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# PARENT AND STUDENT HANDBOOK

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2021-2022 Academic Year



TOWN CREEK CHRISTIAN ACADEMY  
A MINISTRY OF TOWN CREEK BAPTIST CHURCH  
250 Town Creek Road Aiken, SC 29803  
[www.towncreekchristianacademy.com](http://www.towncreekchristianacademy.com) – 803-646-0533

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## **1. COVID-19 or Variant**

At the revision of this Parent and Student Handbook, COVID-19 is a reality in our world. We monitor and do our best to adjust to the South Carolina Department of Health and Environmental Control (SCDHEC) [www.scdhec.gov](http://www.scdhec.gov) guidelines.

We triage our faculty, students, staff, visitors, and volunteers, at the Welcome Center. If you, a family member, friend, or co-worker have been exposed to COVID-19, please self-quarantine and communicate with our administration. Flexibility is required from us all.

Please see our Sickness, Health, and Accident Policy for action steps TCCA follows as part of our wellness plan.

## **2. FACE COVERINGS**

Face coverings will not be required while on campus at TCCA but are optional.

Comfort, safety, and fit should be considered when choosing a face covering.

Face coverings will be allowed on campus, if a parent chooses for their student or a student who is of the majority age chooses a face covering.

1. \*Face coverings will not be supplied by TCCA.
2. Face coverings must be clean.
3. Face coverings must be approved prior to wearing. Face coverings may be TCCA plaid, or solid navy, royal, white, light blue, gray, or black. Cartoons, logos, camouflage, writings, advertisements, or other type caricatures will not be allowed on mask.
4. No full-face mask will be allowed. No hunting mask, ski mask, Halloween mask, sanding mask or any type of full-face covering may be worn. Surgical mask will not be allowed due to their lack of durability.
5. Face coverings may not be shared.

If parents choose for their child to wear a face covering, neither TCCA administration, faculty nor staff will police the proper use of face coverings required for individual students. Parents are required to instruct their child in the proper wearing of their face covering. If a student uses face covering as a toy or a major distraction in class, parents will be called to remove student from class.

*\*If a student develops symptoms of being ill, student will be taken to the Health Room and be required to have temperature checked and wear a Health Room face covering. Parent will be called to pick up sick student.*

### **3. PARENT AND STUDENT HANDBOOK PURPOSE**

Town Creek Christian Academy (referred to as TCCA hereafter in this handbook), is a ministry of Town Creek Baptist Church (referred to as TCBC hereafter in this handbook). For the sake of our ministries and the good of our community, we have created this Parent and Student Handbook. In this handbook you will be provided guidance on the TCCA policies, procedures, and practices. We want each family to be informed and prepared to be successful at TCCA.

TCCA families and students are expected to read and be familiar with the information contained herein. Our families, faculty and students are expected to follow the policies, procedures, and practices of TCCA.

TCCA administration reserves the right to interpret, add, delete, or modify all policies, procedures and practices contained in this Parent/Student Handbook as deemed necessary at any time. Parents and students will be notified when changes have been made. Parents should direct any questions concerning the information contained in this handbook to their child's teacher and/or administrative staff if clarity is needed.

After reading this Parent and Student Handbook with your child, please sign the [TCCA Cooperation Agreement](#). This agreement must be on file the first day of academy.

### **4. MISSION**

*Equip students to seek, serve and share the Truth.*

### **5. BELIEFS**

#### **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, without any mixture of error, for its matter. All Scripture is totally true and trustworthy. Therefore, the Bible is the final authority in all matters related to our faith and practices at Town Creek Christian Academy.

#### **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.

#### **Mankind**

We believe man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's 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 transgressed the command of God and fell from his original innocence whereby his posterity inherits a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. 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; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

### **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 faith in Jesus Christ as Lord.

### **The Church**

We believe a 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, 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.

### **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 co-ordinate 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 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 in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

### **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.

### **5A. TCCA Statement on Marriage, Gender and Sexuality**

All TCCA faculty, parents and guardians will sign and adhere to the Statement on marriage, gender, and sexuality. All students sixth grade through twelfth grade will have to sign and adhere to the statement.

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 the term "marriage" has only one legitimate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. *Genesis 2:18-25*
3. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other. *I Corinthians 6:18; 7:2-5; Hebrews 13:4*
4. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Living together outside the bonds of marriage violates God's Word (The Bible) and TCCA's Belief's Statement. *1 Corinthians 6:8*
5. We believe any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, lesbianism, bisexual conduct, pedophilia, bestiality, incest and use of pornography) is sinful and offensive to God. *Matthew 15:18-20; I Corinthians 6:9-10*
6. We believe God disapproves of and forbids any attempt to alter one's gender by use of medicine, surgery, or appearance. *Genesis 1:27; Deuteronomy 22:5; Galatians 5:16-20*
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; Philipians 2:14-16; I Thessalonians 5:22*
8. 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; I Corinthians 6:9-11*

## 6. CHRISTIAN EDUCATION PHILOSOPHY

### 6A. 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) NKJV*

### 6B. Statement

*Make disciples of Jesus Christ by partnering with like-minded parents to provide a Christ-centered, academically excellent education.*

*Matthew 28:18-20; Matthew 22:36-40; Colossians 3:23*

### 6C. Christian Educational Objectives

#### Academic *Philippians 2:5*

- Students will acquire skills in the areas of reading, writing, speaking, and listening. Students will acquire skills in the areas of mathematical concepts, computation, and application.
- Students will acquire truth concerning the earth, physical and biological sciences; will appreciate the world God has created; and will apply this knowledge and appreciation in the wise use of resources.
- Students will learn the facts and flow of human history and current events and interpret them in the light of God’s plan for mankind.
- Students will be taught American History, the basic principles of democracy and the heritage of sacrifice which made America free.
- Students will be afforded the opportunity to develop skills in appropriate fine arts; will be encouraged to appreciate the artistic expression of others, past and present; and will be encouraged toward creative self-expression.
- Students will be exposed to a wide range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities.
- Students will have the opportunity to become acquainted with technology skills which will enable them to function effectively in a technological society.
- Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.
- Students will be given opportunities to enjoy hands-on life lessons in experiential learning environments.

#### Emotional *Galatians 5:22-25; 1 Timothy 1:7*

- Students will be taught to pursue lives that exhibit the Fruit of the Spirit.
- Students’ appetites will be whet so they might develop a love for learning.
- Students will be taught to love God and love their neighbor as they love themselves.

#### Physical *Romans 12:1*

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- Students will be given the opportunity to improve their coordination, grace, muscle tone and endurance.
- Students will be taught to form desirable habits in the care and grooming of the body and will be taught to develop respect for their body as a temple of the Holy Spirit.

**Social** *Matthew 5:16*

- Students will be taught respect for parents, courtesy and love for the family and will be challenged to assume responsibility within the family unit.
- Students will be taught to develop and demonstrate concern for others.
- Students will be taught to respect the property of others.
- Students will be taught acceptance and recognition of authority and respect for those in authority over them. They will be taught to pray for their leaders and become servant leaders like Jesus.

**Spiritual** *Matthew 28:18-20; Colossians 3:16*

- Students will be encouraged to surrender their lives fully to Jesus Christ.
- Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
- Students will continually be encouraged to increase their knowledge of Scripture.
- Students will be encouraged to give their lives to be on mission with God.

## **7. COVENANT BETWEEN HOME AND TCCA**

God has given parents the privilege and responsibility to rear their children to become godly men and women based on Biblical truth. At TCCA, we desire to partner with like-minded parents who will stand together against the secular tide of our culture and nurture our students in the pursuit of righteousness. Expectations of our partnership includes but are not limited to:

### **Academics**

Our goal is to encourage your child to embrace a love of learning. Parents lead by ensuring child maintains consistent school attendance, and by ensuring child completes assigned work in a careful, thorough, and timely manner. Parents should encourage their children to go above and beyond in all they do in life.

### **Christ-like Character**

We are committed to partnering with like-minded parents to exhort students to develop character and conduct that honors God, and to reinforce their efforts as they strive to meet this goal. We especially need parental support when our staff challenges and encourages students to be image-bearers of Christ. Character counts.

### **Communication**

We believe in open, honest, communication with our families. We know parents desire to have a realistic picture of each student's progress academically, physically, emotionally, morally, and spiritually as is experienced at TCCA. We also schedule

conferences as needed to meet with parents personally. Direct communication is the Biblical model and it eliminates confusion, and additional problems. Our primary toll of communication is ParentsWeb.

