



Terra Ceia Christian
School
Student-Family
Handbook
2019-2020

Terra Ceia Christian School - Family Handbook 2019-2020



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 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 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 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 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 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 FACTS SIS where parents, students, and faculty alike are able to track academic status. 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 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) or "Honor Roll" (A's & B's).

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Academic Course Offerings and Requirements for Graduation

Please check our website at 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 History
- 2 years of foreign language
- 1 computer science application
- 5 elective courses

26 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.

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.

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, 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!

Arrival to School and Walking to Classroom

Students may enter the school at 8:20. Parents should not escort their children to their classrooms. Parents may escort their children to their classrooms on Wednesday, 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.

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Excused Absences include sickness, death in immediate family, medical or dental appointments and certain educational opportunities. 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 are encouraged to inform the office and teacher explaining the absence as soon as possible.

An **Unexcused Absence** refers to an absence without parent/guardian notification. Missed work will be accepted at the discretion of the teacher.

In order for students to receive credit in any class, total semester absences may not exceed ten (10). 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.

Tardies are also either excused or unexcused. Students arriving late to school are required to sign in at the office. Four (4) unexcused tardies in a semester will result in a detention and each unexcused tardy after that will result in a detention.

Books/Chromebooks

Most textbooks/chrome books are provided by the school. The teacher may request students to purchase an additional resource book for class. Students must pay for abused, damaged, or lost books/chrome books. This includes library books.

Bus Rules

Terra Ceia Christian provides the option of transportation for students within the boundary 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.
- Students are to behave on the bus and obey the instructions of the bus driver. Discipline problems 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.
- 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 and Other Personal Technology

Cell phones (including other personal technologies) are to be used responsibly as a tool, not a toy. They can be used anytime a teacher asks students to use their phones. Beyond that, cell phones are turned off and are **out of view** during the entire school day with 2 exceptions. Students (grades 7-12) can demonstrate responsible use by checking their phones 5 minutes before the lunch period and 5 minutes before the end of the school day. The school will not keep any phones overnight.

Below is a chart to address cell phone infractions in a semester:

1st infraction: Phone is confiscated and can be picked up at 3pm.

2nd infraction: Phone is confiscated, and parent is informed of the 2nd infraction.

3rd infraction: Phone is confiscated, and a detention will be given.

4th 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 semester.

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

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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 in the best repair possible.

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

During the course of the year, 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).

1. All questions, problems, or complaints should be discussed with the teacher/coach first before anyone else is involved.
2. If these discussions do not lead to a satisfactory resolution, it should then be brought to the principal.
3. Finally, when the above steps have been taken without resolution, the problem may be submitted to the School Board through 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.

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, we are called to honor God, respect those in authority, your peers, and yourself.

Discipline: Expected Behavior

1. Teachers will make clear their classroom expectations 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 in attitude, words, or actions.
 - d. Using or sharing crude, profane, or vulgar language.

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- 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. Misconduct, 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 invite appropriate law enforcement to visit at any time during the school year to search for drugs. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.
 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, suspensions, 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)

Discipline: Restorative Practices

It is our goal to restore brokenness in our community. TCCS is committed to working with 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?

(Taken from the International Institute for Restorative Practices, Canada, 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, rock bands, 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 at your sides. Dresses and skirts should be down to the knees. Girls' tops and blouses should have sleeves or straps that are at least the width of a dollar bill and a minimum length that overlaps the top of the pants, shorts, or skirt while standing or sitting. Gym shorts are not allowed. Jeans with holes are not permitted. Business casual is a good benchmark for selecting school clothing.

Leggings may be worn under an appropriate 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 should be showing. Shirts should have sleeves and tank tops are not permitted.

No visible tattoos are allowed. No body piercing is allowed, only ear piercing. Earrings are allowed for girls only. Hats may not be worn during class time.

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Parents are responsible for seeing that their children are neatly and modestly dressed.

Below is a chart to address dress code violations in a semester:

1st violation: Student will receive a warning and may be required to wear a lab coat.

2nd violation: Student will receive a warning, may be required to wear a lab coat, and parents will be informed.

3rd violation: Student will receive a detention and may be required to wear a lab coat.

4th violation and more: Student will receive a detention each time and may be required to wear a lab coat.

Failure to comply with the school's dress code policy may result in a suspension.

Emergency Management

Fire Drills shall be performed on a regular basis to assure escape routes in case of an emergency. 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.

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 independently due to extreme weather conditions in our 4 counties. You can also learn about school closures on the One Call and on local TV stations.

Exams & Exemptions

All students in grades 9-12 will take first and second semester exams. Students can be exempt from the final exam by meeting the following qualifications based on the marks of the four (4) quarters:

Grade 9 - Must have an average of 95% or above

Grade 10 - Must have an average of 94% or above

Grade 11 – Must have an average of 93% or above

Grade 12 – Must have an average of 92% or above

Eighth grade math will have 2 exams since Algebra 1 is considered a high school credit. Students can be exempt from the final exam with an average of 95% or above for the academic year. 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, speech and debate) and any other activities which may occur outside of the normal academic day, must be passing all of their classes with a mark of 70% or better. Students who are failing any class at the progress report or report card time 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.

Students with certain learning disabilities who do not meet the 70% requirement and desire to be involved in extra-curricular activities **may** be recommended by the faculty for participation. We want to provide a conducive environment for all students to strive for academic and personal success.

Financial Obligations

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.

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

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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.

Grading Scale

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

Classroom teachers will determine how grades are arrived at 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.

- 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.

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. 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. 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 that are nominated by the Leadership Team and 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.

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 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, students also participate in weekly chapels and spiritual emphasis week. We expect that graduates matriculating to college have established a Christian Worldview foundation that they can build upon throughout adulthood.

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Student Parking Area

Students may not sit in their cars during school hours, nor should they return to their vehicle 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.

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

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 until the student's account is cleared. (Board Policy)

Valedictorian

The valedictorian is chosen from a list of students with a high GPA in the academic program. Criteria for the honor includes the following considerations:

- a. Students must have attended TCCS in grades 10-12.
- b. Final marks in the 10th and 11th grades and the first three term marks in 12th grade are used to calculate the GPA.
- c. The valedictorian is to be a student that reflects TCCS and therefore courses offered by TCCS will be used for the calculation. Courses taken elsewhere might be used if the course was needed because of a conflict or if it was required and not offered at TCCS. The weighting of an outside mark might be adjusted in order to have an even playing field.
- d. Eligible students should also be considered full-time students at TCCS, taking a minimum of four classes per semester.
- e. Students considered for valedictorian must have an exemplary record in school for behavior, citizenship, and work habits. The valedictorian should represent both the student body and the mission of TCCS.

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 and administration. All visitors must check in at the office when arriving.