

Town Creek

Christian Academy

2018-19 PARENT/STUDENT HANDBOOK

Welcome to Town Creek Christian Academy (TCCA). You are now part of a unique Private Christian Academy who honors the name of Jesus. I am confident that God has great plans for us.

This handbook was created to provide parents and students with the information needed to succeed at TCCA. We are determined to partner with parents to provide a quality Christian Education that is rooted in a strong Biblical worldview. We desire clarity in communication, Christ-like character and Christ-centered academic excellence.

Please take the time to read this handbook thoroughly.

- ✓ We require all parents to sign the cooperation page at the end of the handbook and submit that page to your child's homeroom teacher on the first day of school.
- ✓ We require all students in grades 3 through 12 to sign the same cooperation page.

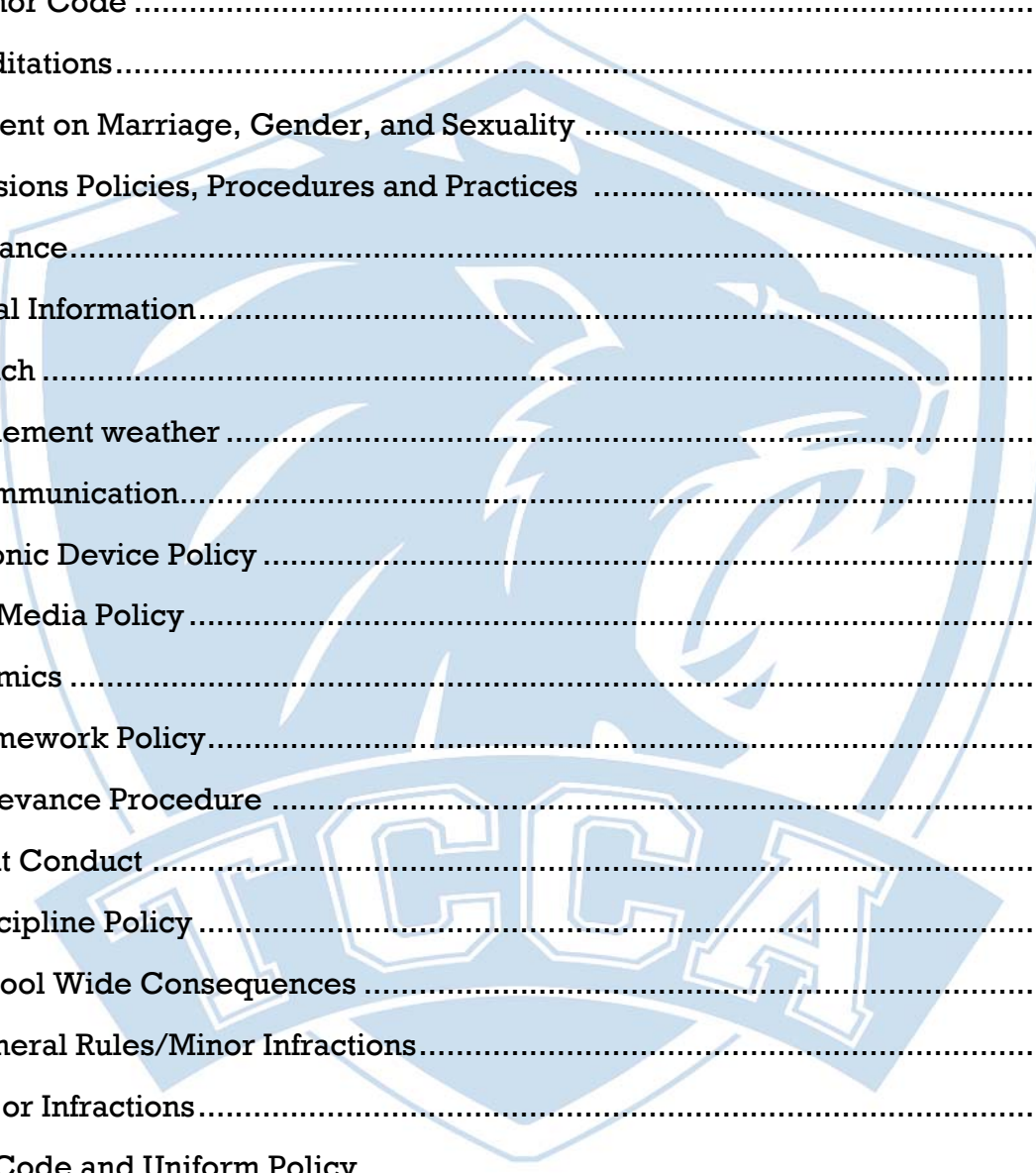
We appreciate the sacrifices you are making to provide your student the opportunity to excel at Town Creek Christian Academy. I am convinced that God will honor our commitments to a Christ-centered education. Thank you for partnering with us.

Equipping students to seek, serve and share the Truth,



Mary Beth Avent
Head of Schools

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INTRODUCTION

- **Town Creek Baptist Church (TCBC) Established 1859**
www.towncreekbaptist.com
- **Town Creek Christian Academy (TCCA) Established 2016**
www.towncreekchristianacademy.com
- **TCCA physical address:** 250 Town Creek Road Aiken, SC 29803
Town Creek Christian Academy is conveniently located on Town Creek Road in the City of Aiken, between Silver Bluff and Pine Log Roads.
- **TCCA Phones:** Phone: (803)649-9792 Fax: (803)641-3133
- **TCCA Mascot:** Lions
- **TCCA Colors:** Navy, Royal, Light Blue and White
- **TCCA Uniform order website:** www.dennisuniform.com
- **TCCA School Verse:** *“Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God.” (Romans 12:2)*

STUDENT HANDBOOK PURPOSE

This parent/student handbook is designed to provide policies, procedures and practices for the benefit of our families and our school community. We want each family to be informed and prepared before attending TCCA.

- **Please read through this student handbook completely with your child before the first day of school.**

TCCA families and students are expected to be familiar with the information contained herein and to follow the policies, procedures and practices as previously stated on the application. **NO EXCEPTIONS WILL BE MADE.**

The administration reserves the right to interpret, add, delete or modify all policies, procedures and practices contained in this parent/student handbook as deemed necessary at any time. Parents and students will be notified of changes. Parents should direct any questions concerning the information contained in this student handbook to their child's teacher and/or administrative staff for clarity.

After reading this student handbook with your child, please sign both copies of the Cooperation Agreement on pages 53 and 54. Keep page 53 and submit page 54 to your student's homeroom teacher on the first day of school.

STATEMENT OF VISION, MISSION, PURPOSE AND COMMITMENTS

VISION

Make disciples of Jesus Christ by partnering with parents to provide a Christ-centered, academically excellent education.

(*Matthew 28:18-20; Matthew 22:36-40; Colossians 3:23*)

MISSION

Equip students to seek, serve and share the Truth.

PURPOSE

- Express Christ-like love
- Educate students with a Biblical worldview
- Encourage our families and faculty

SCHOOL VERSE

“Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God.” **Romans 12:2**

OUR CORE VALUES AND COMMITMENTS

The Bible

Psalm 119:105 “Thy word is a lamp unto my feet and a light unto my path.”

- We commit to partner with home and Church to instill in each child an authentic and applicable Biblical worldview using God’s Word as the truth, not textbooks or society.
- We commit to govern ourselves according to Biblical principles.
- We commit to integrating the Bible into every aspect of TCCA life.

The Church

Matthew 16:18 “Upon this rock I will build my church and the gates of hell shall not prevail against it.”

- We commit to recognize our existence as a ministry of Town Creek Baptist Church.
- We commit that TCCA will operate under the authority of Town Creek Baptist Church.
- We commit to the expectation of our administration, faculty and staff to be active Christian members of Bible-believing, Christ-honoring local Churches.
- We commit to strengthening the Church globally.

- We commit to encouraging parents and their families to be active members of Bible-believing, Christ-honoring local Churches.
- We commit to honoring the Church through our policies, procedures and practices.

Spiritual Walk

Ephesians 4:1 “I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith you are called.” Ephesians 5:8 “For ye were sometimes darkness, but now are ye light in the Lord, walk as children of light.”

- We commit to only employ and/or appoint, develop and retain administrative staff and faculty whose actions and attitudes model Christ and who are committed Bible-believing, Christ-honoring Christians.
- We commit to challenge faculty, staff, students and parents to demonstrate Christ-like character in all aspects of their lives.
- We commit as a staff to readily share our faith with others.
- We commit to teaching students to trust and obey God's commands.

Christ-Centered Excellence in Education

Colossians 3:23 “And whatsoever ye do, do it heartily, as to the Lord, and not unto men.”

- We commit to developing strong, informative and clear parent, teacher and student relationships that will encourage and positively impact student progress.
- We commit to providing a safe and secure environment that promotes Christ-centered excellence among students, parents and faculty.
- We commit to uphold the highest academic standards through the constant evaluation and growth of our ministry and programs.
- We commit to pursue both spiritual and professional development so we may be able to present ourselves to God as workmen who do not need to be ashamed.

Family

Psalms 78:6-7 “That the generation to come might know them, even the children which should be born; who should arise and declare them to their children. That they might set their hope in God, and forget not the works of God, but keep His commandments.”

- We commit to providing resources and training to help parents establish a Christ-centered home.
- We commit to providing a Christian education that is affordable to the average Christian family.
- We commit to establishing a program that will provide Christian education for all TCCA children.

Service

Ephesians 2:10 “For we are His workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”

- We commit to encouraging students to follow Christ's example of leadership through servanthood.

- We commit to involving students in activities which teach the value of service before self and the joy of servanthood (J.O.Y. – Jesus, Others, Yourself).
- We commit to training students how to identify their spiritual gifts and use them to glorify God through service at TCCA, the Church and around the world.

Stewardship

Matthew 25:21 “Thou hast been faithful over a few things, I will make thee rule over many things.”

- We commit to being responsible stewards of all that God has provided us, including but not limited to time, money, facilities, environment and human resources.
- We commit to recognize that our families, students and faculty are a blessing. They are gifts from the Creator and as such are highly valued, possessing unique gifts and talents special to each.

EDUCATIONAL PHILOSOPHY

It is the belief at TCCA that man lives his life as a response to God; therefore, an education that weaves God’s Word, the Bible, into the daily curriculum is necessary. His Word is the filter for clarity, the level for finding balance and the final check for Town Creek’s goals. Christian education is founded upon the Word of God. TCCA believes that the Bible is the inspired, infallible and sufficient Word of God providing the standard for living a life of significance and meaning.

TCCA serves as a tool for communicating and facilitating His Word as we assist students in their spiritual transformation process. As Christians, we are to present ourselves as a living sacrifice and avoid the temptations of the world by “...being transformed by the renewing of the mind in order to prove what is that good, acceptable and perfect will of God.”
(Romans 12:2)

In obedience to the Word of God, students educated at TCCA will be educated in Christ-centered academic excellence, established in a Biblical worldview, thus equipping students for service to our community and our world. We view each family, student and staff as unique creations and necessary to fulfill the goals and mission of TCCA.

Educational Objectives

“And Jesus increased in wisdom and stature and in favor with God and man.”
(Luke 2:52)

1. ***SPIRITUAL: “Let the Word of God dwell in you richly” (Colossians 3:16)***
 - a. Students will be encouraged to surrender their lives fully to Jesus Christ.
 - b. Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
 - c. Students will continually increase their knowledge of Scripture.
2. ***ACADEMIC: “Let this mind be in you which was also in Christ Jesus.” (Philippians 2:5)***

- a. Students will acquire skills in the areas of reading, writing, speaking and listening.
 - b. Students will acquire skills in the areas of mathematical concepts, computation and application.
 - c. Students will acquire truth concerning the earth, physical and biological sciences; will appreciate the world God has created; and will apply this knowledge and appreciation in the wise use of resources.
 - d. Students will learn the facts and flow of human history and current events and interpret them in the light of God's plan for mankind.
 - e. Students will be taught American history, the basic principles of democracy and the heritage of sacrifice which made America free.
 - f. Students will be afforded the opportunity to develop skills in appropriate fine arts; will be encouraged to appreciate the artistic expression of others, past and present; and will be encouraged toward creative self-expression.
 - g. Students will understand the full range of career opportunities available to lead a productive life within God's plan and will be guided toward matching their aptitudes and skills with those opportunities.
 - h. Students will have the opportunity to become acquainted with technology skills which will enable them to function effectively in a technological society.
 - i. Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.
 - j. Students will be given opportunities to enjoy hands-on life lessons in experiential learning environments.
3. **SOCIAL:** *"No man liveth unto himself."* (**Romans 14:7a**)
- a. Students will be taught respect for parents, courtesy and love for the family and will be challenged to assume responsibility within the family unit.
 - b. Students will be taught to develop and demonstrate concern for others.
 - c. Students will be taught to respect the property of others.
 - d. Students will be taught acceptance and recognition of authority and respect for those in authority over them.
 - e.
4. **PHYSICAL:** *"Present your bodies as a living sacrifice...unto God."* (**Romans 12:1**)
- a. Students will be given the opportunity to improve their coordination, grace, muscle tone and endurance.
 - b. Students will be taught to form desirable habits in the care and grooming of the body and will be taught to develop respect for the body as a temple of the Holy Spirit.
5. **EMOTIONAL:** *"For God hath not given us the spirit of fear, but of power and love..."* (**I Timothy 1:7**)
- a. Students will be taught to pursue lives that exhibit the Fruit of the Spirit.
 - b. Students' appetites will be whet so they might develop a love for learning.

