



Terra Ceia Christian  
School  
Student-Family  
Handbook  
2025-2026

# Terra Ceia Christian School - Family Handbook 2025-2026



## The Mission and Objectives of Terra Ceia Christian School

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 attend college or enter 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 read; "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 was established in 1937 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 in a nurturing Christian environment.

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

### Statement of Faith revised 2/22

By enrolling in Terra Ceia Christian School, parents and students certify their agreement with this Statement of Faith. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious beliefs and convictions, enrolling your child in our school will likely cause him or her confusion. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our statement of faith, it will be best for all concerned if you do not enroll your child at our school.

1. We believe the Holy Scripture of the Old and New Testament to be the inspired Word of God, the only infallible rule of faith and obedience.
2. We believe that there is one God, eternally trusted in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe that man, created in the image of God, disobeyed, fell from his original righteousness and became dead in sin.
4. We believe that Jesus Christ, the incarnate, sinless Son of God, was crucified and rose, bodily, from the dead so that those who receive Him by faith would have everlasting life.
5. We believe that regeneration by the power of the Holy Spirit is absolutely essential for the salvation of lost and sinful man, and that His indwelling enables the Christian to live a godly life.
6. We believe in the personal return of Christ to judge the living and the dead.

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7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe that God has given parents the responsibility of bringing up their children in the “nurture and admonition of the Lord.” Since the accomplishment of this objective is a very complex task, parents look to the school and the church for assistance in reaching this goal. We believe that a consistent and meaningful education will result when the home, school, and the church are in agreement on the basic concepts of life. Only as the sum total of all learning is seen in the light of God’s Word will the pupil be able to differentiate the truth from error. With the aid of Christian teachers in a Christian environment, we believe these goals will be realized.
9. Statement on Marriage, Gender, and Sexuality: We believe that God wonderfully and unalterably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior/sexual orientation, transgender identity, bisexual conduct, bestiality, incest, polygamy, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of TCCS, it is imperative that all persons employed by TCCS in any capacity, or who serve as volunteers, and all students agree to and abide by this statement on marriage, gender, and sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). While not condoning the sinful behavior described in this statement on marriage, gender, and sexuality, we believe that every person must be afforded compassion, love, kindness, respect, and dignity even if their lifestyle choices are in conflict with God’s will (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of TCCS.

10. Statement on the Sacredness of Life: We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies from the moment of conception, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).
11. This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of TCCS’s faith, doctrine, practice, policy, and discipline, our Board of Directors is TCCS’s final interpretive authority on the Bible’s meaning and application to the function of our school.

### **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 transition to college or university.

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Students in grades 9-12 have the option of choosing honors classes in the core subjects (Bible, English, math, science, history, and certain electives that might qualify). Students in honors classes will be held to a higher standard and will be required to do more work. Honors classes are weighted at 4.5 for GPA calculations. Students can drop an honors class within a week after the first progress report.

### **Academic Reports**

Report cards are emailed at the end of each quarter (9 weeks) for grades K-12. Parent-teacher conferences are held after the first quarter. 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 at the midpoint of each term to students in grades 3-12. 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 FACTS SIS where parents, students, and faculty alike are able to track academic progress. It is **STRONGLY RECOMMENDED** that parents login to FACTS SIS so the student's academics can be monitored. Also, parents should check their email for notes from teachers and other important school information,

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

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

Below are the REQUIREMENTS for GRADUATION:

- 4 years of English
- 4 years of Mathematics
- 4 years of Bible
- 3 years of Science
- 4 years of History
- 2 years of foreign language
- 1 computer science application
- 4 elective courses

#### **26 Total Course Credits**

Dual enrollment courses with local community colleges are sometimes possible.

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

Students who meet TCCS's requirements for graduation will meet the admission requirements to a 4-year College or University.

### **Accountability**

Students in grades 3-8 who have failed 2 courses in their academic workload will not be promoted to the next grade.

