

TEMPLE CHRISTIAN ACADEMY

PARENT - STUDENT HANDBOOK

2023 - 2024

Revised 6/27/2023

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*Finally, my brethren, be strong in the Lord,
and in the power of his might. Put on the whole armour of God,
that ye may be able to stand against the wiles of the devil.*

Ephesians 6:10-11



School Colors: ROYAL BLUE/YELLOW
School Mascot: WARRIORS FOR CHRIST

MISSION STATEMENT

Temple Christian Academy, a ministry of Temple Baptist Church and a member of the SC Association of Christian Schools (SCACS), is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity. Our mission is to challenge and motivate students to develop their individual gifts - academically, spiritually, physically and socially - and to do so in a manner that brings glory and honor to God.

Through the use of Bible teaching, chapels, academics, fine arts, sports and other activities, we strive to develop Christ-likeness in our students so they can make a positive impact for Him in this world. We are dedicated to partnering with parents and students who can meet the academic standards and abide by all of the requirements that are set forth in these guidelines.

Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Temple Christian Academy. We look forward to having the opportunity to serve with you as we serve our Lord, Jesus Christ.

School policies and decisions are subject to the ministry's statement of faith. Temple Christian Academy follows the Doctrinal Statement as stated in the Constitution and Bylaws of Temple Baptist Church.

STATEMENT OF NONDISCRIMINATION

Students of any race, color, sex, national origin, and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Temple Christian Academy. While this school does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, as a religious institution, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with Temple Baptist Church's statement of faith, incorporated herein as the statement of faith of Temple Christian Academy, the school's code of conduct, or other policies of this school.

SCHOOLWIDE POLICIES & PROCEDURES

ADMISSIONS, WITHDRAWAL & FINANCIAL POLICY

ADMISSIONS/ENROLLMENT

Registration for new students will be accepted, depending on availability of space and completion of the enrollment procedure. The following five items must be submitted before the admissions committee can make a final decision:

- A completed application form
- A copy of the most recent report card or school transcript
- A state-certified copy of the child's birth certificate and social security card
- Up-to-date immunization records - Any student without current immunizations will not be admitted to school. As required by SC law, all students must have a SC Immunization Form on file in the school office. Files will be routinely checked to verify immunization history.
- A recommendation letter from the student's current pastor or a member of the pastoral staff
- A meeting with the Dean of Students will be necessary before a final decision is made regarding Admittance.

The administration reserves the right to define criteria whereby a student may be accepted or denied as a student at TCA.

The school also reserves the right to place a student in a lower grade if deemed necessary. **All new students are admitted conditionally with a nine weeks' trial period, not only for academics but also behavior.** If the child fails to make acceptable progress or does not adjust to our discipline policy, the parents will be asked to find a school better suited to meet their child's needs.

The records of students presently enrolled at TCA will be reviewed annually to determine their status. Students will only be re-admitted based on a satisfactory record in academic subjects, conduct, and spiritual growth.

Pre-registration for all students begins in March with an Open House for all families new and enrolled. Completion of intent to attend letter is required for each family new and returning.

All new enrolling students will also need to complete the registration paperwork along with payment of the registration fee by May 15th to ensure a place for the student during the next school year. Returning students' registration fee is due by June 15th to hold your students place. **Parents risk the possibility of losing a place for their child for the new school year by delaying the pre-registration process.**

Materials and supplies, including textbooks, are bought prior to the first of August when the first month's tuition is due. Because we cannot wait until the first day of school to order materials, we must ensure that revenue is available to pay for each student. We cannot operate effectively on intentions; therefore, these fees are non-refundable. Material fees are due in the office before the July 1st cutoff date. After this date, if vacancies exist, applications will be accepted on a first-come, first-served basis in grades with openings.

The necessary forms are available in the school office. All forms, along with fees, must be submitted to the school office in order to complete the registration process and to reserve a place for your child in our school. If you miss this cutoff date your student will go on a waitlist for their grade.

The following are covered by the registration fee:

- the South Carolina Association of Christian Schools member fee
- accidental insurance
- standardized testing
- administration fees

If applicable, the following fees will apply:

- athletic fee (6-12) \$200
- senior fee (12) \$150
- K5 graduation (K5) \$50

WITHDRAWAL FROM SCHOOL

- **Withdrawals from school must be made in person by the parent in the school office. Written notice in advance of a withdrawal must be given directly to the school's office, and is expected so a withdrawal/transfer form may be prepared.**
- **Records will not be transferred while an outstanding balance remains on the student's account.**
- **TCA expects full cooperation from both students and parents in the education of the student. If at any time the school administration feels that this cooperation is lacking, the student may be asked to withdraw.**
- **In addition, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit or standards of the school or the statement of faith/doctrinal statement of Temple Baptist Church, whether or not there is any definite breach of conduct, he may be asked to withdraw.**
- **Students asked to leave TCA by either mutual agreement or expulsion will not be allowed to return for any school related functions or athletic games for the duration of the academic year.**

FINANCIAL POLICY

- The annual tuition rate is divided into ten equal payments and is due on the first of each month, August through May. For tuition payments that are five or more days late, there will be a \$25.00 late fee and the **student will not be allowed to remain in school** until a full payment is made.
- The entire amount of tuition must be paid whether the child is in school or not. No exemption from payment of monthly tuition will be made for sickness or any other cause that results in absenteeism.
- Report cards, transcripts, and diplomas will not be issued at the end of the year, or released to a new school during the year, unless all tuition and school fees are paid.
- Tuition, registration, and material fees do not include field trips, lunch, yearbook, TCA shirts, extracurricular activities such as sports or band, or other necessary fees throughout the school year.
- When a check is returned by your bank for any reason, a \$35.00 fee will be added to your account. On the second occurrence, cash payments will be required.
- In the event that the school must go to E-learning/home instruction (such as the coronavirus situation), tuition must still be paid in order for students to remain in good standing and receive all learning and credit for classes.

OFFICE COMMUNICATION/PROCEDURES

SCHOOL OFFICE /CONTACT INFORMATION

The school office is open from 7:30 a.m. to 3:30 p.m. The mailing address is 2905 Standridge Road, Anderson, SC 29625, and the telephone number is (864) 226-1259.

The school website can be viewed at templechristianedu.com, and e-mails can be sent to tcaeduoffice@gmail.com. If you need to come to the office before 8:00 am please enter at the Turbo Town entrance where someone can open the door for you.

BUSINESS OFFICE /CONTACT INFORMATION

- **The Business Office will be in charge of all school business (tuition and payments).**
- **The School Office is separate and serves a different function than the Business Office. The School Office is responsible for attendance, tardies, late arrivals, parent questions, etc.**
- **The Business Office can be contacted at 864-226-7248, Business Office Extension.**
- **The Business Office entrance is the front church office entrance, which is the double glass door closest to Warner Road.**
- **The Business Office hours are 7:30am to 4pm Monday through Thursday and Friday 7:30am to 12pm.**

SCHOOL HOURS

The school building opens at 7:30 a.m., and the school day begins at 8:00 a.m. for all students. Elementary students (K-5) end the day at **2:35 p.m.** and middle/high school students (6-12) end the day at **3:00 p.m.** Elementary students not picked up by 3:00 p.m. or middle/high school students not picked up by 3:15 p.m. will be sent to after-school care. For fairness sake, there will be no exceptions made to this policy. See the section on after-school care for more information regarding the after-school care program.

SCHOOL PHONE

School phones are for business use and are to be used by school administration and staff only. Students will not be called out of class to speak with parents over the phone. If a parent needs to notify their child of a change in the day's plans, the secretary will relay the message to the child's teacher. Please notify the school before 2:00 p.m. of any changes in your student's schedule.

Parents/guardians will be contacted by the school secretary if their child becomes ill during the day.

If a student happens to leave lunch at home, they can request that the secretary contact their parents. However, students will not be allowed to make calls requesting forgotten items such as homework, projects, PE clothing, musical instruments, etc.

One aspect of training responsible students is *allowing* them to experience the consequences of not following through with *their* responsibilities.

MySCHOOLWORX

TCA's primary source of communication between home and school is MySchoolWorx. It keeps parents totally involved in their child's academic progress by allowing class and assignment grades, due dates, upcoming homework, and more to be viewed.

Access information will be given at the start of the new school year or upon enrollment of new students. **Accounts should be checked regularly to keep informed of news on your child and/or the school.** MySchoolWorx requires you to log into your account to view email. If you have the app then you will be able to view email and the school calendar.

STUDENT ARRIVAL/DEPARTURE

Students both arrive and depart the school by being dropped-off and picked-up at the Welcome Center, located near the flag pole at the Turbo Town entrance. It is essential that parents observe the traffic patterns and speed limit of 10 mph in order to maintain order and safety for our students, staff, and visitors to our school and church.

