
PARENT AND STUDENT HANDBOOK

2025-2026 Academic Year



TOWN CREEK CHRISTIAN ACADEMY
A MINISTRY OF TOWN CREEK BAPTIST CHURCH
250 Town Creek Road Aiken, SC 29803
www.towncreekchristianacademy.com – 803-649-9792
R-071125

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1. Welcome to Town Creek Christian Academy

Welcome to **Town Creek Christian Academy (TCCA)**—a ministry of **Town Creek Baptist Church (TCBC)**. We are grateful that you have chosen to partner with us in the Christ-centered education of your child. This Parent and Student Handbook has been carefully prepared to serve as a comprehensive guide to our school's policies, procedures, and practices. Our goal is to ensure that every family is informed, equipped, and confident as part of the TCCA community.

You are now part of a unique private Christian academy where the name of Jesus is honored in every aspect of school life. We are confident that God has great plans for this school and for each student and family He brings to us.

We recognize and deeply appreciate the sacrifices you are making to provide your child with the opportunity to grow and excel at Town Creek Christian Academy. We are fully convinced that God will honor our shared commitment to Christ-centered education.

2. Introduction

Town Creek Baptist Church (TCBC) Established 1859

www.towncreekbaptist.com

Town Creek Christian Academy (TCCA) Established 2016

www.towncreekchristianacademy.com

TCCA physical address: 250 Town Creek Road Aiken, SC 29803

Town Creek Christian Academy is conveniently located on Town Creek Road in the City of Aiken, between Silver Bluff and Pine Log Roads.

TCCA Phones: Phone: (803)649-9792 Fax: (803)641-3133

TCCA Mascot: LIONS

TCCA Colors: Navy Blue, Royal Blue, Colonial Blue, and White

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

3. Accreditation

TCCA is a member of and is accredited through of the South Carolina Association of Christian Schools (SCACS).

4. Parent and Student Handbook Purpose

This handbook exists for the benefit of our families and school community. It outlines our expectations and standards to help create a safe, Christ-honoring, and academically strong environment. TCCA families and students are expected to read and be familiar with the information provided and to follow the policies, procedures, and practices outlined herein. **No exceptions will be made.**

Please read this handbook completely with your child before the first day of school. If questions arise regarding any part of the handbook, parents are encouraged to seek clarity by contacting their child's teacher or a member of the administrative staff.

Please take the time to read this handbook carefully. As you do, please take special note of the following:

- All parents/guardians are required to sign **the TCCA Cooperation Agreement** and the Statement on Marriage, Gender, and Sexuality found within this handbook.
- All students in grades 6–12 are also required to sign the **TCCA Cooperation Agreement**, (hereafter referred to as the *Agreement*).

This signed **Agreement** indicates that the parent and student understand and agree to comply with TCCA's policies and expectations.

- The **Agreement** must be submitted to the student's first-period teacher on or before the first day of school.
- The **Agreement** is required annually at the beginning of each academic year and remains in effect for that year.

TCCA administration reserves the right to interpret, add, delete, or modify any part of the handbook at any time, as deemed necessary. Parents and students will be notified of such changes.

5. Statement of Vision, Mission, and Purpose

Mission

To glorify God by partnering with families to make disciples of Jesus Christ—educating students with academic excellence and transforming minds through a Christ-centered, Biblical worldview. Matthew 28:18–20, Matthew 22:36–40, Romans 12:2, Colossians 3:23

Vision

To raise up a generation of Christ-followers who are renewed in mind, rooted in truth, and equipped to seek, serve, and share the Truth in every sphere of life. Romans 12:2

Purpose

To make disciples of Jesus Christ by partnering with like-minded parents to provide

*students with a Christ-centered, academically excellent education. **Matthew 28:18–20, Matthew 22:36–40, Colossians 3:23***

6. TCCA Foundational Values and Commitments

The Authority of the Bible

Psalm 119:105 – “Your word is a lamp to my feet and a light to my path.”

- We commit to partnering with the home and the church to develop in each child a Christ-centered, Biblically grounded worldview—trusting God’s Word as the ultimate source of truth above textbooks, trends, or cultural opinion.
- We commit to order our lives, decisions, and school governance according to the eternal principles found in Scripture.
- We commit to integrating the Bible into every aspect of TCCA life—from academics to discipline, relationships, and worship—believing God’s Word to be wholly sufficient and transformative.

The Centrality of the Church

Matthew 16:18 – “I will build My Church, and the gates of Hades will not overpower it.”

- We commit to honor our identity as a ministry of **Town Creek Baptist Church**, operating under its spiritual and doctrinal authority.
- We commit to hiring and affirming leadership, faculty, and staff who are active members of Bible-believing, Christ-exalting local churches.
- We commit to encouraging all TCCA families to engage meaningfully in the life and mission of a local church.
- We commit to strengthening the global Church by cultivating disciples who serve, give, and go for the advancement of the Gospel.
- We commit to aligning our policies, procedures, and practices with the values of the biblical Church, reflecting reverence for Christ and His Body.

Walking Worthy of the Gospel

Ephesians 4:1 – “Walk worthy of the calling you have received.” **Ephesians 5:8** – “For at one time you were darkness, but now you are light in the Lord. Walk as children of light.”

- We commit to employ, train, and retain staff who not only profess Christ but reflect His character in conduct, speech, and mission.
- We commit to exhort our faculty, students, and families to pursue holiness, humility, and obedience as fruit of a Spirit-filled life.
- We commit to a culture of evangelism and discipleship—where staff and students alike are equipped and bold to share the Gospel.

- We commit to teach our students to love God by trusting His Word and walking in joyful obedience to His commands.

Christ-Centered Excellence in Education

Colossians 3:23 – “Whatever you do, do it from the heart, as something done for the Lord and not for people.”

- We commit to foster authentic, collaborative relationships between parents, teachers, and students that build up the whole child—spiritually, academically, and emotionally.
- We commit to provide a safe and nurturing environment where Christ is exalted and every student is encouraged to flourish in truth and grace.
- We commit to uphold rigorous academic standards, subject to ongoing evaluation and Spirit-led growth, ensuring education that honors God and prepares students to serve Him well.
- We commit to modeling diligence and integrity as educators who rightly handle the Word of Truth and grow in spiritual and professional maturity.

A Biblical Model for Family

Psalms 78:6-7 – “That the next generation might know them... and not forget the works of God but keep His commandments.”

- We commit to come alongside parents as they fulfill their God-given role as the primary disciplers of their children.
- We commit to offering biblical resources and training that equip families to establish Christ-honoring homes.
- We commit to making a distinctly Christian education accessible to families, recognizing the sacred trust of investing in the next generation.
- We commit to building a school culture that supports and strengthens the family as designed by God.

A Heart for Service

Ephesians 2:10 – “For we are His workmanship, created in Christ Jesus for good works, which God prepared ahead of time for us to do.”

- We commit to cultivate servant-hearted leadership in our students, patterned after the humility and love of Christ.
- We commit to provide opportunities that instill the biblical joy of putting Jesus first, Others second, Yourself last (J.O.Y.).
- We commit to helping students discover and develop their God-given gifts to serve the Body of Christ and the world with gospel purpose.

Faithful Stewardship

Matthew 25:21 – “Well done, good and faithful servant... you were faithful over a few things; I will put you in charge of many things.”

- We commit to wisely steward all resources entrusted to us—including time, finances, facilities, and relationships—for the glory of God and the good of His people.
- We commit to honor each student, parent, and faculty member as uniquely created in the image of God, possessing inherent value and purpose in His Kingdom.
- We commit to view every opportunity, challenge, and responsibility as a sacred trust from the Lord, to be handled with humility, excellence, and faithfulness.

7. TCCA Educational Philosophy

At Town Creek Christian Academy (TCCA), we believe that life is lived as a response to God's calling. Therefore, an education that weaves God's Word—the Bible—into the fabric of daily learning is essential. His Word serves as the lens of clarity, the standard of balance, and the ultimate check for all of TCCA's goals and practices. Christian education is anchored in the truth of Scripture, which is inspired, infallible, and sufficient to guide us in living a life of significance and purpose.

At TCCA, we see ourselves as a vessel through which God's Word is communicated and His truth facilitated, assisting in the spiritual transformation of students. As Christians, we are called to offer ourselves as living sacrifices and to be transformed by the renewing of our minds, in obedience to God's perfect will (**Romans 12:2**).

In alignment with the Word of God, TCCA is committed to providing Christ-centered, academically excellent education grounded in a Biblical worldview. Our mission is to equip students for service both to our community and the world. We honor the uniqueness of every family, student, and staff member, knowing each is a vital part of fulfilling TCCA's mission and goals.

Educational Objectives

"And Jesus increased in wisdom and stature, and in favor with God and man."
Luke 2:52

Spiritual - *"Let the word of Christ dwell in you richly."* **Colossians 3:16**

- Students will be encouraged to fully surrender their lives to Jesus Christ.
- Students will be inspired to follow Christ daily, reflecting His character in all aspects of their lives.

- Students will continually deepen their knowledge of Scripture, growing in their understanding of God's Word.

Academic - *"Let this mind be in you, which was also in Christ Jesus."* **Philippians 2:5**

- Students will develop strong foundational skills in reading, writing, speaking, and listening.
- Students will gain proficiency in mathematical concepts, computation, and their real-world applications.
- Students will gain insight into the earth, physical sciences, and biological sciences, appreciating the world God has created and using these resources wisely.
- Students will study human history and current events, interpreting them through the lens of God's redemptive plan.
- Students will be instructed in American history, the principles of democracy, and the heritage of sacrifice that has made America a beacon of freedom.
- Students will be given opportunities to explore and develop skills in fine arts, appreciating artistic expression and pursuing creative self-expression.
- Students will explore a wide range of career opportunities, aligning their skills and interests with God's calling for their lives.
- Students will be equipped with essential technological skills that enable them to thrive in a digital age.
- Students will be encouraged to cultivate critical thinking and academic inquiry, developing skills in reasoning, problem-solving, and creative thinking.
- Students will experience hands-on learning that fosters practical application of academic concepts in real-world settings.

Social - *"No man lives unto himself."* **Romans 14:7a**

- Students will be taught to show respect for parents, develop love for family, and take on responsibility within the family unit.
- Students will be encouraged to develop concern for others, demonstrating care and empathy for those around them.
- Students will learn to respect the property of others, fostering an environment of mutual respect.
- Students will be taught to recognize and honor authority, respecting those in positions of leadership over them.

Physical - *"Present your bodies as a living sacrifice, holy and acceptable to God."* **Romans 12:1**

- Students will be provided opportunities to enhance their physical coordination, muscle tone, grace, and endurance.

- Students will be taught to form healthy habits in caring for and grooming their bodies, understanding that the body is a temple of the Holy Spirit and should be respected as such.

Emotional - *"For God hath not given us the spirit of fear, but of power, love, and a sound mind."* **2 Timothy 1:7**

- Students will be encouraged to pursue lives that reflect the Fruit of the Spirit, cultivating qualities like love, joy, peace, and self-control.
- Students will be inspired to develop a passion for learning, nurturing their emotional resilience and curiosity as they grow in their understanding of the world around them.

8. The Lions Pride Honor Code

Before God and my peers, I will strive to be:

- **Loyal** to Jesus Christ, our Savior, upholding His truth in all I do.
- **Intelligent** in my pursuit of spiritual growth and academic excellence, seeking wisdom in both.
- **Obedient** to the Word of God, living by the truths of Scripture in every aspect of life.
- **Noble** in heart, representing God as His ambassador, reflecting His character and love.
- **Strong** in my faith, committed to seeking, serving, and sharing the Truth in every situation.

9. The Royal Mark

At Town Creek Christian Academy, we are committed to leaving a lasting **mark** for Christ—not only on those we encounter, but in everything we do. The biblical foundation for this pursuit is rooted in **Philippians 3:14**, which says: *"I press toward the mark for the prize of the high calling of God in Christ Jesus."*

Key Concepts of the Mark

The Mark on People

- We will intentionally share our faith with others, making Christ known through our words and actions.
- We will treat all people with dignity and respect, recognizing the inherent value in every individual.
- We embrace an inclusive mindset, welcoming others into our community with love and grace.

- We understand that simple actions—a smile, a friendly greeting, a handshake, or eye contact—demonstrate care, respect, and an others-centered attitude.

The Mark on Programs

- We will create a culture of Christ-centered excellence in all aspects of our programs, including academic, extracurricular, service, chapel, and beyond.
- We will encourage active participation from both students and staff in the full life of the school, fostering a community of engagement and shared purpose.
- We will teach that God has uniquely gifted individuals in different areas—arts, athletics, academics, or a combination—and that supporting one another in these gifts strengthens unity and friendship.
- We believe that the success of our student body as a whole is what makes our school complete and brings glory to God.

The Mark on Property

- We will teach and encourage our students to show the utmost respect for our environment, facilities, and equipment, recognizing that stewardship is an essential biblical principle.
- We are committed to leaving spaces better than we found them, always striving for improvement.
- We will take personal responsibility to pick up trash when we see it, maintaining a clean and inviting environment.
- We will treat TCBC property with respect, refraining from actions that could potentially cause damage to its grounds, facilities, or contents.

10. Beliefs and Statements

Biblical Authority

We believe the Holy Scriptures contained in the Bible were written by men divinely inspired and are God's revelation of Himself to man. The Bible has God for its Author, salvation for its end, and truth, for its matter. All Scripture is true and trustworthy.

Therefore, the Bible is the final authority in all matters related to our faith and practices.

2 Timothy 2:16,17; Hebrews 4:12; 2 Peter 1:20-21

God

We believe there is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

Genesis 1:1; Isaiah 44:6; John 1:1-14; John 3; Philippians 2:5-11; Revelation 22:13

Mankind

We believe man is the special creation of God, made in His own image. God created male and female as the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into humanity. Through the temptation of Satan, man chose to transgress the commands of God and fell from his original innocence whereby his posterity inherits a nature of sin at birth. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man, offering man salvation. *Genesis 1:26,27; 2:7; Job 33:4; Psalm 8:4-9; John 3:16; Romans 5:8; 6:23; 10:13*

Salvation

We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal confession and faith in Jesus Christ as Lord. Jesus referred to this as being born again or the new birth. *John 3:3-21; Romans 1:16; 6:23; 10:9-13; 1 Timothy 1:6-14*

The Church

We believe each New Testament Church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the two ordinances of Christ (baptism and the Lord's Supper), governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth. Each congregation operates under the Lordship of Christ. In such a congregation each member is responsible and accountable to Christ as Lord. Its Scriptural officers are Pastors and Deacons. While both men and women are gifted for service in the church, the offices of Pastor and Deacon are limited to men as qualified by Scripture. *Matthew 28:18-20; John 1:12; Acts 2:41-42,47; Romans 1:7; 10:9-10; 1 Timothy 3:1-13; 1-Revelations 3:20*

Education

We believe Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is aligned with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program of discipleship for Christ's people.

We believe in Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher at TCCA is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which TCCA exists. *Matthew 28:18-20; Matthew 22:36-40; Ephesians 4:11-16; Romans 12; Colossians 3:23; Titus 2*

Evangelism and Missions

We believe it is the duty and privilege of every follower of Christ and of every Church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the Gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the Gospel of Christ. *Matthew 28:18-20; Acts 1:8; Romans 1:16,17*

TCCA Statement on Marriage, Gender, and Sexuality

All TCCA faculty, parents, students¹, and guardians will sign and abide by the *Statement on Marriage, Gender, and Sexuality*. All students must be enrolled and remain enrolled as their biological sex at birth. All biological males will use male restrooms, and all biological females will use female restrooms.

1. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. *Genesis 1:26-27*
2. We believe God disapproves of and forbids any attempt to alter one's gender by use of medicine, surgery, or appearance. This would include, but not limited to, elective sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct. *Genesis 1:26-28; Deuteronomy 22:5; Galatians 5:16-20*
3. We believe any form of sexual immorality (adultery, fornication, homosexual behavior, lesbianism, bisexual conduct, pedophilia, bestiality, incest, and use of pornography) is sinful and offensive to God. We believe God intends sexual intimacy to occur only between a man and a woman who are married to one another. *Matthew 15:18-20; I Corinthians 6:9-18; 7:2-5; Hebrews 13:4*
4. We believe the term "marriage" is defined as the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. Biblical marriage is a picture of Christ's relationship to His Church. *Genesis 2:18-25; Ephesians 5:21-23*
5. We believe God has commanded that no intimate sexual activity be engaged in outside of a Biblical marriage. Living together outside the bonds of marriage

¹ *Sixth Grade through Twelfth Grade*

violates God's Word (The Bible) and TCCA's Statements of Belief. *1 Corinthians 6:8-18; 7:2-5; Hebrews 13:4*

6. We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11
7. We believe in order to preserve the function and integrity of TCCA and to provide a Biblical role model to our families and the community, it is imperative that all parents, guardians, students, all persons employed by TCCA in any capacity, and all volunteers, agree to and abide by this *Statement on Marriage, Gender, and Sexuality*. *Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22*

Violation of our *TCCA Statement on Marriage, Gender, and Sexuality Statement* forfeits the opportunity for the violating family to attend TCCA. Spiritual counseling will be strongly advised.

11. TCCA Core Values and Commitments

The Bible - *Psalms 119:105*

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

The Church - *Matthew 16:18*

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

Spiritual Walk - *Ephesians 4:1*

- We commit to only employ and/or appoint, develop, and retain administrative staff and faculty whose actions and attitudes model Christ and who are committed Bible-believing, Christ-honoring Christians.

- We commit to challenge faculty, staff, students, and parents to demonstrate Christ-like character in all aspects of their lives.
- We commit as a staff to readily share our faith with others.
- We commit to teaching students to trust and obey God's commands.

