



Terra Ceia Christian  
School  
Student-Family  
Handbook  
2018-2019

## Terra Ceia Christian School - Family Handbook 2018-2019



### *The Mission and Objectives of Terra Ceia Christian*

Our mission is to equip students academically, spiritually, and socially to serve Jesus Christ in all areas of life while they are students and as they transition through adulthood.

TCCS Objectives;

- Help students understand that commitment to Jesus Christ as Lord and Savior, determines the meaning of life.
- Help students find their role in society and the church and prepare students for the responsible use of their abilities, talents, and time by developing a well defined Christian Worldview.
- Assist students to develop the skills necessary to equip them to successfully matriculate to college or their chosen vocation
- Encourage students to understand their uniqueness and challenge them to use their gifts to impact the world for Jesus Christ.

Our school motto is taken from Proverbs 22:6, which reads; "Train up a child in the way he should go, and even when he is old, he will not depart from it."

Terra Ceia Christian School has been established for 80 years, and we thank God for his continued blessings on this institution. TCCS is committed to providing the best possible spiritual, academic, fine arts and athletic programs provided in a Christian nurturing environment.

Please read through the remainder of this booklet for valuable information regarding all processes related with school operation, student discipline, academic guidelines and requirements.

### **Academics**

Terra Ceia Christian School expects students to seek academic excellence shaped within our Christian worldview. Our goal is for each student to reach their full academic potential. This takes the work of students, teachers, and parents combined. We anticipate growth from all students during the academic year, and will seek appropriate intervention when difficulties arise. Terra Ceia Christian School graduates should be prepared to successfully matriculate to college.

### **Academic Reports**

Report Cards are emailed at the end of each nine weeks marking period for grades K-12. Parent-teacher conferences are held after the first 9 weeks. ALL parents are **REQUIRED** to attend this conference. Teachers will notify parents if further conferences are needed throughout the school year.

Progress Reports may be emailed out at the midpoint of each term to students in grades 7-12. If a student is failing 2 courses at this time, they are placed on **academic probation**. Parents are informed when students are placed on academic probation and tutoring or academic mentoring is recommended. If no growth or ambition is seen to improve the failing grades, the administrator and school board will request to meet with the parents to explore options that will place the student in an alternative academic setting.. This is to provide the best scenario for the child and place them in a conducive learning environment where they can excel or tap into their potential if for some reason, it is not happening here.

Student's grades will be posted on Renweb where parents, students, and faculty alike are able to track academic status. It is **STRONGLY ENCOURAGED** that parents login to Renweb so the student's

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academics can be monitored weekly, if not daily. Also, parents should also check their email daily for teacher notes, school information, and News & Notices.

Students who excel or show growth during the marking period will be acknowledged by the "Principal's List" (all A's), Honor Roll (A's & B's).

### **Academic Course Offerings and Requirements for Graduation**

Please check our website at [www.tccschool.com](http://www.tccschool.com) for a complete course listing for this upcoming academic year. Below are the REQUIREMENTS for GRADUATION;

- 4 years of English
- 4 years of Mathematics
- 4 years of Bible
- 3 years of Science
- 3 years of Social Studies
- 2 years of foreign language
- 1 computer science application
- 1 fine arts course
- 5 elective courses

**27 Total Course Credits**

Students who transfer in from another school will have their course credits prorated based on the number of credits offered at the previous school.

### **Accountability**

If at the end of the school year, a student has failed 2 courses from their academic workload, they will **NOT** be promoted to the next grade. Core courses will take precedence over electives. However, if a student elects to work on their performance in the failed coursework during the summer, they may have the possibility of passing the specified course. This will depend on the grade at the end of the year as well as teacher and principal approval into the summer program. The additional cost to make up a credit is not covered by the regular tuition and will be the responsibility of the parent to submit prior to the summer course starting.