Keeping the safety of our students in mind and to expedite pickup procedures, parents should stay in the car line. Students will not be allowed to cross the parking lot to a parked vehicle after school; therefore, parents must either be in the car line or physically walk to the student pick-up area for their child to be allowed to leave the premises. Vehicles may not be left unattended in line. If it is necessary for a parent to come into the building, vehicles should be parked in the parking lot. Parents should enter through the Turbo Town doors.

CHECKING STUDENTS IN & OUT OF SCHOOL (EARLY DISMISSAL)

Occasionally, early dismissal from school is necessary to meet an appointment unable to be scheduled outside of school hours. When this occurs, **the parent is to send a written note (signed by the parent) or an email to the school office on the morning of the early dismissal.** The parent/guardian must sign the student out with the school secretary before leaving campus.

Student drivers must have a written note or email from the parent/guardian and will be allowed to sign out in the school office.

If the student returns to school after the appointment, he/she must report to the office and sign in. In the event of an unexpected appointment, the parent is to check in at the office and the school secretary will make arrangements for securing the student.

When leaving early, all assignments due that day must be turned in for any subject/classes missed. Students are fully responsible to seek out their teachers to fulfill these responsibilities.

FOR THE PROTECTION OF OUR STUDENTS- If anyone other than the parent/guardian picks up a child during or after school - FOR ANY REASON - a photo ID will be required in addition to the email or written note already sent by the parent. Custodial parents must submit a copy of the custody document, which will be kept on file with the student record.

VISITORS

While we welcome visitors at Temple Christian Academy, we ask that no one, including parents, go directly to a classroom. All visitors should make an appointment with the school office in advance.

Upon arrival to the school, visitors must check in at the school office, and acquire a visitor's tag. For security purposes, we ask that you use the door at the school office entrance. Do not ask or gesture for any student to open a door, as they are not allowed to open doors that allow entrance into the school.

When visiting, please do not use the student restrooms located in the main and side halls. Visitors will be directed to the restrooms in Turbo Town.

MEDICATION

Students taking any type of medication (prescription or non-prescription) must bring a permission slip signed by their parents identifying the medication, its purpose, and how often it must be taken. **Medical Dispensing Permission Forms** are located in the school office and on the TCA website. Please fill out a form and give it to the school secretary.

The permission slips and prescribed or non-prescription medication should be turned in to the office staff immediately upon arrival at school. The slips will be kept on file and the medication locked and dispensed according to parents' directions. School personnel will not dispense medication without parent approval. For safety reasons, the school does not supply non-prescription medications, administer any medication beyond the expiration date, or accept medication not in the proper container.

The school cannot assume full responsibility to see that medication is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

- Prescription medication must be brought in the original pharmacy-labeled container by the student's parent/legal guardian. The label should clearly indicate the student's name, physician's name and contact information, medication name and strength, amount given per dose, route (oral or topical) and time of administration, and dispensing pharmacy.
- Do not send medication to school which needs to be given daily or two/three times a day unless the physician specifically states a time during the school day which it is to be given. An antibiotic which is to be given three times daily can be given before the child leaves for school, gets home, and at bedtime.
- Non-prescription medications must be brought in the original container with the student's name clearly labeled on it. Package directions will not be altered in any way.
- TCA does not have a nurse on duty.
- TCA reserves the right to deny admission or continued enrollment to a student whose medical care cannot be adequately and safely managed or attended to by school personnel.
- We understand there are students with health conditions that require them to carry their medication with them and self-administer. TCA will work with parents and students to determine the extent to which students may carry and self-administer medication.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

In order to maintain a safe school atmosphere, emergency procedures are in place to protect our students. To prepare our students for different emergencies, we have regular drills which include: fire drills, tornado drills, and emergency lockdown drills. Students must follow all safety drill procedures as directed by school faculty and staff. The school will conduct all emergency drills according to the TCA Emergency Manual.

INCLEMENT WEATHER

Early dismissals, delays, or cancellations due to inclement weather will be announced on WYFF-Channel 4 and through MySchoolWorx.

EMERGENCY CARE & ILLNESS

TCA does not have the capacity to provide professional medical treatment to ill or injured students.

First aid treatment will be rendered to students receiving minor injuries. Parents are contacted, via the information listed on the registration form, if there is the slightest indication of serious injury. If an emergency medical situation arises and the office is unable to reach either the parents or the emergency contacts, or parents are unable to arrive in a reasonable amount of time, appropriate medical treatment for the child will be secured.

For the well-being and health consideration of all our students and staff, parents are asked to keep home students with **ANY** of the following conditions:

- Diarrhea
- Pinkeye
- Vomiting
- Fever
- Strep Throat
- Widespread Rash
- Persistent Pain (ear, stomach, etc)
- Very frequent cough

To prevent the spread of illness, we ask that students not return to school for at least **24 hours with a doctor's excuse** or until they have been:

- Fever-free of temperature 99° or higher (without medications). If a student runs a fever on Sunday they may not return to school on Monday. If a student is sent home with a temperature, they may not return to school the next day.
- On antibiotics for infection less than 48 hours (even for pink eye).
- Free from vomiting or diarrhea – this includes being able to tolerate food and drink without recurrence.

Students who become ill during school hours will be sent to the office. If necessary, parents will be contacted to pick up their student. Please notify the school immediately if your child is diagnosed with any communicable disease or possible symptoms of such.

If diagnosed with the flu you cannot return to school for 5 days or until a doctor has released you.
If diagnosed with strep throat you cannot return for 48 hours.

ATTENDANCE

TARDY POLICY

Promptness is an important aspect of character and a measure of school citizenship. Parents are expected to see that their child/children get to school on time. Students should be seated and ready to begin class when the bell rings at 8:00 a.m. Parents who drop their children off at 8:00 a.m. or anytime thereafter must do the following:

- Sign your child into school in the school office and state the reason for tardiness on the tardy slip.
- **Five unexcused school tardies equal one unexcused absence.** School tardies are cumulative and will not be dropped at the end of a nine-week grading period.
- Being tardy will prevent students from receiving the perfect attendance award at the end of the school year.
- When arriving late, all assignments due **that day** must be turned in for any subject/classes missed. Students are fully responsible to seek out their teachers to fulfill these responsibilities.
- For student drivers, see student driver policy.

ABSENTEE POLICY

- **The School Secretary/Office will be the one responsible for recording attendance, late arrivals, and early dismissals.**
- **At three unexcused absences, parents will be notified and a meeting will be set up with a member of Administration (Principal, Vice Principal, Dean of Students)**
- **Excused documentation needs to be submitted to the school office in five days, or it will be counted as unexcused.**
- **For 90 day courses, at the second unexcused absence, parents will be notified.**
- **Parents will be notified that at five unexcused absences, students will be put on Attendance Probation.**
- **Once on Attendance Probation, parents will be notified by email or text for each additional unexcused absence.**
- **Once a student hits ten unexcused absences, they will lose their credit for those classes missed.**

MAXIMUM NUMBER OF ABSENCES

- **No unexcused absences can be made up.**
- **Some examples of unexcused absences include:**
 - **Family Vacations**
 - **Student taking a “free day” or staying home for undisclosed reasons**
 - **Illness without a physician’s note**
- **A maximum of five excused absences can be made up.**

- **An excused absence will be whatever the State deems as excusable, this includes:**
 - **Doctor’s appointments with note**
 - **Serious illness with physician note**
 - **Death or serious illness of family member**
 - **Deployment of family members**
 - **Any absence approved by the Principal**
- **For a 90 day course, a student can have no more than a maximum of five excused absences.**
- **Winter exam half days will be used to make up time for excused absences for 90 day courses only.**
- **A member of the School Administration will make a determination if a circumstance would allow for an exception to our Handbook. (Doctor’s notes and other evidence would be required)**
- **A truancy officer will be notified upon a student’s fifth unexcused absence.**

ATTENDANCE RETRIEVAL

Students, in grades 7-12, who are passing their classes, but have exceeded the allowable amount of 10 excused absences, will be required to attend attendance retrieval sessions. Understand, this is only for 10 excused absences, unexcused absences cannot be made up.

A student’s ability to participate in Attendance Retrieval is dependent on the administration’s approval.

Failure to attend these sessions will result in the student not being promoted to the next grade or not receiving course credit for a class. **A maximum of 5 days may be retrieved.**

- Attendance retrieval will take place during the first week of summer at a cost of \$25 per day to be retrieved.
- A seat time of four hours equals one day retrieved.
- A student not attending, arriving late, or leaving a session early will not receive credit for their retrieval day
- Students should bring their textbooks, workbooks, writing materials, or something to read with them.
- All school rules will be adhered to, including the school's dress code and cell phone/electronics policy. Students will not be allowed to sleep or put their heads down.
- Report cards and promotions will be given at the end of the retrieval period.