Christ-Centered Excellence in Education - *Colossians 3:23*

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

Family - *Psalms 78:6-7*

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

Service - *Ephesians 2:10*

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

Stewardship - *Matthew 25:21*

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

12. Educational Philosophy

At Town Creek Christian Academy (TCCA), we believe that every person lives in response to God, the Creator and Sustainer of all life. Therefore, we affirm that a true and meaningful education must be grounded in the unchanging truth of God's Word. The Bible is not merely a book to be referenced—it is the lens through which all truth is

rightly understood. It is our filter for clarity, our standard for balance, and our final authority in all matters of life, learning, and purpose.

We hold that the Bible is the inspired, infallible, and sufficient Word of God, and we build our entire educational approach upon its truths. Christian education is more than integrating Bible verses into lesson plans; it is shaping minds and hearts to think biblically in every area of life. TCCA assist students in their spiritual transformation by nurturing a Biblical worldview that prepares them for a life of faithful service to God and others.

As Scripture commands in *Romans 12:2*, “Do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is the good, acceptable, and perfect will of God.” At TCCA, we strive to develop students who pursue academic excellence while being spiritually formed by God's Word. Every student, family, and staff member is seen as a unique creation of God, vital to the mission and calling of this academy.

13. Educational Objectives

Our goal is to develop the whole student—academically, emotionally, physically, socially, and spiritually—through the lens of God's Word. We commit to equipping students to grow in wisdom, stature, and favor with God and man (*Luke 2:52*), recognizing that education is ultimately a means to glorify God and serve His Kingdom.

Academic Objectives - *Let this mind be in you which was also in Christ Jesus. — Philippians 2:5*

- Students will develop skills in reading, writing, speaking, and listening for effective communication and comprehension.
- Students will grow in mathematical understanding, computation, and application as a means of logical problem-solving and order.
- Students will explore God's creation through the sciences, gaining appreciation and stewardship for the natural world.
- Students will study history and current events through the lens of God's sovereign plan for mankind, learning the value of liberty, sacrifice, and the Christian foundation of our nation.
- Students will be exposed to the fine arts, learning to appreciate and create expressions that glorify God and reflect His beauty.
- Students will be encouraged to explore their God-given gifts and vocational interests, with guidance toward fulfilling God's purpose in their lives.
- Students will be introduced to relevant technological tools to function effectively in a modern, digital world, always with discernment and integrity.
- Students will develop reasoning and thinking skills, including critical and creative thought, through a Biblical framework.
- Students will engage in experiential learning that connects academic knowledge with real-life, hands-on applications rooted in Biblical truth.

Emotional Objectives - *So in everything, do to others what you would have them do to you. — Matthew 7:12. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. — Galatians 5:22-23*

- Students will be encouraged to pursue and reflect the Fruit of the Spirit in their character and relationships.
- Students will be inspired to develop a lifelong love of learning as a form of worship and stewardship of their God-given minds.
- Students will learn to love God wholeheartedly, love their neighbors as themselves, and see themselves as image-bearers of God.
- Students will be trained in empathy, kindness, and consideration for others in all interactions.

Physical Objectives - *Offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. — Romans 12:1. For physical training is of some value, but godliness has value for all things. — 1 Timothy 4:8*

- Students will participate in activities that enhance coordination, strength, endurance, and overall physical well-being.
- Students will be taught to care for their bodies as temples of the Holy Spirit, including hygiene, rest, and healthy habits.
- Students will experience the benefits of sports and teamwork, learning discipline, humility, and unity through physical activity.

Social Objectives - *Let your light shine before others, so that they may see your good works and give glory to your Father in heaven. — Matthew 5:16. Be devoted to one another in love. Honor one another above yourselves. — Romans 12:10*

- Students will be encouraged to honor and obey their parents, value family relationships, and grow in personal responsibility.
- Students will be taught to respect others, their belongings, and differing perspectives in a spirit of Christ-like humility.
- Students will be trained to submit to authority as unto the Lord, recognizing the role of God-ordained leadership in their lives.
- Students will be equipped to become servant leaders—imitating Christ by putting others first and praying for those in leadership.

Spiritual Objectives - *Go therefore and make disciples of all nations... — Matthew 28:19. Let the Word of Christ dwell in you richly... — Colossians 3:16*

- Students will be encouraged to surrender their lives fully to Jesus Christ as Lord and Savior.
- Students will be disciplined to walk with Christ daily, cultivating Christ-like character in thought, word, and deed.
- Students will grow in their knowledge, understanding, and application of the Scriptures.

- Students will be inspired to live on mission, carrying the Gospel with them wherever God calls them to go.

14. Partnership: Home, Church, and School

God has entrusted parents with the sacred responsibility of raising their children in the nurture and admonition of the Lord (*Ephesians 6:4*). At Town Creek Christian Academy (TCCA), we joyfully partner with like-minded Christian families who are committed to resisting the secular drift of our culture and intentionally discipling their children to pursue righteousness, truth, and godliness.

We believe that true Christian education is only possible when home, church, and school are aligned in mission and message. Our partnership is built on four key expectations:

Academic Partnership

*“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” — *Colossians 3:23**

TCCA strives to cultivate in every student a love for learning and a pursuit of academic excellence for the glory of God. Parents are expected to actively support their children by ensuring regular attendance, encouraging diligent completion of assignments, and modeling a high standard of personal responsibility and excellence. We believe that the pursuit of knowledge, when rooted in truth, brings glory to God and prepares students for meaningful service.

Christlike Character Partnership

*“Therefore, we are ambassadors for Christ, as though God were making His appeal through us.” — *2 Corinthians 5:20**

We are committed to working alongside parents to help shape Christlike character in our students. At TCCA, students are called to live as representatives of Jesus Christ—both on and off campus. We aim to disciple students to grow in humility, integrity, compassion, and self-control, not simply as behavioral goals but as evidence of a transformed heart.

Church Attendance Partnership

*“Let us consider how to stir up one another to love and good works, not neglecting to meet together...” — *Hebrews 10:24–25**

Active participation in a local Bible-believing Church is essential to a student’s spiritual formation. Families partnering with TCCA are expected to prioritize regular Church

attendance, recognizing that faithful involvement in worship, Biblical teaching, and community is foundational to discipleship and spiritual growth.

Church Accountability Through Pastoral Recommendation

In support of our commitment to Christian discipleship and community, all students enrolled at TCCA are required to submit an annual *Pastor Recommendation Form*. This form affirms the family's active involvement in a local church and serves as a means of spiritual accountability and encouragement.

We believe this practice reflects the vital partnership between the home, the Church, and TCCA in the spiritual formation of our students.

Families in transition or in the process of relocating should contact the TCCA Administration to schedule a meeting and discuss their church affiliation or reasons they may be requesting a Provisional Pastor Reference.

Communication

We believe in open, honest, communication which encourages our families in Christ. We know parents desire to have a realistic picture of each student's progress academically, emotionally, physically, socially, and spiritually as experienced at TCCA. We schedule conferences as needed to meet with parents personally. Direct communication is the Biblical model, and it eliminates confusion. Our primary means of communication with parents is through *Facts* accounts. *1 Thessalonians 5:11*

Our goal is to honor God in all we do. Cooperation between home and school is necessary for the success of our families and the ministry of TCCA.

Conflict Resolution Policies, Practices, and Procedures

At Town Creek Christian Academy (TCCA), we recognize that questions, misunderstandings, or concerns may occasionally arise. In such moments, our desire is to respond in a Christlike manner that reflects humility, grace, truth, and love. The Scriptures provide the pattern for godly conflict resolution (Romans 12:9–21), and we ask all families to join us in prayerfully seeking wisdom from God's Word in every situation. *2 Timothy 3:16–17*

The faculty and administration of TCCA are committed to walking alongside parents to resolve concerns constructively and biblically. When a legitimate grievance is raised, it will be addressed promptly, fairly, and prayerfully.

To that end, we have established the following Conflict Resolution Procedure:

TCCA Conflict Resolution Procedure Steps 1-5

Step 1: Direct Discussion with the Person Involved

The parent initiates a respectful, private conversation with the person most directly involved in the concern (typically the teacher or staff member). Most misunderstandings are resolved at this level when approached with mutual humility and clarity.

Step 2:

Meeting with the Principal

If the matter remains unresolved, parent should schedule a meeting with the appropriate Principal to discuss the issue further.

Step 3:

Meeting with the Administrator

If resolution is still not achieved, parent should request a meeting with the TCCA Administrator for further review and discussion.

Step 4:

Meeting with the TCCA School Board

If the concern persists beyond the Administrator's opinion, parent may request an appointment to present the issue to the TCCA School Board. Although the Board does not have administrative authority, it acts in an advisory capacity to the Administration.

Step 5:

Meeting with the TCBC Senior Pastor

Should the matter remain unresolved; a final meeting may be requested with the Senior Pastor of Town Creek Baptist Church. The Senior Pastor will serve as the final authority in matters of conflict resolution within TCCA.

We believe that open and honest communication, carried out in a spirit of unity and love, helps maintain a peaceable, God-honoring school environment for our students, families, faculty, and staff.

Parent's or Student's Violating Grievance Policy

To preserve unity and protect the testimony of Christ within our school community, all concerns must be addressed within the Biblical framework and the established procedures outlined above. Sharing grievances outside this process can lead to division, damage relationships, and harm both personal and institutional credibility. This includes students discussing parent conversations that disparage a teacher, student, or staff, sharing grievances on social media, engaging in correspondence outside our *Grievance Policy*, or involving the court of public opinion. Violations of these policies will result in disciplinary action, up to and including the dismissal of a student.

Failure to follow the TCCA Conflict Resolution Policy by students or parents and guardians, may result in disciplinary action, up to and including dismissal from the TCCA.

Our shared goal is to glorify God in all things, including how we handle conflict, and to model Biblical reconciliation for the next generation.

FACTS – School Management System and Communication with Parents

FACTS Family Portal

FACTS is a secure, web-based school management system that serves as TCCA's primary platform for school-to-home communication. It is essential that parents keep their contact information, transportation details, and medical records current within the *FACTS* system at all times.

The system is password-protected to ensure privacy and provides real-time access to important student-specific information. Through the *FACTS* Family Portal, parents and guardians can view:

- Attendance records
- Daily grades
- Progress reports
- Report cards
- Transcripts
- Lesson plans
- Homework assignments
- Missing assignments
- Discipline records
- School and staff directories
- Teacher email addresses
- Teacher websites
- Customized web surveys and assessments
- School calendar and event updates

Consistent use of *FACTS* empowers parents to remain fully engaged in their student's academic life and supports timely communication between home and school.

FACTS and Teacher Communication

Teachers update assignments and academic information weekly through *FACTS*. At the beginning of the school year, each family is provided with a secure login for their *FACTS* account. This access eliminates the need for phone calls to inquire about missed work or daily classroom activity and allows parents to stay informed and proactive.

The academic calendar is posted on both the *FACTS* and the TCCA website:

www.towncreekchristianacademy.com

Parents are expected to make appropriate plans for scheduled days off as indicated on the school calendar. Please note:

- TCCA does not offer After School Care on scheduled half-days or days when school is closed.
- No tuition or fee adjustments will be made for student absences, school closings due to inclement weather, holidays, scheduled breaks, or teacher workdays.

Ongoing Communication and Reporting

All teachers at TCCA will use *FACTS* to communicate with parents. Additionally, some teachers may send home weekly classroom folders. Parents of students in grades 1–12 will receive mid-term reports during each 9-week grading period.

Parent-Teacher Conferences

Parents are strongly encouraged to maintain regular communication with teachers through scheduled conferences. To respect instructional time, unscheduled “drop-in” visits to classrooms are not permitted.

Conference appointments should be arranged directly with the teacher via the *FACTS* Family Portal. Scheduled meetings allow for:

- Private, uninterrupted discussion
- Adequate time for the teacher to prepare relevant academic or behavioral information
- A more productive and respectful exchange between parents and staff

Parent and Student Agreement

As part of our shared commitment to a Christ-centered education, all parents and eligible students are required to read and sign the [Agreement](#) as outlined in this handbook.

By signing this [Agreement](#), I/we acknowledge and affirm the following commitments:

Agreement and Commitment

1. I/we will support the **Statement of Faith**, mission, vision, purpose, policies, practices, and procedures of Town Creek Christian Academy.
2. I/we will uphold and encourage compliance with the **Student Code of Conduct**, **Dress Code and Uniform Policy**, and the **Discipline Policies and Procedures** of TCCA.
3. I/we will notify the administration if our child has ever been evaluated for a learning difference, diagnosed with a special need, or experienced behavioral challenges.
4. I/we will honor and abide by all **financial agreements** entered into with TCCA.

5. I/we will follow the **Conflict Resolution Policy** as outlined by TCCA, pursuing Biblical reconciliation in any concern or dispute.
6. I/we agree to comply with the **TCCA Statement on Marriage, Gender, and Sexuality**, which reflects our Biblical convictions.

Responsibilities of Commitment and **Agreement**

1. I/we understand that a spirit of **Christian humility, cooperation, and respect** is expected from all parents, students, and family members at TCCA. A critical or uncooperative attitude will not be tolerated.
2. I/we understand that if a parent, student, or family member is unable or unwilling to maintain a cooperative and Christ-honoring relationship with the school, the student may be subject to dismissal.
3. I/we understand that **TCCA operates based on Biblical conviction and mission** and will not alter its standards or policies to accommodate individual preferences. If necessary, I/we will withdraw our child with grace and respect.
4. I/we understand that **TCCA reserves the right to dismiss any student** who consistently neglects academic responsibilities, fails to demonstrate good citizenship, or behaves in a way that contradicts the Biblical values and standards of the academy (see Student Code of Conduct).
5. I/we understand that **student re-enrollment is not automatic**. At the conclusion of each academic year, the administrative team will evaluate each student's eligibility for continued enrollment.
6. I/we commit to working **in partnership with teachers, staff, and administration** to foster a supportive, respectful, and cooperative environment.
7. I/we understand that **TCCA is not a replacement for the Biblical discipleship commanded of parents**. It exists to support—not replace—the family's role in spiritual formation.
8. I/we understand that **Christian education at TCCA is not a substitute for regular worship and discipleship within the local church**. We commit to regular church attendance as a family.
9. I/we understand that **TCCA is a ministry of Town Creek Baptist Church (TCBC)** and operates under its spiritual leadership and oversight.

This **Agreement** represents a mutual covenant between the home and the academy to glorify God through partnership, accountability, and shared Biblical values. By signing, you affirm your desire to partner with TCCA in the holistic, Christ-centered education and discipleship of your child.

15. Admissions

Town Creek Christian Academy (TCCA) is a private Christian institution and a ministry of Town Creek Baptist Church (TCBC). As a subordinate ministry of TCBC, TCCA exists to provide Christ-centered education in alignment with the Church's mission, doctrine, and values.

Because of our spiritual convictions and ministry focus, admission is limited to students and families who align with our biblical standards and expectations. Attendance at TCCA is a privilege, not a right, and admission is not guaranteed to all applicants.

Admission Standards and Process

Admission to TCCA can be competitive. The Administration prayerfully and carefully evaluates each applicant based on the student's complete file, academic performance, character, and behavior history.

Primary considerations for admission include:

- Academic achievement and readiness
- A pattern of Christlike character and conduct
- Family alignment with the mission and values of TCCA

Once the academic and character standards have been met, the following factors may influence priority in admissions decisions:

- Date of completed application
- Siblings currently enrolled at TCCA
- Children of current TCCA employees
- Demonstrated exemplary Christian behavior
- Superior academic achievement
- Family membership or regular attendance at **Town Creek Baptist Church (TCBC)**

Apply Online

Parents must complete an Admissions Questionnaire (available online: towncreekchristianacademy.com/enroll) and schedule a Pastoral Interview.

The Admissions Office will then send an Application link through email. Once all application materials are submitted, entrance assessments will be scheduled for the student. The administration will then review the student's academic and behavioral records.

Following a thorough and prayerful review of the complete admissions file, the administration will determine whether to extend an *Offer of Acceptance*.

Kindergarten Applicants

All applicants for Four-Year-Old Kindergarten must be four years old before *September 1*.

All applicants for Five-Year-Old Kindergarten must be five years old before *September 1*.

Student Admission Criteria

Town Creek Christian Academy (TCCA) exists to provide a Christ-centered education that supports the spiritual and academic growth of students within a biblically grounded environment. Admission to TCCA is a privilege, not a right, and applicants must meet specific criteria to ensure alignment with the mission, values, and operational capacity of the school.

Spiritual and Behavioral Standards

To be considered for admission:

- The student must not pose a threat to the spiritual, emotional, or physical well-being of others or to the integrity of the TCCA ministry.
- The student must not be engaged in an ongoing, unrepentant sinful lifestyle (e.g., substance abuse, sexual immorality, defiance of parental or school authority, etc.).
- If the student has previously participated in such behaviors, there must be clear and compelling evidence of genuine life change through the transforming work of Jesus Christ.
- TCCA does not admit students with a documented history of serious behavioral infractions or disciplinary action at previous schools.

Academic Standards

- The student must demonstrate academic readiness for TCCA's curriculum. Students with academic needs that cannot be met within the regular classroom environment will not be admitted.
- TCCA does not typically accept students who:
 - Have performed below average in core subjects
 - Were retained for academic (rather than maturational) reasons
 - Required significant academic interventions or special accommodations at a prior institution
- Applicants are evaluated based on:
 - Report cards and/or transcripts
 - Standardized test scores
 - Letters of recommendation
- All applicants are required to complete TCCA's entrance assessments. A student must score at or above grade level in both math and reading comprehension to be considered for admission.

Disciplinary History

- Any student who has been expelled from TCCA or another school will not be considered for admission until one full year has passed from the date of expulsion.
- After this period, a student may appeal for special consideration through:
 - A formal in-person appeal before the TCCA School Board
 - Demonstration of one year of successful enrollment and good standing at another institution
- Final approval for re-admittance under these circumstances lies solely with TCCA administration.

