

STUDENT AND FAMILY HANDBOOK



**TWIN TIERS
CHRISTIAN
ACADEMY**

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TWIN TIERS CHRISTIAN ACADEMY

Vision: All graduates will be committed Christ-followers who are community-minded and prepared to make a global impact.

Mission: Twin Tiers Christian Academy is dedicated to inspiring students with a Christ-centered, student-focused, and college-oriented education.

Core Values:

- a) True to God's Word
TTCA is committed to God's Word in all we do because we believe that the Bible is our sole authority for what we believe and how we should live. II Tim. 3:16-17; I Sam. 15:22.
- b) Christlikeness
TTCA is committed to developing character in our students that reflects the character of Jesus Christ as revealed in the Scripture, resulting in knowing right from wrong and choosing to do right. I John 2:3-6; James 4:17.
- c) Excellence
As God is excellent, Psalm 8:1, and because all that God does is excellent, Isa. 12:5, TTCA is committed to striving for excellence - academically, spiritually, and in every venture we undertake.
- d) Uniqueness of Each Child
Because each child is a unique creation of God, Psalm 100:3, and is therefore highly valued by God, Matt. 19:14, TTCA is committed to assisting the home in helping each child come to know Christ and fill their place in God's plan resulting in fruitful service for Him. John 15:1-16.
- e) A Serving Spirit
Following the example of Jesus Christ as a servant, Mark 10:45; John 13:2-17, TTCA is committed to promoting and demonstrating a servant's heart at every level resulting in a humble loving service to others. Gal. 5:13; Mark 10:35-44.
- f) Honor the Home
Because we recognize the home to have been ordained by God, Gen. 1:26-28; Gen. 2:7, 18-24; Matt. 19:4-5, TTCA is committed to assisting the home in achieving its God-given responsibility to instruct children in the ways of God. Deut. 6:5-7; Eph. 6:1-4.

Statement of Faith:

1. We believe that the Bible is the verbally inspired Word and revelation of God and therefore our only authority in faith and practice. II Timothy 3:16-17; II Peter 1:19-20.
2. We believe that there is one and only one living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption. I Corinthians 8:6; Ephesians 4:6; I Timothy 1:17; Romans 11:33; I Corinthians 2:10-11; Philippians 2:5,6.
3. We believe in the Deity of our Lord Jesus Christ, that He is very God by Whom and for Whom all things are created. John 1:1; Hebrews 1:3. We believe in His Virgin Birth, that He was conceived by the Holy Spirit, and is therefore God manifested in the flesh. Matthew 1:23; John 1:14. We believe in salvation by divine sacrifice, that the Son of God gave "His life a ransom for many: and bore our sins in His own body on the tree. I Peter 2:24. We believe in His physical resurrection from the dead and His bodily presence at the right hand of God as our High Priest and Advocate. Acts 1:3; John 1:1.
4. We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil One until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness to the Truth of the Gospel in preaching and

testimony; that He is the agent in the New Birth; that He seals, baptizes, endues, guides, teaches, witnesses, sanctifies, and helps the believer.

5. We believe in the Genesis account of creation and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that Man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that all animal and vegetable life was made directly and God's established law was that they should bring forth only "after their kind." Genesis 1:1,11,24,26-27; 2:7,21-23.
6. We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; in consequence of which all mankind are now sinners, not by constraint, but of choice; and therefore under just condemnation without defense or excuse. Genesis 3:1-6; Romans 5:12,19; 3:10-19; 1:20,28,32.
7. We believe that the great gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin, and the gift of eternal life on principles of righteousness; that it is bestowed not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood, and that His righteousness is imputed unto us. Acts 13:39; Romans 5:1,9; 8:1; 4:1-8; Titus 3:5-7.
8. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
9. We believe that God wonderfully and immutably creates each person biologically as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).
10. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Because TTCA is a ministry of the Breesport Baptist Church, the church's lead pastor and board of deacons hold final interpretive authority on the Bible's meaning and application in matters of faith, doctrine, policy, practice, and discipline.

History: By the 1960s and 1970s, it seemed that Christians were losing their voice in the public square. Bible-reading and prayer had been pushed from public classrooms, and a general disregard for traditional values seemed evident in many of the nation's schools. It was during this era, in 1976, that the Lord moved in the hearts of local pastors and church members to found Twin Tiers Baptist High School. The school was started as an outgrowth of the Horseheads Christian School (HCS), a ministry of the First Baptist Church of Horseheads. HCS had started in 1970 as a kindergarten to sixth grade school. In the early years, First Baptist added a grade level each year to their school until the enrollment pushed the facilities to capacity. It was then that the leadership of First Baptist partnered with five other independent, Baptist churches to form the TTBHS association. The school board was comprised of two members from each association church during the first few decades of the school's existence. Prior to opening day on September 8, 1976, the association purchased the old Breesport public school building which the Horseheads school district had vacated a year prior. In 1983, TTBHS received its Absolute Charter from the New York State Education Department. Since that time, the school has been recognized by the state as a registered, non-public school, and all potential graduates have been required to meet both NYS and TTBHS/TTCA standards. In 2004, the TTBHS association disbanded when the Breesport Baptist Church agreed to assume governance of the school, and it was at that time that the school became known as Twin Tiers Christian Academy. As the old Breesport school building continued to age, the Lord provided the resources for Breesport Baptist Church to erect a new building which became the new home for TTCA in 2014. New buildings are exciting, but even more exciting are the thousands of

changed lives who have come through the school and who now impact their families and communities for Christ.

TTCA and Breesport Baptist Church: TTCA functions as a ministry of the Breesport Baptist Church. The head of school is part of the pastoral staff of BBC, and the lead pastor of BBC is an ex-officio member of the TTCA school board. The facilities and their cost of operation are shared between TTCA and BBC with the ownership residing with BBC. The facilities include 14 classrooms, gymnasium, science lab, library, and athletic field.

Philosophy of Education:

We believe that the education of a child is first the responsibility of parents (Ephesians 6:4). Therefore, the school seeks to work in conjunction with parents or guardians to help the students grow in Christ and to prepare for their future service to Him and others. We believe that the teachings of the Bible are true and applicable to questions and experiences today. All that is taught in our school, science, math, English, and such, is best and accurately understood when viewed through a biblical lens.

Statement on Marriage, Gender, and Sexuality:

- a) We believe that God wonderfully and immutably creates each person biologically as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- b) We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- c) We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- d) We believe that in order to preserve the function and integrity of Twin Tiers Christian Academy as a ministry of the body of Christ, and to provide a biblical role model to the school's members and the community, it is imperative that all persons employed by Twin Tiers Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Position Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).
- e) We believe that 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; Rom. 10:9-10; 1 Cor. 6:9-11).
- f) We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior directed toward any individual is to be repudiated and is not in accord with Scripture nor the position of Twin Tiers Christian Academy.

Non-discrimination policy: TTCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or biologically-assigned gender in the administration of its educational policies, hiring policies, academic policies and programs, athletic programs, and other school-administered programs.

ADMISSIONS

Admission Policy: We have adopted an admission policy that opens the school to families who are like-minded spiritually, who support our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education for their children, but a private education that is distinctively Christian. Not only do we ask parents to support the school's philosophy and standards, but also the students themselves must agree to support and cooperate with the total program of the school. These agreements by both parents and students are a part of the enrollment procedure. Therefore, we ask both prospective parents and students to sign and return the Statement of Support documents which are included with the enrollment information.

Admissions Procedure: TTCA has a rolling enrollment which means that families can apply for admission at any time throughout the year. Submitting an application, though, does not guarantee placement. The procedure is as follows:

- 1) Families contact the school office to request information and enrollment forms.
- 2) An interview is scheduled with the administrator, parents, and student(s).
- 3) Enrollment forms are submitted at the time of the interview, or soon thereafter, along with the non-refundable application fee.
- 4) Family completes a records release form.
- 5) The school contacts former schools to gather past records.
- 6) Handbook agreement signed by both parents and students.
- 7) Family is notified of the enrollment application decision.
- 8) The enrollment fee is due prior to a student's first day.
- 9) Proof of physicals (required of all new students, athletes, and those entering grade 7 or 10) and updated immunization records submitted to the TTCA office.
- 10) Tuition payment plan is established with FACTS Tuition or through the TTCA office.

Tuition: Tuition is set annually by the school board. Families have the following options:

- a) Pay tuition in full for the year by September 1st to receive discount.
 - b) Pay in 12-month installments with FACTS Tuition (July-June)
 - c) Pay in 11-month installments with FACTS Tuition (August-June)
 - d) Pay in 10-month installments with FACTS Tuition (September-June)
- Monthly tuition payments are due on the 1st, 5th, 10th, and 15th of the month per the family's plan with FACTS Tuition. Discounts are available. See school's financial policy for more details.

FACTS Tuition: The school enlists the services of FACTS Tuition for those families who choose to pay tuition monthly rather than pay in-full. At the time families enroll at TTCA, they will be provided information as to how they can sign up with FACTS. Families have the option to submit payments via a monthly invoice, an electronic funds transfer, or credit card (additional processing fees apply for credit card payments).

Late Payment Policy: Late tuition payments will result in a \$40 fee charged. An additional late fee of \$40 will be added to the account each month in which the account is not current. FACTS will notify families once a late fee has been posted to the account.

Tuition must be paid for the current month. Parents who are struggling financially are encouraged to contact the school office immediately to discuss their situation. Often times an alternative payment plan can be arranged. All outstanding accounts will be reviewed by the school board at their meeting each month.

TTCA reserves the right to release children from the school for nonpayment of tuition. If an account becomes 60 days past due, the student will be removed from the school unless an exception is granted by the school board, and such exceptions will only be considered after a demonstrated hardship has been presented to the board. All accounts must be paid in full before the next school year begins.

Students whose accounts are not current will not receive final report cards, cannot participate in graduation activities, and cannot receive records for transfer.