OTHER ATTENDANCE INFORMATION

There is no factor more important to successful school progress than regular school attendance. Students who are excessively absent will fall behind in academic achievement. As a result, grades could be affected and grade promotion/course credit could be in jeopardy.

- Absences are classified as either excused (lawful) or unexcused (unlawful). Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student’s record.
- Students arriving at school after 11:00 a.m. or leaving school before 11:00 a.m. will be considered absent for the entire day. Middle School and High School attendance is per class.

- A written excuse, by parents/guardians or a healthcare facility should be sent to the school after an absence. An extended illness (more than three days) or a contagious illness will require a doctor's statement regarding the nature of the illness upon returning to school.
- We request that parents call the school office by 8:15 a.m. if you know that your child will be absent. Makeup work may be requested at this time for pick up at the end of the school day.
- **NO STUDENT** may participate in a school function (practices, games, social events) unless he/she is in attendance (either present from 8:00 a.m. until 11:00 a.m. or present from 11:00 a.m. until 3:00 p.m.) during the regular school day.
- Five unexcused early dismissals will result in one unexcused school absence.

MAKE-UP WORK

The responsibility for initiating make-up work belongs to the student. Work will be made up within the same number of days that was missed (example: absent 3 days, work will be due within 3 days after the student's return to school).

Students are allowed to make up any work missed for a maximum grade of 100, if submitted within the stated time frame. **Failure to make up missed work can lower a student's average and may lead to loss of course credit in the high school grades.** Extenuating circumstances will be reviewed by the administration.

Any work (homework, written papers, projects, etc.) assigned prior to an illness still needs to be completed by the original due date or are due when the student returns to school. If the student is absent the day that a test is given, he is expected to make up the test the day that he returns to school or at the teacher's discretion.

ACADEMICS

FACULTY

All faculty members of TCA are approved academically, morally, spiritually, and physically by the TCA administration before they join the faculty. They are required to meet the educational requirements to be certified by the South Carolina Association of Christian Schools. However, the foremost requirements for teachers at TCA are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ.

CURRICULUM

TCA uses both Bob Jones University (BJU) and Abeka curriculum. These companies have a proven track record in their commitment to education. They are committed to an educational philosophy of giving students the tools to succeed in life, in work, and in their witness for Christ.

CHAPEL SERVICES

Students are encouraged to approach chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are required to bring their **Bibles to Chapel**. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive, disrespectful, and/or disruptive behavior is unacceptable. Every speaker or group, as a guest of Temple Christian Academy, deserves our respectful attention. Separate chapel services are held weekly for elementary and middle/high school students. Parents are encouraged to visit during any chapel service. **All students in grades 6th-12th must wear dress clothes to chapel. Boys must wear a collared shirt and nice pants or jeans. Girls can either wear a skirt, dress, pants, or jeans.**

- **Wearing jeans must comply with the School Dress Code (no holes, rips, paint, or tight fitting)**

ACADEMIC INTEGRITY

Honest behavior is an expectation of all students at Temple Christian Academy. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty, including those perpetuated by the use of an electronic device, will not be tolerated. These include but are not limited to:

- **Cheating**- Do not copy answers from another student on any classroom assignment, test, or quiz. Providing advanced quiz, test, or other type of graded assignment to others who have not yet taken it is considered cheating.
- **Fabrication**- Cheating by faking results or "making up" something that one presents as true, factual, or real.
- **Facilitating Academic Dishonesty**- Do not allow another student to copy your answers on assignments or exams. Do not take an exam or complete an assignment for another student.
- **Plagiarism**- Copying or representing another's ideas, words, or work as one's own without properly citing the source. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students.
- **Unacceptable Collaboration**- Collaboration is unacceptable when a student works with another student or others on a project and then submits written work which is represented as the student's own individual work.

AWARDS & RECOGNITION

- **Honor Roll**- The all "A" honor roll award is given to students who earn all A's for a grading period. The "A/B" honor roll award is given to students who earn all A's and B's for a grading period.
- **Perfect Attendance**- These awards will be given to students who have zero absences for the entire year. All excused (unless related for athletics, field trips, etc.) and unexcused absences, regardless of the nature of the absence, will forfeit a student's eligibility for perfect attendance.

- **Warrior Award (Spiritual Leadership)**- These awards are given on Awards Day to students in Elementary, Middle and High School who demonstrate exemplary Christian character in and out of the classroom and are positive role models for other students.
- **Individual Awards**- Teachers may recognize individual student accomplishments.
- **Cords for Graduation**- Students must be involved in varsity sports or yearbook for a minimum of two years to receive these awards at graduation:

Green Rope: Yearbook

Black Rope: Varsity Sports

Purple Rope: Community service of 20 hours per year for at least two years

Gold Stole: Cumulative 4.00 GPA from grades 9-12

PARENT INVOLVEMENT

Students are more likely to be successful academically, socially, and spiritually when parents are actively involved in their education. The support of family creates an environment where the child can accomplish their ultimate goals. There are many ways for parents and teachers to communicate on a regular basis at TCA.

- **Elementary Students - Planners** - Parents will find daily assignments and record of behavior written in their student's planner. The planner should be signed by the parent on a daily basis to indicate that the assignments and behavior records have been seen. Notes may be written in the planner for communication between the parent and teacher.
- **Middle School Students – Planners** - Students in grades 6-7 are responsible for acquiring an assignment planner in which to record their class assignments and due dates. Notes may be written in the planner for communication between the parent and teacher.
- **Elementary Students - Thursday Folders** - Graded assignments will be sent home every Thursday. Student's work should be reviewed, and the folder returned the following day, on Friday.
- **Phone Calls** - Please call the school office with any questions or concerns regarding your child. The school secretary will take your message and see that the teacher receives it. Barring an emergency, class instruction will not be interrupted for a message.
- **E-mail** - Send all e-mails through MySchoolWorx. Teachers check their e-mail daily. However, they cannot check and respond to e-mail during instructional time. If you have a concern or question that needs to be addressed during the day, please call the school office.
- The school's primary method of communication is through Myschoolworx.com; please, check your e-mail daily for important messages.
- **Papers Sent Home Needing Parent Signature** - Parents, there are times when teachers need to know that you have seen specific papers, forms, etc. Therefore, any document requiring a parental or legal guardian's signature must be returned the next day.

APPOINTMENTS TO SEE TEACHERS

Parents are encouraged to speak to their children's teachers any time they may have a question or concern about their child's educational program. A parent desiring a conference should make contact with the teacher to set up a mutually convenient appointment.

While everyday questions about school routines, schedules, etc. are always welcome and invited, parents are asked to avoid approaching teachers outside of a scheduled conference with concerns about their children. Such impromptu conversations are not conducive to a productive or healthy parent/teacher relationship. When addressing student concerns, a conference offers the best situation for open, honest dialogue and healthy resolution.

GRADE SCALE

The academic grade which consists of actual work done on classwork, homework, quizzes, tests, projects, etc. is based upon the South Carolina Uniformed Grading Scale (SC UGS). The following scale is used to compute the GPA used for a high school transcript.

Calculating Grade Point Average:

Students receive 1 high school credit for 3-credit or 4-credit college courses and one-half credit at the high school level for 1-credit or 2-credit college courses. A student will receive dual credit quality points for his/her SC UGP grade point average (which is used for SC scholarships such as the LIFE/Palmetto)—the dual credit quality point is one full point higher than for a regular high school course (for a B- in a dual-credit class, the student will receive a 4.0 on his high school transcript instead of the 3.0 that a regular high school class would receive).

Numerical Average	Letter Grade	Standard
100	A	5.000
99	A	4.900
98	A	4.800
97	A	4.700
96	A	4.600
95	A	4.500
94	A	4.400
93	A	4.300
92	A	4.200
91	A	4.100
90	A	4.000
89	B	3.900
88	B	3.800
87	B	3.700
86	B	3.600
85	B	3.500
84	B	3.400
83	B	3.300
82	B	3.200
81	B	3.100
80	B	3.000
79	C	2.900
78	C	2.800
77	C	2.700
76	C	2.600
75	C	2.500
Numerical Average	Letter Grade	Standard
74	C	2.400
73	C	2.300
72	C	2.200
71	C	2.100
70	C	2.000

69	D	1.900
68	D	1.800
67	D	1.700
66	D	1.600
65	D	1.500
64	D	1.400
63	D	1.300
62	D	1.200
61	D	1.100
60	D	1.000
59	F	0.900
58	F	0.800
57	F	0.700
56	F	0.600
55	F	0.500
54	F	0.400
53	F	0.300
52	F	0.200
51	F	0.100
50-0	F	0.000

Numerical Average	Letter Grade	Honors
100	A	5.500
99	A	5.400
98	A	5.300
97	A	5.200
96	A	5.100
95	A	5.000
94	A	4.900
93	A	4.800
92	A	4.700
91	A	4.600
90	A	4.500
89	B	4.400
88	B	4.300
87	B	4.200
86	B	4.100
85	B	4.000
84	B	3.900
83	B	3.800
82	B	3.700
81	B	3.600
80	B	3.500