## **7A. Conflict Resolution Policy and Procedure**

Occasionally there may be questions, conflicts, or grievances that arise. It is our policy to be Christ-like in settling our differences. *Romans 12:9-21* We ask parents to join us in praying about the issue and seek wisdom from the Holy Scriptures. The faculty and administration of TCCA want to help resolve any issue. When the grievance is brought, an appropriate investigation will begin. *2 Timothy 3:16,17*

Here is the TCCA procedure for conflict resolution:

- Step one: Discuss issues with the person most directly involved. If there are questions or concerns about a specific classroom action or procedure, contact the appropriate teacher.
- Step two: If a satisfactory conclusion is not reached, make an appointment to meet with the Principal of your child.
- Step three: If resolution is still not achieved after speaking with the Principal of your child, request a meeting with the Town Creek Christian Academy Board. Email pertinent facts and information before the scheduled meeting to administration.
- Step three: If the matter is not resolved, request a meeting with the Town Creek Baptist Church Senior Pastor. The Senior Pastor or his assigned has final say in conflict resolution at TCCA.

TCCA's conflict resolution policy and procedure has been established to ensure a peaceable, God-honoring, Christian school environment for students, faculty, and families. The faculty and administration of TCCA are intent on helping you resolve any concern you may have.

We must have everyone's assistance in accomplishing conflict resolution. The problem will go unresolved if the parent or student voices the complaint to individuals other than the appropriate faculty or administration. Actions such as these do not follow the conflict resolution policy and procedure and could potentially cause harm to relationships and one's personal testimony. Violating the TCCA Conflict Resolution Policy and Procedures may result in dismissal from TCCA.

Our goal is to honor God in all we do, including honoring one another in word and deed. Your cooperation is necessary for the success of the ministry of TCCA.

## **7B. Parent and Teacher Communications**

Teachers update their assignments in ParentsWeb weekly. Parents are assigned a secure code at the beginning of the school year that enables them to access their personal ParentsWeb account. This software eliminates the need for parents to have to

call the school and track down makeup work, forgotten assignments or other related student life issues.

The academic calendar for the school year will be posted on ParentsWeb and on the TCCA website [www.towncreekchristianacademy.com](http://www.towncreekchristianacademy.com) each school year. Parents should proactively make suitable arrangements for the days TCCA will be closed. There will be no After School Care available on days TCCA is closed or during half days. Due to general expenses and staff commitments, no financial reduction can be made for absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, etc.

TCCA teachers will communicate with parents via ParentsWeb and some classes will additionally communicate through weekly folders. Parents of student 1<sup>st</sup> through 12<sup>th</sup> grades, will receive a mid-term report every 9-week grading period.

### **7C. Parent and Teacher Conferences**

Parents are encouraged to have regular conferences with their child's teacher. Dropping into the classroom expecting the teacher to have an unscheduled conference is unrealistic and does not ensure uninterrupted time with the teacher. Parents should refrain from drop-in visits.

To be considerate of instruction time, please schedule an appointment by contacting your child's teacher via ParentsWeb. An appointment ensures uninterrupted time with the teacher in privacy and allows the teacher time to gather all information that he/she needs. Most teachers will be able to make appointments within a few days of your request. Teachers will contact all parents during the first grading period via ParentsWeb.

### **7D. ParentsWeb Student Management System**

ParentsWeb is a web-based school management system and is our primary method of communication with students and their families. It is critical that parents maintain current contact, transportation, medical information, etc. in ParentsWeb.

Students are encouraged to set up their portals in ParentsWeb under parental supervision.

ParentsWeb (password protected so that parents and/or guardians see only their student's information) will allow access to the following information about students at any time such as:

- Attendance records
- Daily grades
- Progress reports
- Report Cards
- Transcripts

- Lesson Plans
- Homework
- Missing assignments
- Discipline
- Staff and school directory
- Teacher email addresses
- Teacher websites
- Customized web surveys and tests
- School calendar

## **7E. Parent Service Credits/Hours**

To defray higher tuition costs, each TCCA family is offered opportunities to volunteer twenty (20) hours of service per year. If parents fail to complete service hours or chooses not to serve in any capacity a \$500 charge will be charged to their family *Facts* account.

At various times during the school year opportunities will be announced to earn service credits. All tasks must be documented, recorded, and approved in advance to ensure eligibility for service credits. In the event of a student withdrawing during the school year, this credit will be given for hours earned and the difference will be pro-rated and charged to the family *Facts* account.

Service credit opportunities can include:

- Lunch duty,
- Campus maintenance (inside and out)
- Health Room volunteer,
- Administrative and teacher assistance,
- Sports concession/gate admission,
- Volunteer coaching, special-events coordination, etc.

We will schedule family workdays throughout the school year whereby families can earn service credits. Please take advantage of each opportunity to help our school community.

*Chaperoning field trips is not considered a service credit opportunity.*

## **8. ADMISSIONS**

TCCA is a Christian private institution. TCCA is a ministry of Town Creek Baptist Church. We exist to partner with like-minded Biblical Christian parents in their God-given responsibility of rearing children in Truth. Because of our Christian values and our focused ministry parameters, we only admit students and families who meet our high standards. Attendance at TCCA is a privilege, not a right.

Admission can be competitive. TCCA Administration decides which applicants will be admitted based on the applicant's file, behavior history and academic record. The primary factors considered by the Administration when granting admission are the academic record and the character standards of the student. Once the applicant has met the academic and character standards required for acceptance, administration will consider the following for priority in admissions:

- Date of application
- Siblings attend TCCA
- Child of a TCCA employee
- Exemplary Christian behavior
- Superior academic achievement
- Family is member of Town Creek Baptist Church

Parents should follow these requirements to complete enrollment.

1. Submit Admissions Questionnaire.
2. Contact Education Secretary to schedule a pastoral interview.
3. Complete student *application* and include the \$75 non-refundable application fee.
4. Schedule a time for your child to take the TCCA academic assessment.
5. Provide a copy of the student's birth certificate and immunization records.
6. Provide a copy of the student's most recent report card (not applicable for 4K/5K).
7. Submit copies of standardized test scores and any special testing the student has received.
8. Distribute three TCCA reference forms (*Pastor Recommendation, Teacher Recommendation & Family/Non-Family Recommendation*).
9. Students in Kindergarten through twelfth grade are required to take entrance assessment.
10. Complete an administrative interview.

Once the application birth and immunization certificates are received, entrance testing will be scheduled for the student. The administration will review the academic and behavioral history of the student. All applicants for grades K-12, and their parents will interview with the administration. The Administration reviews all admissions files and prayerfully determines whether an *Offer of Acceptance* is extended.

### **Student Admission Criteria**

For the student to be considered for admission, he or she must pose no threat to the ministry of the academy and have no behavioral or emotional needs that hinder the functionality of the academy. The student must not be currently involved in a sinful lifestyle (e.g. drugs, drinking, sex, rebellion to parents or school authorities, etc.). If the student has been involved in this lifestyle, there must be irrefutable evidence that God has changed the life of the student. TCCA does not accept an applicant who has a history of behavioral problems or has been under serious discipline at another school. TCCA administration reserves the right to make the sole decision to ensure our policies, procedures, and practices are met for admission.

The student must not have academic needs that cannot be met within the regular curriculum of the school. TCCA does not generally accept students who have done below-average work at other schools, were retained for academic (as opposed to maturational) reasons, or were receiving special help in their academics.

All applicants will be reviewed on their report cards, transcripts, standardized testing scores and recommendation letters. Students will be required to take the entrance test for admission to TCCA and must score on or above grade level on the two portions of the test (math and reading comprehension).

Students who have been expelled from another school will not be considered for admittance to TCCA until one year following the expulsion. The student must complete the year and be a student in good standing at another school before TCCA will give consideration for admittance.

In the case of children who need additional academic assistance above and beyond the classroom, the administration will determine whether TCCA is able to meet the child's specific need and discuss with parent. TCCA makes no guarantees.

Students are enrolled for one academic year at a time. The faculty reviews students at the end of each year. Students will be allowed to enroll for the next academic year if they are succeeding academically and are supporting the spiritual mission of the school. The administration reserves the right not to invite a student to enroll for the following year if, on the recommendation of the faculty, administration believes the student to have educational or behavioral needs outside of the mission of the school.

## **9. GENERAL INFORMATION**

### **9A. Anti-Harassment Policy**

TCCA's policy is to provide 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 intimidation, exploitation, and harassment, including sexual harassment. TCCA includes bullying in the definition of harassment. TCCA will take action to prevent and correct any violations of this policy.

### **9B. Elevator**

The elevator is not to be used by students unless a teacher and/or principal gives permission. Students may ride with their parents. Disabled persons and people with large deliveries are allowed access to the elevator.

### **9C. 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*.

#### **9D. Non-Discriminatory Policy**

TCCA does not discriminate in the administration of its educational policies, scholarships, athletics and other school programs for any student or family based on race, color, national or ethnic origin. As a Christian private institution, we will not admit students or families who do not agree with or abide by our policies, procedures, and practices.

#### **9E. Promotional Materials**

Promotional materials, signs, brochures, etc., cannot 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.

