



School Handbook 2016-2017

This handbook is intended to help Trace Academy families become familiar with school philosophies and policies. Please keep this handbook available for reference throughout the school year.

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General Philosophy

Trace Academy is a Christ-centered, parent-led, school that serves children in kindergarten through 8th grade. Trace Academy's education program is to serve as an extension of the home. Trace can assist parents with the moral and spiritual training of children as they are mastering academic skills and concepts. The education staff provides leadership in establishing learning experiences to help each student become a maturing Christian, as well as a responsible and productive member of society.

Mission Statement:

The mission of Trace Academy is to educate our children by guiding them to explore God's world, discover their place in it and develop their character, intellect and imagination.

Vision Statement:

At Trace Academy we desire to educate our children to become young adults who love learning, are academically prepared for high school and beyond, know their place in God's world and exhibit solid biblical character.

Values

Becoming part of the Trace community commits all parents to support the school's approach to education, which is briefly summarized by the following values called the The A,B,C's of Trace.

- **Academic Excellence**

Trace Academy's teaching approach incorporates a rigorous curriculum. The school is purposeful in encouraging and fostering a love for learning in all educational activities. The methods of teaching incorporate lectures, interactive discussions, literature enriched learning, integral and experiential learning and engaging the whole person through auditory, visual and kinesthetic activities. Trace intentionally keeps a small class size, with a maximum of 12 students in each class. This allows teachers to develop personal relationships with the students. Trace teachers genuinely care about their students academically, but also in building character and strengthening their faith. School uniforms also help Trace Academy achieve academic excellence by removing clothing distractions and comparisons to better focus on academics.

- **Biblical Worldview**

Trace Academy holds to the conviction that all true wisdom and knowledge come from God, therefore all subjects are taught from the perspective that God created this knowledge. As God's image bearers, we are called to reflect the character of our creative, redemptive God and to live according to His truth. Therefore, we seek to teach redemptively- that is, to employ biblical principles in all aspects of the educational process. Scripture memory verses are integral to the learning process in the classroom and at home. In addition, each student is equipped and encouraged in developing a love for God and a vital relationship with Christ. At the end of the school year, every student is given a Character Award reflecting Godly character that

has been observed in the student's life. Trace also emphasizes a heart for missions, incorporating outreach events for every grade level during the Christmas and Easter season. Additionally, the entire school studies the topic of missions every three years.

Trace has a specific hierarchy of authority consisting of the Board of Directors, Head of School and the Management Team, which serves under the Board. Teaching Teams and other school staff serve under the Management Team.

- **Community**

Trace Academy is a community of believers who come together to educate their children. Every parent at Trace contributes to the school in some way: working on campus, chaperoning field trips, serving in leadership, and helping at Trace events. In order for Trace to be successful, it is vital to foster and maintain healthy and authentic community. Therefore, intentional and regular touch points are incorporated into the school calendar to give opportunities to work together, fellowship, celebrate and get to know each other better. Please refer to the Events section of this handbook for a listing of these community touch points scheduled throughout the school year.

Trace Academy intentionally incorporates a shortened school day, giving time to foster relationships within the family and the Trace community. This shortened school day allows parents to become involved in their child's education by coaching children in homework. It also allows the student opportunities for extracurricular activities and play.

As a parent-led school, Trace Academy is able to offer an excellent education at a more affordable cost than many other private schools. At Trace Academy, a parent from every family is assigned a job for each school year. Parents fulfill their job commitments by working on campus to help run the school. This in turn helps to keep costs at a minimum and tuition low.

Founding Influences

Trace Academy's founding influences include two schools: North County Christian School and Rivendell School. Also influential in Trace's founding are educators Charlotte Mason and Diane Lopez.

School Leadership

The leadership of Trace Academy is comprised of three components, the Board of Directors, Head of School and the Management Team. The function of the Board is to serve the school through oversight in the direction and philosophy of all aspects of Trace Academy. The Board, which consists of Trace parents, meets monthly. While the Board of Directors provides oversight and philosophical direction, the Head of School and Management Team runs the day to day operations. The HoS is a hired position and is on campus each weekday. The HoS serves as the leader of the Management Team. The Management Team serve in either academic or administrative areas.

Trace Academy Statement of Faith

Trace Academy is a Christ-centered school teaching from a Biblical worldview, and as such, it maintains a statement of faith. Believe in our statement of faith is a prerequisite to attending Trace Academy for parents, staff, and our Board of Directors. Together, we affirm the historic Apostles' Creed:

I believe in God, the Father almighty, maker of heaven and earth. I believe in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell. The third day he rose again from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty. From there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

Additionally, we believe in the following doctrinal affirmations:

- We believe the Bible to be the only inspired, infallible, authoritative and inerrant Word of God (II Timothy 3:16, II Peter 1:20-21).
- We believe that there is one God, Creator and Lord of all things, who is all-knowing, all-loving, and all-powerful. He exists eternally in three persons: God the Father, God the Son, and God the Holy Spirit (Col. 1:16-19, Matt. 3:16-17, 2 Cor. 13:14).
- We believe that Jesus Christ is the Son of God. He was born of a virgin, lived a sinless life, was fully God and fully man, and suffered death on a cross. We believe that He rose from the dead, ascended into heaven, and He will return again in power and glory (Heb. 1, I Peter 2:24, Acts 1:9-11).
- We believe salvation is a gift from God, that comes only by grace through faith in His only son, Jesus Christ (Eph. 2:8-9, John 3:14-17).
- We believe that all believers should live a life worthy of the calling God has placed on them (Eph. 4:1).
- We believe it is our responsibility as believers to show others the truth of the gospel, through our words and our actions (Acts 1:8).
- We believe that all will be raised, both followers of Jesus Christ, and the “lost.” Followers of Jesus Christ will be raised to eternal life and the lost to eternal suffering (John 5:26-29).

Guiding Biblical Principles

Both the Old and New Testament Scriptures govern Trace Academy's principles. The Board of Directors, staff members, and all families of Trace Academy, therefore affirm and agree to govern, teach, and live by the following:

- All people are created in the image of God. As such, everyone deserves to be treated with compassion, love, kindness, respect, and dignity. (Genesis 1:26-27, Col. 3:12-15)
- Human life is sacred and is to be respected and preserved: pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. (Exodus 20:13, Psalm 139:14-16, Isaiah 44:1-2)
- God's original and ongoing intent and action is the creation of humanity manifest as two (and only two) distinct, complementary genders: male and female. God intends sexual intimacy solely within the context of marriage, defined as the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. Thus, any form of sexual activity that occurs outside a marriage, as defined above, is counter to God's original and ongoing intent. (Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33, Romans 1:26-27, I Corinthians 6:9-13, I Thessalonians 4:3, Hebrews 13:4)**
- Children are a blessing from God, who has entrusted them to their parents for care, instruction, and moral upbringing. Trace Academy's role is to partner with parents in a biblically based approach to education. (Ps. 127:3, Prov. 22:6, Mark 10:14, Eph. 6:4)
- God created the whole earth and everything in it. He has given mankind dominion over his creation and has charged us with its stewardship. We acknowledge in our words and actions that this is our Father's world. (Genesis 1:26, Ps. 24:1, John 1:3, Col. 1:16)

Trace Academy's Statement of Faith and Guiding Principles do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, is the sole and final source of authority for all we believe concerning truth, morality, and the proper conduct of mankind. For purposes of Trace Academy's policies and practices, our Board of Directors is the governing authority in resolving any differences of opinions regarding our statement of faith and the above guiding biblical principles.

**A more extensive statement of Trace Academy's position on marriage and human sexuality is available upon request from our Head of School or Board of Directors.

Grievance Policy

All members of the Trace Academy community are expected to follow the model for conflict resolution, which Christ outlined in Matthew 18. The one offended is to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, to seek forgiveness. If the conflict cannot be resolved one on one, the Head of School can be asked to come alongside the two parties. Cases requiring further intervention may eventually be taken to the Board for final resolution.

In all cases, the aim is to handle grievances in a professional, charitable manner with only those directly involved with the offense and its resolution. The temptation to talk with others about the problem is great, but it is not God's way and cannot be condoned within the Trace Academy community.

Educational Approach

The following objectives outline Trace Academy's educational approach. All parents and personnel of Trace accept these objectives as ways to foster excellence in Christian education.

- Parents who take responsibility for a role in our community of learning.
- A commitment by the community of parents to “do what it takes”, sometimes giving above and beyond what is required in order to provide for the needs of the school.
- Parents who are willing to assume a high level of involvement in the education of their children.
- An individual parental and corporate school dependence on the Lord for every aspect of the development and implementation of the school.
- The presence of competent teachers who, as mentors and instructors, share with each other a common commitment to the students and the school and demonstrate a call to serve the Lord in the teaching and training of students.
- A community that values interaction among students of different learning levels and of different racial and socioeconomic backgrounds, with respect and appreciation for such variety.
- An integral, thematic curriculum, in which the full range of a subject is presented, not isolated bits of information, but in a way that reflects the wholeness of the created order, thus preparing the child to live an integrated Christian life.
- A teaching approach that involves the complementary methods of:
 - ❖ Didactic instruction (lectures and responses) for acquiring organized knowledge
 - ❖ Coaching (exercises and supervised practice) for developing intellectual skills

- ❖ Interactive questioning (active participation in discussion) for enlarging the understanding of ideals and values
- ❖ Hands-on learning experiences for gaining the concrete understanding necessary to progress to abstract reasoning.
- An environment of friendship, order, and creativity that encourages each child's unique ability to achieve, to think, to express ideas and to love learning.
- The development of character qualities according to Scripture, such as truthfulness, self-control, unselfishness, diligence, attentiveness and discernment.
- A curriculum that encourages and supports the Biblical family structure and a positive relationship between parent and child.
- An atmosphere that encourages the student in: how to know Christ, developing a personal relationship with Him, owning their faith, growing in a love relationship with the Lord, and sharing His love with others.
- An atmosphere that could be described as a “wildlife refuge” and not a “hot house.” This means exposing the children at age-appropriate levels to concepts that are not necessarily Christian with the desire to train the students to evaluate these through the lens of the Word and character of God, in order to discern God's truth and communicate it with others.
- For modesty, privacy, and to allow parental guidance, Trace does not teach “human sexuality” or similar adolescent issues. Parents are encouraged to have these conversations at their discretion.
- Because of the shortened school day, Trace does not provide instruction for PE or Music. Parents are encouraged to pursue these skills outside of school hours.
- At Trace we offer a rigorous curriculum. Parents will need to work with students who are above or below this level. Where possible the teachers are available to consult with the parents on this.