Financial Assistance: The school offers financial assistance to help families with demonstrated financial need. Financial aid applications can be accessed at the school's website. The financial aid company does charge a processing fee which is the responsibility of the family applying. Applications must be submitted by June 30th. After that date, families can apply, but the available funds will be quite limited.

Withdrawal Procedure: Should a student leave the school mid-year, the following applies:

- a) All school-owned books and equipment must be returned to the office.
- b) The student locker must be cleared of all personal items.
- c) All accounts, i.e. tuition, lunch, sports fees, etc., must be brought current.
- d) Tuition and any scholarships or financial aid will be prorated based on a 10-month schedule with the month in progress counted as a full month owed. Tuition must be brought current to that month. **Note:** Application fees, sports fees, and registration fees, etc., are always non-refundable.
- e) Once the above is satisfied, records for transfer will be released.

Academic Intervention: All students, with some exceptions, must be academically able to work in the standard classroom. As a Christian school that does not receive direct federal funding, we are not mandated to follow Section 504 Plans or to accommodate students with disabilities (i.e. IEPs). However, we have often had students with 504s or IEPs as part of our student body. The school's administrator and the special education teacher will work with families on an individual basis to determine if a student's needs can be met through the available programs at TTCA. In some cases, TTCA is not the best fit for students with certain needs as we may not have the proper personnel or means to accommodate every student.

Grade Placement: Grade placement will be determined based on previous school records. For homeschool students, past standardized test results and parent input will be taken into consideration.

Non-Custodial Parents: The following guidelines assist TTCA in being of service to a student's family that has undergone circumstances of separation and/or divorce.

- a) Ordinarily, the school does not resist involvement by any natural parents in school-related business or the access of such parents to the child or child's records. The exception to this policy is a court order or comparable legal document that restricts such involvement or access. The school will not be in a position of favoring or choosing sides between parents.
- b) Any action on the part of parents, custodial or non-custodial, which is disruptive to the operation of the school, is cause for the school to take all appropriate means to restrict access in the future.
- c) With respect to student activities that require parental consent, the school accepts consent only from the parent with legal custody of the student, unless authorization to grant consent is given to another parent by court order or comparable legal document.

Parent/Guardian Expectations: Parental involvement and support is vital to a student's success at TTCA. Prior to students being admitted to TTCA, parents are required to read and sign the Statement of Parental Support. The statement is provided in the enrollment information, and a copy is provided below. Further, a **re-enrolling** student's acceptance for the next school year is contingent upon an acceptable prior year signature agreement to adhere to the Statement of Parental Support.

Statement of Parental Support

1. "I agree to uphold and support educational standards of Twin Tiers Christian Academy (TTCA) by providing a place at home for my child to study and give my encouragement, and help as I am able, in the completion of any homework or assignments."
2. "I appreciate the social and spiritual standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel of the school and fellow students. I hereby agree to support all regulations of the school and authorize

the school, in keeping with stated policies, to employ such discipline as it deems wise and expedient for the training of my child.”

3. “I agree that while registered at TTCA my child will refrain from immorality, the use of tobacco, alcoholic beverages, and harmful, illegal, or controlled substances at all times, both on and off campus.”
4. “I agree to pay my financial obligations to the school by the due dates. I realize that accounts 30 days past due may be subject to a late payment fee if no arrangement has been made regarding a hardship situation. I also understand that if my account become 60 days past due, then my student will be subject to dismissal for lack of payment.”
5. “I understand the school reserves the right to dismiss any child (1) who fails to comply with established school regulations as outlined in written (handbook or handouts) and oral form, (2) who has severe attitude problems, or (3) whose parents’ or guardian’s financial obligations remain unpaid.”
6. “I agree to release and hold harmless TTCA, its agents and employees from all claims, damages, or other liabilities to the student which are not the result of gross negligence by TTCA, its agents, or employees. The Parent agrees to indemnify TTCA for any damage or destruction done by the student to the buildings, equipment, books, or any other property owned by or in possession of TTCA or Breesport Baptist Church.”
7. “I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that the school handbook does not contractually bind TTCA and is subject to change by decision of the TTCA school board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee admission for future years.”

ACADEMICS

Expected Student Outcomes: The vision of TTCA educators is that our students and graduates:

- 1) Develop a deepening relationship with Jesus Christ that is evidenced as they:
 - a) understand God’s plan for salvation and realize their opportunity for eternal life.
 - b) realize their worth in Christ.
 - c) acknowledge God as the author of creativity and care for His creation.
 - d) think critically using a biblical worldview lens.
 - e) apply biblical principles to all aspects of school life and beyond.
- 2) Demonstrate love for others and embrace their role in the Great Commission as they:
 - a) live out the fruit of the Spirit on a daily basis.
 - b) actively engage in a discipleship-mentoring relationship with others.
 - c) treat others with respect and kindness.
 - d) serve God and engage their fellow citizens as part of a local body of believers.
 - e) respect and understand others’ worldviews and cultures.
- 3) Evidence their preparation to make a global-reaching impact as they:
 - a) master communication skills at age-appropriate levels, both written and verbal.
 - b) understand history and recognize God’s role in it.
 - c) demonstrate proficiency in science, mathematics, and problem-solving.
 - d) learn to use technology efficiently and appropriately.
 - e) discern what is good as they treasure literature and all of the arts
 - f) practice healthy physical habits which include regular exercise and good nutritional habits.

Curriculum and NYS Diploma Requirements: Twin Tiers Christian Academy is registered with the New York State Education Department (NYSED). Since we are a registered school, TTCA students will graduate with a diploma recognized by NYSED. Though TTCA students must meet state graduation requirements, the standards for TTCA graduates exceed the minimum required by NYSED. Further, the

curriculum utilized at TTCA is not mandated by the State. Rather, the TTCA administration have chosen a written curriculum that not only enables students to meet graduation requirements but is also predominantly Bible-based. All courses are taught from a Biblical worldview.

Curriculum: It is important to clarify that curriculum is more than the textbooks utilized in a school. Curriculum includes all of the educational experiences that inform and influence the students' education: school and class activities, class projects, school policies, chapel services, textbooks, teacher lectures, etc.

Course Selection and Graduation Requirements

7th and 8th Grade:

Courses	Required for 7 th Gd.	Required for 8 th Gd.	Fine Arts (must choose at least one)
Bible	✓	✓	Choir
Math	✓	✓	Music ensemble
Science	✓	✓	Studio Art
History	✓	✓	
English	✓	✓	
Health	2/3 times/wk		
PE	2/3 times/wk	2/3 times/wk	
LOTE*		✓	
Fine Arts	Choice	Choice	

*LOTE = Language Other Than English. NYS requires that a student successfully complete two units of study (minimum grade of 65%) between grades K-9 and pass a final exam aligned to Checkpoint A of the LOTE standards. A **unit of study** means at least 180 minutes of instruction per week throughout the school year. Students can also meet the LOTE requirement if they successfully complete one accelerated unit of study during 8th grade and pass a final exam aligned to Checkpoint A of the standards. The student will receive one high school credit in LOTE when this requirement is met. This credit meets the Regents diploma requirement for graduation.

Although the above meets the minimum LOTE requirement for graduation, additional LOTE credits are required to graduate with an Advanced Regents diploma (see below). Further, students pursuing postsecondary education are encouraged to check with college and university publications to determine the LOTE requirements. We understand that some institutions have additional LOTE requirements for graduation which could be met with additional courses in high school.

9th – 12th Grade:

Courses	Regents Diploma	Adv. Regents Diploma	Notes
Bible	4 credits	4 credits	1 credit for each year at TTCA
Math	3 credits	3 credits	Need through Alg II/trig for adv. diploma
Science	3 credits	3 credits	1 biological/1 physical/1 of either
History	4 credits	4 credits	
English	4 credits	4 credits	
Health	½ credit	½ credit	
PE	2 credits	2 credits	½ cr. per yr; can be adjusted to grad. early
LOTE*	1 credit	3 credits	Adv.= typically met in 9 th and 10 th gd.
Fine Arts	1 credit	1 credit	½ credit per year: choir, band, or art
Electives	1.5 credits	1.5 credits	see course listing
Total Required	24 credits	26 credits	

- Bible requirement is adjusted for students who begin at TTCA after 9th grade; however, the total

credits required for graduation remains the same.

- Courses taken at BOCES may provide integrated credits in English, math, science, PE, and/or government which may satisfy, in part, the diploma requirements above.
- An integrated course in math/science/technology may be used as a third required unit of credit in either math or science, but not both, provided the course meets the NYS commencement learning standards for Math, Science, and Technology.
- Students need to successfully complete an average of six credits per year to maintain grade level and to keep pace for graduation. If a student fails a course, he/she will need to attend summer school or plan to take the course the following year. Note, repeating a course the following year may interfere with other required courses which may then hinder a student from maintaining grade level.
- Students who fail three or more courses and who do not attend summer school will have to repeat the grade level.

Regents diploma – exam requirements: Student must pass (65%) five Regents exams in order to graduate. Traditionally, those five would include: any math (usually, Algebra), any science (typically earth science or living environment), global history, English, and US history. As an alternate pathway, NYS provides that students can take and pass a second math or a second science Regents in place of one of the history exams. If a student has a current IEP or 504 accommodation plan, then the exam requirements may be modified per the student’s plan.

Advanced Regents diploma – exam requirements: In addition to the five, required Regents exams listed above, a student would need to pass (65%) four more exams: a second science exam, two more math exams for a total of three (Algebra, Geometry, and Algebra II), and a locally-designed (school-designed) Spanish final that is aligned to “Checkpoint B” of the LOTE Learning Standards.

Accelerated College Education (ACE) courses: ACE courses are dual-credit courses (both college and high school credit) that are taught by TTCA faculty who have been approved as adjunct faculty of Corning Community College. Three to four credits are awarded per course by CCC, and these credits can be transferred via a CCC transcript to many other colleges and universities in the country.

