care (BASC)

Before and After School Care is available as a fee-based service for any family needing additional care outside of the academic school hours. Our Before and After Care Program provides a safe, engaging and nurturing environment for students requiring these services.

Before School Care is available to Kindergarten through 6th Grade students.

After School Care is available to Kindergarten through 8th Grade students.

Before School Care begins at 7:00 AM and ends when children are dismissed to report to their classrooms. Elementary students (K-4th) will be released at 8:10 AM. ALL students are to use (Door # 2), which is just south of the main entrance. All children will be checked into our Ident-A-Kid system. This system utilizes a time/date stamp that allows us to view all students in our care during each occurrence. This system is also used for billing purposes. Before School care will be Free from 7:40 – 8:10 AM.

After School Care begins at 4:00 p.m., which is at the end of regular dismissal. Any students that are not picked up by 4:00 PM will be entered into After Care, in which fees will apply. After School Care ends each day at 6:00 PM. Parents are required to come inside and sign children out. You may pick-up your child any time between 4:00 and 6:00 PM.

Children are to be picked up no later than 6:00 PM each evening. Families not picking up their children by 6:00 PM will be assessed a late fee.

Program Cost

Before School Care

Drop-offs between 7:00 AM and 7:20 AM will be \$ 5.00 per child & \$ 10.00 per family per day.

Drop-offs between 7:21 AM and 7:40 AM will be \$ 3.00 per child & \$ 6.00 per family per day.

***Before care is FREE from 7:40 – 8:10 AM**

After School Care

Pick-ups between 4:00 PM and 4:59 PM will be \$ 4.00 per child & \$ 6.00 per family per day.

Pick-ups between 5:00 PM and 6:00 PM will be \$ 8.00 per child & \$ 12.00 per family per day.

For more details refer to the Before and After School Care Handbook available on our website at tpcs.org.

Communication

Parents Web: Parents Web is a private and secure parents' portal that will allow you to view academic information specific to your children, while protecting your children's information from others. You may view your child's grades, attendance, homework as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. Specific classroom information and class-wide teacher communication will be found in Parents Web by selecting "Student Information" and "Announcements."

Parent Alert: The Parent Alert Notification Service through Renweb allows us to send a telephone or text message to you in the event of a school emergency or weather closing or delay.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that you update your contact information in Parents Web:

To update your emergency contact information and preferences in Parents Web:

1. Log-in to Parents Web (renweb.com)
2. Click Web Forms
3. Click Custodial Parent Form
4. Update, if necessary, your contact information
5. Choose your communication preferences at the bottom of the screen and save

School Newsletters: School wide newsletters will be sent via email. Nifty News is a weekly, school-wide publication focused on school events and classroom news that pertains to all TPCA families. Parents will also receive monthly elementary, secondary, and athletic newsletters with specific information and updates for those areas of the academy.

Classroom Newsletters and Information: Weekly classroom newsletters and information will now be found on Parents Web by selecting "Student Information" from the main menu and then "Announcements."

Nurse Office Visit Notification: A courtesy email notification is sent each time a student visits the nurse's office for a non-emergency situation. This notification is to inform the parents of the visit and subsequent nursing intervention received by the student. The parent can further determine if the student's primary care physician should be consulted for medical intervention. The primary email for each family will receive this email. It is the parent's/guardian's responsibility to communicate any visit with other family members. The Student Medical Contact and Emergency Information form completed by parents each academic year will be followed in an emergent situation.

Parent Conferences: A conference with your child's teacher is the best opportunity to follow your child's progress in school. These conferences enhance the partnership between the home and the school. Conferences will be held after school the week prior to Fall Break. Additional conferences may be scheduled as needed by either the parent or the teacher.

Classroom teachers are available to respond to notes and e-mails from parents/guardians or to talk with parents/guardians over the phone or during scheduled conference times. We urge parents/guardians with questions and concerns to contact your child's teacher through these options.

Problem Solving and the Matthew 18 Principle: It is the commitment of Traders Point Christian Academy to function as a Christian community. The blending of so many religious backgrounds provides a unique opportunity for the school family to demonstrate true unity under the banner of Christ. (John 17:20-21)

In spite of sincere attempts to avoid misunderstandings and problems within the school, there are times when concerns and conflict arise. It is the policy of the school to approach these problems through the application of what is often called the 'Matthew 18 Principle.' These instructions from the Lord Jesus are found in Matthew 18:15-17. We understand them to mean the following: If a conflict develops between members of our school family (whether students, staff or parents/guardians), the first step is for the two people directly involved to meet together. The goal of this meeting is to resolve the problem and rebuild the relationship through an improved understanding of the issues, a search for alternative solutions and forgiveness for a conflict. The school's leadership is convinced, by biblical standard and by practice, that this is the best and most effective way to solve a problem. If repeated attempts at resolution on a personal level are not successful, then the issue should be taken to the next level of supervision. When students are involved, help should be sought from a teacher. If it is a parent-teacher issue, then it should be brought to the elementary principal. In all cases, a concentrated effort is made by all staff members to first ask if the people most directly involved have talked through the issues. If this has not taken place, the individual will be referred back to the person directly involved.

Dress Code

Biblical teaching is very clear about the importance of modesty in dress and appearance in order that our witness always points to Christ and not ourselves (I Timothy 2:9-10 and I Peter 3:3-4). Clothing and grooming trends continue to challenge this outlook in areas of modesty and presentable appearance, being influenced by both the pop and counter-cultures in a way that creates an atmosphere of sexuality and sloppiness. In addition, these trends have become a distraction in the classroom, and we believe these styles are inappropriate in a Christian education setting. Our goal is to establish parameters by which our students present themselves positively and appropriately in the classroom. The increasingly individualistic culture in which we live makes it necessary for parents, as members of the TPCA community, to take deliberate steps in reminding their students that they are part of something greater than themselves and to foster a sense of unity within the student body (Romans 12:1-2). The following standards are prepared with these goals in mind:

General Rule: Clothing must be modest. Clothing that is too tight, too short, and/or exposes the midriff or undergarments is not acceptable. Clothing should be neat, properly fitted, and not frayed or torn. Pants, shorts and jeans must be worn at the waist.

