

Kindergarten – 8th grade

2025–2026 Parent Handbook



The Mission of Timothy Christian Academy is to provide students with a Christ-centered education which promotes academic excellence and encourages students to develop and use their unique gifts and abilities to serve God and others.

1341 Woodlane Road Eastampton NJ 08060
Phone: 609-261-9578
Fax: 609-261-7122
www.timothychristianacademy.com

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SCHOOL BOARD

Rick Hamilton, Joe Lustig, Maxine Thomas, Yogi Garcia, James Tricoche, Josh Leon

STAFF DIRECTORY

Name	Position	Ext	Email <i>@timothychristianacademy.com</i>
OFFICE			
Dawn Adams	Principal	116	<i>dadams</i>
Becky Pagone	Executive Assistant	102	<i>rpagone</i>
Cindy Treadway	Business/Finance Manager	100	<i>ctreadway</i>
Amanda Morford	Finance Assistant (remote)		<i>amorford</i>
Nikki Knack	Marketing Coordinator (remote/in-person)		<i>nknack</i>
Barb Jones	Front Desk Assistant		<i>bjones</i>
Julie Simunek	School Nurse		<i>nurse</i>
PRESCHOOL			
Sameerah Davis	Kindness Pre-K Teacher, Preschool Administration		<i>sdavis</i>
Natalia Batista	Kindness Pre-K Assistant		<i>nbatista</i>
Tamara Harrity	Faithfulness Preschool Teacher		<i>tharrity</i>
Ginger Patterson	Faithfulness Preschool Assistant		<i>gpatterson</i>
Erica Hartkorn	Peace Preschool Teacher		<i>ehartkorn</i>
Sophia Vanderhoff	Peace Preschool Assistant		<i>svanderhoff</i>
ELEMENTARY			
	Grades K - 5		
Sandi Barrett	K-5 Admin, K-8 Academic Assist Teacher		<i>sbarrett</i>
Diana Trejo	Kindergarten Teacher (September - December)		<i>dtrejo</i>
Jennifer Solt	Kindergarten Teacher (Starting December 2025)		<i>jsolt</i>
Jenny Kramer	Kindergarten Assistant		<i>jkramer</i>
Taylor Platt	Kindergarten Teacher		<i>tplatt</i>
Michelle Matthias	Kindergarten Assistant		<i>mmatthias</i>
Becky Santilli	Gr. 1 Teacher		<i>rsantilli</i>
Courtney Chmielewski	Gr. 1 Assistant		<i>cchmielewski</i>
Heather Mims	Gr. 2 Teacher		<i>hmims</i>
Arianna Irving	Gr. 2 Assistant		<i>airving</i>
Katharine Ebert	Gr. 3 Teacher		<i>kebert</i>
Julianna Ulrich	Gr. 3 Assistant		<i>julrich</i>
Courtney Usher	Gr. 4 Teacher		<i>cusher</i>
Karen Houser	Gr. 5 Teacher		<i>khouser</i>
MIDDLE SCHOOL			
	Grades 6-8		
Amanda Hamilton	Gr 6-8 Admin, Gr.7 English Language Arts & Gr.6-8 History		<i>ahamilton</i>
Gail Eutsey	Gr. 6-8 Math		<i>geutsey</i>
Billie Lisa	Gr. 8 Math		<i>blisa</i>
Charles Muzyczek	Gr 6-8 Bible, Gr. 8 Science & Gr. 8 English Language Arts		<i>cmuzyczek</i>
Lianza Cotton	Gr 6-7 Science, Gr 6 English Language Arts		<i>lcotton</i>

SPECIALS	Preschool – Gr. 8		
Billie Lisa	Gr. K-8 Computer Teacher, MS Electives		<i>blisa</i>
Rachel Martin	Preschool – 8 th gr. PE, MS Electives		<i>rmartin</i>
Julianna Ulrich	Gr. K-8 Art Teacher, Yearbook, MS Electives		<i>julrich</i>
Melissa Pritchard	Gr. 6-8 Music, Gr. 4-8 Concert Band & String Ensemble, Gr. 3-8 Piano, MS Choir & Musical		<i>mpritchard</i>
Devonna Beebe	PS – Gr. 5 Music, K-5 Chorus, MS Elective, Musical		<i>dbeebe</i>
Lianza Cotton	Gr. 5 Spanish, Gr 6-8 Foreign Language		<i>lcotton</i>
AFTERCARE			
	Courtney Chmielewski, Jenny Kramer, Kenzie Martin, Emma Shorter, Kiana Perry		
K-8 ESU			<i>@burlcoschools.org</i>
Michelle Nyce	Compensatory Ed Teacher		<i>mnyce</i>
Jean Hartman	Speech Teacher		<i>jhartman</i>
Andrea Martin	Supplemental Ed Teacher		<i>amartin</i>
Eileen Watcher	Case Manager		<i>ewachter</i>

TIMOTHY CHRISTIAN ACADEMY FOUNDATIONAL STATEMENTS

THE MISSION OF TIMOTHY CHRISTIAN ACADEMY

TCA's mission is to provide students with a Christ-centered education which promotes academic excellence and encourages students to develop and use their unique gifts and abilities to serve God and others.

SCRIPTURAL FOUNDATION

"Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity."
I Timothy 4:12

STATEMENT OF FAITH

- We believe the Bible to be the only inspired, infallible, authoritative Word of God and the only rule of faith and practice. [II Timothy 3:16-17].
- We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. [Matthew 28:19; II Corinthians 13:14].
- We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. [Genesis 1:1; John 1:1-3].
- We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory. [Colossians 1:13-20].
- We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. [Romans 3:23-26; Titus 3:5.]
- We believe that the Lord Jesus Christ is the only mediator between God and Man. [I Timothy 2:5].
- We believe in the ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. [Romans 8:9].
- We believe in the bodily resurrections of both the saved and the lost; the saved unto the resurrection of eternal life, and the lost unto the resurrection of eternal damnation. [John 5:24-25, 28-29].
- We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible. [John 17:20-23; I Corinthians 12:12-13].
- We believe that support and participation in the task of fulfilling the Great Commission is the responsibility of all believers in our Lord Jesus Christ. [Matthew 28:19-20].

THE VISION OF TIMOTHY CHRISTIAN ACADEMY

The TCA Board of Directors, Principal and staff recognize and agree that education begins in the home first [Proverbs 22:6]. TCA seeks to partner with parents to provide the best, well-rounded academic and spiritual education of the children entrusted to us.

TCA is recognized for its caring, godly teachers and its comprehensive program that inspires and trains students to become godly adults. We are careful to maintain an environment where students and staff are loved and nurtured, and where God is honored throughout our curriculum and in all our activities. We strive to reflect Christ's excellence within a Spirit-filled and joyful community. To that end we set goals and implement tools and strategies to achieve the most beneficial spiritual and educational outcomes:

- Teach students that the Lord Jesus Christ is to be preeminent in all of life, including education.
- Encourage students to receive Jesus Christ as their personal Savior.
- Urge students to involve themselves in some form of Christian service.
- Prompt students to participate in civic activities.
- Assist parents in training their children to be effective Christians *in the world but not of the world* by developing within each student a discerning Christian mind.
- Affirm the Bible as the only true Word of God.
- Integrate the Scriptures into all subject areas.
- Encourage the students to become active participants in their local churches.
- Stress Biblical concepts of family, church and community life.
- Teach problem analysis and decision making from a biblical perspective.
- Affirm biblical standards of morality and ethics as *absolute truth*, not relative truth.
- Teach concern for the salvation and welfare of others.
- Model Christian values and principles.
- Maintain a rigorous and competitive academic and extra-curricular program that solidly serves as the basis for high school and college preparation as well as vocational and professional effectiveness.
- Constantly review and update course and program offerings
- Counsel students wisely in the selection of courses and activities
- Provide a positive, challenging, Christ-centered environment for learning
- Provide a Christian-based curriculum

EXPECTED STUDENT OUTCOMES

WHOLE CHILD DEVELOPMENT

- Develop an understanding and application of overall wellness and physical development, as image-bearers of Christ. 1 Corinthians 6:19-20, Genesis 1:27
- Develop a stable self-concept, identifying one's own value in Christ and not in peers or secular world viewpoint. Ephesians 2:10, Genesis 1:26, Psalm 139:13-14
- Demonstrate compassion, empathy and kindness toward others. Ephesians 4:32, Romans 12:10
- Develop interpersonal skills demonstrated by a respect for others and adaptable and cooperative social interactions. Galatians 6:10, Colossians 3:12-14
- Communicate confidently in a manner that is respectful and considerate. Ephesians 4:29, Psalm 19:14
- Assess and manage one's own emotions and actions in light of the biblical fruit of the Spirit. Galatians 5:22-23, Ephesians 4:22-32, Proverbs 19:11
- Apply biblical principles in resolving conflict and in receiving or accepting constructive criticism. Matthew 18:15-20, Proverbs 12:1