Admission and Enrollment

Admissions Policy

A. Christian Commitment

Trace Academy admits students who, along with their parents, desire an excellent Christian education and who support the programs and leadership of Trace Academy. Both parents must be Christians who have had a life changing salvation experience based on personal faith in the work of Christ on the cross.

B. Age

A child who attains the age of 5 years on or before September 1st may be admitted to kindergarten provided that he or she has met the criteria of the Admissions Policy. To be admitted to the first grade, the child must have attained the age of 6 years before September 1st and completed kindergarten.

C. Parent Participation and Support

- **Prayer Support**

Trace Academy considers it essential that all families commit to praying regularly for the school. The school was born and is maintained by the prayers of the families.

- **Parent Participation**

Trace Academy is a parent-led school. This means that all the families of children enrolled staff all the positions it takes to run the school. Staffing for the school begins in early spring for the following school year. Positions are prayerfully considered each year so as to staff the school utilizing the strengths and talents of the parents in a way that best meets the needs of the school.

The major criteria for a student's enrollment is a parent's willingness to serve on a regular basis on the school campus. It takes cooperation from all Trace Academy families to carry the responsibilities of the school. The minimum requirement per family is **nine** hours of service per week. Occasionally, because of certain projects or the time of year, a family will be required to do more: i.e., teacher training, camping trip, beginning of the year set-up, etc. Additionally, all Trace staff must have availability to serve at school three (3) days per week. Each family is also asked to serve fifteen hours over the summer. With everyone doing their part, the result will be a school that runs with excellence and efficiency.

- **Support of Classroom Instruction**

The first responsibility of all parents is to support the ongoing classroom instruction by:

- ❖ Seeing that children complete assignments.
- ❖ Helping develop healthy attitudes toward learning.
- ❖ Seeing that the child achieves a standard suitable to that student's respective grade level and personal ability.

- ❖ Supporting the school and classroom as the place of accountability for the student's academic progress.
- ❖ Assisting with daily homework assignments and in preparing for tests and special projects, according to the individual child's specific needs and the classroom guidelines. The objective is, as the child gets older, to increasingly leave the responsibility for homework and projects, studying etc. with the child.
- ❖ Encouraging and developing an attitude of respect, kindness, and problem solving through prayer and conversation.

D. Parent Availability

The level of participation by the parents (beyond the nine hour minimum) will affect acceptance of equally qualified students where class space is an issue.

E. New Student Assessment

- The new student is evaluated through assessment of student's skill level according to scores from their previous school.
- Academic and social development of the new student is also evaluated through the Trace Grade Level Assessment.

Note: Because Trace personnel are not trained in the areas of learning disabilities, Trace Academy does not provide services to students whose educational, social, and physical needs cannot be met by our existing programs, services or staff. Students demonstrating needs in these areas may not be admitted.

F. Student Character

Students should be of high moral character and be obedient to Biblical principles including, but not limited to, prohibitions against fornication, drug use, alcohol use, pornography, homosexuality, occultists practices and defiance of authority.

G. Current Trace Enrollment

Families with currently enrolled children at Trace Academy have priority when class placement begins each year during the spring prior to the coming school year.

H. Mid-Year Admissions

Due to the unique nature of our school, Trace Academy does not accept mid-year admissions/applications. Any exceptions to this policy must be approved by the Head of School.

I. Non-Discriminatory Policy

Trace Academy admits students of any sex, race, color, or 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 sex, race, and color or national and ethnic origin in the administration of its educational policies, admission policies, or scholarship programs. Trace Academy does limit admission to students whose parents share its religious convictions as articulated in its statement of faith and Guiding Biblical Principles.

Admissions Procedure

1. A potential new family receives an application link.
2. The completed application is submitted on Gradelink. A non-refundable application fee of \$75.00 per family is to be submitted with the application. Additionally, an enrollment fee of \$225.00 per student is due at that time. This fee will be refunded if the student is not accepted into the school, but not refunded once accepted by the Board of Directors.
3. After the completed application is received, the Registrar will set up a time for the student to be tested/evaluated. A non-refundable testing fee of \$25.00 per student will be paid at the time of testing (\$15 for siblings of current Trace families).
4. To ensure that the school complies with all necessary state regulations and to maintain pertinent information about all students entrusted to its care, the following forms are required to be on file for all students:
 - a. Copy of Birth Certificate
 - b. Physical Examination Form (Florida Department of Health's form 3040). Kindergartner's examination needs to include a vision and hearing test. Those who come from out of state must have a physical on a Florida form.
 - c. Immunization Record (Florida Department of Health's form 680): No student will be allowed to attend school without meeting the legal requirements for immunization against disease, unless the student has exemption for health, religious, or personal reasons as provided by law. Students who do not submit a certificate of immunization or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received. This needs to be submitted on a Florida Certificate of Immunization (form 680).
 - d. Student Records: The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release.
5. Once the testing is complete, an evaluator will review the file and provide a recommendation.
6. The Registrar will then set up an interview with the parents, a Trace board member, and a current Trace parent. The interview is a time for the parents to ask any additional questions about the school and for the school to learn more about the potential new family and students. For a student entering Trace at the Middle School level, there will be an interview conducted with the teacher and student.
7. Based on information from the application packet, interviews and testing, the Board of Directors will carefully and prayerfully make a decision regarding admission to Trace Academy.
8. A Trace board member will call the applying family informing them of the board's decision regarding admission. A follow up letter will be sent.

Re-enrollment

Current families may re-enroll students beginning in January during the closed enrollment period. Details of procedures, dates, fees, and tuition rates for the next academic year are communicated at the January parent meeting. If there are issues about grade placement, the Academic Manager or Head of School, in consultation with the students' parents and teachers, will determine what is in the best interest of the student. Current families must be up to date on tuition in order to re-enroll their children for the following year. Re-enrollment fees are non-refundable.

Student Records

Student cumulative folders shall contain permanent and current records showing each child's name, address, parent's name, birth certificate (photocopy), physical examinations, evidence of state-required immunizations, cumulative academic progress, periodic progress reports to parents, and individual results on standardized tests.

The Registrar, Academic Manager, and Head of School have free access to students' cumulative folders. Parents and teachers may request access to a child's cumulative folders by contacting the Registrar.

Transfer of any student's cumulative folders will be approved and handled by the Registrar. Before a cumulative folder is forwarded to another school, a written request with the parent's signature from the next school must first have been received. Records will not be released directly to parent and/or guardian and will not be released if the family's account is not current and paid in full.

Student Withdrawal Policy

A student's departure from Trace Academy is considered a withdrawal if it takes place after the family and student have been accepted by the Trace Board for the current or upcoming school year. The procedure for withdrawal requires that the parent:

1. Notify the Head of School of their intent in writing, giving a 2 week notice.
2. Set up an exit interview with a Board Member.
3. Pay full tuition for the following two months after the child(ren) is withdrawn.
School records will be held until complete payment is received.

Academics

School Day

School Hours:

- Kindergarten – 5th grade: 8:20 am – 12:45 pm
- 6th – 8th grade: 8:20 am – 1:00 pm

Drop Off Procedures:

- Students may be dropped off any time after 8:10 am. Students arriving before that time must wait with their parent in the parking lot, or the parent may come inside the classroom and supervise their own children until 8:10 am.
- Parents can either park and walk children into the building or use the car line and drop off children under the carport area.

Pick Up Procedures:

- Elementary school (kindergarten – 5th grade) is dismissed at 12:45 pm.
- Students are released to the back playground for 15 minutes of recess after school. There are adult monitors to supervise the students during this time.
- At 1:00 pm, students are taken to the front carport area for the carline.
- Parents not working on campus may drive through the carline to pick up students promptly at 1:00 pm.

Daily Schedule:

- Prayer Time and Devotions
- Tools: Math, Phonics, Reading, Language Arts, Spelling
- Recess/Snack Time
- Unit Studies: Integrates history, geography, science, literature, art, music and other disciplines

Recess/Snack Time:

- There are two recess times each day: Kindergarten – 3rd grade have recess from 10:00 – 10:30 am and 4th – 8th grade have recess from 10:30 – 11:00 am.
- At Recess/Snack time each day, students have an opportunity to play and eat a snack. Please send in a nutritious snack that will enable children to maintain alertness throughout the entire morning. Please also include a drink and any necessary utensils. Students do not have access to a microwave or refrigerator. Food and beverages are not to be consumed during class sessions unless they are a part of instruction.
- The following recess guidelines are intended for the safety and protection of our students:
 - ❖ Students must follow the posted recess rules and comply with the monitor's instructions.
 - ❖ Walk to and from recess. Students in kindergarten through 3rd grade will be accompanied by a teacher to and from recess.
 - ❖ Students are not permitted to share their snack with others.
 - ❖ Recess time is a time for our students to engage in free play, not a time for structured activities, games or instruction.
 - ❖ All students are expected to go outside for recess each day. Parents should dress their children appropriately for outdoor play.
 - ❖ Students are to use only encouraging speech. Those who laugh at, make fun of, or use disrespectful language will be addressed.
 - ❖ No rowdy horseplay will be permitted.

Curriculum

Trace Academy incorporates the following curriculum:

- Saxon Math
- Abeka for Phonics, Spelling, Handwriting and Reading (Grades K-2)
- Easy Grammar (Grades 3-5)
- Institute for Excellence in Writing (IEW)
- Apologia Science (Grades 7-8)
- Integral Thematic Units - Utilizing this approach the full range of a subject is presented, not isolated bits of information. This reflects the wholeness of God's created order.
- All School Units - Twice a year, the entire student body studies different aspects of the same subject. Examples of these subjects are Creation, Music, Missions and Heroic Quest.