Course credit: Value is given in Carnegie units to a course that is successfully completed (grade of 65% or higher). Students must meet appropriate seat time requirements to receive the credit. Excessive absences may result in the loss of credit.

Full-credit course: A successfully completed unit of study (at least 180 minutes of instruction per week throughout the school year) will result in one credit or one Carnegie unit. Classes meet 4 to 5 times per week throughout the school year.

Half-credit course: A successfully completed half unit of study (at least 90 minutes of instruction per week throughout the school year) will result in ½ credit or ½ Carnegie unit. Classes meet 2 to 3 times per week throughout the school year or classes meet 4 to 5 times in one semester.

Course selection: Currently, the head administrator serves as the students’ guidance counselor. The administrator reviews each student’s transcript and suggests courses that will allow the student to meet graduation requirements. Upon request, the administrator will meet with students and parents to review course options that would be best suitable for the student while also assuring that diploma requirements are met.

Drop/Add procedure:

- a) Students may drop a course from their schedule within the first three weeks of the first semester for year-long courses or during the first three weeks of the second semester for second-semester courses. The students must discuss their schedules with their parents and bring written consent

- before a change can be made.
- After the drop/add period students will receive a WP (withdrew passing) or a WF (withdrew failing) on their record. WP and WF do not count toward the student's grade point average.
 - ACE courses can be dropped with no financial penalty or obligation as long as the student notifies the ACE office at CCC prior to November 1. After that date, the student may be liable for tuition charges at CCC.
 - ACE courses dropped with CCC can still be taken at TTCA for high school credit as long as the student meets the course credit requirement above.

Grading Scale and GPA:

Percentage	Letter	Standard GPA	Honors GPA	AP or ACE GPA
99-100	A+	4.00	4.33	5.00
96-98	A	4.00	4.33	5.00
93-95	A-	3.67	4.00	4.67
90-92	B+	3.33	3.67	4.33
87-89	B	3.00	3.33	4.00
84-86	B-	2.67	3.00	3.67
81-83	C+	2.33	2.67	3.33
77-80	C	2.00	2.33	3.00
74-76	C-	1.67	2.00	2.67
71-73	D+	1.33	1.67	2.33
68-70	D	1.00	1.33	2.00
65-67	D-	0.67	1.00	1.67
Below 65	F	0	0	0

- Courses are standard level courses unless noted otherwise. Pass/fail grades are not included in GPA calculations.
- Honors courses: currently, algebra II, chemistry, and physics.
- Currently the following are available as ACE courses: pre-calculus, chemistry, English (1010 and 1020), speech, calculus I, calculus II, business math, and first -year experience (FYEX). Course availability depends on TTCA teacher availability, student interest, and CCC course offerings. Various pre-requisites apply to certain courses.
- Only CCC transfer credits count toward a student's GPA. Otherwise, a student's transfer credits from a college or high school may count toward diploma requirements, but such credits will not count toward a student's GPA.

Report Cards:

- Report cards are issued four times a year, once after each marking period which is approximately 45 days in length.
- The final report card of the year will be mailed to the student's home once all financial obligations are met and all school equipment (i.e. textbooks, uniforms, etc.) are returned.

Transcripts:

- Release of student transcript request should be submitted in writing to the school office. The request should include the student's name, year graduated or current year, and the name and address as to where the transcript should be sent.
- Official Transcript – An official transcript is dated and signed by a TTCA official and is stamped with the school seal. It is then, generally, mailed directly to another institution. If given to a student or parent, it will be placed in a sealed envelope. If the envelope is open or altered in any way, the document will not be accepted.
- Unofficial Transcript – A student or parent will be given an unofficial transcript upon request. The unofficial transcript will not have the school seal nor be signed by a school official.

- d) **NOTE:** Students who leave TTCA upon graduation or at any time during the year will not have any transcript released if a balance remains on the account or if school items (i.e. books or uniforms) are not returned. Failure to return school items will result in a charge on the family's account, and all such charges must be paid in full before any records will be released.

Valedictorian and Salutatorian:

- a) The senior with the highest overall GPA will be designated as the class valedictorian and will be asked to present a speech at graduation. The speech is to be approved by the administrator in advance.
- b) The senior with the second highest overall GPA will be designated as the class salutatorian and will be asked to present a speech at graduation. The speech is to be approved by the administrator in advance.
- c) In the event of a tie for valedictorian, co-valedictorians will be recognized. In this case, no salutatorian will be recognized.
- d) In the event of a tie for salutatorian, co-salutatorians will be recognized.
- e) Student GPAs will be reviewed at the end of each semester.
- f) Designation for valedictorian and salutatorian will first be reviewed after the junior year, again after the first semester of the senior year, and after the final semester but at least 72 hours prior to graduation.
- g) Students must complete at least four semesters at TTCA, including at least the final two semesters, to be eligible for valedictorian or salutatorian recognition.

Record Retention: Once a student attends TTCA for any period of time, the school will generate a file for the student that contains the student's academic and medical records. All such records will be kept secure in the main office and remain the property of TTCA after the student graduates or otherwise leaves TTCA. If all financial obligations have been satisfied, copies of the permanent records will be sent, upon written request, to another institution. The written request must be supplied by the parent, guardian, or, if over 17 years of age, the former student. TTCA will also release records directly to another educational institution upon written request from that institution.

Academic Eligibility: In order to remain eligible for the activities, certain academic and citizenship requirements must be met (*see also the Athletic Handbook*). Course grades will be reviewed every five weeks. A student must be passing all classes and have an overall average of 75% or higher in order to be eligible. If a student is failing one class and/or has an overall average between 65%-74%, he/she may be placed on academic probation during which time the student can continue to participate. Once on probation, the student's grades will be reviewed two weeks later to then determine if significant improvement has been made. If there is no improvement, the student will be declared ineligible until the next grade review. Students declared ineligible for academic or for citizenship reasons, and students placed on disciplinary probation, may not participate in extra-curricular activities.

STUDENT ACTIVITIES

Class (Grade-Level) Business and Activities:

- Classes will nominate officers at the beginning of each school year. The nominated officers will be reviewed by the administration and faculty as to their eligibility based on their spiritual testimony, leadership qualities and academic standing before the final election is held.
- **Parties:** All class parties held at school must be approved by the class advisor and principal. Class parties are not to exceed two per semester, and should be cleared with the school calendar two weeks in advance. Non-class members are not to be invited to class parties.
- **Field Trips:** Teachers are encouraged to plan field trips to supplement classroom instruction. Details of a proposed trip must be presented to the administrator at least two weeks in advance. Once approved, details of the trip will be sent home in writing to students' families. Students may not go on field trips without parental permission. Regular school dress standards will be

followed unless changes are specifically noted by the teacher in charge. A minimum of one adult chaperone per ten students is required for such trips, and both male/female chaperones are needed for trips with both male and female students. Chaperones must honor the school standards of dress and conduct while on the trip.

- **Class Fund Raising:** For classes wishing to host a fund raiser, a “Fund Raising Request” form should be submitted by the class advisor to the administrator at least 30 days prior to the desired start of the activity. As a general guideline, grades 7-9 may hold one fund raiser per year. Grades 10-12 may hold two fund raisers per year.
- **Senior Trips:**
 - The senior class under the guidance of their advisor will plan a trip to take place near the end of the senior year.
 - The trip will not last longer than seven days or five school days.
 - The senior advisor is to present a proposed, detailed itinerary for approval to the school board at least two months prior to departure.
 - Students who are in jeopardy of not graduating with the class or who are otherwise determined as ineligible for participation due to citizenship reasons will not be allowed to participate on the senior trip.
 - The class is allowed up to two fund-raising activities throughout the year to help offset the cost of the trip. Students and families are required to supplement needed funds that are not otherwise raised through scheduled fund-raising activities.
 - All funds raised by a class toward their senior trip are solely intended for the purpose of meeting their expenses for the senior trip or for some other purposes as voted upon by the class. There is no individual right to any funds raised through class fund raising.

Athletics: Currently, TTCA competes interscholastically in boys’ and girls’ soccer, cross country, basketball, and volleyball. A cheerleading squad may also be formed during the basketball season. Students are charged an athletic participation fee per sport each year. The fee must be paid prior to the student participating in an athletic contest. The **Athletic Handbook** provides further detail about the TTCA athletic program.

Chapel: Chapel: An all-school chapel will be held once each week. Generally, the chapel will take place on Monday unless the administrator determines otherwise. A revised class schedule will be followed on chapel days such that all regular classes will still meet. In keeping with our school’s mission and vision, the purpose of chapel is to have a time each week where our students are inspired towards Christlikeness through student led worship and a time of gospel preaching where they are corporately challenged to be committed Christ-followers in their communities and in the world. Each speaker possesses a clear profession of faith and are scheduled for the chapels by the student pastor or administrator.

Clubs: An all-school activity typically offered in the second semester each year to facilitate mentoring and discipleship experiences between faculty and students. It is required that every student and faculty member participate in a club of his/her own choosing. Clubs typically meet every other Friday during the last period of the day. Examples of clubs are drama, service, hiking, chess, photography, culinary, etc.

Drama: The school will sponsor a drama, traditionally, each spring. The director will select a script that must be approved by the administrator. The director will conduct try-outs for interested cast members. Rehearsals will take place after school and can also take place on non-school days, as needed. The director should recruit other, adult help to assist with items such as props, costumes, make-up, and advertising.

Fine Arts: Students can participate in choir, band, or music ensemble per course offerings. In addition to the school choir, students can audition for the *Academy Singers* group, a select, ministry choir. The *Academy Singers* generally practices one day per week after school. All music selected for school groups should be God-honoring and in good taste.

National Honor Society: Our NHS chapter is known as “Timotheus.” One faculty member serves as the NHS advisor. Five other faculty members who are appointed by the administrator make up the “faculty council.” Their job is to oversee membership of the chapter per the NHS constitution. The NHS induction ceremony takes place in the spring each year. Only students in grades 10-12 who have an overall grade average of 90% or higher (in grades 9-12) are eligible to apply for NHS membership.