Students participating in extracurricular activities i.e. athletics, Leadership, drama, worship team, speech and debate and any other activities which may occur outside of the normal academic day, must be passing all of their classes. Students who are failing any class will be placed on probation for two weeks. Students not passing at the end of two weeks will be released from involvement in their extracurricular activities

### **Administering Medications**

If a student must take a prescription drug during school hours, parents must complete a medication form.. Tylenol, Ibuprofen, and Tums can be dispensed on request if that student has written permission from a parent to take it. Other special cases should come before the teacher, administrator, and school board.

### **Announcements**

School information will be posted on our website at [www.tccschool.com](http://www.tccschool.com), sent by email and in our weekly edition of **News & Notices**. Much time goes into the planning and production of NEWS & NOTICES so please be sure to check out these publications as they are made available.

School upcoming events will also be provided each Sunday evening and for special occasions on our One Call Now system. If we do not have your most current contact information, please call the school office to have this information updated!

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## **Arrival to School and Walking to Classroom**

Developing responsibility is an important part of the educational experience. Students may enter school at 8:20. Students who are brought to school by their parents must walk to their classrooms by themselves after arrival before school and after being signed in by their parent if they are tardy. Parents should not escort their children to their classrooms. Parents of kindergarten students may escort their children to the kindergarten classroom on Wednesday, the first ½ day of school only.

## **Attendance**

Terra Ceia Christian is committed to the success of every student. Attendance is a necessary component in reaching success. Good attendance is a shared responsibility between parents, school, and the student.

Loss of Credit for the Year Due to Absences: For students to receive credit in any class, total semester absences may not exceed ten (10) and the year absences may not exceed (20). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual health of family related circumstances after parental consultation with the Principal. A student is considered absent if he/she misses more than ten minutes of the class period.

The student is allowed to make up the work for **excused absences** for FULL credit. Students have two days to turn in work following an excused absence

For an unexcused absence where the work is missed, the missed work must be turned in the following day. If there is no attempt is made to complete the daily assignment, a failing grade for that assignment will be the result. If a student has missed a class for unexcused reasons, please have them contact the teacher to get their work.

### **Tardiness**

Students must be in their seats at the start of class. Detentions or other consequences may be assigned for habitual tardiness defined as 5 or more tardies.

### **Excused Absences**

Sickness, death in immediate family, medical or dental appointments, and certain educational opportunities are excused absences. Parents are encouraged to plan their vacations during Terra Ceia Christian School's announced vacation dates whenever possible. Parents are encouraged to provide a note on the first day the student returns to school. All missed assignments will be given a minimum of 2 days after returning.

### **Special Circumstances**

If a student should miss a lengthy period of time from school, the parents are requested to meet with the school board in conjunction with the attendance committee, to provide a resolution to the situation.

### **Grievance Procedure**

The parent/guardian of a student missing in excess of the days stated in this policy may appear before the school board to request a waiver. The student must be passing all coursework and the parent must have the appropriate documentation showing the student is eligible for the waiver.

## **Books**

Most textbooks are provided by the school. The teacher may request students to purchase an additional resource book for class. If the school's book is abused or neglected, a fine of \$20.00 will apply. This includes library books. Students must pay for the replacement cost for books that are lost or damaged beyond repair.

## **Bus Rules**

Terra Ceia Christian provides transportation for all students within the boundary established by the bus committee. ONLY the bus committee can authorize a change. Below are some guidelines regarding transportation;

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- Please call the school to inform the driver and office staff if your child is not riding that day.
- Discipline problems on the bus will NOT be tolerated. Misbehavior affects the safety and therefore we have a low tolerance for this type of behavior. Bus drivers will inform the principal of any problems immediately. Consequences range from the student not riding the next day or two, or depending on severity, dismissed from the bus route altogether.
- We are glad to provide this valuable service, and ask for your cooperation in every aspect to keep our transportation program at its safest and best. Buses should arrive at TCCS at 8:20 each day.

### **Cell phones**

Cell phones must be off during class time. **Cell phones must be left in the classroom** if a student receives permission to leave the room. When necessary, administration or teachers may require cell phones be turned in prior to class starting.