#### **9F. 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.

#### **9G. Student Records**

Unless a court order specifies otherwise 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 for 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 ParentsWeb.

- TCCA will not consent to or enter 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 administration.

## **9H. Custodial Guardians**

Custodial guardians must provide TCCA with the following:

- Proof of legal guardianship
- A valid copy of a driver's license
- A notarized *Parental Permission Form*

## **9I. Telephone Messages and Texts**

We will not deliver personal messages to students during the day. Students will not be pulled from class to receive personal calls. The exception to this policy is if there is an emergency message concerning student or immediate family, these will be delivered promptly according to the urgency of the message.

Parents should refrain from calling the school with non-emergency messages; please utilize ParentsWeb when possible. Students are not to make phone calls during the school day. If student is sick and needs to be picked up or an after-school activity has been canceled, a call will come from TCCA.

Staff email addresses are available in ParentsWeb. Teachers can be contacted via ParentsWeb throughout the day to request specific student or scheduling information. Students are not permitted to receive or send text messages during school hours.

## **9J. 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 ParentsWeb. 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 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.

## **9K. 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 know who is always 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.

## **9L. 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 Richland County CASA, 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.<sup>1</sup> TCCA staff are obligated to report suspected abuse and neglect to the administration. The Senior Pastor and/or his assigned will investigate the allegation and if it is determined to be suspected abuse, protocols from the *Mandated Reporter Guide* written by the University Of South Carolina School of Law. This guide can be located at <https://dss.sc.gov/abuseneglect/mandated-reporters/>.

## 10. TCCA School Board

The TCCA School Board consist of the following:

- Town Creek Baptist Church Senior Pastor
- Town Creek Baptist Church Chairman of Deacons
- Town Creek Baptist Church Administrator
- Town Creek Baptist Church Member – With Children in TCCA
- Town Creek Baptist Church Member

The school board supports the mission of Town Creek Baptist Church and Town Creek Christian Academy/Preschool. The school board does not have authority over decisions related to Town Creek Baptist Church. They school board will hear academic and discipline appeals as related to TCCA/P and may make recommendations to the TCCA administration.

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<sup>1</sup> <https://dss.sc.gov/abuseneglect/mandated-reporters/>

## **11. FINANCIALS**

### **11A. Accounts in Arrears**

If problems arise, communicate with the Business Office as quick as possible. TCCA is here to help our families in time of need. This is important because accounts will not be allowed to exceed more than 30 days in arrears. Academy students will not be allowed to attend class if tuition becomes past due by more than 30 days. Families who do not keep their accounts current will be asked to withdraw their student from TCCA. No records or information will be released if the family's account is not current. All fees must be current to register for the next school year. A student will not be allowed to return to TCCA if there are any financial obligations remaining from the previous school year.

### **11B. Financial Aid**

TCCA recognizes there can arise a gap between the cost of tuition and a family's ability to pay. While the primary responsibility for funding the cost of education resides with the family, we understand the need for additional financial resources for some families. A family's financial circumstance does not necessarily affect a student's admission decision.

Financial aid awards are determined after an admission decision has been made. Once the family receives acceptance letter, they must visit <https://factsmgt.com/> and set up a FACTS Family Portal account (ParentsWeb) and Payment Plan account. After confirmation of account is set up, families must follow instructions and request financial aid.

TCCA is a faith-based ministry of Town Creek Baptist Church and depends on the people of God to supply financial resources each year for scholarships and financial aid. Financial aid is limited to the supply available to the administration. All financial aid information is kept confidential. No guarantee can be made for financial aid until award is finalized between TCCA and requesting family. The resources of financial aid are the resources of TCCA and are to be used at TCCA exclusively. Should a family who receives financial aid withdraw from TCCA, that financial aid is considered terminated on date of withdraw. A recipient should not expect any financial aid to be given, transferred, refunded or available after withdrawing.

### **11C. Resource Fees**

The annual charge of resource fees covers the cost of student workbooks, textbooks, miscellaneous classroom supplies, PE supplies, art supplies, furnishings, computer, and science lab equipment.

No student's position is secured until the registration fee is completely paid. TCCA will not credit an account for the next school year until the current school year fees are paid.

Resource fees are non-refundable.

### **11D. Tuition**

Tuition at TCCA is the cost of educating your child in a Christian private academy. We believe a Christian Education is one of the most valuable assets you give your children. In a private academy setting, we expect that our families will set Christian Education as a financial priority, putting tuition expenses before luxury-type spending. Tuition is paid through our online school management software found at <https://factsmgt.com/>. Each family must set up a FACTS Family Portal account (ParentsWeb) and Payment Plan account.

### **11E. 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.

### **11F. Discounts**

Discounts are the reduction in a student's overall tuition. Discounts are listed on our TCCA website, [www.towncreekchristianacademy.com](http://www.towncreekchristianacademy.com).

### **11G. 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.

### **11H. Withdrawals After Enrollment or Reenrollment**

Once a student is enrolled or reenrolled for the academic year and enrollment fees and resource fees are paid, TCCA makes decisions and purchases based on the number of students enrolled or reenrolled. If a parent withdraws a child from TCCA, parent must notify the Business Office at least five days in advance and must complete an official *Withdrawal Form* (available from the office). Students will be considered enrolled at TCCA and all charges will continue until the withdrawal form is completed and submitted to the Business Office and processed.

Resource fees are non-refundable. Tuition is refunded pro-rata and a \$400 (four hundred dollar) withdrawal fee is charged.

No records or information will be released until this fee, and any other outstanding charges, are paid.

### **11I. Fundraising**

Students, staff, or families of TCCA will not be permitted to sell items for fundraisers or personal gain other than those deemed for the benefit of TCCA by the administrative

office. The administrative office of TCCA is committed to keeping our fundraising at a manageable level to avoid continual requests throughout the year.

## **12. 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 a 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.

### **12A. Absences**

In specifying the maximum number of absences, it is the intention of TCCA to state at least two things:

1. The maximum potential benefit of schooling is available to the student with no absences.
2. Once a student has accrued excessive absences, he or she will not realize the minimum educational benefit available and, therefore, may not earn academic credit.

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. These absences will be checked periodically. Absences are documented by days in lower, intermediate, middle, and high school. Attendance records for academy students will become part of their permanent school record.

### **COVID-19 Quarantine Absence**

Should a student need to quarantine due to exposure to or infection from COVID-19, 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.

### **12B. Absences Defined**

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

### **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)
- 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* stating a valid reason, and have the absence approved by the appropriate principal at least two weeks before the absence.
- COVID-19 infection or exposure
- Off campus with Administration's permission

### **Unexcused Absences**

- Skipping school/truancies
- Suspensions
- Off campus without permission
- Late for school
- Extended vacation without *Planned Absence Request Form*

### **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 reasoning.

TCCA administration will evaluate the appeal, determine the number of days which 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. Planned absences will be weighed 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 the time missed from a class or lose academic credit.

### **Planned Absences**

Planned absences require pre-approval by the Administration. The request must be made at least two weeks in advance of the planned trip except in emergencies. For the request to be approved, a student must be in good standing in the class in relationship to academics and attendance.

The maximum number of days TCCA will grant per semester for a planned absence of this nature is five (5) days. Students are not usually granted excused, planned absences during an exam week at the end of the semester. Due dates for homework,



tests and other assignments are to be arranged with the teacher as part of the approval process.

### **12C. Compulsory Attendance Law - South Carolina**

In South Carolina, children ages 5 to 17 must go to school. Children can go to public or private school or can 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.<sup>2</sup>

### **12D. 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 for alternative educational experiences. TCCA's goal is to ensure minimum course requirements are met for each student.

### **12E. Doctor and Dental Appointments**

If it is necessary to schedule medical or dental appointments during school hours, these appointments should be in the afternoon. Parents should plan to communicate these appointments to teachers' weeks prior to the event.

### **12F. Eligibility for Athletics**

A student must be in school by **11:30 a.m.** of the athletic event 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 approved 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.

### **12G. 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. If a note is not submitted, the absence is considered unexcused.

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

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 given written permission and it is in student's file for the current 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.

### **12H. 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 ParentsWeb 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 that note to the TCCA office, which will call the student out of class at the appropriate time. When the parent (or permitted person) arrives to pick the student up, they must report to the TCCA office 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 office to sign in before returning to class. The office staff member will issue the student a pass/tardy to enter class.

### **12I. Make Up Work**

If 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. A zero will be given if this is not done.

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. Unless the student is excused by the Administration, a zero grade will be given for assignments not turned in.

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 discretion).

## **12J. Required Time to Receive Attendance Credit**

A student must be in school for no less than one-half day (3 ½ 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.

## **12K. Tardy Policy**

To be tardy means student is late for school or late for class. Academy 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 class. See Discipline Policy for being tardy.