Homework Policy and Guidelines

- At Trace Academy homework is a natural extension of what the child is learning in the classroom. It is the parents' responsibility to help coach children in the homework process. Homework enables parents to become involved in their child's learning process and helps develop the student's self-discipline. Trace teachers welcome parental inquiries concerning the kind and amount of homework given.
- Homework is integral to the child's classroom learning and is important for effective in-school instruction. Teachers may set requirements and performance standards for homework just as they do for class work. Homework will be recorded and students will be expected to complete assigned work within the time required.
- Homework assignments are frequently initiated and/or partially completed during school hours. Thus it can be typically expected that the more effective a student is during in-school study hours, the less time will be needed to complete assignments at home. Both parents and teachers need to work together to be sensitive to the distinction between the total time considered appropriate for any given assignment and the amount of at-home time required to complete that assignment.
- For an average student, completion of daily homework, which includes all subjects except computer and foreign language, may require, but should not consistently exceed the following recommendations. Daily homework includes a reading requirement. The expectations and guidelines for reading time are noted as well.

	Reading Requirement	Total Daily Homework Time
Kindergarten	5-10 minutes each weekday (or parents read to students)	15 minutes each weekday
First Grade	10-15 minutes each weekday	35 minutes each weekday
Second Grade	10-15 minutes each weekday	50 minutes each weekday
Third Grade	15-20 minutes each weekday	1 hour and 15 minutes each weekday
Fourth and Fifth Grade	20-25 minutes each weekday	1 hour and 30 minutes each weekday
Middle School	25-30 minutes each weekday	1 hour and 45 minutes each weekday

- On any given day, the above mentioned recommended homework limits may need to be exceeded, if assignments are to be completed properly and in a timely fashion. In addition, a child's ability or need may sometimes require additional time and homework in a given skill area.
- As parents monitor the at-home time it takes their child to complete daily homework assignments, parents should observe how the child is working and seek to determine if there are certain patterns which need to be corrected.
- If, after some weeks, parents observe a pattern which results in their child regularly exceeding the recommended time limits below, then parents are encouraged to contact the classroom teacher to discuss adjustments in their child's assignments. Parents and teachers need to communicate with each other if either one has concern over completion of assignments.
- The attitude of the parents bears directly on the student's attitude toward homework. As a parent please remember to remain positive with your child, and voice concerns privately with his or her teacher.
- Remember that academics are only one part of homework's benefits. There are also tremendous character-building benefits of which students and parents need to be reminded. These include personal responsibility, independence, perseverance, time-management, initiative, self-confidence, resourcefulness, active listening, cooperation and obedience.

Correcting Math Homework Policy

One of the ways every Trace parent is involved in their child's homework is by grading Math homework each night. The math lesson is taught by the teacher and practiced in the classroom. Due to the shortened school day, the student will only have time to partially complete the lesson at school. It is the student's responsibility to finish it at home and the parent's responsibility to correct it. Parents please check math homework each day and observe the following guidelines:

- **Grade all the problems assigned.** From Saxon Math 3 and onward, answer keys are provided. Please do not let your child see the answer book.
- **If the solution is correct**, put a dot (●) beside the problem number.
- **If the answer is wrong**, in K-3rd, circle the incorrect answer. In 4th-8th, circle the problem number. Please use a colored pen, not black or blue.
- **Have the child rework** that problem to see if the mistakes were due to computational error or if the concept being applied has not been learned.
 - ❖ In K-3rd, students will erase and make corrections. In 4th-5th, students will re-work the problem in a "Corrections" section at the end of the homework. In 6th-8th, students will re-work the problems on a separate piece of paper.
 - ❖ If the child gets the correct answer after the second attempt, put a check (√) beside the corrected answer or problem.
 - ❖ If the solution is still wrong, try to clarify the concepts the child does not understand and together work the problem to correction. Then put a check (√) beside the corrected answer or problem. If the teacher needs to explain the concept again, write "Help" beside the problem number.
- **On the top right-hand section of the homework page, write the number of incorrect problems over the number of problems the student completed and initial.** Please note that homework will be graded on the basis of completion, not correctness. A child who has worked and corrected all the problems assigned will get full credit for homework whether all the answers were initially correct or not. The idea is to encourage students to practice what is being taught and also alert both parents and teachers to the concepts that the students have learned and those with which there is struggle.

Please make an effort to check homework every day. Late homework will be noted. Also, correcting your child's math homework on time will better prepare him/her for the new lesson. It will also give your child a basis for asking the teacher questions of clarification. Should you have any questions, please feel free to contact your child's teacher.

Grading Scale

The Trace grading scale is as follows:

	4th -8th Grades	Kindergarten-3rd Grades
90-100	A	O-Outstanding
80-89	B	S-Satisfactory
70-79	C	S- Satisfactory
60-69	D	N-Needs Improvement
50 and below	F	U-Unacceptable

Mid-Term Assessments

Mid-Term Assessments are sent home at the mid-point in each quarter. These reports are prepared to keep parents informed of academic progress and conduct for each time period. On this form, parents may request a conference with the teacher if needed.

Report Cards

The school year is divided into four quarters. Report cards are given to the parents during the parent teacher conference at the end of the first quarter. They are sent home with the student for the second and third quarter. Fourth quarter report cards are mailed home.

To ensure privacy and limit opportunities for students to compare grades, report cards are addressed to the parents and are to be opened at home. Please do not open report cards on campus, in the parking lot, or in carpools.

Retention Policy

The decision regarding retention of a student will be made by the Academic Manager and Head of School after consultation with parents, teachers and school board. Criteria for retention can include academic performance, excessive absences, and developmental or social immaturity.

Standardized Testing

Trace Academy administers standardized testing to all students in the Spring every other year. The test used is the Stanford 10 Achievement Test. Trace administers the SAT as a benchmark to ensure achievement of the goal of teaching with academic excellence. Parents are responsible for paying the cost of all testing supplies. Parents will be given a copy of the results when they are received. School wide results are also shared with the Academic Manager and Head of School.

Parent/Teacher Conferences

A parent/teacher conference can be requested at any time during the school year. However, it is the philosophy of Trace Academy that all students have a mandatory parent/teacher conference at the end of the first quarter of school. This gives both parents and teachers the opportunity to start the school year in communication and working together. Teachers are given the chance to share how the student is doing academically and socially, while parents have the opportunity to ask questions and offer insight.

Both parents and both teachers must be in attendance. The conferences are held during school hours and the dates of the conferences are handed out at the beginning of the school year. A schedule is created that allows parents to spend 20 minutes with each set of teachers. If parents have more than one child attending Trace, the conferences are scheduled back to back. One parent from each family needs to make themselves available to serve on campus at least one of the two days during which conferences are held.

Field Trips

At Trace Academy, we value the educational opportunities that field trips provide for our students. Field trips offer our students hands-on experiences that reinforce what is being taught in the classroom. Transportation for field trips will be provided by Trace teachers and chaperones. In order to participate in a field trip, a student must have a signed permission slip from a parent. The child to adult ratio for all Trace fieldtrips is 5 to 1.

- **Field Trip Electronics Policy**

Students are not permitted to bring electronic devices on field trips, other than cameras. Students are encouraged to interact with their classmates while in the car and to participate in group activities. For field trips in excess of 2 hours travel time, electronics or movies (with parent permission) can be played that include everyone in the car.

- **Field Trip Chaperone Selection**

As a way to contribute to their child's education, Trace encourages all parents to chaperone field trips. It is the parent's privilege and responsibility to chaperone at least 1-2 field trips per year for their child's grade. The Field Trip Coordinators (FTCs) will be tracking parent involvement throughout the year to make sure that all parents have the chance to chaperone field trips. FTCs may notify parents of an upcoming field trip via email, but they will not select chaperones via email. All permission slips must be returned within 48 hours and chaperones will be selected from the responses received on the permission slips. There are a few field trips that will be selected by pulling a name out of a hat because of their expense and popularity. This ensures everyone has equal opportunity to participate as a chaperone.

- **Field Trip Payment Plan**

At the beginning of each school year, an estimated average cost of all field trips that will take place during the school year is determined for each grade. This average is based on the previous year's information, as well as possible price and gas increases. Parents are given the option of paying this fee all at once in August or splitting the fee into ten equal payments, which are then added to the monthly tuition. Trace's bookkeeper tracks the cost of each field trip throughout the year. At the end of the school year, families will be given a balance sheet that shows the total cost for all the field trips taken that year. If there is a positive balance, then a refund check will be given. If there is a negative balance, then parents may need to pay additional funds to cover this balance.

- **Middle School Overnight Field Trips**

On alternating years in the spring, our 7th and 8th grade students travel to Tallahassee or Washington, D.C. for several days. Chaperones are chosen based on a variety of factors: parent involvement, previous trips chaperoned, seniority, and gender of child and parent. Payments for these trips will be on a scheduled plan, the first deposit being due January 15. For the Tallahassee field trip, the 1st deposit due will be \$100. For the Washington DC field trip, the 1st deposit due will be \$200. Subsequent payments will be due throughout the spring with the final balance due prior to departure.

Attendance

Attendance

Quality education requires regular student involvement. Irregular attendance deprives the student of an opportunity for effective learning. It is the responsibility of the student and parents to create the habit of being punctual and regular in attendance. Trace Academy follows the state of Florida guidelines of 10 days absence maximum per school year. The school will maintain records of attendance for each student and will include on each student's quarterly report card the total number of absences and tardies for the given marking period. If a student is at school less than 3 hours he/she will be considered absent for that day. Absences will be recorded in the student's cumulative folder and sent with him/her when going on to other schools.

Tardiness

It is important that students be on time to school and to class. By being prompt, the student and family are demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, it is essential for the development of personal habits which are characteristic of success and good citizenship in every walk of life. In addition to the student's personal loss due to tardiness, a late arrival disrupts the entire class during prayer time—an important start to the day.