Below is a chart to address cell phone infractions;

1<sup>st</sup> infraction: Phone is confiscated and a detention will be issued.

2<sup>nd</sup> infraction: Phone is confiscated and parent must pick the phone up.

3<sup>rd</sup> infraction: Phone is confiscated and a \$20 fee payment is required and the parents will have to pick up the phone.

4<sup>th</sup> infraction: Student will have to turn his/her phone into the Principal's office at the beginning of each day and retrieve the phone at the end of each school day for the remainder of the year.

**Failure by a student to comply when requested to turn in his/her phone to the teacher may result in a suspension.**

### **Chapel**

Chapels provide a time of spiritual nurturing. Our primary purpose during this special time is to corporately worship God through fellowship together, singing our praises to Him, and listening to His truth from the Bible. This is a sacred time during our school day, and should be given the utmost respect and proper participation. Students should be focused on the song, speaker, or leader during this time. Disruptive or rude behavior WILL NOT be tolerated. Students can receive IN-SCHOOL SUSPENSION for being disrespectful during chapel. We pray that all chapels will be embraced with positive attitudes and a genuine anticipation to be excited for this special time in our scholastic day.

### **Classroom Expectations**

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.

### **Discipline Policy**

“Do not be misled. Bad company corrupts good character.” I Cor. 15:33 “. . . Discipline yourself for the purpose of godliness...” I Tim 4:7 “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. Terra Ceia Christian School exists to assist parents in their God-given responsibilities.

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Therefore, TCCS seeks not to assume the task that God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, TCCS has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received school. In that same spirit, TCCS likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that TCCS may not be the choice in education that suits their needs.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. The school's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are to respond to TCCS faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward TCCS authority that manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. TCCS expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. TCCS is committed to the philosophy and principles of Christian education. Student conduct that works against the school's philosophy will not be condoned. The goals and guidelines listed below are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

### **Discipline Goals**

1. Honor God "Love the Lord your God with all you heart and with all your soul and and with all your mind." Matthew 22:37
2. Respect parental and school authority- "All authority comes from God" Romans 13:1
3. Respect yourself and use time appropriately- "Teach us to number our days aright, that we may gain a heart of wisdom." Ps. 90:12 .
4. Respect and encourage your peers- "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32 "Be devoted to one another in love. Honor one another above yourselves" Romans 10:12

### **Discipline: Unacceptable Behavior:**

To accomplish the disciplinary goals referred to above, certain behavior by students cannot be tolerated and will result in disciplinary action by the administration and /or the teacher. Examples are:

1. Bullying or use of physical force or verbal intimidation
2. Leaving school property without permission
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student)
4. Distracting others.
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words or actions
6. Using or sharing crude, profane or vulgar language whether verbally, written, in social media, music, videos, etc.
7. Lying, cheating, stealing, plagiarism, or vandalism
8. Inappropriate public display of affection such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that are contrary

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- to the philosophy of TCCS.
10. Obscene body language
  11. Chewing gum in classrooms.
  12. Possession on their person, in their locker, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
  13. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.

TCCS maintains the right to remove any student from its enrollment if the school feels that the parent(s) are not in harmony with the philosophy of TCCS. TCCS will cooperate with the home and in the nurturing of the student(s). TCCS reserves the right, that if at any time and at TCCS's sole discretion, if the school can no longer assist the family in the nurturing of their children, TCCS may remove the student(s) from their enrollment.

### **Discipline: Action and Reporting**

1. Kindergarten-Grade 3: Students in kindergarten-third grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.
2. Grade 4: Students in fourth grade begin the upper elementary experience. This requires greater responsibility and accountability. Teachers still determine disciplinary action based on the seriousness of the offense, frequency of misbehavior, the student's attitude, and parental support. Teachers and/or administration will make a phone call if the Elementary Discipline Report or Bullying Incident Report is sent home. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.
3. Grades 5-6: Students in fifth and sixth grade are in preparation for transition to middle school. Teachers and/or administration will make a phone call if the Elementary Discipline Report or Bullying Incident Report is sent home. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.
4. Grades 7-12: Students in 7th-12th grade are given discipline referral forms for misbehavior. This slip will result in after-school detention, in school or out of school suspension, or dismissal depending upon the offense or multiple offenses or the gravity of the offense. Please note that the principal may, at their discretion, due to the gravity of the offense, the attitude of the student and/or parent, and/or a student's multiple offenses, choose a disciplinary action beyond what the normal discipline code indicates.