## **12L. Withdrawals and Transfers**

If a parent withdraws a child from TCCA, parent must notify the Business Office at least five days in advance and must complete an official [Withdrawal Form](#) (available from the office). Students will be considered enrolled at TCCA and all charges will continue until the withdrawal form is completed, turned in to the Business Office and processed. All charges through the calendar month of the withdrawal will be due, along with a withdrawal fee of **\$400 (four hundred dollars)**. No records or information will be released until this fee, and any other outstanding charges, are paid.

## **13. ACADEMICS**

In the beginning God created the heavens and the earth (*Genesis 1*). God created with holy order. At TCCA, we honor God when we teach from a Biblical worldview. We believe all truth is God's truth.

### **13A. Academic Probation**

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 make effort to contact student's parents through ParentsWeb 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, a contract will be written between the administration, teacher, student, and parents for the student to follow guidelines during their probationary period, including but not limited to requirements for attending after school help 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 contract and TCCA is not equipped to meet the student's specific academic needs, the administration will determine if the student will be eligible to continue for the current year and/or return for the following year.

### **13B. Accreditations**

TCCA is a member of the South Carolina Association of Christian Schools. Accreditation is a voluntary process which assists schools in building stronger Christian education programs.

### **13C. 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.

### **13D. Grading Policy**

Each teacher's grading policies, procedures and practices are outlined in their specific class syllabus. Standard 100-point scale is used for grades 1-12. Report cards reflect letter grades.

#### **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

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

#### **Grading Scale (1<sup>st</sup>-12<sup>th</sup>)**

<b>Excellent</b>	<b>A (90-100)</b>	<b>CP (4.0-5.0)</b>	<b>Honors (4.5-5.5)</b>
<b>Good</b>	<b>B (80-89)</b>	<b>CP (3.0-3.9)</b>	<b>Honors (3.5-4.0)</b>
<b>Average</b>	<b>C (70-79)</b>	<b>CP (2.0-2.9)</b>	<b>Honors (2.5-3.4)</b>
<b>Below Average</b>	<b>D (60-69)</b>	<b>CP (1.0-1.9)</b>	<b>Honors (1.5-2.4)</b>
<b>Failing</b>	<b>F (51-59)</b>	<b>CP (0.1-0.9)</b>	<b>Honors (0.6-1.4)</b>
<b>Failing</b>	<b>F (0-59)</b>	<b>CP (0.00)</b>	<b>Honors (0.00)</b>

### **13E. Homework Policy**

God established the responsibility of education to the home. 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 1<sup>st</sup> - 12<sup>th</sup> on Wednesday's 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 ParentsWeb.

Homework assignments will be graded on the 100-point scale. Any assignment 1 day late 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 4th)**

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

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

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

#### **Intermediate, Middle and High school Homework (5<sup>th</sup> through 12<sup>th</sup> Grade)**

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

### **13F. 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.
2. Silver Lion Honor Roll = Grade of A or B with a good conduct grade and good attendance.

### **13G. Physical Education Participation**

All students must dress out 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 note of 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.

### **13H. Repeating Courses**

Some courses may be repeated for credit, others may only be taken once. Consult administration for more details.

### **13I. Report Cards**

TCCA issue student report cards via ParentsWeb every nine-weeks. Report cards and cumulative records will be held if account balance is in arrears.

### **13J. Retention Policy**

The *End of 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 student has progressed far enough to promote.
- Lower School (1<sup>st</sup> through 4<sup>th</sup>) grade students must pass math and reading. A student may not fail more than one (1) subject and be qualified to promote to the next grade level.
- Intermediate (5<sup>th</sup> and 6<sup>th</sup>) grade students must pass the five (5) core subjects (Math, Science, English, History and Bible) to promote to the next grade.

- Upper School (7<sup>th</sup> through 11<sup>th</sup>) grade students must pass the five (5) core subjects (Math, Science, English, History and Bible) to be promoted to the next grade level.
- Upper School (12<sup>th</sup>) students must pass incomplete courses to graduate.

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

### **13K. South Carolina Scholarships**

#### **Hope Scholarship**

The HOPE Scholarship is a one-year merit-based scholarship created for first-time entering freshmen attending a four-year institution who do not qualify for the LIFE or Palmetto Fellows Scholarships but graduate from high school with at least a B average.

To qualify for the SC HOPE Scholarship, first-time entering freshmen must meet the following criteria:

Earn a cumulative 3.0 grade point ratio (GPR) based on the Uniform Grading Policy (UGP) upon high school graduation.

General Eligibility Requirements:

1. Graduate from high school or complete an approved home school program as prescribed by law.
2. Attend an eligible South Carolina public or private college or university.
3. Be a U.S. citizen or permanent resident (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at the time of high school graduation.
4. Be enrolled as a full-time degree-seeking student.
5. Certify that he or she has never been convicted of any felonies and has not been convicted of any second alcohol or other drug-related misdemeanor convictions within the past academic year.
6. Verify that he or she is not in default and does not owe a refund or repayment on any Federal or State financial aid; and
7. Must not be a recipient of a LIFE Scholarship, Palmetto Fellows Scholarship, or Lottery Tuition Assistance.

#### **Life Scholarship**

The Legislative Incentive for Future Excellence (LIFE) Scholarship is a merit-based scholarship program administered by the financial aid office at each eligible public and independent institution in South Carolina. The LIFE Scholarship may be used towards the cost-of-attendance for up to eight terms based on the students' initial college

enrollment date. Student's must be enrolled in their first one-year program, first associate degree, first two-year program leading to a baccalaureate degree, first baccalaureate degree, or first professional degree.

To qualify for the LIFE Scholarship, first-time entering freshman attending an eligible four-year institution must meet two of three of the following criteria:

1. Earn a cumulative 3.0 grade point average (GPA) based on the SC Uniform Grading Scale upon high school graduation a. The grade point average must be reported to two decimal places (minimum) and cannot be rounded. The GPR must be calculated after official completion of courses required for graduation.
2. Score an 1100 on the SAT or an equivalent 24 on the ACT a. SAT/ACT scores will be accepted through the June national test administration of the high school graduation year. b. It is permissible to select the highest SAT Critical Reading score combined with the highest SAT Math score from different test administrations. Students cannot use the SAT Writing subsection score to meet the minimum 1100 SAT requirement. c. The ACT composite score must be at one test sitting.
3. Rank in the top 30% of the graduating class
  - A. The ranking percentages must be reported in two decimal places (minimum) and cannot be rounded. The class rank must be based on the SC Uniform Grading Scale.
  - B. The rank must be based on all students who received their diploma during the traditional graduation ceremony typically in May/June. The graduating class cannot include any students who graduated during the summer. First-time entering freshmen attending an eligible two-year or technical institution must earn a cumulative 3.0 GPA. The standardized test score and class rank requirements are waived.

### **Palmetto Fellows Scholarship**

The Palmetto Fellows Scholarship is a merit-based program established in 1988 and is administered by the South Carolina Commission on Higher Education. The annual award amount forth freshman year is up to \$6,700. The award amount for the sophomore, junior and senior years is up to \$7,500 per year. Half of the Scholarship is awarded in the fall term and half in the spring. The Scholarship must be applied directly toward the cost of attendance, less any other gift aid received. Assuming continued eligibility, Palmetto Fellows may receive scholarship funding for a maximum of eight consecutive terms of full-time study toward the first bachelor's degree or ten consecutive terms of full-time study toward the first approved five-year bachelor's degree at an eligible four-year institution in South Carolina.

To be eligible to apply for a Palmetto Fellows Scholarship, a high school senior must also meet all the following general eligibility requirements:



1. Be enrolled in an approved SC public or private high school, an approved SC home school program of study or a preparatory high school located outside the State while a dependent of a legal resident of South Carolina.
2. Be a U.S. citizen or permanent resident (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at the time of high school graduation.
3. Be seriously considering attending, have applied, or have been accepted for admission to an eligible four-year institution in South Carolina.
4. Certify that he/she has never been convicted of any felonies and has not been convicted of any second or subsequent alcohol or other drug-related misdemeanor offenses within the past academic year by submitting a signed affidavit to the college financial aid office; and
5. Cannot be a recipient of the LIFE Scholarship, SC HOPE Scholarship or Lottery Tuition Assistance in the same academic year.

For Early Awards, the guidance counselor/school representative must submit the application and required documentation to the Commission on Higher Education (CHE) for the Palmetto Fellows Scholarship by **April 15th** of the student's senior year. If the deadline falls on a Saturday, Sunday, or holiday the deadline is the preceding Friday (students cannot use the Early Awards criteria to be eligible for the Late Awards).