Special Academic Considerations

In cases where a student may need support beyond the regular classroom structure, TCCA will evaluate whether those needs can be adequately met. This decision is made at the discretion of the administration and will be discussed with the family. TCCA does not guarantee the ability to accommodate all exceptional learning needs.

Ongoing Enrollment Expectations

Students are enrolled for one academic year at a time. Continued enrollment is not automatic and is subject to administrative and faculty review.

Students will be invited to enroll for the following academic year only if the following conditions are met:

- The student is in good academic standing and supports the mission, values, and behavioral expectations of TCCA.
- The family submits a new Pastor Recommendation Form annually, confirming the student's active participation in a Bible-believing local church.

TCCA administration reserves the right not to invite a student to return if, based on input from faculty, pastoral references, or administrative review, it is determined that the student's educational or behavioral needs fall outside the scope and mission of the school.

16. Non-Discriminatory Policy

Town Creek Christian Academy (TCCA) is a Christ-centered private institution and a ministry of Town Creek Baptist Church (TCBC). As such, TCCA reserves the right to admit only those students and families who agree with and are willing to abide by the biblical values, doctrinal beliefs, policies, procedures, and practices of TCBC and TCCA.

TCCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at

the school. TCCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions processes, scholarship and financial aid programs, athletic programs, or any other school-administered activities.

17. Attendance

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

Compulsory Attendance Law - South Carolina

South Carolina Compulsory Attendance Law requires children ages 5 to 17 to attend school. Children can go to public or private school or may be homeschooled. A child should attend school Monday through Friday. Parents or guardians are responsible for their children's attendance and can be fined or put in jail if their children are absent too often. Children who miss too many days of school may face criminal charges for truancy.² Parents and guardians should take school attendance seriously.

Absences Defined

An absence is defined as any part of a school day when a student is not present in class or at a class field trip. This definition includes late arrivals and early dismissals. A student is considered tardy if they are absent at the very beginning of the school day or beginning of class.

Absences

Attendance records for academy students will become part of their permanent school record. At TCCA we understand attendance in class is necessary for academic success.

- Any pattern of absences which totals more than 10% of the instructional time is cause for serious concern and could lead to academic loss of credit.
- Absences exceeding 25% of instructional time will cause academic loss of credit.

² <https://www.scstatehouse.gov/code/t59c065.php>

Absences will be checked periodically. Absences are documented by days in lower, middle, and high school.

Attendance Record Charge

Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity requiring his/her presence.

Excused Absences

- Sickness or injury of student (accompanied by a physician's or parent's note)
- COVID symptoms
- Physician/Dentist appointment (accompanied by physician's or dentist's note)
- Family emergency (note from family explaining the emergency)
- Death of immediate family member
- Funeral of immediate family or close friend
- Approved planned absence: For this absence to be "excused," the parent must: complete a [Planned Absence Request Form](#) providing a valid reason, and have the absence approved by the appropriate principal at least two weeks before the absence. Not all planned absence request will be approved.
- Off campus with Administration's permission

Unexcused Absences

- Unapproved planned absences
- Skipping school/truancies
- Suspensions
- Off campus without permission
- Late for school
- Vacations
- Suspensions

Doctor and Dental Appointments

If it is necessary to schedule medical or dental appointments during school hours, so as to not interrupt learning, these appointments should be scheduled for afternoons. Parents should plan to communicate these appointments to teachers two weeks prior to the appointment.

Excessive Absences

When a student reaches the allowed ten (10) days absent in one educational year, an administration and parent meeting is required. If a student in any grade exceeds the number of absences allowed, written appeal must be made to the administration accompanied by date specific documentation such as a doctor's note describing the reason for absence.

TCCA administration will evaluate the appeal, determine the number of days which may qualify for a waiver and notify the parents in writing within two weeks. Qualifications for waived absences include sick days with a doctor's note and family emergencies. Excused planned absences are considered in the appeal process. Parents, teachers, and administration will confer and determine whether the student has made satisfactory progress to advance to the next grade. Students may be required to make up for the time missed from a class or lose academic credit.

Planned Absences

Planned absences require a valid reason, approval by teacher(s), principal, and TCCA Administrator. The request must be made at least two weeks in advance of the planned absence, except in emergencies. For the request to be approved, a student must be in good standing in class with relationship to academics and attendance.

The maximum number of days TCCA will grant per semester, for excused planned absences is five (5) days. Students are not usually granted excused, planned absences during an exam week at the end of the semester. Missed work must be completed within the number of days a student is absent. Due dates for homework, tests and other assignments will be given by the teacher as part of the approval process.

Approved Planned Absences

- Mission trips
- Medical needs of student (accompanied by a physician's or parent's note)
- Family emergency (note from family explaining the emergency)
- Death of immediate family member
- Funeral of immediate family or close friend
- COVID-19 infection

Unapproved Planned Absences

- Family Vacations
- Recreational Time off
- Suspensions – behavioral related

Quarantine Absence

Should a student need to quarantine due to exposure to or infection from COVID-19 or other specific illness, special arrangements will be discussed and agreed upon between parent, pediatrician, and TCCA administration. Short-term Distance Learning Packets will be made for this type of absence.

Required Time to Receive Attendance Credit

A student must be in school for no less than one-half day (3.5 hours) to be counted present. A student with 20 or more absences per year will be required to have the approval of the Principal to be promoted to the next grade or return the following academic year.

Special Circumstances

When parents are aware of special circumstances concerning their child, which are of a continuing nature and are related to patterns of absence, the parents must inform the TCCA administration. Special nature circumstances are required in writing to the administration.

Eligibility for Athletics

A student must be in school by **11:30 a.m.** of the school day to participate in any athletic or extracurricular activity or event. Students absent from the entire school day are ineligible to participate in athletic events or other student activities on that day unless administration approves the absence in advance.

A student must be in school for no less than one half day to be counted present or participate in an athletic event. A student serving *In School Suspension* may not participate in an athletic event the day of the suspension.

Excuse Notes and Permissions

In order to assist school personnel in discerning between truancy and absence for good and sufficient reasons, it is required that parents/guardians submit to the school office a signed note which states that the student was absent for “good reason” and must be signed by a parent/guardian. This note should be presented to the office before school begins on the first day of the student’s return to school with a description of illness. If a note is not submitted, the absence is considered unexcused.

Late Arrival and Early Dismissal

Any Academy student who anticipates leaving school early should bring a parent’s note or a parent’s note should be sent via *Facts Family* to the first period teacher explaining the time to be picked up and the person(s) who will pick him/her up. The teacher will send a note to the TCCA office and student will be called from class at the appropriate time. When the parent (or approved person) arrives to pick up a student, they must report to the TCCA Welcome Center to sign student out. TCCA will not relay any calls or emails received after **2:15 p.m.**

If a student arrives at school after **8:00 a.m.** or returns to school after being signed out, he/she must report immediately to the TCCA front desk to sign in before returning to class. The office staff member will issue the student a pass/tardy to enter class.

Make Up Work

If a student misses part of a school day, all homework due on that day must be turned in to the teacher in which the class will be missed either before the student checks out or when the student checks in.

Long-term homework assignments, those given five or more days prior to the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies can be exceptions.

Homework assignments for all grades should be turned in on time. Homework is to be turned in at the beginning of class on the expected due date. Homework turned in one (1) day late will receive a 20% reduction in grade. Failure to turn in an assignment on the second day results in a zero. Homework percentages will be included on each teacher's syllabus. If questions concerning homework arise, please contact the academic teacher for that class.

If a student is absent a single day and a pre-announced test is given, the student is responsible to take the test(s) on the day of return. Students who arrive late to school and are absent during a test or other assessment may be required to take the assessment before departing at the end of the school day (at teacher's discretion).

Tardy Policy

To be tardy means a student is late for school or late for class. TCCA students are tardy if they are not in their first period class by **8:00 a.m.** and considered tardy if they are late for individual classes during the school day. See Discipline Policy for being tardy.

Withdrawals and Transfers Policy

If a parent chooses to withdraw a student from TCCA, the parent must notify the Business Office at least two weeks in advance and complete an official [Withdrawal Form](#) (available from the office). Students will remain enrolled, and all tuition and fees will continue to accrue until the [Withdrawal Form](#) is submitted, received by the Business Office, and fully processed.

All charges through the end of the calendar month in which the withdrawal occurs will be due, along with a withdrawal fee of \$500 (five hundred dollars). These fees and charges will be billed to the family's *FACTS* account.

Please note: No student records or information will be released until the withdrawal fee, and any other outstanding balances are paid in full.

18. Academics

In the beginning God created the heavens and the earth ([Genesis 1](#)). God created all things in His holy order. At TCCA, we honor God when we teach a Biblical worldview. We believe all truth is God's truth.

Academic Probation and Contracts

Academic Probation occurs when a student's grades fall below the acceptable standards of TCCA. A student will find himself or herself under Academic Probation if within a 9-week period they have a failing grade. Teachers will try to contact student's parents through *Facts Family* to discuss the student's academic progress. Parents must make every effort to assist their child in improving grades.

If a student is placed on Academic Probation, an [Academic Probation Contract](#) will be written by the administration and will be agreed upon and signature witnessed by the principal, teachers, student, and parents. Student must follow guidelines during their probationary period, including but not limited to, requirements for attending after-school sessions, additional outside tutoring, summer math tutoring and/or summer school. If a student continues to fall below grade level after the interventions included in the [Academic Probation Contract](#), the administration will determine student ineligible to continue for the current year and/or return for the following year.

Accreditations

South Carolina Association of Christian Schools (SCACS) is the accreditation agency for TCCA. Accreditation is a voluntary process which assists schools in building stronger education programs.

Class Rank Policy

Class Rank at TCCA is decided by using the South Carolina Uniform Grading Policy (UGPA). All graded courses which appear on the grade reports and on student's transcript are included; only Pass/Fail classes are excluded. The student ranking is based on the highest to lowest average. Ranking will be performed at the completion of each semester for all sophomores (10th grade), juniors (11th grade), and seniors (12th grade), respectively.

College Preparatory

The TCCA high school program prepares students for post-secondary education and future pursuits. Students are equipped with a Biblical worldview as they complete their high school education and transition into the next phase of life.

All TCCA high school students complete the coursework required to earn a South Carolina Diploma. Our curriculum goes beyond the minimum standards, consistently challenging students to think both Biblically and critically.

Correspondence Courses and Individualized Study

Correspondence courses, summer courses and/or individualized study will not be accepted for credit unless the administration gives prior approval. The courses and/or individualized study will be reviewed by the administrative staff. All TCCA students must complete *Let's Go Learn* assignments during summer break.

Dual Enrollment

Colleges and Universities allow high school students to enroll in college classes while still enrolled in high school. At TCCA, students who maintain an overall GPA of 3.0 and are in good standing, may pursue dual enrollment through Aiken Technical College or the University of South Carolina Aiken. Credits earned at these colleges will begin the student's college GPA and credits earned. This allows TCCA students to begin their college experience while still in the support system of home and TCCA.

The TCCA high school course schedule allows for second semester juniors to leave campus at noon, and seniors are available to leave at 9:30 if they have dual enrollment college classes scheduled. The application process for each institution is different; our guidance office will assist our students in the application process. Parents pay the institution directly according to the established fees.

Grading Policy

Each teacher's grading policies, procedures and practices are outlined in their specific class syllabus. The standard 100-point scale is used for academic grades and behavior for grades 1-12.

Grading Scale

Progress grades are noted on report cards for behaviors and habits. They are also used for enrichment courses.

Grading Scale (4K and 5K)

Exceeds Expectations – Meets Expectations – Progressing Towards Expectations – Not Yet Demonstrated

Grading Scale – TCCA (1st-12th)

Excellent	A (90-100)	CP (4.0-5.0)	Honors (4.5-5.5)
Good	B (80-89)	CP (3.0-3.9)	Honors (3.5-4.4)
Average	C (70-79)	CP (2.0-2.9)	Honors (2.5-3.4)
Failing	F (0-69)		

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

High School College Preparatory Plan

- 8th Grade [English 1]
- 9th Grade [*English 2, Apologetics, Bible 1, PE 1, Spanish 1, Algebra 1, Small Business Management, Intro to Business, Biology*].

- 10th Grade [*English 3, World History, Bible 2, PE 2, Chemistry, Geometry, Spanish 2, Computer Science*].
- 11th Grade [*Algebra 2, Personal Finance, Bible 3, Elective, English 4, Anatomy U.S. History*].
- 12th Grade [*Government & Economics, Biblical Ethics, Pre-Calculus or Consumer Math*].

Diploma requirements meet South Carolina State standards of 24 Carnegie Units. Transfer students must be advised and evaluated for previous credits to ensure State and TCCA requirements are met.

High School Diploma Requirements and Plan

- Bible [3 credits]
- English [4 credits]
- Mathematics [4 credits]
- Science [3 credits]
- Social Studies [3 credits]
- Physical Education [2 credits]
- Foreign Language [2 credits]
- Computer Science [1 credit]
- Electives [2 or more credits]

High School Honors Option

TCCA adheres to the high standards set forth by BJU Press curriculum publishers, which exceed most college preparatory programs. The TCCA block class schedule increases rigors of work by covering an entire course of work in a semester. Students have 3 courses in the fall and 3 in the spring, 90 minutes at a time.

High school students may request Honors level studies by meeting with a Guidance Advisor and signing an individual Academic Honors Contract. If student chooses this avenue of study, they will be assigned a significant amount of advanced content over what other students are studying. The Honors option, if chosen, is weighted higher on the high school transcript than college preparatory (CP) classes (all TCCA high school courses are CP). This option is available for English, Math, Science, and Social Studies.

Homeschool Connect Program (Part-time Student)

TCCA offers part-time enrollment opportunities for Christian homeschool students through the Homeschool Connect program. Participating students are required to follow the TCCA Uniform Dress Code and the TCCA Student Code of Conduct. Enrollment opens on July 15 and is based on class availability. Students may take up to two primary subjects per semester.

Homeschool Connect students are eligible to participate in athletics if they meet all athlete eligibility requirements and are enrolled in at least one primary subject during the sports season. Please contact the administration for further details.

Students enrolled in Homeschool Connect may participate in graduation ceremonies if they are taking courses at TCCA during their graduation year. However, due to their part-time status, they are not eligible for Valedictorian or Salutatorian honors.

Part-time tuition and fees for Homeschool Connect are determined by the administration and based on course content. With paid tuition, students have access to TCCA assessments, athletics, computer lab, official documentation for completed coursework, academic guidance, library services, lunch, study hall, and applicable field trips and experiential learning opportunities.

Homeschool Connect part-time tuition is:

- \$100 Registration fee per class to cover materials
- \$900 for lab science, math, English, or social sciences courses
- \$450 for PE, art, music, Bible, all electives

Homework Policy

God established the responsibility of education to parents. TCCA is a partner to parents in this effort. Homework is a necessary extension of the educational process. The Administration is sensitive to time devoted to academic work outside the traditional academic day. Although occasional conflicts arise, students should not let other obligations or distractions such as athletics, jobs, planned activities, social media, or other diversions hinder the completion of academic assignments.

Homework will not be assigned in grades K4 - 12th on Wednesdays (except studying for previously assigned tests) so that families may attend mid-week Church services. Student homework assignments can be accessed at any time through *Facts Family*.

Important: Homework assignments will be graded on the 100-point scale. Any assignment 1 day later will be penalized 20%. If an assignment is more than 1 day late, it will be graded zero.

Lower School Homework Philosophy (Grades K through 5th)

Homework in the Lower School at TCCA must be purposeful and able to be completed within a reasonable period. Homework can be given for:

- Reinforcement of classroom instruction,
- Practice in skill development (sight words, reading, spelling, math procedures),
- Memorizing important information (math facts, Bible verses),
- Applying skills (book reports, projects) and
- Preparing or studying for tests.

Homework can also be given to assist in the development of responsibility and time management skills.

Middle and High School Homework (6th through 12th Grade)

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

Homework assignments for all grades should be turned in on time. Homework is to be turned in at the beginning of class on the expected due date. Homework turned in one (1) day late will receive a 20% reduction in grade. Failure to turn in an assignment on the second day results in a zero. Homework percentages will be included on each teacher's syllabus. If questions concerning homework arise, please contact the academic teacher for that class.

Honor Roll

Honor Rolls are announced at the end of each nine-week period. Academics, student conduct, and attendance are factored when considering Honor Roll.

The two categories of Honor Rolls at TCCA are:

1. Golden Lion Honor Roll = Grade of A in all academic subjects with a good conduct grade and good attendance. Excessive tardiness disqualifies students.
2. Silver Lion Honor Roll = Grade of A or B with a good conduct grade and good attendance. Excessive tardiness disqualifies students.

Physical Education Participation

All students must dress in the TCCA Physical Education uniform (See *Dress Code and Uniform Policy*). All students enrolled in a physical education class must participate in the class.

To be exempted from participation, students must present a detailed explanation signed by a parent to be occasionally excused from physical education due to serious illness or other physical restrictions. Abuses of this privilege will affect a student's physical education grade. Excuses for more than two consecutive physical education days must be explained in detail and signed by a physician.

Repeating Courses

Some courses may be repeated for credit; others may only be taken once. Consult the administration for more details. See also "Correspondence Courses and Individualized Study" and "Summer School" sections. Failed courses in high school must be repeated or replaced for the diploma requirements. See *Academic Probation and Contracts* on page 21. TCCA High School College Preparatory Plan requires students to earn a minimum of 24 Carnegie Units (CUs) as outlined below:

Subject Carnegie Units

- Bible 3
- English 4 (High School English 1 and above)
- Mathematics 4 (Algebra 1 and above)
- Lab Science 3 (Biology and above)
- Social Studies 1
- U.S. History 1
- Government $\frac{1}{2}$ (senior year)
- Economics $\frac{1}{2}$ (senior year)
- Foreign Language 2 (3rd level available)
- Computer Science 1
- Physical Education 2
- Electives 2

Report Cards

TCCA issues student report cards via *Facts Family* every nine weeks. Report cards and cumulative records will be held if account balance is in arrears.