Serve-a-thon: Every May Serve-a-thon is held for our 5th-12th grade. In keeping with our school’s mission and vision, the purpose of Serve-a-thon is to have day where our students are inspired towards Christlikeness by helping with important projects throughout our community. The Serve-a-thon also serves as a fundraiser for capital projects and needs-based scholarship. Therefore, the students also have the opportunity to help one another by raising funds that allow one another come to TTCA.

Spiritual Emphasis Week: Every September Spiritual Emphasis Week is held for 5th-12th grades. In keeping with our school’s mission and vision, the purpose of Spiritual Emphasis Week is to begin the year with a week of chapels and other events that inspire our students towards Christlikeness by focusing on our year’s spiritual theme. The week ends with a retreat for the 7th-12th grades at Lamoka Baptist camp. While there the students participate in unity building activities and times of worship and preaching. It is week where the students are corporately challenged to become committed Christ-followers in their communities and in the world.

Student Leadership Council (SLC): A faculty member will be appointed to advise the SLC. The SLC officers will be elected by the student body each spring in preparation for the year to come. Officer positions include: president, vice-president, secretary, treasurer, and chaplain. Further, classes can send a “class representative” to participate in SLC meetings. The SLC’s main purpose is to promote school spirit and to add positively to the spiritual temperament of the TTCA culture. SLC officer qualifications are as follows:

- All officers and class representatives must maintain academic and citizenship standards. Academic standing must be consistent with the eligibility requirements detailed in the athletic handbook. Any student who has been suspended from school within the past 12 months or who has been assigned more than one detention in the three months prior to elections will be ineligible to serve. Current officers who are suspended from school or who are assigned repeated detentions will be removed from office.
- President and vice-president – any junior or senior may serve.
- Secretary and treasurer – any sophomore, junior, or senior may serve.
- Chaplain – any male sophomore, junior, or senior may serve.
- Class representatives – are chosen by each class and are to be approved by the class advisor.

The TTCA SLC will lead and facilitate school-wide service projects at least twice a year (one/semester). These service projects include, but are not limited to, a food bank collection, winter clothes for needy/homeless shelter, Operation Christmas Child, book collections for missionary libraries, Pregnancy Resource Center baby bottle drive, etc.

Yearbook: The yearbook advisor will work with student-volunteers in the production of the book. A small amount of funds is generally budgeted to help with the production of the book. The bulk of the funds needed for the book must be raised through the selling of ads for the book, the selling of the books, and/or a fund-raiser that is approved by the administrator. As for the content, the advisor must guide the students to use discretion so that all is God-honoring.

Other Activities: Other groups, such as a Spanish club, student-led Bible studies, etc., can form and meet provided an adult/faculty advisor is present and permission has been granted in advance by the administrator.

POLICIES AND PROCEDURES

ATTENDANCE:

Regular and punctual attendance every school day is very important to the student's success in school. Students that miss school will be allowed to make up work without loss of credit per the teacher's classroom policy. School absences will fall in one of two categories: excused or unexcused.

Excused Tardiness and Absences: The following have been determined by the school board as legal absences from school:

- personal illness
- doctor or dentist appointments
- critical family illness or death in the family
- required court appearances
- college visits (prospective student only)
- unsafe or impassable roads consistent with the weather conditions
- medically mandated absence (i.e. per doctor's orders)
- military obligations

All other tardiness and absences not contained in the preceding list are considered **unexcused**.

Prearranged or Extended Absences: Examples of prearranged or extended absences include:

- family vacations
- mission trips
- college trips (non-prospective student)

If it is known ahead of time that the student will be missing school, the parent must notify the school office via written notice at least one week in advance of the absence. This will allow the teachers time to pull together work for the student prior to his/her absence.

All Absences and Tardiness: Absences and tardiness for any reason require a written note from the parent/guardian which states the date(s) of and reason for absence/tardiness. The absence is considered unexcused if the note is not received within five days after the student's return to school. After five days, all absences or tardiness will be entered as unexcused. The school is responsible to NYS for every absence or tardy entered in the student's attendance record. A phone call or voicemail to the school secretary can replace a written note for a one-day absence or tardiness. The call will be noted in the student's record.

Missed work when absent or tardy: Students will be allowed to make up missed work without loss of credit per the teachers' classroom policies (i.e. one day for make-up per one day of absence, two days per days of absence, due upon return for prearranged absences, etc.). It is important that the student consult the various teachers' classroom policies. It is the responsibility of the student to seek out the teacher to find out about missed work.

Excessive Absences: Based on the unit of study requirement and independent of a student's grade in the course, students must attend at least 85% of all classes in a course in order to receive credit for the course. Students who miss more than 25 classes in a full (1 credit) course or more than 13 classes in a half ($\frac{1}{2}$ credit) course will not receive course credit. Total days missed includes all excused and unexcused absences. Appeals due to extenuating circumstances will be considered by the school board on an individual basis. If an appeal is granted, the student can make up seat time by working under the direct supervision of a classroom teacher at an agreed upon time, or pursuant to an approved independent study program, or receiving approved alternate instruction.

Compulsory Attendance: NYS Education Law, Title 4, Article 65, Section 3205 (3) requires that students between the ages of six and sixteen attend school. The minor is required to remain in attendance until the last day of the school year when the minor turns seventeen years old. Exceptions: a minor who

has completed a four-year high school course of study shall not be subject to the age restriction in respect to required attendance. It is critical that all students, irrespective of their age, understand that it is detrimental to their futures for them to cease school attendance prior to completing diploma requirements.

School Arrival and Tardiness:

- The school day officially begins at 8:25am, and all students need to be in their first period class at that time. At 8:22, a warning bell will sound to signal that students need to move to their class.
- Students may arrive at school after 7:45am. Once students arrive on campus, they are to enter the facility immediately, and all school policies and rules are in effect
- The school provides supervision and allows students on campus between the hours of 7:45am – 3:15pm. Parents are asked to plan accordingly.
- Students who arrive after 8:25am are considered tardy. All late arrivals, excused and unexcused, must sign in at the office.
- **Tardiness Intervention:** Regular and prompt attendance is critical to a student's success in school. A student's attendance record is available to the student's parent via Sycamore. If a student accumulates three or more unexcused tardies, the school's administrator or designee will contact the student's parents to discuss a plan to ensure better and regular attendance. If a pattern of unexcused tardiness continues, parents will again be contacted and the student will be assigned an after-school detention.

School Dismissal:

- The school day officially ends at 2:50pm. Students are to collect their books and items from their lockers and then wait in the main foyer for their bus or ride.
- Some buses will leave as early as 2:55. Students are not to loiter in the hallways which may result in a missed bus.
- Dismissal during a school day for medical appointment or any other event needs to be arranged ahead of time by a written excuse from home or a phone call from a parent. Students must sign out at the school office.
- Students who have permission to stay after school for academic or extracurricular activities must report to their supervised designated room or area by 3:15pm with all necessary supplies. All students staying after 3:15pm must be directly supervised by a teacher, coach, or staff member. Students shall not stay without supervision.

Transportation:

- Transportation is the responsibility of the parents. The school cooperates with the Elmira, Elmira Heights, Horseheads, Spencer-Van Etten and Waverly school districts that bus students in accordance with state regulations.
- Families need to contact their local school district bus garage by April 1 to request transportation for the following year. If families enroll after April 1, they should contact the bus garage immediately to secure transportation.
- Bus drivers expect support from the school in maintaining discipline on the buses. **Further, students are expected to maintain school standards while on the bus.** Students written-up by bus drivers or transportation monitors will also be written-up by the principal and appropriate discipline will be administered.
- Periodic bus drills are conducted to prepare for emergency situations.
- Those interested in car pools may obtain information from the office to locate those living in their area.

Attendance for Participation in Extracurricular Activities: Students must be in school and attending class by 11:30am on game/event day to participate in the activity. Students who have an excused conflict that goes beyond 11:30 (i.e. doctor's appointment) can still participate. Sleeping in on a game/event day, or the day after, and then coming into school late, is neither acceptable or legal.

School Closings and Delays: School closings or delays due to weather will be announced over the WETM-channel 18 and the WENY-channel 36 TV stations and posted on the school's website. Whenever Horseheads and/or Elmira districts are closed/delayed, TTCA will be closed/delayed.

Student Drivers:

- Students have the privilege, not the right, to drive to school. Student drivers are to park in designated areas of the lot.
- Non-siblings are not allowed to ride with other students unless a written note for all students involved is on file in the school office. **Note:** For student drivers under 18 years old, NYS law allows only one non-family member passenger under the age of 21.
- Students who drive in an irresponsible or erratic manner will have their driving privilege suspended or revoked. Examples of such driving include but are not limited to: reckless or dangerous driving on or off school grounds, leaving the school grounds without permission, more than three consecutive tardies, or transporting non-family member students without proper permission.
- No student is to use or be in a student's car during the school day except with special permission from the administrator.

Search of Student Vehicles: Be advised that personal vehicles parked in the school lot are subject to being searched by school authorities or local legal authorities when reasonable suspicion exists that a student has transported any controlled substance, weapon, or illegal contraband to school. Reasonable suspicion includes, but is not limited to, periodic visual searches of vehicles parked on school property. In instances where reasonable suspicion exists, it is not necessary for the student to grant permission.

BOOKS AND SCHOOL MATERIALS:

The books issued to the students remain the property of the school. These are rented through the registration or re-enrollment fees paid by each student annually. Because the replacement of books is expensive, books are to be adequately covered and properly protected at all times. Students will be charged for books returned at the end of the year beyond normal wear.

Bibles: The Bible is the Word of God and is a vital part of the training of our students. Each student must have a personal, hard copy (not digital) of the Bible. The school's administration realizes that many worthy translations of the Bible are available today (NIV, KJV, ESV, etc.). At the same time, there are various paraphrases of the Bible which, though appropriate for personal use, may not be the best for classroom or chapel use (the Message, the Living Bible, etc.). Therefore, when deciding which translation should be used in school, students need to consult with the school's Bible teacher or administrator.