Students are eligible to apply if they meet one of the following sets of academic requirements:

1. Score at least 1200 on the SAT (27 on the ACT)<sup>1</sup> by the March national test administration, earn a minimum 3.50 cumulative GPA<sup>2</sup> on the SC Uniform Grading Policy (SC UGP) at the end of the junior year, and rank in the top six percent of the class at the end of either the sophomore or the junior year; OR
2. Score at least 1400 on the SAT (32 on the ACT)<sup>1</sup> by the March national test administration and earn a minimum 4.00 cumulative GPA<sup>2</sup> on the SC UGP at the end of the junior year.

### **13L. Students Ineligible to Return to TCCA**

The administrative team with teachers' input will discuss students who will not be allowed to return for spiritual, academic, behavioral, attendance or discipline problems. The final decision rests with TCCA administration.

### **13M. Summer Math and Reading**

All students are required to complete grade appropriate math and reading assignments during the summer months to enrich and maintain skills. The summer math assignments and reading list are released with report cards in June. Both lists are emailed to parents and posted in ParentsWeb.

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

### **13N. Summer School**

Students who fail English or Math must attend a 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, they must have an official record of their grade sent to TCCA that the grade may be included on their transcript.

### **13O. Testing**

- All 11<sup>th</sup> 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.<sup>3</sup>
- 12<sup>th</sup> grade students will take the ACT®. The ACT® test is the leading US admissions test, measuring what students learn in high school to determine academic readiness for college.<sup>4</sup>
- Students in grades 9<sup>th</sup> through 12<sup>th</sup> are eligible to take the SAT. TCCA does not host the SAT, so parents must schedule a time for their student to take the SAT.
- The SAT is offered nationally seven times each year, in March, May, June, August, October, November, and December, usually on the first or second Saturday of the month. The test dates are usually grouped by academic year. See the current SAT test date schedule for the exact dates. Registration opens for each SAT test year in mid-April.<sup>5</sup>

### **Standardized Testing**

- 1<sup>st</sup> through 8<sup>th</sup> 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.
- 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> grade students will take the Ability Test.

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<sup>3</sup> <https://www.nationalmerit.org/s/1758/interior.aspx?sid=1758&gid=2&pgid=424>

<sup>4</sup> <https://www.act.org/content/act/en/products-and-services.html>

<sup>5</sup> <https://blog.collegeboard.org/when-should-you-take-the-sat>

- A standardized Writing Assessment may be administered to students in the 5<sup>th</sup> grade.

### **13P. Validating Transfer Credits**

Transfer credits from regionally or state accredited schools will be accepted. Transfer credits from other sources will be accepted according to the following procedures: Administration of a validating examination and/or conditional enrollment based upon satisfactory completion and performance within specified subject area(s). Course credits from a non-accredited school will only be accepted when validated by examination or by scholastic performance.

## **14. 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 rather 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.

### **14A. Purpose of Discipline Policy and Procedures**

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

All TCCA rules apply on all field trips and on all TCCA-sponsored events both on and off campus.

### **14B. Philosophy of Discipline**

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 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 act 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.

#### **14C. Expectations of Students**

- Be Christ-like.
- Strive academically. Do your best.
- Respect God.
- Respect others. This includes family, teachers, staff, volunteers, and fellow students. Respect rights and personal property.
- Respect self. In all things have self-respect. Do not write on your skin or clothing.
- Respect TCBC property. Cause no harm, do good.
- Speak in conversational tones when inside the building.
- Be alert. Walk on the right side of the hallway. Watch for dangers.
- Behave in Chapel reverently.
- Never sit on tabletops or desktops.

#### **14D. THE PRIDE HONOR CODE**

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

*Loyal to Jesus Christ our Savior.*

*Intelligent in my spiritual and academic fervor.*

*Obedient to the Word of God, the Bible.*

*Noble in heart as God's Ambassador.*

*Strong in my faith to seek, serve and share the Truth.*

#### **14E. Teachers**

Teachers will handle 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 ParentsWeb, request parent conferences, or refer discipline matter to TCCA administration.

#### **14F. Administration**

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

- require parent conferences,
- assign detentions,
- recommend probations, suspensions and/or expulsions.

### **15. DISCIPLINE PRACTICES AND VIOLATIONS**

#### **15A. Academic Dishonesty**

We strive for our students to give themselves to academic honesty. The following are examples of academic actions considered to be dishonest:

- Entering an academic testing situation with an unfair advantage, such as stealing materials/information or receiving stolen materials/information via paper, media another person, electronically, etc.
- Forgery
- Giving or receiving answers to quizzes, tests, and examinations to other students.
- Lending or copying a written assignment, in or out of class (homework is included).
- Unauthorized communication between students during quizzes, tests, or examinations.
- Violating testing procedures as defined by the teacher in an individual classroom
- Being in possession of notes, cards, pages, written information during testing time.

The determination that a student has engaged in academic dishonesty is based on the judgment of the classroom teacher or other supervising professional employee.

#### **15B. Bullying**

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*

### *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.

As a school we take seriously any report of bullying behavior. TCCA administration will investigate every allegation of bullying. We recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, so administration will take careful steps to investigate every allegation of bullying.

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

**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 three (3) days of Out of School Suspension.

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

### **15C. Cheating**

A student must do their own work. Copying or cheating will result in a phone call to the parents, and a zero on the assignment for students involved.

**First offense:** Parent will be notified. Student will receive a zero for the assignment. Student will be written up and will be assigned one (1) day Lunch Detention, two (2) days After School Detention.

**Second offense:** Parent must have conference with administration. Student will receive a zero for the assignment. Student will be written up and assigned one (1) day lunch detention, three (3) days After School Detention and one (1) day Out of School Suspension.

**Third offense:** Parent must have conference with administration. Student will receive a zero for the assignment. Student will be written up and assigned one (1) day lunch detention, three (3) days After School Detention and one (1) day Out of School Suspension. Student will be written up and recommended for expulsion.

### **15D. Disrespecting Authority**

God commands Christians to honor and pray for those in authority. We expect the highest in Christian behavior from our students. Students at TCCA will always show respect for parents, teachers, administration, volunteers, and guest of TCCA. We require students to address adults with a title and the adult's last name. Lying is Disrespecting Authority. *1 Timothy 2:1-4*

**First offense:** Parent must have conference with administration. Student will receive warning and be 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 lunch detention and (2) days After School Detention (ASD).

**Second 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 lunch detention and one (1) day In-School Suspension (ISS) and (1) day Out-Of-School (OSS) detention.

**Third offense:** Parent must have conference with administration. 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 Out-Of-School (OSS) detention awaiting expulsion.

### **15E. 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.

### **15F. 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 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 three (3) days of Out of School Suspension (OSS).

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

### **15G. Mobile Device and Cell Phones**

TCCA Students are not permitted to use cell phones or other non-school issued mobile devices (iPods, iPads, etc.) in school except when granted permission by the administration. Consequences of using mobile/cellular devices in violation of our *Electronic Device Policy* are as follows:

**First offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended the device will be taken from the student.

Parent will be notified. The phone will be returned to the parent not the student. Student



is not permitted to have the device on school grounds for two (2) days. Student will be written up and assigned one (1) day Lunch Detention (LD) and one (1) day After School Detention (ASD).

**Second offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended the device will be taken from the student. Parent must have conference with administration. The phone will be returned to the parent not the student. Student is not permitted to have the device on school grounds for one (1) week. Student will be written up and assigned one (1) day Lunch Detention (LD), two (2) days After School Detention (ASD) and one (1) day In School Suspension (ISS).

**Third offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended the device will be taken from the student. Parent must have conference with administration. The phone will be returned to the parent not the student. Student is not permitted to have the device on school grounds for three (3) weeks. Student will be written up and assigned (1) day Lunch Detention (LD), three (3) days After School Detention (ASD) and one (1) day Out of School Suspension (OSS).

**Fourth offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended the device will be taken from the student. Parent must have conference with administration. The phone will be returned to the parent not the student. Student is not permitted to have the device on school grounds indefinitely. Student will be written up and assigned, three (3) days After School Detention (ASD) and one (1) day Out of School Suspension (OSS) and one (1) day Saturday Detention (SD).

Beyond the fourth offense, TCCA administration will have more serious conversation with parents about continuing student's education at TCCA. Student may be recommended for expulsion.

### **15H. Plagiarism (see 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.

### **15I. 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 three (3) days of Out of School Suspension (OSS).

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

## **15J. Sex Acts or Sexual Harassment**

TCCA has **zero tolerance** for sexual acts or sexual harassment between students, employees or volunteers on our campus, events, vehicles, or owned property. Alleged sexual acts will be investigated. If wrongdoing is found it will be processed in the TCCA discipline manner and if found to be criminal will be referred to the Aiken Department of Public Safety.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment further creates an intimidating, hostile, and offensive educational environment. Types of conduct which are prohibited in the school and which may constitute sexual harassment include:

- Unwelcomed sexual flirtations, advancements, or propositions
- Verbal abuse of a sexual nature
- Graphic verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Display of sexually suggestive words, objects, or pictures in the educational environment
- Explicit hand-written notes
- Exchanging sexually suggestive photos or texts via social media.
- Inappropriate touching

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

## **Tardy**

Being late for school or being late for class interrupts the flow of a student's education and the education of his/her classmates. Every effort must be made to get to school and class on time. Too many accumulated times being tardy will disqualify a student from the Golden or Silver Lion Award.