All shirts and tops must have sleeves. Undershirts (with or without sleeves) are not allowed as the only top. Shorts and skirts must be no shorter than finger-tip length when standing up. Flip-flops and pool-type footwear are not permitted for elementary students. Footwear must be worn at all times while at school. Examples of clothing, grooming, and items not allowed are: baggy pants, baggy shorts, hip huggers, tank tops, spaghetti strap

tops, strapless tops and any clothing or accessories that promote inappropriate or derogatory language, or groups, gangs, alcohol, smoking and/or immoral activities. Also, yoga pants and tights will not be worn as pants. They are allowable if a shirt, sweater, skirt, or shorts are worn over as close as possible to fingertip length. If the length is questionable to a TPCA staff member, the personnel will seek clarification via the administrator. When worn with a regular shirt or sweater they are too revealing. Hats are not to be worn in the building except for special days designated by teacher or administration. Unnaturally colored or styled hair, and earrings on boys are not permitted. *Please refer to Unacceptable Item below.*

Students will not dress in any demeanor that suggests homosexual, bisexual, or transgender behaviors. Our male and female students are expected to conduct themselves in accordance as they are a representation of the mission statement, philosophy, and core values.

Students wearing unacceptable clothing will not be allowed in class and will be required to call a parent to bring replacement clothing before being allowed in class. Repeated offenses will be dealt with according to the school discipline policy. The school board has directed that all decisions of the administration regarding appropriate dress are final.

Unacceptable Items

Items that promote actions, images or beliefs contrary to the Christian beliefs that are promoted within our school are prohibited. The focus of this policy is the avoidance of violence, derogatory speech, attitudes of disrespect and harmful activities. This policy includes, but is not limited to the following items: Halloween items such as witches, skull and cross-bones, ghosts, jack-o-lanterns and goblins; Harry Potter, Wizards of Waverly Place, and other representations of Spiritism and the occult; costumes outside of school spirit weeks in which guidelines are provided for participation, action figures and super heroes *that are violent in nature*; bands or artists controversial to our TPCA beliefs; games built around violence; shows that exemplify disrespect of others and God. Items affected by this policy include show and tell toys, clothing, book bags, tennis shoes, school boxes, folders, tablets, treats, etc. If any of these items are brought to school, they will not be allowed in the classroom, but will be placed in a bag for the child to take home at the end of the day. If these items are repeatedly brought to school, the student's parent/guardian will be notified and disciplinary action taken.

Financial Policies

Fee Types

Enrollment Fee: For new enrollees, this non-refundable fee is due upon acceptance for enrollment and is not applied to total tuition charges.

Tuition Fees: These vary by grade and include: tuition, one day field trips and classroom celebrations.

Book/Technology Fee: This non-refundable fee is to be paid at the time of enrollment/reenrollment

Transportation Fee: This fee will be billed to the student's account.

Students receiving Resource Room services will be billed an additional fee which will be added to their base tuition.

Due dates vary as noted in "Payment Options" below. Tuition Fees are non-refundable except as noted in the "Withdrawals & Dismissals" section below.

Schedule of Payment Options

One-Pay Plan: Traders Point Christian Academy will accept tuition for the full year paid by June 1. Payments will need to be made by cash, check, or credit card. A 1% tuition discount may be deducted if tuition is paid in full by June 1.

Two-Pay Plan: Tuition payments for one-half the total tuition are due June 1 and November 1. Payments may be made by cash, check, or credit card. A ½ % tuition discount per installment may be deducted if paid on time by June 1 and November 1.

Direct Debit Plan: Direct Debit Plan: Tuition payments are automatically deducted from your checking or savings account over 12 months beginning in June, on a monthly (on first business day) or semi-monthly (on 1st and 15th or next business day) basis for a \$35.00 annual fee per family.

Payment Terms

Monthly tuition payments not received by the selected due date are considered late and the related student account will be assessed a \$25.00 late fee.

All payments returned as NSF, whether by check or direct debit, will result in a \$25.00 NSF fee charged to the related student account.

Any balance considered late will result in the academy withholding student records, academic progress reports and testing results until payments on the account have been brought current.

Any non-tuition fees (athletics, library) must be submitted to the TPCA office using cash, check, or credit card within 30 days of the billing date (made payable to Traders Point Christian Schools, Inc.).

Late fee - \$25.00

NSF fee - \$25.00

TPCA may dismiss any student whose account payments are 45 days in arrears. If unexpected circumstances arise which negatively impact a family's ability to make timely payments, the family is responsible for contacting Jennifer Stanley in the Business Office in advance.

Withdrawals and Dismissals: A written notice addressed to the appropriate grade-level principal four weeks in advance is required before withdrawing a child from the school or canceling a confirmed enrollment. All fees and tuition payments are due for the month in which the notice is received and must be current for records to be released.

Refunds of prepaid tuition will only be issued if the prepaid amount exceeds the sum of the required commitment fee, a prorated portion of tuition based on the number of days a student has attended school, and the withdrawal fee (\$200.00 for EC, \$500.00 for K-12). No portion of the advance deposit is refundable and prorated tuition will be based on the tuition paid less the advance deposit.

The Academy reserves the right to expel a child if the administration determines, after appropriate adjustments are attempted, that the behavior is detrimental to himself/herself or others (see Discipline Policies and Procedures).

Family Service Agreement

The board, administration, and faculty of Traders Point Christian Academy recognize and are grateful for the thousands of hours of volunteer service by parents and grandparents of our students. The school's success depends on this partnership between school staff and volunteers. To help facilitate this partnership, we established Family Service Agreement (FSA) the 2014-2015 school year. The goals of the FSA program are to increase parental involvement, enhance learning opportunities for students, lighten the faculty and staff workload, and reduce school costs.

Below are some of the key features of the FSA:

All TPCA families with students enrolled will be required to earn 40 service hours per fiscal year (August-July).

The requirement is for each family, not each student. 40 hours will be required whether a family has 1 or more children enrolled.

FSA hours are not transferrable to other families, but extended family members may serve your hours. For example, a grandparent who wants to serve may do so and those hours will count toward your 40-hour requirement. Children under 18 may not serve these required hours.

Our goal is to be as flexible as we can with opportunities to serve. We will have opportunities not only during the regular school day, but also in the evenings, during the summer, and even on some weekends to accommodate a variety of schedules.

There will be a buy-out option for those families who choose not to serve these hours. FSA hours are valued at \$10 each. The buy-out option is \$400 per family for the year, but this election must be made at the beginning of the year during the registration period.

Unserviced FSA hours will be charged at a rate of \$15 each at the end of the fiscal year. For example, if a family has not chosen to opt out of the program at the beginning of the year and all FSA hours are unserved, a charge of \$600 will be placed on the family's account.