### **Discipline: Expectations for Students Behavior**

1. Students are expected to represent TCCS in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. TCCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the school has no control over student activity off campus which is not school sponsored, and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
2. School property shall be protected. Defacing or damaging TCCS property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian as deemed by the Academy.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations will not be allowed. Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse

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of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to shut up or get lost, etc., even if done in fun, are examples of conduct which are not acceptable and can result in immediate disciplinary action. This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.).

4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action that may include suspension or dismissal.

5. Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, flirtatious tickling, etc.) are not permitted at school or any school activity on or off campus. In the interests of being a positive role model, exercising self-control and fostering a positive witness is expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.

6. TCCS reserves the right to invite appropriate law enforcement, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto TCCS premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

7. Slang and/or crude language are not acceptable either verbal and/or written.

8. It is the **policy of the Terra Ceia Christian School** to maintain a safe learning and work environment that is **free from bullying**. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students. Examples of Bullying:

8.1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)

8.2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

8.3. Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.

8.4. Psychological: acts that instill a sense of fear or anxiety, etc.

8.5. Social Media: The use of social media to carry out any of the incidents listed above or below

8.6. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

**Bullying Awareness:** As part of the required in-service training for all school staff, the principal or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children during the school day. Teachers will, periodically, conduct class discussions, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. At the beginning of the school year during an all school assembly (grades 6-12), and as needed (K-12), the principal or designees shall ensure that the student body is familiar with the No Bullying Policy. Elementary and middle school classroom teachers will implement an age appropriate bullying curriculum throughout the year. Bullying Incident Reports will be available in each classroom for students and the school office for parents. We expect students to inform a teacher, administrator and parent if they suspect bullying is happening. The Bullying Incident Report is available through the classroom teacher and/or the school office. All students are expected to read and sign the school's "No Bullying Pledge" and parents are to acknowledge that they support Terra Ceia Christian School's efforts to eradicate bullying.

**Bullying Reporting:** Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports. Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably before the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying. If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his/her designee immediately in order to protect the alleged victim. The staff member is



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to immediately forward a Bullying Incident Report for elementary and a Discipline Referral Form for middle school and high school to the principal or designee for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim. The principal or designee will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully privately. If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, "Your behavior is unacceptable, inappropriate, and must be stopped." The principal or designee shall notify the parents/guardians of both the victim and the offender preferably before the end of the school day. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The principal will inform the student that he/she may be monitored, and the student's movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. The Bullying Incident Report or Discipline Referral Form is given to the offender's parents. The principal will share a verbal report with the teachers involved to assist in determining whether or not a pattern of bullying behavior or abuse exists.

### **Dress Code**

Scripture encourages modesty in how we dress.. We interpret these guidelines as an understanding that students wear clothes that are clean, in good repair, and not a reflection of passing fads. More specifically, any child in grades K-12 must not wear unacceptable clothing, which includes revealing clothing, clothing that has inappropriate language, images, inferences, or anything that would cause students to be distracted from their scholastic tasks. Shorts should be below the longest finger while standing straight with arms to your sides. Dresses and skirts should be down to the knees. Girls' tops and blouses should have a sleeve and minimum length that overlaps the top of the pants, shorts, or skirt while standing or sitting. **Gym type shorts are not allowed.** Business casual is a good benchmark for selecting school clothing.

**Leggings may be worn under a dress or skirt. Leggings may not be worn as the sole lower garment.**

Boy's pants or shorts should not be excessively baggy and will be worn at the waist. No underwear or lining should be showing. Shirts should have sleeves as well, no tank-tops. Hats may not be worn in class.