**First through fourth offense:** Warning

**Fifth offense:** Parent must have conference with administration. Student will be written up and assigned one (1) day lunch detention (LD). Student will receive one unexcused absence recorded on permanent record. Student will be deemed ineligible for perfect attendance.

**Sixth offense:** Parent must have conference with administration. Student will be written up and assigned one (1) day lunch detention (LD), two (2) days after school detention (ASD).

**Seventh offense:** Parent must have conference with administration. Student will be written up and assigned one (1) day in school detention (ISS) and one (1) day out of school detention (OSS).

**Eighth offense:** Parent must have conference with administration. Student will be written up and assigned three (3) days out of school detention (OSS).

**Ninth offense:** Parent must have conference with administration. Student will be suspended indefinitely and recommended for expulsion.

## **15K. Terroristic Threats or Perceived Threats**

TCCA takes seriously any threat of harm to any student, employee, volunteer, or property. The administration will investigate all threats to see if they are deemed credible. Parents making what the administration perceives to be a credible threat will be required to withdraw their children immediately from TCCA.

**First 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.

If a credible threat is made, the TCCA administration will turn the matter over to the Aiken Department of Public Safety. TCBC will press appropriate legal charges.

## **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.

## **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 weapon was 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.

## **15L. Definitions in Discipline**

### **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 6:00. 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**

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 may be physical in nature, (i.e. pushups, jumping jacks, other physical education movements, and/or cleanup duty). Another form of alternative discipline might come in the form of a writing 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 the contractual 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 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. 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, as necessary.

**In-School Suspension (ISS)**

Students in ISS will receive assignments from teachers. On days assigned 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 student is late or has an outside appointment on the day of ISS, 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 SD will be charged a twenty-five-dollar fee, which will be billed to the student's FACTS 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 extra-curricular 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. Alternative discipline is always sought initially to help correct undesired behavior.

**16. STUDENT LIFE****16A. 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 the front of the building. Cars should never be left unattended in the car line. Parent's full attention is required to ensure that the line moves efficiently and safely. Use of mobile

devices in car line may cause serious injury. Please refrain from all mobile phone usage while child pickup is occurring.

### **16B. Before and After School Care Fees**

Before and After-School Care operates in conjunction with the academy as a service to school 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 warm and caring environment.

Before School Care hours are 6:30 a.m. to 7:30 a.m. It is available for students in grades 4K and up. The rate is \$100 per month from September to May. The drop-in rate is \$7 per day.

After-School Care hours are 3:15 p.m. to 6:00 p.m. It is available for students 4K and up. The rate is \$200 per month from September to May. The drop-in rate is \$15 per day; more than 10 days per month constitutes monthly rate.

\*If both Before and After-School Care are needed, the rate is \$275 per month from September through May.

### **16C. Late Fee**

A late fee of \$5.00 will be charged for each minute child is left on campus beyond 6:00 p.m.

### **16D. Mornings**

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

- 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 an appropriate marked parking space and walk safely in the building. Use only the Welcome Center entrance unless otherwise instructed by administration.

### **16E. Afternoons**

Car line numbers will be assigned to each family. Carline number must be displayed in the windshield of your car for 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 attendant is unable to identify the driver, he/she will be required to park and enter the building to confirm permission for pick-up.*

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

### **16F. 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 school property. Clubs and athletic teams should be dressed in club or team specific gear.

### **16G. 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.

### **16H. Class Parties**

A child’s birthday is very 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.



## **16I. Field Trips**

Field trips will be scheduled throughout the year for students in grades Kindergarten through 12<sup>th</sup> grade. Information will be sent home and published in ParentsWeb before each scheduled field trip.

Guidelines for all TCCA field trips are as follows:

- Students are required to ride in designated cars or Church vehicles to and from 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 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 account.

## **16J. Fun Fridays/Free Dress Fridays**

The first Friday of each month at TCCA has been designated as “Fun Friday,” unless otherwise specified. On Fun Friday’s students may wear TCCA spirit wear t-shirt or sweatshirts. Students can wear jeans, uniform bottoms or capris that match spirit wear shirt. On Free Dress Friday’s, students may dress like the theme indicates (i.e., sports, country and western, etc.). All Fun Friday and Free Dress Friday’s 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 shoe policy found in our *Dress Code/Uniform Policy*.

## **16K. Gum**

Gum is prohibited on campus and in vehicles.

## **16L. Hall Passes**

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

## **16M. 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	6:30 a.m. – 7:30 a.m.
Academy Classes	8:00 a.m. – 3:00 p.m.
After-School Care	3:15 p.m. – 6:00 p.m.

### **16N. Electronic Device Policy**

Students are not permitted to use cell phones or other non-school issued mobile devices (iPods, iPads, 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. Please advise your children. Cell phones that ring, vibrate or are seen during class or during the day will be confiscated and turned in 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 the disciplinary action as described in *Discipline Policy and Violations*.

### **16O. 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, Town Creek Baptist Church and The Holy Scriptures. In our context, social media refers to all social networking sites. Examples are Facebook, Twitter, Instagram, YouTube, 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 Parent and Student TCCA Cooperation Agreement.

## **16P. 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 okay.
- 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.
- Students are responsible for any locker damage they cause.
- No items can be displayed on the exterior of 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.

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.

## **16Q. 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 another student's lunch period.

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

Parents and family members may and are encouraged to bring food at lunch time and eat with student and his/her friends and teacher. 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 charge \$5 to the student's FACTS account.

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

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 given written permission and it is in student's file for the current 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.

The Snack Cart is available each Friday during the lunch period. Students may purchase various treats from the Snack Cart. Each student is limited to two items.

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

### **16R. Parking Passes**

All vehicles parked on campus must have a current TCCA parking sticker. Students who drive must have a parking sticker on their vehicle.

- All parking stickers must be placed **top or bottom of the passenger side** front or rear window.
- All student drivers must have permission from administration prior to driving and parking on campus.
- Parking permission must be renewed annually.
- Parking privileges may be lost due to poor driving or behavioral patterns.

### **16S. Recess**

We believe students should have opportunity to get outside into God's great outdoors and play. While all students will have opportunity to go outdoors, regularly scheduled, supervised recess time is provided for every class Kindergarten through 5<sup>th</sup> 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.

### **16T. Service Requirements 5th-12th Grades**

TCCA seeks to train our students to be servant leaders. Therefore, students fifth 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 5-8: 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.

## **16U. Snacks**

TCCA does not furnish snacks for academy students, although Kindergarten through 5<sup>th</sup> grade classes have a daily snack time in their schedule. Parents should provide a nutritious drink for snack and lunch for their student. Do not send carbonated drinks or sweets from home for snack or lunch. Teachers are not expected to provide snacks and foods. At approved times, teachers will give students opportunity to eat their personal snacks.

The Snack Cart is available each Friday during the lunch period. Students may purchase various treats from the Snack Cart. Each student is limited to two items.

Students may not sell their lunches or snacks to other children. Bartering is optional.

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

## **16V. Supplies and Forgotten Items**

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

Please label all your child's belongings. TCCA is not responsible for lost or stolen items. We want to instill accountability in our students and discourage parents from delivering forgotten items such as coats, homework, assignments, books, lunch boxes, P.E. uniforms, etc.

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

## **16W. 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.

## **16X. 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, etc.). 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 should never enter the Town Creek facilities.

## **16Y. Walkers or Bikers**

For safety concerns, no student shall walk or bike off campus without written permission from TCCA administration and parent.

## **17. 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 many things 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.

We have contracted with *Dennis School Uniforms* and *Squad Locker* to offer uniform combination that are practical, durable, non-distracting, safe for students, affordable for parents and easily enforceable for teachers. At [dennisuniform.com/](http://dennisuniform.com/) and [squadlocker.com/](http://squadlocker.com/) you will find a customized uniform shopping experience, created especially for Town Creek Christian Academy families. These are your shopping destinations for all the items in our school's unique uniform program. READ and follow uniform guidelines prior to ordering. Order only what is allowable for your student's age/grade and biological sex/gender.

Note: Due to the uncomfortable nature of our vendors Oxford dress shirts, parents may purchase a Chapel Shirt only at a vendor of their choice. See Chapel dress for details.

The TCCA 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.

The following is central to TCCA uniform policy:

1. As a ministry of Town Creek Baptist Church, 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. 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. A 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*

### **17A. General Guidelines for Student Uniforms**

Students must enter and exit the building each day in uniform compliance. Due to our contract with *Dennis Uniforms* and *Squad Locker*, monogramming, or embroidery of our school logo in any form on personal garments is not permitted.