We will have a detailed list of service opportunities on our website: tpcs.org. At the center of the page next to "Quicklinks," select "Volunteers" and then "FSA Opportunities." We expect the opportunities on the list will be continually changing and that the list will be growing, so please check it frequently. This list is just a starting point for the ways you can serve at TPCA and earn FSA hours. If you have a skill or interest that is not represented on this list, please feel free to contact us to explore how we can create an opportunity for you.

We look forward to serving with you! Our volunteers bring such a strong sense of community and service to TPCA. Our school will be even stronger because of this partnership! If you have any questions about this new program, please contact the Volunteer Coordinator, Lisa Carr (lcarr@tpcs.org) or 317.769.2450).

Field Trips

Well-planned class field trips are an important part of a student's learning experiences. They enable students to see, apply, explore and/or experience what is being studied in the classroom. Teachers plan for these carefully and parents are informed about them beforehand. We encourage (and often invite) parents to go with us on these trips. Please be aware of any special conditions that may apply to the trip. (i.e. a limit on number of chaperones, transportation rules, etc.).

Food Service

Since it is essential for effective learning that students have nourishing meals, lunches brought to school should be carefully balanced with appropriate foods. The use of candies and soft drinks for lunchtime is strongly discouraged because of the high sugar content. TPCA also provides hot lunch for purchase on each school day.

Monthly Hot Lunch Orders: Hot lunch is prepared and available at school every day. The lunch menu can be found on Parents Web by selecting "Student Information" and then "Lunch". You may choose to view the menu in a daily, weekly, or monthly format. The lunch menu can also be found on the school website by choosing "lunch menu" from the Quicklinks drop down option on the homepage.

Lunch Payment: Student lunches will be paid for using a pre-pay debit system. You will deposit money in your child's lunch account, who will then use a "debit" card to spend that money on lunch. This card will not leave the lunchroom, and can only be used by your child. As funds run low, you will be alerted via an automated email to add more funds to the lunch account.

You can deposit to the account in three ways (in order of preference):

1. Deposit money electronically with a credit card: From the school website (tpcs.org), select "Add Money to your Lunch Account" from the Quicklinks drop down option on the homepage. You can then securely log in and deposit to the account with a credit card. The money posts to the child's account in real time, so as soon as funds are added to your child's account, they will be available for use by your child.
2. Mail a check payable to TPCA to the school, and Mrs. Stanley will post it to your child's lunch account.
3. Send a check with your child via backpack mail to their teacher. The teacher will give that to Mrs. Stanley to post to their lunch account.

Negative Lunch Balances: Parents will begin receiving automated email alerts when their child's lunch account balance falls below \$5. Once the student lunch account falls below negative (\$10), the child will not be allowed to buy a hot lunch from TPCA. However an alternative lunch of a cheese sandwich, a piece of fruit and a drink will be provided for \$1. This \$1 will be deducted from the child's lunch balance. If you have any questions regarding this program, please contact Fred Means, Director of Operations at fmeans@tpcs.org or (317) 769-2450 EXT 238.

Guests: Guests are welcome during lunch time. However, space for guests is limited due to the number of students eating in each session. All guests must observe the same rules as the students and staff. They also must abide by rules for visitors and sign in at the receptionist's desk. Parents should order lunch if they are eating with their child.

Special Lunches: If a special lunch is being planned for a birthday or guest, the child's teacher should be notified in advance so that adequate seating can be arranged.

If a fast food lunch is brought to the child, the toy often included should be left in the car for the child's enjoyment at a later time. We also ask that parents/guardians bringing in fast food or other special lunches be sensitive to the other students and what is or is not available to them.

Students Without a Lunch: The absence of a lunch creates uncertainty for the student and an extra burden for the teacher. Students without lunch will be allowed to contact a parent/guardian, but if a lunch is not brought in a timely manner, a hot lunch will be provided, and the student's account will be charged a lunch fee for that day.

Health and Safety

Health Records: Each child is required by state health codes to be properly immunized against diphtheria, pertussis/whooping cough, tetanus, measles, mumps, rubella (German measles), hepatitis B, chickenpox, and meningococcal disease. The State Board of Health may expand/modify the list of communicable diseases that require documentation of immunity. A written statement of the child's immunization records by a physician shall be turned into the office no later than the first day of school. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation or a prescription indicating your appointment for immunizations is received within twenty days. If the proper documentation or prescription is not received within those twenty days, the student shall be excused from school until the proper documentation has been filed in the office, unless the parents have filed a religious objection or has obtained a medical exemption submitted by a physician. Children previously enrolled in the school will have their immunization records kept on file. New immunization records need to be completed as students enroll in early childhood classes, kindergarten and sixth grades or if the student is new/transferred into any grade. Each child enrolled is highly encouraged to have a health history completed by the parents AND a physical examination form completed by a physician at the start of the school year. The health history form AND physical examination form completed by a physician MUST be completed for any student athlete and/or those with an acute or chronic ailment (ex: asthma, diabetes, or anything requiring attention by a physician). The physical examination form must state the child's physical condition permits his/her participation in school activities. All Health Record/medical forms are available on the TPCA website under parent/forms/medical and other forms. An, additional Preparticipation Sports Consent and Release form must be completed for every student participating in sports.

Medical Emergency Information & Injuries at School: A Student Medical Emergency Information Form must be on file and kept up-to-date with the school. This form provides emergency phone numbers needed in the case that a medical emergency happens on school grounds. This form must be on file no later than the first day of class and should be updated as soon as changes occur. The school office should be notified of any changes to this information in writing or person. Minor injuries are treated at the school, and the student may return to class. If medical attention is required, the office will follow emergency procedures to take the student to the nearest hospital or hospital specified on the Student Medical Emergency Information Form, and parents/guardians will be contacted immediately.

Illness and Sick Day Guidelines: A child's physical health is a significant factor in their ability to learn each day. When a child does not feel well, it is difficult for them to concentrate on the tasks at hand. In order to help your child learn effectively each day, we ask that parents/guardians watch carefully for signs of illness and fatigue. When a suspected illness at school arises, the child may be sent to the nurse's office for evaluation. Parents/guardians will be contacted when symptoms of illness or communicable disease are present. Some of these symptoms include:

- Fever of 100.0° F or higher
- Vomiting or three or more loose stools/diarrhea
- Rashes with open areas and/or suspected of being contagious.
- Red, irritated eyes with discharge, pink eye
- Signs of communicable disease (strep throat, chicken pox, influenza, pink eye)

Children should remain at home after an illness until all of the following guidelines are met:

- Fever free (99.5° F or lower) for 24 hours without having taken any fever reducing medication
- Free from vomiting and/or diarrhea for 24 hours
- Antibiotics need to be taken for 24 hours for any contagious disease, including pink eye
- Diagnosis of skin rash by a physician, and on any prescribed medication for 24 hours, including ringworm
- Lice (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the school nurse. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the school nurse and parent/guardians for signs of reinfestation is appropriate.