Each student is expected to be in the classroom, with the necessary materials, when class begins. A student is considered tardy after the second bell rings at 8:20 am. If a student arrives to school late, the student must get a tardy pass from the office before going to the classroom. On the third tardy in a quarter, an email will be sent to the parents letting them know that their student has been late three times during the current quarter and of the consequences for subsequent tardies. Below is a list of consequences for fourth and subsequent tardies in a given quarter. Fees are per family, not per student

4th Tardy	Student loses 15 min. of recess and family receives a phone call from the Head of School
5th Tardy	Student loses 15 min. of recess and family pays a \$25 fine
6th Tardy	Student loses 15 min. of recess and family pays a \$50 fine
7th Tardy (and beyond)	Student loses 15 min. of recess and family pays a \$75 fine. The cap is a maximum \$75 fine.

Often tardiness is the responsibility of the parent (especially in younger children). Parents are expected to help their children by having them at school on time.

Absences

Parents should notify the office via phone or email before 8:45 am if their child is absent from school. Students are responsible for all work missed during absences. The student has one day for every day absent to make up missed work. If an extended absence occurs, parents should arrange with the child's teacher to collect necessary make-up work.

Parents are required to give advance notice to the teacher prior to extended absences due to travel. An arrangement regarding the child's missed schoolwork will be drawn up by the teacher. In situations of extended illness confirmed by a doctor, an arrangement regarding the child's missed schoolwork will be drawn up by the teacher with modifications made when necessary.

Tuancy

Tuancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving the school without permission. Such action will be regarded as misuse of the Good Conduct Code and will be subject to the action outlined.

Early Dismissal

Early dismissal from school is not permitted without prior arrangement with the classroom teacher. Due to the shortened Trace school day, parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, notification must be made to the teacher at the beginning of the school day. This should be an infrequent occurrence, as this is disruptive to the classroom and school schedule. The parent must come by the office to inform the office worker before removing their child from the classroom. No student will have permission to leave unless accompanied by a parent, guardian or a designee.

Sickness Policy

Health and safety are an important part of our school. We rely on parental cooperation to help prevent the spread of communicable disease throughout our school.

For the safety of others, if a child displays one or more of the following, within the previous 24 hours, please keep him/her home:

- A fever of 100 degrees or higher
- Vomiting
- A rash on the face or body
- Diarrhea
- Any symptoms of communicable disease such as: excessive nasal drainage, excessive coughing, eye drainage, sore throat, headache or abdominal pain

If a parent and/or their child need to stay home on the day they is scheduled to be on campus, the parent needs to call their team leader as soon as possible. In addition, the parent needs to notify the e-sub coordinator that they will not be on campus that day. If a child develops any of these symptoms at school, he/she will be isolated and the parent will be notified for pick up.

Additionally, students who have the following diseases or conditions are not to be sent to school: Head Lice, Pinworms, Pink Eye, Impetigo, Hepatitis, Scabies and Ringworm. Before returning, there will need to be evidence that the disease/condition has been treated.

Medication Procedures

Students who become ill or injured while on campus may come to the office for care and medication. The Trace office supplies band aids and itch cream. If a student has a prescription inhaler or an Epipen, these items can be stored in the Trace office throughout the entire school year. Parents are responsible to train teachers how to administer the Epipen. Additional medications can be stored in the office to be given to a student as necessary. A completed medicine label must be adhered to the medication. Parents must deliver medications in the original and properly labeled container and are expected to retrieve all medications by the last day of the school year.

If medication is given, a Medicine Notification form will be filled out with the type of medication and the time given. This form will be sent home with the child the same day.

If a student requires prescription medication to be dispensed during the school day, a parent will be required to come into the school to administer it.

Conduct and Discipline

Student Conduct and Discipline

At Trace, there are standards of conduct and dress that reflect biblical principles and Trace's values. Most of the standards are simply for the protection of Trace students and for the orderly operation of the school.

- **Parental Discipline on Campus**
Parents on campus need to go through the teacher when dealing with correction or discipline of any student, even their own child(ren), while school is in session. For insurance reasons, no adult may use corporal punishment with a child, including their own, on campus.
- **Boy/Girl Relationships**
The school provides opportunities for boys and girls to cultivate friendships. All such friendships must be handled in a responsible manner. Public displays of affection such as holding hands and other physical intimacies between boys and girls are inappropriate on campus or at school events and will not be permitted.
- **Classroom Environment Plan**
In each classroom, the teaching team is responsible for preparing and implementing a Classroom Environment Plan that clearly defines the expectations that teachers have for student conduct within the classroom. This plan, including positive reinforcements and negative consequences, will be explained in writing to students and parents at the beginning of the academic year. The classroom teacher will make any clarifications in person at the request of the parent.

Cheating

As in any school setting, cheating will arise from time to time. Expectations for work and tests need to be clearly defined because many times our students are working in cooperative and collaborative groups.

An educator's website defines cheating as: It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. (This document and associated figures are copyright 1996-1998 by Rob Toreki. All rights reserved.)

In Kindergarten—8th Grade: When a student is found cheating or give the appearance of cheating, a zero is given to the student and the parents are informed by the teacher, on the same day of incident. No make-up work will be allowed.

Additionally in 6th—8th Grade: Because cheating is such a societal epidemic, it is especially important to emphasize the importance of godly character in this area with Trace middle school students. By the time students are in middle school, the consequences for cheating are more serious. If a middle school student is found cheating or gives the appearance of cheating, he/she will also be required to meet with his/her teacher and the Head of School to discuss the incident. The student will be asked to write a 500 word essay about God's perspective and the importance of honesty as well. If there is a second occurrence, the student along with his/her parents will be required to meet with the Trace Academy Board at the next scheduled board meeting. The Board will make a decision if further consequences are required.

Good Conduct Code

Students are expected to conduct themselves in a manner that is respectful of teachers, other adults, and other students. A priority at Trace is to provide an atmosphere in which both teachers and students practice affirming one another in language and in action. The basic guide for behavior is to demonstrate love and respect for one another.

For misconduct that takes place anywhere on campus and that is not covered by the Classroom Management Plan or Recess Rules, the Good Conduct code is to be used. The following is a list of actions that are considered misuse of the Good Conduct Code. This list is not exhaustive.

Conduct that is not specified, but which is substantially the same as a “miss” that is listed will be treated in the same way. Students not following this Good Conduct Code will be disciplined as set out in the Redemptive Coaching Action Sequence.

Miss	Redemptive Coaching Action Sequence
<p>Level 1: Minor Misconduct</p> <ul style="list-style-type: none"> • Disrespectful or crude language, gesture or action • Horse play • Handling another’s property without permission 	<ol style="list-style-type: none"> 1. Tell student to stop inappropriate conduct. 2. <i>If needed, require student to apologize and ask forgiveness.</i> 3. <i>Document behavior in conduct log located in the Gradelink.</i> 4. If behavior becomes a repeated pattern over time, as documented in Gradelink, the Head of School is informed and a Behavior Standard of Performance is initiated.
<p>Level 2: Major Misconduct</p> <ul style="list-style-type: none"> • Direct disobedience, refusing to comply with a direct order from school personnel • Gross disrespect toward adult or peer, responding to corrective action with excessive or repeated discourtesy or belligerence • Cursing • Lying • Stealing • Forgery • Cheating (follow Cheating Policy) • Hitting and Shoving • Vandalism • Truancy 	<ol style="list-style-type: none"> 1. Send student to office for time out. 2. Head of School addresses the student, determines amount of time out and returns student to classroom or appropriate person. 3. Parent is informed by phone call or personal contact of misconduct and disciplinary action taken. 4. If warranted, the Head of School and Teacher together may decide on further consequence. Parent and student must be informed. 5. Document behavior and action taken. 6. Allow time for parent and child to correct behavior.

<p>Level 3: Major Misconduct warranting immediate removal from school</p> <ul style="list-style-type: none"> • Violence toward self or another person • Possession of drugs, tobacco, or alcohol • Immoral conduct • Any conduct which is a criminal offense under Florida or U.S. law • Possession of a weapon • Willful defiance 	<ol style="list-style-type: none"> 1. Send student to office. 2. Head of School informed. 3. Parent is called by Head of School to come pick up student immediately. 4. Teacher is informed. 5. Parent/Head of School conference scheduled. 6. Document behavior and action taken. 7. Student returns to school pending Head of School/Board decision. 8. Head of School/Board evaluate and decide on level of suspension with home study (1 day up to 2 weeks), other creative resolution, or expulsion from school.
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New Student Probation

New students are on academic and behavioral probation for the first nine weeks of school. If a student is struggling academically or behaviorally, the teachers will meet with the Academic Manager for consultation. A parent conference will be scheduled at mid-term to assess if the student’s struggle is reflective of lack of effort, ability, or developmental issues. At this conference an action plan will be initiated. If no improvement is demonstrated in the next 4 weeks, the Academic Manager will consult with the Head of School and Board for further action or decision.

Family Standard of Performance

In order for the school to function smoothly and effectively and to not over burden any individuals, it is very important that each family follow through with their commitments and involvement in the school.

The following areas are where the Leadership Team feels it would be necessary to interact with a family as it relates to their involvement in the school. When unique circumstances arise, it is the responsibility of the family to communicate with the Head of School in order to determine a workable solution. Failure to fulfill the Family Standard of Performance may result in further actions by the Leadership Team or the Board.

- Two missed commitments per year (parent meetings, enrichment days, camping trip, teacher meetings, etc.)
- Consistent tardiness (more than 4/quarter, two quarters or more/year)
- More than 10 absences, per student, per year
- Pattern of gossip
- Pattern of inappropriate speech
- Lack of conflict resolution
- Consistent refusal to follow procedures
- Missing regularly assigned work days or duties (teaching, TA days, office, recess monitoring, afterschool monitoring)

Behavior Standard of Performance

The Behavior Standard of Performance is used for the persistent and consistent behavior problem that impairs the learning environment, the ability of the teacher to teach, and loving and respectful relationships within our school. If any of the following behaviors is a disruptive pattern, a meeting will be scheduled with the Head of School to begin a formal behavior assessment.