THE PRIDE HONOR CODE

Loyalty to Jesus Christ, The Lion of Judah and to His Word will cause:

- Our LIONS to hunger for God's Word so they might possess knowledge and understanding of the Scripture that equips them for Kingdom living. (**Romans 12:2; Colossians 2:8**)
- Our LIONS to understand how Scripture applies to and informs their view of social, economic, political, historical, vocational and other foundational areas of influence. (**Proverbs 2:6, 4:11; Luke 2:46-47**)

Integrity that is authentic and will influence our LIONS' life decisions.

- Our LIONS will be taught the importance of exhibiting character qualities that honor Christ. (**Proverbs 11:1; Titus 2:6-8**)
- Our LIONS will understand the importance of maintaining Christ-like integrity when making all decisions. (**1 Peter 2:15; Proverbs 4:23**)

One-ness of purpose which will drive our LIONS to pursue godliness with all of their heart, soul, mind and strength.

- Our LIONS will be equipped academically, intellectually and physically to pursue God's calling on his or her life. (**II Timothy 3:16-17; Luke 2:52**)
- Our LIONS will learn the importance of taking personal responsibility for study, prayer and service. (**2 Timothy 1:6-7, 2:15, 3:14-17; Philippians 2:12; James 5:16; John 1:12-13**)

Noble hearts which will lead our LIONS to read and apply God's Word in fulfilling their mission.

- Our LIONS will understand God's plan of redemption both for themselves and our ever-changing world. (**Matthew 28:19-20; Acts 1:8; Romans 1:16**)
- Our LIONS will understand how to explain Salvation based on God's Word. (**Romans 3:23, 5:8, 6:23; John 3:16; Romans 10:9-13**)

Selflessness and a great desire to be more like King Jesus drives:

- Our LIONS to seek first His Kingdom and His righteousness. (**Matthew 6:25-33**)
- Our LIONS will be Ambassadors for Christ by serving and sharing Jesus with an ever-watching world. (**2 Corinthians 5:20; Matthew 28:18-20; Colossians 3:23**)

THE ROYAL MARK

We will encourage all students and staff to leave a mark for Christ's sake, not only in those we come in contact with but also in all that we endeavor to do. The Biblical foundation for this pursuit is found in **Philippians 3:14**. That verse declares: *"I press toward the mark for the prize of the high calling of God in Christ Jesus."*

Key Concepts of the Mark

- The Mark on People
 - We will intentionally share our faith with others.
 - We will seek to treat all people with dignity and respect.

- We are inclusive rather than exclusive.
- We recognize that simple actions such as a smile, friendly greeting, a handshake and eye contact demonstrate respect, care and are others-centered.
- **The Mark on Programs**
 - We will seek to create a culture of Christ-centered excellence in all programs (academic, extracurricular, service, chapel, etc.).
 - We will encourage student and staff participation in the life and culture of the academic programs.
 - We will teach our students and staff the truth that God made some gifted in the arts, some gifted in athletics, some gifted in academics, or a combination of all. We will teach that supporting one another in these areas creates unity and friendship. It makes our school more complete when our student body succeeds.
- **The Mark on Property**
 - We will instruct and encourage our students to have the utmost respect for the environment, the facilities and equipment. This stewardship principle carries over into all areas of each individual's life.
 - We will seek to leave a space better than we found it.
 - We will stop and pick up trash whenever we see it.
 - We will treat TCBC property with respect and will not do anything that could potentially leave damage to its grounds, facilities or contents therein.

ACCREDITATIONS

TCCA will seek to be accredited by the Association of Christian Schools International (ACSI) and the South Carolina Independent School Association (SCISA).

ACSI accreditation is a highly effective way for a Christian school/program to evaluate itself in light of its unique educational mission. An authentic Christian school/program may be thought of as involving the four interwoven educational strands of (1) academic ideas and thinking; (2) skills for life and living; (3) Biblical worldview grounding; and (4) personal character, values and spiritual formation. The self-study process guides a school/program to evaluate and reflect on all it does in light of this distinctive, four-pronged mission.

Accreditation and school improvement assist schools in changing for the better in an orderly and systematic way. They bring a vigorous dynamic into the school by engaging every school constituent in the process of organizational appraisal.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (**Genesis 1:26-27**) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one legitimate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. (**Genesis 2:18-25**) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (**I Corinthians 6:18; 7:2-5; Hebrews 13:4**) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, lesbianism, bisexual conduct, pedophilia, bestiality, incest and use of pornography) is sinful and offensive to God. (**Matthew 15:18-20; I Corinthians 6:9-10**)
- We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (**Genesis 1:27; 2:24; 19:5, 13; 26:8-9**)
- We believe in order to preserve the function and integrity of TCCA, and to provide a Biblical role model to our families and the community, it is imperative that all persons employed by TCCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (**Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22**)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (**Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11**)

ADMISSIONS (Policies, Procedures and Practices)

TCCA is a private Christian institution. We exist to partner with parents in their God-given responsibility of rearing their children in the Truth. We strive to partner with like-minded families. Therefore, because of limited means and a focused curriculum, we are only able to admit students who fit our distinct ministry.

NON-DISCRIMINATORY POLICY

TCCA admits qualified students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally afforded or made available to students at the school. TCCA does not discriminate in the administration of its educational policies, scholarships, athletics and other school programs. See our core values on page four.

STUDENT ADMISSION PROCEDURES

The admissions process begins with these required items:

- Completed application at www.towncreekchristianacademy.com
- \$75 non-refundable application fee
- A copy of the student's most recent report card
- Copies of standardized test scores and any special testing the applicant has received
- Three reference forms (Pastor Recommendation, Teacher Recommendation & Family/Non Family Recommendation)
- A copy of the student's birth certificate and immunization records

Once the application is received, entrance testing will be scheduled for the student. The administration will review the academic and behavioral history of the student. All applicants for grades K-12, and their parents will interview with the administration.

If concerns arise during the administrator interview, the student's application will be referred to the Admissions Team for a final decision.

STUDENT ADMISSION CRITERIA

For the student to be considered for admission, he or she must pose no threat to the ministry of the school and have no behavioral or emotional needs that cannot be met within the Academy. The student may not be currently involved in a sinful lifestyle (e.g. drugs, drinking, sex, rebellion to parents or school authorities, etc.). If the student has been involved in this lifestyle, there must be irrefutable evidence that God has changed the life of the student. TCCA does not generally accept an applicant who has a history of behavioral problems or has been under serious discipline at another school.

The student must not have academic needs that cannot be met within the regular curriculum of the school. TCCA does not generally accept students who have done below-average work at other schools, were retained for academic (as opposed to maturational) reasons or were receiving special help in their academics.

Applicants for Kindergarten must be five years old before September 1st.

All applicants will be reviewed on their report cards, transcripts, standardized testing scores and recommendation letters. Students will be required to take the entrance test for admission to TCCA and must score on or above grade level on the two portions of the test (math and reading comprehension).

Students who have been expelled from another school will not be considered for admittance to TCCA until one year following the expulsion. The student must complete the year and be a student in good standing at another school before TCCA will give consideration for admittance.

In the case of children who need additional academic assistance above and beyond the classroom, the administration will determine whether or not TCCA is able to meet the child's specific need.

Students are enrolled for one academic year at a time. The faculty reviews students at the end of each year. Students will be allowed to enroll for the next academic year if they are succeeding academically and are supporting the spiritual mission of the school. The administration reserves the right not to invite a student to enroll for the following year if, on the recommendation of the faculty, administration believes the student to have educational or behavioral needs outside of the mission of the school.

ADMISSIONS PROCESS

Admission can be competitive. For classes that are not full, the admissions team decides which applicants will be admitted based on the applicant's file, behavior history and academic record. Classes that receive more applicants than there are vacancies, TCCA administration will create a special, temporary advisory team solely for the purpose to help decide who should fill the vacancies.

The primary factors considered by the admissions team when granting admission are the academic record and the character standards of the student. Once the applicant has met the academic and character standards required for acceptance, admission will be based on the following considerations in no particular order:

- Date of application
- Siblings are in attendance at TCCA
- Child of a TCCA employee
- Exemplary Christian behavior
- Superior academic achievement
- Family is member of Town Creek Baptist Church

ENROLLMENT POLICY FOR CUSTODIAL GUARDIANS

Custodial guardians must provide TCCA with the following:

- Proof of legal guardianship
- A valid copy of a driver's license
- A notarized Parental Permission Form

RELEASE OF STUDENT RECORDS

Unless a court order specifies otherwise or terminates all parental rights, both parents, whether married, separated or divorced, have a right to review and have copies of their child's school records.

In the absence of official documentation, school officials do not have the authority to deny either parent's access to the child's records.

Unless the parent lives farther than 50 miles away from the school, the school is not required to honor requests for copies of student records until the parent has come to the school to inspect them.

Release of Record Procedures:

Such copies are to be sent via registered mail, return receipt requested.

The requesting parent is to be charged for mailing costs and a photocopying fee of \$.20 per page.

The school will provide only one report card which is made available to the enrolling parent.

The school will avoid any agreement that would obligate the school to regularly mail copies of the child's records to the parent.

Except in the following two specified circumstances, the school will not provide any party other than a parent, including a parent's attorney, with copies of the student's records without a signed release from the parent:

1. A student's record will be carried to the court by a school official only if it is duly subpoenaed by the court.
2. Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to the student record that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian will have a letter of introduction from the District Court Judge to confirm his assignment to a case.

When a non-custodial parent requests directory information, and such release is known to be objectionable to the custodial parent, the school is required to release the information but will attempt to notify the custodial parent of the request, especially if the school has been put on notice that the health and/or safety of the child is at issue.

WITHDRAWAL POLICY

If you withdraw your child from TCCA, you must notify the Financial Office at least five days in advance and must complete an official withdrawal form (available from the office). Students will be considered enrolled at TCCA and all charges will continue until the withdrawal form is completed, turned in to the Financial Office and processed. All charges through the calendar month of the withdrawal will be due, along with a withdrawal fee of

\$400. No records or information will be released until this fee, along with any other outstanding charges, are paid.

FINANCIAL

The annual charge of registration fees covers the cost of student workbooks and reusable textbooks that remain the property of TCCA; miscellaneous classroom supplies; furnishings and equipment such as computer lab equipment, science lab, PE, music supplies and art.

No student's position is secured until the registration fee is completely paid. TCCA will not credit an account for the next school year until the current school year fees are paid.

Registration fees are NON-REFUNDABLE.

Accounts cannot run more than 30 days in arrears. Academy students will not be allowed to attend class if tuition becomes past due by more than 30 days. Families who do not keep their accounts current will be asked to withdraw their student from our program. No records or information will be released if the family's account is not current. All fees must be current to register for the next school year. A student will not be allowed to return to TCCA if there are any financial obligations remaining from the previous school year.

Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc.

Tuition must be paid in advance or by automatic draft from a designated account. Automatic draft of tuition is required for all payment plans except 5% single tuition pay and 3% two payment plans. It is mandatory that each student registers for an online incidental expense account; incidentals are billed through our online payment program.

Families enrolling more than one child at TCCA will receive a 10% tuition discount per additional child. The child with the lowest tuition amount will receive the discount. If enrolling an early education student and an academy student, sibling discount will apply to the academy student's tuition. Tuition charges for students enrolled after September 1 will be pro-rated based on 175 school days per year. Please reference our 2018/19 Tuition and Fee Schedule for details. Families cannot receive multiple discounts. If a family pays their tuition in full and withdraws during the school year, the prepayment discount will be charged to their account. All charges through the calendar month of withdrawal are due as well as the withdrawal fee. Registration fees are NON-REFUNDABLE.

The online payment program automatically charges \$30 for each return draft or check not honored by your bank or credit card, and TCCA charges \$10 for each of these returned items. We reserve the right to refuse payments from accounts with a non-sufficient fund (NSF) check history. After two returned drafts or checks, all payments must be made in advance by cash, cashier's check or money order.

All payments must be made through electronic check, online credit/debit or account draft. The office cannot accept manual payments unless it is for an account with an NSF check history, in which case a cashier's check, money order or cash is required. Please do not send large amounts of cash to school with your child.

ATTENDANCE

SOUTH CAROLINA LAW:

The school laws of South Carolina require compulsory attendance for all children ages 7-16 years. Every parent or person having control of a child between these ages enrolled in school is responsible by law to make sure the child attends school on a regular basis while school is in session.

