

Tillery Christian Academy

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Norwood, NC 28128

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Mrs. Jennifer Keely, Headmistress

Parent-Student Handbook

2024-2025



Statements of Faith

- The Holy Bible was written by men, divinely inspired and, and is God's revelation of himself to man.
- There is one and only one living and true God.
- God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.
- Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary.
- The Holy Spirit is the Spirit of God, fully divine.
- Man is the special creation of God, made in His own image.
- 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.
- God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord.
- 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. 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.

Table of Contents

<u>Purpose</u>	2
<u>Mission Statement</u>	2
<u>Vision</u>	2
<u>Statements of Faith</u>	2
<u>School Policy</u>	2
<u>Admission to Tillery Christian Academy</u>	3
<u>Asbestos Management Plan</u>	3
<u>Non-Discrimination Policy</u>	3
<u>Attendance</u>	3
<u>Arrival and Dismissal Policy</u>	6
<u>After School Care</u>	6
<u>Lunch/Snacks</u>	6
<u>Address or Phone Number Change</u>	7
<u>Inclement Weather Policy</u>	7
<u>Dress Code</u>	8
<u>Parent Involvement</u>	8
<u>Parent-Teacher Conferences</u>	8
<u>Volunteering at TCA</u>	9
<u>Discipline</u>	9
<u>Damage to School Property</u>	11
<u>Curriculum</u>	11
<u>Medical Concerns</u>	12
<u>Homework Policy</u>	13
<u>Fire, Tornado, and Emergency Drills</u>	14
<u>Re-enrollment Procedures</u>	14
<u>Tuition and Fees</u>	14
<u>Release of School Records</u>	15
<u>Standardized Testing</u>	15
<u>Searches</u>	16
<u>Surveillance</u>	16
<u>Reporting to Governmental Entities</u>	16
<u>Electronic Devices</u>	16
<u>Use of School Photos</u>	16
<u>School Color</u>	17
<u>Fund Raisers</u>	17
<u>School Security</u>	17

Tillery Christian Academy

Parent-Student Handbook

Purpose:

The purpose of *Tillery Christian Academy* is to provide a rigorous academic environment with a biblical worldview for the children of Stanly County and surrounding areas. We believe that the education of our children should be a joint endeavor between the family and the school aimed at developing each child to his/ her fullest potential mentally, physically, socially, emotionally, and spiritually.

Mission Statement:

In partnership with families, we seek to pursue excellence in education while promoting a biblical worldview.

Beliefs:

- All students can learn at high levels.
- We must hold ourselves and our students to high expectations.
- We must be positive Christian role models for our students
- Mistakes are learning opportunities for our students.
- Feedback to students should be positive, honest, and specific.
- Students need to have ownership over their own learning.

Vision:

Tillery Christian Academy will foster a positive, collaborative, and supportive learning environment to maximize all students' academic, social, emotional, and spiritual growth.

Approach to Learning:

Rather than espouse one specific educational philosophy, the approach to learning at TCA is a blend of approaches designed to provide a rigorous learning environment that supports the cognitive and social growth of the child as well as the development of a biblical worldview. Classrooms offer opportunities to investigate, problem solve, engage in critical thinking, listen attentively and apply strategies both independently and collaboratively. We believe that a blend of approaches allows instruction to be tailored to best fit learning objectives and individual learning styles so that students develop the skills needed for success in venues of higher learning and participation in twenty-first century society.

Statements of Faith:

Our statements of faith are located after the title page, and are the foundation of TCA and its curriculum.

School Policy:

School policy is set through a joint effort between the school board and the headmaster. The school board supports the headmaster's governance of the day-to-day operation of the school. Parents are asked not to go to their child's class without first checking with the office.

Admission to Tillery Christian Academy:

Prospective students must submit a completed application, along with a \$100 nonrefundable application fee, for admission to TCA. A signed contract should also be submitted with the application, and renewed

every year. Upon review and approval of the application, a \$500 enrollment fee is due June 1st (or arrangements to make payments have been made) and the following must be provided:

Kindergarten: Applicant must be 5 years old by August 31. Exceptions to this age requirement may be made upon a case by case basis. Parents need to provide a copy of the birth certificate, completed form verifying results of a physical by the child's health care provider, and immunization records to the school for children entering Kindergarten.

The following must also be provided before enrollment at TCA is complete:

1. Previous school records (if applicable). After parents sign the release of information form, TCA will request student records from the child's previous school. Students who were previously homeschooled must submit a transcript of grades and a record of standardized test scores.
2. A small snapshot of the student
3. Completed application for admission
4. Payment of all applicable fees

Non-Discrimination Policy:

TCA admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate in administration of its educational policies, admissions policies, or other school administered programs.

Asbestos Management Plan

As required by NC General Statute 763.84, Tillery Christian Academy maintains an up-to-date Asbestos Management Plan, which is available for public review upon request, in the office. All facilities occupied by TCA have been certified to be free of asbestos containing materials (ACM) as they were constructed after 1988 and without ACM.

School Calendar

The 2024-2025 school calendar, found in the back of this handbook and on the website, will follow the traditional school calendar that Stanly County Schools uses, with a few exceptions primarily due to high school exam schedules (our Christmas break begins earlier and we have fewer early release days). School closures due to inclement weather will be the same for TCA as for SCS **IF** the closure is due to hazardous road conditions on primary/secondary roads in Stanly County.