79	C	3.400
78	C	3.300
77	C	3.200
76	C	3.100
75	C	3.000
Numerical Average	Letter Grade	Honors
74	C	2.900
73	C	2.800
72	C	2.700
71	C	2.600
70	C	2.500
69	D	2.400
68	D	2.300
67	D	2.200
66	D	2.100
65	D	2.000
64	D	1.900
63	D	1.800
62	D	1.700
61	D	1.600
60	D	1.500
59	F	1.400
58	F	1.300
57	F	1.200
56	F	1.100
55	F	1.000
54	F	0.900
53	F	0.800
52	F	0.700
51	F	0.600
50-0	F	0.000

Numerical Average	Letter Grade	Dual Enrollment
100	A	6.000
99	A	5.900
98	A	5.800
97	A	5.700
96	A	5.600
95	A	5.500
94	A	5.400
93	A	5.300
92	A	5.200
91	A	5.100
90	A	5.000
89	B	4.900
88	B	4.800
87	B	4.700
86	B	4.600
85	B	4.500
84	B	4.400
83	B	4.300
82	B	4.200
81	B	4.100
80	B	4.000
79	C	3.900
78	C	3.800
77	C	3.700
76	C	3.600
75	C	3.500
Numerical Average	Letter Grade	Dual Enrollment
74	C	3.400
73	C	3.300
72	C	3.200
71	C	3.100
70	C	3.000
69	D	2.900
68	D	2.800
67	D	2.700
66	D	2.600
65	D	2.500
64	D	2.400
63	D	2.300
62	D	2.200
61	D	2.100
60	D	2.000
59	F	1.900
58	F	1.800

57	F	1.700
56	F	1.600
55	F	1.500
54	F	1.400
53	F	1.300
52	F	1.200
51	F	1.100
50	F	1.000

ACADEMIC PROBATION

- If at the end of a quarter a student's GPA is below 2.0 (ie a "C" average), that student will be placed on Academic Probation during the following academic quarter and a meeting with the teacher involved and the parents will be arranged to establish an academic plan for the next quarter.
- If at the end of the next quarter the student's GPA for that quarter is again below 2.0 the student will be considered for removal from TCA. This will constitute a meeting with the Principal.
- If a student is placed on Academic Probation after the fourth quarter of a school year, the student will begin the next year on probation.
- The duration of a probation will also be up to the discretion of the Administration depending on how the student is progressing.
- In addition to the above guidelines, the Administration of TCA reserves the right to place students on Academic Probation when it is deemed appropriate.
- Students who are on Academic Probation are ineligible to participate in extracurricular activities, including ALL SPORTS, and will have a written record explaining the situation placed in their file.
- Probation would include a plan of action agreed upon by the parents and the teacher. This will include daily signed planners, and also may include having grades signed by parents, and/or also weekly accountability meetings.
- This plan of action should be signed and filed.
- Planners will be required to be purchased for students on probation.

ONLINE COURSE POLICY

- Taking online courses is a privilege and should be viewed as such by all parents and students.

- For those students needing to take “required” online courses, such as Fine Arts or Computer Science, they will be required to submit an application, signed by parents. A student will not be denied unless there are extreme circumstances which will be at the discretion of the administration, or if the student is known to abuse the privilege of using electronics on campus.
- For those students desiring to take “non-required” online courses, they will be required to submit an application, signed by parents, with reasoning as to why the student wants to take an online course.
- For those students desiring to take courses already offered “in-person” at TCA, they will be required to submit an application, signed by parents, with reasoning as to why the student wants to take an “in-person” course online. However, the student will only be allowed to take these courses during the summer.
 - *For example: An 11th grade student wishes to graduate early. They submit an application to take Pre-Calculus online, during the summer before their Senior Year. This would be approved by the administration if all requirements are met. This would not be approved if Pre-Calculus was offered during the school year and the student has an opportunity to take it “in-person”.*
- For incoming students who transfer their credits, certain exemptions and accommodations will be made, and these are also at the discretion of the administration.
- DURING SUMMER: As long as the requirements are met, students will be approved to take “required” or “non-required” courses.
- DURING SCHOOL YEAR: As long as the requirements are met, students will be approved to take ONLY “non-required” courses or classes not offered “in-person” at TCA (Fine Arts/Computer Science).
- No “credit recovery” course will be honored by TCA, only a “full version” of an online course will be honored.

Requirements to take Online Courses:

- A submitted application, signed by parents, and approved by TCA administration.
- An overall average of 70 or above, for in-person classes, for that particular subject, for the past school year.
- The student cannot have made less than a “70” average in ANY previous online course, regardless of subject.
- The student must have been in compliance with the TCA Attendance Policy for their previous school year.
- The student must not have been sent, more than two times, to the Dean of Students or the Principal’s office in the past or current school year.
- Student’s TCA financial account must be in good standing, with no outstanding payments to be made.

PROGRESS REPORTS/REPORT CARDS

Both progress reports and report cards keep parents, students, and school administrators informed about various aspects of student progress (i.e., academics, behavior, attendance, etc.). These reports praise and encourage a student, as well as, to suggest any need for improvement.

Students will receive a midterm report issued every mid nine-week period, and a report card issued at the end of each nine-week grading period. Both reports are to be signed by the parent/guardian and returned to the class/homeroom teacher the next school day.

HOMEWORK

TCA believes that children are constantly learning, whether in the classroom, church, home, car or other environment. While the majority of a child's school work will be completed at school, there will be times when assignments, projects, etc., will need to be completed at home, especially in the upper grades. All students should be faithful in recording assignments and due dates in their assignment planners.

Late homework assignments or unfinished classwork which is not submitted according to schedule may receive an academic penalty.

Out of respect for mid-week church services, new homework will not be assigned on Wednesday evening.

EXTRA HELP/HELPS CLASS

TCA attempts to provide individual help for all students who need it. However, the success of extra help does not rest exclusively upon the teacher. Each student is expected to develop a sense of responsibility to know when help is needed and to ask for it.

The student should not think of extra help as a substitute for conscientious work during class time; nor should a student who fails to do required homework use extra help as a crutch. In most situations, the student should not have to depend upon extra help throughout the year, although this might be the case where a student has demonstrated a definite weakness in a particular subject.

Students who need additional academic assistance may receive help after school on a day designated by the teacher. If this weakness is severe enough, then specialized tutoring outside of the normal academic assistance provided at TCA may be necessary.

STANDARDS OF CONDUCT

Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Hebrews 13:17

PRINCIPLES FOR BEHAVIOR

The following basic principles provide the foundation for all of the specific rules and guidelines that students are expected to follow:

- Respect God and keep His commandments. (Exodus 20:1-8; Psalm 119)
- Respect and obey those in authority. (Romans 13:1; Titus 3:1)
- Respect and serve others. (Exodus 20:9-17; Galatians 5:13)
- Respect and care for school property. (Proverbs 3:29; 1 Thessalonians. 5:21; 1 Peter 2:1)

TCA students are expected to conduct themselves in a way that is pleasing to the Lord - in an orderly, courteous, dignified, and respectful manner to all staff and students. The guidelines regarding student conduct are in effect on the school grounds before, during, and after school hours; as well as, off the school grounds at a school activity, function or event.

Student conduct off campus is just as important as the conduct on campus. **Therefore, a student involved in any of the following, on or off campus, may or may not be retained as a student, depending upon their involvement:**

- use or possession of tobacco
- use or possession of alcohol or drugs or attending parties where alcohol or drugs are used
- any criminal acts which cause the student to be imprisoned
- disrespectful, threatening, or intimidating acts toward any faculty member
- gambling
- stealing
- sexual conduct of any kind

All behavior consequences and discipline processes in this handbook are guidelines only and may be modified or bypassed at the discretion of the administration, depending on the nature and severity of the offense.

ELEMENTARY SCHOOL BEHAVIOR PLAN

- Students will be given a 4-step opportunity in which to correct their conduct.
- Consequences for a violation of classroom standards could include, but not limited to:
 - a verbal warning
 - a loss of recess
 - phone call home or office referral (Vice Principal of the Elementary School or Dean of Students)
 - parent conference with Vice Principal of the Elementary School and/or the Dean of Students
- Parents will be contacted by teachers regarding any problems that they have with a student's behavior. It is important for the parents to support the teacher in matters of discipline.
- Parents should not hesitate to contact their child's teacher via note, e-mail, or phone with any questions or concerns about their child's behavior.

INAPPROPRIATE PHYSICAL CONTACT

Students should be above reproach in their relationships in and out of school. Students involved in a male-female relationship should strive to maintain a Godly example in speech, conduct, and purity at all times.

Holding hands, kissing, embracing, sitting on, lying on, tickling, or any other form of physical contact between students of any gender is not allowed anywhere on campus or at any school related function (sports games).