Students in grades 9-12 work towards a total of 26 course credits. Core courses will take precedence over electives. A student may have the possibility of earning credit for a failed class during the summer if the teacher and principal approve 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. The school might be able to recommend tutors.

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## **Administering Medications/illness**

If a student must take a prescription drug during school hours, parents must complete a medication form. Ibuprofen, Tylenol, 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.

If students have been absent from school due to illness, they should be free from a fever, vomiting, and/or diarrhea for 24 hours without the aid of medication before returning to school.

## **Announcements**

School information will be sent home by email and posted on our website at [www.tccschool.com](http://www.tccschool.com). Upcoming events will also be reviewed each Sunday evening 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.

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

Students may enter the school at 8:20 a.m. Parents should not escort their children to their classrooms. Parents may escort their children to their classrooms on the first ½ day of school only.

## **Attendance**

Terra Ceia Christian is committed to the success of every student and attendance is a necessary component in reaching success. Parents are encouraged to plan their vacations during Terra Ceia Christian School's announced vacation dates whenever possible. Good attendance is a shared responsibility between parents, school, and the student.

**Excused Absences** include sickness, death in immediate family, medical or dental appointments and certain educational or religious opportunities. Simply giving your child permission to stay at home is not an excused absence. The student is allowed to make up the work for excused absences for full credit. Due dates for the missed work should be discussed with each teacher involved. Parents must inform the office and teacher explaining the absence as soon as possible.

An **Unexcused Absence** refers to an absence that does not fit into the categories listed in the previous paragraph. Students should expect a zero for a grade on days with unexcused absences.

In order for Terra Ceia students to receive credit for any class or grade, total absences may not exceed 16 days (yearlong) per class period per school year or 8 days per semester in block scheduling. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted for unusual health issues or family related circumstances after parental consultation with the principal. A student is considered absent if he/she misses more than half of the class period. In order to participate in after school extra-curricular activities, students must be in attendance that day.

Parents will be notified when students reach 4 and 8 absences. At 8 absences, high school students are ineligible to be excused from final exams in May. At 12 absences, a parent conference with the principal is required. At 16 absences, possible consequences could include attendance recovery, class failure, and/or ineligibility to participate in extra curricular activities.

Students who are at risk of losing credit for grades/courses because of too many absences may be able to participate in "Attendance Recovery" to make up for missed time at school. Expectations for this will be determined by the teacher and principal.

Attendance recovery may not occur during school hours; therefore, additional costs may be incurred. Students participating in attendance recovery will have to participate for each additional day missed.

**Tardies** are also either excused or unexcused. Students arriving late to school are required to sign in at the office. If the office is informed about the tardy from the parents, it is considered an excused tardy. Four (4) unexcused tardies in a semester will result in a detention and each unexcused tardy after that will result in a detention.

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**Communication with the office is important. For accountability and the safety of our children, the school must know why your child has not arrived at school and why your child is leaving early. Parents must inform the school for every day absent, every tardy arrival, and every early departure.**

### **Beta Club**

Membership in the Beta Club is available to students in grades 10-12 who qualify. Rising sophomores are inducted in the spring based on their good character and their GPA of 3.5 or higher.

### **Books/Chromebooks**

Most textbooks/Chromebooks are provided by the school. The teacher may request students to purchase an additional resource book for class.

Students in grades 7-12 will need a device with a standard keyboard and they are welcome to bring their own computer to school. Grades 9-12 are strongly encouraged to have a computer (not a Chromebook). Students taking college classes will require a computer. Chromebooks are useful for grades 7 and 8. Students are required to take good care of any school computers or textbooks issued to them and will pay for abuse, damage, or lost items. This includes library books.