Retention Policy

The *Let's Go Learn*, end of the year assessment reveals outcomes of student's retention of material learned. Teachers, parents, and administration will make a joint decision concerning the student's promotion.

- Kindergarten teachers, parents and administration will determine if a student has progressed enough to be promoted.
- Lower School (1st through 5th) grade students must pass math and reading. A student may not fail more than one (1) subject and be qualified to be promoted to the next grade level.
- Middle School students must pass the five (5) core subjects (*Math, Science, English, History and Bible*) to be promoted to the next grade level.
- Upper School students must pass incomplete courses to graduate.

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

South Carolina Scholarships

Hope Scholarship

The South Carolina HOPE Scholarship program is a merit-based scholarship for students attending a four-year institution who do not qualify for the LIFE or Palmetto Fellows Scholarship. This award is for the first year of attendance only.

Awards: Up to \$2,650, including a \$150 book allowance, towards the cost of the first-year of attendance only.

Eligibility: Must attend an eligible state public or private college or university full-time, among other criteria.

Contact: Visit <https://ed.sc.gov/newsroom/scholarships/sc-hope-scholarship/> or call (803) 737-2260.

Life Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship is a merit-based scholarship. Its purpose is to increase access to higher education, improve employability of South Carolina students, provide incentives for students to be better prepared for college, and encourage students to graduate from college on time. The scholarship may be used towards the cost of attendance for up to eight terms, based on the student's initial college enrollment date.

Awards: Vary depending on type of institution

Eligibility: Entering freshmen must meet two of three academic criteria. Students may retain or earn the LIFE scholarship.

Contact: Visit <https://ed.sc.gov/newsroom/scholarships/life-scholarship/> or call (803) 737-2260.

Palmetto Fellows Scholarship

The Palmetto Fellows Scholarship Program is a merit-based program established to recognize the most academically talented high school seniors in South Carolina and to encourage them to attend college in the state. Its intent also is to retain talented minority students who might otherwise pursue studies outside the state.

Awards: Not to exceed \$6,700 per academic year.

Eligibility: College entrance exam and residency requirements, among other criteria.

Contact: Visit <https://ed.sc.gov/newsroom/scholarships/palmetto-fellows-scholarship/> or call (803) 737-2260.

Students Ineligible to Return to TCCA

The administrative team with teachers' input will discuss students who will and will not be allowed to return for academic, behavioral, attendance, or discipline issues. TCCA administration will make all final decisions.

Summer Learning (Let's Go Learn)

TCCA has invested in a proven technology for students and teachers called *Let's Go Learn*. *Let's Go Learn* educational assessments pinpoint the strengths and weaknesses of each student.

Students are required to complete their *Let's Go Learn* summer assessments. Parents are encouraged to monitor student progress through each personalized educational assessment. Assessments are not created for student's grade level but for the student personally. Every student and family have been assigned a personal login.

We encourage students to utilize the TCCA library, Aiken County Public Library, or purchase the assigned reading books.

Summer School

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

Standardized Testing

- 1st through 11th grade will take the Iowa Standardized Test each spring. The Iowa Tests Form A are nationally normed standardized tests that offer TCCA a diagnostic look at how our students are progressing in key academic areas.
- A standardized Writing Assessment may be administered to students in the 5th grade.

Testing

- All 11th grade students will take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®). The National Merit® Scholarship Program is an academic competition for recognition and scholarships that began in 1955. High school students enter the National Merit Program by taking the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®)—which serves as an initial screen of approximately 1.6 million entrants each year—and by meeting published program entry and participation requirements.³

For questions and requirements visit:

<https://www.nationalmerit.org/s/1758/interior.aspx?sid=1758&gid=2&pgid=1878>

Transcripts

All high school courses completed by a student are permanently recorded in the high school transcript. TCCA determines a 70% or greater (minimum grade of C) as successful completion of a course. If a student earns less than 70% on a required course, he/she must repeat the course. Upon successful completion of the re-take, the

³ <https://www.nationalmerit.org/s/1758/interior.aspx?sid=1758&gid=2&pgid=1879>

previous grade will be dropped from the transcript. All manual adjustments to a student's transcript must be verified by 2 administrators together.

Transfer credits must be processed and validated by the Guidance Advisor and be manually entered. If the transfer credits do not match the TCCA High School Plan of Study, the student and parents will be notified of specific adjustments to the student's class schedule which will allow the student to complete all required credits for his/her diploma.

19. Athletics Policy

Cleared by the NCAA (CEEB Code: 410036), TCCA offers male, female, and limited co-ed athletic teams that compete within a Christian school organization.

Athletics at TCCA serves as a tool to build Christ-like character—both in community and in adversity. Students are encouraged to compete with excellence, developing their God-given abilities and using them for His glory. Athletics fosters self-discipline, teamwork, and the selflessness required to serve others.

When competing, student-athletes represent Jesus, their family, themselves, and TCCA. Both winning and losing offer valuable life lessons. Athletes are expected to show respect for coaches, teammates, officials, and opponents. Proper conduct is required at all times—on campus, off campus, and on social media.

Only biological males may participate in male sports offered at TCCA, and only biological females may participate in female sports. If TCCA does not offer a particular sport, South Carolina law allows students to request participation in that sport at their zoned public high school. Contact the administration for more information.

Eligibility for Athletics

- Students must be present at school by 11:30 a.m. to participate in any athletic or extracurricular activity that day. Full-day absences render a student ineligible to compete unless the absence is pre-approved by administration.
- Students must be present for at least half of the school day to be eligible to participate in athletic events.
- Students serving In-School Suspension (ISS) may not participate in athletic events on the day of the suspension.
- A minimum GPA of 2.0 is required to remain eligible for team sports.
- Attendance at all practices is mandatory unless prior permission is granted by the coach.
- Students must complete a current sports physical, submit all required athletic paperwork, and turn in a signed *Athletic Contract* prior to practicing.
- Athletic fees must be paid before a student may begin participating in practices.

Ineligibility for Athletics

- Students who receive **Out-of-School Suspension (OSS)**.
- Students who violate the **Student Code of Conduct** or exhibit poor academic performance.
- Students on **Academic Probation** may practice with the team but may not travel or compete until probation is cleared.
- Students who are **consistently inattentive, late, or disrespectful** in class.

Responsibilities of Student Athletes

- **Academic Responsibility:** Athletes must stay up to date with classwork. Since most games are away, students are responsible for completing assignments during travel and submitting them on time.
- **Game Day Expectations:** Athletes must wear their jersey and appropriate jeans and assist with morning carline duties on game days.
- **Care of Equipment:** Athletes are responsible for team and personal equipment, including travel vehicles, locker rooms, and facilities on other campuses. Damaged or unusable equipment must be reported to the coach immediately.
- **Post-Game Conduct:** Athletes are expected to be present, punctual, and respectful in class the day after an event. Failure to be attentive or to participate appropriately in class may result in loss of athletic privileges.
- **End-of-Season Requirement:** All team-issued equipment must be returned at the end of the season for students to receive their report cards.

20. Financials

TCCA is a Christian private institution. All tuitions, fees, scholarships, and discounts are managed to support the full academic success of our students. Attendance at TCCA is a privilege, not a right. Admission can be competitive.

Financial accountability is necessary in order to maintain our Christian ministry.

Accounts in Arrears

The TCBC/TCCA Business Office is responsible for maintaining the financial integrity of our ministries. If an account becomes past due, it is essential that parents contact the Business Office as *soon as possible* to discuss the situation. TCCA is committed to supporting families during times of financial difficulty, but communication is key.

Tuition accounts may not exceed 30 days in arrears. If an account becomes more than 30 days past due, the student will not be allowed to attend class until the balance is resolved, or an approved payment plan is in place.

Families who do not bring their accounts current may be required to withdraw their student from TCCA. Student records, transcripts, or other information will not be released until the account is fully paid.

All financial obligations must be current in order to:

- Register for the next school year
- Return to TCCA for a new school year
- Receive report cards, transcripts, or diplomas

No student will be allowed to return to TCCA if there is any unpaid balance from the previous school year.

Application Fee

The *Application Fee* is a required, non-refundable fee which must be submitted with [Application for Admission](#). There is an *Application Fee* for each student attending TCCA. The *Application Fee* cannot be billed or delayed.

Athletic Fees

The *Athletic Fees* are only for students playing on a TCCA sponsored team. The fee covers the cost of uniform wear and tear, fuel, food, and other sports related materials.

Before and After School Care Fees

Before and After School Care operates in conjunction with the academy as a service to families needing before and after school care for students enrolled in TCCA. The goal of the program is to provide opportunities for children to develop socially, emotionally, physically, and spiritually, within a safe and caring environment. *Before and After School Care Fees* are charged through *Facts Family* account.

Before School Care hours are 7:00 a.m. to 7:30 a.m. It is available for students in grades 4K and up. The rate is \$70 per month from August to May. The drop-in rate is \$7 per day.

After School Care hours are 3:15 p.m. to 5:30 p.m. It is available for students 4K and up. The rate is \$175 per month from August to May. The drop-in rate is \$10 per day; more than 10 days per month constitutes monthly rate. A late fee of \$1.00 every minute past 5:30 will be charged to *the Facts Family* account.

If both *Before and After School Care* are needed, the rate is \$245 per month from August through May.

Student athletes will not be charged for *After School Care* during their athletic season.

Book Fees

The *Book Fee* is a required, non-refundable fee. *Book Fees* are billed through *Facts Family* account July 1.

TCCA Book Fees are designed to cover the cost of students' educational materials, textbooks, and students' workbooks. Students own their books and do not return them at the end of the academic year.

The *Book Fee* benefits students by resourcing them with their own Biblical worldview textbooks that focus on academic rigor and encourage critical thinking -all supported by appropriate education technology. Students own their textbooks and may take notes in them, highlight them, and use them as a primary resource.

A student's position is not considered secure until the *Book Fee* is paid in full. TCCA will not credit an account for the next school year until current school year fees are paid.

Detention and Disciplinary Fees

Certain fees apply to applicable disciplinary issues. Please refer to *Disciple Policies, Practices, and Procedures*.

Incidental Fees

Incidental fees support the overall educational experience of each student and are billed through the family's *FACTS* account. These fees vary depending on the activity or service provided and may include costs related to field trips, t-shirts, forgotten lunch items, pre-ordered Friday lunches, or other special items and services.

Examples of Incidental Fees:

- **Lost/Damaged Lock Fee:** A \$10 fee will be charged for each lock that is lost, damaged, or not returned at the end of the school year.
- **Forgotten Lunch Fee:** A \$5 fee will be charged when a student forgets their lunch. TCCA will provide a sandwich or packaged lunch item along with water.
- **Late Pickup Fee:** A fee of \$2 per minute will be charged for students remaining on campus after **5:30 p.m.**
- **Saturday Detention Fee:** A \$25 fee will be charged for students assigned Saturday detention due to violations of the Student Code of Conduct. Detention runs from **7:00 a.m. to 11:00 a.m.**

Please note: All incidental fees are non-refundable and must be paid in a timely manner to avoid disruption in student services.

Resource Fee

The Resource Fee is a required, non-refundable fee. *Resource fees* are charged through *Facts Family*.

Resource Fees are designed to cover the cost of miscellaneous classroom supplies, PE supplies, art supplies, furnishings, computer and computer supplies, science lab

equipment, *TCCA Scripture Planners*, and more. The fee enhances students' learning opportunities.

A student's position is not considered secure until the *Resource Fee* is paid in full. TCCA will not credit an account for the next school year until the current school year fees are paid.

Returned Check Fee

A \$30.00 per returned check fee will be charged to parent or guardian.

TCCA Tuition

A Christian education can be an eternal investment. Tuition at TCCA is the parental investment associated with educating students in a Christian private academy. Christian Education is one of the most valuable assets parents and families afford their children. In a private academy setting, we expect our families to set Christian Education as a financial priority, putting tuition expenses before luxury-type spending. Tuition is paid through our online school management software. Each family must set up a *Facts Family* account.

Parent Service Scholarship (PSS)

To help offset tuition costs, TCCA offers the Parent Service Scholarship (PSS). Each family has the opportunity to earn up to \$500 in tuition credit annually by volunteering at TCCA.

Families may choose one of the following:

- *Volunteer 20 hours* during the academic year (1 hour = \$25 credit), or
- Pay an additional \$500 in tuition, which will be charged to their *FACTS account*.

All volunteer hours must be:

- Pre-approved, documented, and recorded by TCCA Administration
- Completed during designated PSS service opportunities, which will be announced throughout the school year

If a student withdraws during the school year, any earned PSS credits will be applied, and the remaining balance will be pro-rated and charged to the family's FACTS account.

Examples of Approved PSS Opportunities:

- Lunch duty
- Campus maintenance (indoor and outdoor)
- Health room volunteer
- Administrative or teacher assistance

- Sports concessions or gate admission
- Volunteer coaching or coordinating special events

Note: Chaperoning field trips does not count toward PSS service hours.

Tuition Reduction Discounts

TCCA offers a variety of tuition reduction discounts to eligible families. Please note the following guidelines:

- All payments must be made through FACTS Family or by credit card (a processing fee applies).
- Discounts cannot be combined. Only one discount may be applied per family.
- Families may not select multiple payment plans to qualify for multiple discounts.
- Restrictions apply, and eligibility must be verified.

Current Available Discounts:

- **10% TCBC Member Discount**
Available to verified members of Town Creek Baptist Church, based on the Church membership criteria outlined in TCBC's bylaws. All membership requirements must be met.
- **10% Town Creek Early Education Discount**
A one-time discount for students who have been continuously enrolled in Town Creek Christian Early Education (TCEE) for at least 24 months prior to enrolling at TCCA.
- **10% Second Sibling Discount**
Applies to tuition for the second child only.
- **20% Third Sibling Discount**
Applies to tuition for the third child only.
- **50% Fourth Sibling or More Discount**
Applies to tuition for the fourth and any additional children.
Example: 4th child – 50% off; 5th child – 50% off.
- **20% Church Staff Discount**
Available to church staff from other churches. Requires a meeting with TCCA administration and submission of appropriate credentials.
- **\$500 Referral Discount**
A \$500 credit will be applied to the following academic year's tuition for referring families. To qualify:
 - The new family must mention the referring family at the time of admission.
 - The referred student must complete a full academic year.
 - The referral credit is non-transferable and cannot be shared between families.

- **Pastoral Discount Scholarship**

Available to qualified and ordained pastors as per TCBC bylaws. Requires a meeting with administration and submission of ministry credentials.

Financial Aid

TCCA recognizes that there are times when the cost of tuition may create a financial hardship for families. While the primary responsibility for funding a student's education lies with the family, TCCA understands that some families may require additional financial support.

A family's financial situation does not impact the student's admission decision.

Education Scholarship Trust Fund (ESTF)

The Education Scholarship Trust Fund (ESTF) is a new program in South Carolina that provides \$7,500 scholarships to eligible K–12 students to assist with private school tuition and other educational expenses. This program is administered by the *South Carolina Department of Education*.

All families requesting financial aid from TCCA must first apply for the **ESTF** scholarship before being considered for any private financial aid through TCCA.

Financial Aid Application Process

- Financial aid awards are only considered after a student has been accepted to TCCA.
- Upon acceptance, families must set up a *FACTS* account.
- Once the account is established, families will receive instructions on how to request financial aid through *FACTS*.
- TCCA will review financial aid requests only after **ESTF** application is confirmed and *FACTS* requirements are completed.

Important Information

TCCA is a **faith-based ministry** of Town Creek Baptist Church (TCBC) and relies on the generosity of church members and supporters to fund scholarships and financial aid. These resources are limited and are awarded based on availability.

- **Financial aid is not guaranteed.** Awards are finalized only after a written agreement is made between TCCA and the requesting family.
- **All financial aid information is confidential.**
- Financial aid is for **TCCA use only** and cannot be transferred, refunded, or applied elsewhere.

- If a student receiving financial aid **withdraws** from TCCA, all financial aid is **terminated as of the withdrawal date**.

Fundraising

Students, staff, and families of TCCA are not permitted to sell items for personal gain or outside fundraisers on campus. Only fundraising activities that are approved by the TCCA Administrative Office and directly benefit TCCA will be allowed.

TCCA is committed to keeping fundraising efforts limited and purposeful to avoid frequent or excessive requests throughout the school year.

Special Occasions

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

Tax Statements

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

21. General Information

Accidents

TCCA maintains a safe and healthy environment. Should a student have a serious accident, we will attempt to contact you or another designated person for instructions. If a student incurs medical expenses due to an accident at school, please plan to file your personal health insurance.

AI Use Policy

At Town Creek Christian Academy, we recognize that Artificial Intelligence (AI) is a valuable educational tool—much like YouTube tutorials, Khan Academy, Wikipedia, or calculators. As such, AI-assisted tools may be used by students to enhance learning, unless otherwise directed by a teacher.

The core issue regarding AI-generated content is one of academic honesty. Our goal is for students to use AI to support and enrich their learning, not to replace authentic engagement in the learning process.

What is Permitted Use of AI

- Students may use AI-assisted resources in the same way they would use other educational tools (e.g., Google, tutoring services, Wikipedia), unless a teacher explicitly states otherwise.
- Teachers will provide guidance on when and how AI may be used for specific assignments.

Requirements for Citing AI Use

- If AI is used at any point during the assignment process, students must submit a transcript or copy of the AI conversation alongside their work.
- This ensures transparency and accountability and helps distinguish student-generated work from AI-generated content.

Academic Integrity

- Copying and pasting any portion of AI-generated content into an assignment without teacher permission or proper citation is considered plagiarism.
- If a teacher suspects uncited AI use, the assignment will be disqualified and referred to the teacher and Academic Dean for review.
- If the review upholds suspicion of inappropriate AI use, the student will be required to re-complete the assignment according to the teacher's original instructions.
- Confirmed use of AI to produce work dishonestly—determined through AI detection tools or other means—will result in standard consequences for plagiarism as outlined in the school's academic integrity policy.