- Defiance: not doing what is asked; choosing not to participate
- Hitting
- Crude Behavior: language, gesture, content
- Confrontation: an act or attitude of hostile opposition
- Negative Attitude: negative, complaining attitude and/or words about people or what is going on (i.e., curriculum, activities, field trip)
- Lack of Respect for Teacher: Arguing, debating, correcting teacher
- Controlling Class: rabbit trails, taking class in different direction
- Talking Out
- Inappropriate Behavior: getting out of seat, falling on floor, walking out of room without permission, inappropriate physical contact
- Throwing Object

If no progress is made through the formal behavior assessment, the Trace Board of Directors will evaluate the behavior.

Academic Probation

Academic excellence is one of the distinctives of Trace Academy. A student will be placed on academic probation if he/she earns the following grades in any of the subjects listed below on his/her report card:

- K - 1st:** N or lower in Phonics or Math
- 2nd - 3rd:** N or lower in Reading, Math or Unit
- 4th – 8th:** D or lower in Literature, Writing, Math or Humanities (Science or History)

The following process will be followed to communicate and address the student's academic probation:

Initial Notification: A letter will be sent home with the report card notifying the parent that the child has been placed on academic probation. Parents, Teachers and the Academic Manager will meet to assess if the grade is reflective of a lack of effort or ability. Together, an action plan will be developed in an effort to improve the student's performance.

LEVEL 1: The student will be on academic probation for the first four weeks of the next quarter. At the mid-term, the student is assessed as to whether improvement has been made in all the subjects qualifying for academic probation.

- If the student has achieved a grade of C-/S- (70% average) or better, then the student is no longer on academic probation.
- If the student has not shown improvement and his/her performance in any of the above subjects still qualifies for academic probation, the student will remain on academic probation until the end of the quarter and will be required to meet with the Head of School and Academic Manager. For students 3rd grade and below, the parent may attend if desired.

LEVEL 2: If, by the end of the next report card, the student has not improved the grade(s) to a C-/S- (70% average) or better, a meeting will be called with the student, their parents, the Academic Manager and the Head of School.

LEVEL 3: If, by the end of the next report card, the student has not improved the grade(s) to a C-/S- (70% average) or better, he/she must appear with his/her parents before the School Board.

- The student must prepare a letter to read aloud to the Board explaining what factors he/she believes led to the poor grade and his/her plan to improve.
- The Board will communicate to the family possible consequences for continued lack of improvement.
- At the mid-term of the next academic period, the student will be assessed as to whether improvement has been made in all the subjects qualifying for academic probation:
 - ❖ If the student has achieved a grade of C-/S- (70% average) or better, then the student is no longer on academic probation.
 - ❖ If the student has not shown improvement and his performance in any of the above subjects still qualifies for academic probation, the student will remain on academic probation until the end of the quarter.

LEVEL 4: By the end of the following report card, if the student is still on academic probation, then the School Board will evaluate on a case-by-case basis, the need for academic work beyond the Trace curriculum (e.g., summer assignments, extra tutoring, FLVS, etc...) and/or consequences for continued lack of improvement (e.g., dismissal, retention, etc...).

Special Considerations:

First time academic probation in the last quarter: The same process outlined above will be followed except the Lead Teacher will follow up the report card with a phone call to the parents to clarify from both teacher and parent perspective what led to the low grade(s). Suggestions could be made of work that can be done over the summer to help the student in the specific area. The Lead Teacher then needs to report back to the Academic Manager so she can follow through

in August. The Academic Manager will meet with the parents before school starts in August and then inform the student's new teachers of the action plan.

Consecutive term academic probations: Continue through process outlined above whether or not the academic probations are for the same or different subjects.

Repeated but non-consecutive term academic probations:

- o On the same subject: follow Level 2 procedures
- o On different subjects: follow Level 1 procedures

Cell Phone & Electronics Policy

The use of electronic devices (i.e. iPods, tablets, MP3 players, handheld gaming devices, etc...) is prohibited on campus. All electronic devices including cell phones must remain off and concealed during school hours. Misuse of this policy may result in confiscation of the cell phone or other electronic device and/or other disciplinary action. If confiscated, the parent will make arrangements to pick up the cell phone and/or electronic device from the school office.

For electronics policy on fieldtrips, see [Field Trips](#).

Dress Code

Uniform Dress Code

There are several reasons the Trace Academy Board has elected to use uniforms for the students of Trace. Uniforms make a positive impression and give the school a spirit of unity. Trace uniforms are high in quality and lessen the daily concerns about what to wear, appropriateness, modesty and the emphasis on apparel.

All uniforms are to be ordered from Sir Walter Uniforms. Their phone number is 1-800-621-8263, fax is 1-321-459-2663, and website is www.sirwalteruniforms.com. Please note that anything already imprinted with our school logo cannot be returned.

Please apply the following guidelines to the uniform components:

- School uniforms are to be worn at school and on field trips, except when the teacher has specified in writing something different.
- Non-uniform jackets may be worn outside.
- All uniform components must be clean and in good repair, free of holes or stains.
- All components must be of the appropriate size. (For girls, shorts and skirts must be of modest length; the suggested length for skirts is no shorter than 2 inches above the knee.
- For both boys and girls, shirts must remain tucked in.

Uniform Components

Boys	K-5 th	Slacks: Navy, Khaki Walking Shorts: Navy, Khaki Short-sleeved Polo with Trace logo: Navy, Hunter Green, White, Pale Yellow Long-sleeved turtleneck under polo: Navy, Hunter Green, White, Pale Yellow * Sweatshirt or Hoodie: Trace logo or solid Navy, Hunter Green, White, Pale Yellow
Boys	MS (6-8 th)	Slacks: Navy, Khaki Walking Shorts: Navy, Khaki Short-sleeved Polo with Trace logo: Navy, Hunter Green, White, Pale Yellow, Light Blue** Long-sleeved turtleneck under polo: Navy, Hunter Green, White, Pale Yellow * Sweatshirt or Hoodie: Trace logo or solid Navy, Hunter Green, White, Pale Yellow

Girls	K-3 rd	Slacks: Navy, Khaki Walking Shorts: Navy, Khaki, Plaid Plaid Jumpers <i>Gym shorts must be worn under jumper</i> White Peter Pan Shirt Short-sleeved Polo with Trace logo: Navy, Hunter Green, White, Pale Yellow Long-sleeved turtleneck under polo: Navy, Hunter Green, White, Pale Yellow * Sweatshirt or Hoodie: Trace logo or solid Navy, Hunter Green, White, Pale Yellow Cardigan Sweater: Navy, Hunter Green, White, Pale Yellow
Girls	4 th and 5 th	Slacks: Navy, Khaki Walking Shorts: Navy, Khaki, Plaid Culottes: Plaid Short-sleeved Polo with Trace logo: Navy, Hunter Green, White, Pale Yellow Long-sleeved turtleneck under polo: Navy, Hunter Green, White, Pale Yellow * Sweatshirt or Hoodie: Trace logo or solid Navy, Hunter Green, White, Pale Yellow Cardigan Sweater: Navy, Hunter Green, White, Pale Yellow
Girls	MS (6-8 th)	Slacks: Navy, Khaki Walking Shorts: Navy, Khaki, Plaid Culottes: Plaid Skirt: Navy, Plaid Kick Pleat Skorts: Navy, Plaid, Khaki Short-sleeved Polo with Trace logo: Navy, Hunter Green, White, Pale Yellow Long-sleeved turtleneck under polo: Navy, Hunter Green, White, Pale Yellow * Sweatshirt or Hoodie: Trace logo or solid Navy, Hunter Green, White, Pale Yellow Cardigan Sweater: Navy, Hunter Green, White, Pale Yellow
ALL Students		SOCKS: are mandatory: White, Navy, Brown, Black TIGHTS/LEGGINGS: girls only: solid Navy, Hunter Green, White, Black. SHOES: closed heel and toe, any color; athletic shoes may not have characters, lights, or other large logos; no boots; minimal heel on girls' shoes BELTS***: required with all pants and shorts: solid Navy, Brown, Black leather or leather-like fabric

*Sir Walter only carries white. The other colors may be purchased anywhere else provided they are plain.

** Not available to buy from Sir Walter, but may be worn as a hand-me-down if in good condition.

*** Belts are not required for Kindergarten students.

Cold Weather:

Indoor Wear	Trace sweatshirt or plain navy, hunter green, white, pale yellow sweatshirt. Girls may wear a navy, hunter green, white, pale yellow cardigan sweater.
Outdoor Wear	Children may wear any jacket outdoors, but need to remove the jacket when coming indoors.

Other:

Jewelry	Minimal, modest jewelry is allowed. Earrings must be 1 inch or less in length from the bottom of the ear lobe. No earrings for boys. No other body piercing and temporary or permanent tattoos that can be seen are allowed.
Hair	Hair must be neat and clean with natural color and modest styles.
Head/Hair accessories	No headgear, hats or bandanas will be allowed. Girl's hair accessories must match the uniform.
Makeup	Girls may wear makeup that is subtle and natural looking.

Shoes

Bare feet and flip-flops are not permitted on campus. If a student has no shoes, this will result in the student sitting in the office until a parent can bring appropriate shoes to the student. If a student is wearing flip-flops, all efforts will be made to have the parent bring appropriate shoes to the student. If at recess, the student does not have appropriate shoes, the student will remain in the classroom.

Accessory Day

Accessory Day is offered to students on the first Friday of each month. Students may use this opportunity to show off their style. Everyone must wear the basic uniform and shoes, then they may "accessorize" with hats, ties, scarves, jewelry, socks, belts and hair accessories.

Field Trip Dress Code

For public field trips, students may wear a Trace Uniform of choice or Trace Logo T-Shirt. For dirty activities or a field trip in a private location, students may wear “Modest Casual” dress. This will be decided by the Lead Teacher and indicated on the field trip permission slip.