The State Board of Health requires that the occurrence of certain communicable diseases be reported to health authorities. We ask that you immediately report your child's documented cases of strep, chicken pox, influenza, or other communicable diseases to the front office so that the local and state health departments can be notified as soon as possible. The school reserves the right to require a doctor's clearance for a student to return to school whenever school officials feel it necessary to protect the health of either the pupil who has been ill or that of the other pupils in school.

Medications: All medications to be given during school hours must follow these guidelines: By State Board of Health mandate, the school nurse or a designated paraprofessional are the only employees allowed to dispense medication to children. If a child is required to take medication during school hours, the medication must be brought in to school by an adult and in the original container with the signed permission form from the parent/guardian stating the dose and time medication is to be dispensed. If a parent is unable to comply with said policy they must do the following: Contact the school nurse to make an alternate plan that is to be approved by the school nurse.

Medication brought in by the child will not be accepted for dispensing at school, as well as any medication that is not in the original package. The parent will be telephoned to return to school and pick-up the medication if it is brought in by a student. The disciplinary policy will be followed if a student is found to have medication, including over-the-counter or prescription medications on campus. Prescription medication must have the pharmacy label on the container. TPCA, in concert with the National Association of School Nurses guidelines, will not honor requests by parents/guardians to dispense over-the-counter herbs, minerals, and vitamins and other homeopathic products. **No medications, vitamins, herbal pills, etc. may be carried by the student at school.** Disciplinary policy will be followed if students are found to have medications on campus or share medications with another student. The one exception is as follows:

As mandated by the General Assembly of the State of Indiana

Act 376; 5/701: Students with chronic disease or medical condition may possess and self-administer medication for their illness ONLY when the student's parent/guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following information to be completed by a physician and filed annually:

- The student has an acute or chronic disease or medical condition for which the physician has prescribed medications.
- The student has been instructed in how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement described in item 1 must be filed with student's principal annually.

In accordance with state regulations, any medication that is possessed by a school for administration during school hours or at school functions may not be sent home with a student. Medication will only be released to the parents/guardians or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

Reporting of Child Abuse and Neglect: In accordance with state law and school policy, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of

abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Visitors: All visitors to the school, including visiting parents/guardians, are *required* to sign-in at the receptionist's desk using the Ident-A-Kid System. Once properly registered, a "visitor" identification badge will be issued. The identification badge is to be returned to the receptionist and visitors must sign out before exiting the building through the front office. Parents/guests visiting during the school day need to arrange the visit with their child's teacher(s) in advance or communicate through the receptionist. In an effort to improve our safety and security measures during the school day we ask that parents not travel to each child's room "just to say hello."

Students wishing to visit Traders Point Christian Academy for any part of a day must obtain permission from the appropriate age-group principal within a minimum of one day prior to the scheduled visit. Guests will be approved for a visit if:

- Written permission is received from a parent/guardian.
- The guest's parent/guardian has indicated an interest in enrolling for the following year.
- The guest is elementary or middle school age and from out-of-town.
- The visit occurs from September through April.

Our students, parents, visitors, and volunteers will conduct themselves in accordance with our mission statement, philosophy, and core values (Genesis 1:27 & 2:24), and abstain from sexual immorality and behaviors or advances in these areas (including adultery, fornication, homosexual/bisexual/transgender behavior, bestiality, incest, and pornography).

Restroom Facilities: Utilize the facilities based on their biological birth (i.e. Restroom, Locker Room, etc.)

Media Center

Creating lifelong learners with a love of reading is the main objective of time spent in the Media Center. Instruction focuses around information acquisition as well as sparking and nurturing the natural inquisitive nature of students.

With that in mind, below are some general guidelines to maximize the time spent in the Media Center:

- Elementary students routinely visit the Media Center for materials check-out one.
- Secondary students may visit the Media Center as needed for class projects, before or after school hours or during school with a pass from the classroom teacher.
- Students are encouraged to check out materials each visit. Responsibility is learned through book care and returning materials in a timely fashion.
- Kindergarten students may check out one book at a time. Older students may check out two books for personal use and up to three additional books for book buddies or class assignments.
- Additional time in the Media Center is scheduled by the classroom teacher as needed for class projects.
- Computers are available for research and word processing throughout the day with a pass from the student's classroom teacher.
- While no fines are charged for overdue materials, students will not be allowed to check out new books if they have three or more unreturned books
- The replacement cost of any books damaged or not returned at the end of each semester will be billed through the student's tuition account.

Parent Involvement

Proverbs 20:7 states, "*The righteous man leads a blameless life; blessed are his children after him.*" One of the strengths of a Christian school is its parents and guardians. We encourage parents and guardians to take an active part in their child's education, both at home and at school.

Specific ways to be involved include:

- Volunteering at TPCA. There is always a need for volunteers for learning centers, field trips, parties and other classroom activities. In addition, volunteers are regularly needed in the lunchroom, school office, Media Center, as well as other areas.
- Active participation in the *Parent Teacher Fellowship (PTF)*, a group that helps in the coordination of volunteers, special events and some fundraising functions. All parents and guardians are automatically enrolled as members. The PTF holds monthly planning meetings.

- Attendance at a *Board of Directors* meeting. The Board of Directors governs Traders Point Christian Academy and its members are approved by the Traders Point Christian Church elders. Those serving on the school board include parents with children at TPCA, teachers from other schools, the school's Superintendent, two TPCC elders, and others with interest or expertise related to our school's ministry.
- Contributing financially to TPCA beyond tuition. Traders Point Christian Academy operates under the corporate name of Traders Point Christian Schools, Inc., a 501©3 nonprofit organization. Information pertaining to the basic organization and operation of Traders Point Christian Schools is available for viewing in the school administrative office. This information includes the bylaws, board minutes, annual financial reviews and operational policies.

All gifts and donations made to Traders Point Christian Schools, Inc. are tax deductible. Anyone who has named the school as a beneficiary of a will or estate should contact the Director of Finance and Operations to confirm the correct information for this purpose.