TrekAI: A Trusted Resource

Town Creek Christian Academy is committed to implementing AI thoughtfully and responsibly. We are partnering with TrekAI, a generative AI platform built by educators for educators. TrekAI helps personalize learning by allowing teachers to upload their own content, creating AI tutors aligned with our curriculum and classroom expectations. This tool supports both teachers and students, helping relieve burdens and improve educational outcomes.

Arrival and Departure Procedures

Your cooperation with these arrival and departure guidelines will ensure the safety of TCCA students. At all times, students must enter the building through the main entrance doors located in front of the Welcome Center. There is only one drop-off site in front of the building. Cars should never be left unattended in the car line. Parents' full attention is required to ensure that the line moves efficiently and safely. Use of mobile devices in car line may cause serious injury. Parents must refrain from all mobile phone usage while student pickup is occurring.

Mornings

Classes begin promptly at 8:00 a.m. Students may not enter the building until 7:30 a.m. unless they are enrolled in *Before-School Care*.

- Parents may join the car line for morning drop-off at 7:30 a.m.
- If you need assistance or your child has a difficult time getting out of the vehicle, please get out of the car line and park your vehicle in a marked parking space and walk safely in the building. Use only the Welcome Center entrance unless otherwise instructed by administration.

Before School

Students in the building before 7:30 am who are not attending a pre-planned tutor session or the like, will be directed to *Before School Care* and their *Facts Family* account charged the drop-in rate unless parents have communicated with administration.

Before School Care is from 7:00am until 7:30. Visit *Financials* for fees.

Afternoons

The following applies to all students not enrolled in After-School Care or involved in an organized after-school activity.

- 3:00 p.m. - student must be picked up upon dismissal
- 3:15 p.m. – student will be entered into the *After School Care*

After School

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

After-School Care is from 3:15 to 5:30. Visit *Financials* for fees.

Anti-Harassment Policy

TCCA's Anti-Harassment Policy provides for an academic environment free from harassment. We strive for an environment which all individuals treat each other with dignity and respect; free from all forms of bullying, intimidation, exploitation, and harassment, including sexual harassment.

Students, families, staff, and others should report harassment immediately to the Administrator, Pastor, or Principals. Reports can be made anonymously and with protection from retaliation.

TCCA administration takes any report of harassment seriously. TCCA administration will investigate every allegation of harassment. We recognize that disagreements/conflicts

between people occur and can resemble behavior as defined here in our policy, so the administration will take careful steps to investigate.

Please note: The Bible commands us not to bear false witness against our neighbor. Should a person accuse another person of harassment, and, through a satisfactory investigation, it is found not to be true, the accusing person will face disciplinary consequences. *Exodus 20:16*

TCCA will take action to prevent and correct violations of this *Anti-Harassment Policy*.

Carline

The carline is the express way for students to arrive and leave school. The morning carline begins promptly at 7:30 and ends at 8:00. Staff typically will greet students in the car line on arrival. Afternoon carline begins promptly at 3:00pm and ends at 3:15.

- Carline numbers will be assigned to each family.
- The carline number must be displayed on the driver's side in order for the attendant to view.
- Children will not be allowed to enter cars without car line numbers unless the driver has been identified as a parent or appropriate pickup. *If the driver does not have the carline placard, he/she will be required to park in a parking space and enter the building to confirm permission for pick-up.*
- If a child needs assistance, or child has a difficult time getting out of the vehicle, please get out of the car line and park vehicle in a marked parking space and walk safely in the building. Use only the Welcome Center entrance unless otherwise instructed by administration.
- All drivers must follow the Car line pattern for drop off and pick up. No passing, let ins, or entering Car line backwards.
- Car line is a hands-free, heads-up safety zone. No mobile device use while moving in Car line.
- Inclement weather causes us to load side-by-side or two cars at a time under the covered Welcome Center.
- Be safe – watch for children.

Elevator

The elevator may not be used by students during the academic day unless a teacher or staff gives permission. Teachers, staff, students with their parents, disabled persons, and people with large deliveries are allowed access to the elevator.

Hours of Operations

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

Before-School Care	7:00 a.m. – 7:30 a.m.	
AM Carline	7:30 – 8:00	
Academy Classes	8:00 – 3:00	
PM Carline	3:00-3:15	After-School Care 3:15 – 5:30

Parking Placard Policy

All vehicles parked on TCCA's campus are required to display a current TCCA parking placard. This includes student, staff, and visitor vehicles.

Guidelines:

- Parking placards must be clearly displayed on the rearview mirror of the vehicle.
- The first placard is issued free of charge. Replacements may incur a fee.
- Student drivers must obtain administrative approval before driving to and parking on campus.
- Parking permissions must be renewed annually.
- Parking privileges may be revoked at any time due to unsafe driving, repeated tardiness, or behavioral issues.

Failure to comply with parking regulations may result in disciplinary action or loss of driving privileges on campus.

Promotional Materials

Promotional materials, signs, brochures, may not be posted or displayed on the TCBC/TCCA campus without prior approval of the administration. No one is authorized to solicit our families, faculty, or students for any promotional item unrelated to the ministry of Town Creek. All promotional material must be approved through TCCA administration.

Special Needs

While most students can perform at grade level requirements, we recognize our students come to us with a variety of abilities, gifts, and talents. Currently, TCCA does not maintain any formal special-needs ministry programs.

Speed On Campus

At any given time, students could be playing, walking, or exercising anywhere on campus. Be alert and keep vehicle travel speed to 14 MPH or less on our campus. Help keep our students safe.

Student Records

All student records are maintained physically and electronically. The physical files contain application documents, assessments, behavior notices, birth certificates, immunization certificates, legal documents, transfer records, and other student specific information.

Family and personal information is entered into *FACTS* upon admissions. Following successful admissions to TCCA, academic, behavioral, and medical records are stored electronically through *FACTS SIS*.

Should TCCA cease to operate as a school, the Administrator of TCBC will oversee permanent storage of all files. If TCBC ceases to operate as a Church, the Administrator will transfer the records to an appropriate third party and inform the public through appropriate means.

Student Records Parental Access

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

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

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

Release of Record Procedures:

- Copies of student records are to be sent via registered mail, return receipt requested.
- The requesting parent is to be charged mailing costs and a photocopying fee of \$.20 per page.
- TCCA will provide only one additional printed report card. All report cards are typically issued via *Facts Family* account.
- TCCA will not consent to or enter into any agreement that would obligate the school to regularly mail copies of the child's records to a parent.

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

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

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

Any suspected violations of this policy should be reported to the administration.

Custodial Guardians

Custodial guardians must provide TCCA with the following:

- Proof of legal guardianship
- A valid copy of a driver's license

Telephone Messages and Texts

TCCA aims to maintain an environment focused on learning and free from unnecessary interruptions. Therefore, personal messages will not be delivered to students during the school day, and students will not be called out of class to receive personal phone calls.

Exceptions:

Emergency messages involving the student or their immediate family will be delivered promptly based on the urgency of the situation.

Guidelines for Communication:

- Parents should avoid calling the school with non-emergency messages. Whenever possible, please use your *FACTS* account to communicate with staff or update information.
- Students are not permitted to make phone calls during the school day unless directed by a staff member.
- If a student becomes ill or an after-school activity is canceled, a call will be made by TCCA to inform parents.

- Staff email addresses are available through *FACTS* and may be used to request information regarding students or schedules during the school day.
- Students are not permitted to send or receive text messages during school hours. Violations may result in disciplinary action.

Visitors

TCCA operates a closed campus during school hours. For safety reasons, visitors are screened and monitored during school hours. As part of our safety procedure, each adult entering our building for the first time must have their driver's license scanned through our *Raptor Security System*.

Parents should submit a valid driver's license to the front desk attendant to be scanned. Parents are not permitted to enter classrooms between 7:45 a.m. and 8:00 a.m. without permission or an appointment. To preserve instructional time, parents may not visit their student's classroom unannounced.

Teacher conferences can be scheduled by contacting teacher via *Facts Family*. Parents should not arrive unannounced, expecting a teacher or administrator conference. Messages for faculty should be sent in the form of an email or written note unless it is an emergency.

We encourage parents to have lunch with their child during the student's lunch period. Outside food is allowed on campus.

Note: if a background scan shows that a parent or visitor has been arrested for a crime that TCCA deems sensitive or a security risk, TCCA reserves the right to deny that parent or visitor access to any activity or student on or off campus.

Volunteers

To ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check. As part of our safety procedure, each adult entering our building for the first time must have their driver's license scanned through our *Raptor Security System*.

It is necessary to always know who is on our campus. Volunteers must check in at the front desk and will be required to wear a visitor's badge. Before leaving campus, volunteers must be sure to sign out.

Note: if a background check shows that a volunteer has been arrested for a crime that TCCA deems sensitive or a security risk, TCCA reserves the right to deny that volunteer access to any activity or student on or off campus.

Reporting Suspected Child Abuse and Neglect

South Carolina law requires that certain professionals report suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children. The following professionals are mandated reporters of child abuse or neglect:

- Healthcare professionals: physicians, nurses, dentists, optometrists, medical examiners or coroners or their employees, emergency medical services, mental health, or allied health professionals
- Educational professionals: teachers, counselors, principals, school attendance officers
- Social or public assistance professionals: substance abuse treatment staff, childcare workers, foster parents
- Legal professionals: police or law enforcement officers, juvenile justice workers, volunteer non-attorney guardian's ad litem serving on behalf of the South Carolina Guardian ad Litem program or on behalf of Aiken County judges
- Undertakers, funeral home directors, or their employees
- Film processors
- Computer technicians
- Clergy, including Christian Science Practitioners or religious healers (subject to laws governing privileged communication)

However, the law encourages all persons to report.⁴ TCCA staff are obligated to report suspected abuse and neglect to the administration. The Senior Pastor and/or his assigned will investigate the allegation. For more information regarding mandatory reporting in South Carolina visit the Department of Social Services website at <https://dss.sc.gov/child-well-being/mandated-reporters/>.

22. TCCA School Board

The TCCA School Board consist of the following:

- TCBC Senior Pastor
- TCBC Chairman of Deacons
- TCBC Administrator
- TCBC Member – With Children in TCCA
- TCBC Member

The school board supports the mission of TCBC, TCCA, and TCEE. The school board acts in an advisory role and does not have authority over TCBC. The school board will hear discipline appeals as related to TCCA and may make recommendations to the TCCA administration.

⁴ <https://dss.sc.gov/abuse/neglect/mandated-reporters/>

23. Student Code of Conduct

At TCCA our Christian approach to discipline has at its core the goal of training in righteousness. The responsibility for discipline lies primarily with parents. TCCA stands ready to partner with parents as they fulfill their God-given obligation to bring up children in the admonition of the Lord. *Deuteronomy 6:4-9; Ephesians 6:4; 2 Timothy 3:16,17*

- TCCA does not seek to assume a task that God has given parents but serves as the parents' appointed and authorized representatives in the training process.
- TCCA expects parents to support the administering of disciplinary action. The administration measures compliance using TCCA policies, practices, and procedures.
- TCCA has the final word in all instances and reserves the right to make discipline decisions on an individual basis within the TCCA policies, practices, and procedures.

Expectations of Students

- Be Christ-like – it is the best way.
- Strive academically. Do your best. Good grades are dividends for your future.
- Respect God. Put Him first and He will see you through!
- Respect others. This includes family, teachers, staff, volunteers, and fellow students. Respect for rights and personal property. This makes life easier for you.
- Respect self. In all things, have self-respect. Do not write on your skin or clothing. You only have one you.
- Respect TCBC property. Cause no harm, do good. You only have one school.
- Speak in conversational tones when inside the building. Outside voices are made for outside.
- Be alert. Walk on the right side of the hallway. Watch for dangers.
- Behave in Chapel reverently. Appropriate laughter is reverent. Smile a lot!
- Never sit on tabletops or desktops.

24. Student Life

Chapel

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

Chapel services are scheduled for each Thursday during the academic year. Although Chapel attendance is compulsory, it is the highlight of our week at TCCA. Students can

receive a tardy for being late to Chapel. Students must wear the prescribed Chapel Uniform each week.

Computer Lab

TCCA supports a computer lab for student use. Students are required to log-in to use computers. All use of the TCCA computer lab must be for TCCA related activities. Students may not check personal emails, play unassigned games, eat, or drink in the lab. Inappropriate activity in lab or online will be disciplined.

Class Parties

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

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

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

Electronic Device Policy

Students are not permitted to use cell phones or other non-school issued mobile devices (i.e., iPods, iPads, Androids, smart watches, cheating calculators, etc.) in school except when granted permission by the administration.

Each day mobile devices must be powered off and secured in student's locker during school hours and while in after school care. Cell phones that ring, vibrate, or are seen during class or during the day will be confiscated and returned to the office. If cell phones ring in lockers, lockers will be opened to ensure students are obeying this policy. Violations of this policy will result in disciplinary action as described in *Discipline Policy and Violations*.

Field Trips

Field trips will be scheduled throughout the year for students in grades Kindergarten through 12th grade. Information will be sent home and published in *Facts Family* before each scheduled field trip.

Guidelines for all TCCA field trips are as follows:

- Students are required to ride in designated cars or TCBC owned vehicles to and from their destination.
- If parents deny permission to attend, alternate assignments and arrangements will be made for students on campus. If they do not attend school that day, they will be counted as an unexcused absence.
- Students who fail to return an official [Permission to Leave Campus Form](#) prior to a trip will not be permitted to participate.
- Staff members have clear and specific guidelines for arranging, preparing, supervising, and follow-up on field trips.
- Field trip uniform required unless otherwise noted by teacher. See *Field Trip Uniform*
- Field trip cost will be billed to *Facts Family* account.

Gum Policy

Gum chewing is strictly prohibited **on** campus and in all school vehicles. This policy helps maintain cleanliness, protect school property, and promote a respectful learning environment.

Hall Passes

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

Lockers

Lockers are the property of TCCA and are provided as a service to students for securing their belongings. Any locker may be opened, and its contents may be searched. Any person entering the premises of TCCA shall be deemed to have consented to a reasonable search of his/her person and effects.

Locker Usage

- Students must use their assigned locker and cannot exchange with another student.
- Students must keep the assigned combination lock on his/her locker locked. The student should keep the locker combination confidential. No personal locks are allowed.
- Students should not share their locker combination with any other student. This combination is given to them in confidence. Allowing others, even friends, to know a locker combination is the greatest cause for loss of personal items from a locker.
- Students are not to share their locker with another student.
- No Hazardous materials may be stored in lockers.

- No open drinks, food or candy may be left in lockers.
- Lockers must be kept clean inside and out.
- Stickers are not allowed on any part of the lockers.
- Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the lockers. Tasteful magnets are permitted.
- Writing or painting on any part of the lockers is not allowed.
- Mobile devices such as cell phones, must remain in the student's locker, powered off, during school hours.
- Students should not enter anyone else's locker; this includes unassigned lockers.
- Students are responsible for any locker damage they cause.
- No items can be displayed on the exterior of the locker.
- Students should refrain from passing notes through locker vents.
- A \$10 lock replacement fee (per lock) will be charged to any student who loses their lock, destroys their lock, or neglects to turn it in at the end of the school year. This charge will be charged against the *Facts Family* account.

Violation of any of the above rules may result in temporary or permanent suspension of locker privileges. TCCA is not responsible for lost, stolen or damaged goods belonging to students. Any problems with a lock or locker should be reported to the office or a designated staff member. Lockers may be inspected and searched at any time by the Administration.

Lunch Policy

Students are required to bring food for lunch. TCCA does not provide school lunches. Microwave ovens are available for student use. Students may not sell their lunches or snacks to other children. Bartering is okay and optional.

While microwave ovens are provided for student use, parents should not send children to school with frozen lunches that require more than one minute of microwave heating. Students with frozen lunches time out the microwaves and cut into other students' lunch period. Students may not enter kitchen to use staff microwaves.

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

Parents and family members may, and are encouraged, to bring food during their child's lunch time and have lunch with them. Proper language and behavior must be exercised by all guests. Anyone exhibiting inappropriate behavior will be asked to leave the TCCA campus.

If a child forgets to bring lunch, TCCA will provide a sandwich lunch or a packaged lunch item with water and a charge of \$5 will be applied to the student's *Facts Family* account.

Each Friday, special meals from local restaurants are catered to TCCA. Students may choose to eat the special meal or bring their personal lunch from home. The cost of the Friday special meals is billed to each family's *Facts Family* account. Students must preorder the special meals in advance through *Facts Family*.

Permission may be granted for high school students in grades 10 through 12 to leave campus for lunch if:

- The student has earned the right and has permission from administration,
- The student's parent or guardian has completed and returned a [Permission to Leave Campus Form](#), and it is in student's file for the current academic year,
- The student does not allow other students to ride in their vehicle during a school day,
- The student returns to class in the allotted time. A tardy will apply if student is late returning from lunch.
- Student is not under [Academic](#) or [Behavior Probation Contract](#).

The Candy Cart is available on the first and third Friday of each month during the lunch period. Students may purchase various treats from the Candy Cart. Each student is limited to two items.

We are not a peanut free school. Please instruct your child accordingly.

Recess

We believe students should have opportunity to get outside into God's great outdoors and play. While all students will have the opportunity to go outdoors, regularly scheduled, supervised recess time is provided for every class Kindergarten through 5th grade, weather permitting. Students should be dressed appropriately for outdoor play in all weather.

A signed physician's excuse is required for restricting a student from outdoor play.

Service Requirements 6th-12th Grades

TCCA seeks to train our students to be servant leaders. Therefore, students from sixth through twelfth grade are required to complete community service hours each year. These community service hours will be tracked and reported through Bible class.