Students are not permitted to be alone in unobserved locations. Actions of this nature will result in disciplinary action.

HARASSMENT/INTIMIDATION/BULLYING

Code JICFAA, Issued 12/06: The State Board of Education prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For the purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the School Board. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The School Board prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The School Board also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

Students, parents, and employees have a responsibility to know and respect the policies, rules and regulations of the school. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The School Board will take all other appropriate steps to correct or rectify the situation.

SC SCHOOL SAFETY ACT OF 1997

This act creates a new criminal offense called, "Assault and battery against school personnel," which is an assault and battery that occurs on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity; it is a misdemeanor. It amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against school personnel as described above. It allows magistrates authority to exceed stated penalties for assault and battery (when offense committed against school personnel) from \$500/30 days to \$1000/1 year. It requires notification and inclusion in the permanent record. If a student is convicted of assault and battery against school personnel or a violent crime, the following is required:

- If a student is sentenced to the Departments of Juvenile Justice, Corrections, or Probation, Parole and Pardon Services, the agency will immediately notify the school where the student was enrolled or plans to enroll.
- If a student is not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within ten (10) days of conviction.
- The school administrator must notify each of the student's teachers of the conviction every year the student is in school.

- The conviction must be noted in the student's permanent record and must be forwarded to the new school if the student transfers.
- The law provides school officials immunity from civil and criminal prosecution when making a school crime report in good faith.

James 4:17 "Therefore to him that knoweth to do good, and doeth it not, to him it is sin."

OBJECTIVE:

Disciple students to:

- **Glorify the Father by obeying His Word**

"...blessed are they that hear the Word of God, and keep it." (Luke 11:28)

- **Grow to be more like Jesus**

"He that saith he abideth in Him ought himself also so to walk, even as He walked." (1 John 2:6)

- **Gain self-control by the Holy Spirit**

"He that hath no rule over his own spirit is like a city that is broken down, and without walls." (Proverbs 25:28)

OFFICE VISITS

The vast majority of discipline problems will be dealt with at the classroom level by giving the student a warning. However, there are six circumstances that will immediately necessitate a visit to the office of the Principal or the Dean of Students.

1. **DISRESPECT** shown to any staff member. The staff member, not the student, will decide whether disrespect was shown.
2. **DISHONESTY** in any situation, this includes cheating, stealing, plagiarism, and lying.
3. **DISOBEDIENCE** to a teacher's instructions, this is considered rebellion. Delayed obedience is considered disobedience. This includes violations of the cell phone policy. Violating the Dress Code is considered a form of disobedience.
4. **DISPUTES** that lead to any form of a verbal argument. This includes forms of "drama" that go unrepented of. What constitutes a dispute is at the discretion of the teacher and the administration.
5. **DIRTY LANGUAGE** or actions that are obscene or profane. The teacher, not the student, will decide whether the language or action was dishonoring to God.
6. **DISRUPTION** that is intentional and continuous. The teacher, not the student, will decide if an action is disruptive.

CONSEQUENCES

If a student receives discipline from the Principal or the Dean of Students in the form of an office visit, the following guidelines are to be carried out at the discretion of the Dean or the Principal:

1st OFFICE VISIT:

- Parents will be contacted mainly through email (MySchoolWorx).
- Parents will be made aware of the details of the office visit including any correction that was discussed and any consequences that must be carried out.
- Detention will be considered, along with restitution like a written or verbal apology.
- Students will lose the ability to exempt exams for the remainder of the school year.

2nd OFFICE VISIT:

- Parents will be contacted through email or phone call.
- A plan of action will be agreed upon by TCA Leadership and the parents.
- One day of early morning detention will be required; multiple days of early morning detention will be considered.

3rd OFFICE VISIT:

- A face to face meeting will be held with the student's parents and TCA Leadership.
- Multiple days of detention will be given. Other forms of restitution will be considered, including janitorial work.
- Students will be disqualified from taking "non-required" online classes for the remainder of the school year.
- Students will be disqualified from participating in ANY sports related activities for the remainder of the school year.
- Seniors will be disqualified from going on the Senior Trip.

4th OFFICE VISIT:

- A face to face meeting will be held with the student's parents and TCA Leadership.
- One week of In-School-Suspension will be given.
- Other forms of restitution will be considered.
- Students will be disqualified from going on ANY field trips.
- Students will be disqualified from participating in ANY extra-curricular activities such as Hoops Hysteria, Spring Formal, and Field Day.

5th OFFICE VISIT:

- A face to face meeting will be held with the student's parents and TCA Leadership.
- One week of Out-Of-School-Suspension will be given.
- All classwork will have to be done during this time, with no "make-up" time given. Classwork assignments can be assessed via MySchoolWorx or by calling the School Office.
- All work will be due the day upon student returning. If work is incomplete, then a "0" will be given.
- Other forms of restitution will be considered.

6th OFFICE VISIT:

- Students will be expelled from TCA.

EXPULSION

There are other circumstances where office visits will be foregone, and immediate expulsion will be carried out. These circumstances include, but are not limited to:

- **Bullying/Harassment**
 - **Weapons**
 - **Smoking/Vaping**
 - **Fighting/Violence**
 - **Destruction of Property**
 - **Leaving Campus Unauthorized**
 - **Threats Against Other Students or Faculty**
 - **Any Type Of Sexual Misconduct or Inappropriate Physical Contact**
 - **Other Circumstances Deemed Punishable By TCA Leadership**
-
- **All of these circumstances are subject to punishment regardless of if the circumstance is online, on social media, at school, or at a school related event.**
 - **Length of expulsion will be taken on a case by case basis and is at the discretion and decision of TCA Administration (Principal, Vice Principal, Dean of Students), and in select cases, the TCA School Board.**
 - **Any expulsion from inappropriate physical/sexual contact, drugs, violence, weapons, destruction of property, or other circumstances deemed as gross misconduct by the TCA Administration will not be reconsidered for re-admittance under any circumstance.**

SENIOR TRIP AND DISCIPLINE ISSUES

- A third office visit for a discipline issue will disqualify a student from taking the trip.
- Chapel is considered mandatory, 5 unexcused absences to Chapel services will disqualify a student. Note: 5 unexcused Chapel absences will also count as absences to Bible Class.
- An Academic Probation or an Attendance Probation, for any part of the school year, would disqualify a student from taking the trip.
- Seniors need to be in good standing concerning the Attendance Policy of TCA.
- If there is another unique circumstance not addressed in the Student Handbook, the Principal and Administration of TCA can make a determination that the Senior should be disqualified.
- All funds, including deposits, toward the Senior Trip are NON-REFUNDABLE, even up to the week prior to the Senior Trip.

DRESS CODE

For the LORD seeth not as man seeth; for man looketh on the outward appearance, but the LORD looketh on the heart. 1 Samuel 16:7

The following code of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the ministry's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

Students are expected to dress neatly, modestly, and in good taste at all times. The school leadership reserves the right to make determinations as to the acceptability of student dress not expressly covered in the below guidelines.

Parents of any student not dressed appropriately, will be contacted, and the student must be brought a change of clothes or be picked up and taken home to change.

It is a violation of the dress code to show undergarments, midriff, lower back, or cleavage at any time; whether sitting, leaning over, or raising the arms. Items that are torn or cut in any way are prohibited. Students are not allowed to convey, through their dress, any inappropriate lifestyles or gang affiliation.

The dress code for **ALL SCHOOL FUNCTIONS** is the same as outlined in these guidelines.

MIDDLE/HIGH SCHOOL - Class time missed for a dress code violation (changing clothes) will count as an absence if half the class period is missed.

SHOES

ELEMENTARY SCHOOL - Athletic and dress shoes are permitted and must be tied if laces are on the shoes. For the safety of all students, shoes must have a back. Students are not permitted to wear flip flops or shoes that do not secure the foot properly. Shoes should be clean and in good repair.

MIDDLE/HIGH SCHOOL - Athletic and dress shoes are permitted and must be tied if laces are on the shoes. Students are allowed to wear flip-flops as long as they are not beach style flip flops/rubber thong style. The

wearing of flip flops is a privilege that can be revoked. When wearing flip flops or sandals, please, make sure toes and feet are clean. All shoes should be clean and in good repair.

PANTS (MALE & FEMALE STUDENTS)

Slacks or jeans sized to the waist may be worn. Pants and jeans must be in good repair.

The following are **NOT** appropriate for school:

- low-rise pants
- any holes in pants
- sweatpants or lounge wear material
- tight fitting pants
- leggings worn as pants

SHORTS

ELEMENTARY SCHOOL - All shorts must be worn no shorter than one inch above the knee while sitting.

MIDDLE/HIGH SCHOOL - All shorts must be worn no shorter than one inch above the knee while sitting.