TCCA ATTENDANCE POLICIES:

Regular, punctual attendance is expected and vitally important for a student's success at the Academy. TCCA is not sympathetic to students who are habitually tardy or absent from school. The entire process of education requires a regular continuity of instruction, classroom participation, hands-on learning experiences and diligent study to achieve the goal of a maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher.

In specifying the maximum number of absences a student may have to still be eligible to receive academic credit, it is the intention of TCCA to state at least two things:

1. The maximum potential benefit of schooling is available to the student with no absences.
2. Once a student has accrued excessive absences, he or she will not realize the minimum educational benefit available and, therefore, may not earn academic credit.

Any pattern of absences which totals more than 10% of the instructional time is cause for serious concern and could lead to academic loss of credit. These absences will be checked periodically. Absences are documented by days in lower and middle school. Attendance records for academy students will become part of your child's permanent school records.

An absence is defined as any part of a school day when a student is not present in class or at a designed class field trip --- this includes early dismissals. Absences at the very beginning of the school day are tardies. The rules for tardies are listed separately.

Grades 1-12: Any student who is absent more than 20 days in a year will be subject to dismissal or retention. At the point when a student has accumulated 15 absences, a principal/teacher/parent conference will be arranged to review the reasons for the excessive absences and to assess the potential of a loss of academic credit given.

1. Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity requiring his/her presence.
2. In order to assist school personnel in discerning between truancy and absence for good and sufficient reasons, it is required that parents/guardians submit to the school office a signed note which states that the student was absent for "good reason" and must be signed by a parent/guardian. This note should be presented to the office before school begins on the first day of the student's return to school. If a note is not submitted, the absence is considered unexcused.

3. Teachers will provide students an opportunity to make up assignments which were missed during an excused absence. Such make-up work must be done promptly, and the student is responsible to make necessary arrangements for the makeup work and testing. Work must be made up within 2 days upon return to school. If the work is not made up within 2 days, at the teacher's discretion, a "Zero" grade will be recorded. Long-term excused absences may be an exception to this two-day policy; teachers and/or administration may grant additional time for making up tests in unusual circumstances.
4. When parents are aware of special problems concerning their student, which are of a continuing nature and are related to patterns of absence, the parents must inform the school of the special nature of the problem in order that school authorities can arrange for alternative educational experiences which ensure that minimum course requirements are met.
5. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be in the afternoon.
6. A student must be in school by **11:30 a.m.** of that school day to participate in any athletic or extracurricular activity or event. Students absent from the entire school day are ineligible to participate in athletic events or other student activities on that day unless administration approved the absence in advance.
7. A student must be in school for no less than one-half day to be counted present or participate in an athletic event.
8. If a student is absent a single day and a pre-announced test is given, the student is responsible to take the test(s) on the day of return.
9. Students who arrive late to school and are absent during a test or other assessment may be required to take the assessment before departing at the end of the school day (at teacher discretion).
10. If student misses part of a school day, all homework due on that day must be turned in to the teacher in which the class will be missed either before the student checks out or when the student checks in. A "Zero" will be given if this is not done.
11. Long-term homework assignments, those given five or more days prior to the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies can be exceptions. Unless the student is excused by the Principal, a "Zero" grade will be given for assignments not turned in.

If a student in any grade exceeds the number of absences above, written appeal must be made to the administration accompanied by date specific documentation such as a doctor's note. The administration will evaluate the appeal, determine the number of days which qualify for a waiver and notify the parents in writing within two weeks. Qualifications for waived absences include sick days with a doctor's note and family emergencies. Planned absences will be weighed in the appeal process. Parents, teachers and administration will confer and determine whether or not the student has made satisfactory progress to advance to the next grade. Students may be required to make up the time missed from a class.

PLANNED ABSENCES:

Planned absences require pre-approval by the Principal. The request must be made at least two weeks in advance of the planned trip except in emergencies. In order for the request to

be approved, a student must be in good standing in the class in relationship to academics, tardies and absences.

Absences, such as those for family trips, may be approved as excused by the Principal if the student meets the criteria. It must be applied for by the parents using a **Planned Absence Request Form** at least two weeks in advance. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies and not be in danger of exceeding the number of absences allowed by policy in order to earn credit. The maximum number of days the school will grant per semester for a planned absence of this nature is five. Students are not usually granted excused, planned absences during an exam week at the end of the semester. Due dates for homework, tests and other assignments are to be arranged with the teacher on the student's initiative before the student departs on the planned absence. This includes school-sponsored events in which an entire team or class may be absent from school.

A student must be in school for no less than one-half day (3 ½ hours) to be counted present. A student with 20 or more absences per year will be required to have the approval of the Principal to be promoted to the next grade.

The following are examples of EXCUSED ABSENCES:

- Sickness or injury of student (accompanied by a physician's or parent's note)
- Physician/Dentist appointment (accompanied by physician's or dentist's note)
- Family emergency (note from family)
- Death of immediate family member
- Funeral of immediate family or close friend
- Approved planned absence: For this absence to be "excused," the parent must: complete a Planned Absence Request Form stating a valid reason, and have the absence approved by the appropriate principal at least two weeks before the absence.

The following are examples of UNEXCUSED ABSENCES:

- Skipping/truancies
- Suspensions
- Off campus without permission
- Late for school
- Extended vacation without **Planned Absence Request Form**

TARDY POLICY

Academy students are tardy if they are not in their class at **8:00 a.m.** Any student who is tardy five or more times **will receive one unexcused absence for each five tardies accrued** and will be ineligible for the *Perfect Attendance* award. Excessive tardiness will result in disciplinary action.

LATE ARRIVAL/EARLY DISMISSAL

Any Academy student who anticipates leaving school early should bring a note or email (cc: info@towncreeklions.com) from his or her parents to the homeroom teacher explaining the

time to be picked up and the person(s) who will pick him/her up. The student should give this note or the email should be sent to the homeroom teacher at the beginning of the day. The teacher will send that note to the TCCA office, which will call the student out of class at the appropriate time. When the parent (or permitted person) arrives to pick the student up, they must report immediately to the TCCA office to sign him/her out. We will be unable to relay any call or email received after **2:15 pm**.

If a student arrives at school after **8:00 a.m.** or returns to school after being checked out, he/she must report immediately to the TCCA office to sign in before returning to class. The office staff member will issue the student a pass/tardy to enter class late. To receive full-day attendance, a student must attend school until at least **11:30 a.m.**

GENERAL INFORMATION

HOURS OF OPERATION:

TCCA office hours are 8:00 a.m. until 4:00 p.m., Monday through Friday during the academic school year. The school closes promptly at 4:00 p.m. each day. Phone calls received after 4:00 p.m. will be routed to voice mail.

Before-School Care	7:15 a.m. – 7:45 a.m.
Academy Classes	8:00 a.m. – 3:00 p.m.
After-School Care	3:15 p.m. – 6:00 p.m.

ARRIVAL/DEPARTURE PROCEDURES:

Your cooperation with these arrival and departure guidelines will ensure the safety of TCCA students. At all times, students must enter the building through the main entrance doors located in front of the Welcome Center; other entrances are for employees only. There is only one drop-off site in the front of the building. Cars should never be left unattended in the carpool line. Your full attention is required to ensure that the line moves efficiently and safely.

Morning: Classes begin promptly at **8:00 a.m.** Students may not enter the building until **7:45 a.m.** unless enrolled in *Before-School Care*. Students in the building before 7:45 a.m. will be directed to *Before-School Care* and their FACTS account charged the drop-in rate.

Please note: Parents may join the carpool line for morning drop-off between **7:30 a.m.** and **7:45 a.m.** Students should enter/exit cars at the point that the carpool attendant is posted for supervision and should enter/exit on the side of the car that opens to the carpool attendant to avoid injury from crossing traffic. If you need assistance or your child has a difficult time getting out of the vehicle, please get out of the carpool line and park your vehicle.

Afternoon: Carpool numbers for pickup must be displayed in the windshield of the car that is picking up the child. Children will not be allowed to enter cars without carpool numbers unless the driver has been identified as a parent. *If the attendant is unable to identify the*

driver, he/she will be required to park and enter the building to confirm permission for pick-up.

Carpool numbers are not required for high school students, as they have reached an age of accountability.

The following applies to all students not enrolled in After-School Care or involved in an organized after school activity (please refer to our After-School Care Program Information):

- 3:00 p.m. - student must be picked up upon dismissal
- 3:15 p.m. - incremental charges will begin to apply; a \$10 late fee will be charged
- 3:30 p.m. – a \$25 late fee will be charged

For safety concerns, no student shall walk off campus without written permission from TCCA administration and custodial guardian.

BEFORE AND AFTER SCHOOL CARE:

Before and After-School Care operates in conjunction with the academy as a service to school families needing before and after school care for students enrolled in TCCA. The goal of the program is to provide opportunities for children to develop socially, emotionally, physically and spiritually, within a warm and caring environment.

Before School Care hours are **6:00 am to 7:45 am**. It is available to students in grades 4K and up. The rate is **\$30** per month from September to May. The drop-in rate is **\$5** per day.

After-School Care hours are **3:15 pm to 6:00 pm**. It is available to students 4K and up. The rate is **\$200** per month from September to May. The drop-in rate is **\$25** per day.

*If both Before and After-School Care are needed, the rate is **\$225** per month from September through May.

LUNCH POLICY:

TCCA does not currently provide school lunches. Students are required to bring food from home. Microwave ovens will be available for student use. A student may bring a snack from home. At approved times, teachers will give students opportunity to eat their personal snacks. Students may not sell their lunches or snacks to other children. Bartering is optional.

It is the parent's responsibility to ensure your child's food allergy information is current.

Parents are encouraged to bring outside food at lunch time and eat with your student and his/her friends and teacher. **See page 23 for more details about snacks.**

If a child forgets to bring lunch, we will provide a packaged lunch item with water and charge \$5 to the student's FACTS account.

CHAPEL:

Chapel services are held weekly on Thursday and are the highlight of our week here at TCCA. Lower School chapel will be held at 9:30 a.m.; Middle School and High School (Upper School) will be held at 8:50 a.m. Tardy slips will be issued for students entering Chapel after these start times.

Parents and family members are always welcome to attend our worship services. Pastors, evangelists, missionaries, church organizations and various speakers are invited by TCCA Administration to participate in the Chapel programs. Our TCBC Pastoral Staff will address our students regularly, along with other pastors from our community and beyond. Several times during the school year TCCA holds week-long special emphasis services such as “Spiritual Emphasis Week” and “Missions Week.”

ELEVATOR:

The elevator is not to be used by students unless a teacher and/or principal gives permission. Students may ride with their parents. Disabled persons and people with large deliveries are allowed access to the elevator.

FIELD TRIPS:

Field trips will be scheduled throughout the year for any student in grades Kindergarten and higher. Information will be sent home before each scheduled field trip.

Guidelines for all TCCA field trips are as follows:

1. Students are required to ride in designated cars or Church vehicles to and from the set destination.
2. If parents deny permission to attend, alternate assignments and arrangements will be made for students on campus. If they do not attend school that day, they will be counted absent.
3. Students who fail to return an official Permission Form and fees prior to a trip will not be permitted to participate.
4. Staff members have clear and specific guidelines for arranging, preparing, supervising, and follow-up on field trips.

Unless otherwise specified, students will be required to wear a TCCA navy Dennis polo shirt with Dennis bottoms. (See Dress Code and Uniform Policy)

GUM:

Students are not allowed to chew gum on school property at any time.

HALL PASSES:

Students must have written permission or a hall pass from a teacher to be out of class for any reason.

INCLEMENT WEATHER:

TCCA closings and delays are announced via television (channels 6 and 12); radio (88.3 and 91.7); and posted on our website and Facebook. Make up days due to inclement weather will be announced through school publications.

CLASS PARTIES:

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday.

For birthday parties outside of school, please adhere to these guidelines:

- Invitations may not be distributed in school unless the entire class is invited --- or girls must invite all girls --- or boys must invite all boys. If invitations are distributed in school, they may be distributed only at a designated time approved by the teacher.
- After school car line may not be used as pick up time for birthday parties. Please make other arrangements.

RECESS/PLAY TIME:

Regularly scheduled, supervised recess time is provided for every class Kindergarten through 5th grade, every day, weather permitting. Dress your children appropriately for outdoor play in winter weather. A physician's excuse is required for restrictions from outdoor activity.

FUNDRAISING OTHER THAN TCCA:

Students, staff or families of TCCA will not be permitted to sell items for fundraisers or personal gain other than those deemed for the benefit of TCCA by the administrative office. The administrative office of TCCA is committed to keeping our fundraising at a manageable level to avoid continual requests throughout the year.

PROMOTIONAL MATERIALS:

Promotional materials, signs, brochures, etc., cannot be posted or displayed on the TCCA/TCBC campus without prior approval of the administration.

TAX STATEMENTS:

After School Care charges may be eligible for income tax deductions. We do not automatically send yearly statements unless parents specifically request them. Please call the Business Office to request a tax statement. Please allow at least one week for processing.