### **17B. Spirit Wear**

Spirit wear is authorized wear from our TCCA vendor. Spirit wear is worn on special announced days. Jackets worn inside must be Dennis navy fleece, Dennis navy ¼ zip pullover, TCCA spirit outer wear, TCCA Athletic team jacket, earned TCCA Scholar Jacket or an earned TCCA Varsity Letterman's Jacket.

### **17C. Daily Uniforms**

Daily uniform must be neat, wrinkle-free, clean, modest, hemmed and size and length appropriate. Clothing that is torn, ripped, or sized inappropriately violates the TCCA uniform code and will be addressed.

#### **Female Daily Uniform**

##### **Belts**

- Belts must be worn if the apparel item has belt loops. Belts should always be black or brown and completely visible. No custom belts or belt buckles may be worn.

##### **Face Coverings**

Face coverings will not be required while on campus at TCCA but are optional.

- Face coverings will not be supplied by TCCA.
- Face coverings must be clean.



- Face coverings must be approved prior to wearing. Face coverings may be TCCA plaid, or solid navy, royal, white, light blue, gray, or black. Cartoons, logos, camouflage, writings, advertisements, or other type caricatures will not be allowed on mask.
- No full-face mask will be allowed. No hunting mask, ski mask, Halloween mask, sanding mask or any type of full-face covering may be worn. Surgical mask will not be allowed due to their lack of durability.
- Face coverings may not be shared.

### **Hair accessories**

- Hair accessories must be TCCA plaid, or solid navy, royal, white, light blue, gray, or black. Hair accessories are for female students only. Optional approved hair accessories are available through [www.dennisuniform.com](http://www.dennisuniform.com).

### **Outerwear**

- 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 outwear in class.

### **Shirts, Shorts, Jumpers**

- Shirts may be tucked or untucked.
- Skirts, shorts, jumpers are for female students. Skirts and shorts must be worn to the knee.

### **Undergarments**

- Undershirts (i.e. t-shirts) must be short-sleeved, solid (no writing) and white only. No other color undershirts are acceptable. Undergarments shall be under the uniform and should not be oversized and distract from uniform.
- Tights and leggings worn under skirts must be mid-calf or longer in length and must be navy, or white.
- Socks may be solid navy, royal, white, light blue, gray, or black. Optional slip-on socks with dress shoes are permitted. No themed socks or other colorful socks are permissible.

### **Shoes**

- Shoes must be leather, suede or athletic type shoes that are solid navy, royal, white, light blue, gray, brown, or black. Shoe must be flat heeled, closed toe, and closed heel. No flip-flops.
- Shoes may not be multi-colored, chrome, golden, checker board or any other type of custom or unapproved shoe.
- Shoelaces must match 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.
- All shoes must be in good condition.

## Male Daily Uniform

### Belts

- Belts must be worn if the apparel item has belt loops. Belts should always be black or brown and completely visible. No custom belts or belt buckles may be worn.

### Face Coverings

- Face coverings will not be required while on campus at TCCA but are optional.
- Face coverings may be TCCA plaid, or solid navy, royal, white, light blue, gray, or black. Please consider comfort, safety and fit when choosing a face covering.

### Outerwear

- 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

- Shirts must remain tucked in pants and shorts while in uniform.

### Shoes

- Shoes must be leather, suede or athletic type shoes that are solid navy, royal, white, light blue, gray, brown, or black. Shoe must be flat heeled, closed toe, and closed heel. No flip-flops.
- Shoes may not be multi-colored, chrome, golden, checker board or any other type of custom or unapproved shoe.
- Shoelaces must match 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.
- All shoes must be in good condition.

### Undergarments

- Undershirts (i.e. t-shirts) must be short-sleeved, solid (no writing) and white only. No other color undershirts are acceptable. Undergarments should be under the uniform and should not be oversized and distract from uniform.
- Socks may be solid navy, royal, white, light blue, gray, or black. Optional slip-on socks with dress shoes are permitted. No themed socks or other colorful socks are permissible.

## 17D. Grade Specific Uniform Requirements

### PK3/PK4 TCCAP - Early Education Center Students:

Females – Dennis navy jersey polo dress or TCCA navy t-shirt with any appropriate pants/shorts.

Males - Dennis navy polo shirt or TCCA t-shirt with any appropriate pants/shorts.

### 4K Academy Students:

Females - Dennis navy, light blue, or white polo and a plaid skort or gray Irvington shorts. Student may wear Dennis plaid jumper, navy polo dress, or plaid box pleated shift dress. Black or brown belts are required for shorts.

Males - Dennis navy, light blue or white polo with gray Irvington shorts, or pants and black or brown belt. Black or brown belts are required for shorts and pants.

#### **5K-3rd Grade Academy Students:**

Females - Dennis navy, light blue, or white polo and a plaid skort or gray Irvington shorts. Student may wear Dennis plaid jumper, navy polo dress, or plaid box pleated shift dress. Black or brown belts are required for shorts.

Males - Dennis navy, light blue or white polo with grey Irvington shorts or pants and a black or brown belt. Black or brown belts are required for shorts and pants.

#### **4th-5th Grade Academy Students:**

Females - Dennis navy, light blue or white jersey polo and a Dennis plaid skort, Dennis plaid skirt or gray Irvington shorts. Black or brown belts are required for shorts.

Males - Dennis navy, light blue or white polo with gray Irvington shorts or pants and a black or brown belt. Black or brown belts are required for shorts and pants.

#### **6th- 8th Grade Academy Students:**

Females - Dennis navy, light blue or white jersey polo and a plaid skirt, navy Gabardine skirt or gray Irvington shorts. Black or brown belts are required for shorts.

Males - Dennis navy, light blue or white polo with grey Irvington shorts or pants and a black or brown belt. Black or brown belts are required for shorts and pants.

#### **9th-12th Grade Academy Students:**

Females - Dennis navy, light blue or white jersey polo and a plaid, navy or grey skirt, or gray Irvington shorts. Black or brown belts are required for shorts.

Males - Dennis navy, light blue or white polo with gray Irvington shorts or pants and a black or brown belt. Black or brown belts are required for shorts and pants.

### **17E. Chapel Uniform**

Chapel is one day each week. All students 4K through 12<sup>th</sup> grade must be in Chapel uniform. Chapel uniforms should be purchased from Dennis Uniform at [www.dennisuniform.com](http://www.dennisuniform.com). \*White button-down Chapel Oxford shirt may be purchased outside of Dennis but must meet TCCA standards.

#### **Chapel Uniform for Female Students**

- White Oxford (short sleeve or long sleeve) girl's button-down dress shirt with or without TCCA logo. May be purchased outside of Dennis but must meet TCCA standards.
- Optional for 4K through 3<sup>rd</sup> grade only - White Peter Pan collared blouse with TCCA logo while supplies last at [www.dennisuniform.com](http://www.dennisuniform.com).
- 4K through 2<sup>nd</sup> grade – Plaid pleated skort or plaid box pleated shift dress
- 3<sup>rd</sup> through 5<sup>th</sup> grade – Plaid pleated skort or plaid pleated skirt

- 6<sup>th</sup> through 8<sup>th</sup> grade – Plaid pleated skirt or optional navy Garbardine box pleated skirt)
- 9<sup>th</sup> through 12<sup>th</sup> grade – Plaid pleated skirt, optional navy Garbardine box pleated skirt or heather gray Garbardine hipstitch pleated skirt.
- Optional navy, Dennis Uniform sweater vest.
- Plaid ankle socks with ruffle, navy, or white opaque knee-high socks, cable knit socks, cotton crew socks, white triple roll socks or tights.
- Black or brown non-marking dress shoes, (athletic type shoes **are not** allowed with Chapel uniform).
- Hair accessories must be TCCA plaid, or solid navy, royal, white, light blue, gray, or black. Optional approved hair accessories are available through [www.dennisuniform.com](http://www.dennisuniform.com).
- A single set of earrings may be worn. All earrings should be small in nature. Hoop earrings should be no larger than the size of a dime for 4K-5<sup>th</sup> grade and the size of a quarter for 6<sup>th</sup> – 12<sup>th</sup> grades.
- Shoes must be flat heeled, closed toe and closed heel. Shoes must be black or brown, leather or suede. Flip-flops and athletic wear are not authorized.