SKIRTS/DRESSES (FEMALE STUDENTS)

ELEMENTARY SCHOOL - Dresses and skirts must be no shorter than one inch above the knee when sitting.

MIDDLE/HIGH SCHOOL - All skirts and dresses must be worn no shorter than the middle of the knee, standing or sitting. Tops of dresses must reflect the guidelines for shirts. Leggings may be worn only as long as they are covered with appropriate dress code skirts and not worn as pants.

SHIRTS

In order to maintain the appropriate level of modesty, tops must be sufficiently long enough to ensure that no part of the midriff is ever exposed; whether sitting, raising the arms, or bending over.

For shirts with the top button starting at the collar, the top button may be left unbuttoned, as long as modesty is maintained. T-shirts are permitted as long as they fall under the guidelines below.

The following are **NOT** appropriate shirts for school:

- cropped shorter than the hips
- low-cut, V-neck or scoop neck
- camisoles, sleeveless or tank top style
- see-through
- low cut under the arms
- phrases, words, advertisements or patches that promote a worldly agenda (rock music groups, skulls, peace symbols, etc.), worldly graphics or designs
- Any allusion or direct reference to the LGBTQ+ agenda or BLM.
- sports team that is derogatory toward another team

FEMALE STUDENTS - Shirts that expose the sides and/or the straps of bras should not be worn. Bras (traditional or sports) are undergarments; therefore, it is a violation of the dress code for any part of it to show.

HAIR

All students must wear hair neat and clean. Styles and colors should not present a distraction, so neither odd-colored (unnatural) hair nor sculpted hair is permitted.

MALE STUDENTS - Hair is not to be worn below the collar or eyebrow and should be off the ears. Face must be clean shaven or with trimmed/neat facial hair. The administration reserves the right to deem if facial hair is inappropriate.

HATS

Hats are not allowed to be worn inside any building on campus without permission.

JEWELRY/TATTOOS

FEMALE STUDENTS - All piercings should be located in the ear lobe only. Gauges, plugs, spacers, and jewelry depicting a worldly agenda are not allowed. All jewelry must be reasonable in size and not distracting.

MALE STUDENTS - No body piercings of any kind are allowed.

TATTOOS - Temporary or permanent tattoos are not allowed. Students must not draw on themselves or other students.

FACIAL MAKEUP

FEMALE STUDENTS - Any product when applied to the facial area (including the eyes and lips) must not cause an unnatural looking appearance, or cause distractions. Unnatural makeup colors are not allowed.

MALE STUDENTS - No makeup is allowed.

CELL PHONES & ELECTRONIC DEVICES

CELL PHONES - Students may not use cell phones on campus for any reason before, during, or after school hours, including in the after-school program, field trips, to and from sporting events, and at home/away sports games. The only exceptions would be calling/texting parents regarding travel plans to a game, arrival time back to school, or pick up from a home game after a sporting event.

For emergencies, students may use the phone in the school office. It is recognized that parents may provide their child/children with cell phones for safety and coordination issues after school. **However, cell phones must remain turned off during school hours and remain in the hanging cell phone holder, provided in each classroom the entire class time (8:00 a.m. until 3:00 p.m.).** If a cell phone is seen or heard it will be confiscated. Consequences for not turning in cell phones will result in disciplinary action. The phone may be retrieved only by a parent of the student from whom it was taken.

Students may request special permission to use their cell phone from a teacher when the office phone is not available. When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video, pictures, music, internet, etc.

ELECTRONIC DEVICES - Electronic devices, including but not limited to I-Pods, mp3 players, tablets, cameras, video cameras, and headphones/earbuds are not allowed on campus. If any electronic device is brought on campus, it will be confiscated. The device may be retrieved only by a parent of the student from whom it was taken.

SEARCH & SEIZURE POLICY

All school-owned computers, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and

welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, or any other item belonging to or in the possession of the student. The school will first attempt to notify parents if a search is necessary unless the situation potentially constitutes an emergency; however, **enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials**. This includes the use of drug- and gunpowder-sniffing K-9 dogs.

SOCIAL NETWORKING

TCA depends upon parents to monitor social networking (i.e., Facebook, Snapchat, Twitter, Instagram, etc.). However, if anything is brought to the administrations' attention that directly affects, mentions, and/or portrays TCA negatively, it will be addressed as the administration deems appropriate. If ungodly behavior is displayed (such as drinking, smoking, drug use, sexuality, profanity, etc.), the administration reserves the right to administer discipline, including suspension and expulsion.

CONFLICTS, DISAGREEMENTS & GRIEVANCES

Employees, parents, and students are expected to adhere to the following biblical principles in situations of conflict, disagreement, and grievance:

- spending time in prayer over the situation
- speaking directly and honestly with the parties involved
- resolving situations at the lowest level of authority possible
- proceeding step by step through the appropriate levels of authority if necessary, without bypassing any levels
- carefully guarding what is spoken and heard in order to protect the reputation of others
- pursuing reconciliation and resolution to the fullest extent possible

For example, should a parent become concerned over his/her child and a particular teacher, the parent should proceed through the following levels of authority to resolve the situation:

1st Level - Teacher

2nd Level - Principal

3rd Level - School Administrator

All parties are strongly encouraged to cooperate at each level and to proceed together by mutual consent to the next level, if necessary. Questions about the appropriate levels of authority should be directed to school leadership.

Parents and students agree that they will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from the student's enrollment at the School. Parents and students understand that making demands, threatening to sue, or actually litigating a matter against the Ministry violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of a student's enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the student handbook's binding arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Exodus 20:16; Proverbs 11:13; 22:11; 25:11; 26:20; Matthew 18:15-35; Galatians 6:1-2; James. 3:1-12

ADDITIONAL SCHOOL INFORMATION

AFTER-SCHOOL CARE

TCA offers an after-school program. Charges are \$10.00 per day per child. Payment is due on Friday of each week. Forms are located on our website and on the table outside the school office. Unsupervised students remaining on campus after 3:00 p.m. in grades K-6 and after 3:15 p.m. in middle/ high school will be placed in the after-school program, and students' accounts will be charged accordingly. In order to be fair to all students, there will be no exceptions made to this policy. If after-school care children are not picked up by 5:30 p.m., there will be an extra charge for every minute the child is left. Enrollment for after-school care should be done by the first day of school in the school office.

*Please do not ask TCA personnel to take your child/children to the gymnasium on Wednesday nights for meal or church.

AFTER-SCHOOL HOURS: **Elementary** (Grades K5-6): 3:00 p.m. - 5:30 p.m.
 Middle/High School (Grades 7-12): 3:15 p.m. - 5:30 p.m.

LATE PICK-UP FEE: \$1.00 per child per minute after 5:30 p.m.

The same rules that apply to TCA students in grades K-12 apply to after-school care, as well. Students in this program are not allowed to come and go or roam the school grounds at will. **When a student has committed any two offenses, he/she will no longer be allowed to participate in the after-school program.** Students may bring a snack or purchase one from the Senior snack sale. No nuts (peanuts or tree nuts) are allowed.

The person in charge of After-School for that day will report misbehavior and offenses to the Dean of Students.

ATTENTION ATHLETES - Once school has dismissed, student athletes remaining on campus, whether waiting for a practice or a game, will be required to attend the after-school program for student athletes only. They may leave at the appropriate practice/game time scheduled by their coach. Students' accounts will be charged \$2.00 per day per student for this service. This policy does not apply to those students who leave campus and return at the scheduled time of a practice or a game.

CARE OF PROPERTY

Temple Christian Academy is God's property and respect for the appearance and care of the school is a part of the Christian testimony presented by our school.

Sitting on desks, carving and defacing furniture (desks, doors, walls, etc.), eating/drinking in restricted areas, throwing things, littering, etc., are not permitted.

Willful damage to or destruction of school property will result in disciplinary action being issued and students' accounts being charged for repairs. This applies to anywhere a student might be present on campus.

FIELD TRIPS

TCA students will take periodic field trips in all grade levels. Any student who wishes to participate in a field trip must first have a field trip permission form on file in the school office or with the teacher/homeroom teacher. Parents are responsible for fees associated with field trips. Students may be asked to participate in fundraisers in an effort to raise money to help reduce the cost of field trips.

If for some reason parents do not wish for their child to participate in a field trip, then it is the responsibility of the parents to make other arrangements for that student while his/her class is away. If a student does not participate in a field trip, he/she will be marked absent for the day.

The same standards of conduct and dress required of students at school are also required of students on school-sponsored activities. Number of visits to the Dean of Students office will affect whether a student is able to go on a field trip. A 4th office visit disqualifies a student from all field trips.

FUNDRAISING

TCA has been blessed over the years with the essentials for providing a quality Christian education; however, in order to continue to serve our students in an ever-changing technological society, there is much that we wish to purchase. Since our tuition is low, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced.