SPIRITUAL DEVELOPMENT

- Understand that the Bible is the true, inspired Word of God. 2 Timothy 3:16, Isaiah 40:8
- Understand and articulate the gospel message. Romans 5:8, John 14:6
- Accept Christ as one's own personal Lord and Savior. John 3:16, Acts 16:31
- Seek to live a Christ-centered life demonstrated by the fruit of the Spirit. Galatians 5:22-23, Colossians 3:23, Philippians 2:3-4
- Develop a love for God and the study of His Word. 2 Timothy 2:15, Deuteronomy 6:4-7
- Become a discerning thinker who intentionally applies biblical worldview to draw conclusions and solve problems. Romans 12:2, Philippians 4:8
- Understand and display personal expressions of worship to God. Romans 12:1, Ephesians 5:19-20

- Recognize that man is created uniquely by God with a purpose. Ephesians 2:10, Jeremiah 29:11, Psalm 139:13-14
- Share the gospel and respectfully defend their faith. Philippians 1:15-18, 1 Peter 3:13-17, Romans 1:16

KNOWLEDGE

- Understand and appreciate that all knowledge originates from God. John 1:1-5, Proverbs 1:1-7, Job 12:13
- Exhibit a love for learning and a desire to actively pursue knowledge. Psalm 25:4-5, Proverbs 2:10, Proverbs 19:2
- Demonstrate effective work habits (diligence, independence, consistency, perseverance) that promote current and future academic success. 2 Thessalonians 3: 6-9, Colossians 3:23, Ephesians 6:7
- Develop and apply critical thinking skills. Proverbs 15:28, Philippians 1:9-11
- Take personal ownership of one's own educational experience and achievement. Psalm 119:66, Proverbs 18:15

CHRISTIAN SERVICE

- View all man as created in God's image, treating them with respect. Matthew 7:12, 1 Peter 5:5, Genesis 1:27
- Actively engage in prayer for others in the community and in the world. 1 Timothy 2:1-4, Colossians 4:2-4
- Understand that God commands us to serve others above ourselves. Philippians 2:3-4
- View the needs of others through a Christ-like perspective and respond with acts of service. Galatians 6:6-10, Galatians 5:13
- Demonstrate civic responsibility while upholding biblical principles and using Christ-like words and actions. Romans 13:1, Matthew 22:21, 1 Peter 2:13-14
- Use acts of service to be a light in a dark world, reaching others for Christ. Matthew 5:14-16, Matthew 28:19-20

SCHOOL ACCREDITATION AND LICENSING

Timothy Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools. Timothy Christian Academy adheres to the guidelines within its accreditation standards.

The preschool at TCA also adheres to the guidelines of the State of New Jersey and of ACSI for child care centers. The preschool program at TCA is exempt from the State of New Jersey licensure pursuant to the laws specified in N.J.A.C. 10:122-1.1(a) as our preschool program is "an integral part of a private educational institution or system providing elementary education in grades kindergarten through eighth grade" (Chapter 122 Manual of Requirements for Child Care Centers, page 3).

ADMISSIONS

Eligibility for Enrollment

All new Kindergarten students must submit a copy of the child's birth certificate for validation purposes. Any student grades 1-8 coming from a different school must present their most recent report card and/or transcript for course/grade verification. A placement test may also be given to K – 8 students.

Tuition and Fee Procedures (Refer to Tuition & Fees Schedule for complete listing of policies and procedures.)

- Application, enrollment and textbook/curriculum fees are *non-refundable*.
- Our tuition fees are contracted for the entire school year and are *non-refundable* unless the student withdraws before the start of school. (Exceptions may be granted by the school board and/or principal for reasons including, but not limited to, loss of employment, medical illness, family moves due to a job transfer or if we are not able to admit your child.) If a student enters TCA during the school year, tuition will be determined based on the number of remaining school days out of 180. Tuition will be based on this percentage.
- **Tuition Payment Options – to be selected at the time of (re)enrollment**
 - **10, 11 or 12-Month Installment Plan** – FACTS is used by Christian schools across the country to provide parents a method to divide their payments into equal monthly (or bi-monthly) payments beginning in July/August and ending in May/June. Late enrollment would alter the number of monthly payments accordingly. All monthly payment plans must be processed through FACTS. Payments are made to FACTS by electronic check or credit card.
 - **Prepay Plan** – TCA offers a 3% prepay tuition discount when full payment is made to TCA or collected by FACTS in one payment.
- FACTS payments that are not processed successfully will be charged a \$20 fee by FACTS. TCA does not have control over this fee collected by and for FACTS.
- FACTS will notify you by email when a payment is scheduled. If you need to move a payment date, you must notify the TCA business office no later than 2 business days before the scheduled payment.
- All enrollment fees must be submitted to complete the enrollment process and secure class placement for the school year. Should a waiting list arise in a particular class, the seat of a student who has an incomplete enrollment may be forfeited.
- Non-sufficient fund checks will be assessed a \$25 fee. A money order or cash is required with the replacement of the non-sufficient amount and must include the \$25 returned fee. The replacement amount is due within 3 days from the date of notification.

Textbooks and Textbook Fees

K-8 textbook fees billed to parents/guardians at the start of a school year are used to offset *a portion* of the actual cost of the students' consumable and non-consumable textbooks. All non-consumable textbooks are the property of TCA. Consumable books, such as 'write in' student workbooks, are given to the student at the end of the school year to take home. With the continued increase in the cost of textbooks and shipping, the school remains committed to keeping the textbook fees as affordable as possible to our parents. To this end, it is our expectation that the students' non-consumable textbooks, both hard and soft cover, are usable to the school for a minimum of two school years. Therefore, it is important that students appropriately care for their textbooks, both in and out of school, as is reinforced to them by their teachers.

Newly purchased non-consumable textbooks are now labeled with the year of its purchase on the inside of each book. If a student's non-consumable book is lost, or is deemed unusable at the end of the school year in which the book was purchased, the parent/guardian will be billed for the full replacement cost of the non-consumable textbook.

Probationary Period

The first six weeks that your child is in school is a time for adjustment to our program. If, after this time period, you or we feel that your child is not able to adjust, your child will be removed and tuition recalculated. You will be reimbursed for any overpayment of tuition or be required to pay any unpaid balance.

Withdrawals

Parents may withdraw a child from the program at any time; however, unused tuition may be refunded as per Tuition and Fee Procedures stated above.

Notice of Nondiscriminatory Policy

Timothy Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs and other school administered programs.

PARENT INVOLVEMENT AND COMMUNICATION

Parent Teacher Fellowship - PTF

The PTF is the parent teacher organization for Timothy Christian Academy. The mission of the Parent Teacher Fellowship is to work hand-in-hand with TCA providing opportunities for community service and support to the school, helping it to fulfill its mission of providing students with a quality Christian education. If your child attends Timothy Christian Academy you are automatically a member of the Parent Teacher Fellowship and there is no fee to join. PTF distributes information through school handouts, the school Facebook page, and postings at the school.

TCA School Messenger

The TCA School Messenger is a weekly newsletter sent to all school families via email with news and updates about school events.

School Visitation and Events

Parents are always welcome to visit the school. All visits to the school must be made through the school office with adherence to the sign-in procedure. Classroom visitations may require prior approval from classroom teachers and/or principal. We invite parents to be an integral part of their child's educational development. Parents are encouraged to participate in special activities throughout the year. Be sure to keep abreast of all that is happening at TCA by checking the school calendar and school website often.

Holidays and Special Interest Days

Please refer to the TCA school calendar and/or the school website for exact holiday and special interest days.

Family Portal in FACTS SIS (Student Information System)

All parents are encouraged to take full opportunity to access FACTS Family Portal, our online system to access student grades and other school and classroom information. This system also provides the platform for teacher emails to parents. Usernames and passwords are issued to all families during the admissions process. There is a link to the FACTS Family Portal on the bottom of our website page or you can access it directly at factsmgt.com You may contact the front office with any questions about using the system.

Parent Alert (a part of FACTS SIS/Facts SIS Emergency Alert System)

TCA uses the FACTS SIS emergency alert system, Parent Alert which is a first alert text system that is completely automated and serves the purpose of informing school families of important announcements and school closings. The alert system uses the cell phone numbers populated into FACTS SIS during enrollment.

