



TCA High School Policies

(Updated June 2026)

High School Readiness

Online education requires a student to be self-motivated and self-disciplined. It is essential that students have preparation for how to be successful online. Our 8th graders are given a readiness course for online learning during the spring semester to set them up for success. Online learning, however, is not for everyone. TCA staff will keep parents updated on student progress and success in the program, and our doors are always open if you have questions or concerns about how to help your child be more successful. For students who exhibit the motivation and discipline, college credit can be earned during high school.

Parent Partnerships

Since TCA has no other way to provide a high school diploma, it is expected that parents will be our partners in making sure students are successful and make the most of their high school career. For this reason, parent conferences are expected and required. All parents will be required to attend the registration meeting and the first quarterly conference. In addition, conferences will be required based on student behavior and educational needs. In some cases, a student may not be allowed to attend school until a conference is held and an action plan is created.

High School Tuition and Fees

Tuition: \$8,000.00 per year (\$800 monthly x 10 months)

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

Enhanced Tuition: \$8,600.00 per year (\$860 monthly x 10 months)

*For students who choose and qualify for the Dual Enrollment Program

*Dual enrollment through SCC does not increase TCA tuition costs- those courses are free to students enrolled in a local high school.

Junior Year Fee \$100 for ACT testing

Senior Year Fee \$100 for graduation requirements

Dual Enrollment Senior Year Fee: \$200 for graduation requirements

TCA is a non-profit organization. Of this amount, over half of tuition is allotted to pay tuition costs of LUOA. This is the average cost of seven classes per year of the regular high school program or eight per year for the more advanced college track. The rest of the \$7000 per student goes to pay the high school facilitator a very modest salary with very little left over to help pay some of the operating cost of TCA.

Failed Classes

Students who fail LUOA classes and must pass them to graduate will be required to retake them. This may be done over the summer to avoid failing their grade, or the next school year (which could result in retention.)

Either way, LUOA will charge the school for the retaken class. Parents will be billed by us for this cost (approximately \$500 per class) in addition to the tuition.

Extra Classes

Some students may wish to take more than 7-8 classes in a year or a class or two over the summer. This should be a decision made with parental guidance, because any classes taken over 7-8 (depending on the diploma track) in a school year will result in parents being billed the additional \$500 (approx.) per class.

Dropped Classes

If a student drops a class within 30 days of starting the class, there is no charge to the school or the student. However, if a student drops a class after thirty days, the school is charged for that class. Students may not just decide to drop a class without parent permission for this reason. Dropping a class will require a meeting with the student, parent, facilitator, and headmistress to determine if dropping the class is in the best interest of the student and if the parent will be charged for the class that was dropped. Students who quit working on a class without going through the process will be deemed as dropping a class unofficially and the parents will be charged for that class.

Extensions

LUOA classes are designed to take a school year to complete. Sometimes a student may not finish the course by the last day of our school year due to unforeseen circumstances, such as illness. An extension application must be completed and the school is charged \$50 for a 30-day extension. This fee will be billed to the student's parents.

New Students to TCA

If a high school student enrolls in our high school, there may be different requirements for graduation at TCA than from their previous school. This could result in additional classes being needed. Depending on the number of classes needed, this could add an additional year of high school at the regular tuition rate. If a full year is not needed, parents will be billed for any classes above the seven that the tuition covers. A meeting will be held with the parents, student, facilitator and headmistress to determine what the costs will be, approximately \$500 per class needed.

Computer Use

TCA supplies each high school student with a computer necessary to complete online courses. These laptops were purchased with a government grant and actually belong to the state of North Carolina, not TCA. They are each assigned to a specific student for the year, and the student is responsible for any damages. *Parents will be charged repair costs or the full cost of the laptop if it is damaged beyond repair.* We are very fortunate to have these laptops on loan to us, and our hope is that students will take great care with them. These computers are to be used at school only. While on campus, students should use a school computer and not a personal computer.