No handbills or literature of any kind are to be passed out in the school without the principal's approval. There will be no sale of items without administration approval.

LIBRARY

Students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for two weeks. A fine will be assessed on all overdue books. Under no circumstances are any of the reference materials to be taken out of the school building. Report cards will not be issued to those who owe book fines.

Teachers may also choose to take their students or have them go to the Anderson County Public Library to check out books. Please make sure that your child has a library card for this purpose. The teacher is not allowed to check out books for the students. Parents are responsible for all fees associated with the Anderson County Public Library, including late fees and costs for lost or damaged books.

LUNCH

- TCA will not be serving lunches this school year.
- Commercial food warmers are offered for keeping food heated until lunch time.
- Label your child's lunch box and containers. Do not send food in glass containers.
- We have students enrolled at TCA with peanut/tree nut allergies, products containing nuts may not be brought for lunch.
- Students in the after-school program may bring a snack from home or purchase one during lunch or in the after-school program. Products containing peanuts/tree nuts are not to be brought into after school.

PERSONAL BOOKS

We appreciate the fact that many of our students are avid readers. However, personal books are not allowed unless approved by the school administration. Books that overtly or inadvertently portray and/or promote sexuality, sensuality, corrupt language, lying, adultery, immorality, disrespect, rebellion, stealing, deception, drug use, disobedience, occult activity, and other anti-biblical themes will have a corrupting influence.

We recognize that our school has no authority to set viewing, reading, or listening standards for families. The Bible commands us not to put any wickedness before our eyes (Psalm 101:3) and, therefore, we urge our students and parents to carefully set biblical reading standards. The school office may be contacted for an approved list of books that may be brought to the school. This information will also be available on the school website.

School administration will make use of the following book review sites to approve personal books. Students and parents are encouraged to make use of the sites, as well.

www.commonsemmedia.org/book-reviews

www.compassbookratings.com

www.pluggedin.com/book-reviews

sites.google.com/site/parentalbookreviews/home

MIDDLE/HIGH SCHOOL INFORMATION


COLLEGE VISITATION

Juniors and Seniors are permitted a maximum of two visits per semester for the purpose of visiting colleges. If the allotted days are not used in their respective semester, they will be forfeited. Certain procedures, as outlined on the **TCA Request for College Visit**, must be followed to receive approval for a college visit day or else the day will count as an absence. Forms, available in the high school wing or on the school website, must be returned the next school day following the visit. Students are responsible for missed assignments per make-up work policy

STANDARD FORMAT FOR WRITING PAPERS

The standard format for all school papers is as follows:

- Typed, double-spaced: Times New Roman, size 12 font (including title)
- Heading: 4 lines located on the upper left-hand corner (not in the header)

<i>Student name</i>		<i>Joseph Williams</i>
<i>Teacher name</i>		<i>Teacher</i>
<i>Course name, period</i>		<i>English I, Period 3</i>
<i>Date</i>		<i>February 6, 2015</i>
- All pages numbered: upper left corner (in the header), last name and page number; no punctuation, no "p." or "pg." (i.e. *Williams 4*)
- Title: centered, upper and lower case, Times New Roman, size 12 font
- One-inch margins (on all sides)

LOCKERS

Locker space is limited, therefore not all students will be able to utilize a locker while at school. Those with physical problems will get lockers first.

Lockers are the sole property of TCA, and as such, the school retains the right to enter lockers at any time and for any purpose. Students must understand clearly the following guidelines:

- Lockers must be kept clean inside and out. Adhesive stickers, writing, or painting are not allowed on any part of the lockers, inside or outside.
- Food and beverages, other than what is in a lunch container, are not to be kept in the locker. Food containers should be taken home daily and not left in lockers.
- Students may keep a lock on their assigned locker. Combinations and/or an extra key to locks must be given to the homeroom teacher.
- Students should not switch lockers or share one with another student. If a student uses a locker, it must be the one to which that student was assigned.
- Students should not open any other student's locker for any reason, regardless of whether or not another student has given permission.
- Any problems with a locker should be reported to the office or to a designated staff member.
- Failure to adhere to the above will result in locker work detail or payment for repairs.

HOMework/LATE HOMEWORK ASSIGNMENTS

- The following applies to middle/high school students.
- Students will receive one day of grace, after an assigned homework due date, in which to turn in late homework assignments.
- However, the graded work will reflect a 40-point grade deduction with the highest possible score being a 60 (D-).
- Any assignment not received the next day at the beginning of class will not be accepted and will receive a grade of zero. This policy does not apply to unfinished classwork or projects.
- **It is not the responsibility of the teacher to seek out students who have work that is late.**

EXAM POLICY

Students will take exams at the end of each semester.

GRADES 7-8: Semester exams count as two test grades.

GRADES 9-12: Semester exams count 20% of the semester average for these grades.

FIRST SEMESTER EXAMS

- Exemption - a 90 (A-) average has been maintained in a semester class **AND** 3 or less days absent in the same semester class.
- Exemption – If a student has not had a disciplinary office visit for the year, and has a B average in a particular subject, he/she may exempt ONE exam during the semester exams.

SECOND SEMESTER EXAMS

- Exemption - a 90 (A-) average has been maintained in either a semester class or a yearlong class **AND** 3 or less days absent in the same semester class or 7 or less days absent in the same year long class.
- Exemption – If a student has not had a disciplinary office visit for the year, and has a B average in a particular subject, he/she may exempt ONE exam during the semester exams.

FINAL EXAMS

Students may exempt final exams in classes where they have attained an overall A average for the school year, and have not had a disciplinary office visit.

RANKING POLICY

All GPA ranking calculations are based on the South Carolina Uniform Grading Policy.

- Rank is calculated on an annual basis at the end of each academic school year.
- Student rank is calculated beginning with the GPA earned at the end of the 9th grade year.
- Rank is based on the student's cumulative GPA beginning with the 9th grade year and going through the last academic year completed.
- Upon graduation, a student's rank includes the cumulative GPA of his or her 9th, 10th, 11th, and 12th grade years.
- Rank is based on the total number of students at each individual grade level. To be eligible, a student must have attended Temple Christian Academy for the entirety of their eleventh and twelfth grade year.
- Rank will be posted on final end of year transcripts.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian has the highest GPA in the graduating class, and the Salutatorian has the second highest GPA in the graduating class. To be eligible, a student must have attended Temple Christian Academy for the entirety of their eleventh and twelfth grade year.

GRADUATION REQUIREMENTS

The high school program offers a college preparatory course of instruction that leads to graduation in 12th grade. Upon completion of the required course work, students will receive a South Carolina High School diploma.

Grades 9-12 must pass each individual course to receive high school credit. In order to graduate, a student must have at least 24 credits.

Bible	4.0
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
Computer Science (including keyboarding)	1.0
Foreign Language	2.0
Physical Education	1.0
U.S. History and Constitution	1.0
Other Social Sciences	1.0
Economics	0.5
U.S. Government	0.5
Electives	2.0
TOTAL	24

HIGH SCHOOL PE

Physical Education counts as one unit toward graduation. PE attire consists of a t-shirt, athletic pants, and athletic shoes. Students not wearing the appropriate attire will receive a maximum grade of 70 and will walk the perimeter of the gym floor during that class period. Unless an excuse from parents or a doctor is presented, nonparticipants will also receive a maximum grade of 70 and will also walk the perimeter of the gym floor. Students will not be allowed to make calls requesting forgotten PE attire.

COLLEGE

Students planning to attend college should research their college(s) of choice to determine if there are special requirements for admission. Each college has its own individual requirements. Some universities require three years of the same foreign language and/or specific lab science courses. Contact your intended colleges to confirm admissions requirements.

Students may want to plan a school program with the school administration or an assigned teacher to assure fulfillment of particular college entrance requirements.

Some students may have to take either summer classes or online classes to fulfill certain requirements. The SC Virtual School is a free program that offers courses that are available for all content areas.

RELEASE OF TRANSCRIPTS

Official transcripts will not be released directly to students or parents. Seniors desiring to apply to colleges and universities should provide a written request to the school office to have their transcripts sent to a specific college or university.

FAILED COURSES/SUMMER SCHOOL

ALL CLASS RETRIEVAL WILL BE IN THE ONLINE CLASS FORMAT, HOWEVER STUDENTS MUST FOLLOW THE ONLINE COURSE POLICY IN THIS MANUAL AND APPLY TO TAKE ONLINE CLASSES.

MIDDLE SCHOOL - Students failing math and English will not be promoted. If a student fails math or English, they will NOT be retained for the next year unless the student completes an approved course of study during the summer.

HIGH SCHOOL - Course credit can be obtained from the South Carolina Virtual School. Approval for course completion must be obtained from the administration. Failure to make up courses will result in loss of credit.

SOUTH CAROLINA VIRTUAL SCHOOL

South Carolina Virtual School is a program of the South Carolina Department of Education Office. The program is fully accredited and operates in partnership with South Carolina parents and schools to offer high school level courses across the state.