Lockers: Each student is assigned a locker to use to store books and other school and personal items. Students are to keep lockers closed and neat, inside and out. No stickers or tape are to be used on the lockers. Students are encouraged to keep their belongings secure. To that end, students can pay a \$20 deposit to the school office for the use of a combination lock for the locker. The deposit will be returned at the end of the year when the lock is returned. Students may not use any lock other than what is supplied by the school office. Tampering with the locker makes the student subject to disciplinary action. Students are to use their own locker only. Lockers are the property of the school. As such, lockers are subject to inspection at any time. Student permission is not need to inspect a school locker.

FIRE DRILLS:

Fire drills are conducted throughout the year to prepare for the eventuality of an actual emergency. The drill is a serious matter and should never be taken lightly. The procedures for exiting the building are posted in each room, and students should familiarize themselves with them. Our fire alarms ring automatically at the local fire station. Any unauthorized sounding of the fire alarm is a serious offense.

FOOD AND DRINK:

No food or drink (other than water) is to be consumed during the school day other than at lunch or during a previously scheduled time (i.e. class party, etc.). Prior to 8:25am, students who bring drink or food to school will be directed to the cafeteria to consume the items there. No beverages (other than water) are to be kept in students' lockers.

HOMEWORK:

All homework assigned by the teacher should be done neatly and on time. As a general rule, students should expect no more than 30 minutes of homework per class per night and no more than, for grades 9-12, two hours total or for grades 7-8, 90 minutes in total. If it seems that a student is spending more time than this on homework, parents are encouraged to contact the student's teacher for further clarification.

A student's success in class can generally be linked to the faithfulness with which he/she completes homework. Parents can track their students' progress via *Sycamore*. The teacher will contact parents in an effort to address continuous or frequent problems of late homework.

LEAVING SCHOOL GROUNDS:

Once students arrive at school they must enter the building immediately. Unscheduled leaving of the school property requires permission from the administrator. Students leaving without permission are not the responsibility of the school. Students that leave during the school day without permission are subject to school discipline.

LOST AND FOUND:

Articles of clothing or personal property which are left around the building in unassigned places, when picked up by the staff, may be redeemed from the office for a minimal fee. After one week's time, there will be no obligation to hold such items.

LUNCH PROGRAM:

Lunch time is a pleasant break in the day's schedule and is an appropriate time for fellowship. Students should pray individually before eating, and are expected to use good manners and be thoughtful of others during lunch. Responsible use of school equipment and utensils is expected. Lunches are planned and prepared by our lunch staff. On good weather days, students may go outside only under the supervision of a teacher.

MUSIC:

The music teacher and the administrator will approve all music, including the music selected by student ministry teams. The music teacher will teach and encourage the use of Christ-honoring music. No rock music or questionable secular music will be allowed at any school functions.

PASS SYSTEM:

Students out of the room, except when passing between class periods, should have an appropriate pass from the teacher and must return to the classroom at the end of the period to return the pass. Students misusing locker and restroom passes are subject to discipline.

SAFETY AND SECURITY:

The safety of our students and staff is of utmost importance. Therefore, all exterior doors will remain locked when school is in session. Visitors or students who arrive during school hours will only be admitted to the building through the secure, office entrance. Once "buzzed" in, all students and visitors must sign-in at the office. Should students need to be dismissed from school early for doctor's appointments, etc., the students must use the sign-in/sign-out process in the school office.

No one should be admitted to the school during the school day without passing through the school office entrance. If a student were to open a door to a visitor or even to another student, that student would face disciplinary action. This strict policy is to be followed for the safety of all.

Articles of value are to be kept secure by the appropriate use of student lockers. Exceptional needs in this area may be met by leaving money or personal belongings with the school office. Students can receive a lock from the school office to place on their lockers (\$20 deposit required which is returned at the end of the year). No personal locks are to be used on student lockers.

SCHOOL COLORS AND MASCOT:

The school colors are maroon and white, and the school mascot is the eagle.

SOCIAL NETWORKING SITES:

Since TTCA is concerned about those things which may bring reproach upon the testimony of our school, our students, and our Lord, students, staff members, and those in other ways affiliated with the school are urged to exercise caution when placing comments or information on publicly available forums such as Instagram, Snapchat, etc.

Should it come to the attention of the school's administration that careless and inappropriate information is communicated on such a forum such that the testimony of our school, our staff members, or our students is in some way damaged, the offending party stands at risk of disciplinary action from the school's authorities. Such discipline of students will be on a continuum up to and including expulsion. Should the information be of such a serious nature, the offending party is also at risk of having legal charges levied against him or her. (see also below: **Technology Use Policy**).

SOCIAL RELATIONSHIPS:

The Christian school is a place where Biblical standards and wholesome fellowship will lead young people to develop God-glorifying relationships and to be a testimony of Godly living to those who observe them. Our present society is rapidly moving away from Godly and Biblical standards. This is especially true in the area of relationships between men and women. Christian young people should not follow the world in this area. We believe that excessive attention to one person during school hours is distracting from the student's main purpose of study. Students must refrain from physical contact that is associated with boyfriend/girlfriend relationships.

MORALITY, SEXUAL ACTIVITY, AND STUDENT PREGNANCY:

Twin Tiers Christian Academy desires to partner effectively with parents in preparing students to live effectively in God's world. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and inerrant in the original writing, and that they are of supreme, sufficient, and final authority in faith and life. The ultimate authority and basis for the rules, principles and practices of Twin Tiers Christian Academy is the Bible – God's holy Word. Twin Tiers Christian Academy forms a partnership with the home and family to help educate students and to guide them in biblical character and development. Because the school adheres to the Bible, the standards of conduct specified in the Bible in many areas, e.g. morality, integrity, sexuality, relationships, etc., are standards of conduct for TTCA regardless of whether there is a separate TTCA policy in place.

One of the most enjoyable gifts that the Lord gives us is relationships shared among believers, and this is especially true of the relationship shared between members of the opposite sex. It is part of God's plan that young people have the potential to meet, date, and possibly eventually marry someone from the opposite sex. For members of the opposite sex to enjoy each other's company and companionship is not only good, but also it is part of God's sovereign design. TTCA is a school for students who are unmarried and who live at home with their parent(s) and/or legal guardian(s). TTCA upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5, see also the Statement on Marriage, Gender, and Sexuality). Students shall not engage in or promote sexually promiscuous behavior (e.g., premarital sexual intercourse, oral sex, exhibition of nudity to those of the opposite sex, sexting, petting or caressing the private parts of another, homosexuality, etc.) on or off campus.

Even though parents may personally believe differently, while enrolled at TTCA, all students are expected to exhibit the qualities espoused by the school and to refrain from certain activities or behavior.

Violation of this policy will result in discipline which may include probation, suspension, being asked to withdraw from school, being expelled from school, or other consequences determined by the TTCA administration.

Twin Tiers Christian Academy believes that pre-marital sexual activity is forbidden by the Scriptures and that those who do so are walking outside of God's plan for their life and inviting numerous negative consequences. Due to this fact, we will intervene with students who are known to be involved in such activity. Such intervention will include input from the student(s) and the students' parents.

In the event of a resulting pregnancy, we will work with the student(s) and the students' parents to determine the most appropriate manner for continuing their education. Great care will be taken to acknowledge the continued spiritual and educational needs of the students involved, while maintaining a healthy school environment for the remaining student body. This decision will be at the discretion of school administration.

For a pregnant student wishing to be considered for continued enrollment at TTCA, the process will be as follows:

1. Establish Paternity: The female must identify the father of her child, so that if he is also a student at TTCA he may be addressed in a similar manner.
2. Confession and Repentance: The students involved need to show authentic repentance and contrition for their sin and commit to avoid pre-marital sexual activity in the future. The confession will be as public as deemed appropriate for the situation.
3. Continued Education: This could potentially include:
 - a. Withdrawal from TTCA and enrollment in another educational program
 - b. "Home Bound" instruction whereby the students continue coursework from home with limited TTCA teacher supervision
 - c. Some combination of course work taken at home, another institution, and/or continued instruction at TTCA

The School Administration will work with the student(s) and the students' parents to establish guidelines for student(s) participation in school activities. Limiting student/parent activities is to ensure that TTCA is not communicating to the student body that student parenting is a desirable student choice.

SOLICITATION:

Personal solicitation in school is not permitted by students, parents or school personnel.

STUDY HALLS:

Study halls should be used for doing school work. Every student is expected to bring appropriate material to work on quietly during study halls.

SYCAMORE:

The school utilizes *Sycamore*, a web-based, school-management program. It is on Sycamore that teachers post assignments and grades, that the lunch menu is stored, that attendance for students is tracked, and much more. Every year, each family in the school is provided with unique log-in and password information so that the family can access the information that pertains to their student(s). Should parents misplace their log-in information, they can call the school office to retrieve that. The school's administration strongly suggests that parents take advantage of Sycamore to follow their students' progress.

TECHNOLOGY USE POLICY:

Twin Tiers Christian Academy's Technology Use Policy pertains to all students, faculty and staff who utilize any of the school's technology resources. The policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell phones, video and audio equipment, copy machines and information storage devices. Twin Tiers Christian Academy students are expected to use school resources in a considerate, ethical, moral and legal manner.

The administration at TTCA recognizes the potential educational benefits of using technology and personal computing devices (PCDs) and wants to encourage the use of such as we prepare our students

for future endeavors, many of which will undoubtedly involve technology in one form or another. However, this interest is tempered by the potential negative implications.

