



TAMRA Learning Academy Handbook
Advocating Learning....Advancing Success

TAMRA Motto –

Piecing together the puzzle of academic achievement, social success, and Christian growth.

Mission –

To provide comprehensive, individualized educational and social development enhanced with biblical teaching and service-learning projects for students grades K-8 .

Objectives –

Provide a 5-day per week school for students with distinct academic or social learning needs in grades K-8.

Assess each student’s individualized educational and social developmental needs upon enrollment.

Deliver an educational plan for students based on their individualized assessments.

Enhance educational and social developmental learning with a Christian biblical worldview.

Foundational Core Components that TAMRA seeks to achieve:

Educational Community

Engage the TAMRA community of students and teachers by fostering individual academic and spiritual growth through service to family, friends, and community.

Learning

Educate students through a well-rounded curriculum that draws on the Christian worldview.

Seek to cultivate virtuous character through service to others and steadfastness of mind, body, and spirit.

Implement curriculum including both project-based and assessment-based learning.

Enhance learning with service opportunities promoting exploration of social perspective taking through community service and peer facilitated learning.

Employees

Value the time and commitment of faculty and staff as foundational developers of our individualized educational setting.

Provide a work environment promoting professional, spiritual, and personal growth.

Facilities

Be appreciative of the educational and recreational space used by our students.

Create a friendly cooperative relationship with our learning partners.

Finance/Development

Maintain a Board of Directors and Trustees consisting of community members who will exercise responsible stewardship.

Use resources to foster the mission of TAMRA and to promote academic and spiritual growth among students.

Partnership with Parents and Families

Acknowledge that parents and families are integral to each child's success. Seek to partner with parents in teaching their children to grow in the ways of the Lord.

Affirm the necessity of good communication with parents.

Encourage and expect parents to contribute to the school by partnering in prayer and volunteerism.

Faith

Promote a Christian based academic and social learning environment

Academic Opportunity

Seek to serve students requiring individualized instruction who are invested in promoting their own educational advancement.

Support fellow classmates in their growth and educational pursuit.

Welcome all students regardless of race, color, national or ethnic origin.

Tuition

TAMRA aims to practice good stewardship while providing a uniquely specialized educational product. Interest families should request to schedule a meeting to visit the school to learn more.

TAMRA Logo



The TAMRA logo was developed by David Perez-Guerra, one of the first members of the Board of Trustees for TAMRA. The logo displays the growth that individuals achieve through education as symbolized by the open book with the individuals rising to new levels as a result of absorbing knowledge from the book. Also, note that the individuals are of different sizes, colors, and stages of advancement upward from the book symbolizing the importance of the growth of social skills which can best be achieved with the rich interaction of children and families from varying ages and experiences. The logo celebrates the wonderful variety that each student brings to the school by simply being who God created them to be.

Faith Statement

TAMRA Learning Academy is a school that is dedicated to educating students who benefit from an individualized educational plan in grades K-8. We believe that every child is created in the image of God and is loved infinitely by Him. For that reason, we believe that each child deserves the best education possible in an environment that allows them to reach their highest

potential. Our board members and teachers are Christians who believe and obey the Bible as God's infallible Word. We believe there is one God existing in three persons: Father, Son, and Holy Spirit. We believe that people are saved by God's grace through faith in Jesus, who came to earth as a man and gave his life to atone for our sins. All who receive this gift of salvation are indwelt by the Holy Spirit, counted righteous by God, and will spend eternity with Him.

Admissions

Non-discrimination policy

TAMRA Learning Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. TAMRA does not discriminate on the basis of race, color, or national or ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

More generally, TAMRA Learning Academy does not and shall not discriminate on the basis of race, color, religion, gender, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, student admissions, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our student body, staff, and other stakeholders in the school.

Admissions Process

Families interested in enrolling a student in TAMRA Learning Academy should contact the school by phone or email. An appointment will be made for the parents and student to visit the school and meet with school administration/teachers to discuss what TAMRA has to offer the student based on their specific educational needs. Appropriateness for admission will be determined by the TAMRA administration.