- South Carolina Virtual School has a full high school curriculum with Advanced Placement® and college prep level courses.
- All South Carolina Virtual School courses are taught by South Carolina certified, highly qualified teachers.
- South Carolina Virtual School offers courses free of charge to all South Carolina public and private school students who are taking the courses as a part of their state reported school day.
- Students are required to complete all South Carolina Virtual School course work in accordance with the SC Virtual Academic calendar. The grade for the course will be reflected on the TCA report card and GPA calculations.
- South Carolina Virtual School offers a limited middle school curriculum.
- Visit www.virtualsc.org for more information.

COLLEGE OR HOMESCHOOL DUAL ENROLLMENT

Homeschool students must be enrolled with a homeschool association for us to accept their credits. TCA will request transcripts through the homeschool association. No exception.

Dual enrollment for a college or homeschool student Fee Per Course:

One Class: \$1300.00

Two classes: \$2100.00

Three classes: \$3000.00

Registration Fee: \$90.00

Material Fee Per Course: To be determined when books are ordered.

Sports Fee for All Sports: \$200.00 (non-refundable if student loses sport eligibility due to disciplinary action)

For Students only taking the Bible Class, it is the one class fee (\$1300) and a \$90 book fee.

College or homeschool students attending classes at TCA are subject to the same rules and policies as set forth in the handbook.

STUDENT DRIVERS

In order to maintain a safe arrival and departure environment for our students, certain conditions have been put into place for our student drivers. Parking areas are school property, and students are allowed to use them as a matter of privilege, not of right.

The following rules and regulations must be obeyed and observed at all times:

- Student drivers **MUST** register all vehicles driven to school. Drivers must provide proof of vehicle registration and liability insurance. Registration forms are available in the school office and on the school website. Failure to register a vehicle with the school will result in having parking privileges revoked.
- Students will park in areas that have been designated for them, exit the vehicle, and report directly to the school building immediately upon arriving to school. Once a student drives on campus, he/she is considered 'at school' and must check out legally in the front office to leave campus again.
- **Designated parking for student drivers is in the front school parking lot. Vehicles should be parked in front of the curb facing Standridge Road.** Any student not parking their vehicle in the designated student parking will have parking privileges revoked.
- Students should not loiter in the parking lot before or after school. All drivers must exit campus by 3:15 p.m. unless involved in a supervised after-school activity.
- Students in the parking lot during the school day without permission will be subject to disciplinary action.
- All students are expected to observe a safe speed at all times, keeping in mind the safety and welfare of others. The speed limit on campus is 10 mph. Reckless driving behavior of any type on campus will result in permanent loss of driving privileges for the year.
- Students must have an overall average of 70 (C-) at each grading period to remain eligible for driving/parking privileges.
- Transporting another student off campus without authorization will result in revocation of parking privileges.
- The school is not responsible for the safety of any vehicle. Therefore, it is recommended that students lock their vehicles.

STUDENT DRIVERS - CONSEQUENCES FOR UNEXCUSED TARDIES TO SCHOOL

1st Unexcused Tardy: Warning

2nd Unexcused Tardy: Disciplinary Office Visit

3rd Unexcused Tardy: Loss of driving privileges for 5 school days

4th Unexcused Tardy: Loss of driving privileges for 10 school days

5th Unexcused Tardy (and above): Loss of driving privileges for the remainder of the school year. Parking on campus after a 5th unexcused tardy may result in the vehicle being towed at the owner's expense.

ATHLETIC PROGRAM

PROGRAM DETAILS

TCA currently offers basketball for male and female students and volleyball for female students. Baseball, football, and cheerleading are offered through the Anderson Cavaliers sports program.

We believe that the principles and lessons learned in the classroom, at home, and through the local church, can be put into practice through athletics. Athletics allow the student to develop and use his/her God given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested, and true character revealed. Opportunity for character growth readily presents itself through athletic competition. Athletics at TCA is an integral part of a student athlete's curriculum though it is a voluntary extracurricular activity.

Our philosophy can be summed up by the phrase "doing our best as we strive to be the best." We believe as Christians that we are commanded by Scripture always to do OUR best. As believers, we are not to waste the talent God has given us by giving anything less than total commitment through participation and maximum effort. We also believe we should STRIVE to be THE best at what we do. Being the best at anything, whether it is a National Merit Scholar or the state champion in basketball, is a worthy and admirable goal of any Christian. Becoming THE best may not always be the result of our athletic program; however, doing OUR best for God's glory must be.

We believe each sport at TCA should be developed into a program which honors our Lord Jesus Christ. The athletic director is responsible for providing leadership, a consistent structure, and ensuring that philosophies are implemented at all levels of the program. The program should build pride among the participants and support among the student body. Parents are valued as partners in this process of athletic education. Off-season conditioning, camps and/or any program that helps the maturing process for the athlete is encouraged.

Students will **NOT** be allowed to begin his/her team practice until the athletic department has received:

- Athletic fee of \$200.00
- Sports physical form completed by physician. One physical will suffice for one school year; a student does not need to have a second physical if he/she is playing another sport.

Once school has dismissed, any athletes remaining on campus, waiting for practice or a game, will be required to attend the after-school program. They may leave at the appropriate practice/game time scheduled by their coach. Students' accounts will be charged accordingly for this service. This, however, does not apply to those students who leave campus and return at the appropriately scheduled time. See page 16 for more information regarding the after-school program.

Students must be in attendance for the regular school day in order to participate in school functions (practices, games, social events).

ACADEMIC REQUIREMENTS

The following grade requirements apply and will be checked at every progress report and report card.

- Athletes who leave school early for competition are responsible for contacting in advance the teachers whose classes they will miss, and making arrangements for missed work.
- Athletes cannot have a failing grade (F) in ANY class.
- Athletes must maintain a 70 (C-) overall average.
- Athletes whose grades fall below the requirements at the time grades are issued will be placed on academic probation for a period of time determined by the Dean of Students and the Coach.
- If a student is on Academic Probation, and shows significant progress, the amount of games missed can be changed at the discretion of the Dean of Students and the Coach.
- Per SCACS rules, homeschooled athletes must take one core class at TCA to be eligible to participate in the athletic program.

TEAM DISCIPLINE

The following team disciplinary actions will take place when the following has occurred:

Athlete incurs a **3rd disciplinary office visit**, which would disqualify him or her from participating in **any** sports related activity for the remainder of the school year.

TEMPLE CHRISTIAN ACADEMY - GUIDELINES AGREEMENT

These Parent/Student Guidelines are not intended to be comprehensive. They simply serve as a guide for the students, parents, and staff of TCA to help maintain an atmosphere which promotes a safe, learning environment and enhances the spiritual growth of our students. The school reserves the right to make changes or exceptions to statements within these guidelines. Final interpretation of all school rules and regulations is left to the administration.

Parents and students, by signing below, you acknowledge that you have carefully read and understand the guidelines and procedures of TCA. You also acknowledge that you are willing to abide by these guidelines and any changes made and will hold harmless Temple Christian Academy should you disagree with these guidelines. Please return this signed paper to their student's class/homeroom teacher.

I have read the TCA Parent/Student Guidelines. I understand all the standards and expectations set before me. As a student, I will do my best to abide by the requirements set before me by the Lord and Temple Christian Academy.

Student Signature: _____ **Date:** _____

I have read the TCA Parent/Student Guidelines. I understand all the standards and expectations set before my student and family. As a parent, I will do my best to partner with and pray for Temple Christian Academy to ensure a successful school year.

Parent/Guardian Signature: _____ **Date:** _____

PARENTAL CONSENT FOR COMPUTER, INTERNET, & CAMERAS

I understand that the use of the school's computers and internet access is a privilege, and I will follow the regulations set before me by my school and teacher. I also understand that should I use the internet/computers inappropriately in any manner, I will be subject to disciplinary actions. I also understand that TCA maintains the right to install classroom cameras as needed.

Student Signature: _____ **Date:** _____

I grant my child permission to search and retrieve information through the internet. I also understand that the school, like any other institution, cannot control the information that may be available to my child through these networks. I also understand the disciplinary actions my child is subject to if he/she uses the computers/internet inappropriately in any manner.

Parent/Guardian Signature: _____ **Date:** _____

SCHOOL WEBSITE/SOCIAL MEDIA

Throughout the school year, we update our school website and/or our Facebook page. We would like to show student work, sporting events, pictures of daily activities, etc. Please check the box that applies to your family:

_____ **Yes**, I give permission for my child's work, pictures of my child during various school events or activities to be posted on the school website, school Facebook page, newsletter, and/or in the local newspaper.

_____ **No**, I would not like for my child's work, pictures of my child during various school events or activities to be posted on the school website, school Facebook page, newsletter, and/or in the local newspaper.