The Apostle Paul provides us with a good perspective in First Corinthians 10 that can be applied to our use of technology: “All things are lawful, but not all things are helpful. All things are lawful, but not all things build up.” I Cor. 10:23. First, though there are many good and appropriate uses for technology, not all such uses are appropriate or helpful during the school hours. Also, there are other very inappropriate uses for technology that are completely contrary to our standards and policies as a Christian school. Above all, our desire is in keeping with Paul’s near the conclusion of chapter 10, “So, whether you eat or drink or whatever you do (including the use of technology), do all to the glory of God.” Due to the ever changing nature of technology, it is imperative for users to realize that our policies regarding the use of technology in our community will also change as the need arises. We ask all students and employees to utilize their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them.

Technology as a Privilege: The use of technology resources on school property or at school events is a privilege not a right. This privilege comes with personal responsibilities and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

Privacy: The school reserves the right to monitor all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school’s e-mail or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Purposes and Use Expectations for Technology: The use of all school-owned technologies including the school Internet connection is limited to educational purposes. Educational purposes include, in part, classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities.

- Commercial and recreational use of school technology resources is prohibited.
- Users may not utilize school technology to sell, purchase, or barter any products or services.
- Users may not utilize school technology at any time during school hours to play games, visit social networking websites, send instant messages or emails.
- Users may not utilize school technology to take part in any activity that is unrelated to the educational purposes stated above.

Personal Responsibility: We expect our students and employees to act responsibly and thoughtfully when it comes to using technology. Users bear the burden of responsibility to inquire with the technology coordinator or school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

All students and employees are provided with a school email address. All e-mails sent from this account are representative of the school and are subject to school policies regarding appropriate language use, bullying, stalking, and other related school policies.

Cell Phones and PCD’s: Anything that will be disruptive to the educational environment should not be used during the school day. Student cell phones and other electronic devices cannot be used during the school day (8:25 am – 2:50 pm) except during the lunch period, unless it is being used for educational purposes under guidance of a faculty member. Such student devices are not to be heard or seen in hand during the school day. Any exceptions must be granted by a teacher or an administrator. If this standard

is violated, consequences will be as follows. On the first offense, the device is turned over to the administrator and it can be redeemed at the end of the day. Second offense, the device is turned over to the administrator and can be redeemed after 5 days or by paying a \$5 fine. Third and subsequent offense, the device will be held for 5 days or can be redeemed by paying a \$10 fine.

Computer Settings and Computer Labs: Students are only allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers with the express prior permission of a faculty member. This includes deleting cookies and history and re-setting the time and/or date on the computer. Food and drink are prohibited from school computer labs. Users may not eat or drink while using any school-owned computers or other technologies.

Cyber-bullying: Users may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy other persons. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school community is subject to disciplinary action which may involve a report to law enforcement authorities.

Unacceptable Uses of Technology: No policy can detail all possible examples of unacceptable behavior related to technology use. Some examples of unacceptable uses of technology are included below. This list is in no way meant to be exhaustive.

- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited.
- Circumventing any system security measures.
- Using obscenities or inflammatory dialogue
- Using another user's accounts
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- Accessing blocked Web sites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery

Downloads: Students may not download, add, or install new programs, software, or hardware onto school-owned computers unless approved for educational purposes under the direction of faculty, staff or administrator. Downloading sound and video files onto school-owned computers is prohibited without approval.

Personally Owned Devices: Devices capable of capturing, transmitting, or storing images or recordings may never be used where there is a reasonable expectation of privacy (such as restrooms, locker rooms, etc.) To protect the safety and well-being of students, employees, and other community members and to avoid disruptions to the learning environment, school personnel reserve the right to confiscate any personally owned device. The content of the device may be reviewed as part of any investigation of policy violation or other inappropriate, immoral and/or illegal use. Appropriate actions will be taken, up to and including the notification of local authorities. The school is not responsible for any damage or harm to personally owned devices being held, including but not limited to loss, theft, damage, or destruction of the device or any of its contents.

School Liability: The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for users' exposure to "unacceptable" information nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

Consequences for Policy Violations: Depending upon the particular violation(s), consequence, or discipline, may include any of the following or a combination thereof:

- Restricted use of school technologies, length of restriction to be based on the violation.
- Confiscation of personal property to be returned at the end of the school day (1st offense).
- Confiscation of personal property to be returned after payment of \$5.00 fine (repeat offense).
- Confiscation of personal property to be returned to parent or guardian.
- Contact with law enforcement officers.
- Other as deemed appropriate by the school's administration.

TELEPHONE USE:

Students, when given permission, may use the phone in the school office designated for student use. There is a cost to use the phone. Use of the telephone should be kept to emergency use only. Calls for students and teachers will be taken by the secretary and delivered as appropriate.

VISITORS:

All visitors are to report to the school office upon arrival at school. Note the following:

- All visitors must sign in at the school office.
- Students are not to invite friends to visit the school without permission from the administrator.
- Only prospective students are allowed to visit during the school day and only once permission has been secured from the administrator.
- Students are not to have contact with non-school personnel unless they are approved visitors.
- Past students must receive permission from the administrator to visit during the school day.
- All visitors are responsible to abide by the school dress and conduct standards.

WORKING PAPERS:

NYS Child Labor Laws regulate the employment of individuals under 18 years old. Employers are required to have working permits on hand for any minor in their employment. Working papers can be secured from the school office. Students need to have a current health physical on file. Parents will need to provide their signature along with the student's social security number, proof of age, and date of birth.

LIFESTYLE EXPECTATIONS

Once a student decides to attend TTCA, certain responsibilities accompany that choice. Attending TTCA means that wherever a student goes, the name of TTCA goes with him/her. Each student's actions will be judged as an extension of the reputation of TTCA. That responsibility must be taken seriously, especially since it reflects as well on the name of Christ. It should be that members of the TTCA community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what TTCA desires to represent. Bearing a name with honor is a grave responsibility and must be considered at all times. Hence, TTCA must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is to be more desired than great riches." Proverbs 22:1a* Violations of school standards while away from school, whether during school events or during school breaks, which reflect adversely upon the testimony of TTCA may result in appropriate discipline of the student and/or may affect his/her continued enrollment.

A student enrolling at TTCA must read and complete a Student Statement of Support. This is included in the enrollment paperwork.

A **new** student's acceptance at TTCA is contingent upon the student's signature of agreement to adhere to the Student Statement of Support.

A **re-enrolling** student's acceptance for the next school year is contingent upon an acceptable prior year signature agreement to adhere to the Student Statement of Support.

STATEMENT OF STUDENT SUPPORT:

1. "I appreciate the social and spiritual standards of TTCA and will not tolerate or use profanity, obscenity in word or action, dishonor the Word of God, or show disrespect to the personnel or property of TTCA or the Breeport Baptist Church."
2. "I agree that, while a student at TTCA, I will refrain from immorality, the use of tobacco, alcohol, and harmful and illegal drugs at all times both on and off the campus."
3. "I agree that, while a student at TTCA, I will not possess, transport or harbor on the campus any of the following: weapons (including but not limited to guns, knives, lighters, etc.), drugs, alcohol, pornography, or anything else that is detrimental to the mission of TTCA."
4. "I agree to support and abide by all regulations of TTCA as outlined in written (handbook or handouts) or oral form. I have read and agree to abide by the student dress code. I realize that discipline, suspensions, or expulsion from school may result from my refusal to comply with such regulations."
5. "I appreciate that the faculty and administrators of TTCA will care for me, will pray for me, and will work with me to help me develop my God-given gifts and abilities for His glory and for my benefit and that of others."

DISCIPLINE POLICY:

The purpose of discipline in a Christian school is to guide the student in his or her quest to become a faithful Christ-follower and an autonomous decision-maker. Though growth in Christ cannot be measured by adherence to an outward system of rules, it is important that Christians submit themselves to those who God has placed in authority over them (I Peter 2:13ff). The administration of this institution realizes that there are specific Biblical guidelines and principles that should be followed and incorporated into our code of conduct. Also, there are other guidelines that, though not specifically Biblical, are seen as important to the efficient operation of this school and could be classified as our "institutional preference".

Upon enrolling in TTCA, students and parents are pledging their support and cooperation with the policies of TTCA. Likewise, TTCA is pledging their desire to cooperate and communicate with each family as situations may arise.

Discipline and counseling will be handled by the classroom teacher, the dean of students, the administrator, the school board's executive committee, and the school board according to the seriousness of the offense.

- a) The teacher is the authority in the classroom and is charged to maintain the control and discipline to ensure a quality learning environment.
- b) The dean of students and administrator support the teacher's role and will become involved whenever the student's disruption and lack of cooperation warrant this attention.
- c) If a situation escalates, or is deemed of serious enough in nature, the school administrator may enlist the support and guidance of the school board.

BULLYING: The students and staff of TTCA are expected to apply the Biblical principles of love and respect for one another.

- Mark 12:31 "You shall love the Lord your God.....and love your neighbor as yourself." There is no other commandment greater than these.
- Ephesians 4:29 "Let no corrupt talk come out of your mouth, but only such as is good for

building others up.”

- Christians are called to handle disputes in an attitude of love and concern for others with a goal of restoration for the relationship. Conflict should be handled according to the steps listed in Matthew 18.
- TTCA is committed to providing an environment free of bullying and harassment of any kind. We will not tolerate any form of bullying, intimidation, discrimination, or harassment of students or staff.
- Not all “perceived” bullying is indeed bullying. Bullying consists of systematically or chronically inflicting physical hurt or psychological distress on another person. It includes unwanted written, verbal, and physical behavior that is offensive, intimidating, or abusive. The administration will determine whether behavior rises to this definition of bullying. Consequences can include suspension or removal from the TTCA community.
- Even if a student’s conduct does not meet the definition of bullying, actions or words that are rude, disrespectful, intimidating, or otherwise abusive are unacceptable from any TTCA student and discipline will follow.

CHEATING AND PLAGIARISM: Cheating or plagiarism is a form of lying. The teachings of the Bible make it clear that lying is wrong: Ephesians 4:25, Colossians 3:9, and II Corinthians 8:21. Therefore, accusations of cheating or plagiarism are viewed as serious.