**Parents are responsible for seeing that their children are neatly and modestly dressed.** If a student's clothing is inappropriate, parents are notified and asked to bring or make arrangements to bring suitable clothing to school. If this is not possible, student will be sent home to change.

Please note: NO visible tattoos are allowed. No body piercing is allowed, only ear piercing. Earrings are allowed for girls only.

### **Exams & Exemptions**

**All students in grades 7-12** will take fall and spring semester ending examinations. Students in grades 11-12 can be exempt from their final exam by meeting the following qualifications;

Grade 11 - Must have an average of 95 or above for the academic year

Grade 12 - Must have an average of 95 or above for the academic year

### **Facilities Usage & Maintenance: Gym, Computer Lab, and Classrooms**

#### **Gym**

The gymnasium should be used for the good of the school and to promote the school in the outlying communities. The following rules are listed below regarding the gym building, including the foyer, bathrooms, and stage areas.

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- All approved functions in the gym building must be supervised by an adult, who shall be responsible to the school and athletic committee.
- NO FOOD or DRINK is allowed in the gym during the school day or academic functions.
- NO Running or rough play in the lobby or on the stage.
- NO street shoes are allowed on the playing court. Anyone playing on the gym floor must bring their tennis/athletic shoes and change into those types of shoes. No bare feet or socks are allowed due to safety reasons.
- Students who **intentionally** damage any surface in the gym including the floor, walls, doors, or ceiling will be subject to disciplinary action including possible suspension and making payment to repair damages.

### **Computer Lab**

The computer lab is a vital classroom in our scholastic approach. It is used by many of our students, whether it is for class or class projects, research, typing, yearbook, and has many other functions. Below are guidelines for use of the computer lab:

- Computer equipment should be handled properly and used appropriately
- Damage to equipment, with intent, will be subject to replacement of the damaged item at replacement cost
- Workstations are to be kept neat and clean. Students should power off machines and make sure their area is cleaned before leaving the lab.

### **Classrooms**

Food and drink is allowed only at the discretion of the teacher or principal. We need to keep our classrooms and instructional items in the best repair possible. , **NO GUM is allowed in any classroom!** (per school board 7/2014)

### **Extracurricular Eligibility**

Students must promote and maintain academic efforts and achievement to participate in certain events. Student-athletes will uphold their first responsibility of being a student, and this notion will also be reflective of other students who want to participate in extracurricular school functions and events. For example, a student who wishes to attend a certain conference on behalf of the school must show academic merit in order to participate. They must uphold, at the minimum, the requirement set forth of passing all courses in order to be in the discussion.

**Students with certain learning disabilities** may be recommended from the faculty for participation purposes if other qualifications are not met. We want to provide a conducive environment for all students to strive for academic and personal success.

### **Emergency Management**

Fire Drills shall be performed on a regular basis to assure escape routes in case of an emergency. The student body will also participate in Lockdown drills to keep our classrooms and campus as safe as possible. We work in conjunction with the Beaufort County Sheriff's Department on campus safety, Lockdown, and a D.A.R.E. (drug awareness) program. We will participate in tornado and high wind drills specified by the State of NC and the NOAA.

If weather becomes severe, please be advised you will be notified by the school by several channels of communication. Also, if weather projections will hamper the school day, tune in to, WNCT-TV-9, or WCTI-TV 12 for the latest updates and closings. **We will follow the schedule of Beaufort County Schools for weather related delays and closings.** However, we also reserve the right to cancel or adjust school times if it is necessary due to extreme weather conditions. This is due to our attendance area comprised of 4 different counties.

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## **Financial Obligations**

Tuition may be paid annually by June 30th or in 12 monthly payments. Monthly tuition payments are due the last day of each month and are considered late if not received by that date.

**6.1** Tuition may be paid annually on June 30th or in 12 monthly payments. Monthly tuition payments are considered late if not received by the last day of each month. For **30 day overdue accounts**, there will be a phone call for a general discussion and a letter from the School Board. The letter will state the account balance delinquency and a request to meet. For **60-day overdue accounts**, the Board will send a letter stating the account balance and delinquency. If the past due amount is not paid or arrangements have not been made with the Board by the last day of the month, then the student will not be allowed to attend classes.