Rules for computer use:

- Each high school student must only use their assigned laptop, and may only use it for school purposes.
- Laptops must be stored in the storage cart and charged when not in use.
- There is a firewall installed to limit websites students are allowed to get on. This list will be updated and revised as needed throughout the school year.
- Students must only sign into their assigned TCA account. No outside accounts or apps, such as personal Microsoft Edge, Google, Yahoo, etc., may be accessed or downloaded while at school or any time on these computers.

- No outside accounts of other students may be used on TCA laptops.
- Only websites approved by the facilitator and LUOA may be accessed.
- Absolutely NO gaming is allowed at any time on these laptops.
- Chat rooms and email may be used only during specified class times. Any use during instructional time will result in consequences.
- Students must keep computers on their desk with the screen visible for the teacher at ALL times. No working with laptops on laps or other objects.
- Students who enroll in the Dual Enrollment program must create their username and password with TCA staff and allow TCA staff access to view their account.
- God expects us to be good stewards of that which we have been blessed.
- Consequences will be enforced for all instances of breaking these rules as follows:
 - 1st offense: Warning (Facilitator/Student conference)
 - 2nd offense: Parent contact/Loss of a privilege such as free time, PE, etc.
 - 3rd offense: ISS/Parent contact
 - 4th offense: Suspension out of school
 - Continued repeated offenses will result in a parent meeting with the board to determine further consequences up to expulsion from TCA.

Cell Phones

High school students are expected to follow the same rules of no cell phones as the remainder of the school. High school students are expected to put their cell phone in the assigned container each morning prior to walking in the classroom door. Cell phone containers will be locked and secured during the school day. If students have a need to use their phone, such as to contact their employer or parents, students must request to check their phone and time will be scheduled to do so. Most calls can be made from the school phone or their teacher's phone. We want our students to learn healthy socialization skills. We also want to give our students a break from technology since their coursework is online.

Consequences for if a student is caught with a phone or misleadingly say they don't have one:

- 1st Offense: ISS
- 2nd Offense: After School Detention
- 3rd Offense: OSS

Dress Code

High school students are expected to follow the same dress code as in our parent-student handbook. Pajama bottoms and bedroom slippers are not permitted. Longer shirts should be worn with leggings. Nice clothing will be expected to be worn several times throughout the year, such as graduation, graduation practice/luncheon, and days to practice job interviewing skills.

Use of Instructional Time

LUOA classes are designed to take at least 30-45 minutes per day per class. The lessons include videos to watch, lessons to read, websites to explore or class material, notes to be taken and studied, and sometimes even chapters of books or other times to read. It is up to each student to make sure that their instructional time is used wisely. All assignments given by the teacher are designed to help assess student learning and progress with objectives. Students are expected to do their own work to the best of their ability so their teachers can accurately assess learning and student needs. Online teachers, as well as TCA faculty, expect students to do all things that are assigned and take responsibility for their own learning of the information.

Breaks are given for “screen” breaks and to allow students to walk around for a few minutes. Recess or PE will be given one time per day. Other play times will only be used as a reward. Students should not rush through assignments to be given extra play time.

The facilitator is there to supervise student time, assist with questions about assignments, and provide vocational, life and study skills lessons. Students will be expected to keep an organized notebook for each class they take. Each notebook should include printed or handwritten notes dated and in order, printed reading assignments, problems solved, study guides, summaries of what was learned that day, etc. The notebooks will be graded weekly and averaged as a study skills grade on student report cards.

Students who are not using instructional time wisely will be asked to conference with the facilitator and their parents to determine consequences, especially if grades are being affected, the learning time of others in the class is being hindered, or there is evidence of lack of cooperation with the high school facilitator’s instructions.

Students who intentionally submit blank assignments to bypass certain assignments will be asked to conference with the facilitator and parents will be notified. Students will be required to complete the assignment correctly during after-school detention or other missed activity, as determined by the HS facilitator.

*Teachers will assign after-school detention to students who fail to use their time wisely, who are disruptive to the learning of others, and who are being defiant or disrespectful.

Other Instruction Requirements:

- Chapel and Devotion- All students should attend chapel each week- tutoring, jobs/internships, and other projects should be worked around chapel time.
- PE- All freshmen and sophomores are required to attend PE weekly, as PE is part of their credit hour requirements. Juniors and Seniors are strongly encouraged to attend PE, as TCA promotes a healthy lifestyle where we focus on well-being to honor God. Exceptions could be made due to strong academic needs each week, but must be approved by their HS facilitator.
- Students who have a math grade dropping below a 80 will be required to work with one of our math tutors

Honor Code Violations

TCA and LUOA are both Christian-based institutions, and both have high expectations for student moral behavior. Honor code violations will, therefore, not be tolerated in any form. Students will receive instructions on plagiarism and cheating while in 8th grade and each year following. Students should never copy or use the work of others including that of their peers as well as other authors. Students should also never share their work with others to be copied or paraphrased. While students will often be allowed to discuss material or questions being asked, all written work to turn in should be their own. Online teachers are trained to recognize copied work among students and both students will have consequences enforced. Online teachers also have sources that tell them if a piece of student writing is not their own, but copied from online or from books/articles. Plagiarism is considered stealing, and the Bible is very clear that stealing is not a Christ-like action.

Therefore, the following consequences will be strictly enforced.

- 1st offense: Any consequence LUOA requires (zero grade, redoing work, plagiarism course) PLUS in-school suspension or after-school detention. Parents will also be required to attend a conference with the facilitator before the student is allowed to return to the classroom.

- 2nd offense: Any LUOA consequence PLUS out of school suspension and parent conference with headmistress and board members before student returns to school.
- 3rd offense: Students will be sent home until parent(s) can meet with the board to determine if the student will be allowed to return. LUOA may be the deciding factor if a student is kicked out of their program.

Student Expectations

High school students are expected to be school leaders and role models for younger students. They are expected to follow the same code of conduct as K-8 students. In addition, high school students may be asked to use their free time to mentor younger students, keep the school and grounds clean and maintained, assist other teachers, and work on special projects such as yearbook, newsletter, and mission projects. This will require students to be trustworthy, hardworking, and responsible at all times. Students will be given freedom and privilege earned by showing these traits. High school is an opportunity for students to practice the Christian Fruit of the Spirit they will need in their adult lives. Our desire is for them to graduate from TCA as productive Christian citizens. Their progress toward this goal will be reported on their report card as a Christian Stewardship grade as follows:

- 1- Lack of appropriate participation and cooperation
- 2- Makes minimal efforts to participate and be a productive school citizen
- 3- Makes efforts to participate and be a productive school citizen
- 4- Outstanding participation and productive use of skills learned

Long-Term Suspensions

If a high school student is placed on long-term suspension, it is expected that the student works in their LUOA courses each day. To be counted present for the school day, the student must work in at least 50% of their courses. The high school facilitator will assess their progress each day to determine their attendance status for the day. If they complete work in at least 50% of their courses, they will be counted present; however, if they work in less than 50% of their courses, they will be counted as an unexcused absence. If a student is sick and unable to work, the parent should contact the facilitator immediately. It is also expected that parent and the suspended student correspond with the facilitator at least weekly regarding progress or lack thereof. Failure to work in courses or to communicate could result in the student being permanently dismissed.

Yearly Testing

IOWA: 9th and 10th graders are required to take the IOWA as our school's identified end-of-year standardized test. This is also a requirement of NCSEAA to maintain the student's scholarship. TCA is required to share test scores with NCSEAA annually. High School students will take this test at the designated testing week assigned by the school

ACT: 11th and 12 graders are required to take the ACT. The parent is required to help their student make transportation arrangements to take the ACT at some point during the school year. The high school facilitator and student services staff member will help the student sign up for this course at the family's preferred time. The ACT is also a requirement of NCSEAA for a student to maintain their scholarship.

Graduation Information and Fees

In order to graduate, you will need to follow these steps.

- In November of senior year, meet with facilitator and/or headmistress to double check that all classes have been or will be completed by late May.

- In March of senior year, complete certificate application with facilitator assistance by the deadline for that year.
- There is a \$100 graduation fee which covers things such as the diploma, diploma covers, cap and gown, shipping costs, transcripts, etc. This fee will be billed to parents by TCA sometime in April.
- The graduating students will be conferred their diploma at graduation as long as all the above have been met. Seniors will be asked to attend a luncheon/award's ceremony and graduation practice. Girls should wear a white dress and boys should wear black dress pants and a white shirt.
- The top sophomores and juniors each year will be asked to be junior marshals at graduation (the number selected will depend on the class sizes). This is a high honor due to GPA, conduct, and leadership within the school. Juniors will be asked to help with graduation practice and the luncheon if needed. To graduation, girls should wear black dresses and boys should wear black pants and a white shirt.

Graduation Project

At TCA, we believe in being Christian stewards in our community and living out the Great Commission. Freshmen and Sophomores will be required to plan and execute at least one mission project each school year as a group with the assistance of one of our high school facilitators. Students will learn what it takes to plan for a mission project, such as:

- Learning more about our local community needs and resources for those needs.
- Researching funding sources to help support a project.
- Advertising and promoting their mission project.
- Creating buy-in to get others to promote their project.

Starting their junior year, students will be required to put together their own plan for a mission project. They will have from their junior year through the first semester of their senior year to work on this project. They will follow the procedure and rubric to develop and plan a local mission project. They will be required to present their ideas to school leadership and our school board, where we will select one senior mission project to execute as a group.

Lastly, all high school students will be required to complete a reflection during each spring semester on their spiritual journey and growth over the school year. This will be a continuation of reflections completed in lower grades and be turned into a portfolio showing their growth throughout their school years.

Vocational Program

All students grades nine through twelve will participate in the vocational program. The goal of the vocational program is to prepare students to successfully enter the workforce as adults. It will also allow them to learn about possible careers and opportunities after high school. Students will participate in class discussions and projects regarding interview skills, resume writing, time management skills, etc. They will also attend field trips and question/answer sessions with guest speakers. Students will be held accountable for the skills learned in this program by keeping a notebook to stay organized. They will be given a grade weekly on their notebooks based on effort, organization, content, and progress toward program goals.

Ninth and tenth graders will participate in a vocational program with a high school facilitator. Students will participate in an every other year program, where one year they will focus on basic life skills, social/emotional skills, and hygiene and health skills, while the next year, they will learn more about building resumes, interview skills, and be exposed to potential career and college paths.

Our 11th and 12th graders are required to practice learned skills through a job, a volunteer opportunity, an internship, or attending college courses of their choosing. Juniors and seniors will be required to meet with our student service staff member at least monthly to begin exploring and making plans for life after graduation. This meeting will be part of their vocational grade.

Their vocational grade will be on their report card as follows:

- 1- Lack of appropriate participation and cooperation
- 2- Completes assignments (classroom or job) with minimal effort
- 3- Completes assignments (classroom or job) with great thought and effort
- 4- Outstanding participation and use of skills learned

Beginning in their junior year, students are required to apply for a work study assignment through a job, internship, volunteer opportunity, or to enroll in college courses (through Stanly Community College for free dual enrollment courses). One of these assignments should be secured by Labor Day each school year. High school facilitators will assist students and their families in securing a position. The goal is for students to feel successful and have a well thought out plan for life after graduation. The school will work with each student and family to find the best path for each student based on their needs and plans after graduation. Waivers may be granted to students who have learning challenges, a low GPA, or other extenuating circumstances.

Work Study: In order to apply, the following conditions must be met and maintained:

- Student must be classified as a junior or senior (and have PE credits completed)
 - Juniors who choose to work can leave at noon 2 days/week, preferably Tuesday and Thursday.
 - Seniors who choose to work can leave at noon 5 days/week.
- Student must have had no grades lower than a C or any incompletes the year prior to the work study.
- Student must have scored a 3 or 4 (satisfactory) average for Conduct, Leadership, and Vocational Program on the report card for the prior year.
- Student must have had no more than 3 unexcused absences in the prior year.
- Student must be able to document having a part time position or job offer with an employer signature on application, as well as employer agreement to provide the school with regular feedback on job performance.
- Student must be able to obtain parent permission to participate and leave school early each day at the time of application.
- Student must have a driver's license to provide their own transportation for off campus assignments.

Once the student has been approved by the headmistress and all signatures have been obtained, the work study may begin, and the student may leave school at **12:00 each day**. This privilege may be revoked by the headmistress at any time the student fails to meet the following guidelines:

- Student must maintain a C average or better in all Liberty courses, as well as be current in all courses.
- Student must maintain a 3 or 4 in Conduct, Leadership, and Vocational.
- Student must maintain fewer than 3 unexcused absences in the current school year.
- Student must make sure they have quarterly documentation from their employer of job performance turned in as requested by HS Facilitator.

- Student must keep the same job and report to work as scheduled, following all employer guidelines for attendance and work ethics.
- Student must follow their transportation plan and leave school at 12:00.

In the event the student is having difficulties on their job, it is their responsibility to inform the HS Facilitator and get advice from her or the HS Committee. Job changes will only be allowed in situations where it is approved **in advance of resignation** by the HS Committee. Examples for approval would be a job offer with better pay or one with better hours. An example of non approval would be just because the student doesn't like it anymore.

It is the student's responsibility to stay current in all of their subjects and keep their grades up. In the event the student feels a need to stay later than 12:00 some days to stay on top of their work, this must be approved in advance by the HS Facilitator and arranged with parent approval. Students should be proactive in meeting all of these expectations. This program is a privilege and the right to participate will be denied if a student doesn't meet the expectations or represent us well as a TCA student.

Our juniors and seniors are expected to be school leaders, as exhibited by having good grades, showing Christian character traits and behaviors on campus, and applying learned skills and Christian worldview perspectives while off campus. If a junior or senior has challenges with meeting these expectations, a meeting will be scheduled with the high school facilitator, the headmistress, and the school board to determine continued enrollment.

Student Drivers

Students who are ready to learn to drive must find their own driver's education class such as Marvin Smith's Driving School or contacting public schools in your county. Students must also inform their facilitator when they are taking driver's ed. When they are ready to get their learner's permit, the parent must request a Driver's Eligibility Form from Mrs. Keely at least two weeks before their appointment. The parent must make arrangements with Mrs. Keely to pick up the form from the office as well. It is valid for 30 days. Students must be in good academic and behavioral standing, as well as on track to graduate, to get this form.

Students who have their driver's license and who wish to drive to school must have their parents register the car they will be driving in the school office and pick up a parking pass. They will be assigned a designated parking pass and given instructions on safe arrival and dismissal. Students who arrive tardy must sign in at the office and parents will be notified. Parents must send an email or notify the school if a student needs to leave early. No vehicles without parking passes will be allowed in the gravel lot.

Adult Students

Some high school students will turn 18 before they graduate from TCA. While the law considers them to be adults, they will still be required to follow TCA rules and guidelines until they graduate. Students who are about to turn 18 will be scheduled for a family meeting prior to their birthday to go over expectations for our adult students.

Tillery Christian Academy

2026-27

Dear Parents,

Please read the High School Policies carefully, go over applicable information with your child/children and then sign and return this sheet to your child's teacher. If you have any questions or concerns regarding school policies, please contact the headmistress, Mrs. Keely (704-680-7944 or tillerychristianacademy@gmail.com) or your Board of Directors contact, Dr. Beverly McIntyre (mcintyre.beverly@gmail.com).

I have read and understand the Tillery Christian Academy High School Policies for 2026-27 and discussed the policies therein with my child(ren).

Signature of Parent/Guardian