Recess Guidelines

Students are expected to behave in a manner that is consistent with Christian standards at all times, both in the classroom and on the playground. It is our goal that each student will develop a level of self-discipline that will allow them to make good choices during playtime, specifically in the area of *words, actions and attitudes*. In the event that a student makes an error in judgment, he/she is expected to accept the discipline and correct the problem.

Realizing that not all circumstances can be accounted for, Biblical standards for words, action and attitudes will be the underlying factor for all discipline on the playground. Under this general guideline, the following are specific "rules" to follow:

- Be respectful to recess supervisors
- Be respectful to others, keeping hands to yourself
- No playing pretend weapons or fighting games (i.e. cops & robbers, war, Yu-gi-oh, Star Wars, etc.).
- Swing on "pockets" only and do not twist on swings
- Standing or sitting on top of the monkey bars is not allowed
- No playing tag on or around/underneath the equipment
- Stay within boundaries of the playground as directed by recess supervisors
- Follow school rules for playground games
- When the recess supervisor blows the whistle, line up immediately
- Enter the building *quietly* after recess

Students using inappropriate, crude, or mean language will have a consequence given by the recess supervisor (sitting out or walking in designated area). Further problems will result in a classroom consequence as well. (Recess supervisor will inform the student's classroom teacher).

Physical aggression of any kind (pushing, kicking, hitting) will not be tolerated. Anyone fighting will be sent to the office immediately. The recess supervisor will complete a discipline referral.

Resource Room

The Resource Room is designed to assist students identified with learning difficulties and/or organizational needs. Students are placed in the Resource Room program based on teacher and/or parent referral, testing results and available openings within the program. There is an additional monthly fee for this program.

Special Days

During holiday seasons, special events are held at school. These times include Grandparents' Day, Veterans Day, Thanksgiving, Christmas, Valentine's Day and Easter. Attempts are made with each holiday and special occasion to recognize the Christian significance of each event. Included on these days are games, treats, stories, songs, and occasional presentations for the parents/guardians. These celebrations are scheduled as close to the holidays as possible. TPCA does not celebrate Halloween because of the many evil and violent practices that are attached to that holiday. The school also does not promote Santa Claus or the Easter Bunny since they detract from the true meaning (Jesus Christ) of Christmas and Easter. If you have any questions please contact your child's teacher.

For elementary students, birthday celebrations are frequently scheduled among these special events. Students whose birthdays are in the summer are scheduled to have their own day (often on their "half" birthday).

Spiritual Life

*“Let us draw near to God with a sincere heart in full assurances of faith . . .”
Hebrews 10:22a*

Chapel: Chapel provides the children a weekly opportunity for praise and spiritual growth in a worship setting. A specific time is set aside each week for elementary students to have a time of praise and worship. Parents/guardians are welcome at all chapel programs.

Decisions for Christ: It is normal for children exposed to Christian instruction to ask spiritual questions and become concerned about their relationship with God and Jesus Christ. Although these questions may come up in the classroom, we believe the foundation for a child’s spiritual life is established in the home. We encourage these first discussions to be held with parents/guardians. We stand ready to be partners with the family in enhancing attitudes and understanding spiritual matters.

If a child shares with a teacher that he/she wants to accept Christ as their personal Savior, our staff will encourage the child in this decision and urge him/her to discuss this with his/her parents/guardians and their pastor. Though children are taught at TPCA to love Christ and to follow him in daily life, at no time will our staff force a child to make a decision for Christ.

Student Publications

The school administration has the right, in its sole discretion, to control what is published, circulated or otherwise distributed to staff, students or parents. Therefore, all student newsletters or publications must receive prior administrative permission before being published.

Telephones

Students are *not permitted* to use the school phones for personal calls except in an emergency and only with permission from the teacher or the office staff. If such a call needs to be made the student will ask for a pass from the teacher and go to the receptionist to make the phone call.

Weather Emergencies

Parent Alert: The Parent Alert Notification Service through Renweb will allow us to send a telephone or text message to you in the event of school emergency or weather closing or delay.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that you update your contact information in Parents Web:

To update your emergency contact information and preferences in Parents Web:

1. Log-in to Parents Web (renweb.com)
2. Click Web Forms
3. Click Custodial Parent Form
4. Update, if necessary, your contact information
5. Choose your communication preferences at the bottom of the screen and save.

Media: In cases where inclement weather may close the school, parents/guardians will be notified via the Parent Alert communication system. In addition, parents should listen to major radio and television stations (such as WIBC, WRTV 6, WISH 8, WTHR 13 and WXIN 59) for Traders Point Christian Academy closings. Because of the number of parents/guardians and children traveling to our school each day and our proximity to several different school systems, we do not always follow the closings of local public schools. Parents/guardians should listen for “Traders Point Christian Academy”.

School Delays: If it appears that a delayed opening will allow for increased safety while permitting us to complete a day of school, the following two-hour delayed schedule will be implemented. Before School Care will be available, for a normal fee, beginning 2 hours prior to the delayed start time.

Full Day Kindergarten-Grade 4 10:20-3:30

Early Closings: There may be occasions when the school must close early due to weather conditions. Should inclement weather worsen during the school day, parents/guardians should be prepared for an early closing, including After School Care. Early dismissals will first be announced using the Parent Alert system, as well as

over the media outlets listed above.

Academic Expectations

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

Colossians 3:23

Academic Honesty

Students at TPCA are expected to work independently on tests, homework and all other assignments unless otherwise specified by the teacher. Any cheating, sharing of answers, informing about the content of a quiz or test, copying or plagiarism will not be tolerated and will result in a grade of zero for the assignment or test. The student will also be referred to the appropriate principal for possible further action. (see Discipline Policies).

Academic Probation

Students may be placed on academic probation in cases where there is no measurable evidence of academic improvement over a minimum of two consecutive quarters during which a student remains at one of the following levels:

- An overall unsatisfactory evaluation in core subjects for grades K-2
- D+ (67-69%) or lower in 6 of the 8 academic subjects in grades 3-5
- Students who do not pass ISTEP or IRead may receive academic intervention/test remediation

Assessments

Various assessment tools are used throughout the school year to aid the teacher in diagnosing both individual and class-wide academic needs that should be addressed.

DIBELS: This assessment is administered to students in grades K-2 two or three times per academic year. The information that is assessed is related to early literacy skills and helps teachers to identify goals for reading groups as well as identifying areas in need of further interventions.