“Modest Casual” means: Shirts with appropriate images/wording; no spaghetti straps. Shirts need to be long enough that they could be tucked in. Shorts must be of modest length. Jeans must be free of holes and rips. Shoes must follow standard uniform policy. The only exception to the shoe policy is a field trip to a beach or water event. On such trips, flip flops may be worn.

Bathing Suit Attire for Trace Swimming Event: For girls, one piece swimsuit or dark T-shirt over swim suit. No bare midriffs.

Field Trip Dress-Code Miss: All effort will be made to have a parent bring correct Field Trip clothing.

Used Uniform Sale

Twice a year Trace has a used uniform sale. This is an opportunity to sell uniform pieces that have been outgrown but are still in good condition: no holes, stains, broken zippers, missing buttons, loose hems, etc.

Emergency Procedures

Emergency Procedures

Each classroom contains a copy of the Emergency Procedures Manual, which includes emergency procedures protocol for severe weather, lock down, intruder, and fire evacuation. Monthly practice evacuations of the school building are conducted.

Storm Days

Trace Academy will normally follow Orange County Public Schools' decisions about suspending school on storm days. However specific details will be emailed to the whole school.

Events

Anomalous Day

To create a sense of excitement in the last months of school, Trace has a tradition called Anomalous Day. A secret date is chosen near the end of the school year when students will come to school with routine expectations of a normal school day only to be told at the beginning of the day that it is Anomalous Day. Parents then return to the school with play clothes and sports equipment. The children quickly change their clothes and are driven to a specified location, such as a park or community pool, to congregate for activities and fun. Because this is a community building event and not a field trip, one parent from each family needs to attend. Anomalous Day lasts for the entire school day, from the time of announcement in the morning until 1 pm.

Awards and Graduation Ceremony

At the end of each school year, all Trace students and parents gather together for an Awards and Graduation Ceremony. This is our most formal evening event of the year and is usually scheduled on the next to last day of school. The evening begins with the 8th grade graduates being honored. Graduates are given special recognition and each one receives a diploma. Then, the focus switches to the Awards Ceremony. At Trace, character is highly valued over academic achievement. Consequently, no academic awards are given publicly, rather character development is acknowledged for each student. This is determined by the students' teachers with prayer and supporting scripture. Each student will receive a ribbon listing their character trait and scripture reference. Trace parents are encouraged to invite extended family and friends to join in this celebration. Refreshments are served following the ceremony.

Camping Trip

Each year, at the beginning of November, Trace has a required two day campout that takes place over Friday and Saturday. These two days are counted as school days; therefore it is mandatory that all students and parents attend. This event has taken place from the first year of Trace as the founders discovered that camping builds and strengthens community in a unique way.

The campsite is located at the Lakewood Retreat Center in Brooksville, Florida. All families will need to provide a tent or RV for their own family. Families will also need to supply all of their own food for the weekend, with the exception of Friday lunch. Trace provides a family style meal for the entire school community on Friday. During the weekend, students will participate in "classroom time," where they receive instruction and engage in hands-on learning activities. Parents are highly encouraged to assist with class time. Families will also take part in group games and crafts that foster community building. This event is often the highlight of the year for Trace students and this weekend together creates many great memories.

Christ-giving Feast

In December, Trace takes a school wide fieldtrip to Ft. Christmas Park, located in Christmas, Florida. The park has an authentic fort and gives students an opportunity to work together in cooking a turkey stew in a large cauldron over a fire. Each family is asked to bring in a specific food item that contributes to the turkey stew or to the feast. All students participate in preparing the turkey stew, by cleaning, peeling and chopping the vegetables. This day is treated as a school wide fieldtrip; therefore chaperones are needed to help with each class. Students take part in school related curriculum and activities as well. This event gives our students a unique opportunity to experience hands on learning, outside of the normal classroom. The Christ-giving feast occurs during regular school hours. All parents are not required to attend, but everyone is welcome to join in the fun!

Enrichment Days

On three Saturdays throughout the year, all Trace staff meet for Enrichment Days. This is a time for worship, fellowship, training, celebration and planning. All staff are required to attend these important gatherings for the enrichment of our school and community.

Friday Assemblies

Each Friday morning, the entire Trace community gathers for an assembly in the sanctuary. These assemblies provide students an opportunity to practice public speaking, to culminate units, and to worship and fellowship together. It is a tool used to build unity and a sense of belonging. Each week alternates between Family Time and Buddy Time.

- Family Time – During the Family Time Assembly, students sit with their class and teacher. Different classes take turns leading Family Time each week. Classes may present a play, sing a song, share art projects or communicate some interesting facts about what the class has been learning. In addition to the above mentioned components, Family Time also includes a time to recognize and celebrate the different ways that God has been working in the lives of students and teachers during the previous week. Parents are invited to attend these family times.
- Buddy Time – Buddy time encourages our students to build relationships across the grade levels. Twice a year, in August and in January, students are matched up with a buddy. Typically, 5th – 8th grade students are considered older buddies and kindergarten – 4th grade students are considered younger buddies. One older buddy will be paired up with one younger buddy, of the same sex. Occasionally, there will be a need to have a group of 3 buddies, depending on the number of boys/girls enrolled each year. During buddy time, students sit with their buddy during the assembly time. Different classes take turns leading buddy time each week. Classes will engage in several different kinds of activities with their buddies throughout the year; such as outdoor games, reading books together, playing board games and doing art projects. Each semester culminates with a Buddy Time party, where buddies exchange gifts with each other.

Parent Kick-Off Dinner

Trace hosts a Parent Kick-Off Dinner during the first week back to school in August. This gathering allows Trace parents to reconnect after the summer break. It is also a time that new parents are introduced to the Trace community. The Trace Board of Directors and Head of School cast vision for the upcoming school year and the school theme is announced. Parents will also get a chance to meet and interact with their child's teacher(s).

Parent Meetings

There are 3 parent meetings per year, typically in September, January and April. Both mom and dad are required to attend all meetings. Parent meetings allow for discussions about issues that arise during the school year and communication of important information to the community as a whole. It also gives the opportunity to hear from the Head of School and Trace Board of Directors and worship and fellowship together as believers.

Parties and Birthdays

At various times during the year, special parties are planned and held for individual classes. This may include a classroom celebration at the end of a unit, a marble reward or the observation of a holiday. Parents may bring/send "goodies" for the entire class on their child's birthday. Advance notice to the teacher is recommended. The whole Trace community celebrates birthdays by singing to the birthday boy/girl at each week's Friday assembly. No one likes to be excluded from a party. To be sensitive to this matter, please do not hand out invitations to personal parties on campus unless there is an invitation for every child in the class. Selective invitations should be mailed or emailed to the student's homes.

Pre-Planning and Trace Kick Off (TKO)

These two events run concurrently during the first three days of school and are required for all Trace staff and students.

- Pre-Planning – These three days consist of meetings where all Trace staff gather together as a whole community. This time allows Trace staff to build the necessary relationships and develop good communication that is essential to a successful school year. Preparations are made for the start of the school year as well as setting up classrooms. Training is given to individual teams as well as to the school as a whole. There is also time to meet and work together in individual teams. Schedules are set for the year and general guidelines are reviewed.
- Trace Kick Off (TKO) – This fun day starts off the school year for our students, while our staff are in the Pre-planning meeting. TKO allows students to reconnect after the summer break, get to know their new classmates and begin to develop a sense of community while doing a fun activity together. This planned optional fieldtrip is highly encouraged, but is not required. All Trace students are welcome to attend the planned fieldtrip with a Trace parent. Each family will be responsible for their own transportation to and from the fieldtrip location. Parents will be notified in the summer of the fieldtrip location, the date, times and cost.

Post Planning/Field Day

These two events run concurrently on the last day of school and are required for all Trace staff and students.

- **Post Planning** – This meeting allows the Trace staff to review and celebrate what has been accomplished during the school year. Staff that are departing will be honored and new staff joining in the fall will be introduced. Placement for the next school year is discussed, as well as summer hours. Trace staff work together to close up the school for the summer.
- **Field Day** – This is a last day of school celebration for Trace students. Students are sent off on a fun fieldtrip with their classmates, such as bowling, miniature golf or swimming. Dads are needed to chaperone these fieldtrips so that all Trace staff can participate in the Post Planning meeting.

Facility

Facility

In order to be good stewards of the financial gifts God has given Trace, the school rents space from Vista Community Church. Consequently, the building is a multi-use facility. At the same time Trace is functioning as a school, Vista Church staff are in the building working and doing ministry. In light of this reality, both parents and students are asked to promote responsible and respectful use of the property, adhering to and following the Trace Facility Guidelines that are handed out at the beginning of each school year.* A Trace staff person functions as the facility liaison between Trace and Vista. Please direct all questions, concerns, and scheduling needs to him/her.

*These can be found in the Trace Docs folder on Dropbox.

Financial Policy

Financial Policy

Trace Academy meets its financial responsibilities solely through the financial commitment of the participating families. Trace Academy receives no subsidies or grants from other sources. Therefore, the school is dependent on the timely fulfillment of each family's monthly financial commitment. The Trace Academy Board must approve any alterations in this payment plan. Ability to meet full tuition is required. In addition to tuition, families pay certain additional expenses to cover field trips, uniforms and school supplies.

The following is a schedule of financial commitments for 2016-17. Monthly figures in () are based on a 10-month schedule, August through May.

Tuition

First child	\$2,550 per year	(\$255/mo)
Second child	\$2,350 per year	(\$235/mo)
Third child	\$2,150 per year	(\$215/mo)

- Monthly tuition is due on the first of each month beginning August 1st. **A \$10.00 late fee will be assessed for payments received after the 10th of the month. If the 10th falls on a weekend, tuition is due on the Friday before.**
- The Trace School Board may offer tuition discounts based on a parents position and tenure.
- A family is expected to contact the Head of School if they become unable to meet their monthly financial commitment.
- If a family is not able to meet their financial commitment for two consecutive months, a board member will contact the family to determine ways in which they can continue to meet their financial commitment or to discuss the possibility of withdrawing their children from school.
- Financial commitments must be mailed to the school address or put in the Trace payment box in the office. **Do not give your check to anyone on campus.**
- There will be a \$20.00 charge for any returned checks.
- There will be an annual 2% increase in tuition, to be reviewed by the Board of Directors.