Attendance:

Attendance is a crucial component of your child's education. TCA is required by the state of North Carolina to be in session at least 1,025 instructional hours during the school year. The instructional part of a school day is to be at least 5½ hours in length. To be considered in attendance, a student must be present in the school for at least four hours or at a place other than the school attending an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals, or similar activities. An accurate attendance record will be maintained. At 3 unexcused, a letter will be sent home and the Discipline Council (made up of board members and staff) will be notified of these absences. After 6 unexcused absences, a meeting with the headmaster and Discipline Council will be scheduled. A written excuse must accompany your child when returning to school. A doctor's note will be required to excuse any absence after a student has accumulated three unexcused absences. Full-day absences due to

health care appointments made for the morning or afternoon may not be excused regardless if accompanied by a doctor's note, if it is determined that a partial day's attendance was possible.

In the event that your child becomes ill or injured while at school, you will be notified by phone. Please ensure that the school has your contact information and a backup contact in case you cannot be reached.

Instruction begins promptly at 8:00 a.m. Therefore, students will arrive ready to work; breakfast will not be taken during class instructional time. It is extremely important that students be present for the entire instructional time each day. Failure to do so has a negative impact on learning and, consequently, grades. When it is known ahead of time that a student will be tardy or leave school early, advance written notification should be provided to the classroom teacher. A student is considered tardy when entering the classroom after 8:00. Tardies will be recorded. Written contact will be made with parents after 3 tardies; subsequent tardies may lead to a parent-teacher conference or a meeting with the headmaster. Tardies and early sign-outs detract from the number of instructional hours a student is in attendance.

Procedure to follow after a student absence for a whole/partial day:

1. Students must submit a note to the teacher or parents can communicate with School Cues or text to teacher after being absent from school or when they must be dismissed from school other than at the usual dismissal time. Absences will be coded as excused or unexcused according to the guidelines below.
2. Students arriving after the start of school or being picked up early should be signed in or out by the authorized person. **A student cannot be released to anyone other than a parent or legal guardian unless the school has written permission for that adult to pick up the child. Students must be present for 4 hours in order to be counted present for a whole day.**
3. The teacher will be informed at least one day in advance of all doctor or dentist appointments or other reasons necessitating absence or early dismissal. This will enable the teacher to plan activities in advance and to see that each student can make up lost instructional time. With limited class-room assistants, it is extremely difficult for teachers to gather make-up work for students on short notice.
4. Although nothing replaces actual presence in class, assignments missed because of absences must be made up. This is the responsibility of the student and parent in cooperation with the classroom teacher. A student is allowed to make up work for each day missed. In the event that the teacher is informed in advance of a scheduled absence, that teacher will endeavor to provide makeup work before the absence.

Excused absences include:

- ◆ Communicable illnesses, injury, or scheduled appointment with a health care provider (i.e. doctor/dentist), accompanied by a note from a doctor/health care provider, preventing the student from being physically able to attend school. Students must be fever free for at least 24 hours without the aid of a fever-reducing medicine before returning to school.
- ◆ The local health officer or the State Board of Health orders the isolation of the student.
- ◆ The student is absent due to the death of a member of the immediate family.
- ◆ The student has an emergency medical or dental appointment or an appointment which has been previously approved by the office. Full day absences will not be excused for local medical/dental

appointments that do not require a full day to attend, even if a note from the medical office is provided.

- ◆ The student is involved in court proceedings that require a full day's absence.
- ◆ The student has obtained prior approval by the headmaster to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
- ◆ The student obtains prior approval from the headmaster for valid educational opportunities, such as travel.
- ◆ In most instances, vacations are not considered excused absences. Trips that can be documented as providing educational experiences may only be excused with prior approval from the headmaster; an excused status is not guaranteed.

Once a student accumulates 20 absences, he/she is in danger of failing the school year and a conference with the headmaster and school board is required. The board of directors will determine whether retention is warranted based upon school grades, test scores, attendance, health records, and parent, teacher and headmaster input. The board's decision is final. Any student who misses 25% (42 days) or more of the yearly scheduled days for any reason and who has not been tutored privately for at least 50% of those missed days **will not be promoted** to the next grade. Likewise, missing 25% of a particular course will result in a failure in that subject. 2

NC State Compulsory Attendance Laws:

When students arrive late or leave school early, parents are asked to sign them in/out in the log in the office. Students are tardy if they arrive at school after 8:00 a.m. Students must bring in a written excuse for each absence in order for the absence to be coded as excused; however, just because an excuse is turned in does not guarantee that the absence is excused. *In compliance with state law, when a student's accumulates three unexcused absences, the office will issue a letter advising parents that all future absences must be accompanied by a doctor's note in order to be excused; at 6 unexcused absences a letter will be sent home advising parents that they may in violation of compulsory attendance laws and legal may be taken. At 10 unexcused absences state law requires that the school notify the court system and district attorney of such.

TCA Board Policies Regarding Absences/Tardies/Early Sign-outs

- After 20 absences/ year, the board examines the student's record to determine if promotion/ retention is warranted. Grades/test scores, health records, teacher/ principal recommendation, and extenuating circumstances will be factored in to a final recommendation for promotion/ retention.
- Ten tardies/early sign-outs or a combination of tardies & early sign-outs totaling ten will be converted to one absence. The absence will be unexcused unless there are written notes which justify the tardies/early sign-outs.