Snow Closings

Any announcements regarding school closings will be made using the FACTS SIS emergency alert system as described above. In the event of a delayed opening, all students should report no earlier than the time indicated through the alert system. Students will not be permitted in building prior to the indicated time.

SCHOOL DAY SCHEDULE AND DROP OFF/PICK UP PROCEDURES

To ensure the safety of our children please observe the 15-mph speed limit while driving on school property!

K-8th Grade Drop Off Procedures - Be sure to observe the traffic pattern and parking areas on page 14.

- **Academic Day Students** may be dropped off to the side sanctuary door at 8:15 am - 8:30 am. Families may drop off using the car line or by parking in the front church lot and walking children to the side sanctuary door. At 8:30 am the door will be locked, and teachers will be taking their students to their classrooms after salutes and morning announcements. The school day starts at 8:30 am and students will be marked late after that time.

If your child arrives to school after 8:30 am, they must enter the building through the front door to be signed in by you on the early leave/late arrival sheet in the school office. The student is required to receive a late pass from the front office in order to be permitted to class. It is important for the school to be made aware of a student arriving late to ensure the safety and security of the student body. Refer to the Attendance Policy for details.

- **Extended Care Students** are dropped off at the front office reception desk and logged in by a parent/guardian at any time between 7:00 am through 8:15 am. At 8:15 am all K-8 students are moved to the sanctuary as the side sanctuary door is opened for academic day students.

K-8th Grade Pick Up Procedures - Be sure to observe the traffic pattern and parking areas on page 14.

All academic day students must be picked up immediately after school at 3:10 pm. Families may pick up off using the car line or by parking in the front church lot and walking to the sidewalk near the side sanctuary door. The door opens at 3:10 pm and students will be called from the sanctuary to be dismissed. At 3:20 pm academic day students who are not picked up will be placed in the aftercare program with Extended Care students. If your child is not registered as an 'Extended Care' student, you will be billed at our Short Care rate as described below. All students must be picked up by 5:30 pm to avoid an overtime charge of \$2 per minute.

Based on information provided by the parents/guardians on emergency forms and additional student pick up authorization forms, we compile a list of all those people authorized to pick up your child. These forms are required to be completed yearly by all families. We will not allow your child to be released without proper ID and written notification. We require written or email notification from all parents/guardians. Verbal notifications are not permitted. Upon entering the building to pick up your child, you will be required to sign out your child and show necessary ID.

CLOSING TIME AND DAILY LATE FEES

- **Kindergarten – 8th grade Academic Day students** MUST be picked up immediately after school at 3:10 pm. Students who are not picked up when the sanctuary side door closes at 3:20 pm will be placed in aftercare and billed as described below.

Pricing for ‘Short Care’: (Rates are charged in 15-minute increments.)

- o \$8 per hour per child if dropped off to school between 7:00 am – 8:14 am
- o \$8 per hour per child if picked up after school through 5:30 pm

All students must be picked up no later than 5:30 pm. Late charges will be assessed at \$2 per minute per child. Short Care times are recorded through Facts SIS and bills will be emailed to parents.

12:30 PM DISMISSAL DAYS There will be no lunch periods on 12:30 pm dismissal days. All students must be picked up by 12:30 pm to avoid an overtime charge of \$2 per minute.

K-8th GRADE SCHEDULE

In order to accommodate our middle school (grades 6-8) as they transition between classes and teachers, the grades K-8 school day schedule consists of class periods. The Full Day/Extended Care and 12:30 pm dismissal schedule below indicates the class period structure. This class period schedule only applies to K-5th grade for designating class periods and specials classes.

Class Period Schedule (3:10 pm Dismissal)

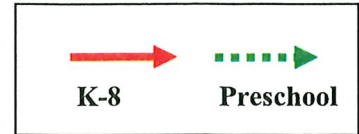
Homeroom	8:30 am – 8:40 am
1 st Period	8:43 am – 9:24 am
2 nd Period	9:27 am – 10:08 am
3 rd Period	10:11 am – 10:52 am
4 th Period	10:55 am – 11:36 am
5 th Period	11:39 am – 12:20 pm
<i>Lunch Times</i>	
K - Gr. 3	11:35 am – 12:05 pm
Gr. 4-8	12:23 pm – 12:53 pm
6 th Period	12:56 pm – 1:37 pm
7 th Period	1:40 pm – 2:21 pm
8 th Period	2:24 pm – 3:05 pm
Dismissal	3:10 pm

Half Day Schedule (12:30 pm Dismissal)

Homeroom/1st period	8:30 am – 8:57 am
2 nd Period	9:00 am – 9:27 am
3 rd Period	9:30 am – 9:57 am
4 th Period	10:00 am – 10:27 am
5 th Period	10:30 am – 10:57 am
6 th Period	11:00 am – 11:27 am
7 th Period	11:30 am – 11:57 am
8 th Period	12:00 pm – 12:27 pm
Dismissal	12:30 pm

AM/PM Drop Off & Pick Up Traffic Pattern

revised 9/2025



Woodlane Road

CHURCH SIGN

TCA SCHOOL ENTRANCE

PRESCHOOL EXIT

K-8 EXIT for LEFT TURN only

K-8 EXIT for RIGHT TURN only

K-8 Parent Parking Area

8:15 am - 8:30 am

3:00 pm - 3:30 pm

Route for Exit LEFT on Woodlane Road

Walkway to/from Parent
Parking Area

Speed Bump

FRONT OF
CHURCH

Sanctuary Entrance
(Drop Off/Pick Up DOOR)