Job Descriptions

All Teachers

Each teacher has responsibilities as listed below.

- To maintain a close personal walk with the Lord evidenced by your example and spiritual leadership among peers and with students.
- To pray for teachers and students of your class.
- To maintain a positive attitude with students and co-teachers. To observe the Matthew 18 principle in conflict resolution. To be discreet in discussing any student or situation. To avoid a negative, critical spirit.
- To work with the teaching team as much as possible in the division of grading, tasks, and preparation for classroom instruction. This will insure optimum creativity in the classroom and prevent any one teacher from becoming overworked.
- To teach classes as assigned using curriculum, supplementary materials, field trips, special guests, etc. to maximize classroom learning.
- To create and maintain proper classroom management plan. This would include involving the Academic Manager or Head of School in situations that are not satisfactorily being handled by the teacher, student and parent.
- To follow policies, procedures and guidelines in the Teacher Handbooks.
- To inform the next day's teacher of anything unusual that happened in the days you taught that might affect what material needs to be covered or how certain students should be handled.
- To arrange for a substitute (either by switching within your team or calling the emergency sub coordinator) for the days you cannot teach. The Emergency Sub is to be used for emergencies only, not planned absences.
- To conduct regular informal and formal communication with parents regarding student's academic or behavioral progress. Teachers should keep in mind that most parents desire more communication. If you err let it be on the side of caution and over-communication. There should be no surprises for parents or students.
- To read the weekly teacher newsletter and follow through on any applicable items.
- To get approval from the Head of School for any changes, additions, or subtractions to curriculum.

- To manage their grade's Dropbox account responsibly:
 - ❖ Insure that any new document that is created is placed in Dropbox.
 - ❖ Insure that any changes that are made to documents are saved on Dropbox.
 - ❖ Insure that no documents are deleted without approval from the lead teacher.

- To attend and participate in the following:
 - ❖ Family/Buddy Time (teacher who works on that day)
 - ❖ Teacher Training Meetings (TKO, Enrichment Days, evening Training Meetings)
 - ❖ Evening school events (approx. 2-4 per year)
 - ❖ Parent Teacher Conferences
 - ❖ Other meetings as assigned

- To complete the following:
 - ❖ Grading and records of tests, assignments, homework, etc. in Gradelink
 - ❖ Records of attendance
 - ❖ Records of significant corrective action taken with students
 - ❖ Report cards each quarter
 - ❖ Mid-quarter assessments
 - ❖ Administration of achievement tests
 - ❖ Home study assignments as needed throughout the year
 - ❖ Other items as assigned or requested by the Academic Manager or Head of School

- Building/classroom use:
 - ❖ To maintain a clean classroom, actively involving students in the process.
 - ❖ To report repair needs and request use of common space areas to the Facility liaison.

Lead Teacher

Time Commitment: 2.5 Days/week on campus, requires additional hours/week at home, no recess or after school monitoring, No Emergency Sub

Main Objective: To teach, lead the teaching team, and lead the overall direction for this grade and this school year.

Main Responsibilities:

1. To plan and develop the overall program of the class.
2. To provide leadership and communication to all teachers and assistants on the teaching team.
3. To create lesson plans, which include:
 - a. A general unit calendar
 - b. A weekly lesson plan for each area (tools and units) Daily lesson plans for everything taught, including fieldtrips and program, art, music, and presentations
 - c. Passing off this plan to the Co Teacher and TA
4. To communicate regularly with parents through a class newsletter.
5. To initiate with parents regarding their child's academic and/or behavioral progress.

6. To communicate with the Academic Manager regarding unusual concerns relating to the students, behavioral or academic.
7. To communicate with the Academic Manager when a student has been placed on academic probation.
8. To ensure that resources and materials are kept in a transferable format.
9. Effectively manage the classroom budget.

Working Relationships: The Lead Teacher reports to the Academic Manager while the Co-Teacher and Teacher Assistant report to the Lead Teacher. The Lead Teacher works closely with parents.

Co-Teacher

Time Commitment: 2.5 Days/week on campus, requires additional hours/week at home, no recess or after school monitoring, No Emergency Sub

Main Objective: To teach and work alongside the Lead Teacher.

Main Responsibilities:

1. To follow the Lesson Plans set forth by the Lead Teacher.
2. To help with grading and other facets of the class program.
3. To communicate with the Lead Teacher and parents regarding unusual incidents in the class.

Working Relationships: The Co-Teacher reports to the Lead Teacher. They work closely with the Academic Manager, Teacher Assistant, and Parents.

Lead Math Teacher

In addition to classroom instruction, the Lead Math teacher serves to oversee the Math teachers and provide consultation as it pertains to Math instruction, curriculum and students needing additional help in math.

4th-8th Grade Math Teacher

Time Commitment: 4 hours/week on campus (see below), may require additional hours/week at home, no recess or after school monitoring, Tier 1 Emergency Sub

Main Responsibilities

1. Teach Saxon Math four days per week, Monday through Thursday, for the first hour of each day
2. Prepare test or worksheets for Fridays that classroom teacher can oversee
3. Assign homework
4. Grade homework and tests each week
5. Maintain good communication with students, reviewing concepts as needed, giving extra motivation as needed.
6. Calculate individual grades each mid-quarter/quarter by utilizing Gradelink
7. Conduct auditory processing exercise twice a week
8. Participate in parent/teacher conferences

Working Relationships - The Math Teacher reports to the Lead Math Teacher. They work closely with other Math Teachers, grade level Lead and Co-Teachers, and parents.

Lead Science Teacher (7th-8th Grades)

Time Commitment: 2 days/week on campus, requires additional hours/week at home, no recess or after school monitoring, Tier 1 Emergency Sub

In addition to classroom instruction at the Middle school Level; The Lead Science teacher serves to oversee the Science Assistant - and to implement curriculum changes/additions as needed.

Main Responsibilities

1. Teach science 2 days per week
2. Prepare lessons that incorporate hands on learning, integrated curriculum and appeal to various types of learning styles
3. Assign homework
4. Grade homework and tests each week
5. Maintain good communication with students, reviewing concepts as needed, giving extra motivation as needed.
6. Calculate individual grades each mid-quarter/quarter by utilizing Gradelink
7. Participate in parent/teacher conferences

Working Relationships - The Lead Science Teacher reports to the Lead Humanities Teacher. They work closely with other 7-8th grade teachers and parents.

Science Assistant (7th-8th Grades)

Time Commitment: 1 day minimum/week on campus, may require additional hours/week at home, recess or after school monitoring on same work day, Tier 3 Emergency Sub

The Science Assistant aids the Lead Science Teacher in curriculum enhancement and experiment development and helps to ensure that the Science curriculum meets identified benchmarks.

Main Responsibilities:

1. To get supplies, books, audiovisuals, and other curriculum materials needed for the lessons.
2. To be on campus one day per week in order to:
 - a. Support teacher with whatever she needs (i.e. photocopies, bulletin boards, one-on-one tutoring, paperwork, small reading groups, etc.).
 - b. Monitor morning and/or afternoon recess.
3. To pray for teachers and students.
4. To know and understand the classroom management plan and institute when necessary.
5. To substitute teach as needed (i.e. during parent/teacher conferences and emergency sub days).
6. To manage their grade's Dropbox account responsibly:
 - a. Insure that any new document that is created is placed in Dropbox.
 - b. Insure that any changes that are made to documents are saved on Dropbox.
 - c. Insure that no documents are deleted without approval from your lead teacher.

Working Relationships: The Science Teacher Assistant reports to the Lead Science Teacher.

Lead Teacher Assistant (Lead TA)

This role serves as an additional responsibility of one of the TAs.

Main Objective: To lead and support the Teaching Assistants.

Main Responsibilities:

1. To be the Teacher's Assistant for their assigned grade.
2. To be the "go-to person" for the other TAs, when they have questions or concerns.
3. To train TAs, and give consistency and intention to the training.
4. To orient new TAs to their job responsibilities.
5. To orient new TAs to the storage unit and make sure all TAs have a key to the unit.
6. Meet with TAs during Enrichment Days to touch base and do training if needed.

Working Relationships: The Lead TA reports to a member of Management Team and works closely with other TAs and grade level teachers.

Teacher Assistant (TA)

Time Commitment: 1 day minimum/week on campus, requires additional hours/week at home, recess or after school monitoring on same work day, Tier 3 Emergency Sub

Main Objective: To support and serve the teaching team in whatever way is best for them in order to conserve their energy for lesson planning and teaching.

Main Responsibilities:

1. To get supplies, books, audiovisuals, and other curriculum materials needed for the units.
2. To be on campus one day per week in order to:
 - a. Support teacher with whatever she needs (i.e. photocopies, bulletin boards, one-on-one tutoring, paperwork, small reading groups, etc.).
 - b. Monitor morning and/or afternoon recess.
3. To pray for teachers and students.
4. To know and understand the classroom management plan and institute when necessary.
5. To substitute teach as needed (i.e. during parent/teacher conferences and emergency sub days).
6. To manage their grade's Dropbox account responsibly:
 - a. Insure that any new document that is created is placed in Dropbox.
 - b. Insure that any changes that are made to documents are saved on Dropbox.
 - c. Insure that no documents are deleted without approval from your lead teacher.

Working Relationships: The Teacher Assistant reports to the lead teacher and works closely with the co-teacher and parents.

Classroom Assistant

Time Commitment: 1 day minimum/week on campus, no hours of at home time/week, recess *and* after school monitoring on same work day, Tier 4 Emergency Sub

Main Objective: To support and serve the teaching team and students in whatever way is best for them in the classroom. They are an extra pair of hands for the teachers of young students with a large class size.

Main Responsibilities:

1. To follow the plan and direction of the teacher for that day.
2. Classroom Assistants may be asked to help with reading groups, oral math assessments, unit time crafts and activities, end of the day procedures, test monitoring, etc.
3. To maintain a positive attitude with students and teachers.
4. To know and understand the classroom management plan and institute when necessary.
5. Helps monitor recess and after school.