Students will use the [Community Service Form](#), which can be obtained from their Bible teacher. The following are the number of hours required for each grade level:

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

Other information regarding earning community service hours:

- All TCCA approved mission trip participants receive 4 hours credit toward their community service requirements.
- School clubs and organizations may conduct service projects in which students may receive credit for that club and the service program.
- Students may participate in service projects for their Church or any TCCA approved nonprofit organization.
- Supervisor's names and phone numbers are required on the documentation form.

Students may not be monetarily compensated at any time for the projects.

Social Media Scope and Policy

The purpose of this policy is to set standards of behavior for the use of social media that are consistent with the broader values and expectations of the TCCA community, TCBC, and The Holy Scriptures. In our context, social media refers to all social networking sites. Examples are Facebook, Twitter, Instagram, YouTube, Snapchat, TikTok and the like. TCCA also extends this policy to include email and mobile device applications.

Students at TCCA enjoy the opportunities and rewards of being a member of the school community. It is subsequently expected that students will uphold the character of TCCA and the name of Christ in all social media interactions.

TCCA expects our students, families, and faculty to use social media in a respectful and Christ-honoring manner. Social media should not be used to insult, present offensive or inappropriate content. It should not be used to misrepresent the Academy or any member of the school community.

TCCA expects its students, families, and faculty to uphold the values and standards of the school when using social media on and off campus. TCCA is not responsible for monitoring social media but will take disciplinary action if it is proven that our Academy, staff, or student body is affected by harmful representations on social media. TCCA administration reserves the right to make all decisions as it pertains to perceived violations of the TCCA social media policy.

Rights and Responsibilities

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

- Do not disrespect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Do not bully, intimidate, abuse, harass, or threaten others.
- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the community.

- Do not post content that is hateful, threatening, pornographic or incites violence against others.
- Do not harm the reputation and good standing of TCCA or those within the community.
- Do not film, photograph or record members of the school community while participating in school events without the express permission of the TCCA Administration.
- Do not use film, photographs, or recordings of TCCA without express permission of the school.

This policy applies to TCCA students, families, and faculty. See *Agreement*.

Student Activities

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

Supplies and Forgotten Items

Grade specific school supply list are located on *Facts Family*. Every student is responsible for purchasing and maintaining his or her supplies throughout the year.

Please label all student's belongings. TCCA is not responsible for lost or stolen items. TCCA desires to instill accountability within our students and discourage parents from delivering forgotten items such as coats, homework, assignments, books, lunch boxes, and P.E. uniforms. Students should plan ahead with academics and personal requirements. Each student is issued a TCCA agenda.

Delivery of gifts, bouquets, and balloons will be reserved for lunch period or the last part of the day.

Toilet Training

A "toilet-trained" child is a requirement for 4K and 5K students. The independence of a "toilet-trained" child is a prerequisite for TCCA. Independence means that the child

- must have the awareness to use the bathroom without reminders,
- be able to manage clothing without help,
- have the ability to wipe or clean themselves appropriately to maintain clean hygiene,
- understand how to flush toilet properly,
- have the awareness to wash and dry hands after using toilet.

While we are very sympathetic to the dynamics related to toilet training, TCCA teachers have multiple students to manage. Regular toilet breaks are taken during the school day. Children may use the restroom at any time when needed, but must know when they need to use it, as well as how to clean self after use. Students should be able to dress and undress in case of an accident.

Toys/Items from Home/Live Animals

Academy students are not allowed to bring toys from home. Each Lower School teacher has the option of designating show and tell days for children to bring interesting things from home to share (shells, rocks, souvenirs, photos). Toys brought to school without prior permission will be collected by the teacher. Parents must collect the toy from their child's teacher at the end of the school day.

Live pets must never enter the Town Creek facilities.

Walkers and Bikers

For safety concerns, no student shall walk or bike off campus without written permission from TCCA administration and written permission of parent. Parent should complete [*Permission to Leave Campus Form*](#).

25. Philosophy of Discipline

A disciplined life is an enjoyable life. For a person to be a disciple of Jesus Christ, one must be disciplined. At TCCA, obedience, respect and responsibility are key virtues students will develop.

- Obedience to God includes obeying those in authority. TCCA strives to lead our students, faculty, and families in modeling Christlikeness. *Hebrews 5:8, 9*
- Respect is necessary for all successful and meaningful relationships. Jesus told His disciples to do to others what they would have them do unto them. Respect is given and respect is earned. *Proverbs 22:1; Luke 6:31; Romans 12:9-21*
- God clearly desires for each person to take personal responsibility in every area of life. Part of growing up is the responsibility of oneself. God expects us to mature in all aspects of life. *1 Corinthians 13:11; Galatians 6:7-10*

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

A family may appeal an expulsion to the TCCA School Board. Parents must request an appeal through TCCA administration. TCCA School Board will convene at their earliest convenience to hear the student's case and may function as a liaison for the student and may make recommendations to TCCA administration following the hearing but does not have the authority to override TCCA administration's decisions.

As partners in the discipline process, it is important that TCCA administration and parents work cooperatively for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. Together we can instill proper Christian educational and moral principles in our students.

Teachers

Teachers will manage discipline in their classroom. Teachers will follow a three-step Process of Discipline that is taught as part of each teacher's classroom procedures. Teachers will coach students towards proper classroom behavior and implement approved alternative consequences. Teachers may contact parents via *Facts Family*, request parent conferences, or refer discipline matter to TCCA administration.

Administration

TCCA Administration will oversee all escalated cases of student discipline. Administration will:

- require parent conferences,
- assign detentions,
- recommend probations, suspensions, and/or expulsions,
- have the superior and final say on discipline matters.

26. Discipline Policy, Practices, and Procedures

Purpose of Discipline Policy, Practices, and Procedures

The purpose of our *Discipline Policy, Practices, and Procedures* is to create consistency and reflect a sense of justice for students. All discipline is designed to show individuals their sinful nature while pointing them to Jesus Christ. *Romans 3:23; 12:1,2; 2 Corinthians 4:17*

When everyone follows the rules, life is more enjoyable. All TCCA rules apply on all field trips and on all TCCA-sponsored events both on and off campus.

Academic Dishonesty – Cheating

TCCA holds students to a high standard of academic integrity. All students are expected to complete their own work honestly and ethically. Academic dishonesty undermines the learning process and will not be tolerated.

Examples of Academic Dishonesty:

The following actions are considered violations of academic integrity and may be classified as cheating:

- Entering a testing situation with an unfair advantage, such as stealing or receiving stolen materials/information (paper, media, electronic, or through another person)
- Using Artificial Intelligence (AI) to complete academic assignments (see AI)
- Forgery of signatures, documents, or other academic materials
- Giving or receiving answers during quizzes, tests, or examinations
- Copying or allowing another student to copy written assignments, including homework
- Unauthorized communication between students during a test or quiz
- Violating testing procedures as defined by the teacher
- Possession of unauthorized notes, cards, or written information during an assessment

The supervising teacher or staff member will determine whether a student has engaged in academic dishonesty.

Consequences for Academic Dishonesty

Any student found cheating or assisting in cheating will receive a zero on the assignment or assessment and will be subject to disciplinary action based on the offense level.

First Offense:

- Parent will be notified
- Student receives a zero on the assignment
- Student is written up and assigned:
 - One (1) day Lunch Detention
 - Two (2) days After-School Detention

Second Offense:

- Parent conference with administration is required
- Student receives a zero on the assignment
- Student is written up and assigned:
 - One (1) day After-School Detention
 - One (1) day Out-of-School Suspension
 - One (1) day Saturday Detention

Third Offense:

- Parent conference with administration is required
- Student receives a zero on the assignment
- Student is written up and assigned:
 - One (1) day Lunch Detention
 - Three (3) days Out-of-School Suspension

- **Student will be recommended for expulsion**

Harassment/Bullying

TCCA strives to provide an academic environment free from harassment. We treat all individuals with dignity and respect; free from all forms of bullying, intimidation, exploitation, and harassment, including sexual harassment. *Romans 12:17,18*

Students should report harassment immediately to the Administrator, Pastor, or principals. Reports can be made anonymously and with protection from retaliation.

TCCA administration takes any report of harassment seriously and will investigate every allegation. Disagreements and conflicts between students occur and can resemble behavior as defined here in our policy, so administration will take careful steps to investigate.

Please note: The Bible commands us not to bear false witness against our neighbor. Should a student accuse another student of harassment, and, through a satisfactory investigation, it is found not to be true, the accusing student will face disciplinary consequences. *Exodus 20:16*

TCCA will take action to prevent and correct violations of this *Anti-Harassment Policy*.
Characteristics of Bullying:

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

Bullying may occur within our community and that is harmful to everyone involved – perpetrators, bystanders, and victims alike. Bullying will not be tolerated at TCCA.

Matthew 7:12; 22:36-40

First offense: Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God's point of view. Student will be written up and will be assigned one (1) day Out of School Suspension.

Second offense: Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension and one (1) day Saturday Detention (SD).

Third offense: Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension awaiting expulsion.

Disrespecting Authority

At TCCA, we uphold the Biblical principle that all authority is established by God. As such, students are expected to demonstrate the highest standard of Christian behavior and respect toward **administration, teachers, staff, guests, volunteers, parents, and officials.**

As part of this standard, students are required to:

- Address adults using appropriate titles and last names (e.g., Mr. Smith, Mrs. Jones)
- Refrain from lying or deceptive behavior, which is considered a form of disrespect toward authority

"I urge, then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people— for kings and all those in authority..."

— *1 Timothy 2:1-4*

Consequences for Disrespecting Authority

First Offense:

- Parent conference with administration required
- Student will receive a formal warning
- Student will be assigned a Biblical reflection assignment on respect for authority
- Student will be written up and assigned:
 - One (1) day Lunch Detention
 - Two (2) days After-School Detention (ASD)

Second Offense:

- Parent conference with administration required
- Student will receive a formal warning
- Student will be assigned a Biblical reflection assignment
- Student will be written up and assigned:
 - One (1) day Lunch Detention
 - One (1) day Out-of-School Suspension (OSS)
 - One (1) day Saturday Detention (SD)

Third Offense:

- Parent conference with administration required
- Student will receive a final warning and another Biblical reflection assignment
- Student will be written up and placed on **Out-of-School Suspension** pending further administrative review
- **Expulsion will be recommended**

Alcohol, Drugs, Tobacco, Vaping and Other Substance Use/Abuse

It is illegal for students to possess or distribute alcohol, drugs, tobacco, vaping equipment, or prescription medications.

Just as important, students must recognize that God has deemed our bodies a temple of God. While we want to keep our lives healthy, adding foreign substances into our body causes damage and hurts our Christian witness. TCCA has a zero tolerance regarding alcohol, drug, tobacco, vaping, and other substance use/abuse.

TCCA reserves the right to search student's person, student's locker, and student's personal belongings. TCCA administration will confiscate all known contraband and may submit confiscated items to Aiken Department of Public Safety.

First offense: Failure to comply with drug testing procedures will automatically result in dismissal from TCCA. If drugs are found, the Aiken Department of Public Safety will be called to investigate. Parent must have conference with administration. Student will be written up and receive Out of School Suspension (OSS) awaiting expulsion.

Fighting

While we discourage fighting of any kind and promote love and kindness toward our fellow student, a student who is attacked has the right to defend himself or herself and meet force with force. A student may defend another student or themselves if they believe there is imminent risk of harm.

If students engage in a physical confrontation that results in wrestling, forceful pushing/shoving, punching, kicking, or slapping out of anger and/or with intent to harm, school authorities will define the confrontation as a fight. Each fight will result in an immediate investigation by the administration. Consequences for fighting will follow investigation.

First offense: Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God's point of view. Student will be written up and will be assigned one (1) day Out of School Suspension (OSS).

Second offense: Parent must have conference with administration. Student will be written up and assigned two (2) days of Out-of-School-Suspension (OSS) and one(1) day Saturday Detention (SD).

Third offense: Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

Mobile Devices, Cell Phones, and Smart Devices

TCCA students are not permitted to use cell phones or other personal mobile devices on campus—including but not limited to iPods, iPads, Android tablets/phones, smartwatches, or other non-school-issued electronics—unless expressly authorized by administration.

This policy is in place to minimize distractions and maintain an environment focused on learning and spiritual growth.

Violations of the Electronic Device Policy

Any unauthorized use or possession of a mobile/cellular device will result in the following consequences:

First Offense

- Device is confiscated by staff
- Parent is notified; device will be returned only to the parent
- Student is not permitted to bring the device to school for one week
- Student is written up and assigned:
 - One (1) day Lunch Detention (LD)
 - One (1) day After-School Detention (ASD)

Second Offense

- Device is confiscated
- Parent must attend a conference with administration
- Device is returned only to the parent
- Student is not permitted to bring the device to school for three weeks
- Student is written up and assigned:
 - One (1) day Lunch Detention (LD)
 - Two (2) days After-School Detention (ASD)
 - One (1) day In-School Suspension (ISS)

- A **\$25 fine** will be charged to the *FACTS* account

Third Offense

- Device is confiscated
- Parent must attend a conference with administration
- Device is returned only to the parent
- Student is not permitted to bring the device to school for five weeks
- Student is written up and assigned:
 - One (1) day Lunch Detention (LD)
 - Three (3) days After-School Detention (ASD)
 - One (1) day Out-of-School Suspension (OSS)
- A **\$50 fine** will be charged to the *FACTS* account

Fourth Offense

- Device is confiscated
- Parent must attend a conference with administration
- Device is returned only to the parent
- Student is not permitted to bring the device to school indefinitely
- Student is written up and assigned:
 - Three (3) days After-School Detention (ASD)
 - One (1) day Out-of-School Suspension (OSS)
 - One (1) day Saturday Detention (SD)
- A **\$75 fine** will be charged to the *FACTS* account

Repeated Violations

Following a fourth offense, TCCA administration will conduct a serious review with the student's parents regarding the student's continued enrollment at TCCA. Fourth offense penalty applies and the student will be recommended for expulsion.

Plagiarism (see Academic Dishonesty -Cheating)

If a student is found to turn in work that is not their own but "borrowed" from another source without proper citation, they will be considered guilty of plagiarism.

Profanity, Obscene Gestures, Immoral Actions or Suggestive Conversation

There is no place for profanity, obscene gestures, immoral actions, or suggestive conversation on the campus of TCCA. Any student who uses abusive, vulgar, or irreverent language, or engages in any behavior that is suggestive in nature, and/or carries the appearance of being profane, obscene, or immoral may be immediately removed from the student body. *Ephesians 4:29-31*

First offense: Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God's point of view.

Student will be written up and will be assigned one (1) day Out of School Suspension (OSS).

Second offense: Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension (OSS) and one (1) day Saturday Detention (SD).

Third offense: Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

Sex Acts or Sexual Harassment Policy

TCCA maintains a **zero-tolerance policy** regarding sexual acts or sexual harassment involving students, staff, faculty, or volunteers. This policy applies in all school-related settings, including:

- On campus
- During school-sponsored events
- In school vehicles
- On any property owned, operated, or used by the school

Any alleged sexual act or harassment will be taken seriously and promptly investigated. If a violation is confirmed, disciplinary action will be administered according to the TCCA Discipline Policy. If the behavior is found to be criminal in nature, it will be reported to the **Aiken Department of Public Safety**.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. This type of conduct is strictly prohibited, as it creates a hostile, intimidating, or offensive educational environment.

Examples of Prohibited Conduct (*including, but not limited to*):

- Unwelcome sexual flirtations, advances, or propositions
- Verbal abuse or derogatory language of a sexual nature
- Graphic or explicit comments about an individual's body or appearance
- Use of sexually degrading or suggestive terms to describe a person
- Display or distribution of sexually suggestive images, drawings, or objects in a school context
- Inappropriate or explicit hand-written notes
- Sharing or exchanging sexually explicit or suggestive messages, images, or videos (including via text, email, or social media)
- Any form of inappropriate or unwelcome touching

Disciplinary Action

TCCA is dedicated to providing a safe, respectful, and Christ-centered learning environment. Any behavior violating this policy will be addressed with compassion, discernment, and firmness, grounded in biblical values and in compliance with the law.

First Offense: Immediate Dismissal Process Initiated

- Parent/guardian required to attend an immediate conference with school administration
- The student will be written up and placed on indefinite Out-of-School Suspension (OSS) pending expulsion
- If criminal activity is suspected or confirmed, the Aiken Department of Public Safety will be contacted to conduct a formal investigation

Tardy Policy

We believe that punctuality reflects personal responsibility and respect for others. Arriving on time allows students to begin their day with focus, contributes to a positive classroom environment, and helps ensure the success of the entire class. Repeated tardiness disrupts learning and diminishes the educational experience for both the tardy student and their peers.

Definition of Tardy

A student is considered **tardy** if they are not in their classroom and prepared for instruction at the designated start time. This applies to both arrival at school and transitions between classes.

Cumulative Tardy Consequences

Offense Consequence

1st – 4th	<ul style="list-style-type: none"> • Documented warning. Parents may be notified. Student receives a formal write-up on the fourth (4th) tardy, warning of consequences for next tardy.
5th Tardy	<ul style="list-style-type: none"> • One (1) day Lunch Detention (LD) • One (1) unexcused absence added to student's permanent record. • Student becomes ineligible for Perfect Attendance award. • Parent conference with administration required.
6th Tardy	<ul style="list-style-type: none"> • Student receives a formal write-up. • One (1) day Lunch Detention (LD). • One (1) day After-School Detention (ASD).