TCA

W
A
L
K
W
A
Y

Exit RIGHT on Woodlane Road

**NO
Parent
Parking**

8:15 am - 8:30 am

3:00 pm - 3:30 pm

Speed Bump

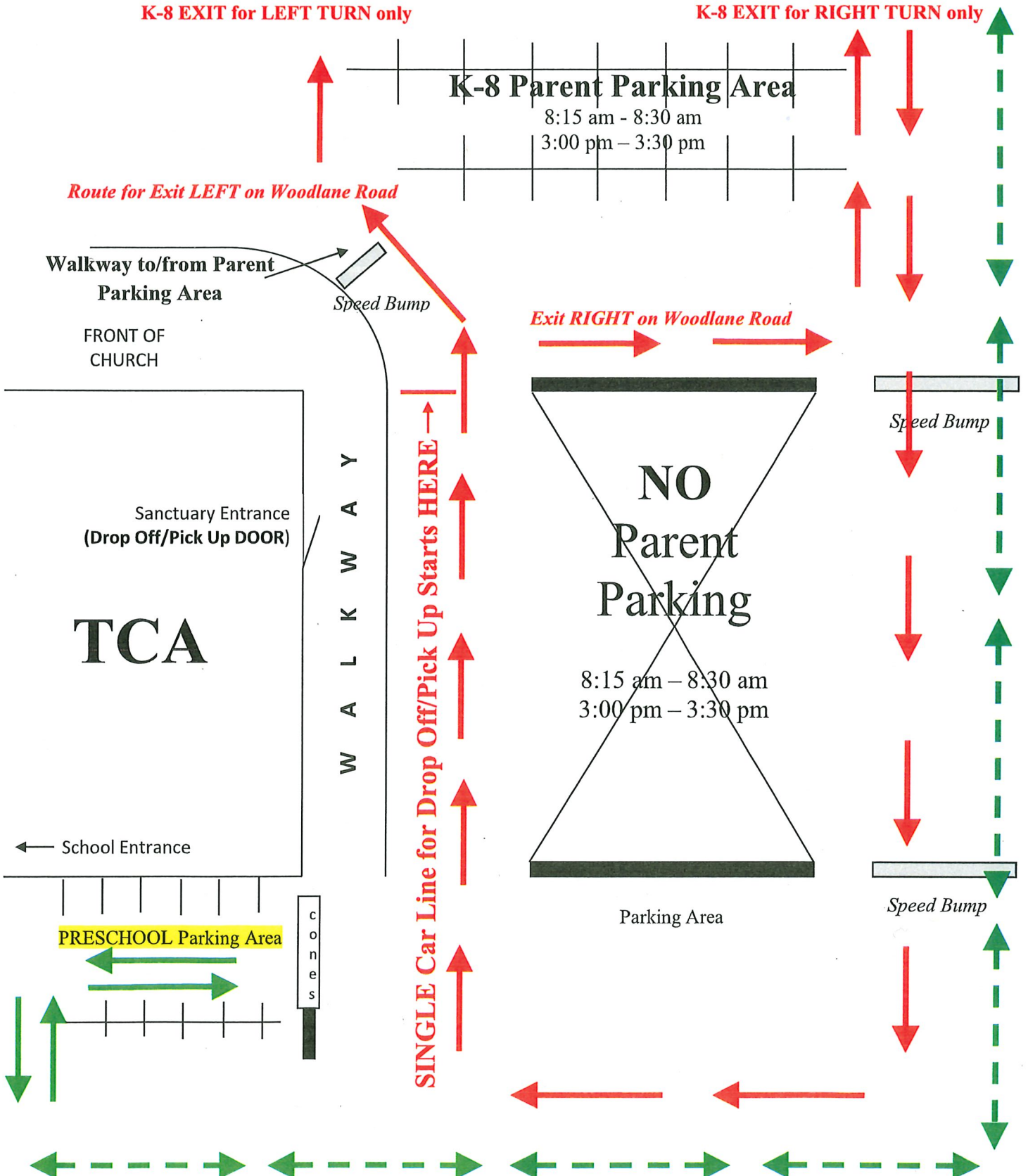
Parking Area

Speed Bump

PRESCHOOL Parking Area

c
o
n
e
s

← School Entrance



Timothy Christian Academy | 2025-2026 CALENDAR Rev. 9/15/25

7/21-8/3 Summer Spirit Wear Sale #1
 2 Meet Your Teacher Event
 3 First Day of School
 8 Gr. 6-8 Back to School Night 6pm
 9/15-9/28 Spirit Wear Sale #2
 16 Back to School Night PS-Gr. 5 6pm
 9/17-10/15 Joe Corbis/Claire's Fundraiser

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 K-8 2nd MP Report Cards
 12-13 NO School-Teacher In-Service
 16 NO School - Presidents' Day
 TBD School Musical

1-2 BNL Fall Pictures
 3 K-8 1st MP Progress Reports
 13 NO School - Columbus Day
 14-15 NO School-Teacher In-Service
 20-24 1:55 Fall Book Fair
 10/2, 10/9, 10/16, 10/23, 10/30, 11/6
 Soccer Shots PS- K 3:30 - 4:05
 9/30, 10/7, 10/21, 10/28, 11/4, 11/11
 K-5 Art Club 3:15 - 4:15
 9/24, 10/1, 10/8, 10/22, 10/29, 11/5
 Gr. 3-8 STEM Club 3:15 - 4:45
 10/2, 10/16, 10/23, 10/30, 11/6, 11/20
 4-8 Cooking Club 3:30 - 4:30

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TBD BNL Spring Pictures & 8th Gr. Graduation Pictures
 4 K-8 3rd MP Progress Reports
 TBD Spirit Wear Sale #5

4 NO School - Election Day (voting in bldg)
 5 K-8 End of 1st MP
 11 Veterans Day Assembly
 11 K-8 1st MP Report Cards
 12-13 NO School - Parent Teacher Conferences
 14 Gr. 6-8 ONLY no school
 TBD Joe Corbis/Claire's Pick Up Day
 TBD Spirit Wear Sale #3
 26 Grandparents Day
 26 12:30 pm Dismissal
 27-28 NO School-Thanksgiving Break

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Month of Military Child
 2 12:30 pm Dismissal
 2 K-8 End of 3rd MP
 3-10 NO School - Easter Break
 16 K-8 3rd MP Report Cards
 4/28-5/1 12:30 pm Dismissal
 4/28-5/1 Teacher In-Service Days
 4/28-5/1 K-8 IOWA Testing
 TBD Science Fair

5 BNL Fall Picture Retakes
 16 K-8 2nd MP Progress Reports
 TBD Christmas Concert
 TBD PS/PK Christmas Program
 19 12:30 pm Dismissal
 12/22-1/2 NO School-Christmas Break

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TBD Spring Concert
 TBD 1:55 Fall Book Fair
 12 K-8 4th MP Progress Reports
 25 NO School - Memorial Day

5 School resumes
 TBD Spirit Wear Sale #4
 19 NO School - M.L. King Day
 27 K-8 End 2nd MP

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TBD Field Day
 TBD 8th Gr. Graduation
 TBD Pre-K Graduation
 8-12 12:30 Dismissal Days
 12 Last Day of School
 12 K-8 End of 4th MP
 15-19 K-8 4th MP Report Cards
 6/22-8/14 Summer Camp

PARENT TEACHER FELLOWSHIP (PTF) events are listed in RED

\ = PS-8 12:30 pm Dismissal with NO EXTENDED CARE

X = School Closed with NO EXTENDED CARE

GRADES K-8 ATTENDANCE POLICY

Regular attendance in school is crucial to the education of students. In harmony with NJ state law, which requires students to attend school during scheduled school hours, TCA requests the cooperation of our school families in ensuring that students maintain a high level of school attendance and that students are not removed from school unless necessary.

A student must be in attendance for a minimum of 4 hours to be recorded as a full day of school. Scheduled half days (12:30 pm dismissal days) of school constitute a full school day. A student must be in attendance for a minimum of 2 hours to be recorded as a full day of school on scheduled half days of school.

ABSENCES

Excused Absences

All absences will be recorded on the student's record. An absence will be considered excused for the following reasons and with the required documentation:

- Student illness with a doctor's note
- Death of a family member (parent note required)
- Quarantine as required by a doctor with a doctor's note
- Doctor appointment which cannot be arranged for any other time (doctor's note required)
- Required court appearance (copy of court summons required)
- Participation in scheduled 'Take Your Child to Work Day' (written documentation from the parent's employer required)
- Religious observance as per NJ State Board of Education Religious Holiday Calendar (with parent note submitted prior to the observance date)

Unexcused Absences

Any other reason for absence not described above or absences without proper documentation as described above will be recorded as an unexcused absence. Scheduled family vacations and illnesses that do not require a doctor's visit also constitute an unexcused absence.

Notification of Absence

Submit all doctors' notes and documentation to the classroom teacher or the school office upon return to school. Parents are encouraged to call or email the office for absences for illnesses that do not require a doctor's visit. Such information will help the school to make any necessary determinations should the student experience excessive absences requiring further attention.

Absences and Grade Level Promotion

Any student in grades K-8 who accumulates more than 25 *excused or unexcused* absences will be subject to loss of school year credit and may be subject to grade level retention. TCA may require summer school hours at TCA (10 hours minimum) as a condition of grade level promotion. Such a requirement will be at the expense of the parent (approximately \$30 per hour). The principal will review all submitted absence excuse documentation and the student's academic record prior to making such a determination. Transcripts of transferring students will not be released until all requirements of promotion are met.

TARDIES

All students are required to be in the building by 8:30 am. All students who arrive after such time must follow the 'Student Drop Off and Pick Up' procedure and will also be recorded as tardy.

Excused and Unexcused Tardies

All tardies will be recorded on the student's record by the school office. A tardy will be considered excused for the following reasons and with the required documentation:

- Doctors or other appointment which cannot be arranged for any other time (doctor's note required)
- Funeral of a family member (parent note required)
- Required court appearance (copy of court summons required)

All other tardy excuses not mentioned above constitute as an unexcused tardy.

In the event of extreme weather or extenuating local traffic issues (including accidents, traffic, and road construction) the school may issue a school wide 'excused tardy'. Parents may be notified as such upon arrival, by email, or via the Facts SIS emergency alert system. This determination may be made at any point before, during, or after the event causing the school wide tardiness.

Accumulation of Tardies

Students who accumulate excessive tardies may be subject to loss of credit for classes which have been missed due to the tardies. TCA may require summer school hours at TCA for these courses (10 hours minimum) as a condition of grade level promotion. Such a requirement will be at the expense of the parent (approximately \$30 per hour).

Revised 9/2025

STUDENT DISCIPLINE

"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

As followers of Christ, students are expected to display godly behaviors and character as outlined in Scripture. This includes a respect for God, authority, one another, and physical space. All TCA students are responsible to adhere to the school rules, follow the courses of study, and submit to the authority of the school staff. TCA staff have the final authority while students are on school property.

Godly discipline is training which leads to gradual and consistent development of self-control, character, orderliness, and efficiency. Discipline includes guiding a child so that they learn to get along with others and learn to obey in an agreeable manner. The result or final goal of discipline is to control oneself in keeping with recognized standards, without the need to be prodded, pressured or otherwise externally forced. The discipline policy of TCA seeks to promote growth and responsibility in students in the confines of a safe and caring environment, directed by staff who adheres to biblical principles.