#### **Chapel Uniform for Male Students**

- White Oxford (short sleeve or long sleeve) button-down boy's dress shirt with or without a TCCA logo. May be purchased outside of Dennis but must meet TCCA standards.
- Gray Irvington pants.
- Optional Dennis Uniform sweater vest.
- White or black cotton crew socks
- TCCA necktie or bow tie
  - 4k through 5<sup>th</sup> grade – TCCA plaid necktie or bow tie
  - 6<sup>th</sup> through 8<sup>th</sup> grade – TCCA navy necktie or bow tie
  - 9<sup>th</sup> through 12<sup>th</sup> grade – TCCA navy/gray striped necktie or bow tie
- Black or brown leather belt or black braided belt.
- Shoes must be black or brown non-marking dress shoes, (athletic type shoes **are not** allowed with Chapel uniform).
- No accessories or extra clothing accessories may be worn except for a watch.

#### **17F. Physical Education Uniform**

A Physical Education (PE) uniform is required for 4K through 12<sup>th</sup> grade. The primary (PE) uniform is a gray t-shirt and navy gym shorts. Optional (PE) sweatpants are available. All (PE) uniforms must be ordered online at [www.dennisuniform.com](http://www.dennisuniform.com) or [www.squadlocker.com](http://www.squadlocker.com).

#### **17G. Athletic Uniform**

TCCA team athletic 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.

### **17H. Special Events and TCCA Pictures**

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

### **17I. 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 not allowed.*

Backpacks and lunch boxes must be cleaned and sanitized regularly.

### **17J. School Sponsored Events**

The 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.

### **17K. Field Trip Uniform**

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

### **17L. Hair, Clothing, and Shoes**

Females:

- Students may not wear non-uniform clothing items under uniform/polo shirts.
- T-Shirts/undershirts can only be white – not other colors or writing on undergarments.
- Non-uniform coats, jackets, or sweaters cannot be worn inside building. Students will be asked to remove.
- Students are not allowed to write on your shoes, clothing, or body.
- Students are not allowed to have visible tattoos (temporary or permanent).
- The only body piercing allowed is your lower ear lobe. All earrings should be small in nature. Hoop earrings should be no larger than the size of a dime for 4K-5<sup>th</sup> grade and the size of a quarter for 6<sup>th</sup> – 12<sup>th</sup> grades.
- All accessories must comply with school uniform policy.
- Hats, caps, scarves, bandanas, or other headgear are not allowed inside the building. See face coverings under COVID-19.
- Sunglasses may not be worn indoors.
- Extreme types of haircuts or hair color will cause a student to be written up. Shaved head, partial shaves, bowl cut, mohawk and undercuts haircuts will not be allowed. Hair color must not deviate beyond normal hair color range of the student. Crayon, rainbow, or any other extreme hair colors are not acceptable.

Blue, red, pink, purple, green or other unnatural hair colors are not allowed – this includes tips, tie in's, feathers, and braids.

- 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.
- Tops must overlap bottoms enough to avoid exposing the midriff when normal movement such as stooping or stretching. Only white under garments may be worn under shirt.
- Multi-colored, patterned, pictured, checkered, striped, themed, or any other than school-colored shoes are not allowed.
- Multi-colored, patterned, pictured, checkered, striped, themed, or any other than solid school-colored socks are not allowed.
- Specialty shoes, belts, or belt buckles.

#### Males:

- Students may not wear non-uniform clothing items under uniform/polo shirts.
- T-Shirts/undershirts can only be white – not other colors or writing on undergarments.
- Non-uniform coats, jackets, or sweaters cannot be worn inside building. Students will be asked to remove.
- Students are not allowed to write on your shoes, clothing, or body.
- Students are not allowed to have visible tattoos (temporary or permanent).
- Male students are not allowed to have earrings or body piercings.
- All accessories must comply with school uniform policy.
- Hats, caps, scarves, bandanas, or other headgear are not allowed inside the building. See face coverings under COVID-19.
- Sunglasses may not be worn indoors.
- Extreme types of haircuts or hair color will cause a student to be written up. Shaved head, partial shaves, bowl cut, mohawk and undercuts haircuts will not be allowed. Hair color must not deviate beyond normal hair color range of the student. Crayon, rainbow, or any other extreme hair colors are not acceptable. Blue, red, pink, purple, green or other unnatural hair colors are not allowed – this includes tips, tie in's, feathers, and braids.
- 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.
- Facial hair (beards, mustaches, goatees, sideburns) must be well kept and close to the face. Beards will not be allowed to grow down the neck area. Being clean shaven is always an option.
- Multi-colored, patterned, pictured, checkered, striped, themed, or any other than school-colored shoes are not allowed.
- Multi-colored, patterned, pictured, checkered, striped, themed, or any other than solid school-colored socks are not allowed.
- Specialty shoes, belts, or belt buckles.

## **17M. Dress Code/Uniform Violations**

It is the responsibility of the parents and students to ensure that student's dress conforms to TCCA policies. Violations of the 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 we wish to foster at TCCA. We hope students desire to honor Christ Jesus in all aspects of their lives.

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

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.

## **18. HEALTH AND WELLNESS**

### **18A. Health Room**

The TCCA Health Room is located on the first level. Medications for students and their permission forms are in this room. A sick bed is reserved in the Health Room for students or staff. A private restroom is also located inside the Health Room for use as needed.

### **18B. Immunizations**

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

### **18C. Sickness, Health and Accident Policy**

Sick will not be allowed at TCCA. We triage each teacher, child and volunteer entering the building. We have added additional temperature checks at lunch and just prior to carline.

If your child is exhibiting any of the following symptoms, please keep your child at home for **24 hours** to avoid a cycle of sickness:

- **Vomiting** = Student must go home and remain for 24 hours.
- **Diarrhea** = Student must go home and remain for 24 hours
- **Elevated temperature** = Student must go home and remain for 24 hours

- **COVID-19 or variant exposure** = Student must quarantine for 10 days. Family must communicate with TCCA administration. TCCA administration will coordinate with South Carolina Department of Health and Environmental Control (SCDHEC). If exposed to COVID-19 or any variant, student will not return to TCCA until TCCA Administration gives permission.

A child may not remain at school if his/her temperature is elevated, if he/she vomits, has episodes of diarrhea or if the office makes an assessment that the student needs to go home.

If the school calls for parents to pick up sick child, TCCA has determined student needs to go home. TCCA administration is the final authority on sending students home when student shows signs of sickness.

When the school calls, it is incumbent upon parents to cooperate and have student picked up promptly either by parent or person listed on the approved emergency pickup list.

Students must be fever-free without medication for 24 hours 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.

Our staff is neither permitted to prescribe nor 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. Should your child have a serious accident at school, we will attempt to contact you or another designated person for instructions. If your child incurs medical expenses due to an accident at school, please file your own insurance. TCCA does not provide student insurance for sickness.

## **18D. 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, times, etc. 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 kept 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 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, lockers, etc. 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 keep *Emergency Medical Permission Form* in their locker or book bag. 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. Weekly accountability counts will be done for prescriptions in TCCA custody.

## **19. SAFETY INFORMATION**

### **19A. 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.

### **19B. Entering the Building**

We take our campus security seriously. All parents, teachers, volunteers, and students should enter and exit the building at the Welcome Center doors only. Alternative doors should not be used unless authorized by administration. Doors must not be breached open. Doors must always remain locked. Students are never authorized to open doors for anyone wishing access to our building.

### **19C. Inclement Weather**

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

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.

### **19D. Critical Incident Procedures**

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.

## **19E. Lock Down**

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 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 building and building access will be fully screened.

In the event of an actual Lock Down, parents will receive notification via ParentsWeb 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.

## 20. PARENT AND CHILD TCCA COOPERATION AGREEMENT

I/We agree to:

1. Read TCCA's Parent/Student Handbook and follow it.
2. Support TCCA in its Statement of Faith, mission, purpose, policies, practices, and procedures.
3. Support Student Conduct Code, Dress Code, and discipline at TCCA.
4. Inform TCCA if my child has been tested for any type of exceptionality.
5. Abide by all financial agreements.
6. Follow the Conflict Management policies and procedures set forth by TCCA.
7. Comply with the TCCA Statement on Marriage, Gender and Sexuality.

I/We understand:

- A critical or uncooperative attitude by a student or parent should not be displayed at TCCA. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. If a student does not respond favorably to TCCA for any reason, the parent(s) should not try to change TCCA to fit their needs but agree to quietly withdraw their child.
- TCCA reserves the right to dismiss any student who persistently and willfully neglects his/her academic work, exercises poor citizenship, and reflects adversely on the Christian principles of the Academy. A student will be considered for dismissal if they engage in behavior or lifestyle inconsistent with Biblical guidelines as acknowledged by TCCA. At the end of each school year, the administrative staff is given the opportunity to recommend students who should and should not be invited back for the next academic year.
- All families must cooperate with the teachers and the administration of Town Creek Christian Academy (TCCA).
- TCCA is not a replacement for the discipleship required of parents at home and the Christian education received at TCCA should is not a replacement for regular church attendance with our family.

*Signature of Parents/Custodial Guardians and Students 6<sup>th</sup>-12<sup>th</sup> Grades*      *Today's Date*