Working Relationships: The Classroom Assistant reports to the teacher on campus that day and works closely with grade level teachers and the students.

Academic Administrator

This role serves as an additional responsibility of one of the office staff.

Main Responsibilities:

1. Manages Prospective Student Assessment Info/Binders
2. Manages Homework Assessments (Runs reports for Academic Manager)
3. Maintains Teacher Training Notebooks
4. Maintains/Updates Teacher Policies & Procedures and Academic Grading & Guidelines
5. Assists Academic Manager in Teacher Training ex: preparation etc. (as needed)
6. Assists Academic Manager in Tracking/Correspondence for Academic Probation
7. Updates Math Roster to Reflect New Student Assessments, sends to Math/Lead teachers affected by travelling math students
8. Manage Book-It Distribution/Communication to teachers (Book-it Begins in October)
9. Manages Administrative Portion of SAT Testing
10. Manages Administrative Portion of Character Awards/Graduation
11. Assists Academic Manager & Curriculum Team Lead as needed

Curriculum Team Member

Time Commitment: 1 day minimum/week on campus, may require additional hours/week at home, recess or after school monitoring on same work day, Tier 2 Emergency Sub

Main Objective: To implement the enhancement of Trace curriculum.

Main Responsibilities:

1. To collaborate with the curriculum team to implement new curriculum.
2. To create, revise, research, and update curriculum.

Working Relationships: Curriculum Team Members report to the Head of School, working closely with her and teachers.

Office Manager

Time Commitment: 1 day minimum/week on campus, may require minimal additional hours/week at home, recess monitoring on same work day, after school monitoring on a different day other than your on-campus day, Tier 2 Emergency Sub

In addition to daily office duties, the Office Manager is responsible for overseeing the office staff, delegating on-going office duties (scholastic, book-it, etc....), ordering office supplies and administering the school's technology such as Dropbox and Google Calendar.

Working Relationships: The Office Manager reports to the Registrar.

Office Worker

Time Commitment: 1 day minimum/week on campus, may require minimal additional hours/week at home, recess monitoring on same work day, after school monitoring on a different day other than your on-campus day, Tier 4 Emergency Sub

Main Responsibilities

1. To be on campus from 8:00-1:15
2. To answer the phone in a professional manner
3. To type any items the office manager might have for you
4. To share the responsibilities outlined in the office manual with the other office workers (this includes computer maintenance, Box Tops for Education coordination, mail pick up, supply purchasing, etc.)
5. To monitor recess and/or after school
6. To give breaks to TLC workers
7. To administer medication and first aid to students as needed
8. To be flexible with interruptions and ready to step in wherever needed
9. To set up/clean up coffee and kitchen area
10. Empty trash and take to dumpster
11. Squeegee off picnic tables and slides as needed
12. Assist teachers as needed to keep class running
13. Miscellaneous custodial responsibilities

Working Relationships: The Office Workers report to the Office Manager and work closely with the Management Team, other Office Workers and general school staff.

TLC Coordinator

Time Commitment: 1 day/week on campus, requires additional hours/week at home, no recess monitoring, after school monitoring on a different day other than your on-campus day, Tier 2 Emergency Sub

Main Responsibilities

1. To be on campus from 7:45/8:00-1:15 depending on the day(s) you work
2. To oversee all preschool childcare for Trace Academy
3. To be responsible for training, coordinating and scheduling the TLC team
4. To coordinate supply and equipment purchases
5. To work with parent concerns
6. To help facilitate schedule substitutions and changes, etc.
7. To coordinate hiring of childcare workers for TKO and Field Day

Working Relationships: The TLC Coordinator reports to a member of Management Team and works closely with other TLC Workers and parents of TLC children.

TLC Worker

Time Commitment: 1-1.5 days/week on campus, no hours of at home time/week, no recess monitoring, after school monitoring on a different day other than your on-campus day, Tier 4 Emergency Sub

Main Responsibilities

1. To be on campus from 7:45/8:00-1:15 depending on the day(s) you work
2. To provide childcare for the TLC children
3. To assist in purchasing supplies as instructed by coordinator
4. To provide childcare during afternoon session of TKO
5. To provide childcare during morning School Prayer times
6. To assist with after school monitoring
7. To be flexible to cover for team members if possible

Working Relationships: The TLC Workers report to the TLC Coordinator and work closely with other TLC Workers and parents of TLC children.

Field Trip Coordinator

Time Commitment: 1 day minimum/week on campus, requires moderate additional hours/week at home, recess or after school monitoring on same work day, Tier 3 Emergency Sub

Main Objective: To coordinate the majority of the Field Trips for the school.

Main Responsibilities

- To schedule the Field Trips in coordination with the lead teachers.
- To prepare the paperwork that each Field Trip requires. For example payment to the location, chaperones, drivers, etc.
- To prepare permission slips for each Field Trip and give them to the teachers to distribute to students.
- Provide teacher with all the needed paperwork, and payment for Field Trips by the morning of the Field Trip.
- Help monitor after school recess.

Working Relationships: The Field Trip Coordinator reports to the Academic Manager and works closely with lead teachers.

Staff Guidelines

Staff Guidelines

In operating the day to day business of Trace Academy, please observe the following guidelines.

- **Trace Office**—Trace computers are for Trace work only during school hours. Please do not use the Trace computers for private email or social networking sites. Please be sensitive to others working in the office or on campus. If arriving early to pick up a child, please go to the back picnic benches so as not to disturb those that are working.
- **Personal Phones and Computers**—Trace staff are asked to refrain from using personal phones/computers for personal email or social networking while working on campus. Occasionally, personal calls need to be made during Trace time, but please use discretion so as not to interfere with school responsibilities. Please refrain from texting during meeting times.
- **Dress Code**—When a parent is working on campus (as a teacher, CA, TA, or in the office), he/she will need to dress in a manner that contributes to an atmosphere of professionalism. Dresses and skirts (must be of modest length, no shorter than 2 inches above the knee) and pants are all acceptable attire. Blue denim capris and pants are not appropriate except when needed for a field trip or working in TLC. Spaghetti straps and tops showing cleavage are not acceptable. Rubber beach style flip flops are not acceptable either.
- **Trace's Reputation**—Please be respectful of Trace whenever making comments on social networking sites or with friends. Let's focus on the positive and not the negative. Please instruct Trace students to do the same. Comments like, "too much homework as usual" or "overwhelmed by all of my Trace work" are negative and disrespectful to the Trace community.

Emergency Substitute System

The Emergency Substitute system covers situations when a staff member who is scheduled to work on campus needs to stay home. This is only to be used when a staff member is sick, his/her child is sick, or when an emergency arises the evening before or morning of a work day. At the start of each school year, every staff member (excluding teachers) at Trace is asked to sign up for a specific number of days in the school year that he/she will plan to serve as the Emergency Substitute. If a staff member or his/her child needs to stay home on the day the he/she is scheduled to be on campus, he/she needs to call the team leader as soon as he/she knows it is necessary to stay home. The team will first try to work out a schedule switch within the team. If this is not possible, the Emergency Sub Coordinator is called to request the Emergency Sub. Please do not call the Emergency Sub directly. The Emergency Sub coordinator will organize this. If a change is made to the Emergency Sub Calendar, please let the Emergency Sub Coordinator know, so she can make the appropriate changes to the google calendar.

Emergency Sub System Tiers

The number of Emergency Sub days assigned to each job depends on several factors including number of days on campus and number of hours of at home work required for assigned roles. Once the number of school days is calculated and placement is final, the exact number of days for each tier will be assigned and sign up for Emergency Sub days will take place during TKO. Tier 1 will be required to sign up for the least number of days and Tier 4 will be required to sign up for the most amount of days.

Maternity Leave

New mothers will not be required to return to their positions for six weeks from the date of birth of their baby. If an extended time is needed due to health concerns, this will need to be approved by the leadership on a case-by-case basis. If a mom will return after maternity leave to a different job that has a lower discount, the higher discount will be granted during the period of maternity leave. Additionally, due to the six-week leave and the impact that has on the teaching team and classroom, it is less than ideal for an expectant mom to fill a teaching position. Adoptive mothers will also have a maternity leave available to them. Terms of the leave will be determined with the leadership on an individual basis. Babies under the age of six weeks will not be accepted in TLC for the protection of their health, nor will newborn babies be allowed in the classroom. After six weeks of age, babies can be in TLC.

Reimbursements

If a purchase is made for Trace please fill out a reimbursement form and attach the receipt to it. The lead teacher or committee supervisor will need to approve the reimbursement. Once that is complete, place the reimbursement form in the "To be Paid" file in the top left drawer in the office. Checks are written once a week. Training on this procedure will be given at the beginning of each year.

School Prayer

A value at Trace is praying for the school, the students and each other weekly. Every day, students and parents gather at 8 am and 8:25 am to pray before the school day.

Childcare is provided in the TLC room starting at 7:55 am and continues until 8:10 am. All children through 5th grade, who come on campus early for School Prayer, must go into the TLC room to be supervised, or stay with their parent. Middle School students are allowed to stay in the 7/8th grade classroom.

Trace Loving Care (TLC)

Trace Academy provides nursery care for infants, ages 6 weeks to 5 years, in a program called Trace Loving Care (TLC). TLC is not available to school aged children that do not attend Trace. The mission of TLC is to provide a safe, loving and fun environment for all the children in attendance each day. This service frees up staff to focus on school duties while working at Trace. During the day, the children will participate in Bible stories, snack time, outside play, crafts and lunch time.

TLC is only available to staff working on campus. A schedule will be set at the beginning of the year. If a staff member needs to work on campus on a day that is different than his/her normally scheduled day, then he/she must call the TLC Coordinator to get approval to bring his/her children into TLC. TLC cannot be utilized while a parent is chaperoning a fieldtrip. If a child will not be coming to TLC on his/her regularly scheduled day, parents need to call the TLC Coordinator to let her know. TLC follows the same sick policy that is listed in the Trace handbook.