GRADES K-8

LEVELS OF STUDENT DISCIPLINE

- | | |
|----------|---|
| Level 1: | Teacher implemented discipline and systems/management |
| Level 2: | Teacher initiated email to parent and principal(s) detailing repeated student discipline offenses. |
| Level 3: | A Facts SIS formal discipline (infraction) report is issued by teacher or principal(s) including an accompanying consequence (sanction). Disciplinary actions at this level are a part of the student's permanent record. |
| Level 4: | Principal level discipline (may include demerits, gr. 4-8, or in/out of school suspension) |

STAFF LEVEL DISCIPLINE

Swift and clear communication between parents and teachers is very important to promote growth and improvement in the students. Each classroom teacher will communicate their discipline standards and procedures to the students and their parents. Age appropriateness and individual classroom objectives allow for variations in classroom discipline practices and consequences; however, all classroom discipline practices align with school-wide discipline standards.

Teachers/staff may implement the following consequences when disciplinary infractions occur. Consequences may include:

- verbal warning
- loss of classroom privileges or other in-class actions/consequences
- completion of a reflection form or other student to staff communication
- email to parent/principal(s)
- removal from class
- parent conference
- *lunch time or recess time detention
- Issuance of a Facts SIS formal discipline (infraction) report is issued by teacher or principal(s) including an accompanying consequence (sanction)
- referral to principal.

***Lunch or Recess Detention**

Teachers and/or the principals may assign a detention. K-8 students who are assigned lunch detention will eat lunch with a supervising staff member during their regularly scheduled lunch time (in the lunchroom or in the classroom). Lunch or recess detentions will be served on the day of the infraction or the next day if the infraction occurs after lunch or recess time. Notification of a lunch detention will be emailed to the parents by the issuing staff member. The principal(s) will be notified of all issued lunch detentions. Recess detentions will be communicated to parents at the discretion of the issuing staff member and based on the severity of the disciplinary issue. The duration of a recess detention is at the discretion of the classroom teacher or the principal(s).

Student Cell Phones and Smart Watch Usage

- Student cell phones are not permitted to be used while at school and are to be kept silenced in backpacks or lockers during school hours of 7:00 am - 5:30 pm.
- Cell phones which are “seen” or “heard” during school will be brought to the principal’s office and can be picked up by a parent/guardian at their convenience.
- Smart watches may be used only as a watch for telling time during school hours of 7:00 am - 5:30 pm. Students who use watches to scroll, access/send messages or access apps during school will be asked to remove their watch. The watch will be brought to the principal’s office and can be picked up by a parent/guardian at their convenience.
- Students are not permitted to use cell phones or smart watches while on school class trips. Exceptions may be granted by staff for specific reasons including but not limited to notifying parents for any purpose while on the trip. Misuse of cell phones or smart watches will result in the device being placed in possession of a staff member for the duration of the trip, after which time it will be given directly to a parent or guardian or may be picked up at the principal’s office by a parent/guardian at their convenience.

Student Chromebook Usage

- **K-5 students** have access to classroom Chromebooks which are administered by the teachers for specific academic purposes. Students who use classroom Chromebooks for any purpose other than what is directed by the teacher may lose Chromebook

privileges in the classroom as determined by the classroom teacher or may receive disciplinary actions as noted in the school discipline policy.

- **Gr 6-8 students** are given directed access to individually assigned Chromebooks. Students who use their Chromebook for any purpose other than what is directed by the teacher will receive the following consequences:
 - 1st offense: Lose their Chromebook privileges for one week
 - 2nd offense: Lose their Chromebook privileges for one month
 - 3rd offense: Lose their Chromebook privileges for one marking periodRepeated misuse of the Chromebooks may also result in disciplinary actions as noted in the school discipline policy.

PRINCIPAL LEVEL DISCIPLINE

Principal Level Disciplinary Offenses:

Principal level disciplinary offenses include, but are not limited to:

- Issuance of multiple discipline reports (emails to parents/principals) by staff
- Disrespect/Insubordination
- Improper language
- Stealing
- Cheating
- Bullying (includes any form of verbal, social, physical or psychological abuse)
- Physical aggression and/or fighting
- Destruction of school property

(It is not possible for any list to cover all disciplinary situations. Therefore, it cannot be assumed that unacceptable behaviors not listed are permitted. All such behaviors which are contrary to the standards of TCA will be addressed within the disciplinary policies and procedures.)

Disciplinary referrals to the principal may result in further disciplinary actions including parent conference, demerits, suspension, or expulsion from school, progressively speaking.

Demerits for Grades 4-8:

The principal may use the demerit system for principal- level disciplinary offenses for students in grades 4-8. Multiple demerits will be issued for repeated offenses and may result in the issuance of a disciplinary probation and/or suspension or expulsion from school. The number of demerits issued may vary depending on the severity and the repetitiveness of the offense. The disciplinary action or sequence of actions may be altered to fit the situation when special circumstances exist.

The following demerit amounts serve only as a guideline in determining appropriate disciplinary action.

- 1-2 Demerits: Issuance of multiple discipline reports (emails to parents/principals) by staff
- 2-4 Demerits: Disrespect/Insubordination
- 3-5 Demerits: Improper language
- 3-5 Demerits: Cheating
- 3-5 Demerits: Stealing
- 3-5 Demerits: Destruction of school property
- 6-10 Demerits: Bullying
- 6-10 Demerits: Physical Aggression and/or Fighting

Accrual of Demerits will result in the following actions:

20 Demerits

- Suspension (duration to be determined by the principal(s))

- The student returns to school following suspension on disciplinary probation for 30 school days. Subsequent disciplinary infractions may result in the student receiving an additional suspension from school.

30 Demerits

- Suspension (duration to be determined by the principal(s))
- The principal(s) will determine the student's ability to return to school or his/her ability to continue in school for the current school year or following school year. The principal(s) may consult the school board to assist in reviewing the situation. The student may not be permitted to attend school until the review is conducted and a decision is made.

Suspension:

The principal(s) may issue a suspension from school for principal-level disciplinary offenses or in conjunction with the demerit system as described above. A suspension may also be issued by the principal(s) for any disciplinary offenses which are repetitive or physical in nature including, but not limited to, the disciplinary offenses listed above. Suspensions may be conducted in or out of school for up to 5 school days at the discretion of the principal(s). A student is placed on an automatic 30 day probation upon returning to school following a suspension.

Disciplinary Probation:

A 30 day disciplinary probation is assigned following a suspension from school. This probation serves to provide a focused period of time for the student to show improvement in their behavior and as a means to ascertain the student's ability to continue in the school. Following the probation period, if there is not a satisfactory level of improvement in the area of concern, the probation period may be extended, the student may be asked to withdraw from the school, or a recommendation may be made by the principal(s) for expulsion from school.

Revised 9/2025

TIMOTHY CHRISTIAN ACADEMY ANTI-BULLYING POLICY

Timothy Christian Academy's mission is to provide a quality Christian education in a safe and caring environment. For such an environment to exist, the school must be free from all forms of bullying. The TCA Anti-Bullying Policy works in harmony with the school's mission, biblical standards and the New Jersey Anti-Bullying Bill of Rights Act enacted on January 5, 2011.

An environment that is free from bullying espouses standards of biblical character and behavior.

- "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control." Galatians 5:22-23
- "If it is possible, as far as it depends on you, live at peace with everyone." Romans 12:18
- "Love the Lord your God with all your heart and all your soul and with all your strength and with all your mind; and love your neighbor as yourself." Luke 10:27

Harassment, Intimidation, and Bullying are defined in accordance to the NJ state policy as follows:

"Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

- o Takes place on school property, at any school-sponsored function, or on a school bus, or off school grounds
- o Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- o Has the effect of insulting or demeaning any student or group of students; or
- o Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student."

There generally are four types of bullying behaviors. These behaviors and some examples are identified below

- o *Verbal* – Includes taunting, name calling, malicious teasing or making threats
- o *Psychological* – Includes spreading rumors, purposefully excluding people from activities, breaking up friendships
- o *Physical* – Includes hitting, punching, shoving, spitting or taking personal belongings
- o *Cyberbullying* – Includes using the Internet, mobile phone or other digital technologies to harm others."