Cases for Mandatory Absences from School:

- Lice/Scabies. If students are at school and there is evidence of lice nits/ bugs or scabies, students must be sent home immediately and may not return with a note from the doctor/ health department stating that the student is now free of lice/ scabies. Up to three days absences may be excused for the condition unless the parent can provide evidence supporting a longer absence.

- If a student is at school and an unexplained rash is observed (with/ without itching and even if it appears to be poison oak/ivy/sumac), the student must be sent home immediately and may not return to school without a doctor's note stating that the child is free of communicable disease. Absences ≤ 3 days may be excused.
- Any student with one/both eyes red, swollen or puffy, or with a running or crusty discharge should be sent home immediately. A doctor's note state he/she is free of communicable disease is required to return. Absences ≤ 2 days may be excused. Conjunctivitis generally keeps a child home no longer than 2 days.
- Any student with a communicable disease should be sent home immediately until such time that the child is no longer contagious. In most cases a doctor's note should accompany the child upon returning. Students must be fever-free for 24 hours before returning after an illness

COVID policy:

- Keep your child home with any COVID symptoms including fever, chills, shortness of breath, cough, sore throat, headache, congestion or runny nose, or loss of taste or smell.
- Our school continues to follow the guidance of our local Health Department and resources from the NC Department of Health and Human Services for screening and exposures.
- TCA will continue to clean surfaces daily and encourage handwashing multiple times a day, especially before snack and lunch.
- If a student develops symptoms while at school, the teacher and/or headmaster will contact parents and request student be picked up.
- If an outbreak occurs at TCA, the board will meet and determine if a quarantine is needed.

Arrival and Dismissal Policy:

Transportation arrangements are the responsibility of the parent. Children who are not picked up within 20 minutes of the release time will be charged a \$10 late fee. At 3:00pm, if the parent has not arrived, the student will go back in the school building with office staff and the parent is responsible for coming in to pick up the student. School hours are considered to be from 8:00 a.m. until 2:45 p.m. The school is open for early arrival beginning at 7:30 a.m. at no extra charge. Staff members will be available every day to supervise the arrival and departure of the children from the school. Please wait until a staff member is out front before letting your child out of the vehicle in the mornings. Students will not be dismissed into the custody of a non-custodial parent/guardian without the written permission from the custodial parent/guardian. Please inform the office prior to pickup time if someone different is picking up your child. Colored cardstock with your child's name on it will be provided to be put in the windowsill for safety reasons, as well as to speed up the afternoon pick up line. If you need additional cardstock, please inform the office.

After School Care:

TCA does not provide after-school care for students. Students who are not picked up by 3:05 are subject to a \$10 after-school care fee.

Lunch/Snacks:

Snack schedules are set by individual classroom teachers.

Lunch is not provided by TCA. Students must bring their own lunch and drink. Students will be provided with a place to store their lunch; however, no refrigerators or microwaves are available for students' use. Student lunch boxes or bags should be clearly marked with the student's name. Should your child forget to bring a packed lunch, the staff will make an effort to contact a parent/guardian to bring one; if one cannot be brought or contact cannot be established, a commercially packaged lunch will be provided. A fee of \$5 will be charged to the parents' account. TCA encourages healthy choices in food/drink; therefore, we ask that students exercise wise decision-making when choosing food & drink options for lunch/snack. For health and clean-up reasons, **we ask that students not bring soft drinks for lunch or snack.**

Occasionally, parents or the school will provide lunch for a classroom or the entire school. In those cases, the staff will endeavor to announce the menu being provided. If your child does not wish to eat the provided lunch, he/she may opt to bring a lunch. All food brought should be commercially prepared,

Lunch schedules will be set and announced at the beginning of the year. Parents/grandparents are welcomed to join their child(ren) for lunch any time.

Birthday Treats: Parents are permitted to send commercially prepared treats for special events such as birthdays or holidays. Please notify the teacher/office in advance if you plan to do so.

Address, Phone Number, or Email Change:

Any time an address, phone number (home or work) or email is changed, please notify the school office so that we can update our records and notification cards. This is extremely important to be able to reach you in the event of an emergency.

Inclement Weather Policy:

In case of excessive rain, snow, ice, sleet, or any other such weather condition, the school may be delayed or closed. Closure, delayed starts, and early dismissal decisions will be made as early as possible by the headmaster and the President/Vice President of the Board. TCA will issue recorded phone/text messages as early as possible after the determination has been made to close/delay school. When school closures are due to hazardous primary/secondary road conditions, TCA will follow the closures and delays of Stanly County Schools; however, if closure is due to frigid temperatures, TCA may not close when SCS closes. Because TCA does not provide bus service, requiring students to stand in cold temperatures at a bus stop, there is no need for our school to close due to cold temperatures.

Please leave your early dismissal instructions in writing with your child's teacher at the beginning of the school year. Include names of individuals, other than parents, who would have permission to pick up your child. Students will not be able to phone someone in the event of early dismissal and TCA staff will be unable to provide supervision for your child after the early dismissal. Likewise, provide contact information for the after-school program in the event that after-school care must dismiss early due to inclement weather conditions. In most cases, school closures will be announced via automated phone call/text message.

Making Up Missed School Days: The state requires schools to provide a minimum of 1,025 hours of instruction yearly; therefore, it sometimes becomes necessary to make up days when school is missed due to such conditions as inclement weather or loss of water/electricity. TCA's 2022-25 calendar contains an adequate number of instructional hours to forgive four days of school closure due to such conditions

should the board choose to do so. Additional make-up days can be found on the school calendar in the back of this handbook.

Dress Code:

The dress of TCA students and faculty should reflect a wholesome attitude and atmosphere which is conducive to learning. The headmaster and teachers will determine whether or not clothing meets TCA guidelines and will contact parents during the day to bring a change of clothing if attire is deemed inappropriate. Repeated failure to adhere to TCA dress code may result in a meeting with the headmaster and parents or suspension from school. The headmaster reserves the right to make changes to the dress code at any time. Parents will be notified in the event that changes are made.

The following are guidelines for proper dress at the school:

- Shirts/blouses may be buttoned or pullovers; collars and sleeves are optional; however, tank tops, camisoles, and exposed midriffs are not permitted. Shirts which are designed to be tucked in should be tucked completely. Necklines must be modest. Tee shirts and jackets are permissible as long as the graphics or wording cannot be construed as offensive in nature. No gang/occultist symbols are permitted on clothing. The headmaster reserves the right to determine whether clothing graphics or wording is acceptable.
- Pants or jeans should not drag the ground, be frayed, contain holes, or be excessively baggy or tight. Belts should be worn except with sweatpants. Shorts, dresses, and skirts are permissible, but should be no more than a hand width above the knee. Dresses and skirts should be no more than a hand width above the knee; dress sleeves and necklines should meet the same guidelines as for shirts/blouses.
- Shoes or sandals are required to be worn at all times. Laced athletic shoes must be tied. Flip flops are not permitted.
- Athletic shoes are required for recess.
- Bandanas, sweat bands, tank tops, visors, hats or baseball caps, and cut-off jeans, jeans with holes are not permitted unless special permission is granted.

*If your child is prone to accidents, please consider leaving a change of clothing with the teacher.

Parent Involvement

Teachers are encouraged to involve parents in the educational process of their child and to communicate regularly with them. It is expected that the parents will take an active role in this school. While parents are welcome in the school and classroom, please check with your child's teacher before visiting during instructional hours. TCA aims to protect valuable instructional time from interruptions as much as possible. All visitors/volunteers should report first to the office to sign in and pick up an identifying visitors/volunteer badge. All volunteers/substitutes for TCA must submit to a criminal background check (no cost to the volunteer).

Parent-Teacher Conferences:

Parent-teacher conferences will be scheduled twice a year to discuss student progress; due to privacy constrictions, conferences/ communication regarding students may only be conducted with parents or legal guardians. Additional conferences may be scheduled by the parent or teacher at any time the need arises. Parent initiated conferences should be scheduled by contacting the teacher for an appointment. No parent-teacher conferences will be conducted during instructional hours without a scheduled appointment.

Volunteering at TCA:

Volunteers are an integral part of the TCA family and are utilized in clerical activities, assisting teachers, and working directly with students. Volunteers should sign in upon arrival and out at the office and are required to wear a volunteer's badge. Volunteers who are involved in the educational process of the students (as opposed to helping with a birthday party, for example) are expected to be Christian in belief and conduct. Volunteer application forms are available in the school office. Volunteers will be required to undergo a criminal background check.

School Rules:

TCA has in place school wide rules that will be tailored to be appropriate depending on grade level. During the first week of school, time will be set to discuss each of these three rules in detail and teacher expectations. The rules are:

1. Be Kind
2. Be Respectful
3. Be Responsible

TCA will continue to teach the fruits of the spirit. Each month a new fruit of the spirit will be introduced as a way to teach how to have godly behavior and a Christian citizen. These will be rules for TCA, but also rules the students can take with them outside of the school environment. Teachers will identify a student of the month winner each month based on the student who exhibited the traits of the fruit of the month.

Discipline:

God directs us to train our children in godly behavior (Proverbs 22:6). Just as God disciplines us because he loves us (Proverbs 3:11-12, Hebrews 12: 6, 10-11); we discipline our children in love in order to discourage ungodly behavior and encourage godly behavior. Examples of godly behavior encouraged in TCA's disciplinary code are as follows:

- Reverence for God and the development of one's spiritual relationship with God
- Respect and love for fellow man
- Respect and obedience to authority
- Respect for self and the development of personal attributes such as honesty and integrity
- Respect for one's personal property and the property of other
- Taking responsibility for oneself and one's actions

We invite parents to join us in this endeavor by reinforcing these expectations of godly behavior at home.

Discipline at TCA employs strategies designed to teach the consequences of unacceptable behavior and praise desirable godly behavior. Strategies include, but are not limited to:

- Maintaining a classroom environment that is positive, conducive to learning, and well organized
- Maintaining clear classroom rules, set by individual classroom teachers, which are enforced consistently and fairly
- Teaching behavioral expectations, modeling of godly behavior by TCA staff
- Reinforcing and praising appropriate behavior
- Teaching the consequences of ungodly behavior
- Providing instruction which is challenging and motivating; yet on the child's instructional level
- Communicating regularly with parents
- Maintaining the expectation that parents will support the school in upholding the discipline code of TCA
- Corporal punishment is not administered at TCA.

The headmaster expects the faculty to uphold school policies and to implement classroom policies to enable an orderly, disciplined classroom. The headmaster will support the teacher in regard to reasonable classroom policies and discipline, and the **parents are expected to do likewise**.

For behaviors such as, talking out of turn, being disruptive, not completing work, being defiant and/or disrespectful towards staff, all staff will follow a 3 tier discipline system. This plan starts with gentle reminders, such as redirecting the student to stay on task, reviewing school rules, and moving closer to the student not on task. If the behavior continues mild consequences will occur, such as a temporary seat change, brief time out, and utilizing an assistant to sit with the student. The teacher will meet with the student and discuss their negative behavior and the broken school rule, and discuss ways to improve. If the behavior then proceeds, the teacher will contact parents and inform headmistress of the behavior concern and what attempts she has tried to correct the behavior. Headmistress and teacher will then proceed to moderate consequences, such as silent lunch, working in another location for the remainder of the day, loss of privileges, and/or loss of recess.

It is a privilege, not a right, to attend Tillery Christian Academy. Any child or family who does not respect the school's spiritual standards, uphold its disciplinary code, or cooperate with the school in the educational process will be asked to leave this school. Repeated infractions of the disciplinary code will result in the following actions at Headmistress's discretion:

*2 office referrals: A parent-teacher-headmaster conference is scheduled. (ISS for 1-2 days)

*3 office referrals: A second parent-teacher-headmaster conference is scheduled. Discipline council will be notified.(OSS 1-2 days)

*4 office referrals: A parent-teacher-headmaster-discipline council conference is scheduled. (discipline council will determine next step)

In-school suspension, out-of-school suspension, or expulsion may result as deemed appropriate by the headmaster. A child who is being disruptive in the class to the detriment of the other students can be removed from the class. Permanent expulsion must be approved by the school board.

Severity clause: in cases of severe action (i.e. endangering the safety of others or severe disrespect), the teacher or headmaster may elect to bypass consequences at the top of the list and go straight to the headmaster or to out-of-school suspension or expulsion).

Grounds for suspension/expulsion include:

- Fighting or provoking a fight
- Sexual harassment
- Bullying (verbal or physical)
- Possession of pornography, tobacco, alcohol, drugs, or weapons (knives, guns, facsimile of or objective that could be construed or used as a weapon) on campus
- Assault of a faculty/staff member
- Premeditated assault of another student with intent to do bodily harm
- Plagiarism/Cheating

The above are not inclusive lists of offenses that may result in immediate suspension/expulsion at the discretion of the headmaster/board.

When a student is expelled parents will be notified in person and in writing for the reason of the expulsion. The decision of the school board is final.

The following behaviors are not permitted:

- Cheating
- Stealing

- Sexual harassment
- bullying
- Communication verbal/written threats
- vandalism
- Repeated misconduct or disrespect for authority
- Actions of parents/guardians that seriously interfere with the school's ability to accomplish its educational processes
- Chewing gum

Grounds for automatic suspension include:

- Fighting or provoking a fight
- Possession of pornography, tobacco, alcohol, drugs, or weapons (knives, guns, facsimile of or objective that could be construed or used as a weapon) on campus
- Sexual harassment

Grounds for automatic expulsion include:

- Possession of pornography, tobacco, alcohol, drugs, or weapons (knives, guns, facsimile of or objective that could be construed or used as a weapon) on campus
- Assault of a faculty/staff member
- Premeditated assault of another student with intent to do bodily harm

The above are not inclusive lists of offenses that may result in immediate suspension/expulsion at the discretion of the headmaster/board.

When a student is expelled parents will be notified in person and in writing for the reason of the expulsion. The decision of the school board is final.

The headmaster reserves the right to consider all mitigating factors in determining appropriate consequences to fit the offense and the student, which, due to confidentiality, may not be made public.

Damage to School Property:

The parents of a student who damages school property (including the school van this year) by vandalism, horseplay, mischief, or abuse are expected to compensate the school for any cost of repairs; this includes materials/furniture inside classrooms/library/church. Damages will be assessed to school textbooks at the end of each year; parents will be charged for damages/excessive wear and tear. Parents will also be charged for lost textbooks, library books/audiovisuals checked out in the student's name, or classroom curricular materials assigned for student use. Students with outstanding debts for damages, losses, tuition, or otherwise will not be issued final report cards or test results until debts are settled.

Curriculum:

The school board and headmaster are responsible for selecting the curriculum. A yearly review and evaluation of curriculum materials will be done; consequently, the curriculum may change from year to year. Parental input regarding curriculum selection is welcomed. *Bob Jones University* curricula will be used for all academic subjects and for Bible class (K-8). Bob Jones features academic rigor and critical thinking skills in all subjects, presented with a biblical worldview. The BJU curricula may be supplemented with additional resources at the individual teacher's discretion. High School partners with LUOA. See High School Addendum for more information.

Medical Concerns:

Records: All children entering school for the first time in Kindergarten must have a physical examination by a physician, and it must be reported on our school medical form (available at doctors' offices). This

form must be completed and submitted to the school prior to the beginning of classes. Students transferring from another school should have their medical records transferred before the first day of classes or new records must be furnished by the child's physician.

