

| <b>2017-2018 Updated/New Policies and/or Procedures</b><br><i>(Changes are italicized)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>3110 Faculty Advisory Committee</b></p> <ul style="list-style-type: none"> <li>The committee is comprised of two Board members, two administrators, <i>and a minimum of two but no more than three</i> faculty members from each Elementary, Middle and High School.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>4416 Elementary School Homework</b></p> <ul style="list-style-type: none"> <li>Unexcused late homework will be penalized <i>per</i> the policy of the classroom teacher, but the penalty should not exceed the MS/HS penalty, a deduction of <i>ten (10) points</i> per day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>4417 Middle and High School Homework</b></p> <ul style="list-style-type: none"> <li>Homework grades will be reduced <i>ten (10) points per day</i> when an assignment is late. No late homework and/or project assignments will be accepted after three (3) days and the resulting grade will be a zero.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>4418 Middle and High School Make-Up Work</b></p> <ul style="list-style-type: none"> <li><i>When personal or family plans will cause a MS/HS student to miss school, these days will be a part of the nine-day per semester limit and will be evaluated as excused or unexcused per standard attendance policy. <b>Planned Absence Forms are no longer being used.</b></i></li> <li><i>Ten points will be taken off the final grade of the assignment for each day it is late. After three (3) days, the assignment will not be accepted and the assignment will result in a grade of zero. The late penalty will apply if the assignment is late due to an unexcused absence or to the student's failure to bring assignment to the class.</i></li> </ul>                                                         |
| <p><b>4419 Independent Study</b></p> <ul style="list-style-type: none"> <li><i>When feasible, transfer students, students in credit recovery, or existing students with unique scheduling needs will enroll in an online course (at family's expense) in lieu of an Independent Study Course.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>4492 Middle School Testing</b></p> <ul style="list-style-type: none"> <li><i>When personal or family plans will cause a MS student to miss school, these days will be a part of the nine-day per semester limit and will be evaluated as excused or unexcused per standard attendance policy. <b>Planned Absence Forms are no longer being used.</b></i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>4493 Middle School Semester Testing</b></p> <ul style="list-style-type: none"> <li>Semester tests will reflect only material covered in the previous <i>two terms</i> before the test.</li> <li>First Semester Exam = Material covered during Terms 1 &amp; 2</li> <li>Second Semester Exam = Material covered during Terms 3 &amp; 4</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>4494 Standardized Tests</b></p> <ul style="list-style-type: none"> <li><i>Students who miss standardized testing sessions for non-medical, personal reasons, may not be able to make-up missed days of testing.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>4495 High School Testing</b></p> <ul style="list-style-type: none"> <li><i>When personal or family plans will cause a HS student to miss school, these days will be a part of the nine-day per semester limit and will be evaluated as excused or unexcused per standard attendance policy. <b>Planned Absence Forms are no longer being used.</b></i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>4496 High School Nine Weeks/Mid-terms/Finals</b></p> <ul style="list-style-type: none"> <li>Exempting Mid-terms <ul style="list-style-type: none"> <li>Seniors with a first and second quarter grade of 93 or greater, <i>and are not in Attendance Recovery</i>, may exempt mid-terms; however, all seniors must take at least one <i>TKA mid-term</i> in a core subject.</li> <li>A final taken for a dual credit class will <b>not</b> be counted as the one required mid-term.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                         |
| <p><b>4497 Exemptions to Final Exams</b></p> <ul style="list-style-type: none"> <li>Students in 9<sup>th</sup> – 12<sup>th</sup> grades making a 93 or greater in each quarter and a 93 or greater on each mid-term exam, <i>and those not in Attendance Recovery</i>, are eligible to exempt final exam in that subject. Limits are as follows: freshmen: 1 exemption; sophomores: 2 exemptions; juniors: 3 exemptions; seniors: all.</li> <li>Seniors with all quarter and exam grades of a 93 or greater, <i>and not in Attendance Recovery</i> may exempt all exams.</li> <li>Students taking courses with 0.5 credit will be eligible to exempt at the end of the semester if they have a 93 or greater quarter grade and 93 or greater mid-term exam grade, <i>and are not in Attendance Recovery</i>.</li> </ul> |
| <p><b>4530 Progress Reports</b></p> <ul style="list-style-type: none"> <li>Progress Reports are emailed to parents/guardians of students in the 7th -12th grade, approximately every two weeks. These same reports are emailed to parents/guardians of students in 1<sup>st</sup> – 6<sup>th</sup> grades mid quarter. Grades are available to parents <i>online until the final Progress Report of the school year</i>. Interim Reports are identical to Progress Reports.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <p><b>4540 Report Cards</b></p> <ul style="list-style-type: none"> <li>4K and 5K report cards will be issued <i>two times per year, at the end of each semester</i>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>5811 Staff Prayer</b></p> <ul style="list-style-type: none"> <li>Faculty members will meet once a week (<i>Tuesday</i>) at 7:30 a.m. for prayer.</li> <li>Once a week faculty members will meet for devotions (<i>Thursday</i>) at 7:30 am.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>6150 Home School Student Enrollment.</b></p> <ul style="list-style-type: none"> <li>Home school students enrolled in Bible classes <i>are expected to participate</i> in Chapel, Missions Week, Team Ministry, and the High School Retreat</li> <li><i>Home school students will not earn academic awards from TKA.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**7113 Hair – All Boys**