Bullying will be addressed and handled at TCA as follows:

- TCA staff will receive regular instruction on the prevention, identification, reporting, and handling of bullying.
- All bullying behavior will be handled in accordance with biblical principles and the discipline policies and procedures, and anti-bullying policy prescribed in the parent handbook.
- Students are not permitted to falsely accuse another of bullying. Such an occurrence will result in disciplinary action.
- Staff is required to address any verbal or written reports of bullying as soon as possible within the day of the occurrence or report being made. Staff will determine if the behavior constitutes bullying according to the policy definitions or if the incident is isolated and can be resolved within the classroom. Not all conflict constitutes bullying behavior. At any time, the staff may include the principal or any designated supervisor in his/her assessment of the situation.
- The principal and any appropriate and designated staff will investigate the incident by interviewing the individuals involved and any witnesses to ascertain if the incident constitutes bullying according to the policy guidelines.
- Should the reported incident not constitute bullying, it will be handled according to the school discipline guidelines and appropriate discipline and incident reports will be given to the parents of both parties involved.
- If bullying behavior is detected, observed or confirmed by the criteria within this policy, the staff member is required to: immediately report the incident to the principal or designated supervisor and is required to document the incident. The safety of the victim will be immediately secured, and all appropriate investigative and disciplinary actions will follow.
- Confirmed incidents of bullying will be handled according to discipline policy guidelines which include but are not limited to the following actions: Immediate contact with the parents of the victim and offender, behavior reports, demerits, suspension, expulsion.
- Copies of all reports will be kept by the principal and will serve as a reference for determining if patterns of bullying behavior exist regarding the offender or the victim.
- Repetitive confirmed reports of bullying by a student will not be tolerated and such occurrences will result in dismissal of the student from the school. TCA reserves the right to treat any single act of bullying as severe enough to warrant immediate dismissal from the school.

Revised 9/2012

K-8 Dress Code and School Uniform Guidelines

At TCA, we believe that in ALL things we represent Christ and His kingdom. Honoring the dress code is just one demonstration of this lifestyle. “Whatever you do, do ALL to the glory of God” 1 Corinthians 10:31

GENERAL GUIDELINES

- All clothing must be well-fitted, clean, neat, and in good repair.
- Uniform shirts may be worn tucked in or untucked, if appropriately sized and well-fitted.
- Coats and jackets are to be removed while in the classroom. Students are permitted to wear approved sweatshirts and outerwear as described below.
- Students must wear their hair in a neat and clean style. Extreme hair styles or colors may not be allowed.
- Students who arrive to school out of dress code may be required to have a parent return to school with the proper attire for their child.

UNIFORM PROVIDERS

LANDS’ END is the primary provider for TCA logo uniforms. Visit www.landsend.com and enter the school code #900158601 to view all available TCA exclusive options for school day and PE day uniforms.

KAMPUS KLOTHES provides TCA logo Spirit Wear clothing options for students and is sold through the Parent Teacher Fellowship. Items are available for purchase during 2-week selling periods in July, September, October, January, and March and are shipped to the school a few weeks later. View samples of Spirit Wear on the TCA website.

K-8 BOYS AND GIRLS SCHOOL UNIFORM (worn on all school days except PE days)

SHIRTS: Evergreen or cobalt blue long or short sleeved Lands’ End polo shirts with the embroidered school logo

SWEATSHIRTS:

- Any color or pattern zip-up or pullover sweatshirt or outerwear can be worn into the building or outdoors. However, only TCA logoed Lands’ End and Kampus Klothes Spirit Wear sweatshirts or outerwear are permitted to be worn **INSIDE** the classroom. Exceptions may be granted for PE or classroom activities which may take place outdoors, requiring warm attire.
- Sweatshirts are not to be worn alone without a uniform shirt underneath.

PANTS, SKIRTS, SKORTS, SHORTS: Pants, skirts, skorts, and shorts may be purchased by any supplier, including Lands’ End; however, bottom wear must meet the following requirements:

BOYS:

- Navy uniform pants or shorts
- No cargo style pants are permitted, including pants with zippers or pockets on the legs.
- Boys in grades 5-8 may wear navy or khaki colored bottom wear.

GIRLS:

- Navy uniform pants, skirts, skorts, and shorts (Skirts, skorts and shorts are to be no shorter than mid-thigh length.)
- Jegging/legging uniform pants are not permitted to be worn.
- Girls are allowed to wear shorts, or navy/white leggings or tights (not black) underneath their skirts.
- Girls in grades 5-8 may wear navy or khaki colored bottom wear.

DRESSES: Girls in grades K-5 are permitted to wear a cobalt blue or evergreen Lands’ End Polo Dress with the embroidered school logo.

GIRLS SOCKS, TIGHTS, LEGGINGS: Knee socks, tights, and leggings worn under skirts, skorts, or uniform dresses must be solid white or navy (not black) in color. Low cut/no-show socks are not required to be within uniform color.

BOYS SOCKS: If wearing uniform shorts, over the calf length socks must be solid white or navy (not black) in color. Calf length socks are not required to be within uniform color when wearing long pants. Low cut/no-show socks are not required to be within uniform color when wearing long pants or shorts.

SHOES:

- Slip on, tie, or Velcro shoes or sneakers are acceptable to wear with the school uniform.
- Shoes must be closed toe and closed heel.
- Shoes are not permitted to 'light up', have inset wheels, or contain excessive embellishments.
- No sandals, work boots, beach footwear, flip-flops, crocs, or slippers.
- Well-fitting boots are permitted during appropriate weather/temperature conditions.

K-8 BOYS AND GIRLS PE DAY UNIFORM (Must be worn only on PE days)

T-SHIRTS:

- Long/short sleeve 'gray heather' Lands' End logo t-shirt.
- Students may also wear Kampus Klothes Spirit Wear long/short sleeve logo t-shirts for PE class.

SWEATSHIRTS: See above sweatshirt guidelines under K-8 Boys and Girls School Uniform.

PANTS:

- Solid navy or solid gray (not black) athletic pants, sweatpants, or shorts are to be worn on PE days.
- Students are not to wear pants with words printed down the pant leg or backside (small brand logos are permitted).
- Shorts should be of appropriate length. Students must be able to bend and play sports while remaining modest,
- Girls are not permitted to wear leggings as their PE uniform pants.
- Also, Lands' End and Kampus Klothes Spirit Wear sweatpants and shorts offer PE pant options.

SHOES: Sneakers must be worn on PE days.

TCA UNIFORM EXCHANGE

The TCA Uniform Exchange, located in the TCA 1st floor hallway, contains gently used uniforms available to all parents free of charge. TCA accepts donations of used/gently worn Lands' End and Kampus Klothes logo items only.

K-8 DRESS CODE ENFORCEMENT PROCEDURE

- K-8 students are expected to abide by the TCA Dress Code and School Uniform Guidelines.
- Dress code will be monitored by the classroom teacher at the start of the day (or during homeroom for gr. 6-8).
- A Dress Code Violation is issued by the teacher when a student comes to school dressed in something that is not written in the Dress Code and School Uniform Guidelines. This includes regular school day and PE uniform.
- Dress Code Violations are tallied monthly by the principal. Students who receive no more than one Dress Code Violation will be permitted to participate in a monthly Dress Code Dress Down Day.

- Dress Code Violations are issued as follows:
First Offense in 1 Month: A written warning will be sent home with the student.
Second Offense in 1 Month: A written notice will be sent home with the student informing them that they are not permitted to participate in the Dress Code Down Day for that month.
Third and Subsequent Offenses in 1 Month: The student will be sent to the office and a parent will be called to bring in appropriate clothing before the student is able to return to class. While a Dress Code Violation is not a behavioral infraction, repeated disregard to the dress code guidelines may result in behavioral consequences issued by the principal(s) including behavior reports, lunchtime detentions, recess detentions, or other age-level appropriate consequences in addition to the student not being permitted to participate in the monthly Dress Code Dress Down Day.

K-8 DRESS DOWN DAYS

On K-8 Dress Down Days, students are expected to dress modestly while observing the following guidelines:

- No exposed midriffs, no spaghetti straps or shirts which reveal cleavage.
- No pants with words across the backside.
- All clothing should be free from any questionable or inappropriate images or phrases.
- All clothing should be well-fitting, not excessively tight, clingy, or see-through.
- Girls' leggings must be worn with a shirt which covers the bottom.

Revised 7/2025

ACADEMIC PROCEDURES

Progress Reports

Progress reports will be sent home for every Kindergarten through 8th grade student during the first marking period. During the other marking periods, progress reports will be issued to students with averages of C- (75) or below in their courses.

Parent-Teacher Conferences

Parents are given the opportunity to schedule a Parent-Teacher Conference with their child's teacher in November of each school year. This conference is in addition to the regular communication that takes place throughout the school year between the teacher and the home. During these conferences, teachers will discuss with parents their child's development and progress in class.