### **Bus/Van Rules**

Terra Ceia Christian School provides the option of transportation for students within the boundaries established by the bus committee. Only the bus committee can authorize a change. Below are some guidelines regarding transportation:

- Please call the school to inform the driver and office staff if your child is not riding that day or if there is a change to the normal routine. *We do not honor any changes to the normal routine if our only source of information is from the student.*
- Students are to behave on the bus and obey the instructions of the bus driver. Christ-like behavior is required and misbehavior on the bus will NOT be tolerated for safety reasons. Bus drivers will inform the principal of any problems immediately. Depending on severity, consequences may range from the student not riding the next day or two, to being dismissed from the bus route altogether. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school and criminal charges.
- 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.
- Specific bus rules are as follows:
  - The bus driver may assign seats
  - Be courteous
  - Do not use profanity
  - Do not eat or drink on the bus; keep the bus clean
  - Violence is prohibited
  - Remain seated
  - Keep your hands and head inside the bus
  - Do not destroy property
  - For your own safety, do not distract the driver through misbehavior

### **Cell Phones and Other Personal Technology Devices**

Cell phones and other personal devices such as, but not limited to, watches, computers, tablets, and gaming devices, are to be used responsibly as a tool, not a toy. Students in grades 7-12 are expected to have a device with a standard keyboard to carry out some classroom assignments. Students are only allowed to use the tablets/keyboard devices when instructed or given permission by the teachers.

**Cell phones are not needed at school at all.** If cell phones are brought to school, they could be stored in the students' bookbag, locker, or pencil pouch. Cell phones must be **turned off, out of view, and not be on your person** the entire day, beginning when students enter the building.

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Parents can leave messages for their child to read at the end of the day or the school office can be contacted to relay important information.

Students who fail to comply with the above will face the following consequences:

1<sup>st</sup> offense: Device is confiscated and can be picked up at the end of the school day.

2<sup>nd</sup> offense: Device is confiscated until the end of the school day, and a parent is informed of the 2<sup>nd</sup> infraction.

3<sup>rd</sup> offense and more: Device is confiscated until the end of the school day, and a detention will be given.

The school will not keep any phones overnight.

Failure to turn in a phone when asked or failure to comply with the penalties listed above may result in a suspension.

### **Chapel**

Chapel provides 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. We pray that all chapels will be a time for drawing all present closer to Christ as Lord and Savior.

### **Classrooms**

As a general rule, chewing gum, food, and drinks are not permitted in classrooms. We need to keep our classrooms and instructional items clean and in good repair.

### **Computer Lab**

Computer equipment should be handled properly and used appropriately. Workstations are to be kept neat and clean. Students should power off machines and make sure their area is cleaned before leaving the lab.

### **Conflict Resolution**

Misunderstandings or problems between teachers, coaches, students, and parents can arise. This is often the result of poor communication between those involved. The TCCS policy for dealing with conflict situations and complaints is consistent with the teachings found in Scripture (Matthew 18 and Ephesians 4). Please follow the conflict resolution steps as outlined below.

1. **Teacher/Coach:** All questions, problems, or complaints should be discussed with the teacher/coach first before anyone else is involved.
2. **Principal:** If these discussions do not lead to a satisfactory resolution, it should then be brought to the principal.
3. **School Board:** Finally, when the above steps have been taken without resolution, the problem may be submitted to the School Board through a written appeal. The School Board chairperson will then decide whether it should be placed on the agenda for the next regularly scheduled meeting.

### **Discipline**

Terra Ceia Christian School exists to assist parents in their God-given responsibilities of training and instructing their children. The school is committed to the philosophy and principles of Christian education. Student conduct that works against the school's philosophy will not be condoned. TCCS expects that parents will support the administration in disciplinary action by encouraging obedience and respect. If parents chose to follow a different course in directing and disciplining their children, those parents and students should realize that TCCS may not be the choice in education that suits their needs.

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## **Discipline: What God Requires**

“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ “ Matthew 22:37-39

“And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” Micah 6:8b

Therefore, a goal of discipline is to lead us to honor God and respect those in authority, your peers, and yourself.

## **Discipline: Expected Behavior**

1. Teachers will make their classroom expectations clear to students and parents.
2. To accomplish the above disciplinary goal, the following behaviors will not be tolerated:
  - a. Leaving school property without permission.
  - b. Damaging school property or private property.
  - c. Being disrespectful to fellow students or adults in authority by way of attitude, words, or actions.
  - d. Using crude, profane, or vulgar language.
  - e. Lying, cheating, stealing, plagiarism or bullying.
  - f. Inappropriate use of social media, including disrespect to TCCS.
  - g. Inappropriate public display of affection.
  - h. Involvement or the impression of involvement in immoral activities that are contrary to the Christian lifestyle.
  - i. Possession of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, e-cigarettes, vape, alcohol, or pornography.
3. Students are expected to represent TCCS in a positive and Christ-like manner at all times. Unchristian-like conduct or behavior, both on and off campus, may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
4. TCCS reserves the right to search for contraband items in lockers, cars, or other items under the student’s control. TCCS also reserves the right to invite appropriate law enforcement to visit at any time during the school year to search for illegal substances.
5. It is the policy of Terra Ceia Christian School to maintain a safe learning and work environment. 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.
6. Choices have consequences. TCCS may, at its own discretion, use detentions, in school suspensions, out of school suspensions, suspensions from extra-curricular activities, and expulsions to help correct inappropriate behavior. Most detentions will include expectations of completing a task (either applicable homework, service task, or a written response). Suspensions from school will result in a zero grade for schoolwork.

Parent notification will be given for students receiving a detention or suspension. Students who receive 4 detentions in one quarter will receive an In School Suspension. If a student receives 6 detentions in one quarter, an Out of School Suspension will be given.

## **Discipline: Restorative Practices**

It is our goal to restore brokenness in our community. TCCS is committed to using restorative practices when working with parents and students. We know that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things **with** them, rather than **to** them or **for** them. It is our goal to use restorative practices whenever possible when dealing with discipline issues at TCCS.

Restorative practices usually begin with 5 questions:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was affected by what you have done? In what way?
5. What do you think you need to do to make things right?

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(Taken from the International Institute for Restorative Practices, Canada, [www.iirp.org](http://www.iirp.org))

## Dress Code

Scripture encourages modesty as to 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, non Christian bands, or anything that would cause students to be distracted from their scholastic tasks.

### Elementary School (K-5th)

Girls	Boys
<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Sleeves/straps must be at least width of dollar bill.</li> <li>• No crop tops. Belly should not show when arms are raised.</li> </ul> <p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>• Shorts must meet fingertip rule with arms extended at the sides.</li> <li>• Leggings or jeggings may only be worn under a dress, skirt, or tunic of appropriate length.</li> <li>• Dresses, skirts, and tunics must be no more than width of a dollar bill above the knee when knee is placed on the floor.</li> <li>• No ripped jeans or pajama pants.</li> <li>• Athletic skorts and shorts must meet fingertip and/or dollar bill rule.</li> </ul>	<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• No tank tops.</li> </ul> <p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>• Worn at the waist</li> <li>• Not excessively baggy</li> <li>• Shorts must meet fingertip rule with arms extended at the sides.</li> <li>• No ripped jeans.</li> <li>• No swim trunks or pajama pants.</li> <li>• Athletic shorts are permitted.</li> </ul>
<ol style="list-style-type: none"> <li>1. Hats may not be worn in the school buildings on school days.</li> <li>2. Earrings are allowed in girls' ears only.</li> <li>3. No blankets, slippers, bedroom slippers, or compression shirts as sole upper garment.</li> </ol>	

### Middle & High School (6th-12th)

Girls	Boys
<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Sleeves/straps must be at least width of dollar bill.</li> <li>• No crop tops. Belly should not show when arms are raised.</li> <li>• Necklines should not show cleavage.</li> </ul> <p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>• Shorts must meet fingertip rule with arms extended at the</li> </ul>	<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• No tank tops.</li> </ul> <p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>• Jean or khaki/chino style material</li> <li>• Worn at the waist</li> <li>• Not excessively baggy</li> <li>• Shorts must meet fingertip rule with arms extended at the sides.</li> <li>• No ripped jeans, swim trunks, or pajama pants.</li> <li>• Athletic shorts are NOT permitted.</li> </ul>

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<p>sides.</p> <ul style="list-style-type: none"><li>• Leggings or jeggings may only be worn under a dress, skirt, or tunic of appropriate length.</li><li>• Dresses, skirts, and tunics must be no more than width of a dollar bill above the knee when knee is placed on the floor.</li><li>• No ripped jeans or pajama pants.</li><li>• Athletic skorts and shorts must meet fingertip and/or dollar bill rule.</li></ul>	
<p>All:</p> <ol style="list-style-type: none"><li>1. No visible tattoos are allowed.</li><li>2. No body piercings are allowed. Earrings are allowed only in girls' ears.</li><li>3. Hats may not be worn in our campus buildings on school days.</li><li>4. Athletic shorts and sweatpants may be worn for PE and on Fridays.</li></ol>	

Business casual is a good benchmark for selecting school clothing. All students are encouraged to dress nice for special assemblies such as chapel. Grandparent's Day, awards chapel, etc.

### Consequences:

Violations in grades K-5 will be addressed by the classroom teacher and administrator if necessary. Missed recesses may occur for multiple infractions.

Violations in grades 6-12 will be handled as follows:

1st violation: Verbal warning

2nd violation: Verbal warning, Parent notification, Detention issued.

3+ violations: Verbal warning, Parent notification, After school detention

### Dual Enrollment

TCCS offers dual enrollment through several venues such as Beaufort County Community College and College at Southeastern. In order for the class to count as a credit at TCCS, a transcript must be submitted.

#### Requirements for Juniors:

- Must be at least 16 years of age
- Must have a 2.8 GPA
- Courses should be completed online.
- Study hall time will be allotted at school to complete coursework.
- Students may not take a TCCS required academic course at college in place of required course at TCCS.

#### Requirements for Seniors:

- Must be at least 16 years of age
- Must have a 2.8 GPA
- Classes must be held in late afternoon or evening- a student may not leave school in the morning and return later to school. Online classes are encouraged.
- Students may leave one period early if taking 1 DE class, or 2 periods early for 2 classes. Students may not leave earlier than 1:20 pm.
- Students who play sports may leave 6th-7th periods and return at designated time for practices/games.
- Students may not take a TCCS required academic course at college in place of required course at TCCS.

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## Emergency Management

Fire drills and tornado/high wind drills are performed on a regular basis to ensure student safety. Terra Ceia Christian School works in conjunction with the Beaufort County Sheriff's Office regarding campus safety and lockdowns.

We will follow the schedule of Beaufort County Schools for weather related delays and closings. However, we also reserve the right to adjust school times independently due to extreme weather conditions in our four counties. The school email and the One Call Now will inform you of school closures.

## Exams

All students in grades 9-12 will take the first semester exams. Students can be exempt from the second semester exams if they maintain a 95% average or better over the three terms and the 4<sup>th</sup> term through May 10 and miss no more than eight classes in the subject (regardless of reasons).

Eighth grade math will have two exams since Algebra 1 is considered a high school credit. The remaining subjects in grades 7 & 8 will **not** have exams.

## Extracurricular Eligibility

Students participating in extracurricular activities (i.e., athletics, leadership, drama, worship team) and any other activities which may occur outside of the normal academic day, must be passing all of their classes with a 70% or better.

At progress report time, any student who has a grade lower than 70%, will be placed on academic probation until report card time. This applies to all middle and high school students. Students placed on probation status may continue to practice and participate in games.

At report card time, students who have achieved 70% or higher in each academic area will be removed from probation. Any student who has not met the 70% criteria will be removed from the extracurricular activity in **totality**. Students will be ineligible to participate in any extracurricular activity until the next progress report.

*If a student achieves below 70% on a report card but was not placed on academic probation at progress report time, they will be placed on probation until progress report time. At progress reports, if grade is above 70%, the student will be removed from probation. If the grade is below 70%, the student will be removed from the activity in totality until the next report card time.*

## Financial Obligations

Tuition paid annually by the first day of school will receive a 5% discount. The 12 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.

Monthly busing payments and tuition must be up to date in order to receive the transportation service.

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

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. Your cooperation is greatly appreciated.

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## **Grading Scale**

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

Classroom teachers will determine their grading criteria and make this clear to their students.

## **Gym**

All approved functions in the gym building must be supervised by an adult, who shall be responsible to the school and athletic committee.

- A separate pair of rubber soled tennis shoes will need to be brought to school on gym day.
- NO FOOD or DRINK is allowed in the gym during the school day.
- NO running or rough play in the lobby.
- The far storage room, stage, locker/Ag room are out of bounds.
- Students who cause intentional damage in the gym will be subject to disciplinary action and pay for the repairs.

## **Head Lice**

Students with an infestation of head lice are required to stay home from school and seek the proper treatment. They can return to school with a letter or check list indicating that treatment has been taken and that there is no evidence of live lice.

## **Homework:**

The expectation is that homework will be given in elementary, middle, and high school. Homework is given to reinforce the content and skills learned during class and to study for quizzes and tests. Teachers will be sensitive when assigning homework on Wednesday evenings since it is a church night for many students.

## **Leadership Team**

The Leadership Team is an extra-curricular student organization that promotes school spirit and celebrates our student community by organizing various events throughout the year. Members are students in grades 9-12 who go through the application process and are then selected by the teachers.

## **Lost and Found**

Students are responsible for their personal property and TCCS is not responsible for lost or missing items from school. Personal items should be labeled so they can be identified. After one week of advertisement your items will be donated.

## **Photo Consent**

By enrolling your child(ren) in TCCS, you are giving Terra Ceia Christian School permission to use photo or video images taken of your child in school brochures, advertisements for the school, on the website, in social media, and in other school publications.

## **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 strive to exhibit Christ-like behaviors and attitudes. Through the use of biblical integration, teachers teach their subjects with a reverence for 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,

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students also participate in weekly chapels and spiritual emphasis week. We expect that our graduates will have established a biblical worldview foundation that they can build upon throughout adulthood.

### **Student Parking Area**

Students may not sit in their vehicles during school hours, nor should they return to their vehicles during school hours. If a student needs to go to their vehicle during the school day, he/she should have permission from a faculty member. The school assumes no liability for damaged vehicles or theft from vehicles.

### **Technology: Acceptable Use**

Terra Ceia Christian School is aware of the rising use and importance of technology. Our desire is to have computer education as part of our curriculum, and we are making every effort to ensure that these resources are used in a responsible and secure manner. As used in this policy, the term "technology resources" includes all computing and telecommunications equipment and learning platforms, digital cameras, video projectors and video cameras.

Faculty, staff, and students will use the internet for educational purposes in learning situations. Students will have access to the internet only with faculty permission or during teacher guided activities. Access is a privilege, not a right. Therefore, a student may be denied access to the internet by faculty, administration, or staff, based on acceptable use policy.

Technology resources are the property of Terra Ceia Christian School and therefore users are responsible for damages to devices and equipment. Users should not expect that files stored on the school's equipment will necessarily be private. The school may monitor access to computers and all data stored or transmitted on school computers in order to ensure the security and performance of its equipment and to enforce applicable laws and policies.

Teachers will discuss computer needs and the use of AI with their students. It is recommended that students with personal Chromebooks or computers own 2 chargers.