**6.2** If a family leaves Terra Ceia, they will have to pay for the complete month during which they left.

**6.3** The operation of the school will be financed by tuition, fees, and assessments as determined by the Board. Special drives, fund-raising events and/or donations may be solicited by the Board as needed. (Constitution)

The operations of the school are financed by tuition, fees, and assessments determined by the Board. Your cooperation is greatly appreciated.

## **Homework**

The expectation is that homework will be given in elementary, middle, and high school. The general guideline for elementary is that 10 minutes of homework per grade level may be assigned in grades k-6. This includes written and unwritten (studying) homework. The secondary grades will be assigned an appropriate amount of homework as it correlates with student's course load. Homework is given to reinforce the content and skills learned during class and to study for quizzes and tests. Homework should not exceed thirty minutes per class. There is no homework on Wednesdays.

All homework assigned by the teacher must be completed and turned in by the specified due date. When a student does poorly on an assignment due to difficulty understanding the material, the teacher may allow the assignment to be redone to improve the grade. This will only occur if the student has turned in the work by the original due date and expresses to the teacher their difficulty with the assignment. Homework and assignments that are late will be reduced by ten points per day.

## **Grading Scale**

100-90 = A  
89 - 80 = B  
79 - 70 = C  
69 - 60 = D  
59 - 00 = F

For Middle and High School Assigned Weights: :  
Tests/Projects = 50%  
Quizzes=30%  
Homework=10%  
Class Participation 10%.

## **Spiritual Growth**

Terra Ceia Christian School encourages and promotes spiritual growth through a variety of opportunities. First and foremost is the reality of day by day interaction with Christian teachers who exhibit Christ like behaviors and attitudes. Through the use of biblical integration, teachers teach their subjects with a reverence of God's creation and an expectation that all truth is God's truth. Students have opportunities to pray, lead devotions, and grapple with Christian decision making based on biblical precepts. In addition,

## **Terra Ceia Christian School - Family Handbook 2018-2019**

students also participate in weekly chapels and spiritual emphasis week. Because Terra Ceia Christian School is a discipleship model school, Christian students have opportunities to daily participate in the social reality of "iron sharpens iron." We expect that graduates matriculating to college have established a Christian Worldview foundation that they can build upon throughout adulthood.

### **Student Parking Area**

Students may not sit in their cars during school hours, nor should they return to their vehicle during school hours. Disciplinary action will be taken if a student takes it upon themselves to return to the parking lot to their vehicle. If a student needs to retrieve an item that relates to school activity, the student should have a faculty member accompany them to the vehicle. The school assumes NO LIABILITY for damaged vehicles or for articles left in or taken from vehicles. Students are asked to make sure they have all items need for the day taken with them into school first thing in the morning.

### **Terra Ceia Christian School Event Participation**

Terra Ceia Christian should be a place of welcome and fellowship. It is our hope, as a school society, that parents and students alike will be involved and /or participate in many of the school's events. Much of the revenue that keeps certain portions of the school running is funded at our hosted functions. Please make every attempt to attend and fellowship with your TCCS family. Please look for information regarding:

Fall and Spring Society Meetings  
Society Supper  
Annual Auction  
Athletic Events (Fall-Winter-Spring)  
Christmas Musical and Choir Concert  
School Play  
Oyster Roast  
Spring Musical and Choir Concert

### **Transcript/Report Cards**

Transcripts will be issued a no cost for prospective graduates and alumni for a reasonable number of transcripts.

**All accounts must be current or the transcript request cannot be honored until such debt is paid. Diplomas will not be issued until the student's account is cleared. (Board Policy)**

### **Visitation**

Terra Ceia Christian School maintains a closed campus during the school day. Parents may visit during the school day when prior arrangements have been made with their child's teacher or administration. All visitors must check in at the office when arriving.