K-8 Progress Reports, Marking Periods and Report Cards

October 3	1 st Marking Period Progress Report	March 4	3 rd Marking Period Progress Report
November 5	1 st Marking Period Ends	April 2	3 rd Marking Period Ends
November 11	1 st Marking Period Report Cards	April 16	3 rd Marking Period Report Cards
December 16	2 nd Marking Period Progress Report	May 12	4 th Marking Period Progress Report
January 27	2 nd Marking Period Ends	June 12	4 th Marking Period End
February 2	2 nd Marking Period Report Cards	Emailed	4 th Marking Period Report Cards

GRADES K-1 GRADING PROCEDURES

Numerical Grading Scale for Academic Subjects and Skill/Ability Indicators

1	Mastered	Demonstrates extensive mastery of concepts and skills
2	On Grade Level	Demonstrates sufficient mastery of concepts and skills with little or no assistance
3	Emerging	Demonstrates partial mastery of concepts and skills, even with assistance
4	Deficient	Demonstrates little or no mastery of concepts and skills, even with assistance

Performance Grading Scale for Specials and Handwriting

E	Excellent
S+, S, S-	Satisfactory
N+, N, N-	Needs Improvement
U	Unsatisfactory
NE	Not Evaluated

GRADES 2-8 GRADING PROCEDURES

Letter/Numerical Grading Scale for Academic Subjects

A+	99-100	C+	80-82
A	94-98	C	76-79
A-	92-93	C-	74-75
B+	89-91	D+	71-73
B	85-88	D	67-70
B-	83-84	D-	65-66
		F below	64 and

Performance Grading Scale for Specials and Handwriting (Gr. 2-5)

E	Excellent
S+, S, S-	Satisfactory
N+, N, N-	Needs Improvement
U	Unsatisfactory
NE	Not Evaluated

Numerical Grading Scale for Skill/Ability Indicators (Gr. 2-5)

1	Mastered	Demonstrates extensive mastery of concepts and skills
2	On Grade Level	Demonstrates sufficient mastery of concepts and skills with little or no assistance
3	Emerging	Demonstrates partial mastery of concepts and skills, even with assistance
4	Deficient	Demonstrates little or no mastery of concepts and skills, even with assistance

Pass (P) or Fail (F) Designations (K-8) are issued for courses which do not receive letter/numerical grades, performance scale assessments or skill/ability indicators.

PRINCIPAL'S LIST and HONOR ROLL are distinctions awarded to students in grades 2-8.

Principal's List: A student must receive all A's in all classes and receive no grade below an 'S' in any class to qualify for Principal's List. (Handwriting grades are not considered for this certificate.)

Honor Roll: A student must receive all A's and B's in all classes and receive no grade below an 'S' in any class to qualify for Honor Roll. (Handwriting grades are not considered for this certificate.)

RETENTION AND SUMMER SCHOOL

Summer school or grade level retention may be required in the event of excessive absenteeism or tardiness. Refer to the Attendance Policy for details.

Summer school or grade level detention may be required or recommended when a minimum of two major subjects have failing averages for the year or when student performance does not adequately prepare the student for the next grade level course work. Required summer school hours are assigned at the discretion of the principal.

GENERAL SCHOOL PROCEDURES

SCHOOL FIELD TRIPS

Field trips are considered an important part of the educational program and are taken periodically to nearby places. The staff will provide the same responsible supervision for these excursions as is provided while in attendance at TCA. Permission for your child to participate in such excursions is required and an appropriate fee will be assessed for the cost of the trip. Teachers may seek parents/guardians to assist as volunteers. However, not all parents/guardians may be able to attend all field trips and/or ride the bus. We will try to accommodate any parents/guardians that would like to attend a field trip and/or ride the bus.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send cookies, cupcakes or other finger desserts to share with their child's class on birthdays or special occasions. No cakes and candles are allowed. Please be mindful that there may be student food allergies in your child's class. It is important that you communicate with your child's teacher several days in advance to inform them that you will be bringing in a treat. This will also provide opportunity for alternate arrangements to be made for students with allergies.

PARTY INVITATIONS

Out of respect for all students, please be mindful that party invitations cannot be passed out at school unless every classmate is receiving an invitation or all students of the same gender are receiving invitations.

INDOOR AND OUTDOOR PLAY GUIDELINES

All students are provided various opportunities during the day for indoor/outdoor play. Such time will take place either indoors or outdoors depending on the weather conditions. Typically, students will only play

outdoors when the 'real feel' temperature is around 40° or above. Parents are expected to provide children with proper outerwear for such times when children are taken outdoors for recess. Students will also remain indoors during times of adverse weather including excessive heat, high winds, snow and rain. During fluctuating temperatures, please provide your child with the appropriate outerwear. In warmer weather, when 'real feel' temperatures exceed 90°, staff will ensure that students have regular water breaks. Duration of time outdoors is dependent not only upon temperature but also cloud cover and wind. Staff will use their discretion to ensure a safe outdoor play environment for the students.

SCHOOL LUNCH

When packing lunch for your child, please keep in mind that we are unable to refrigerate or cook food for your child. Microwave use is limited to grades 1-8 students who can operate the microwave in the lunchroom independently without adult assistance. In this case, food can only be reheated. No frozen food or food requiring additional ingredients or excessive cooking time is permitted. This includes food which requires cooking with water, such as dry ramen, soups, or mac and cheese. These foods must be prepared at home and can only be warmed at school in the microwave. Students are not permitted to microwave popcorn at school, only pre-popped popcorn is permitted.

SCHOOL LUNCH PROGRAM

An optional for-purchase school lunch program is available on scheduled days throughout the school year.

STUDENT HEALTH PROCEDURES

HEALTH-RELATED ADMISSION REQUIREMENTS

KINDERGARTEN:

The parent of a student entering Kindergarten (even if they attended TCA preschool) must present a Physical Form/Universal Health Form (done within 1 year prior to school admission) completed, signed, and dated by their health care provider and an updated copy of the child's immunization record. These 2 forms must be presented to the school nurse and approved by the school nurse prior to attending their first day of kindergarten.

SIXTH GRADE STUDENTS:

All Sixth Grade Students (age 11 or older) are required to have the following immunizations by 9/1 of their sixth-grade school year.

1. DTaP (diphtheria, tetanus, and pertussis)
2. Meningococcal (meningitis)

Parents who have not presented documentation of these immunizations for their child will be sent a notice of immunization deficiency. Any child not immunized by the end of September will be excluded from school until the requirement is met.

STUDENTS TRANSFERRING IN TO TCA:

1. **Students Transferring In From Out of State OR Transferring from Homeschooling** must present a Physical Form/Universal Health Form (done within 1 year prior to school admission) completed, signed, and dated by their health care provider and an updated copy of the child's immunization record. These 2 forms

must be presented to the school nurse and approved by the school nurse prior to attending their first day of school.

2. **Students transferring from a NJ Public or Private School** must sign a Release of Records, which includes the release of medical related information, prior to attending their first day of school. The signed release also grants permission for the TCA to contact the previous school to obtain the A-45 Form (the state mandated permanent health school form which follows the student to a new school).

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MEDICAL REQUIREMENTS

Timothy Christian Academy follows New Jersey guidelines regarding physical exams and immunizations of all students. A physician's certificate and medical report, complete with immunization history, allergies, medical conditions requiring emergency intervention (asthma, bee sting reaction, and signed by the child's physician, must be on file upon enrollment, and must be kept up-to-date. Please list allergies, and any health conditions the staff should be aware of.

NJ State Law Immunization Requirements

- | | | | |
|-----------|-----------------------------------|------------|----------------------------------|
| • 2 mos. | DPT, HiB, Polio, HepB | • 15 mos. | MMR, HiB |
| • 4 mos. | DPT, HiB, Polio, Hep B | • 18 mos. | DPT, Polio |
| • 6 mos. | DPT, HiB | • 4-5 yrs. | DPT, Polio, MMR |
| • 12 mos. | PPD, Hep B, Varivax (Chicken Pox) | • 11 yrs. | Tdap, Meningococcal (Meningitis) |

Emergency Contact Information

Parents must complete an emergency card (completed during the online enrollment process) listing names and phone numbers of persons to notify in case of emergency, illness or injury. It is mandatory for this to be on file one week before the start of school.

If the child becomes ill while at school, parents will be notified, and as a safety measure, the child will be isolated from the other children, as dictated by the Board of Health. The child will be brought to the office to wait under the supervision of a staff member. Please know it is your responsibility to make arrangements for your child to be picked up immediately. Allowance for travel time from home or work is acceptable. As a last resort, if there is an unreasonable delay, please know the Board of Health demands that we call DCF Child Protection and Permanency. Please make sure that those persons you list on your emergency card are available and have means to pick your child up should an emergency arise.