Mid-Year Enrollment

Mid-year enrollment will be determined based on the ability of TAMRA to adequately serve new students while maintaining a commitment to a beneficial student/teacher ratio.

Placement

For all incoming students, TAMRA Learning Academy will administer entrance testing to enable TAMRA to best serve the student in different core subjects. This testing is \$100. While parental insight is important, placement determinations for various subjects are ultimately decided by TAMRA administration.

Re-enrollment

In certain circumstances, TAMRA may decline to re-enroll a student based on conduct by the student or the student's family. TAMRA reserves the right to request withdrawal of a student who is repeatedly disruptive to other students' attempts at learning based on inappropriate behaviors.

Financial Policies

Tuition and Family Commitment

Parents/guardians are their children's lifetime teachers and are to be involved in the training of mind, body, and spirit. Parents must be willing to commit time and effort to instruct, reinforce, supervise, and encourage their student's learning, as well as maintain a home environment conducive to learning. Teachers and parents must maintain clear communication. TAMRA Learning Academy will work to inform parents of any issues pertaining to their student's progress. We desire that parents will openly communicate any concerns with the school experience. There will be times that differences will exist, and we ask that both parents and TAMRA representatives will assume the goodwill of all involved and proceed with interactions and discussions with grace. With this mindset TAMRA hopes to foster respect for fellow students and their families, as well as teachers and staff. All tuition and fees are based on an estimated cost of providing the educational services of the school to all enrolled students. By signing and returning an enrollment contract, we reserve a place for your student (as space is available) and you pledge to TAMRA Learning Academy that you will pay the costs associated with schooling your child so that we can meet the budget of our school. We employ faculty and administrative staff in accordance with the number of students enrolled and must honor those salary commitments whether or not a student withdraws from the school. Refunds are not available.

Withdrawal

Families who withdraw in the course of the school year are liable for the full year of tuition and fees. Refunds are not available, nor is the termination of payment plans.

For exceptional circumstances, the family may submit a written request for payment reduction to the TAMRA Board of Trustees.

Payment

Tuition is due per the guidelines on the enrollment form each year. Payments that are more than 10 days late will require a \$25 late fee.

Attendance Requirements

To receive credit for a semester, students must be in class 85% of the time. Students cannot miss more than 5 days of school per semester to receive credit. TAMRA does not distinguish between excused and unexcused absences. It is the student's and parents' responsibility to make up any missed work (see make-up policy) and to contact teachers for assistance. If a student is tardy by 15 minutes or more, this will count as a partial day absence.

Families may discuss extenuating circumstances (i.e. serious health problems, crises, deployment and return) with TAMRA administration.

Students will remain under adult supervision while on campus. Being absent from class without the knowledge or permission of parents or TAMRA staff will be treated as a disciplinary event. Students are expected to be at school and every class on time. Habitual tardiness is subject to disciplinary action.

Make up work

Students will have 5 school days to make up work due to absence. Teachers will send home the work to be completed.

Assessment and grading

TAMRA strives to encourage a love of learning and will promote the idea that success is determined by the continual determination to advance as one's abilities allow. TAMRA recognizes that all students learn differently and possess certain unique strengths and weaknesses. Because of this TAMRA has adopted a policy of assessing for mastery in a combination of ways. These include:

Written assessment

Oral assessment

Application activity

Students' grades will represent a combination of these assessment modalities. The grading scheme will be as delineated below.

A (90-100): Superior work

B (80-89): Good work

C (70-79): Acceptable work

D (60-69): Below minimum standards; not a "passing grade"

F (59 and below): Below minimum standards; not a "passing grade"

Grades will be weighted 65% for major grades and 35% for minor grades for students in middle school and high school level classes.

Report Cards

Report cards are issued every 9 weeks.

Conferences

Conferences are scheduled at mid-semester, for both fall and spring. Sign-up sheets will be distributed for conferences.

Technology Policy

Tamra will be using digital learning to enhance the educational services offered. There will be strict enforcement of safe and appropriate practices regarding internet usage and searches. We believe that we must prepare our students to be responsible technological consumers as this will be a necessary life skill upon exiting TAMRA Learning Academy.

Online privacy is important for TAMRA Learning Academy. We need to protect the on-line work of our students as best we can. TAMRA Learning Academy will provide each student a user name and email address. Student email, user names and all online schoolwork will not contain the student's real names.

Restricted devices. While on campus, students are restricted from the use of cell phones, music players, tablet computers (unless needed for a certain class activity), laptops (unless needed for a certain class activity), and any other piece of technology that may pose a distraction to the learning experience.

If a restricted device is on or visible during school hours, the teacher or administrator will confiscate the device. Parents may pick up the device at the end of the day.

If an electronic device is brought, it should be off and it should stay in the student's backpack for the entire day.

Contacting students. If a student needs to be contacted, calls should be directed to the TAMRA number 254-307-TAMR. If the student needs to make a phone call, they may do so with the assistance of a teacher or administrative assistant.

Social networking. TAMRA will not monitor students' off-campus internet use. However, if it is brought to the attention of the staff that TAMRA students or staff are bullied, slandered, or in any way publicly denigrated, disciplinary actions will ensue.

Dress code

TAMRA prohibits any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of or interference with normal school operations.

Student Dress Standard

- Students will wear TAMRA t-shirts that will be ordered at the beginning of each year. These will be sold to families and students.
- Pants, jeans and shorts but be worn at the waist, i.e. no sagging.
- Shorts, dress and skirts must be located below mid-thigh.
- Hair color or style may not cause a disruption to the learning environment.
- Tights, leggings, spandex may only be worn with a TAMRA t-shirt that is mid-thigh in length.
- Facial piercing jewelry will be limited to one nose stud.

Students may not wear:

- Sleepwear such as pajamas and/or slippers.
- Sunglasses, hats or caps (in the building).
- Oversized or bulky coats or jackets, or full-length coats or jackets like trench coats or dusters.

Lunch

Students must bring their own lunch each day. There will be access to a microwave as needed. Please notify the school of any food allergies that your student may have.

Illness

Any child with a temperature of 100° F degrees or above, or any other signs of contagious illness (i.e. vomiting, diarrhea, unexplained rash, etc.) will be sent home, no exceptions. He/she must be fever free (less than 99.5° F) for 24 hours without medication before returning to school.

Likewise, if an antibiotic is prescribed, the child must complete 24 hours of therapy before he/she may return to school.

Medication administration while on campus

By completing a medication administration consent form, a TAMRA employee can be authorized to administer medication as prescribed by a physician. Please see separate consent form. Prescription medications will be kept in a locked box in a locked cabinet that is only accessible by TAMRA staff. Medication administration will be documented upon each administration. It is the parents/guardian's responsibility to keep an adequate supply of medication available for the child. TAMRA staff will attempt to remind parents when the supply of a medication is dwindling at school, but ultimate responsibility is with the parent/guardian.

For certain potential anticipated emergent situations (i.e. child with seizure disorder, history of anaphylaxis, history of asthma), an emergency action plan will be kept on file as agreed upon by TAMRA, the parent/guardian, and physician.

For administration of acetaminophen (i.e. Tylenol) for minor aches and pains, a separate consent form may be completed. Acetaminophen will be dosed according to package instructions. Other meds will need to include instruction for administration. TAMRA Learning Academy reserves the right to not administer certain over-the-counter medications.

Immunization record on file

Students must be current with all immunizations. If your child is exempt from an immunization or immunizations because of a medical contraindication, your physician must send a statement in writing stating that this is a "lifetime" exemption.

Immunization records for each child should be provided to the school within 2 weeks of the start of school.

School Closing Procedures

In the case of inclement weather, TAMRA will follow the precedent of Temple ISD. If Temple ISD should close or have a late start, so will TAMRA. If Temple ISD stays open, so will TAMRA. Administration will also notify families through email.

School Parties

Birthdays may be recognized during the designated lunch period. On festive days, like the day before Christmas Break, Valentine's Day, Last Day of School, teachers will have regularly scheduled lessons.