ISTEP+: The state ISTEP+ test is administered to students enrolled in grades 3 through 8 and is administered in the spring according to state requirements. This test provides a good measure of academic progress based on state academic standards in comparison to local and state educational communities. Parents/guardians receive an internet link to the Indiana Department of Education in order to access detailed information regarding their child's performance on this test.

NWEA: The NWEA assessment, a standardized computer test, is administered to TPCA students 2-3 times per academic year. Information from this test is given to parents as a report that shows students growth over time in comparison to their grade level norms and national norms. This test is beneficial as the results help to identify academic goals, progress monitoring and assessing the effectiveness of our curriculum.

Common Formative Assessments: Our highly effective collaborative teams monitor the learning of each student, skill by skill, by capturing the power of commonly developed, formative assessments.

Class Instruction

The elementary school offers instruction in Bible, language arts (reading, handwriting, grammar, spelling and handwriting), math, science, and social studies with their classroom teacher. Other teachers provide instruction/support in art, media center, music, physical education, Spanish, and technology.

Eagle Up Time

Our school is committed to fulfilling the mission by maintaining an educational institution where students may obtain a sound and challenging education. As a professional learning community, we have incorporated 50 minutes of time daily to respond when students need intentional differentiation, intervention and enrichment. Teacher teams focus relentlessly on the essentials of learning.

Grading Scale

Students enrolled in kindergarten through second grade earn the following grades:

- | | |
|---------------|---|
| O—Outstanding | The student consistently exhibits advanced understanding and applies the concepts/skills of the subject area. |
|---------------|---|

S—Satisfactory	The student usually understands and can apply the concepts/skills of this subject area at a satisfactory level.
N—Needs Improvement	The student is learning the basic concepts/skills of this subject at a developing level; he/she is working to reach a satisfactory level.
U—Unsatisfactory	The student does not yet exhibit an understanding of the tasks. He/she is below the needed level of accomplishment.
N/A—Not Applicable	This subject area has not been addressed.
Modified Program	(K-8) When indicated on the report card by an asterisk (*), this indicates that in a specific area of study, the student's program has been adjusted from the standard school expectations in order to meet individual need(s) and/or circumstances. This is done and indicated only with principal permission and will normally be applied to those receiving additional services.

Beginning in the third grade, students earn regular letter grades based on the following percentages:

A+	97-100%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
		F	0-59%

Homework

Homework is assigned to learn subject matter and to reinforce various virtues. Learning to do homework trains a student in acquiring the biblical virtue of responsibility. Homework provides additional practice on concepts introduced in the class. Learning to do homework trains a student in diligence in completing a task. Homework helps a student learn to manage time wisely. Doing homework teaches resourcefulness. Students must show themselves responsible in homework completion in order to take part in any extra-curricular student activities.

All homework later than two days after its due date will be counted as a zero, unless it is an excused absence. Excused absences will be given 2 days per excused day to be made up.

Careful consideration will be given to assigning homework on nights where special events are scheduled.

Student's Responsibility in Completing Assignments:

- To listen well to instruction in class
- To deliver all school communications to the home in a timely manner
- To take home all books and materials needed to complete homework
- To keep a record of homework assignments (assignment planners are provided)
- To complete all assignments and submit them on time/when due

Parent's Responsibility Regarding Homework:

- To provide a workplace at home that is conducive for completing the work
- To read all communications that are sent home from teachers and administration
- To promote their child's independent work

School's Responsibility Regarding Homework:

- To develop a consistent homework assignment routine
- To communicate homework schedules with students and parents/guardians
- To give assignments for which sufficient instruction has been given
- To consider the abilities and special needs of all students within the class
- To inform parents/guardians in a timely manner if the student's assignments are not turned in or if grades are not meeting expectations

Suggested amounts: Keeping these considerations in mind, TPCA suggests the following average* student/grade level amounts of focused homework outside of class with the recognition that a student who is struggling will need to take more time and/or a lighter load:

Kindergarten	0-20 minutes per night**
Grades 1-3	10-45 minutes per night, covering all subjects
Grade 4-6	35-90 minutes per night, covering all subjects

NOTES: * "Average" means that most of the class can complete the work within the time parameters. It is recognized that "per day" is not an absolute, but the weekly average should stay under the maximum daily times five (5). The listing of minimum does not indicate that homework must be given but rather recognizes that students work at differing rates and quality levels.

** "Per night" means outside of the actual class time period even if/when homework is started during class.

Vacations: Short-term, required homework is not to be given over calendared vacation times which are two (2) school days or longer (i.e. Thanksgiving, spring vacation, etc.). Students need the break and family time. It is a good time for students to work on make-up and/or long-term projects if needed. It is wise to remind students of incomplete work before these vacation times. Students may decide for themselves as to work on long-term assignments during these times.

Honor Roll

At the end of each quarter, all students in grades 3-6 who have earned all A's for the previous two quarters will receive high honors. Those students who have received A's and B's will receive honors.

Progress Reports

Progress reports are sent only to the parents/guardians of K-8 students not doing acceptable work. This may also be done more frequently if poor work is noted. These reports are to be signed by the parent and returned to the teacher who sent the report.

Report Cards

Elementary students are issued a report card at the end of each quarter. The first report card is given to parents/guardians at the scheduled Parent/Teacher Conference in October. Report cards for the second and third quarters are sent home with elementary students and mailed to middle school students at the end of these quarters. Final report cards are mailed to all K-8 students within one week of the last day of school and are on RenWeb within one week of receiving their hard copy. Release of evaluations, report cards and records is dependent on the timely payment of all tuition and fees.

Student Records

All students' permanent academic records are considered highly confidential and are strictly protected by the school. These records include, but are not limited to: family information, student information, copies of report cards, attendance, test scores, health records, birth certificate, special education records, and documentation from other schools attended. Parents or guardians are allowed to review their child's academic file if sufficient notice is given to the appropriate principal. Appeals for the purpose of making changes to a student's records must be made in writing to the appropriate principal with the reason for or support of the claim clearly stated.

In order to protect the student and his or her family from unauthorized access to the student's academic records, the school requires that all requests for copies of records for other schools be made in writing with a parent's signature. The school will provide one copy per year of a student's record at no cost to the parent or guardian; additional copies will be provided at \$5 per copy of a complete record per student.

Behavioral Expectations

“Train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.”

1 Timothy 4:7b-8

Appropriate Use of Language

All language in the school should be positive, building others up instead of bringing them down: “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” (Ephesians 4:29) “Do not repay evil with evil or insult with insult, but with blessing.” (1 Peter 3:9) Swearing, sexual remarks or innuendos have no place in a Christian’s vocabulary: “There should be no obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.” (Ephesians 5:4)

Gossip and backbiting are to be avoided: “A perverse man stirs up dissension, and a gossip separates close friends.” (Proverbs 16:28)

Based on Scripture, the following language will not be tolerated:

- Put downs and/or insults of any kind
- Threats
- Sexual remarks, including innuendo or double meaning
- Profanity
- Gossip and backbiting
- Talk that causes dissention and division
- Harassment of any kind
- Racial slurs or remarks
- Any of the above language followed by “I was only kidding”

Consequences for violating inappropriate language guidelines:

- The use of inappropriate language as described above will be immediately addressed by any one of the following: teachers, staff, school administrators and/or church officials using the principles of Matthew 18.
- If the problem persists, the matter will be taken to the next level of administration to work out a solution.
- Violation of school rules will also result in the application of Categories of Misconduct guidelines.

TPCA Bullying Policy

The Indiana House passed legislation, effective 7/1/2013, that redefines bullying. As defined in IC 20-33-8-0.2, bullying is "overt unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

According to this legislation, discipline by the school may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

TPCA incorporates the use of several approaches, including classroom presentations, anti-bullying curriculums, and special speakers, to prevent and reduce bullying by or towards students to ensure an environment that glorifies God. Parents are notified by email or letter when their child or child’s class has participated in anti-bullying efforts and are asked to partner with the school by continuing conversations with their child(ren) about peer relationships, behaviors, and bullying. Parents who are concerned that their child is displaying bullying-type behavior or victim of a bully should contact

one of their child's teachers or administrator for assistance. We ask each student to follow the proper procedures shown below in the event that they believe someone is bullying them or others.

- 1) The bullying recipient should tell the offender to stop the action (i.e. name calling, excluding, etc.). Should the first offense be more serious (i.e. pushing and hitting) then they should report it immediately to the nearest adult.
- 2) Should the bullying behavior continue then it should be reported to the nearest adult. Staff members will investigate the situation in a timely and judicious manner. The investigation should result in a positive resolution between students. A consequence may or may not be deemed necessary depending on the situation.

PLEASE NOTE: Reporting to the nearest adult is extremely important in the investigation of an alleged bullying situation. It is equally important for students to report the situation to their parents, but students should never "wait to tell" (avoiding telling staff) as it places parents in a position where they can't help the situation at home.

Discipline

Purpose: The purpose of discipline is to develop godly character in each individual. Students of Traders Point Christian Academy (TPCA) are expected to behave in a manner that is consistent with Christian standards at all times, both on and off campus. In the event that a student makes an error in judgment, he/she is expected to accept the discipline and correct the problem. It is our goal that each student will develop a level of self-discipline that will allow them to mature and successfully attain their goals.

- The purpose of discipline is to encourage and develop self-discipline. Our desire is for all students to have a heart for doing what is right; moving from the fear of reproof to the love of doing good requires an environment that is preventative and corrective in nature.
- As a community of Christians, we believe it is each individual's responsibility to represent God, their family, their school, and themselves in a positive manner.
- Attending TPCA is a privilege, not a right. Rules and guidelines are designed to define what is considered to be proper behavior. A student's honesty, repentance, and cooperation are indicative of the student's desire to be at TPCA and whether or not he/she is willing to take responsibility for his/her own actions.
- Christian love is at the heart of all discipline. Admonition and chastening are essential parts of genuine love. Firmness without love is harsh, whereas love without firmness is sentimental (and perceived as permissive). The responsibility and the authority to discipline comes from God (Romans 13:1). The child who learns to obey parents and teachers is developing a lifestyle that encourages obedience to God.
- Our goal is to develop young people of character. It is critical that parents support the discipline efforts of the school and help maintain high standards of conduct 24 hours a day, 7 days a week.

It is the desire of the school to demonstrate compassion for the student in any given situation with reconciliation as the goal.

Parental Cooperation: TPCA desires for there to be a positive and constructive working relationship between the school (administrators, teachers, and staff) and a student's parent(s)/guardian as it is essential in fulfilling the mission of TPCA. Accordingly, the school reserves the right not to renew or to terminate a student's enrollment if the school reasonably concludes that the actions of a parent or guardian makes such a positive and constructive relationship impossible. Parents are expected to support the rules of TPCA (and individual classroom rules/policies) and support TPCA's enforcement of them. Parents may be given the opportunity to schedule a classroom visit if it is deemed necessary in order to assist with resolution of a situation involving their child.

School-wide Expectations: In order for our students to reach the goal of self-discipline, they must know what is expected from them. At the beginning of the school year, the students will be given a brief, but thorough, summary of what is expected of them from both the appropriate principal and their classroom teacher(s). These expectations are built around the following principles:

- Show proper respect for God at all times
- Be good stewards of property and facilities
- Be kind and respectful to others at all times
- Practice safety at all times
- Non-educational items should not be brought to school without prior permission from the teacher and/or the administration

Classroom Discipline Procedures: Each teacher is responsible for his/her own classroom discipline policy within the school guidelines. After the behavior has exhausted the teacher's policy (or falls outside of regular classroom procedures/behaviors), an Incident Report will be given according to the following Discipline Guide. A copy of the Incident Report will go to the administrator, a copy will be kept by the teacher, and a third copy will be signed and returned by the parent. Any behavior that is considered to be a risk to anyone will be immediately referred to the appropriate administrator.

Explanation of Disciplinary Terms and Procedures:

Incident Report - serves as a communication tool between the classroom teacher, the parents and administrators.

In-School Suspension (ISS) - a separation from all school activities where interaction with students occur.

- ISS will take place on school grounds during school hours.
- ISS is considered an unexcused absence from class.
- Parents will be informed prior to a student serving the suspension.
- During ISS, the student will be placed in a room where he/she will complete schoolwork being missed during the suspension. Community service within the school may be included during the ISS.
- Students will receive the following credit during an ISS or OSS:
All school work submitted on time will get one letter grade reduction.
If it is submitted late, then a letter grade reduction will be added to the regular late homework policy.

Out-of-School Suspension (OSS) - a separation from school property and all student activities and interaction. OSS will take place off campus and is considered an unexcused absence from class. Parents will be informed prior to the student serving the OSS. This is an alternative that is available and is used at the principal's discretion. The information for the ISS applies here as well.