◆ The following immunizations are required by the State of North Carolina before (<http://www.immunize.nc.gov/schools/k-12.htm>):

- ◆ 5 DTP/ DTaP/DT doses (if 4th dose is on/after 4th birthday, 5th dose is not required)
- ◆ 4 POLIO VACCINE doses (if 3rd dose is on/after 4th birthday and at least 6 months. after the 2nd dose, 4th dose is not required)
- ◆ 3 Hib doses – At least 1 Hib on/after 1st birthday and before 5 years of age
(Not required after age 5)
- ◆ 2 MMR doses (1st dose on/after 1st birthday)
- ◆ 3 Hepatitis B (Hep B) doses
- ◆ 1 Varicella (chickenpox) – (1st dose on/after 1st birthday, 2nd dose before entering school or at least 28 days apart)

Students not providing proof of required immunization are subject to expulsion from school after 30 days; proof of up-to-date immunizations must be provided before the student can be readmitted.

Specific information concerning the required immunizations is available at the Stanly County Health Department or <http://www.immunize.nc.gov/schools/ncruleslaws.htm> or check with your health care provider. These requirements may change from the printing of this handbook to the start of the school year. Contact your physician or other authority to be aware of the latest requirements.

Illness: For the welfare of your child and others in the school, all children who are sick must be kept at home. Unless instructed otherwise, a child will be sent home when his temperature approaches 100°F, or if a child vomits and sickness is believed to be the cause. To help prevent illness, make sure your child dresses appropriately for the weather as classes will have outdoor physical activity if the weather permits. Children cannot be left indoors during physical education due to supervision not being available.

Communicable Diseases: The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

School faculty who reasonably suspect that a student or employee has a communicable disease shall immediately notify the headmaster. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an examination of the student or employee by an independent physician or the Health Department to verify the diagnosis of communicable disease may be required. TCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

Children who have conditions that become disruptive to classroom instruction may be separated from the class in order to proceed with the education of the other students. If this condition persists longer than is reasonable or expected, the headmaster may exclude the child from school until provided with a doctor's note stating that this condition is non-communicable AND advice to school personnel as to what actions should be taken if the symptoms reoccur.

Administration of Medicine or First Aid: Faculty can administer oral medicine to a child providing the following conditions are met:

1. A form to administer the medicine is filled out and signed by the parent. Forms are available in the office.
2. The dosage of the medicine requires that the medicine be given during school hours.
3. The medicine must be in its original container with the child's name and directions clearly visible.
4. Over the counter medicines must state the dosage recommendations for the age of your child.

A first aid kit will be available to take care of minor cuts and abrasions. Appropriate precautions will be taken to safeguard the well-being of the injured, the classmates, and the person administering first aid. When first aid has been given, the parent of the child will be informed as to the nature of the mishap and the care rendered. In the event of an injury that may require a doctor to be seen or involves a bump to the head, parents will be notified immediately.

“In emergency situations where a patient is unconscious, confused, or so severely injured that a clear decision cannot be made, you have the right to provide care based on **implied consent**. The law assumes that the patient, if able to do so, would want to receive care and treatment. A form of implied consent is used in most states when a minor is involved and the parents or guardians are not on the scene and cannot be reached quickly. The law assumes that they would want care to be provided for their child. This is called **minor's consent**. The same holds true in cases of mentally or emotionally disturbed or retarded individuals. It is assumed that their parents, legal guardians, or family would give consent.” (First Responder, J. David Bergeron and Gloria Bizjak, 4th edition, Prentice-Hall, Inc., 1996, p.12) Although the minor's implied consent authorizes reasonable medical attention, a Medical Authorization Form is to be completed by the parent/guardian prior to classes beginning for a child. This form is required by some organizations with which our school is associated and provides further detail regarding medical authorization for the students under our charge.

The school reserves the right to conduct head checks for lice. This will be done at the beginning of the year and at intervals deemed necessary. Students found with evidence of lice will be immediately excluded from the school and will not be permitted to re enter their class until cleared by a person designated by the school. That student is expected to return lice and nit free. It is not the school's responsibility to remove lice or nits. It has been the school's past experience that notes from doctor's offices or the health department are insufficient to ensure that a student is free from this parasite. For a student that has been infected and subsequently cleared, continued head checks will be performed to ensure that a re-infestation has not occurred.

Homework Policy:

At Tillery Christian Academy, homework is considered to be an essential part of the school program. Homework assignments, including length and type, will be appropriate for the grade and will be given for either practice or enhancement of classroom instruction. We request parents' cooperation in seeing that homework assignments are completed on time. Failure to complete homework or turn it in on time can negatively influence student grades. The assigning of homework is left to the discretion of the individual teacher and the decision on whether or not homework will be assigned will be supported by the administration; however, there are guidelines adopted by the administration and provided to teachers as to the appropriate amount of time spent doing homework for each age/grade level. If you feel that the amount of homework assigned for your child is inappropriate or that the level of difficulty of assigned homework is inappropriate, arrange for a conference or phone call to your child's teacher to discuss the matter. This policy should be followed for any concern within your child's classroom: consult the teacher

for a discussion of the problem first, before bringing the matter before the administrator. Samples of student work will be sent home on a bi-weekly basis.

Fire, Tornado, and Emergency Drills:

Fire drills are required during the first week of school and monthly thereafter. These drills are essential to teach the students how to respond in an emergency, and to safely and orderly leave the building or seek a place of safety. There is to be no talking among the students during the drills. Fire evacuation routes are posted in each room. Tornado drills will take place at the beginning of each tornado season. Emergency lockdown drills will be performed in the first couple weeks of school, and performed with the Norwood Police Department as well.

Re-enrollment Procedures:

Students desiring to *Tillery Christian Academy* for the following school year, as well as their siblings and any child of a member of the faculty or staff, will be given first priority in enrollment over new enrollees or those wait-listed. After a period of priority enrollment, applications will be open to the general public. A waiting list shall be maintained for those desiring enrollment but for which there are no vacancies. This school reserves the right to request a family conference to consider re-enrollment if difficulties have arisen during the school year. There is no re-enrollment fee as long as the student has been continuously enrolled the previous year. If a student withdraws from Tillery Christian Academy and then decides to re-enroll, new enrollment fees will apply.

Tuition and Fees:

There is a \$100 application fee to enter Tillery Christian Academy. The application fee is nonrefundable and non transferable. Once the application has been approved by the board, an enrollment fee of \$500 is due (or arrangements have been made to make payments). Registration for the forthcoming year will be accepted pending current payment of the past year's tuition and fees. Registration will be canceled without refund if past tuition and fees are not paid in full.

Tuition rates are as follows:

Grades K-7

Tuition: \$6,000.00 per year (\$600 monthly x 10 months)

Enhanced Tuition: \$7,500.00 per year (\$750 monthly x 10 months)

*Includes EC services and materials

Grade 8

Tuition: \$6300.00 per year (\$630 monthly x 10 months)

*includes an 'Online Academic Success' course with Liberty University

Enhanced Tuition: \$7,800.00 per year (\$730 monthly x 10 months)

*Includes EC services and materials

High School (Grades 9-12)

Tuition: \$7,000.00 per year (\$700 monthly x 10 months)

*Includes LUOA online classes plus an on campus facilitator for assistance

It is the commitment of TCA to make this school affordable. Tuition can be paid in a lump sum, due July 1st, by semester (due July 1st and January 1st), or month. Monthly payments will be 10 equal portions of the entire tuition. August's monthly tuition is due August 1st and tuition for September through May is due

on the 1st of each month. If the 1st falls on a weekend or holiday, payment is due the next day that the school is in session. Tuition may be paid by money order, in cash, or by check. It is requested that tuition be placed in the purple communication folder and turned into the classroom, and not handed in the arrival/departure line. A receipt will come home with student verifying payment was received. The payment does not necessarily correspond to the actual number of days in the calendar month that school was in session. Tuition for the coming school year will be set by registration time.

The monthly bills and salaries of the faculty and staff are dependent upon tuition payments. A late fee of 10% may be assessed for failure to pay tuition by the 10th day of the month. Any account that is 30 days past due is considered a delinquent account. Any person with a delinquent account must make arrangements through the office immediately. Any account that remains delinquent for an additional 30 days without contacting the Board will result in an automatic suspension of the student until satisfactory arrangements have been made. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. Please do not send post dated checks.

Scholarships will be awarded as they become available.

Release of School Records:

For families leaving TCA, transcripts will be forwarded to the receiving school pending written receipt from the school with the parent's consent and full payment of all financial obligations to TCA.

For those who are delinquent in their payment of tuition and fees, the school reserves the right to withhold official copies of the report card and achievement test scores until the account is current. Parents will be made aware of their child's grades and are welcome to review the achievement test scores, but any grades provided will be unofficial (only subject and grade listed on an otherwise blank page).

Situations arise in which the custody of the child may reside with either one or the other biological parent as determined by the legal system. Sometimes in cases of divorce or separation, joint custody is awarded. Other times another individual or relative may have custody of the child on a temporary or permanent basis. We hope that all parents are interested in the academic progress and develop of their children, and would want to have access to their child's academic records. If a parent has sole custody of a child and *does not* want academic or other records released to the other parent, we must be notified in writing what restrictions are placed on the release of school records along with the court order specifying that the other parent should not have access to such information. In such a case, the non-custodial parent must also provide us with a court order or written request from an attorney stating the legal grounds for the request that would then authorize us to release these records to them. The custodial parent would then be informed that the non-custodial parent is being granted access to the child's records. It should not be left to the school to determine whether or not a biological parent is permitted access to their child's records.

Standardized Testing:

State law requires the testing of students in grades 3, 6, 9, and 11 using a nationally accepted standardized test. The current school policy is to test all students in grades 3 and above using the Stanford Achievement Test or the Iowa Test of Basic Skills. The school reserves the right to change to another comparable standardized test provider.

Searches:

All school-owned equipment, such as lockers, desks, and computers, are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion

involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult and the student's parent.

Surveillance:

The school reserves the right to use video or other monitoring systems to observe and record activity within classrooms, hallways, and outside areas.

Reporting to Governmental Entities:

Instances may arise where either the school or a particular individual of the school may be required by law or feel compelled to file a report with a governmental entity regarding a parent, student, teacher, faculty, employee, volunteer, principal, or board member. To protect the confidentiality and integrity of all such reports, the school including all its members will neither confirm nor deny that such a report has been made by anyone associated with the school.