- not distracting in regards to color or style. The administrator responsible for discipline will make this decision *in conjunction with the classroom teacher and principal, if necessary.*

**7130 Offenses**

- When a teacher observes an infraction of the dress code, s/he should write it up in *RenWeb* and email it to an administrator, who will follow up with the student.

**7211 Elementary School Attendance**

- If a student has more than *eighteen (18) absences*, s/he may not be promoted to the next grade unless homebound education has been arranged or has Administration approval.

**7212 Middle and High School Attendance**

- Students entering the classroom after the bell rings are counted tardy within the first ten (10) minutes of a 45-minute class and the first fifteen (15) minutes of a 60-minute class. A student who arrives more than 10 minutes late for a 45-minute class or more than fifteen (15) minutes for a 60-minute class will be considered absent.
- If a student leaves class more than fifteen (15) minutes before a one-hour class is over or more than (10) minutes before a 45-minute class is over, s/he will be counted absent.
- If a Middle School or High School student is absent from a 45-minute, one-semester class more than (9) nine days with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)
- If a Middle School or High School student is absent from a 45-minute, year-long class more than (9) nine days per semester with no more than (4) four being unexcused, or if the student has missed fewer than nine (9) days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)
- If a Middle School or High School student is absent from a one-hour, one year class that meets twice per week, more than (4) four days with no more than (2) two being unexcused, or if the student has missed fewer than four (4) four days and has more than two (2) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)
- If a Middle School or High School student is absent from a one-hour, one year class that meets four days per week, more than (8) eight days with no more than (4) four being unexcused, or if the student has missed fewer than eight (8) eight days and has more than four (4) days unexcused per semester, s/he will not receive credit for the course unless missed days are “recovered” through Saturday school served. (See 7213)
- Parents should send an email to [kprussia@tkaflorence.com](mailto:kprussia@tkaflorence.com) the day their students are absent. Parents who do not notify the school that their students are absent will be contacted by email or text message.
- Attendance and tardy records will be maintained for Tutorial Study Hall using the same standards as other classes.
- *Dual Enrollment Absence Policy is determined by the college instructor.*

**7213 Saturday School**

- If a High School or Middle School student is absent from a one-credit, 45-minute class more than *nine (9) times* or with more than four being unexcused per semester, the student must attend Saturday School to make-up the hours missed and still receive credit for a class.
- If a High School or Middle School student is absent from a 0.5 credit 45-minute class more than *nine (9) times* or with more than four being unexcused, the student must attend Saturday School to make-up the hours missed and still receive credit for a class.
- If a High School or Middle School student is absent from a .5 credit one-hour class more than *four (4) times* or with more than two being unexcused per semester, the student must attend Saturday School to make-up the hours missed and still receive credit for a class.
- If a High School or Middle School student is absent from a one credit one-hour class more than *four (4) times* or with more than two being unexcused per semester, the student must attend Saturday School to make-up the hours missed and still receive credit for a class.
- Parents/Guardians will receive an email notifying them that the student has gone over the allotted absences and has lost credit for a class.
- *The fee for Saturday School is \$15.00 per one 45-minute class (\$20.00 per one-hour class).*
- *Failure to schedule/attend Saturday School may result in loss of credit and/or failing grade for the class, which will be reflected on the transcript.*

**7220 College Visitation Policies**

- Juniors and seniors are allowed three additional days of excused absences to visit college campuses.
- Student must fill out a college visitation form prior to being absent.
- Information about a scheduled appointment, including the name and number of college representative, will be required on the form.
- Forms are available in the office.
- Documentation must be signed by the representative of the college and the parent/guardian of the student for the student to receive an excused absence. This documentation must be turned in the day the student returns to school.