LOCKERS

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

Locker Usage Guidelines

1. Students must use their assigned locker and cannot exchange with another student. Students who violate this rule will be subject to discipline, and may lose locker privileges.
2. Students must keep the assigned combination lock on his/her locker. The student should keep the locker combination confidential. Students should not share their locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others, even friends, to know a locker combination is the greatest cause for loss of personal items from a locker.
3. Students are not to share their locker with another student.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
 - a. Stickers are not allowed on any part of the lockers.
 - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the lockers.
 - c. Writing or painting on any part of the lockers is not allowed.
6. Cell phones must remain in the student's locker, powered off, during school hours.
7. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
8. Students are responsible for any locker damage they do in violation of the above rules.
9. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
10. Any problems with a locker should be reported to the office or a designated staff member.
11. The school is not responsible for lost, stolen or damaged goods belonging to students.
12. No items can be displayed on the exterior of locker.
13. A \$10 lock replacement fee will be charged to any student who loses their lock or neglects to turn it in at the end of the school year.

FUN FRIDAY:

The first Friday of each month at TCCA has been designated as "Fun Friday," unless otherwise specified. On this day students are permitted to wear any TCCA spirit wear t-shirt/sweatshirt with jeans or grey bottoms. Jean capris/shorts are allowed as well but must be modest in nature and in compliance with uniform guidelines for length and proper fit. No leggings will be permitted. No rips, tears, holes, characters or advertisements may be displayed. P.E. uniform shorts are not allowed. The administration reserves the right to judge the appropriateness of student attire. Fun Friday shoes must conform to TCCA shoe policy. (See Dress Code and Uniform Policy)

SNACKS:

TCCA does not furnish snacks for academy students, although Kindergarten through 5th grade classes have a daily snack time in their schedule. Parents should provide a nutritious drink for snack and lunch for their student. Do not send carbonated drinks or sweets from home for snack or lunch. Teachers are not expected to provide snacks and foods.

SUPPLIES/FORGOTTEN ITEMS:

A grade specific school supply list will be displayed on our school website for the upcoming year as well as necessary personal supplies. Every student is responsible for purchasing and maintaining his supplies throughout the year.

Please label ALL of your child's belongings that will enter our campus. TCCA is not responsible for lost or stolen items. We want to instill accountability in our students and discourage parents from delivering forgotten items such as coats, homework/ assignments, books, lunch boxes, P.E. uniforms, etc. These types of items may be left at the front desk for students to retrieve. The office will not be held responsible for delivery or receipt of these items. Delivery of gifts, bouquets, balloons, etc. will be reserved for lunch period or the last part of the day.

COMMUNICATION – RENWEB/PARENTSWEB STUDENT MANAGEMENT SYSTEM:

RenWeb is a powerful web-based school management software program. This program is our primary method of communication with students and their families as well as a source of important student information. Therefore, it is critical that parents maintain current contact, transportation, medical information, etc. in the ParentsWeb portion of this system, which updates our school records immediately. (Hard copy student emergency forms are retained at the office in the event of power outages, but may not be as current as RenWeb/ ParentsWeb information.) The ParentsWeb module of RenWeb (password protected so that parents and/or guardians see only their student's information) will allow you to access the following information about your student 24 hours a day from any computer and any location that has access to the web:

- Attendance
- Daily grades
- Progress reports
- Report Cards
- Transcripts
- Lesson Plans
- Homework
- Missing assignments
- Discipline
- Staff and school directory
- Teacher E-mail addresses
- Teacher websites
- Customized web surveys and tests

TELEPHONE MESSAGES/TEXTS/COMMUNICATIONS:

We cannot deliver personal messages to students. Students will not be pulled from class to receive personal calls. Any **emergency message** concerning student or immediate family will be delivered promptly according to the urgency of the message. Parents should refrain from calling the school with non-emergency messages; please utilize the *ParentsWeb* email system when possible. Students are not to make phone calls. If student is sick and needs to be picked up or an after school activity has been canceled, a call will come from TCCA.

***Teachers, parents, and students are prohibited from communicating via text.**

Staff email addresses are available in ParentsWeb. Teachers can be contacted via email throughout the day to request specific class information, schedule make-up work or conferences or to give notification of changes in pick up arrangements or after school activities. Please do not contact the office for these types of requests. Students are not permitted to receive or send text messages during school hours.

TOYS FROM HOME:

Academy students are not allowed to bring toys from home. Each Lower School teacher has the option of designating "Show and Tell" days for children to bring interesting things from home to share (shells, rocks, souvenirs, photos, etc.) Lower School teachers may establish their own policies about toys to leave at school in the classroom. Toys brought to school without prior permission will be collected by the teacher. Parents must collect the toy from their child's teacher.

LOST AND FOUND:

The school maintains a temporary "Lost and Found." Inquire about Lost and Found items in the School Office. The receptionist will be able to assist. Items not claimed within 30 days are donated to charity. Prior to the donation of these items, an email is sent out requesting an announcement be made in the homerooms to give students a chance to claim lost items. TCCA Administration suggests that all items be marked with the student's name or initials for easy identification.

VISITORS:

TCCA operates a closed campus during school hours, including lunch times. For safety reasons, visitors are screened and monitored during school hours. All visitors, including parents, must report directly to the front desk to sign in. Parents are not permitted to enter classrooms between 7:45 a.m. and 8:00 a.m. without permission or an appointment as this is a critical preparation period for staff. To preserve instructional time, parents may not visit their student's classroom unless they have an appointment or prior permission from the office. Teacher conferences can be scheduled by contacting the teacher via email or the office. Please do not arrive unannounced, expecting a teacher or administrator conference. Teachers may be contacted via email as they monitor their school email account periodically throughout the day. Messages for staff should be sent in the form of an email or written note unless it is an emergency situation.

Parents may bring lunch and visit with their child during the lunch hour, after receiving a visitor's badge from the front desk.

VOLUNTEERS:

Parents are encouraged to volunteer at TCCA. Volunteer parents enable us to keep tuition at affordable rates. In an effort to ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check.

It is necessary to know who is on our campus at all times. Volunteers **MUST** check in at the front desk and will be required to wear a visitor's badge. A security scanner will be available at the front desk for sign-in. Before you leave campus, please be sure to sign-out.

TCCA WORK CREDIT REQUIREMENT:

To defray higher tuition costs, parents will be asked to volunteer time to work at TCCA.

Each TCCA Family must earn \$500.00 (20 hours) in work credits per year, or this amount will be added to your tuition. There will be various volunteer opportunities posted throughout the school year to earn work credits. All tasks must be documented, recorded and approved in advance to ensure eligibility for work credits. In the event of a student withdrawing during the school year, this charge will be pro-rated.

Work credit opportunities can include lunch duty, health clinic, administrative and teacher assistance, sports concession/gate admission, volunteer coaching, special-events coordination, etc. We will also schedule "Family Work Days" throughout the school year where families can earn up to 4 hours of work credits. Please make a note of these dates so that you can take advantage of this opportunity. Field trip chaperoning is not considered a work credit opportunity.

ELECTRONIC DEVICE POLICY

Students are not permitted to use cell phones or other non-school issued electronic devices (iPods, iPads, etc.) in school. Cell phones must be shut off, powered down and secured in lockers during school hours and in the school building. Cell phones should be used for after-school contact and emergency only with TCCA staff permission. Please advise your children. Cell phones that ring, vibrate or are seen during class or during the day will be confiscated and turned in to the office. Violations of this policy will result in the disciplinary action as follows, as well as normal behavior documentation and infractions.

1. **First offense:** If the phone is on and/or not secured in student's locker, the device will be taken from the student. The student must pay \$10.00, which will be charged to the family FACTS account. The student is not permitted to have the device on school grounds for two days.
2. **Second offense:** The device will be taken from the student, who must pay \$20.00 to the office to redeem it. The student is not permitted to have the device on school grounds for one week.

3. **Third offense:** The device will be taken from the student, who must pay \$40.00 to the office to redeem it. Also, the student is not permitted to have the device on school grounds for three weeks.
4. **Fourth offense:** One-day suspension in addition to a \$60.00 fine. The student is not permitted to have the device indefinitely, at the discretion of the administration.

SOCIAL MEDIA POLICY

Students at TCCA enjoy the opportunities and rewards of being a member of the school community. It is subsequently expected that students will uphold the character of TCCA and the name of Christ within, without and in all social media interactions. Students will not act in such a way that the image of TCCA or Christ is brought into disrepute nor in a way that harms members of the school community. Social media can be, when appropriate, an effective educative and social tool and is commonly used by the TCCA community to express their views, comments, ideas and criticism on a whole range of issues. TCCA expects students to use social media in a respectful and responsible manner. Social media should not be used to insult, present offensive or inappropriate content. It should not be used to misrepresent the Academy or any member of the school community. All the content is the sole responsibility of the person who originated such content. TCCA expects its students to uphold the values and standards of the school when using social media on and off campus. TCCA is not responsible for monitoring social media but will take disciplinary action if it is proven that our Academy, staff or student body is affected by harmful representations on social media.

RATIONALE:

The purpose of this policy is to set standards of behavior for the use of social media that are consistent with the broader values and expectations of the TCCA community, Town Creek Baptist Church and God's Word.

SOCIAL MEDIA:

Refers to all social networking sites such as, but not limited to: Facebook, Twitter, Instagram, Tumblr, Snapchat, Periscope, LinkedIN, Google+, YouTube, MySpace, MSN, Stumbleupon and also includes email and mobile devices.

SCOPE: This policy applies to students of TCCA and their families. See Parent/Child TCCA Cooperation Agreement.

RIGHTS AND RESPONSIBILITIES:

Students are expected to show respect to others, including members of the school community. Students are also expected to give due respect to the reputation and good name of the academy and of Jesus Christ.

When using social media, students are expected to ensure that they:

- Do not disrespect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Do not bully, intimidate, abuse, harass, or threaten others.

- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the community.
- Do not post content that is hateful, threatening, pornographic or incites violence against others.
- Do not harm the reputation and good standing of TCCA or those within the community.
- Do not film, photograph or record members of the school community while participating in school events without the express permission of the school. Do not use film, photographs or recordings without express permission of the school.

BREACH OF THIS POLICY:

A breach of this policy will be handled by TCCA administration and will be dealt with on a case-by-case basis.

All verified reports of cyber bullying and other technology misuse, which involved school functions, classes or related activities, will be investigated fully and may result in a notification to police where the school is obligated to do so. Sanctions may include but are not limited to: the loss of computer privileges, detention, suspension or expulsion from the Academy. Students and parents must be aware that in certain circumstances where a crime has been committed, the offender may be subject to a criminal investigation by police over which the school will have no control.

ACADEMICS

PARENT INFORMATION ACCESS:

RenWeb provides our families with secure instant access to their child's grades and academic progress. RenWeb provides parents with information related to all student activities. Parents may access their child's assignments, grades, and other pertinent information from this online software system. Teachers update their assignments in RenWeb on a weekly basis. Parents are assigned a secure code at the beginning of the school year that enables them to access the above information. This software eliminates the need for parents to have to call the school and track down makeup work or forgotten assignments.

The academic calendar for the school year will be posted on the TCCA website; please make suitable arrangements NOW for school closings. There will be no After School Care available on days the school is closed or for half days. Due to general expenses and staff commitments, no financial reduction can be made for absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc.

TCCA teachers will communicate with parents via email and weekly folders. Parents will receive a mid-term report during each 9-week grading period. Parent conference days are scheduled throughout the school year; conferences are not required but may be necessary if a parent has concerns. All teacher conference appointments will be scheduled by contacting your child's teacher via email. Please email your child's teacher at any time if you have concerns or would like to schedule a conference.

GRADING SCALE

Progress grades are noted on report cards for behaviors and habits. They are also used for enrichment courses such as music, art, computer and physical education. Kindergarten and 1st grade students receive these grades in Handwriting also.

Numeric grades are noted on report cards for academic subjects. Teachers note letter grades on all tests, quizzes, reports and projects.

Grading Scale (4K and 5K)

S	Satisfactory
NI	Needs Improvement
US	Unsatisfactory

Grading Scale (1st-12th)

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

REPORT CARDS/GRADE REPORTS

Academy students receive report cards every nine-weeks. Progress reports will be available on-line, emailed and/or sent home during the nine-week grading period. Report cards must be signed and returned to the homeroom teacher by the assigned date. Failure to turn in the report card will result in disciplinary action. Report cards and cumulative records will be held if your account balance is not current.

GRADING POLICY

Each teacher's grading policies, procedures and practices are outlined in their specific class syllabus.

UPPER SCHOOL CLASS WITHDRAWAL POLICY

To withdraw from a class, a student must have approval from administration.

STANDARDIZED TESTING

The Iowa Test is administered to each student 1st through 8th grades each spring. The Ability Test is administered to 1st, 3rd and 6th graders. A standardized Writing Assessment may be administered to students in the 5th grade. The tests are given in the spring of the school year.