Behavior that is considered unacceptable, but not limited to, is as follows:

1. Use of the network for inappropriate or obscene purposes or in support of such activities.
2. Use of the internet for any illegal activity, including violation of copyrights or other contracts.
3. Intentional disruption of network traffic or crashing the network and connected systems or degrading systems.
4. Use of the TCCS technology resources for commercial or financial gain or fraud.
5. Stealing equipment, data, or intellectual property (plagiarism).
6. Use of abusive or otherwise objectionable language in either private or public messages.
7. Invading the privacy of individuals.
8. Use of the internet for social media and apps.
9. Downloading programs or music without the permission of the lab's supervising teacher.
10. Bringing food or drinks into the computer lab.

### **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 will support many of the school's events and fundraisers. Please look for information regarding:

Fall and Spring Society Meetings  
Athletic Events (Fall-Winter-Spring)  
Fall Fundraiser/Bookfair  
Christmas Musical and Choir Concert  
Oyster Roast  
Spring Musical and Choir Concert  
Graduation

Both Sundays and Wednesday evenings are special times set aside for family worship. Terra Ceia Christian School chooses to honor and respect those times by not scheduling school events at those times.

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## Transcript/Report Cards

Transcripts will be issued at no cost for prospective graduates and alumni.

**All accounts must be current, or the transcript request cannot be honored. Diplomas will not be issued to 8<sup>th</sup> grade students and Seniors until the student's account is cleared. (Board Policy)**

## Valedictorian/salutatorian/marshals

The valedictorian, salutatorian and marshals are chosen from a list of students with a high GPA in the academic program. Criteria for these honors include the following considerations:

- a. Students must have attended TCCS since the 10<sup>th</sup> grade.
- b. Final marks from all high school classes and current classes through May 10 will be used to calculate the weighted GPA.
- c. College courses will be included in the weighted GPA calculation.
- d. Eligible students must be considered full-time students at TCCS, taking a minimum of four classes per semester.
- e. Students considered for these graduation honors must have an exemplary record in school for attendance, behavior, citizenship, and work habits. The valedictorian, salutatorian, and marshal should represent both the student body and the mission of TCCS.
- f. Class rank will be determined by the cumulative weighted GPA.
- g. Up to 4 marshals will be selected from the junior and sophomore classes based on their cumulative weighted GPA. Preference will be given to juniors.

## Visitation

Terra Ceia Christian School maintains a closed campus during the school day. All visitors must check in at the office when arriving.

## Work Study

The work study program provides senior students an opportunity to meet their academic requirements for graduation while gaining valuable work experience. Through this employment experience, students will build the knowledge, skills, and self-confidence to be successful in the workplace upon graduation.

Guidelines for program participation:

- Seniors must participate in academic classes daily (periods 1-5).
- Students may not leave campus before 1:20 pm for work study.
- Students who do not maintain passing academic grades will be removed from the program.
- Students must sign the work study agreement and secure employment prior to participating in the program.
- Students must submit signed timesheets the 2nd and 4th Friday of each month to maintain eligibility.
- Students must inform Mrs. Harrison if they are terminated from their job during the school year. If employment is terminated, regardless of reason, students must return to school as a full time student on campus.
- Students are to attend work everyday. On days when students do not have work, they should remain at school for study hall.
- Students may leave school for work and return at designated times for sport practices and games.

Students who do not abide by the expectations of this program will be removed and may not receive credit.

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### **Student/Family Handbook Agreements for Parents and Students**

**Parents/Students: Please read the following statements carefully.**

By enrolling your child(ren) at Terra Ceia Christian School, you consent to and will submit to all governing policies of the school, including all applicable policies in this handbook.

The services of the school are engaged by mutual consent, and either the school or you reserve the right to terminate any or all services at any time. This handbook does not contractually bind TCCS and is subject to change by decision of TCCS's Board of Directors. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Attending Terra Ceia Christian School is a privilege and therefore any behavior, either on or off campus, which is not consistent with the school's standards as outlined in this handbook could result in the loss of this privilege.

May God bless our partnership in Christian education.