If your child becomes injured while at school, the parent will be notified, and the child given first aid until the parent arrives to take care of the child. The local emergency squad or ambulance may be called.

Contagious Diseases or Illness

We urge sound parental judgment in determining whether your child is healthy enough to attend school. This is essential in minimizing the spread of contagious diseases. Your child should be well enough to participate in a Full Day/Extended Care of normal daily activities, including going outside at recess time.

To protect well children, state law requires the following: *A center serving well children shall not serve or admit a child who has any of the illnesses or symptoms of illnesses specified below, unless medical diagnosis from a licensed physician, communicated in writing, indicates that the child poses no health risk to himself or herself or to other children.*

- **Fever: Temperature above 100 degrees, accompanied by behavior changes or other signs/symptoms of illness. Keep home until the child has been without fever without use of fever reducing medication for a full 24 hrs.**
- Bronchitis: (viral or bacterial) frequent coughing, fever, and general tiredness. Keep home until fever is gone for 24 hours, coughing has subsided; 2-3 days, and can tolerate a full day of school activities.
- Chicken Pox: Keep home until 6 days after the onset of rash or until all sores have dried and crusted.
- Colds: Runny nose (green or yellow discharge), frequent coughing, possible low-grade fever 99 degrees. Keep home until runny nose, frequent, loose, uncontrollable cough and fever are gone.
- Cold Sores: Child is contagious until the sore is dry, 4-5 days. Keep home until sore is dry.
- COVID-19: Possible symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. This list does not include all possible symptoms. Symptoms may change with new COVID-19 variants and can vary depending on vaccination status.
- Diarrhea: defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form. Contagious until stools are formed. Keep home until bowels are normal for a full 24 hours.
- Difficult, rapid breathing: Keep home. A doctor's note is needed to return to school.
- Fifth's disease: a viral infection characterized by mild fever, and a distinctive rash. The rose-red rash on the face resembles a slapped cheek appearance. A lace-like rash can also be found on the arms, trunk, buttocks, and thighs. The rash can recur and fluctuate in intensity. By the time the rash appears, the child is no longer contagious. Keep home until the fever is gone for 24 hrs.
- Flu: a viral infection causing fever, body aches, cough, general tiredness, loss of appetite. Keep home until fever is gone for 24 hours and can tolerate a full day of school.
- Gastro-Intestinal Illnesses: Giardia, Salmonella. Keep home. A doctor's note is needed to return to school..
- Hand Foot and Mouth Disease: a virus causing sudden onset of fever with painful ulcers inside the mouth (cheeks, gums, and sides of tongue) and on palms, fingers, and soles. Keep home until mouth ulcers are gone and fever is gone for 24 hours.
- Hepatitis A: a viral infection. Keep home until 2 weeks after onset of illness. A doctor's note is needed to return to school.
- Impetigo (strep or staph): bacterial skin infection that produces weeping blister type sores usually around the face, mouth, elbows, legs, and knees. Keep home until sores are dried and on antibiotic treatment for 2-3 days. It is important to have this checked by a doctor as it could be MERSA (an antibiotic-resistant form of staph).
- Lice: contagious from onset of itching until 1 treatment. Treatment must be repeated in 7-10 days. Hair must be checked daily for 1 month. Keep home until 1 treatment has been done and must be nit free. Must be checked by a school nurse before returning to school.
- Mononucleosis: viral infection caused by Epstein-Barr virus. Fever, swollen lymph glands in neck, sore throat and tonsils, profound tiredness. Saliva is contagious. Must have a doctor's note to return to school.
- Pink eye with pus: a bacterial infection. Child is contagious from the onset of pus until a full 24 hours (usually 4 doses) on antibiotic eye drops. Keep home until antibiotic eye drops are used for a full 24 hours or in viral conjunctivitis, keep home until tearing and redness disappear.
- Pinworms: Keep home for 24 hours after 1 treatment. Must have a doctor's note stating the child has been treated and may return to school.
- Ringworm: (tinea capitis, tinea corporis, tinea cruris, and tinea pedis) Keep home until 24 hours after treatment begins.

- Roseola: sudden fever, sometimes as high as 106 degrees. A rash appears on the chest, abdomen, and face. Keep home until the rash disappears.
- Rotavirus: sporadic, severe diarrhea and vomiting, with dehydration. Keep home until the child is symptom free.
- Shingles: contagious from onset of rash until all sores have crusts. Keep home until all sores have crusts and can participate in a full day of school.
- Scabies: contagious from onset of rash until 1 treatment. Keep home until 1 treatment is done.
- Scarlet fever: fever, generalized rash. Keep home until fever is gone and on antibiotics for a full 24 hours.
- Skin eruptions or rash: rashes of unknown origin are to be considered contagious. Parents will be notified, the student will be sent home. Keep home until you have a doctor's note including diagnosis.
- Sore throat, strep or scarlet fever: sore throat, fever, and possible swollen glands under jaw, difficulty swallowing, and general tiredness. Keep home until fever is gone and has been on antibiotics for a full 24-48 hours and can participate in a full day of school.
- Swollen joints: Keep home. A doctor's note is needed to return to school.
- Vomiting: nausea/vomiting, 1 or more episodes. Keep home until nausea and vomiting stop for 24 hours.
- Weeping or bleeding skin lesions: (Poison Ivy, etc.) Keep home until lesions are dry and the child can tolerate a full day of school.
- Yellow eyes or jaundiced skin: Keep home. A doctor's note is needed to return to school.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	Gastro B Intestinal Illnesses	Contact Illness
Chicken Pox German Measles * Hemophilus Influenza Meningococcus * Mumps * Strep Throat Tuberculosis * Whooping Cough	Giardia Lamblia * Hepatitis A * Salmonella * Shigella	Impetigo Lice Scabies

***Reportable diseases as specified in NJAC 10:122-7, 10 (a)**

Please report to the school office any contagious disease. A note will be posted or prepared to go home explaining what the children may have been exposed to and what symptoms to look for. No mention of the child's name will be made.

Medication Policy

- If a student is on prescription or non-prescription medication that needs to be taken during the day, the parent must submit required documentation to the school office. All medication must be administered by the school nurse or a designated staff member. If neither is available to administer the medication, the parent will be notified to make other arrangements for administering their child's medication. Medication must be in its original container, labeled by the pharmacy. It is the parent's responsibility to monitor the expiration date, and to refill as necessary. No medication will be administered without proper instructions and documentation. Medications are to be submitted to school personnel to be properly secured. Do not send medication in lunch bags or backpacks for children to self-administer as this poses a potential threat to the safety of the students. All medications administered during school will be recorded by school personnel.

- TCA employees will not administer any non-emergency prescription or non-prescription drugs, medications or solutions via ear, eye, nose or throat with the exception of cough drop or eye rinse if needed, unless prior approval is granted by the school office and required documentation is submitted to the school office. A member of the office staff will administer medication when the school nurse (who is in attendance a very limited amount of time per week.) is not present.
- Children with life-threatening conditions requiring administration of an emergency medication (i.e. Asthma-requiring an inhaler, a food allergy (peanut, etc.) or bee sting allergy requiring the use of an Epi-Pen) must be indicated in writing on the school's medical form. Physician forms and forms to administer emergency medications are available from the school office and/or the school nurse. The school must have these forms filled out by the parent AND physician prior to any administration of medications by the school.
 - An Asthma Action Plan is required for children with asthma.
 - An Anaphylaxis Emergency Action Plan is required for children with a bee sting allergy or a severe food allergy (i.e. peanuts) that requires use of an epipen. Please be aware that your doctor may prescribe Benadryl to be given first for food allergen ingestion. However, only the school nurse can make that assessment. In the absence of the nurse, school staff can only administer the epipen. Also, the school is required to call 911 and send your child to the emergency room via ambulance if the epipen is administered at the school.

First Aid and Parent Notification

Timothy Christian Academy staff is trained in CPR and basic First Aid. TCA will maintain a record of in-school injuries and accidents. The record will include:

- The name of the child
- Date
- Time and location of accident/injury
- Any follow-up action taken (application of first aid, notification of parent, etc.)

Parents will be given a copy of this documentation at the end of the day in which the accident or injury occurred.

TCA will take immediate necessary action to protect the child from further harm and will immediately notify the child's parent(s) when one of the following occurs:

- The child is bitten and the skin is broken
- The child sustains a head injury
- The child falls from a height greater than the height of the child
- An accident or injury requiring professional medical care
- An emergency administration of medication

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