SUMMER READING POLICY

All students are assigned required grade appropriate reading during the summer months to enrich and maintain literary skills. The summer reading list is released with report cards in June and posted on the TCCA website. Please be sure that you have the current year's reading list **BEFORE** purchasing books. We encourage students to utilize their public library, or these books may be purchased at a new or used bookstore, or online.

RETENTION POLICY

Lower School students must pass math and reading. A student may not fail more than one subject to promote to the next grade level. If a kindergarten student receives unsatisfactory marks in reading and/or math, and the *End of Year Assessment* reveals concerns to teachers and staff, parents and staff will make a joint decision concerning the student's promotion.

Upper School (Middle and High School) students must pass the five (5) core subjects (Math, Science, English, History and Bible) in order to be promoted to the next grade level.

Any student that must repeat a course must meet with administration to determine eligibility to return the following year.

Students who fail English or Math must attend a summer school program to receive credit for the failed course to continue to the next grade level. TCCA does not offer summer school courses; however, the administration keeps a list of schools and online programs that offer approved summer school courses. Once the student completes the summer school course, they must have an official record of their grade sent to TCCA that the grade may be included on their transcript.

ACADEMIC PROBATION

Students' grades are reviewed by the Administration each quarter. Any students with a failing grade on two consecutive quarters will be placed on academic probation. A contract

will be written for the student to follow guidelines during their probationary period, including but not limited to: requirements for attending after school help sessions, additional outside tutoring, summer math tutoring and/or summer school. If a student continues to fall below grade level after the interventions included in the contract and TCCA is not equipped to meet the student's specific academic needs, the student may be asked to seek another educational institution that is better equipped to meet his needs.

STUDENTS INELIGIBLE TO RETURN

The administrative team will discuss students who should not be allowed to return for academic, behavioral, attendance or discipline problems. The final decision rests with the school administration concerning students not being allowed to return.

VALIDATING TRANSFER CREDITS

Transfer credits from regionally or state accredited schools will be accepted. Transfer credits from other sources will be accepted according to the following procedures: administration of a validating examination and/or conditional enrollment based upon satisfactory completion and performance within specified subject area(s). Course credits from a non-accredited school will only be accepted when validated by examination or by scholastic performance.

CORRESPONDENCE COURSES AND INDIVIDUALIZED STUDY

Correspondence courses, summer courses and/or individualized study will not be accepted for credit unless the administration gives prior approval. The courses and/or individualized study will be reviewed by the administrative staff to ensure that the minimum ACSI and the State of South Carolina standards have been met.

PHYSICAL EDUCATION PARTICIPATION

All students must wear P.E. uniform to P. E. class. (see Dress Code and Uniform Policy) All students enrolled in a physical education class must participate in the class unless they have an excuse signed by a physician. Students must present a note of detailed explanation signed by a parent to be occasionally excused from physical education due to serious illness. Abuses of this privilege will affect a student's physical education grade. Excuses for more than two consecutive physical education days must be explained in detail and signed by a physician.

COMMUNITY SERVICE REQUIREMENTS – MIDDLE/HIGH SCHOOL

Since TCCA seeks to instill a sense of commitment to serving others, students are required to complete community service hours each year. Students in grades 6th and higher are required to complete community service hours each year. These community service hours will be tracked and reported through their Bible classes by the fourth quarter. Students will use the Community Service Form, which can be obtained from their Bible class teacher. The following are the number of hours required for each grade level:

- Grades 6-8: 8 hours
- Grades 9-12: 12 hours

Other information regarding earning community service hours:

- All TCCA approved mission trip participants receive 4 hours credit toward their community service requirements.
- School clubs and organizations may conduct service projects in which students may receive credit for that club and the service program.
- Students may participate in service projects for their Church or any nonprofit organization.
- Supervisor's names and phone numbers are required on the documentation form.
- Students may not be monetarily compensated at any time for the projects.

HOMEWORK POLICY

God established the responsibility of education to the home. In choosing TCCA to partner in this effort, homework is a necessary extension of the educational process. As the academy falls somewhere between the Biblical mandates of home and church, TCCA considers these two mandates and is sensitive to time devoted to academic work outside the traditional academic day. Although occasional conflicts arise, students should not let other obligations such as athletics, jobs, planned activities or other diversions hinder the completion of academic assignments. *Homework will not be assigned in grades 1st- 12th on Wednesday except studying for previously assigned tests so that families may attend Church.* Student homework assignments can be accessed at any time through ParentsWeb.

LOWER SCHOOL HOMEWORK PHILOSOPHY (Grades K-5th)

Homework in the Lower School at TCCA must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction; practice in skill development (sight words, reading, spelling, math, procedures, etc.); memorizing important information (math facts, Bible verses, etc.); applying skills (book reports, projects, etc.); and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills.

MIDDLE & HIGH SCHOOL HOMEWORK PHILOSOPHY (Grades 6th - 12th)

Homework in the Upper School is a vital part of the academic program. The purpose of homework is to review, practice, expand, and enrich concepts that have been introduced in the classroom. Homework promotes responsibility and discipline in preparation for the rigorous college curriculums.

Homework assignments for all grades should be turned in on time. Homework is to be turned in at the beginning of class on expected due date. Homework turned in one (1) day late will receive a 10% reduction in grade. Failure to turn in an assignment on the second day results in a zero. Homework percentages will be included on each teacher's syllabus. If questions concerning homework arise, please contact the academic teacher for that particular class.

MAKE UP WORK/REQUEST FOR ASSIGNMENTS

A student with an absence will be responsible for making up missed work. Students will be given a total number of days to turn in their work equal to the number of days absent plus

one. Remember that it is the student's responsibility to see that the work is done before the deadline expires. Any assignment given before the student was absent will be due the day the student returns.

Parents may view current and missing assignments through ParentsWeb or contact their child's teacher via email for more information or to arrange for pick-up of necessary materials. Please do not contact the office for these types of requests.

CHEATING

Do your own work. Copying or cheating will result in a phone call to the parents, and a zero on the assignment for students involved. Copying or cheating may result in demerits, detention, suspension, or expulsion. Talking, using an electronic device or mobile device during a test without permission may have the same penalties as cheating.

Cheating damages the evaluation process and includes the following:

- Communication during a test or quiz by talking or signaling
- Having notes/answers visible during an assessment
- Unauthorized collaboration during an assessment
- Unauthorized use of notes or books on tests and quizzes
- Working with another on assignments when independent work is required
- Copying someone else's homework answers

PLAGIARISM

Plagiarism is the stealing of the thoughts, words and/or ideas of another person and professing them to be one's own. Plagiarism may involve copying directly from an encyclopedia, book, internet source or any other written or auditory source. It may also involve using the ideas of another person without properly crediting them.

If a student is found to turn in work that is, in essence, not their own but "borrowed" from another source without proper citation, they will be considered guilty of plagiarism. Should a student intentionally choose to plagiarize any portion of an essay or another form of writing assignment, this will be considered academic dishonesty and will result in a minimum of 50% off the grade for the assignment and further disciplinary action. All plagiarism cases will be reviewed by the Administration.

At the Middle School level, any student guilty of plagiarism will receive a zero on the suspect assignment and will be required to re-do the assignment to the teacher's satisfaction. The two grades will be averaged for a final grade on the plagiarized assignment. A second offense will lead to more severe discipline and possible expulsion.

PARENT/TEACHER CONFERENCES

Parents are encouraged to have regular conferences with their child's teacher. While a brief visit at the end of the day can answer routine questions, an eye-to-eye scheduled conference with your student's teacher is the best way to communicate concerning academic performance, behavior, or any area of major concern. Dropping into the classroom expecting the teacher to have an unscheduled conference is unrealistic and does not ensure

uninterrupted time with the teacher. Such meetings also prevent teachers from adequately supervising the students in the class. Parents should refrain from drop-in visits.

To be considerate of instruction time, please schedule an appointment by contacting your child's teacher via his/her school email or ParentsWeb. An appointment will ensure that you will have uninterrupted time with the teacher in privacy and allows the teacher time to gather all information that he/she needs. Most teachers will be able to see you within a few days of your request. Teachers will contact all parents during the first grading period.

GRIEVANCE PROCEDURE

Occasionally there may be questions, problems, or grievances that arise. It is our policy to follow the **Matthew 18:15-17** principle. The faculty and administration of TCCA want to help you resolve any issue that may arise.

Please follow the guidelines below:

- Step one: All questions and criticisms must be addressed with the **person most directly involved**. If there are questions or concerns about a specific classroom action or procedure, contact the appropriate **teacher**.
- Step two: If a satisfactory conclusion is not reached, make an appointment to meet with the **Head of Schools**.
- Step three: If the matter is not resolved, request a meeting with the Town Creek Baptist Church Senior Pastor. Senior Pastor may submit your grievance to the Town creek Christian academy School Board.

The guidelines and policies of TCCA have been established to ensure a peaceable, God-honoring Christian school environment for students, faculty and families. The faculty and administration of TCCA are intent on helping you resolve any concern you may have. However, we must have your assistance in accomplishing this goal. The problem will go unresolved if the parent or student voices his complaint to individuals other than the appropriate faculty or administration. Actions such as these do not follow the above stated Scriptural principles and could potentially cause harm to relationships and one's personal testimony. These actions may result in dismissal from TCCA. Our goal is to honor God in all we do, including honoring one another in word and deed. Your cooperation is necessary for the success of the ministry of TCCA.

ANTI-HARASSMENT POLICY

The policy of TCCA is to provide an academic environment free from harassment, whether based on sex (gender,) race, color, national or ethnic origin, age or disability. The environment should be one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The School includes bullying in the definition of harassment. TCCA will take action to prevent and correct any violations of this policy.

REPORTING SUSPECTED CHILD ABUSE

In accordance with South Carolina State Law and TCCA policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse,

sexual abuse, or child neglect to the appropriate principal or administrator. In this very serious and legally narrow area, the Academy will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Academy staff will make such reports in the best interest of the impacted child and do not, once reasonable suspicion is established, have a legal alternative except to make the report to the proper authorities for their investigation and review.

STUDENT CONDUCT

PHILOSOPHY OF DISCIPLINE

Obedience, respect and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (**Luke 2:51; Hebrews 5:8**). It results in genuine freedom in life (**John 8:32**). Respect is necessary for all successful and meaningful relationships (**Luke 10:36-37, Romans 12:18**). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients in the development of self-worth (**1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12**).

As we seek to provide a balanced and disciplined learning environment for our students, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is Biblical and pleasing to God.

As partners in the discipline process, it is important that the school and the home work cooperatively for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial.

POSITIVE BEHAVIOR AND DISCIPLINE

At TCCA our Christian approach to discipline has at its core the goal of training in righteousness (**1 Timothy 4:8**). The responsibility for discipline lies primarily with the parents. TCCA stands ready to assist parents as they fulfill their God-given obligation (**Deuteronomy 6:4-9, Ephesians 6:4**). TCCA does not seek to assume a task that God has given parents but rather to serve as the parents' appointed and authorized representatives in the training process. The school expects the parents to support the administering of disciplinary action. The administration determines compliance with the policy. TCCA has the final word in all instances and reserves the right to make discipline decisions on an individual basis.

All students and families are expected to honor the name of Jesus Christ and the high standard of conduct that is expected of them. Public and private conduct should be consistent with a basic Christian concept of life (professing to love God above all and our neighbors as ourselves). Therefore, each student and family should reflect love in all actions and attitudes.

Our goal should always be to obey the Scripture that says, “And whatsoever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him” (**Colossians 3:17**). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students, both on and off campus, so that we might all live and work together.

The TCCA discipline system attempts to use clear and consistent consequences for failing to meet expectations and regular recognition/incentive for positive behavior (**Galatians 6:7-9**). (The policies and procedures for reinforcing positive behavior and modifying negative behavior are clearly defined and stated in this handbook.)

AUTHORITIES IN THE DISCIPLINE PROCESS

Teachers – Teachers will handle most of the discipline cases in the classroom. Teachers will follow a three-step Process of Discipline (see below) that is taught as part of each teacher’s classroom procedures. Teachers will counsel, implement approved intermediate consequences, contact parents, require parent conferences, assign after-school detention and/or refer to administration.

Administration – The Head of Schools and administration will handle all escalated cases of student discipline. Administrators will require parent conferences, assign after-school detention, Saturday school or suspension, determine behavioral probation terms and recommend dismissal.

The Head of Schools is the highest level of school discipline and will determine dismissal.

The general guidelines for student conduct are listed below:

1. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character (**1 Corinthians 6:19-20**).
2. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (**Ephesians 4:29**).
3. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands off” policy. No public display of affection (PDA) is allowed.
4. At all times students should avoid engaging in any activity that may cause harm to self or others. This includes horseplay and roughhousing, being in an unsupervised area of an off-limits area, tampering with safety equipment, fighting, bullying/cyber bullying and violating carpool/transportation regulations. Leave all potentially annoying or dangerous items such as water pistols, lighters and matches at home.