Offense Consequence

	<ul style="list-style-type: none"> • \$10 fee charged to FACTS Family account.
7th Tardy	<ul style="list-style-type: none"> • Student receives a formal write-up. • One (1) day One (1) day After-School Detention (ASD). • One (1) day In-School Suspension (ISS). • \$10 fee charged to FACTS Family account.
8th Tardy	<ul style="list-style-type: none"> • Student receives a formal write-up. • One (1) day In-School Suspension (ISS). • One (1) day Out-of-School Suspension (OSS). • \$25 fee charged to FACTS Family account.
9th Tardy	<ul style="list-style-type: none"> • Student receives a formal write-up. • Two (2) days Out-of-School Suspension (OSS). • One (1) Saturday Detention (SD). • \$25 fee charged to FACTS Family account.
10th Tardy	<ul style="list-style-type: none"> • Student receives a formal write-up. • Three (3) days Out-of-School Suspension (OSS). • One (1) Saturday Detention (SD). • \$25 fee charged to FACTS Family account. • Student becomes ineligible for Golden or Silver Lion Honor Award.

Additional Notes

- Tardies reset at the semester break; however, awards and recognitions (e.g., Perfect Attendance, Golden/Silver Lion) are calculated annually.
- Excessive tardiness may result in additional administrative action, including probation or further disciplinary review.
- Parents are encouraged to partner with TCCA to help their children establish consistent morning routines and respect for punctuality as a life skill and biblical principle.

Terroristic Threats or Perceived Threats Policy

We take all threats of harm—whether direct or implied—very seriously. This includes threats made against students, employees, volunteers, families, or school property, and applies to all individuals connected to the school community, including students, parents, staff, teachers, and volunteers.

Any such threat, whether verbal, written, digital, or physical in nature, will be thoroughly investigated by the administration to determine credibility and intent. If a threat is deemed credible, immediate, and decisive action will be taken to ensure the safety and security of the school community.

Policy Guidelines

- **Parents or guardians** who make what the administration determines to be a **credible threat** will be required to **immediately withdraw their child(ren)** from TCCA.
- **Students** who make a credible threat will face **immediate dismissal proceedings**.
- If the threat is deemed to be criminal in nature, it will be referred to the **Aiken Department of Public Safety**, and **Town Creek Baptist Church (TCBC)** will pursue appropriate legal action.

First Offense: Immediate Dismissal Process Initiated

- Mandatory parent/guardian conference with school administration
- Student will be written up and placed on indefinite Out-of-School Suspension (OSS) pending expulsion
- If criminal activity is discovered or reasonably suspected, the Aiken Department of Public Safety will be contacted for a formal investigation
- TCCA will cooperate fully with law enforcement and press charges if warranted

TCCA is committed to maintaining a Christ-centered, safe, and respectful environment for all. No threat of violence or harm—whether made in anger, jest, or otherwise—will be tolerated under any circumstance.

Vandalism

Students or parents of students seen, videoed, or caught damaging or defacing school or church property will be expected to pay the cost of restoration and/or replacement of damaged property. Pranks are considered vandalism. The Aiken Department of Public Safety may be called to investigate the situation.

First offense: Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God's point of view. Parents of student who vandalizes and student who vandalizes will be held responsible for paying for the cost of restoration and/or replacement of damaged property. Student will be written up and will be assigned one (1) day Out of School Suspension (OSS).

Second offense: Parent must have conference with administration. Parents of student who vandalizes and student who vandalizes will be held responsible for paying for the cost of restoration and/or replacement of damaged property. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

Stealing - Theft

TCCA takes the theft of academy, church, preschool, student, teacher, or staff property seriously. God commanded people not to steal. (*Exodus 20:15*) Theft is defined, but not limited to, the taking of another's personal property. This includes "borrowing - taking" of academy property, books, book bags, calculators, church property, computers, electronic devices, homework, lunches, lunch containers, notes, notebooks, paper, pens, pencils, phones, preschool property, or any other items of others without permission.

If students engage in theft, they must immediately return stolen property. If property is not fully functional as it was prior to theft, the student stealing items must replace or make proper payment for stolen damaged property. If student is unrepentant and refuses to make right the theft, TCCA administration will proceed to Third offense discipline.

If it is discovered the value of an item stolen exceeds fifty dollars, Aiken Department of Public Safety may be called to investigate the situation.

First offense: Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God's point of view. Student will be written up and will be assigned one (1) day Out of School Suspension (OSS).

Second offense: Student will be written up and assigned three (3) days of Out of School Suspension (OSS) and one (1) day Saturday detention (SD).

Third offense: Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

Weapons

Specific weapons exceptions may be made by administration if student participates in shooting sports or other weapons related activities.

Weapons or items that are commonly used as weapons may not be brought on TCCA's campus, vehicles, or property. Any weapons brought to school will be confiscated and parents will be notified. Any student who brings a weapon to school may be suspended, expelled, or arrested. Examples of weapons include, but are not limited to, guns, knives, martial art weapons, crossbows, and/or chemical weapons.

First offense: Parent must have conference with administration. If criminal activity has been discovered, the Aiken Department of Public Safety may be called to investigate the situation. Student will receive a warning unless a weapon is used to threaten someone else (see Terroristic Threats or Perceived Threats). Student will be written up and will be assigned one (1) day In-School Suspension (ISS).

Second offense: Parent must have conference with administration. If criminal activity has been discovered, the Aiken Department of Public Safety will be called to investigate the situation. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

27. Definitions in Discipline

Academic Probation Contract

If a student is placed on Academic Probation, an *Academic Probation Contract* will be written by the administration and will be agreed upon and signature witnessed by the principal, teachers, student, and parents. Student must follow guidelines during their probationary period, including but not limited to, requirements for attending after-school sessions, additional outside tutoring, summer math tutoring and/or summer school. If a student continues to fall below grade level after the interventions included in the *Academic Probation Contract* the administration will determine student ineligible to continue for the current year and/or return for the following year.

After School Detention (ASD)

ASD can be assigned to any day of the week. Students in ASD must report to the front desk by 3:05. Late students will be assigned an additional day of ASD. Student shall remain in ASD until 5:30. ASD will be a manual labor detention. A ten-dollar (per day of ASD assigned) fee will be charged to student's family FACTS account.

If a student misses ASD twice, he/she will automatically be required to attend *Saturday Detention* (SD) and will be charged a \$25.00 *Saturday Detention* fee. A parent may submit a written request for his/her child to have ASD rescheduled for the following week, only in the event of an emergency. The request must be submitted in writing to the administration **24 hours in advance**. Students will not be excused from ASD unless the student is sick, and the parent provides an official doctor's note.

Alternative Discipline

Alternative discipline is not designed to be fun. It is a corrective tool used by teachers and or administration to correct undesired behavior in a student. A teacher may offer a student the opportunity to receive alternative discipline if in the opinion of the teacher or administration the student deserves this option. Alternative discipline is used instead of traditional write-ups.

Alternative discipline may be:

- Physical in nature, (i.e., pushups, jumping jacks, other physical education movements, and/or cleanup duty).
- Academic in nature, (i.e., writing assignments, book reports, or other academic assignments).

Teachers and administration reserve the sole authority to choose these options.

Behavioral Probation (BP)

Students reported for consistent unacceptable behavior will have a *Behavioral Contract* created and be put on probation. TCCA administration will create a *Behavioral Contract* agreement to correct student's disorderly behavior. Administration, parents of said student and said student must agree to the *Probationary Period* and sign the agreement.

TCCA will meet with parents and said student to measure and evaluate behavior weekly. If a parent or student fails to comply with the contractual agreement, TCCA administration shall issue a write-up of expulsion for said student.

Expulsion

Expulsion is the denial of a TCCA student to return or participate in any on or off campus activities by the TCCA administration after a discipline issue and appeal. When expulsion is complete, student is removed from the TCCA roll and may not return to campus for any reason, even if sibling attends TCCA. Expelled students are no longer students of TCCA. Expelled students forfeit all rights and privileges of being a student at TCCA. Depending on severity of offense, the student may be issued a trespass notice from the Aiken Department of Public Safety. TCBC may press legal charges if trespass notice is violated.

Immediate Dismissal

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

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

Expelled students or students who have been asked to withdraw from TCCA will not be allowed to attend any school-related activities. The Aiken Department of Public Safety has full jurisdiction on the Town Creek campuses and will be called, if necessary.

In-School Suspension (ISS)

Students in ISS will receive assignments from teachers. On days assigned to ISS, students shall bring all necessary supplies and report to the front desk. Students in ISS will be required to keep pace with classmates. ISS will begin at 8:00 and end at 3:00. If a student is late or has an outside appointment on the day of ISS, the student shall serve an additional day of ISS.

Out-of-School Suspension (OSS)

Students in OSS will receive assignments from teachers. Students assigned OSS will be required to complete graded assignments and will receive a 20% grade deduction of all work and tests assigned.

Students serving OSS are not allowed to participate in any on or off campus TCCA related practices, activities, or events during the time of suspension.

Saturday Detention (SD)

SD is detention assigned to students for a designated Saturday from 7:00 a.m. until 11:00 a.m. Students assigned to SD will be charged a twenty-five-dollar fee \$25, which will be billed to the student's *Facts Family* account. If a student is late, he/she will be required to attend a second SD and pay for the additional SD fee. SD is a manual labor detention so students should plan to work.

Students will not be excused from SD for the sake of an extracurricular activity. Students serving in Saturday School will not be allowed to participate in any school-related activities the day the suspension is served.

Write-ups/Discipline Referral

Write-ups and discipline referrals are used interchangeably in our discipline process. The write-up is a way for teachers at TCCA to refer a student to the administration to be disciplined because of conduct that violates our code of conduct.

Administration will investigate all writeups. The TCCA discipline process will be followed as prescribed in the handbook.

28. Dress Code and Uniform Policy

TCCA is a private Christian school, therefore, we reserve the right to promote Jesus Christ in all areas of student life. We understand various things that contribute to the school atmosphere, including the school uniform. It is our belief that the physical appearance of our students is an essential element in developing personal responsibility for each student and minimizes distractions within the academy.

All plaid mentioned in handbook refers to the TCCA approved plaid. All shorts must be button "walking" style shorts and must be approved by administration.

This year we are shopping at our TCCA Store which will be open regularly. See administration for details. Parents should read and follow Parent/Student Handbook *Dress Code and Uniform Policy* prior to ordering. Parents may order only what is allowable for student's age/grade and biological sex/gender.

It is the responsibility of the parents and students to ensure that student's dress conforms to TCCA *Dress Code and Uniform Policy*. Violations of the *Dress Code and Uniform Policy* will be dealt with in Christian love and firmness with deep concern for the individual involved. It is our desire that students conform to the policy because of

personal conviction and love for Christ including a desire to not harm the spirit of unity at TCCA.

The TCCA *Dress Code and Uniform Policy* is also designed to assist students in developing attitudes of respect for themselves and consideration for others. As each student demonstrates concern for his/her appearance, the entire student body will benefit, and the testimony of the school will be a positive one in the community.

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

The following is central to TCCA *Dress Code and Uniform Policy*:

1. As a ministry of TCBC, our standards require Christ-centered excellence in academics, conduct, and appearance. Moderation, compassion, and graciousness are key aspects in our goal of achieving a balanced uniform policy. *Colossians 3:23*
2. Biological males must wear male uniforms, and biological females must wear female uniforms in accordance with TCCA *Dress Code and Uniform Policy*. Teaching children to conform to a dress standard helps establish an atmosphere of order and respect for each other and for authority while minimizing distractions and establishes habits conducive to future employment. *Romans 15:1,2*
3. The principle goal of the uniform policy is to implement a means to preclude the use of extreme fashions and trends as a mechanism for drawing undue personal attention or making other forms of offensive public statements that may cause a distraction to the learning process. *1 Corinthians 13:4,5*

Female Dress Code and Uniform Policy

All uniforms must be neat, wrinkle-free, clean, modest, hemmed, sized, and length appropriate. Clothing that is torn, ripped, or sized inappropriately violates the *Dress Code and Uniform Policy*, is not permitted, and will be addressed. Students must be mindful of growth spurts and must wear properly fitting uniforms at all times.

Students must enter and exit the building each day in *Dress Code and Uniform Policy* compliance. Monogramming and/or embroidery of our school logo in any form on personal garments is not permitted.

Students should take pride in themselves and be clean and groomed. When age-appropriate, students should take care to minimize body odor. At all ages students must maintain good hygiene.

Female Chapel Uniform

We desire Chapel to be special each week. Chapel uniform denotes the attention we place on mid-week worship. Please note the required white Oxford (short sleeve or long

sleeve) female button-down dress shirt with or without TCCA logo may be purchased at a clothing store of your choice but must meet Dress Code and Uniform Policy.

- 4K - 2nd grade – Plaid pleated skort; plaid box pleated shift dress; gray, khaki, or navy skirt
- 3rd - 5th grade – Plaid skort; plaid, skirt, gray, khaki, or navy skirt.
- 6th - 8th grade – Plaid, gray, khaki, or navy skirt.
- 9th - 12th grade – Plaid, gray, khaki, or navy skirt.
- Optional navy, *Dennis Uniform* sweater vest.
- Plaid anklet socks with ruffle, navy, or white opaque knee-high socks, cable knit socks, cotton crew socks, white triple roll socks or tights.
- Shoes must be flat heeled, closed toe and closed heel. Shoes must be solid in color (black, brown, white, navy, royal, or light blue). Shoes must be leather, canvas or suede. Shoes must be solid in color (black, brown, white, navy, royal, or light blue). Shoes must be leather, canvas or suede. Athletic shoes, boots, no-lace slip-ons, and flip-flops are not authorized wear.
- Shorts are not allowed to be worn for Chapel Uniform.

Female Daily Uniform

4K Academy Students:

TCCA logoed navy, light blue, or white polo shirts and a plaid skort or gray shorts. Student may wear plaid jumper; navy polo dress; plaid, gray, khaki, or navy skirt. Black or brown belts are required for shorts.

5K-3rd Grade Academy Students:

TCCA logoed navy, light blue, or white polo shirts and a plaid skort or gray shorts. Student may wear plaid jumper; navy polo dress; plaid box pleated shift dress; or plaid, gray, khaki, or navy skirt. Black or brown belts are required for shorts.

4th-5th Grade Academy Students:

TCCA logoed navy, light blue, or white jersey polo and a plaid skort; plaid, gray, khaki, or navy skirt; and/or gray shorts. Black or brown belts are required for shorts.

6th- 8th Grade Academy Students:

TCCA logoed navy, light blue, or white jersey polo and a plaid skort; plaid, gray, khaki, or navy skirt; and/or gray shorts. Black or brown belts are required for shorts.

9th-12th Grade Academy Students:

TCCA logoed navy, light blue, or white jersey polo and a plaid skort; plaid, gray, khaki, or navy skirt; and/or gray shorts. Black or brown belts are required for shorts.

Female Accessories, Clothing, Earrings, and Footwear, and Hair

While TCCA respects each female student's right to personalize and accessorize, we have limits within the *Dress Code and Uniform Policy*. All personalization of dress and

wearing of accessories must be worn in good taste and are subject to administration approval. All accessories must comply with *the Dress Code and Uniform Policy*.

Female Hair, earrings, and accessories

- Hair must be clean and well groomed.
- Extreme types of haircuts and extreme hair color are not allowed.
- While not exhaustive, the following hairstyles are representative of which styles are not allowed: Afros, Bowl Cuts, Dreads, Mohawks, Mulletts, Partial Shaves, Shaved head, Undercuts, or shaved designs.
- Hair color must not deviate beyond the normal hair color range of the student. Crayon colors, rainbow colors, or any other extreme hair colors are not acceptable; this includes tips, tie-ins, feathers, streaks, highlights, and braids.
- Hair accessories may be TCCA plaid, navy, royal, white, light blue, gray, or black.
- A single set of earrings may be worn with lower ear lobe piercings only. All earrings should be small in nature. Hoop earrings should be no larger than the size of a dime for 4K-5th grade and the size of a quarter for 6th – 12th grades.
- Sunglasses may not be worn indoors but may be worn outdoors.
- Belts must be worn if the apparel item has belt loops. Belts should always be black or brown leather belt or leather braided. No custom belts or custom belt buckles may be worn. No specialty belts or belt buckles.
- One ring is allowed on either hand.
- Watches are permitted. (No Smartwatch or similar permitted).
- One bracelet per wrist is permissible.
- One anklet per ankle is permissible.
- One necklace is permissible but may not be visible outside of uniform top.

Female Clothing

- Clothing that is not properly sized (over and undersized), or is stained, dirty, patched, or frayed cannot be worn.
- Tops must overlap bottoms enough to avoid exposing the midriff when normal movement such as stooping or stretching. Form-fitting tops, pants, or shorts that reflect the imprint of undergarments or are revealing are unacceptable.
- Undergarments must be solid (no writing). Undergarments must be white only when wearing white polo shirts, Chapel blouse or other light-colored top. Undergarments shall be under the uniform and should not be oversized and distract from uniform.
- Buttoned shirts must have all buttons in proper order. Shirts shall not gape open.
- Tights and leggings worn under skirts must be mid-calf or longer in length and may be solid navy, royal, white, light blue, gray, or black. Sweat pants may not be worn under skirts.
- Students may not wear non-uniform clothing items under uniform/polo shirts.
- Non-uniform coats, jackets, or sweaters may not be worn inside a building. Students will be asked to remove.

- TCCA hoodies may be worn as uniform, but hood shall not be on head inside buildings. Appropriate uniform must be present under hoodie if inspected.
- Students may not write on shoes, clothing, or body.
- Students may not have visible tattoos (temporary or permanent).
- Hats, caps, scarves, or other headgear are not allowed inside the building but are allowed outdoors.
- Any item of outerwear may be worn to school, but any outerwear worn inside the school must be within uniform compliance. Students may not wear non-uniformed outerwear in class.
- Shirts may be tucked or untucked.