According to the Merriam-Webster dictionary, “to plagiarize is to steal and pass off the ideas or words of another as one’s own: to use another’s production without crediting the source. To cheat is to practice fraud or trickery: to violate rules dishonestly.” In general, cheating and plagiarism are synonymous. Cheating occurs whenever a student turns in work that has not been fully completed by him or her; this includes any time students exchange homework answers. All parties obtaining information and supplying information are viewed the same. In this digital age, the ease with which information can be copied and pasted makes plagiarism more problematic than ever. In the case of cheating/plagiarism, the teacher reserves the right to assign a zero for the assignment and/or ask that the work be redone for an adjusted grade. All cases of cheating/plagiarism will be documented in the student’s file, and the administrator will be informed. In cases of multiple offenses, disciplinary action may include a failing grade on an assignment or test, expulsion from National Honor Society, a failing grade for the course, and/or suspension from school.

CLASSROOM CONDUCT: Proper conduct and preparation is imperative to the efficient use of classroom time. Therefore, the student should be aware of the following items that would be considered inappropriate: unprepared for class (no pen, book, notebook, etc.), no book cover, throwing objects, sitting on desks, talking out of turn, and parent notes not returned as requested. This list is not intended to be exhaustive. Other items will be shared by the teacher within his/her classroom.

At the start of a new class, the teacher is obligated to share his/her expectations with the students and to discuss various consequences should the expectations not be met. Teachers will provide their students with a “Class Procedure” form at the start of each new year or new course. As a means of correcting any problems, the teacher would likely do any of the following: counsel with the student, contact the parents, move the student’s seat in the class, keep the student during lunchtime, or other similar actions.

LOCKER ROOM AND RESTROOM USE: Students are only to use the locker rooms, restrooms, and changing facilities that correspond with their biologically-assigned gender. This standard applies to all school-sponsored activities, on and off campus (i.e. on class field trips, school athletic contests, etc.).

CODE OF CONDUCT: The following code of conduct should be viewed as a guide which is applied and interpreted by the administrator rather than a binding code without any exceptions. Students will be assigned demerits for the conduct violations which follow:

- a) unexcused tardiness to class (5 or fewer minutes late to class) = 3 demerits
- b) skipping class (missing more than 5 minutes of class) = 10 demerits

- c) inappropriate contact with the opposite sex (hand-holding, kissing, etc.) = 3, 5, or 10 demerits
- d) blatant disrespect of those in authority (outright defiance) =10 demerits
- e) defacing/misusing school property (offending student will be required to pay for any damages) = 5 or 10 demerits
- f) crude/obscene/vulgar language or actions =10 demerits
- g) cheating/lying (cheating will result in a zero on the assignment) =10 demerits
- h) stealing =30 demerits or possible expulsion.
- i) possession/use of alcohol, tobacco, drugs, or pornography on school grounds or during school related activities=30 demerits or possible expulsion.
- j) actions which could lead to bodily harm (from horseplay or negligence) = 3 to 10 demerits
- k) fighting (any aggressive, physical contact and irrespective of who initiates the altercation) = 30 demerits
- l) possession of potentially dangerous objects (knives, throwing stars, ammunition, etc.) = 30 demerits or possible expulsion; law enforcement may be contacted.

Discipline Reports: Immediately following an incident, a teacher or staff member will document an infraction on a discipline report. The report is simply a quarter-page form that is to be signed by the student. The student's signature does not necessarily indicate that he/she is in agreement with the report but as an acknowledgment that the incident was discussed with the student. The report is then passed to the dean of students or administrator. A discipline report is a form that, in and of itself, is not a form of punishment. The report is used as a method of documenting unfavorable behaviors. The incident will be recorded in the student's Sycamore account and reported to the parents via a Sycamore "pass-a-note." Our desire would be for the student to make changes and take steps of growth as a result. All discipline will include some level of counseling with the student

The method of communication with the parents will depend upon the seriousness of the offense. Minor offenses (i.e. tardy to class, excessive talking in class, food in class, etc.) will be communicated via the Sycamore pass-a-note system. More major offenses (i.e. blatant disrespect, cheating, damaging school property, etc.) will be communicated via a phone call or a written note sent to the student's home or both. For the most serious offenses (i.e. stealing, possession of illegal objects, etc.) parents will be contacted immediately and required to come to the school for a conference and/or to retrieve their students.

Demerits: Demerits are assigned by the principal, or the dean of student, after reviewing an incident. All demerit counts start at zero each semester (Sept.-Jan., Feb.-June).

At 10 demerits, a one-hour after school detention will be assigned and parents will be notified via written communication which should be signed and returned. At 20 demerits, a parent conference will be required, either by phone or, preferably, in person. At 30 demerits, a student will be ineligible for extracurricular activities and he or she will be suspended or possibly will be expelled. At 40, the student faces another suspension or possible expulsion. At 50, a student will be considered for expulsion.

Detentions: Detentions will be assigned in one-hour increments on either a Tuesday or Thursday after school from 3:00-4:00. Students may be assigned manual labor to perform during detention. If a student misses an assigned detention, a second detention, in addition to the first, may be assigned. During the detention hour, the student will be under faculty supervision. Parents will be contacted prior to the detention.

In some instances, and depending upon the infraction, lunch detention will be assigned. For lunch detention, students will be under the supervision of a staff member, will not eat lunch with their peers. Assignment to lunch detention is at the discretion of the dean of students and administrator.

Suspensions: Suspensions may be assigned as either in-school (ISS) or out-of-school (OSS). The administrator assigns suspension and may assign suspensions for one to five days. A suspension beyond five days requires a recommendation from the school board's executive committee. While on suspension,

a student is responsible to make up any school work missed due to the suspension. Parents will be contacted prior to the suspension.

Expulsion: A student may be removed from the school for any serious offense upon a two-thirds vote of the school board. School credits up to the time of the expulsion will be transferred. Once expelled, the student is not to return to school property for the period of one year. For a student to be re-admitted as a student who was at one time expelled, the student and parents would have to bring their request to the school board's executive committee.

TTCA will ask local law enforcement officers to be involved in any situation as deemed serious by the school's administration.

GROOMING AND DRESS CODE EXPECTATIONS

TTCA realizes that there are many views in Christian circles on what is appropriate dress for Christian young people. The dress code listed below represents an effort to apply Biblical principles of decency (Roman 13:13), modesty (I Timothy 2:9), respect for authority (Romans 13:1), individuality (Romans 14:1-7), and Christian responsibility (Romans 14:13-19) to the area of our appearance as well as our conduct before our Lord and Savior. It is the desire of the administration that students attend school with a neat, well-groomed, and modest appearance. *Because there will undoubtedly be a variety of opinions as to what is "neat, well-groomed, and modest", the guidelines below are meant to add clarity as to what is expected for TTCA students.*

General (All Students) Every student is expected to dress in a way that conforms to his or her biologically-assigned gender. Students are to arrive at school in school dress.

Pants, including jeans, (male and female) should be clean and neat, with no holes, tears, slices, worn or bleached patches, etc., and must not be excessively baggy or form-fitting. Pants, including jeans, are to be hemmed (cuffs not to drag on the ground) and worn as designed (no "sagging"). Fitted cargo pants are acceptable. Females may wear capris. No athletic pants, nylon rip-stop-type material, fleece, pajama-type material, sweats, or warm-ups.

Dresses/Skirts (female) may be worn with hemlines not higher than the bend of the back of the knee and not form-fitting. Slits must not go above the knee.

Tops (boys) Must wear a collared shirt. Golf shirts, oxfords, crew neck sweaters, turtlenecks, Henley, polo/rugby/athletic collared shirts, and placket collars (button-up opening) are acceptable. Shirts must be worn at all times, including gym class, after school, and during athletic practices. Sweatshirts or hoodies are not acceptable tops and are not to be worn for regular school dress.

Tops (girls) Must wear a top that is distinguished from a T-shirt by embroidery, color, collars, buttons, pockets, etc., and it can include appropriate label printing. T-shirts, including athletic work out types, are not allowed. All tops are to be modest – e.g., loose fitting with no cleavage revealed and no bare midriff. Garments are to be opaque (i.e. cannot see through). Tank tops are not appropriate. Sweatshirts or hoodies are not acceptable tops and are not to be worn for regular school dress.

Footwear (male and female) should be guided by health and safety limits determined by teachers (phys. ed., labs, fieldtrips, etc.).

Caps/hats (male and female) are not to be worn in school or in class.

Jewelry/makeup (female) when worn should be in moderation. Females, not males, may wear earrings or makeup in moderation. Extreme or excessive piercings are not acceptable.

Hair (male and female): Grooming should reflect neat and clean conventional hair styles. Extreme hairstyles including, but not limited to, shaved or excessively spiked hair and Mohawks, are not permitted. Highlighting is acceptable only if it is consistent with the student's natural hair color.

Girls: Hair styles should not be covering the eyes.

Boys: Must be clean-shaven. Sideburns/hair must not be lower than the bottom of the ear. No ponytails or buns. Hair length should not be longer than the top of a normal collared shirt collar, and hair should be off the eyebrows.

Infractions (male and female) The school's administration does expect that the parents/guardians will assist in properly outfitting the student for school in accordance with the stated dress code. For the student that comes to school out of dress code, a dress code violation form will be completed, submitted to the administrator, and sent home to the parents via the student. The form must be returned with a parent signature to ensure the parent is aware of the infraction. Three violations within one 10-week marking period will result in an assigned detention. Four violations in a semester may result in the student being assigned a suspension. Blatant and/or immodest dress code violations will be cause for the student to be denied entrance to class. **The administrator is the interpreter of the dress code for the school's Board of Education.**

HEALTH AND SAFETY

INSURANCE:

Please note that all families are required to carry their own medical insurance. The school will seek to ensure the safety of all students at all times. Yet the school is not responsible for expenses incurred due to accidental injury or medical emergency.