5. **Be Prepared:** At all times students are expected to be in possession of all supplies and materials necessary to fully participate in any required activity. Students will not be permitted to call home if they habitually come to school unprepared, and will not be permitted to leave the classroom to obtain missing materials or supplies.
6. **Be Responsible:** At all times students are expected to possess the ability and authority to act and decide on one's own. Students have an obligation to carry forward an assigned task to a successful conclusion and be accountable for the outcome.
7. **Be Respectful:** At all times students are expected to demonstrate a willingness to show consideration, courtesy, respect, and deference for others (teachers, school employees, fellow students and visitors), property, and self. This includes addressing adults by Pastor/Mr./Mrs./Miss and responding with Ma'am and Sir on all occasions. Furthermore, at no time will put-downs and questionable slang terms be used when addressing peers (**Ephesians 4:28-32**).
8. **Do your own work** – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz or a test may be dealt with in the same manner as cheating.
9. **Avoid plagiarism**, which is also a serious offense. The definition of plagiarism is “the use of another writer's ideas or words without giving the writer credit for them.”

DISCIPLINE POLICY

The purpose of our discipline policy is to create consistency and reflect a sense of justice to students. All discipline is designed ultimately to show individuals their sinful nature while pointing them to Jesus Christ. When a student deviates in obedience, it is the responsibility of the home and school to help by correcting and guiding him/her. Discipline of children is primarily the parent's responsibility, but parents and school must cooperate to assist children toward self-discipline.

Attendance at TCCA is a privilege, not a right. Students forfeit this privilege if they do not conform to TCCA's standards of conduct, achievement, and attendance.

Any student involved in immorality, drugs or alcohol, on or off campus, will be subject to suspension or expulsion.

The following are some of the discipline techniques (not limited to) that may be used for students:

- Verbal reprimand
- Conference with student
- Check mark system
- Additional written assignments
- Loss of privilege
- Communication with parents

- Lunch detention
- Parent-teacher-administration conference
- Before/After school detention
- Suspension (in school or out of school)
- “Work” assignments (Such as cleaning up any mess created by the student)
- Paying for repairs or replacement of damaged property
- Serving work detention on a non-school day
- Time with the teacher before school or during extra activities
- Expulsion

Certain behaviors are wrong because they violate Scriptural principles or common courtesy. These behaviors are unacceptable at TCCA. Committing any of these offenses will result in disciplinary action, which may include suspension or expulsion.

The administration reserves the right to establish further rules and regulations as deemed necessary for the following behaviors:

- Lying/Stealing
- Threatening others
- Cheating
- Physical abuse
- Disrespect
- Disobedience
- Inappropriate language
- Misuse of property
- Truancy
- Unauthorized leaving of school grounds
- Improper physical contact
- Personal display of affection (PDA)
- Sexual harassment
- Possession/use of tobacco products
- Negative attitude/gossip
- Possession/use of alcoholic beverages
- Viewing pornographic materials
- Inappropriate use of technology
- Inappropriate use of social media

PROCESS OF DISCIPLINE

Warning/Expectation Notice – When a student commits a MINOR infraction, he/she will be given a verbal and/or written warning. The written warning will be done through the issuing of a Warning/Expectation Notice. This written warning must be signed by the student’s parent/guardian and returned on the next school day. Upon receiving this warning, it is the student’s responsibility to make an immediate correction to his/her behavior. If the student has a question about the warning, it is the student’s responsibility to respectfully and privately approach the authority to ask his/her question. The authority will discuss the expectation that was not met, and consensus will be built on how best to modify the behavior.

Action Plan/Intermediate Consequence – When a student commits a 2nd MINOR infraction, the teacher will issue an Action Plan and may administer an Intermediate Consequence (as noted in the Action Plan). A 2nd Warning/Expectation will be placed in the student’s possession. Upon receiving this document, it is the student’s responsibility to see the person who issued the document. During this conference the student and authority will discuss and provide answers to the questions, “What is the problem?” and “What is causing the problem?” The student will then be required to take the Action Plan home and have a parent/guardian join him/her in completing the question, “What plan will I put in place to resolve the problem and prevent it from happening again?” Both student and parent will sign the plan. The completed Warning/Expectation and Action Plan must be returned the next school day. The authority will enter into RenWeb and send an e-mail to the parent when the Action Plan was issued. If any other Intermediate Consequence is assigned by the teacher, it will have been taught as part of the teacher’s classroom procedures and approved by the Administration.

Discipline Referral – When a student commits a 3rd MINOR infraction OR commits a MAJOR infraction, the student will receive a 3rd Warning/Expectation and a Discipline Referral will be processed. This will result in an automatic Detention and may result in more serious consequences (such as Saturday School, Out of School Suspension, Behavioral Probation or Dismissal) based on the nature of the violation and the intention/repentance expressed. Students will be required to have a conference with the Administration. In the event of a more serious Consequence being administered, the teacher or Administration will call the parent and the parent may be required to pick the child up from school.

SCHOOL-WIDE CONSEQUENCE

- First Minor Infraction = verbal warning
- Second Minor Infraction = Warning/Expectation Notice and Action Plan/Intermediate Consequence
- Third (+) Minor or First Major Infraction = Warning/Expectation Notice; Discipline Referral; automatic Friday detention
- After 3 Served Detentions = Saturday School on next violation
- After 3 served Saturday detentions = Out-of-school suspension on next violation
- After 1 served suspension = Out-of-school suspension and Behavioral Probation on next violation
- After Behavioral Probation = Dismissal on next violation

CONSEQUENCES FOR INFRACTIONS

Detention: Friday from 3:00 p.m. to 5:30 p.m.; the student shall report to the front desk promptly after school, and \$10 fee will be charged to FACTS account.

Saturday School: Saturday morning from 7:00 a.m. – 11:00 a.m.; the student is required to be dressed in full school uniform, unless otherwise informed, and shall report to the school office by 7:00 a.m.; the student is required to bring their P.E. uniform to change into. \$25.00 fee will be charged to FACTS account.

Out-of-School Suspension: 1-10 days, no class attendance, no attendance at school events; the student will be required to complete all graded assignments and will receive a 20% grade deduction of all work and tests assigned.

Behavioral Probation: Contractual agreement in which behavior will be measured and evaluated weekly; student must pass the evaluation. If failure occurs, the student will immediately be dismissed from TCCA.

Dismissal: The student will be immediately withdrawn from TCCA.

*Attendance at any TCCA athletic event, including practice, is always secondary to the completion of an assigned discipline consequence.

DETENTION

When after-school detention is assigned, the staff member or administrator who assigns the detention will notify parents.

Detentions will be served immediately after car line, on the appointed day. If a student is LATE, he/she will be required to attend a second detention. If a student misses detention, he/she will automatically be required to attend Saturday School and will be charged the \$25.00 Saturday School fee also. A parent may submit a written request for his/her child to have the detention rescheduled for the following week, only in the event of an emergency, and the request must be submitted in writing to the Head of Schools **24 hours in advance**. Students will not be excused from detention unless the student is sick and the parent provides an official doctor's note. The student bears the responsibility for the consequence.

SATURDAY SCHOOL

Saturday School will be served on designated Saturdays from 7:00 a.m. – 11:00 a.m. and will carry a \$25.00 fee, which will be charged to the student's FACTS account. If a student is LATE, he/she will be required to attend a second Saturday School and pay another Saturday School fee. If a student misses Saturday School, he/she will automatically be suspended. A parent/administration conference will be required before the student may return to school.

Students will not be excused from Saturday School for the sake of an extra-curricular activity. The student bears the responsibility for the consequence and must arrive in full school uniform with basic classroom materials.

Students serving in Saturday School will not be allowed to participate in any school-related activities the day the suspension is served.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension will be served for **up to** 10 days with NO class attendance. The student will be required to complete graded assignments and will receive a 20% grade deduction of all work and tests assigned.

Students serving Out-of-School Suspension are not allowed to participate in any school related activities or events during the time of suspension.

BEHAVIORAL PROBATION

Students reported for consistent unacceptable behavior will have a behavioral contract created to aid in the modification of their behavior. The contract and probationary period are designed to bring about changes in student behavior. The student's behavior will be measured and evaluated weekly. If a student fails to meet the expectations set forth in their behavioral contract, he/she will immediately be dismissed from TCCA.

IMMEDIATE DISMISSAL

TCCA reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy or is engaged in behavior or a lifestyle inconsistent with Biblical guidelines as prescribed by Town Creek Baptist Church and TCCA. The following offenses do not require the issuance of any discipline warning slips and will result in immediate and permanent dismissal from TCCA along with the possibility of criminal charges being filed against the student by the school:

- Possession of a firearm or deadly weapon on campus
- Possession of illegal drugs (on or off campus)
- Criminal misconduct (on or off campus)
- Assaulting a faculty or staff member
- Assaulting another student with a weapon (of any kind)
- Sexual assault of any person

Expelled students or students who have been asked to withdraw from TCCA will not be allowed to attend any school-related activities.

OFF CAMPUS CONDUCT AT TCCA RELATED ACTIVITIES

Conduct on the streets, in vehicles, at athletic contests, on field trips, and other school related activities should reflect those values and principles expected at TCCA. While off campus, students shall conduct themselves in a manner consistent with their status as a member of the TCCA community. There are numerous times and places (off campus) in which the behavior of a student affects TCCA. In all such cases, student behavior is considered with the governance of TCCA. If a student is present when wrongdoing is evident, it is the student's responsibility to remove himself/herself from the situation; otherwise, the student shares in the consequences related to such behavior.

OFF CAMPUS CONDUCT AT NON-SCHOOL RELATED ACTIVITIES

All Town Creek Christian Academy students and parents have signed and agreed to abide the overall principles set forth in the **Pride Honor Code**. If at any point in a student's personal life, he/she demonstrates blatant disregard for these principles, he/she will come under the authority of Town Creek Christian Academy. Furthermore, if a student is present when wrongdoing is evident, it is the student's responsibility to remove himself/herself from the situation; otherwise, the student shares in the consequences related to such behavior. The expectation of Town Creek Christian Academy students is to honor God in both actions and words and demonstrate God's love for his/her fellow man.

STUDENT ACTIVITIES

The goal of student activities at TCCA is to enhance the spiritual, intellectual, physical, social and emotional growth of each student in our student body. Student activities should serve as a way to foster relationships between the faculty and those families that God has trusted to this ministry. Student activities should cultivate Godly character, generate pride in TCCA, develop leadership skills and provide students with opportunities to succeed outside the classroom by being witnesses for Christ.

EXTRACURRICULAR ELIGIBILITY

To be eligible for any extracurricular activity, students must maintain the following criteria: Student grades will be checked at mid-quarter and at the conclusion of each quarter. Students who are failing one or more courses (below 60%) will be considered ineligible for two weeks. During this time the student may not participate in any co-curricular team practice or competition, group rehearsal or group performance; nor will the student be permitted to attend any of the above said events and represent the school. After two weeks, those grades will be rechecked. If the student is passing all courses, he/she will then be eligible again to participate in activities.

GENERAL RULES/MINOR INFRACTIONS

- Students **MUST** respect other's rights and property and the authority of principals, teachers, and **ALL** staff.
- Students who remain after school must have parental permission, be under the supervision of a teacher, and are to remain on campus.
- Students **MAY NOT** be in classrooms or school buildings without the supervision of a teacher or school staff.
- Talking is to be done in a conversational tone. Students are not to yell, run or be rowdy in the walkways/hallways.
- When walking as a class, students should walk in a quiet, orderly manner.
- Electronic devices are not allowed in school. Cell phones are to be turned off and kept in a locker while on campus. They are not allowed to be used on school grounds without permission. (Please refer to our Electronic Device Policy.)
- Students must not damage or deface school property or property belonging to others. The student and parent are responsible to pay for any damage done.
- Students should help keep our school clean by picking up and placing all trash in trash containers.

- There should be no eating or drinking in the classroom without teacher or staff permission. Water only in classrooms.
- There is absolutely NO GUM CHEWING or eating shelled seeds on school premises.
- There is to be no loitering in the restrooms, hallways or stairways.
- Entrance to and departure from Chapel is to be orderly and quiet.
- Students are not allowed overt physical activity or PDA; such as frontal hugging, holding hands or kissing.
- Students may NOT upload pictures on the internet that are taken at school or at school-sponsored events or any pictures that display TCCA school uniform, wording or logo without TCCA approval.
- Students are not allowed to write on their body, shoes, clothes and books as this would be considered a form of tagging.
- No sitting on tables either inside or outside.

All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it. Excessively committing minor infractions could result in a major infraction.

MAJOR INFRACTIONS

○ **Fighting**

Fighting of any kind will NOT be tolerated and may be grounds for immediate dismissal. If two students engage in a physical confrontation that results in wrestling, forceful pushing/shoving, punching, kicking or slapping out of anger and/or with intent to harm, school authorities will define the confrontation as a fight.

Both sets of parents will be notified and required to pick up student immediately. **Students involved in a fight may be suspended from school.** A mandatory conference with the administration will be required before the student may return to school. If it is deemed by the administration that the student is a threat to self or others, he/she will be removed from the TCCA student body. Multiple fights will result in expulsion from TCCA.