Female Shoes/Footwear

- All socks and shoes must be in good condition and conform to *the Dress Code and Uniform Policy*. Socks or footies must be worn.
- Shoes may be canvas, leather, suede, or athletic type shoes that are solid navy, royal, white, light blue, gray, brown, or black. Shoes must be flat heeled, closed toe, and closed heel. No flip-flops.
- Shoes may not be multi-colored, patterned, pictured, checkered, striped, themed, chrome, golden, pink, checker board, or any other type of custom or any other than school-colored shoes.
- Shoelaces must match the color of shoe or be solid white. All shoes must be properly worn. Shoes intended to have laces may not be worn without laces or untied.
- Shoes for Chapel may be solid navy, royal, white, light blue, gray, brown, or black. Shoes must be leather, canvas, or suede. Flip-flops and athletic wear are not authorized for Chapel. No laced slip-ons; no slip-on sneakers.
- Socks may be solid navy, royal, white, light blue, gray, or black. Optional slip-on socks with dress shoes are permitted. Themed, multi-colored, patterned, pictured, checkered, striped socks, or other colorful socks may not be worn.
- No specialty shoes. (No Heelys, slides, Crocs, Moccasins, or the like.)
- Clean dress boots are allowed with skirts or skorts for Daily Uniform only (no multi-colored cowboy boots and no work boots).

Male Dress Code and Uniform Policy

All uniforms must be neat, wrinkle-free, clean, modest, hemmed, sized, and length appropriate. Clothing that is torn, ripped, or sized inappropriately violates the *Dress Code and Uniform Policy*, is not permitted, and will be addressed. Students must be mindful of growth spurts and must wear proper fitting uniforms at all times.

Students must enter and exit the building each day in *Dress Code and Uniform Policy* compliance. Monogramming or embroidery of our school logo in any form on personal garments is not permitted.

Students should take pride in themselves and be clean and groomed. When age-appropriate, students should take care to minimize body odor. At all ages students must maintain good hygiene.

Male Chapel Uniform

We desire Chapel to be special each week. Chapel uniform denotes the attention we place on mid-week worship. Please note the required white Oxford (short sleeve or long sleeve) male button-down dress shirt with or without *TCCA logo may be purchased at a clothing store of your choice but must meet TCCA standards.*

- Gray, khaki, or navy pants.
- Optional sweater vest.
- Socks may be solid navy, royal, white, gray, or black. Themed socks, multi-colored, or other colorful socks are not permissible.
- TCCA necktie or bow tie
 - 4K through 5th grade – any TCCA plaid necktie, bow tie, or other colored tie/bow tie.
 - 6th through 8th grade – any TCCA plaid necktie, bow tie, or other colored tie/bow tie.
 - 9th through 12th grade – any TCCA plaid necktie, bow tie, or other colored tie/bow tie.
- Black or brown leather belt or braided belt. No pictures or patterns on belt permitted. No custom belt buckles.
- Shoes must be solid in color (black, brown, white, navy, royal, or light blue). Shoes must be leather, canvas or suede. Athletic shoes, boots, no-lace slip-ons, and flip-flops are not authorized wear.
- Shorts are not allowed to be worn for Chapel Uniform.

Male Daily Uniform

4K Academy Students:

TCCA logoed navy, light blue, or white polo shirts. Gray, khaki, navy shorts, or pants. Black or brown belts are required for shorts and pants.

5K-3rd Grade Academy Students:

TCCA logoed navy, light blue, or white polo shirts. Gray, khaki, navy shorts, or pants. Black or brown belts are required for shorts and pants.

4th-5th Grade Academy Students:

TCCA logoed navy, light blue, or white polo shirts. Gray, khaki, navy shorts, or pants. Black or brown belts are required for shorts and pants.

6th- 8th Grade Academy Students:

TCCA logoed navy, light blue, or white polo shirts. Gray, khaki, navy shorts, or pants. Black or brown belts are required for shorts and pants.

9th-12th Grade Academy Students:

TCCA logoed navy, light blue, or white polo shirts. Gray, khaki, navy shorts, or pants. Black or brown belts are required for shorts and pants.

Male Accessories, Clothing, Earrings, and Footwear, and Hair

While TCCA respects each male student's right to personalize and accessorize, we have limits within the *Dress Code and Uniform Policy*. All personalization of dress and wearing of accessories must be worn in good taste and are subject to administration approval. All accessories must comply with the TCCA *Dress Code and Uniform Policy*.

Male Hair and Accessories

- Hair must not touch the collar of shirt.
- Hair must be groomed and may not extend beyond the middle of ear.
- Hair must not touch eyebrows.
- Hair must be clean and well groomed.
- Extreme types of haircuts and extreme hair color are not allowed.
- While not exhaustive, the following hairstyles are representative of which styles are not allowed: Afros, Bowl Cuts, Dreads, Mohawks, Mulletts, Partial Shaves, Shaved head, or Undercuts.
- Facial hair (beards, mustaches, goatees, sideburns) must be well kept and close to the face. Sideburns not attached to a beard may not extend past the bottom of ear lobe. Beards must be groomed and may not grow down the neck area. Being clean shaven is an option.
- Hair color must not deviate beyond the normal hair color range of the student. Crayon colors, rainbow colors, or any other extreme hair colors are not acceptable.– this includes tips, tie-in's, feathers, streaks, highlights, and braids.
- Males may not wear hair accessories.
- Males may not wear earrings.
- Sunglasses may not be worn indoors but may be worn outdoors.
- Belts must be worn if the apparel item has belt loops. Belts should always be black or brown leather belt or leather braided. No custom belts or custom belt buckles may be worn. No specialty belts or belt buckles.
- One ring is allowed on either hand.
- Watches are permitted. (No Smartwatch or similar permitted.)
- One bracelet per arm is permissible.
- One necklace is permissible but may not be visible outside of uniform top.

Male Clothing

- Clothing that is not properly sized, or is stained, dirty, patched, or frayed cannot be worn. Form-fitting tops, pants or shorts that reflect the imprint of undergarments are unacceptable.
- Students may not wear non-uniform clothing items under uniform/polo shirts.
- T-Shirts/undershirts can only be white – no other colors or writing on undergarments.
- Non-uniform outerwear may not be worn inside the building. Students will be asked to remove.

- Students may not write on shoes, clothing, or body.
- Students may not have visible tattoos (temporary or permanent).
- Hats, caps, scarves, or other headgear are not allowed inside the building but are allowed outdoors.
- Shirts must be tucked in shorts or pants at all times except during physical education.

Male Shoes/Footwear

- All socks and shoes must be in good condition and conform to TCCA dress code. Socks or footies must be worn.
- Shoes may be canvas, leather, suede, or athletic type shoes that are solid navy, royal, white, light blue, gray, brown, or black. Shoes must be flat heeled, closed toe, and closed heel. No flip-flops.
- Shoes may not be multi-colored, patterned, pictured, checkered, striped, themed, chrome, golden, pink, checker board, or any other type of custom or any other than school-colored shoes.
- Shoelaces must match the color of shoe or be solid white. All shoes must be properly worn. Shoes intended to have laces may not be worn without laces or untied.
- Chapel shoes may be solid navy, royal, white, light blue, gray, brown, or black. Shoes must be leather, canvas, or suede. Flip-flops and athletic wear are not authorized for Chapel. No laced slip-ons; no slip-on sneakers.
- Socks may be solid navy, royal, white, light blue, gray, or black. Optional slip-on socks with dress shoes are permitted. Themed, multi-colored, patterned, pictured, checkered, striped socks, or other colorful socks may not be worn.
- No specialty shoes. (No Heelys, slides, Crocs, Moccasins, or the like.)
- Clean boots are allowed with long pants for Daily Uniform only (no work boots or marking heel boots).

All Students (CO-ED)

Field Trip Uniform (All Students)

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

Fun Fridays (All Students)

The first Friday of each month at TCCA has been designated as “Fun Friday,” unless otherwise specified. Students may wear TCCA spirit wear t-shirts, sweatshirts, or daily uniform.

Students may wear jeans or uniform bottoms that match spirit wear shirt. Jeans must not be bell-bottom, custom-colored, faded, frayed, ripped, cut, or tight style skinny jeans. The Student Council will assign themes for Fun Fridays. Themes vary such as favorite sports team, Hawaiian, or country and western, etc.

All Fun Friday clothing must be modest in nature and in compliance with uniform guidelines for length and proper fit. No leggings will be permitted. No rips, tears, holes,

characters, or advertisements may be displayed. The administration reserves the right to judge the appropriateness of student attire. Fun Friday shoes must conform to TCCA *Dress Code and Uniform Policy*.

Athletic Uniform (All Students)

TCCA team athletics wear shirts or jerseys may be worn on game day as announced by administration or coaches. Any sports team wear will be announced on days it may be appropriately worn.

The administration reserves the right to judge the appropriateness of footwear.

Physical Education Uniform (All Students)

A TCCA Physical Education (PE) uniform is required for 4K through 12th grade. The primary (PE) uniform is a gray t-shirt and navy gym shorts. Optional (PE) sweatpants are available.

Spirit Wear (All Students)

Spirit wear is authorized wear from our TCCA vendors. Spirit wear is worn on special announced days. Jackets worn inside must be TCCA logoed. TCCA spirit outer wear, TCCA athletic team jacket, earned TCCA Scholar Jacket, or earned TCCA Varsity Letterman's Jacket are authorized.

Special Events and TCCA Pictures (All Students)

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

Early Education Center Uniforms

PK3/PK4 TCEE - Early Education Center Students:

- Females – *TCEE logoed* navy jersey polo dress or TCEE navy t-shirt with any appropriate pants/shorts.
- Males - *TCEE logoed* navy polo shirt or TCEE t-shirt with any appropriate pants/shorts.

Backpacks and lunch boxes

It is preferable that backpacks and lunch boxes be one solid color. Backpacks and lunch boxes may be any color; however, characters, advertisements, offensive language, or symbols are not permitted. *Rolling back packs are prohibited*.

Backpacks and lunch boxes must be cleaned and sanitized regularly.

Dress Code and Uniform Violations

Students will be deemed out of compliance with *Dress Code and Uniform Policy* if parents purchase "other" customized shirts or pants. Parents will be in violation of the

Agreement if their student wears unauthorized school wear. Students will be disciplined for *Dress Code and Uniform Policy* violations.

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

School Sponsored Events

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

29. Health and Wellness Policies, Practices, and Procedures

All employees, families, faculty, and students are required to abide by the *TCCA Wellness Plan*.

Quarantine

Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings. TCCA and TCEE administration reserves the right to make every decision regarding an individual students or staff quarantine status.

Cardiopulmonary resuscitation (CPR)

Cardiopulmonary Resuscitation (CPR) – is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple the chances of survival after cardiac arrest. A majority of teachers at TCCA are CPR trained.

Health Room

The Health Room is located on the first floor. Medications for students and their [Medication Forms](#) are in this room. A rest bed is reserved in the Health Room for students or staff who may not feel well.

Immunizations

All students must provide their current [South Carolina Immunization Certificate](#). Residents of South Carolina can obtain this certificate from the Pediatrician or the South Carolina Department of Health and Environmental Control (SCDHEC).

Injuries Policy

We take injuries seriously. Injuries such as cuts, open wounds, and punctures occur. If the wound is minor, student will be given what our staff may deem appropriate first aid. TCCA staff are not doctors, nurses, or experts in the field of medicine.

Should student have a serious accident at school, administration will attempt to contact parent, guardian, or other designated persons listed in students' files for instructions. If injury or sickness is deemed an emergency by our staff, 911 will be called.

If student incurs medical expenses due to an incident at school, student's family is responsible for filing on their personal insurance. TCBC has limited insurance coverage for medical injuries occurring during a time of instruction or activities.

We attempt to minimize sickness at TCCA. If a teacher, staff, or student appears ill, we will determine the urgency of their need for care and do our limited best to help. If teacher, staff, or student is deemed too sick to remain at TCCA or TCEE, they will be sent home.

TCCA administration will not be overridden by a doctor, guardian, or parent. Everyone on our campus must abide by our Sickness Policy.

Sickness Policy

We do not want our student body to be ill. All TCBC, TCAA, and TCEE teachers, staff, and students shall abide by the TCCA Sickness Policy.

If your child is exhibiting any of the following symptoms, please keep your child at home:

- Vomiting = A teacher, staff, or student must remain off our campus for a full 24 hours after the last sign of symptoms. Anyone reentering campus prior to a completed 24-hour cycle after last signs of symptoms will be sent home and not allowed to remain on campus. If a disagreement occurs between guardians, parents, teachers, staff, or student, TCCA administration will be the final authority in determining status of sick individual.
- Diarrhea = A teacher, staff, or student must remain off our campus for a full 24 hours after the last sign of symptoms. Anyone reentering campus prior to a completed 24-hour cycle after last signs of symptoms will be sent home and not allowed to remain on campus. If a disagreement occurs between guardians, parents, teachers, staff, or student, TCCA administration will be the final authority in determining status of sick individual.
- Elevated temperature = A teacher, staff, or student must remain off our campus for a full 24 hours after the last sign of symptoms. Anyone reentering campus prior to a completed 24-hour cycle after last signs of symptoms will be sent home and not allowed to remain on campus. If a disagreement occurs between guardians, parents, teachers, staff, or student, TCCA administration will be the final authority in determining status of sick individual.

- Contagious diseases = A teacher, staff, or student must remain off our campus for a full 24 hours after the last sign of symptoms. Anyone reentering campus prior to a completed 24-hour cycle after last signs of symptoms will be sent home and not allowed to remain on campus. If a disagreement occurs between guardians, parents, teachers, staff, or student, TCCA administration will be the final authority in determining status of sick individual.

A student may not remain at school if his/her temperature is elevated, if he/she vomits, has episodes of diarrhea, or if the administration makes an assessment that the student needs to go home. TCCA administration is the final authority on sending students home when a student shows signs of sickness. When TCCA calls it is incumbent upon guardians or parents to cooperate and have the student picked up promptly. Only those listed on students approved emergency pickup list may pick up a student.

Students must be fever-free without medication for 24 hours from last spiked fever before returning to school. This will help us prevent further disease transmission. A student who is out more than two days with sickness must not return unless a doctor's excuse to return to school is provided. Doctor's excuses or permissions do not supersede the authority of the Administration of Town Creek.

Our staff is neither permitted to prescribe or administer any medications unless they are sent from home and are accompanied by a completed current [Medication Form](#) with full pharmacy instructions and a parent's signature. TCCA does not provide student insurance for sickness.

Medications

All medications will be kept locked in the Health Room. Office staff will administer medications and keep a daily log of all dosages, permission slips, and times. Parents must bring the medication and the completed [Medication Form](#) to the office. Medications that require refrigeration will be kept in a refrigerator in the Health Room. If a student requires a supply of medication for daily use, it must be stored in the Health Room. Medications should be in the original bottle, whether over the counter or prescription. If medication is expired, it will not be administered. No more than a 30-day supply for a prescription medication may be brought to school. Violation of this policy may result in long-term suspension or expulsion.

Parents should plan and provide a completed [Medication Form](#) in case child had headaches or pains in school. Students who complain of headaches or other occasional aches and pains cannot call their parents and get permission for a staff member to administer over the counter products.

Parents must bring a personal supply and keep it locked in the Health Room along with their signed [Medication Form](#). Students may not keep any medications in their purses or lockers. An [Emergency Medical Permission Form](#) can be issued to students who need inhalers for immediate relief from asthma attacks, epi-pens for hypersensitivity to

allergies, or diabetic supplies. The administrative office must be notified and must grant this exception.

Student should have [Emergency Medical Permission Form](#) on file in the Health Room. A copy of the form should travel with student on field trips and athletic event. Parents must complete the [Emergency Medical Permission Form](#) and supply a doctor's prescription for those items.

Medications will be disposed of if left at TCCA after the end of the current school year or if they expire. Monthly accountability counts will be done for prescriptions in TCCA custody.

30. Safety Policies, Practices, and Procedures

Disaster Drills

Fire drills are practiced monthly. Other disaster drills are held at various times during the school year. Directions are posted in each classroom. Instructions for leaving the classroom will be given at the beginning of the school year. Students are expected to respond quietly, quickly, and orderly while listening for directions during drills. Parents will not have access to their children during a disaster drill.

Campus Security

The safety and security of our students, staff, and visitors are a top priority at TCCA. To maintain a secure environment, the following policies and procedures must be followed at all times:

Building Access

- All **parents, teachers, volunteers, and students** must enter and exit the building **through the Welcome Center doors only**.
- **Alternative entrances** may only be used with **administrative authorization**.
- Doors must remain **closed and locked at all times**. Propping doors open or bypassing locks is strictly prohibited.
- **Students are not permitted** to open doors for anyone attempting to gain entry to the building.

Campus Safety Personnel

- Certain trained personnel on campus are equipped and authorized to respond to any individual attempting to cause harm.
- Our school is located within the **City of Aiken**, and **Aiken Public Safety** holds jurisdiction on campus.

Visitor Protocol

- **All visitors** must check in at the Welcome Center with a **valid government-issued photo ID**.
- IDs will be scanned through the **Raptor Security System**. If any safety concerns arise during this process, administration will immediately address the situation.
- **Visitors appearing on the national sexual offender registry** will not be permitted to remain on campus.
- Approved visitors must **wear a printed name badge** at all times and **remain only in designated areas** during their visit.

Inclement Weather

TCCA closings and delays are announced via television (channel 12); radio (88.3); and posted on *Facts account* and our TCCA Facebook. Make up days will be announced through school publications and *Facts account*.

Should TCCA experience inclement weather at the time of student pickup, we will follow our safety policy. Example: should a high wind or tornadic activity occur during carline, we will suspend carline, take shelter until we have an all clear from administration. Parents are invited to come in and take shelter. Students will not be dismissed until all clear is called.

Critical Incidents

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

Lock Downs

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

Level 1 (One) Lock Down

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

Level 2 (Two) Lock Down

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

In the event of an actual Lock Down, parents will receive notification via *Facts Family* as soon as students and staff are safely secured. Students will not be released from TCCA until the “All clear” has been given by appropriate authorities. Parents are asked not to

come to the school office during this time; faculty and staff will be occupied doing everything possible to ensure the safety of our students.