Electronic Devices:

Cell Phones: Cell phones brought to school will be placed in a storage device from the time the student arrives in the classroom until time for departure. In case of an emergency, the whole container will be transported with the class to a safe location. Incoming and outgoing calls should be made through the office. A cell phone may not be used, except in the case of an emergency, without permission of a faculty member. Using a cell phone includes but is not limited to talking on the phone, sending or receiving texts/pictures, and playing games. Students using cell phones during school hours without permission will have them taken away and returned to the parent. Continued violations may result in losing the privilege of bringing a cell phone or confiscation of the phone for a period of time possibly up to the end of the school year.

Computers: Students will be assigned a school laptop at the beginning of the school year. This laptop must be left at school, unless a parent/guardian comes to the office to sign out the laptop. Students and parents will sign a contract at the beginning of the school year stating they understand the rules and regulations for this laptop. Students should ensure to take proper care of their laptop. Damages to the child's assigned laptop will be the responsibility of the parent/guardian. If an inappropriate site happens to appear on the screen, the student should immediately close the screen and notify the teacher. If a child intentionally goes to inappropriate sites or aids another student in doing so, computer privileges will be revoked. A student may bring a personal laptop computer to school to be used only for class-assigned projects at the request of the classroom teacher or for a computer class. TCA assumes no liability for any damage which may occur to a computer brought to the school.

Earbuds should only be used when approved by a staff member during approved computer times.

Game Devices not intended for classroom use are not to be used during school hours.

Use of School Photos:

Tillery Christian Academy intends to produce brochures, websites, yearbooks, and other media presentations to represent the school. Pictures of the students involved in school activities will be included in such projects. Parents/legal guardians must complete the Permission to Publish Photographs forms indicating whether or not the school has permission to publish photos featuring your child on any public media forum. Photographs which include your child will not be published without your consent. Posting photographs within the confines of the school campus (classrooms, hallways, school office, etc.) does not constitute public publishing and does not require consent.

School Colors:

Tillery Christian Academy's colors are purple, white, and black. The primary color, purple, symbolizes the royalty of Jesus Christ the King. We are children of God (Romans 8:16). "And if children, then heirs; heirs of God, and joint-heirs with Christ..." (Romans 8:17).

Fundraisers:

In an effort to keep down the cost of tuition and fees, TCA may conduct fundraisers during the course of the year. TCA Board plans two large fundraisers per year along with smaller ones periodically. We encourage active participation of each family in connection with the fundraisers. Other fundraisers are usually sponsored by our Parent Teacher Organization (PTO).

School Security

TCA is committed to providing a safe and secure environment for our students to learn and grow. The staff of TCA will undergo training by Stanly County health officials in dealing with blood borne pathogens safely, as well as CPR training in order to more effectively handle medical emergencies. TCA maintains a well-stocked first aid kit in the office which teachers have easy access to for treating minor emergencies in the playground or other areas of the school campus.

TCA is committed to providing a physical environment secure from internal or external threats. To that end, TCA abides by the NC statute which prohibits weapons (bombs [or threat of bombs], firearms, knives, blades or other edged weapons, slingshots, fireworks, or other), or facsimile, concealed or open, loaded or empty, to be in the possession of any adult, student, or child (see NC State Statute 14-269.2 accessible at https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html).

Students are trained in fire safety and severe weather protocols within the first week of each school year. Fire drills are practiced within the first week of every school year in compliance with NC laws governing public and private school. Fire drills are practiced monthly thereafter and records are available for viewing in the office upon request. As per instruction of the Stanly County Fire Marshal, fire drills which have taken more than one minute to evacuate are followed up with an analysis and written description of the reason and remedial training of the students and staff. Furthermore, the fire alarm control box and fire extinguishers (located in each building) are tested annually; all buildings are inspected annually by the Stanly County Fire Marshal's office, the Department of Health and Sanitation, and the NC Division of Non-Public Education. Inspection reports are maintained in the office and are available for public viewing upon request. Tornado/severe weather awareness is a part of student safety training and severe weather protocols are drilled periodically throughout the year and always during the severe weather awareness week in March and subsequently during the spring weeks of the school year.

The staff of TCA will undergo training with the Norwood Police Depart in the provision of school safety/security and will work closely with NPD to develop an updated security plan which include the prevention of and treatment of active threats to the safety and security of the physical campus, including the students, staff, and visitors. The following security measures are in place for this school year:

- The security plan, which includes an intruder-on-campus protocol and a protocol for family reunification, is on file in the office and available for viewing upon request.
- Security camera system will be installed and monitored in the office.

- Local emergency management, fire service and law enforcement officials have had an opportunity to review building construction and renovation plans. These officials are afforded an opportunity to make comments on safety and emergency management concerns. TCA staff and board continually check-in with these agencies to continually review policies and procedures.
- The number of trash containers in use in each classroom has been minimized. Trash containers are not situated in areas that are out of view. This has been done to reduce the number of potential hiding places for explosive devices and contraband.
- Students accessing the Internet must be supervised by an adult.
- TCA has a visitor badge system in place; all visitors to the campus will be required to wear a badge identifying them as a visitor. A protocol is in place for reporting the presence of unauthorized/ unidentified visitors who are on the school campus.
- Efforts have been made to provide computer security, including secure Internet connections.
- All television sets are wall mounted.
- All outside building doors and all classroom doors are kept locked. Blinds in classrooms remain closed.