○ **Profanity, Obscene Gestures, Immoral Actions or Suggestive Conversation**

There is no place for profanity, obscene gestures, immoral actions or suggestive conversation on the campus of TCCA. Any student who uses abusive, vulgar, or irreverent language, or engages in any behavior that is suggestive in nature, and/or carries the appearance of being profane, obscene or immoral may be immediately removed from the student body. If a student is involved in any of the above, his/her parent will be notified and may be required to pick up his/her child from school. The student will be suspended for at least one day and an investigation into the event will determine the regularity of such use in the individual student's life. The student may be expelled from school.

○ **Drug Use**

Upon reasonable suspicion by school authorities, students are required to submit to a mandatory drug test at the time and date determined by the Head of Schools. The student and student's family will NOT receive prior notification of the drug test. The school reserves the right to search both persons and belongings on school grounds and seize control of any banned items. Except as otherwise required by law, the school will keep the results of all drug tests and searches confidential. If drugs are found, Aiken Public Safety will be called.

Any students testing positive for drugs or alcohol will be immediately suspended. Administration will meet with both the student and parents and will make a decision regarding dismissal. Failure to comply with drug testing procedures will automatically result in dismissal from TCCA.

○ **Academic Dishonesty**

Students pledge to demonstrate academic honesty at all times. The following are examples of academic actions considered to be dishonest:

- Entering an academic testing situation with an unfair advantage, such as stealing materials/information or receiving stolen materials/information
- Forgery
- Giving or receiving answers to quizzes, tests, and examinations
- Lending or copying a written assignment, in or out of class (homework is included)
- Unauthorized communication between students during quizzes, tests, or examinations
- Violating testing procedures as defined by the teacher in an individual classroom
- Being in possession of notes, cards, pages, written information during testing time

The determination that a student has engaged in academic dishonesty is based on the judgment of the classroom teacher or other supervising professional employee.

Upon the first occasion of academic dishonesty, penalties will be at the discretion of the administration in consultation with the teacher involved.

Upon the second occurrence of academic dishonesty, the student will be immediately suspended.

Upon a third occurrence of academic dishonesty, the student will be expelled from TCCA.

NOTE: If a student is caught cheating on a term exam, he or she will receive a "Zero" on the exam.

○ **Bullying**

One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community – so that all of our students can focus on their work and do their best. In order to achieve this goal, we must acknowledge that bullying sometimes

occurs within our community and that is harmful to everyone involved – perpetrators, bystanders, and victims alike.

Characteristics of Bullying are as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: e-mails, text messages, social media or instant messages that include physical threats and/or malicious gossip and slander.
- “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers will be considered excessive bullying.
- Changing, intimidating or misrepresenting another person’s social media profile.

Bullying is defined by the recipient’s perspective. The intention of the offender does not determine whether or not an action is considered bullying.

As a school we will take seriously any report of bullying behavior. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or probation (such as suspension from extracurricular activities or school functions,) depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a distinction between the two. Most students will experience some degree of age-appropriate peer conflict during their school years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The administration will investigate the situation thoroughly to determine whether a behavior fits the characteristics of bullying.

○ **Sexual Harassment**

The school will not tolerate the sexual harassment of any student, school employee or volunteer worker by any student. Sexual harassment is defined as unwelcomed sexual

advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. This conduct is considered to be severe and will have a negative impact upon the student's or school employee's performance. Sexual harassment further creates an intimidating, hostile and offensive educational environment. Other types of conduct which are prohibited in the school and which may constitute sexual harassment include:

- Unwelcomed sexual flirtations, advancements or propositions
- Verbal abuse of a sexual nature
- Graphic verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Display of sexually suggestive words, objects, or pictures in the educational environment
- Explicit hand-written notes
- Exchanging sexually suggestive photos or texts via social media.

Sexual harassment is defined by the recipient's perspective. The intention of the offender does not determine whether or not an action is considered sexual harassment.

○ **Threats or Perceived Threats**

The school takes seriously any threat of harm to any student or employee. Students making what the administration perceives to be a credible threat could be expelled. Parents making what the administration perceives to be a credible threat will be required to withdraw their children. If a credible threat is made and a weapon is involved, the TCCA administration will turn the matter over to Aiken Public Safety.

○ **Vandalism**

Students or parents of students caught damaging or defacing school or church property will be expected to pay the cost of restoration and replacement of damaged property. Anyone who vandalizes school or church property may be suspended, expelled or arrested. Pranks are considered vandalism.

○ **Weapons**

No weapons or items that are commonly used as weapons may be brought to school or onto school property. The Aiken Public Safety will be called if this is deemed necessary by the administration. Any weapons brought to school will be confiscated and parents will be notified. Any student who brings a weapon to school may be suspended, expelled, or arrested. Examples of weapons include, but are not limited to, guns, knives, martial art weapons and chemical weapons.

All TCCA students grades 3rd and up and their legal custodians/parents must sign a cooperation form indicating their intentions to comply with TCCA concerning classroom policies and rules.

TCCA Discipline Policy also includes Uniform Violations.

DRESS CODE AND UNIFORM POLICY

TCCA is a private Christian school, therefore, we reserve the right to promote Jesus Christ in all areas of student life. We will encourage an environment that promotes modesty, responsibility, alertness, and excellence. **All** students at TCCA are **required** to wear school uniforms. Please refer to the requirements and guidelines as set forth in this document before contacting the office with questions.

We understand many things contribute to the school atmosphere, including the school uniform. It is our belief that the physical appearance of our students is an essential element in developing personal responsibility. The point is to let TCCA be about the work of education while ministering to the hearts of the students. We have contracted with *Dennis School Uniforms* to offer a uniform combination that is practical, durable, non-distracting, safe for students, affordable for parents and easily enforceable for teachers. The TCCA uniform policy is also designed to assist students in developing attitudes of respect for themselves and consideration for others. As each student demonstrates concern for his appearance, the entire student body will benefit and the testimony of the school will be a positive one in the community.

The following principles are central to TCCA uniform policy:

1. As a ministry of Town Creek Baptist Church, our standards require Christ-centered excellence in academics, conduct, and appearance. Moderation, compassion and graciousness are key aspects in our goal of achieving a balanced uniform policy.
2. Teaching children to conform to a dress standard helps establish an atmosphere of order and respect for each other and for authority while minimizing distractions and establishes habits conducive to future employment.
3. A principle goal of the uniform policy is to implement a means to preclude the use of extreme fashions and trends as a mechanism for drawing undue personal attention or making other forms of offensive public statements that may cause a distraction to the learning process.

GENERAL GUIDELINES FOR STUDENT UNIFORMS

Students must **ENTER** and **EXIT** the building each day in uniform compliance. All uniforms must be purchased from *Dennis School Uniforms* (www.dennisuniform.com.) Dennis uniform shirts must have the TCCA logo.

Due to our contract with Dennis Uniform Company, **monogramming or embroidery of our school logo in any form on personal garments is NOT permitted.** Spirit wear is authorized wear. Please review the specific uniform guidelines before placing your order.

- A collared uniform shirt is required Monday-Friday, with the exception of Fun Friday (first Friday of each month.) **Only designated school-wide spirit wear or TCCA t-shirts/ sweatshirts may be worn on Fun Fridays.** P.E. uniforms (TCCA gray P.E. t-shirt or sweatshirts with navy TCCA logo shorts or sweatpants and a drawstring bag) will be purchased through Dennis Uniforms.

- Clothing must be neat, wrinkle-free, clean, modest, hemmed and size and length appropriate. Clothing that is torn, ripped or sized inappropriately violates the TCCA uniform code and will be addressed.
- Any item of outerwear may be worn to school, but any outerwear worn inside the school must be purchased from Dennis Uniforms or the TCCA Store.
- Skirts, skorts and jumpers for the girls only. They must be to the knee.
- Shirts:
 - Males:** Shirts must be tucked in at all times.
 - Females:** Shirts may be tucked or untucked.
- Belts must be worn if the apparel item has belt loops. Belts should be black and completely visible at all times.
- No long-sleeved shirts or undershirts may be worn except TCCA Dennis Uniform shirts, blouses or polo shirts.
- Undergarments:
 - Males:** T-shirts must be short-sleeved, solid (no writing) and white only. No other color undershirts are acceptable.
 - Females:** T-shirts must be short-sleeved, solid (no writing) and white only. Upper support wear must be white. No other colors are acceptable. Tights and leggings worn under skirts must be mid-calf or longer in length and must be navy or white.
- Visible solid color socks:
 - Males:** Socks may be white, black or navy.
 - Females:** Socks may be white, black or navy. Optional slip-on socks with dress shoes are permitted.
- Shoes
 - Males:** Shoes must be black leather, suede or athletic shoes that are white, black or navy in primary color. **Females:** Shoes must be black leather, suede or athletic shoes that are white, black or navy in primary color. Shoe must be flat-heeled, closed toe, and closed heel.
 - Shoe laces must match color of shoe or be white. All shoes must be properly worn. Shoes intended to have laces may not be worn-without laces or untied.
 - All shoes must be in good condition.
 - Hair accessories must be TCCA school colors and are for females only. Hair accessories are available through Dennis Uniform.

Backpacks and lunch boxes may be any color; however, characters, advertisements, offensive language or symbols are not permitted. Rolling back packs are allowed.

GRADE SPECIFIC UNIFORM REQUIREMENTS

1. Jackets worn inside must be the Dennis navy fleece or the Dennis navy ¼ zip pullover, or the TCCA spirit wear outer wear.
2. A physical education uniform is required for **4K and up**. P.E. uniforms consist of a gray t-shirt with TCCA logo and navy gym shorts with TCCA logo. Optional sweatshirts with TCCA logo are available from the TCCA store. Uniform Dennis navy fleece and ¼ zip pull over **may not** be worn during P.E. class.
3. **Note:** Chapel is one day each week. ALL students must wear black dress shoes; tennis shoes **are not** allowed. All shirt collars must be buttoned. Shoes must be flat-heeled, closed toe and closed heel. Shoes must be black leather or suede. Athletic type shoes by design or appearance are not allowed for Chapel. The administration reserves the right to judge the appropriateness of footwear. TCCA P.E. uniforms are not allowed on Chapel Day.

PK3/PK4 Early Education Center Students:

- Males - Dennis navy polo shirt or TCCA t-shirt with any appropriate pants/shorts.
- Females – Dennis navy jersey polo dress or TCCA navy t-shirt with any appropriate pants/shorts.

4K Academy Students:

- Males - Dennis navy, light blue or white polo with Dennis gray shorts, or pants and black belt. Black belts are required for shorts and pants.
- Females - Dennis navy, light blue or white polo and a Dennis plaid jumper.

5K-2nd Grade Academy Students:

- Males - Dennis navy, light blue or white polo with Dennis gray shorts or pants and black belt. Black belts are required for shorts and pants. **Chapel Day:** Dennis white oxford long sleeve button-up or short sleeve button-up shirt; Dennis plaid tie or bow tie; Dennis gray pants; black leather belt; black dress shoes.
- Females - Dennis navy, light blue or white jersey polo and a Dennis plaid skort; or Dennis navy polo dress. **Chapel Day:** Dennis white oxford collar long sleeve button-up blouse or short sleeve button up blouse; Dennis plaid skort; black dress shoes.

3rd-5th Grade Academy Students:

- Males - Dennis navy, light blue or white polo with Dennis gray shorts, or pants and black belt. Black belts are required for shorts and pants. **Chapel Day:** Dennis white oxford long sleeve button-up or short sleeve button-up shirt; Dennis blue tie or bow tie; Dennis gray pants; black leather belt; black dress shoes.
- Females - Dennis navy, light blue or white jersey polo and a Dennis plaid skort or Dennis plaid skirt. **Chapel Day:** Dennis white oxford collar long sleeve button-up blouse or short sleeve button up blouse; Dennis plaid skort or skirt; black dress shoes.

6th- 8th Grade Academy Students:

- Males - Dennis navy, light blue or white polo with Dennis gray or navy shorts/pants and black belt. Black belts are required for shorts and pants. **Chapel Day:** Dennis white oxford long sleeve button-up or short sleeve button-up shirt; Dennis navy tie or bow tie; Dennis gray pants; black leather belt; black dress shoes.
- Females - Dennis navy, light blue or white jersey polo and a Dennis plaid or navy skirt. **Chapel Day:** Dennis white oxford collar long sleeve button-up blouse or short sleeve button up blouse; Dennis plaid or navy skirt; black dress shoes.

9th-12th Grade Academy Students:

- Males - Dennis navy, light blue or white polo with Dennis gray or navy shorts/pants and black belt. Black belts are required for shorts and pants. **Chapel Day:** Dennis white oxford long sleeve button-up or short sleeve button-up shirt; Dennis gray and blue striped tie, or bow tie; Dennis gray pants; black leather belt; black dress shoes.
- Females - Dennis navy, light blue or white jersey polo and a Dennis plaid, navy or gray skirt. **Chapel Day:** Dennis white oxford collar long sleeve button-up blouse or short sleeve button up blouse; Dennis plaid, navy, or gray skirt; black dress shoes.

****A Physical Education uniform is required for all students 4K-12th.***

UNIFORM DRESS FOR SPECIAL OCCASIONS AND SCHOOL PICTURES

Chapel dress will be required for special occasions and school pictures unless otherwise changed by TCCA administration.

SCHOOL-SPONSORED EVENTS

The uniform policy is relaxed for school-sponsored events such that the students are expected to dress modestly at all school-sponsored events outside of the classroom. Students who are not dressed appropriately will be asked to leave the event. It is suggested that students show school spirit by wearing items with the TCCA Logo. Town Creek spirit wear will be available from the School Store.

AFTER SCHOOL / SCHOOL PROPERTY

Students are expected to abide by school uniform policy while on school grounds after school. Students should remain dressed in school uniforms. Students who are not dressed appropriately will be asked to change or leave school property. Clubs and athletic teams should be dressed in club or team specific gear.

SCHOOL FIELD TRIPS

Dennis navy blue polo shirt with TCCA Logo is the required field trip shirt.

The following are NOT acceptable:

- Non-uniform long-sleeved shirts worn under uniform/polo shirts.
- T-Shirts/undershirts in any color EXCEPT white.
- Non-uniform coats, jackets or sweaters.
- Writing on shoes or clothing or body; visible tattoos (temporary or permanent).
- Jewelry:
Males: No earrings or body piercings.
Females: No body piercing other than lower lobe of the ear. All earrings should be small in nature. Hoop earrings should be no larger than the size of a dime for 4K-5th grade and the size of a quarter for 6th – 12th grades. All accessories must comply with school uniform.
- Hats, caps, scarves, bandanas or other headgear are not allowed inside the building. No sunglasses indoors.
- Extreme types of haircuts or hair color: hair color must not deviate beyond normal hair color range of the student.
Males: Hair must not hang below the collar, touch the eyebrows, or extend below the middle of the ear. Facial hair (beards, mustaches, goatees, sideburns) must be well kept and close to the face, otherwise clean shaven.
- Clothing that is not properly sized:
Females - Form-fitting tops, pants or shorts that reflect the imprint of undergarments are unacceptable. Pants, slacks and tops must overlap enough to avoid exposing the midriff when normal movement such as stooping or stretching. Only white undergarments may be worn under shirt. Shirts are not required to be tucked in.
Males - Shirts must be long enough to tuck in.
- Stained, dirty, patched or frayed clothing and shoes with holes.
- Multi-colored or striped socks.
- Specialty shoes, belts or belt buckles.

UNIFORM/DRESS CODE VIOLATIONS

It is the responsibility of the parents to ensure that their child's attire conforms to these standards. Please refer to our **Standards of Conduct and Discipline Policy for Uniform**

Code Violations. We wish to assure both students and parents that violations of the uniform policy will be dealt with in Christian love and firmness with deep concern for the individual involved. It is our desire that students conform to the policy because of personal conviction and love for Christ including a desire to not harm the spirit of unity we wish to foster in the school community. We hope students desire to honor Christ Jesus in all aspects of their lives no matter who is looking.

CONCLUDING OBSERVATIONS

TCCA recognizes that it cannot specify every rule for dress and personal appearance. As such, we expect students to adhere as much to the spirit of the **Dress Code and Uniform Policy** as they would to the letter of this policy code. The school administration alone will have the discretionary authority to judge issues as they come up as to whether they adhere to our uniform policy or not. The faculty should consult with the school administration as issues arise so that clear communication exists between the administration, faculty and the students.

As new uniform clothing materials and styles develop, we will evaluate them within our guidelines of modesty and appropriateness. If changes are warranted, we reserve the right to adjust this policy and our suppliers as needed.

HEALTH INFORMATION

IMMUNIZATIONS

All students must provide their current South Carolina Immunization Certificate. Residents of South Carolina can obtain this certificate student's Pediatrician or the Health Department.

SICKNESS, HEALTH AND ACCIDENTS

Sick children should not be brought to school. If your child is exhibiting any of the following symptoms, please keep your child at home for 24 hours in order to avoid a cycle of sickness:

- Vomiting
- Diarrhea
- Elevated temperature

A child may not remain at school if his temperature is elevated, if he/she vomits, has episodes of diarrhea or if the office makes an assessment that the student needs to go home. When the school calls, please cooperate and have your child picked up promptly either by you or your emergency contact person. Students must be fever-free without medication for 24 hours before returning to school. This will help us prevent further disease transmission.

Our staff is neither permitted to prescribe nor administer any medications unless they are sent from home and accompanied by a completed current medication form with full pharmacy instructions and a parent's signature. Should your child have a serious accident at school, we will attempt to contact you or another designated person for instructions. If your child incurs medical expenses due to an accident at school, please file your own insurance. TCCA does not provide student insurance for sickness.

MEDICATIONS

All medications will be kept locked in the Health office. Office staff will administer medications and keep a daily log of all dosages, permission slips, times, etc. Parents must bring the medication and the completed **Medication Form** (available on our website) to the office. Medications that require refrigeration will be locked in a refrigerator in the Health office. If a student requires a supply of medication for daily use, it must be kept locked in the Health office. Medications should be in the original bottle, whether over the counter or prescription. If medication is expired, it will not be administered. No more than a 30-day supply for a prescription medication may be brought to school. Violation of this policy may result in long-term suspension or expulsion. Students who complain of headaches or other occasional aches and pains cannot call parents and get permission for a staff member to administer over the counter products.

Parents **MUST** bring a personal supply and keep it locked in the Health office along with their signed medication form. Students may not keep ANY medications in their purses, lockers, etc. An Emergency Medical Permission Form can be issued to students who need inhalers for immediate relief from asthma attacks, epi-pens for hypersensitivity to allergies, or diabetic supplies. The administrative office must be notified and must grant this exception. Student should keep Emergency Medical Permission Form in their locker or book bag. Parents must complete the Emergency Medical Permission Form and supply a doctor's prescription for those items. Medications will be disposed of if left at TCCA after the end of the current school year or if they expire. Weekly accountability counts will be done for prescriptions in TCCA custody.

SAFETY INFORMATION

DISASTER DRILLS

Fire drills and other disaster drills are held at various times during the school year. Directions are posted in each classroom. Instructions for leaving the classroom will be given at the beginning of the school year. Students are expected to exit quietly, quickly and orderly while listening for directions during such drills.

LOCK DOWNS

A lock down is when the entire TCCA campus is put on alert due to an external or internal emergency or threat to the safety of the campus population. There are two levels of lock down:

Level 1 (One) Lock Down

A Level 1 Lock Down is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked and outside activities will cease. Movement within building for activities will be allowed but activity on the playground and ball field will cease.

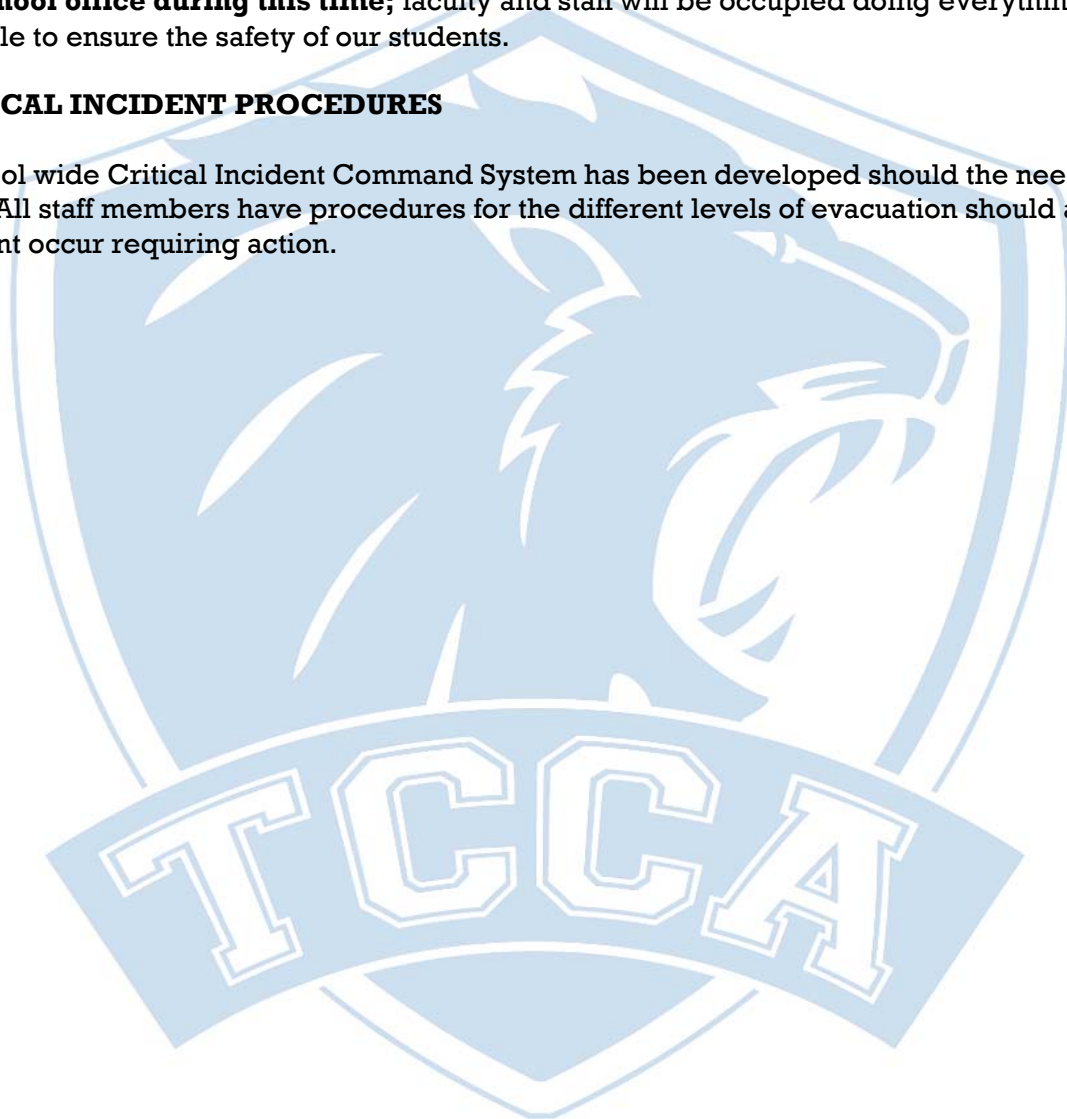
Level 2 (Two) Lock Down

A Level 2 Lock Down is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and outside activity will cease. There will be no movement within building and building access will be fully screened.

In the event of an actual Lock Down, parents will receive notification via email as soon as students and staff are safely secured. **Students will not be released from TCCA until the “All clear” has been given by appropriate authorities. Parents are asked not to come to the school office during this time;** faculty and staff will be occupied doing everything possible to ensure the safety of our students.

CRITICAL INCIDENT PROCEDURES

A school wide Critical Incident Command System has been developed should the need arise. All staff members have procedures for the different levels of evacuation should an incident occur requiring action.



PARENT/CHILD TCCA COOPERATION AGREEMENT

I agree to:

1. Support TCCA in its discipline policy
2. Support TCCA in enforcing the dress code
3. Inform TCCA if my child has been tested for any type of exceptionality
4. Read TCCA's Parent/Student Handbook and the Discipline Policy and uphold the teachers and administrators in all rules and regulations
5. Recognize TCCA's right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process
6. Abide by all financial agreements
7. Respect the administrator's responsibility for placing the student in the proper grade and classroom
8. Follow proper channels as outlined in the grievance procedure if I should disagree with the actions of any TCCA employee
9. Recognize my responsibility to be a positive, Christ-like model in all of my communications regarding TCCA, including in my personal social media accounts.

A critical or uncooperative attitude by a student or parent should not be displayed at TCCA. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. If a student does not respond favorably to TCCA for any reason, the parent(s) should not try to change TCCA to fit their needs but agree to quietly withdraw their child.

TCCA reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship and reflects adversely on the Christian principles of the Academy. A student will be considered for dismissal if they engage in behavior or lifestyle inconsistent with Biblical guidelines as acknowledged by TCCA. At the end of each school year, the administrative staff is given the opportunity to recommend students who should and should not be invited back for the next academic year.

Statement of Cooperation

I have read and understand the policies of TCCA as stated in the Parent/Student Handbook and the Discipline Policy. I agree to cooperate with the teachers and administrators of TCCA.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Printed Name

Student's Signature (Required – Grades 3rd through 12th)

Date

Student's Printed Name

Homeroom Teacher's Name/Grade Level



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Parent's/Guardian's Signature

Date

Parent's/Guardian's Printed Name

Student's Signature (Required – Grades 3rd through 8th)

Date

Student's Printed Name

Homeroom Teacher's Name/Grade Level

This copy must be signed and returned.