Students may not participate in any extracurricular events during days on which they are receiving ISS or OSS.

Positive Behavior Support Plan – can be utilized in partnership with parents when a student has on-going misbehavior or misconduct. A plan will be put into place to address the behavior concerns. The RTI (Response to Intervention) may be involved to provide intensive interventions and tools to reduce the frequency of the behavior. Plan will have clear timelines and expectations for behavioral improvements.

Indefinite Out-of-School Suspension - may occur after several attempts have been made to resolve a discipline problem, collect a past-due payment, or to allow for the investigation of a violation that calls for expulsion.

Expulsion - will be recommended if a student's behavior has not improved after proceeding through the appropriate steps of correction or if the student is involved in a serious offense. Expulsion may also be enacted for unresolved academic or disciplinary problems or failure to correct a deficiency specified in probationary admissions (under these circumstances, there will be no refund of pre-paid fees or tuition). A student expelled from TPCA loses his/her privileges as a student or visitor to our campus unless permission is granted by the TPCA administration. After a suitable length of time, an expelled student may reapply for admission assuming adequate remediation and/or repentance is demonstrated.

P.R.A.I.S.E below describes the common language used by faculty, staff, and students to address behavioral expectations. Teachers discuss how to apply P.R.A.I.S.E. across instructional contexts and environments.



Prepare

Therefore, with minds that are alert and fully sober, set your hope on the grace to be brought to you when Jesus Christ is revealed at his coming. 1 Peter 1:13

Preparation is a key component of success.

Respect

Even a child makes himself known by his acts, by whether his conduct is pure and upright. Proverbs 20:11

Respect personal space and property. Also, make respect evident in words, behavior and attitude.

Affirm

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29

Speak well of one another and believe the best of one another.

Integrity

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

Do what is right and honorable even when no one is looking.

Safety

Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and always to be gentle toward everyone. Titus 3: 1-2

Ensure and create a safe environment.

Engage

Do not be sluggish, but imitators of those who through faith and patience inherit the promises. Hebrews 6:12

Demonstrate productivity



K - 4th Grade Discipline Guide 2016-2017

BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Abuse of School Personnel; Physical	Parent/ or potentially Police contact depending on severity of offense			
Abuse of School Personnel; Verbal	Contact Parent	Suspension	<i>Move to Expel</i>	
Bullying	Contact Parent, *RPAC	In-School Suspension	Out-of-School Suspension or <i>Behavior Contract</i>	<i>Move to Expel</i>
Cheating/Plagiarism	Contact Parent, *RPTC	TBD by Administration		
Destruction of School Property/Books	Pay for material or replace	Pay for material or replace *RPAC		
Disruptive Behavior: Includes notes & back talk	Contact Parent	*RPAC	Suspension or <i>Behavior Contract</i>	
Dress Code: Unacceptable Appearance	Correct violation Send home if needed	*RPAC	Suspension or <i>Move to Expel</i>	
Explosives; Bombs, Firecrackers, etc...	<i>Move to Expel</i>			
Failure to Return Signed Document	Contact Parent	*RPAC	<i>Behavior Contract</i>	
Fighting: Assault & Battery	Suspension	<i>Move to Expel</i>		
Fighting: Mutual Combat	Contact Parent; Aggressor may be sent home	*RPTC and Suspension	Suspension	<i>Move to Expel</i>
Forgery	Contact Parent	*RPCA/ Behavior Contract		
Gossip/Notes	Contact Parent, *RPTC	*RPAC / <i>Behavior Contract</i>		

BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Habitual Offender: <i>Behavior Contract</i>	<i>Behavior Contract</i>	Suspension or <i>Move to Expel</i>		
Homework Missed	Contact Parent ,	*RPAC/Behavior Contract		
Leaving Campus After School Care	Parent Notification			
Littering: Inside and/or Outside the Facility	Contact Parent/ 1 day lunch cleanup	1 week grounds cleanup Notify Parent	Suspension or <i>Behavior Contract</i>	Suspension or <i>Move to Expel</i>
Lying/ False Reporting	Contact Parent, *RPTC	*RPAC	Suspension or <i>Behavior Contract</i>	
Objectionable Material: Cell phones, magazines, trading cards, other electronic devices	Immediate removal of object Parent must pick up item from school	Admin./Parent meet	<i>See Habitual Offender</i>	
Profanity: Language, Material, Gestures	Contact Parent, *RPTC	Contact Parent, *RPAC	Suspension or <i>Move to Expel</i>	
Restroom Behavior	Contact Parent *RPTC	Contact Parent *RPAC	Suspension or <i>Behavior Contract</i>	
Threatening	Contact Parent *RPAC	In-School Suspension	Out-of-School Suspension or <i>Behavior Contract</i>	<i>Move to Expel</i>
Spitting or Biting	Contact Parent	*RPTC/and or Suspension	Suspension or <i>Behavior Contract</i>	
Theft: From students and/or staff	Contact Parent Pay or replace	*RPAC	Suspension or <i>Behavior Contract</i>	<i>Move to Expel</i>
Weapons: Possession	Parent and/or Police contact, Possible suspension pending expulsion			

*Required Parent/Teacher Conference (RPTC)

*Required Parent/Administrator Conference (RPAC)

2016-2017 Traders Point Christian Academy

Elementary Student-Parent Handbook Acknowledgement Form

Please sign and return this page to your child's teacher by August 30. This agreement will be kept in your child's active school file. One signed page per family is sufficient. Copies will be made for additional children of the same family.

Student's name: _____ (Please print)
Student's name: _____ (Please print)
Student's name: _____ (Please print)
Student's grade: _____ Teacher's name: _____
Student's grade: _____ Teacher's name: _____
Student's grade: _____ Teacher's name: _____

I/We have read the Parent/Student Handbook and understand the requirements expected of us while our child(ren) is enrolled at Traders Point Christian Academy. I/We understand that the principles contained in this handbook are an extension of the covenant we signed when enrolling our child(ren) at Traders Point Christian Academy.

I/We also give my/our permission for my/our child(ren)'s picture and/or special projects to be used in educational sites (such as but not limited to Artsonia), and promotional materials for Traders Point Christian Academy including the school's web page. Student names and addresses will not be used in any promotional materials created.

_____ Yes, I/we accept the guidelines set forth regarding promotional materials.

_____ No, I/we do not wish to have our child(ren)'s picture(s) or projects represented in promotional materials.

Please check here if you **do not** want to be listed in the 2016-2017 Student Directory

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Guardian's Signature _____ Date _____