MEDICATION AND DRUG USE:

Use of prescription and non-prescription medication (i.e. Tylenol, ibuprofen, antihistamines, etc.) at school requires explicit written permission from a physician. Due to liability reasons and based on regulations from the NYS commissioner of education, those in the school office cannot dispense any medication without a physician's order.

Medication brought to school is to be left at the school office. Failure to follow this procedure is considered serious. Students pretending to have drugs or prescription medicines in order to give an appearance of evil will be subject to discipline.

FLU AND OTHER ILLNESSES:

Parents are the primary decision-makers on whether or not their children are well enough to go to school. Always consult your doctor for medical advice. TTCA's obligation to protect the health of all students has caused us to establish the following guidelines:

- Students should not attend school if
 - they have a fever of 100°
 - they are vomiting (students should not be vomiting for 24 hours before returning to school)
 - they have been suffering with persistent headaches or abdominal pains
 - they have an unidentified rash or other skin irregularity not under treatment
 - they suffer from any illness that their physician has identified as contagious
- Students should be fever-free for 24 hours before returning to school
- If a student is prescribed antibiotics, he/she must be on the medication for 24 hours before returning to school.
- Once the school day has begun, students may not leave school due to illness or injury without first consulting the school nurse or office manager.
- Parents should notify the office manager when a child is absent due to illness.

HEALTH FORMS:

The required Medical Information and Health History form must be completed by families at the time of enrollment. Current immunization records should be requested of a student's physician.

The following are required according to NYS Education Law and Public Health Law:

- Education Law, Section 903 (synopsis): A physical examination is required of each child entering grades K, 1, 3, 5, 7, 9, and 11. Further, any **NEW** student upon entrance to TTCA is required to have a physical examination regardless of grade level.
- NYS Education Commissioner's Regulation 135.4 (synopsis): All students who desire to participate in interscholastic sports are required to have a physical prior to participation. The physical exam is good for 12 months.
- Public Health Law Section 2164: Please see NYS Immunization Requirements for school entrance and attendance (appendix A). New York State allows schools to send any student home from school and to prohibit the student from returning until a physician's note is received to verify the start of any mandated vaccines.

GUIDE TO SOLVING PROBLEMS AT TTCA

The Matthew 18 Principle (by Dr. Paul Kienel, former President of ACSI):

A Christian school is made up of people – parents, administrators, teachers, and students. Like any organization, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another” (John 13:34-35).

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems which we call the “Matthew 18 Principle” for solving school problems. Jesus said, “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

Though TTCA is not a church and students are not church members, there are several clear principles that Jesus taught in solving people-to-people problems that are applicable to our school setting:

1. Keep the matter confidential. The very pattern of sharing the problem with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign the character of others with their words (Proverbs 11:9, 16:28, and 20:19).
2. Keep the circle small. “If your brother sins against you, go and tell him his fault between you and him alone.” The first step, and most often the only step needed, is for one of the two people involved to initiate face to face dialogue. Most problems can be solved at the two people level.
3. Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Though these conversations can be difficult or uncomfortable, restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says, “Faithful are the wounds of a friend” (Proverbs 27:6).
4. Be forgiving. “If he hears you, you have gained your brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

As mentioned earlier, most school problems are resolved at the two people level. Forgiveness and restoration is the normal, happy conclusion. But what is the Matthew 18 Principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you believe your child is being treated unfairly in the classroom. You and the teacher have met and talked, but you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 Principle?

5. The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be “... take with you one or two more, that by the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

It’s estimated that 80% of school problems are solved at the two people level. Another 18% are solved at the three and four people level, which includes the school’s administration.

That leaves 2% to be resolved at the level of the school board. The board is analogous to the church as we seek to follow Jesus's teaching with the Matthew 18 Principle. So what is the next step?

6. The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should and will be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is (a) a clear understanding of the problem; (b) solving the problem; (c) reproof and correction if necessary; and (d) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teacher about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 Principle of solving school problems.

The Four Rules of Communication:

The Matthew 18 Principle provides a biblical framework to follow to resolve problems. In conjunction, the specifics of "when" and "how" to resolve conflict are gleaned from Ephesians chapter four. The *Four Rules of Communication* are important to help us effectively solve problems and restore relationships.

1. *Be Honest* – "... let each one of you speak the truth with his neighbor..." (Ephesians 4:25). Address the problem at hand and do not exaggerate. Avoid universal statements such as "you always do..." or "you never do..."
2. *Keep Current* – "... do not let the sun go down on your anger" (Ephesians 4:26). Address today's problems today. Problems do not go away on their own. When left unsettled, unresolved problems produce bitterness and growth in the relationship is obstructed.
3. *Attack the Problem, Not the Person* – "... let no corrupt talk come out of your mouths, but only such as is good for building up..." (Ephesians 4:29). We need to be careful to not assign motive or intent. We can discuss, though, how what was said or done was interpreted by us. For example, it is more appropriate to say, "I felt disrespected when you said..." as opposed to "You have no respect for me!" What was said can lead to a certain interpretation on our part. We can never know, though, what exactly is going through another person's mind. Thus, focus on the problem (i.e. words that were shared) rather than the person (i.e. our judgment on their intent or behavior).
4. *Act, Don't React* – "... let no corrupting talk come out of your mouths... be kind to one another... forgiving... as God in Christ forgave you" (Ephesians 4:29-32). Be careful to guard your response as you seek to resolve the issue. Don't simply snap in defense. Actively seek a solution. Be truthful and kind with your words. Be willing to extend forgiveness when it is requested ...and even when it is not (I Peter 4:8).

FACILITY USE POLICY

Purpose Statement: The facilities of Breesport Baptist Church which includes the facilities of Twin Tiers Christian Academy are provided through God's benevolence and by the sacrificial generosity of church members. The church and school desires that the facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members of Breesport Baptist as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the school's (and church's) faith or moral teachings, which are summarized in,

among other places, pages one to three of this handbook. Nor may the facilities be used for activities that contradict, or are deemed inconsistent with, our institution's faith or moral teachings. The lead pastor of Breesport Baptist, or his official designee, is the final decision-maker concerning use of the facilities.

This restricted facility use policy is necessary for two important reasons. First, this organization may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's and school's beliefs would be material cooperation with that activity, and would be a grave violation of our faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church and school present a consistent message to the community, and that the church staff, school staff, and church members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to our organization's faith would have a severe, negative impact on the message that our organization strives to promote. It could also cause confusion and scandal to church and school personnel and the community because they may reasonably perceive that by allowing use of our facilities, the church and school agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, including the facilities that house Twin Tiers Christian Academy.

Approved Users and Priority of Use: The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church and Twin Tiers Christian Academy. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

Scheduling Events: Facility use requests shall be made to the school's administrator, who is the pastor's designee, by submitting the "Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church and school calendar only when the administrator approves the use.

Fee: The fee for the use of the facility is a minimum of \$30 per hour, charged in full-hour increments. Additional costs may be incurred depending upon the extent of facility usage. The total fee will be communicated to a group or individual after a Facility Reservation Request and Agreement form is received and prior to the group's or individual's use of the facility.

Facility Use Guidelines:

1. Alcohol Policy: No alcohol may be served in church facilities or on church/school grounds.
2. Smoking Policy: Smoking in any indoor church facilities or on the grounds is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are restricted to certain areas. No food and beverages without lid are to be consumed in the worship center.
5. Church and school equipment, such as tables and chairs, must be returned to original placement,

unless arranged otherwise prior to the event.

6. All lights must be turned off and doors locked upon departure.
7. Clean-up: Groups are to leave the area with all trash in appropriate receptacle, with the floor swept of obvious debris, and with any spills cleaned. The facility's custodian will tend to a more thorough cleaning.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse or abusive behavior are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises and will be subject to a police report for any illegal activity.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church/school facilities.

Insurance: For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage naming Breesport Baptist Church and Twin Tiers Christian Academy as "additionally insured." Proof of coverage must be submitted to the church/school prior to use of the facility.

FACILITY USE REQUEST AND AGREEMENT:

This form must be completed in its entirety and submitted to the TTCA School Office.

Name of individual or organization: _____

If organization, name of person in charge of the organization: _____

Event Type (reception / sports practice / party, etc.): _____

Date(s) of Activity: _____

Start Time(s): _____ Ending Time(s): _____

Estimated # of People Involved: _____

Space Requested (gym, cafeteria, fellowship hall, classroom, etc.):

Describe your event and how you want to use the facility (please include details concerning the set-up of tables and chairs for receptions / parties / picnics, use of a kitchen or classroom, use of gym equipment, etc.):

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

Contact Person: _____

Phone #: _____ Alt. Phone # or cell _____

Address: _____

Email: _____

I affirm that:

1. I understand that the church/school do not allow their facilities to be used in a way that contradicts their faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church/school facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church or school leadership.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a certificate of insurance for at least \$1,000,000 of coverage.
5. I understand the fee to use the facility is a minimum of \$30 per hour, charged in full-hour increments, and that additional costs may be incurred depending upon the extent of facility usage. I understand that the total estimated fee will be communicated to our group after our request is received.
6. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.

7. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
8. I understand that church/school events take precedence and, due to rare or unforeseen circumstances, our event may need to be cancelled as a result. In such cases, the church/school staff will notify us as soon as is reasonable.
9. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Signature of person in charge: _____ Date: _____

For Office Use Only:			
Date Received: _____	Date Approved: _____		
Approved by: _____	Fees Assessed: _____		
Fee Payment Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance Cert. Rcvd: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Use Agreement Adopted 1/2018			

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Date:	Record of Changes:
2/13/2018	Current handbook adopted by School Board
5/2018	Numerous policies updated by School Board
9/26/2019	Added “Clubs” page 11
9/26/2019	Added ministry requirement to SLC page 11
10/11/2019	Chapel description updated
11/14/2019	Record retention added
1/27/2020	ESOs updated
7/14/2020	SLC description & officer qualifications updated
6/07/2022	Dress code and attendance policies updated