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| <ul style="list-style-type: none"> <li>If the student has already been accepted to a college, then any further requests for absences for college visits must be made to the Head of School by the parent/guardian. Visits for scholarship interviews will be granted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>7230 Sign Out Policies</b></p> <ul style="list-style-type: none"> <li>All students must be signed out through the office before leaving campus.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>7333 Level I Consequences for Middle and High School</b></p> <ul style="list-style-type: none"> <li>Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>7335 Level II Consequences for Elementary School</b></p> <ul style="list-style-type: none"> <li>Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).</li> </ul> <p><b>7336 Level II Consequences for Middle and High School</b></p> <ul style="list-style-type: none"> <li>Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).</li> </ul> <p><b>7338 Level III Consequences for Elementary, Middle and High School</b></p> <ul style="list-style-type: none"> <li>Please be knowledgeable of the fee schedules for Saturday School (7362), In-School Suspension (7363) and Out-of-School Suspensions (7364).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>7362 Saturday Detention</b></p> <ul style="list-style-type: none"> <li>A fee equivalent to the current rate of substitute teacher pay will be charged to the student's account.</li> </ul> <p><b>7363 In-School Suspension (ISS)</b></p> <ul style="list-style-type: none"> <li>A fee equivalent to the current rate of substitute teacher pay will be charged to the student's account for each day of ISS.</li> </ul> <p><b>7364 Out-of-School Suspension (OSS)</b></p> <ul style="list-style-type: none"> <li>A fee equivalent to the current rate of substitute teacher pay will be charged to the student's account for each day of OSS. This money will go to the Student Government account.</li> </ul> <p><b>7370 Changes in the Discipline Policy</b></p> <ul style="list-style-type: none"> <li>Modifications will be made when necessary by the <i>Head of School</i>.</li> </ul>                                                                                                                                                                                                                                                                                                |
| <p><b>8230 Car Line</b></p> <ul style="list-style-type: none"> <li>Elementary School students not picked up by 2:55 PM (3:15 for those in tutorial study hall) will be sent to afternoon Extended Care; parents/guardians will be charged the Extended Care fee beginning at 2:55 PM.</li> <li>Students in 5<sup>th</sup> – 6<sup>th</sup> grades waiting for an after-school sports practice, <b>which begins by 3:55 pm</b>, may stay at school free of charge. Students in 5<sup>th</sup> and 6<sup>th</sup> grades must attend Extended Care.</li> <li>If 5<sup>th</sup> – 6<sup>th</sup> grade students stay after school for a sports practice which begins <b>after 3:55 pm</b>, they must attend Extended Care / study hall as described above. However, their accounts will be charged for using Extended Care.</li> </ul> <p><b>8240 Extra Duties</b></p> <ul style="list-style-type: none"> <li>Teachers who do not have duty are free to leave for lunch, <i>but they should notify the school office</i>.</li> <li>If students need to eat in the classroom, then the teachers will be notified and will need to stay in the classrooms with their students during lunch.</li> </ul> |
| <p><b>8250 Recess Rules</b></p> <ul style="list-style-type: none"> <li><i>Recess supervisors will assess if the temperature and weather conditions are suitable for outside recess. If not, students will have indoor recess. Students must wear tennis shoes to participate in indoor recess. Sock feet will not be allowed on the gym floor due to slipping hazard.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>8647 Tutorial Study Hall</b></p> <ul style="list-style-type: none"> <li>Tutorial study hall is an additional class offered at the end of the school day for 6<sup>th</sup>, Middle and High School students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>8650 Extended Care Program</b></p> <ul style="list-style-type: none"> <li>Extended Care is available from 7:00 a.m. to 7:45 a.m. and from 2:55 p.m. to 6:00 p.m. Separate fees are charged for the morning and afternoon sessions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |