

· TSA STUDENT HANDBOOK ·  
2007 – 2008

**MISSION STATEMENT**

*The mission of Thomas Sumter Academy is to develop, in a safe Christian environment, well-rounded individuals who are fully prepared for college and for life.*

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## **II. GENERAL INFORMATION**

### **INTRODUCTION**

The information contained in this handbook sets forth information, principles and guidelines for student and parent involvement, participation and conduct at Thomas Sumter Academy. The material included is not all inclusive, and the administration realizes that events may arise that are not specifically addressed in this document. However, the administration and the Board of Trustees reserve the right and the obligation to amend, add, or delete rules and regulations when deemed necessary to facilitate the smooth operation of TSA and its programs.

### **PHILOSOPHY**

*“Add to your faith, virtue; and to virtue, knowledge.” 2 Peter 1:5*

Thomas Sumter Academy is an educational institution serving students in an environment of Christian love and discipline within which students learn to link bodies of knowledge and develop an enthusiasm for living. Recognizing that academic success cannot stand alone, Thomas Sumter Academy places importance on participation in interscholastic athletics, fine arts, and extracurricular activities, in conjunction with the development of personal skills and attitudes in leadership, dependability, initiative, and fairness. A primary goal of TSA is to assist each student in maximum growth toward independence in thought and action. *Expectations are high, and the calling to be one’s best is very real.*

### **SPIRITUAL LIFE**

Thomas Sumter Academy is a school with a solid Christian foundation. Emphasis on Christian principles is an integral part of school culture through daily devotions, prayer, and required chapel programs. TSA encourages all students to develop a steadfast commitment to follow Christ in their daily lives.

### **ACCREDITATION**

Thomas Sumter Academy is an independent coeducational day school fully and jointly accredited by the Southern Association of

Independent Schools (SAIS), and the Southern Association of Colleges and Schools (SACS) from PF3's through grade twelve.

## **MEMBERSHIPS**

Thomas Sumter Academy is a member of the prestigious National Association of Independent Schools (NAIS). TSA also holds membership in the Southern Association of Independent Schools (SAIS) and in both South Carolina independent school associations: the Palmetto Association of Independent Schools (PAIS), and the S.C. Independent School Association (SCISA).

Additionally, TSA holds memberships in:

*National Association for College Admission Counseling (NACAC);  
Southern Association for College Admission Counseling (SACAC);  
Independent School Management (ISM);  
School Scholarship Services (SSS)  
Association of Supervision and Curriculum Development (ASCD);  
American Alliance for Health, Physical Education, Recreation &  
Dance (AAHPERD)*

## **ADMISSIONS**

Applications for admission to Thomas Sumter Academy are received throughout the year. Normally, decisions are made in the spring and summer preceding each year; however, students may be enrolled during the school year if circumstances justify and space permits. Class sizes are limited, and waiting lists are a reality. Applications are processed, and the date applications are received is relevant to acceptance.

Admission to Thomas Sumter Academy is based on an entrance evaluation, past record, performance on standardized tests, personal interviews, recommendations, and potential for future success. Thomas Sumter Academy has an open admission policy. It does not discriminate in its admission policies or in any other school administered program on the basis of race, color, creed, or national origin.

## **BUSINESS OFFICE**

The Business Office of Thomas Sumter Academy handles all the financial functions of the school. TSA is a private, not for profit entity. The school receives no federal or state funds and is entirely dependent upon student fees, auxiliary activities and donations to support the operations of TSA.

The Business Office oversees all charges, collections and payments for Thomas Sumter Academy. The personnel, payroll, billing and the budget are essential areas which fall under the umbrella of the Business office. Financial statements are generated on a monthly basis and distributed to the Board of Trustees, who are ultimately responsible for the financial viability of the school.

## **COMMUNICATIONS**

The Marketing/PR Office serves as the central area through which Thomas Sumter Academy's public relations and communications are coordinated. The staff provides news releases of current school events and student achievements to various news media, civic groups, alumni, and members of the TSA family. Many of the students of Thomas Sumter Academy frequently find their achievements and group activities highlighted in their local newspapers, television news broadcasts, radio interviews, and alumni publications.

Upcoming events, student achievements, lunch menus, and other important school information are available through Edline. It is updated on an almost daily basis. Every parent has access to Edline through an individual account that is secure and private.

In keeping with the philosophy of Thomas Sumter Academy, parents are always invited and encouraged to meet with the teachers and staff who work directly with their children. Parents can monitor their student's progress through Edline with weekly updates by the teachers as well as school administrators, club sponsors, and coaches. The administration maintains an open door policy for students and parents.

Publications outlining student accomplishments and major events of TSA are published quarterly and are available for viewing on the TSA website at [www.thomassumter.org](http://www.thomassumter.org). Additionally, each spring, a formal parent's meeting is held to highlight the current school year's progress

and to present the upcoming school year's goals. During this same meeting, an election is held to elect new trustees.

A Publication Release form must be completed for each student by his/her parents giving the school permission to publish the student's works and/or photo in any publication such as the yearbook, local newspapers, etc. These are kept on file. If a parent chooses to change his/her preference in this matter, they need to sign a new form and turn it in to the front office.

## **DEVELOPMENT**

Building community and donor support is one of the main responsibilities of the staff in the Development Office. Fund development activities are carried out by the cooperative efforts of both the TSA development staff and volunteers. In all fundraising activities, the school prohibits door-to-door fundraising.

The Development Office is responsible for the creation and execution of all development programs including major gift solicitation, corporate and foundation gifts, special events, community promotions, alumni programs, and the annual fund.

An annual report entitled *TSA Today* is published and mailed to all parents, grandparents, alumni, alumni parents, alumni grandparents, friends, and donors in the summer of each academic year.

## **GENERAL'S STORE**

Our TSA store, "The General's Store," is located adjacent to the courtyard. The store is accessible to all students in grades one through twelve. "The General's Store" stocks clothing for students of all ages and sizes (t-shirts, sweatshirts, jackets, wind suits, and dress shirts). Hats and duffel bags are also available. Available school supplies include pencils, paper, composition books, folders, erasers, pens, poster board, etc. As an added convenience, students may have copies made for ten cents per copy. Purchases may be made by cash, check, or charged with parent's permission. Charges are billed monthly through student billing. The store is open when school is in session from 8:00 a.m. to 2:45 p.m. An e-mail address has been set up at [thegenerals.store@thomassunter.org](mailto:thegenerals.store@thomassunter.org) for after school inquiries about merchandise.

### III. SCHOOLS WITHIN A SCHOOL

Thomas Sumter Academy serves students in PF3's through grade twelve. PF3's through grade five are referred to as the Lower School, with grades six through twelve establishing our Upper School. The establishment of these separate schools allows for programs to be tailored accommodating various ages and grades while maintaining unity to the campus as a whole.

#### LOWER SCHOOL

- The PF Program - TSA's PF program includes ages three (PF3) through kindergarten (PF5). The PF curriculum uses a progressive, developmentally appropriate approach to learning. It is built on strong, fundamental academic self-help skills, socialization, physical education, spiritual, and character growth. An introduction to the fine arts is also an important aspect of this program.
- Elementary School - Children in grades one through three are placed in self-contained classroom settings. All subjects are integrated with a strong emphasis on reading, writing, and math skills. Children in grades four and five are given departmentalized instruction to better serve varying ability and maturity levels. These children change classes at various times during the day for College Prep or Advanced College Prep instruction in Language Arts and Math, while being heterogeneously grouped for Science and Social Studies. All students in grades one through five attend enrichment classes which include computer science, science lab, dance, music, physical education, art, and library.
- Lower School Guidance - The Lower School Guidance Counselor along with the classroom teachers lead students in grades one through five through a year-long character education program called "Core Essentials." This program introduces valuable lessons in responsibility and citizenship each month. Chic-Fil-A reward cards are given as an incentive to put these values into practice in students' daily lives. The Lower School Guidance Counselor is also available for

individual, small group, and classroom discussions concerning topics that are relative to the elementary age child.

- Summer Reading - A summer reading program is in place for rising 1<sup>st</sup> – 5<sup>th</sup> graders. Contracts and guidelines for each grade level are sent home each spring. Summer reading logs and projects are brought in the first week of school. Students not fulfilling their summer reading requirements must use their recess or break time until the work is complete.\*\*

*\*\*Accommodations are made for students who enroll late in the summer.*

There are many opportunities for parent involvement in the lower school. If you have any time or talents that you want to share, please let your child's teacher know or sign up for volunteer activities through the PTO.

## UPPER SCHOOL

The Middle School consists of grades six through eight and has the following distinctive characteristics:

- Curriculum - Curriculum focuses on strong academics in the following core subjects: math, science, English, social studies and physical education
- A Dual Track System -
  - The College Preparatory Track builds academic stamina and enables our students to develop the study skills and knowledge base to succeed in high school and beyond.
  - The Honors Track enables gifted students to accelerate their learning and challenges them to exceed the rigors of our college prep track.
  - Honors Track students are able to begin high school classes in Algebra, English, and science in their 8<sup>th</sup> grade year, allowing them the opportunity to take dual enrollment college classes in high school.
- Special Semester Classes - Specific skill-building semester classes are offered throughout Middle School in the areas of Bible, personal development, Latin,

research skills and an introductory course in foreign languages.

- Arts Program - A year-long fine arts or technical arts elective in the areas of dance, choir, art, drama or computers. Students may elect a different elective each year or study the same discipline their entire middle school career.
- Extra-curricular Activities – Each middle school year culminates with an exciting field trip to various educational attractions. Exciting field trips culminate each middle school year to various educational attractions up and down the East Coast.

The High School consists of grades nine through twelve. TSA graduation standards meet or exceed South Carolina requirements for graduation, ensuring that TSA students meet all academic requirements to attend the university of their choice:

- Three Distinct Types of Classes -
  - The College Prep classes prepare our high school students to meet the challenges of our top local and national universities.
  - Honors classes carry a higher GPA weight than college prep classes in accordance with the South Carolina Uniform Grading Scale (SCUGS) and require students to perform at an even higher level of academic achievement than TSA's college prep classes.
  - Dual enrollment classes are college level classes taught at TSA's High School. Students not only earn TSA credit towards graduation, but also earn college credits that can be transferred to most colleges and universities throughout the nation. Dual enrollment classes carry a higher GPA weight than either college prep or honors classes in accordance with SCUGS and have enabled TSA's more gifted students to enter college with up to sophomore status.

## IV. ACADEMICS

### HONOR CODE

The purpose of the TSA Honor Code is to create an atmosphere of trust, honesty, and integrity with mutual respect among administration, faculty, and students. To promote personal honor and integrity, Thomas Sumter Academy students are expected to live by this Honor Code and to uphold the tradition of honor throughout their years at TSA as well as throughout their lives. To preserve the integrity of each individual and of Thomas Sumter Academy, each student is expected to abide by the following:

#### **The Honor Code of Thomas Sumter Academy**

*“As a student of Thomas Sumter Academy,  
I will not lie, cheat, or steal,  
nor will I tolerate those who do.”*

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### GRADUATION REQUIREMENTS

Twenty-four (24) units are required for graduation. These units must be selected from a curriculum solidly composed of college prep courses, eighteen of which must be earned as follows:

**English** - 4 Units

(Must take one every year in high school)

**Mathematics** - 4 Units

(Algebra I, Geometry, and Algebra II required)

(Must take one every year in high school)

**Science** - 4 Units

(Physical Science, Biology, Chemistry, and 1 additional lab science)

**Social Studies** - 3 Units

(World History, US History, Government/Economics required)

**Foreign Language** - 2 units

(of the same language required in grades nine through twelve)

**Fine Arts - 1 Unit**

**Computer Science - 1 Unit**

(Students may meet this requirement by passing a proficiency examination.)

**Physical Education - 1 Unit**

(Students may earn credit by participation in team sports in grades nine through twelve, ¼ unit per sport per season. Intermediate or advanced dance, although offered as Fine Arts performance classes, will satisfy the physical education unit.)

**UPPER SCHOOL  
COLLEGE GUIDANCE PROGRAM**

Thomas Sumter Academy provides a comprehensive guidance program that helps prepare students and their families for college and life. TSA's Office of College Guidance offers the most current college resources and individual counseling for every Thomas Sumter family.

The goals of our college guidance program are:

- To help direct students, according to their fullest potential, on their best path to college admissions.
- To provide resources regarding college information, financial aid, and scholarship opportunities.
- To help parents and students choose the best college options.
- To offer guidance for our graduates as they prepare to enter their freshman year of college.

Thomas Sumter's strong core curriculum and high academic standards help insure the ideal preparation for college for all TSA students. TSA's college guidance counselor also assists TSA students in developing a personalized college admissions plan that will best meet the individual needs of each student and their family.

The college admissions process can be an exciting but stressful time for students and parents. The college guidance program at Thomas

Sumter seeks to provide each family with the encouragement, guidance, and support they need so that every Thomas Sumter student may find and fulfill the purpose and plans God has for his or her life.

## **SCHEDULE CHANGES**

Students enrolled in a course are expected to remain enrolled and complete the program of study unless there are extenuating circumstances determined only by the school administration. The final day for any changes is August 31, 2007.

Students dropping a USC course will be required to reimburse the school for the full college tuition paid on their behalf. College credit is awarded by the University of South Carolina for courses satisfactorily completed. Enrollment in college courses is definitely considered an asset by prospective college admissions officers.

## **GRADING AND EXAMS**

### Grading

The Upper School employs the South Carolina Uniform Grading Scale to weight its classes according to difficulty. The SCUGS groups classes into tiers of difficulty. TSA offers three of the tiers: College Prep, Honors and Dual Enrollment. (*There is a fourth tier, Technical Prep, but since TSA is a college preparatory institution, we do not offer any classes that fit this tier.*) Each tier represents a 50 basis point (.5) increase over the lower tier. For example, in a college prep class, a 93 would earn 4.0; the same grade of 93 in an honors class would earn 4.5; and a 93 in a dual enrollment class would earn 5.0. Grades are averaged on a 4.0 scale.

In addition to weight by rigor, the SCUGS also gives a greater weight for each additional point earned in the class. For example, a 93 in a college prep course earns a 4.0, while a 94 in the same class would earn a 4.12. Thomas Sumter Academy's Grading Scale for grades six through twelve is as follows:

A = 93-100

C = 77-84

F = 0-69

B = 85-92

D = 70-76

## Exams

Two-hour exams are given at the end of each semester to all students in grades six through twelve who have not earned an exemption in that class; the exam grade accounts for 20 percent of the semester grade. Students must take exams when scheduled and must remain in the examining room for the full two hours. **It is the teacher's prerogative to decide whether to give seniors second semester exams.** There are no two hour exams in the Lower School.

## Exemptions

Students in grades nine through twelve may earn exam exemptions in any subjects with a semester average of 93 or above. However, no student can exempt all exams. One exam in a major area of study must be taken each semester. Also, students may not exempt the same course exam for two consecutive semesters in the same academic year. To qualify for exam exemptions, students must not have more than five unexcused class absences per semester. There are no exemptions for middle school exams except for eighth graders enrolled in courses awarding high school credit.

## Report Cards

Report cards are issued each nine weeks in grades one through five with two required parent/teacher conferences yearly. Reporting PF is done through conferences and grade reports.

Interim reports are issued to all students in grades six through twelve. Interim reports are to be signed by the parents/guardians and returned no later than three days after they are issued. Teachers will note any comments parents have made and take appropriate action.

Grade reports are issued to all students quarterly, and grades are reported numerically. Grade reports are also to be signed by the parents/guardians and returned no later than three days after they are issued. Teachers will note any comments parents have made and take appropriate action.

## **POLICY COVERING MAKE-UP WORK**

A student who is absent is responsible for making up all missed work or tests.

- Students must meet with their teachers on the day they return to school to arrange for all make-up work. The student has time equivalent to two times the length of the absence to complete and turn in missed assignments for each day of consecutive absence without a grade penalty. If additional time is needed, it must be discussed and arranged by the parent and teacher. Make-up tests will be appropriately and reasonably scheduled by the teacher.
- If it is known that a student will be absent on a particular day, arrangements must be made with the teacher several days in advance, if possible, so that missed work can be sent with the child ahead of time and turned in upon returning from the absence. If a student knows he/she will be absent on a scheduled test day, they are expected to be prepared to make up that scheduled test on the day they return.

Weekly homework assignments will be posted on Edline. If health permits, it is the student's responsibility to check Edline for assignments during their absence.

## **PROMOTION**

Every effort is made to help each student be academically successful at Thomas Sumter Academy. Communication between teachers, parents, and students is an on-going process. Parents must be proactive in staying abreast of their child's grades. Conferences, interim grades, regular progress reports, quarterly grade reports, and on-line access to grades are tools for parents to use to ensure that adequate academic progress is being made.

- In grades PF3 – PF5, End-of-Year conferences are held with the parent to discuss academic progress and promotion to the next level.
- In grades one through five, if one core subject is failed for the year (math or language arts) or both social studies and science are failed for the year, the student must attend summer school through an accredited school or receive tutoring by a certified teacher and make sufficient progress in order to be promoted to the next grade level. TSA maintains the sole right to determine "sufficient progress" by a student. Continued tutoring or

enrollment in Thomas Sumter's Academic Center may be required for further remediation during the next school year.

- In grades one through five, if both math and language arts are failed for the year, the student must repeat the grade. Also, if a core subject (math or language arts) and both social studies and science are failed for the year, the student must repeat the grade.
- In the Upper School, a failed core class must be taken in summer school in order to progress to the next level.

*The school administration reserves the right to make the final decision concerning a student's promotion at all grade levels.*

## **SUMMER SCHOOL**

All summer school work must be pre-approved by the student's respective School Director or the Headmaster. Summer school courses must be taken at TSA or another SACS accredited school.

## **HONOR ROLLS**

At the end of each quarter, two honor rolls are announced for all grades: "Headmaster Honors" and "Faculty Honors". For students in the Lower School, Headmaster Honors are awarded to all students with a 93 average or above in all subjects and Faculty Honors are awarded to all students with an 85 or above average.

In the Upper School, the SCUGS weighted grading scale will be used to determine honor rolls. Headmaster Honors will be awarded to all students with a GPA of 4.0 or greater, and Faculty Honors will be awarded with a GPA of 3.5 or greater.

## **V. HEALTH CARE**

### **HEALTH REQUIREMENTS**

Immunization records and a birth certificate copy must be submitted at the time of application for all ages. A valid South Carolina Certificate of Immunization can be obtained from your county health department programs. A current physical examination is also required for all new students upon enrollment to TSA. Immunization records must be updated in accordance with South Carolina Immunization laws. If you are military, SC

law requires your immunization records be on a SC Immunization form. The base medical facility can make this transfer.

## **STUDENT ILLNESS GUIDELINES**

It is very important that your child attend school regularly. However, if your child is sick, please keep him/her home. Your child must be without a fever for twenty-four (24) hours before returning to school. If for any reason your child becomes ill or injured at school, you will be notified immediately. The child will be sent to the Health Room. If the student has a temperature of 100° or higher, the child must go home. If the temperature is below 100°, the child may remain at school.

## **MEDICATION**

It is important that each child has a completed emergency card on file in the health office so that parents may be readily contacted in the event of an emergency. Tylenol and Pepto-Bismol are available and can be administered by written permission of a parent or guardian's signature on the emergency card. Simple first aid for minor cuts and scrapes will be administered by designated personnel. The designated personnel are the regular classroom teacher, daycare director, and the Health Room attendants. All medication is to be kept in the original container and stored under lock and key in the Health Room. Children are not to keep medication.

The daycare staff, coaches, and several teachers have First Aid and CPR certification.

## **INSURANCE**

The school provides student accident insurance for injuries occurring during school activities. Parents can elect to extend coverage throughout the child's day for an additional fee. Please contact the Coordinator of Student Services for information and enrollment forms.

## **CHILD ABUSE**

The Board of Trustees and Administration of Thomas Sumter Academy strongly believe that child abuse is intolerable, and it is the policy of this Board and Administration that any discovered abuse will

be immediately reported to the appropriate authorities. The school will take all reasonable steps to prevent the abuse from occurring, including but not limited to, written applications or resumes on all employees, personal interviews with all prospective employees, and criminal background checks on all employees. All students and employees are encouraged to report any suspicion of child abuse to the Headmaster for investigation.

## **VI. SCHOOL SAFETY**

### **SCHOOL SAFETY ACT OF 1997**

In June of 1997, the legislature passed SC Code §16-3-612, which requires that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event, against any person affiliated with the school in an official capacity, the student is guilty of assault and battery on school personnel. The section defines school to include all public and private schools. The section states that the assault and battery against school personnel is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both. SC Code §59-63-370 has been added to require the Department of Juvenile Justice, the Department of Corrections, or the Department of Probation, Parole and Pardon Services when a student is assigned to it, to notify the senior administrator of the school in which the student is enrolled of a student's conviction of certain crimes, to provide notification to each teacher in whose class the student is enrolled of such convictions, and to provide for the inclusion of this information in the student's permanent record. Also, SC Code §59-63-390 has been added to require the senior administrator of each school to include a summary of the school crime report act and the provisions of SC Code §16-3-612 in the school's student handbook each year.

### **VISITORS**

All visitors are required to report to the main office immediately upon entering school property to have the visit approved and to receive a Visitor's Pass. All visitors must have a legitimate purpose for being on campus. Visiting students must comply with TSA dress code and all TSA rules.

## **EMERGENCY CLOSING OF SCHOOL**

Information regarding closing of school due to inclement weather or other conditions will be broadcast on the following radio and television stations:

WIS TV – NBC

WLTX - CBS

WMHK FM 89.7

WICI FM 94.7

WNOK FM 104.7

*Information will also be posted on Edline and recorded on the school's phone system if accessibility is possible.*

## **VII. STUDENT SERVICES**

### **LUNCH PROGRAM**

Thomas Sumter Academy offers an on-campus cafeteria staffed by qualified individuals who prepare all of the food on site, with the exception of Chic-Fil-A sandwiches and nuggets, which are offered as an alternative on Fridays for MS and US. The cafeteria facility is inspected regularly by DHEC and is licensed as a full-service food preparation facility.

#### **LUNCH COSTS:**

- PF3's who are also in Daycare: \$2.25 per day
- PF4 – PF5: \$2.25 per day  
(includes juice, milk, or water)
- Grades one through five: \$2.50 per day  
(includes juice, milk, or water)
- Grades six through twelve: \$3.50 per day for full lunch, or a la carte items priced separately

## TRANSPORTATION

### TSA BUS PROGRAM

Bus transportation to and from school is provided at a nominal cost. All buses are driven by licensed adults. Buses pick up and return students to central locations throughout Sumter county with additional stops in Richland and Kershaw counties. Parents interested in one-way transportation on a regular basis will be accommodated at half fare. Information on specific pick-up locations and application forms are available in the school office.

### TSA BUS RULES

In order to have a safe and efficient transportation system, all concerned must work together. All students and parents are requested to study the following rules and regulations governing school bus transportation and to become familiar with them whether they are daily transported or transported only for field trips, etc. They are made for **YOUR PROTECTION AND SAFETY.**

1. Be on time at pick-up stations. Each bus stops only at its designated stops and will not stop to load riders elsewhere.
2. Seats may be assigned as deemed necessary.
3. No objects may be thrown on the buses or out windows.
4. Entering and/or exiting the bus is to be done without crowding or pushing others.
5. Arms, elbows, legs, and heads must be kept inside the bus at all times.
6. The emergency door is not to be tampered with unless there is an emergency.
7. Fighting or scuffling on the bus is not permitted.
8. Students will not talk to the driver while the bus is in motion except in emergency situations.
9. Students are not to stand up, change seats, or move about while on the bus.
10. Students will obey the driver completely and promptly.
11. Students must be absolutely quiet when the bus approaches a railroad crossing.

12. Students must sit in their seats, facing forward with feet in front of them at all times.
13. When leaving the bus, students must remain seated until the bus comes to a complete stop. Students in front seats leave the bus first.
14. Buses will not be entered during the school day without permission.
15. Students found guilty of destroying school bus property will be required to pay for damages and are subject to additional disciplinary action loss of riding privileges. (Example: damaging or defacing seats, tampering with the emergency door, breaking glass, etc.)
16. Bus misconduct (including improper language) will be reported to school administration. Disciplinary action will be taken which may include but is not limited to bus suspension or permanent loss of riding privileges.

#### BUS DISCIPLINARY ACTION

1. First Offense – After repeated verbal warnings to correct action, student is given a bus referral. This is a written notice to the school director notifying them of the infraction.
2. Second Offense – If the misbehavior continues after a verbal warning, the bus driver will contact the parents to communicate to them the behavior. The parent and the bus driver will partner together to correct the misbehavior. A bus referral form will be given to the school director notifying them of the second offense.
3. Third Offense – If the misbehavior continues, the bus driver will communicate the misbehavior to the school director by a bus referral form. The school director will meet with the student and the student will serve punishment. An example for a lower school student is walking the fence for a period of time during recess. An example for an upper school student is an after school detention with the school director.
4. Fourth Offense – After repeated attempts on the bus driver and school administrator’s part to improve behavior the student will be suspended from the bus for one, three, or five days. The suspension

## CAR POOL

### Morning Drop-Off

Thomas Sumter Academy has a safe and efficient carpool system in place. Morning drop-off begins at 7:45 a.m. at three different locations. These locations are the entrance to the daycare facility, the main school entrance (both on Old Camden Highway), and the back gate behind the football stadium on Highway 441. Early drop-off is available beginning at 7:15 a.m. in the Lower School library for an additional fee.

### Lower School Afternoon Dismissal

Families who will be picking up children in grades PF3 – five at 2:45 p.m. are asked to complete a carpool application. A number is assigned to each family, which is to be displayed in the window or driver’s side of the windshield each afternoon. Cars are to form two lines in the front parking lot. At 2:45 p.m., numbers are called using a walkie-talkie system, and students are escorted and loaded into their car at the side entrance of the lower school building. Parents are asked not to come inside to pick up children from the carpool rooms or the front entrance. Everyone needs to use the carpool line system for safety reasons and to avoid delays in the number system due to having to stop to locate a child being picked up from inside the building.

Students who ride the bus, carpool with middle or upper school siblings, or attend daycare facilities off campus are escorted to their designated locations in the back of the school and are supervised until they are loaded or picked up by the appropriate individual. Students not picked up by 3:15 are taken to Late-Pickup and are charged accordingly.

Students enrolled in TSA Daycare, “GAS”, or Late-Pickup are also escorted to their designated areas and supervised until picked up by the appropriate individual.

Parents are asked to please send a note to their child’s teacher if the student is going home in a way other than their normal routine. Students will not be allowed to go to an alternate dismissal area unless the school or teacher has been properly notified by the parent.

## DRIVING ON CAMPUS

Driving and parking on the TSA campus must be safe for all. Therefore, the speed limit on the TSA campus is 10 mph. Students and parents must drive with extreme caution at all times. Additionally, students who drive and park on campus must register each vehicle used and brought on campus. Registration materials are available in the front office and in the Upper School office. A student must go to the front office in the Main Building and sign out to go to their car during the regular school day. The student must return to the front office and sign in before returning to class or to any other activity on campus. Reckless driving on campus can result in loss of driving and parking privileges for the entire school year.

## **DAYCARE**

In addition to the PF Program, Thomas Sumter Academy provides a State certified daycare program beginning with PF3's. The daycare program begins at 11:00 a.m. for the PF3's and at 2:45 p.m. for PF4's through grade five. A full-day program is provided on certain school holidays and during vacation times. Please check the Daycare section at the end of this handbook for specific policy and operational information.

## **MEDIA CENTERS**

### LOWER SCHOOL

Lower School students beginning at PF3 attend scheduled time in the Media Center each week where they are encouraged to check out books on the library loan system. Starting in PF5 students participate in the Accelerated Reader program in which computerized comprehension tests and vocabulary quizzes are taken after students read books on their own reading level. Classroom incentives as well as quarterly library incentives are motivational tools used to encourage children to read.

Lower School students also have the opportunity to join the "Birthday Book Club" each year for a nominal fee. Quarterly celebrations are held to honor those with birthdays during that quarter. A new book is placed in the library in honor of each child who participates in "Birthday Book Club."

## UPPER SCHOOL

The Upper School Library/Media Center is available for students in grades six through twelve. A Media Specialist is available to assist students with book loaning, research, etc., as needed. Computers are also available for students to utilize.

### **VIII. GENERAL RULES OF CONDUCT**

#### **ATTENDANCE AND TARDIES**

Attendance is mandatory except in cases of illness or family emergency. **After a student misses ten (10) days, whether entire days or in any particular class, credit for the year's work can be withheld in those subjects affected.** Attendance in courses for USC credit hours is based on USC attendance requirements.

When a student is absent from school or tardy, a written excuse from his/her parents must be given to the student's teacher/advisor. A student is considered tardy if they arrive to class after the 8:00 bell. Any student who is late to school must sign in with the attendance secretary and present a note or doctor's excuse at this time. Students must turn in an original medical excuse within five (5) days.

#### **SIGN OUT POLICY**

No student will be allowed to leave school unless there is a signed note from the parent **given to the homeroom (1<sup>st</sup> period) teacher on or before the morning of the anticipated absence.** TSA will no longer allow students to sign out of school before assemblies or pep rallies based on parent phone calls or spoken conversations with front office personnel. If there is no note, the student will not be allowed to leave.

If a student has a bona-fide emergency that happens to emerge before an assembly or pep rally, the student must go to the office of their Upper School Director or Lower School Director, respectively, to receive personal assistance in dealing with the crisis.

## **DISCIPLINE CODE**

Thomas Sumter Academy believes that acceptable student behavior includes the following:

1. Respect to peers, faculty and staff exhibited through actions and speech.
2. Students take pride in personal and school property and exhibit that by taking care of the physical building and respecting the property rights of others.
3. The desire and effort toward educational achievement is a priority and is exhibited by following directions, reporting to class promptly, and being prepared to work without interfering with instruction.
4. Students will be obedient to all laws, discipline codes, rules, and community norms.

Thomas Sumter Academy believes that all students should receive fair and consistent discipline when school rules are violated. The discipline code of Thomas Sumter Academy will be in effect on campus, at bus stops, on school buses, and at all school-sponsored activities on and off campus. The school's jurisdiction will extend within sight and sound of the school building or beyond if the student's outside conduct affects the school and is detrimental to the best interest of the school.

Rules are categorized and punishments are assigned based on the severity of the violation. Rules and consequences are as follows:

### **CATEGORY I**

- Students will adhere to the Thomas Sumter dress code policy.
- Students will not act in a disruptive or disorderly manner in the classroom, hallways, or buses.
- Students will respect their peers by refraining from teasing or any language that is disrespectful to others.
- Students will use proper trash disposal receptacles in all areas of the campus as well as on the bus.
- Students will display appropriate hall passes when outside of the classroom during instructional periods.

- Students will refrain from public displays of affection (such as kissing) while on the school grounds.
- Students will obtain permission to access any computer not designated for student use.

**DISCIPLINARY ACTIONS:**

- First Offense: Warning
- Second Offense: Teacher-led detention  
(after school detention for US,  
recess detention for LS)
- Third Offense: Administrative Referral \*\*

**CATEGORY II**

- Students will refrain from the use of obscene language or gestures in the presence of other students or adults.
- Students will refrain from behavior that will cause minor damage to school property such as damage and destruction to books, desks, bus seats, restrooms, and lockers.
- Students will refrain from verbal altercations with students or adults.

**DISCIPLINARY ACTIONS:**

- First Offense: Teacher led detention  
(after school US, recess LS)
- Second Offense: Administrative Referral \*\*

**CATEGORY III**

- Students will refrain from any action that causes major damage to school property including buses.
- Students will refrain from actions which result in cheating, lying, and stealing.
- Students will not bring tobacco products, illegal drugs, or alcoholic beverages on campus or be under the influence of such products.

- Students will not engage in activity that is considered “bullying” which includes physical and verbal threats, intimidation, or harassment of any kind.
- Students will report to detention at the time and place designated by the teacher who administered the detention.
- Students will not engage in fighting.
- Students will not bring weapons or any object that could be used as a weapon to school.
- Students will attend all scheduled classes unless excused by proper authority.

### DISCIPLINARY ACTIONS:

- Immediate Administrative Referral \*\*

*\*Each day of suspension results in a grade penalty of one point per day on the marking period grades for all classes.*

*\*\*Administrative Referral-If a student is referred to an administrator for disciplinary action, that administrator may take any action deemed necessary for the remediation of the offense which may include but is not limited to detention, suspension\*, or expulsion.*

## **RIGHT TO SEARCH**

Thomas Sumter Academy reserves the right to search the person, property, lockers, or automobile of any student on campus or attending a school-sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, stolen goods, chemicals, drugs, or other substances. It also reserves the right to confiscate any objects, instruments, chemicals, drugs, or substances it believes may be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion.

## **COMPUTER ACCESS AND REGULATIONS**

Thomas Sumter Academy offers the opportunity to use school computers for educational purposes. The use of this network is

controlled. Violation of these rules will result in disciplinary action which may include but is not limited to loss of computer privileges.

1. **INDIVIDUAL ACCOUNTS AND PASSWORDS:** Each student is given an individual account on the school network to give student access to specific resources. At the first of each year, each student is required to set a private password to secure this account. This account is specifically for the use of the designated student and **no one else**. Students should not disclose passwords to anyone. Usage is monitored through computer software.
2. **LOG OFF:** Once finished using a computer, the user is required to log off so the next student may log on. Leaving a computer for any reason without logging off leaves the student responsible for any network abuse conducted under his/her sign-on.
3. **MISUSE OF SCHOOL COMPUTER EQUIPMENT:** Use of TSA computer equipment for any purpose other than for what is specifically designed is unacceptable. Rough handling of any equipment will not be tolerated.
4. **INSTALLING SOFTWARE OR HARDWARE:** Students are not allowed to load any software on a school computer without express permission from a system administrator. Students are allowed to access document and image files via flash drive or CD as long as the material is supporting the educational requirements of the student.
5. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as a deliberate or attempted act intended to harm or destroy data of any other user. This includes, but is not limited to, the uploading or creation of computer viruses, or any other effort to interfere with another user on the system.
6. **GAMES:** Games are installed on the computers when the operating system is installed and are there for specific educational purposes. Others games are available through access to the Internet. At times, students may be directed to utilize these games for designated educational purposes. **Playing any of these games other than when directed by a teacher constitutes a misuse of school equipment and is not allowed.**

7. **EMAIL:** Although email has become a prominent means of communication in our society, students at Thomas Sumter Academy are not to use email, instant messaging, or chat rooms on school computers.

## **INTERNET ACCESS**

Thomas Sumter Academy gives students the opportunity to access the Internet through the school network. Although it is possible for a student to inadvertently or unintentionally find undesirable Internet material, TSA tries to minimize the occurrences of this through constant supervision and a filtering software program. TSA believes the benefit to students from access to the Internet exceeds any disadvantages. The following guidelines for Internet usage have been established by Thomas Sumter Academy:

1. **PRIVILEGE:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and school administrators will determine whether an individual's use violates the standards of acceptable use set forth in the preceding paragraph, and their decision is final.
2. **ACCEPTABLE USE:** Thomas Sumter Academy maintains a high speed Internet access through Time Warner Cable. Internet games are not considered an educational use of the Internet and tie up valuable connection bandwidth. Therefore, non-educational games may not be played when students are logged in at school. Transmission or download of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to, use of copyrighted material without the necessary permission of the copyright owner, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
3. **SOCIAL NETWORKING:** Due to the dangers and privacy concerns associated with social networking sites such as, but not

limited to, MySpace and Facebook, access to these sites from campus is not allowed.

4. **NETIQUETTE:** You are expected to abide by the generally accepted rules of network etiquette.
5. **NO WARRANTIES:** The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. Thomas Sumter Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. Thomas Sumter Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator.

## **DRESS STANDARDS**

Thomas Sumter Academy is a conservative school. Students are expected to be neat and clean at all times and to reflect a proper feminine or masculine identity in their appearance. Extreme fashions in clothing and grooming do not meet the dress standards at Thomas Sumter Academy. *For example, the gothic look and low-hanging baggy pants are considered extreme fashions at TSA.*

### LOWER SCHOOL

Lower School students are expected to dress appropriately. Due to the wide ranges of age and stages of development for Lower School students, dress standards vary according to the following criteria:

#### PF3's-2<sup>nd</sup> Grade

Girls and boys are to dress comfortably and appropriately for their daily activities. For young girls, no bare skin is to be shown between pants and blouses. Extremely short skirts and shorts should be avoided.

Boys are to wear appropriately sized shirts and pants. No oversized, extremely long shirts or saggy pants are to be worn.

3<sup>rd</sup> – 5<sup>th</sup> grade

GIRLS:

- Spaghetti straps and halter style shirts are not permitted. No bare skin is to be shown between the shirt and pants.
- Skirts and shorts must be fingertip length or longer.

BOYS:

- Extremely long shirt tails should not be worn.
- Tank tops with deep cut arm holes are not to be worn.
- Pants must be appropriately sized. No oversized, saggy pants are to be worn.

Appropriate footwear must be worn by all grade levels. All students must wear tennis shoes for P.E. Students who do not dress out for P.E. will be allowed to change into tennis shoes if not wearing them for the entire day. When choosing shoes, keep in mind that students in grades three through five use stairways on a regular basis and plan accordingly.

Beginning the fourth grading period, fifth graders will make the transition to the upper school dress code to prepare them for middle school.

UPPER SCHOOL

All boys in grades six through twelve are to wear collared shirts.

*Thomas Sumter t-shirts are allowed every day to promote school spirit; t-shirts with Christian messages may be worn on Fridays.* TSA and Christian t-shirts are the only t-shirts allowed.

Boys' hair must remain off their eyebrows, off their collars, and cover no more than one-half of their ears. Rat tails, ponytails, and unusual hair colors or "punk" haircuts are not permitted. Earrings may never be worn on campus or at any school-sponsored event. Facial hair is not acceptable. Sideburns may extend only to the top of the earlobe. All shirts must be tucked in with the exception of sweatshirts and sweaters. Shorts and jeans may be worn with the following stipulations:

1. Shorts must be no more than two inches above the knee.
2. Shorts or jeans with holes, frays, or patches may not be worn.
3. No athletic shorts or cut-off shorts may be worn.

All shorts and trousers must fit properly, and belts must be worn with those having belt loops. Sagging pants or those judged to have excessively wide legs may not be worn. This includes pajama style/warm-up style pants.

Girls' hair styles must be conservative. Unusual hair colors or "punk" haircuts are not permitted. Likewise, girls must dress in a modest manner. T-shirts are not in compliance with dress code with the following exceptions:

Thomas Sumter t-shirts are allowed every day to promote school spirit; t-shirts with Christian messages may be worn on Fridays.

For grades six through twelve, the following will apply:

1. Skirts must be finger-tip length plus three inches or longer.
2. Shorts/jeans are permitted with same restrictions as noted for boys.
3. No pajama pants may be worn.
4. No extremely tight fitting pants or blouses may be worn.
5. No bare skin is to be seen between the pants or skirts and blouses.
6. No transparent blouses, low cut blouses, or backless clothing may be worn. Also, no off-the-shoulder tops may be worn.
7. Undergarments must be worn.
8. No tank tops or spaghetti straps may be worn, but sleeveless tops with at least a three-inch (3") shoulder seam are acceptable.
9. Bra straps may not be seen with any garment.
10. Earrings may be worn only in the lower ear lobe.

For both male and female students, the following will apply:

- No visible body piercing (with the exception of earrings for girls) or tattoos are permitted. There will be no heavy chains or dog collar style studded accessories. No jewelry of any kind may be worn during athletic contests or practices
- Hats are not allowed on campus during the school day unless approved as special exceptions by the administration.
- No rubber or plastic athletic slides, flip-flops, or bedroom shoes may be worn. Flip-flops cannot be worn on dress up occasions.
- Beyond the stipulations listed, the final judgment of acceptable attire and personal appearance is at the discretion of the school administration. The dress code will be monitored throughout the year to determine any changes deemed necessary.

- Students judged to be in violation of the dress code will be detained from classes until the violation is corrected and are subject to disciplinary action. Students will receive an unexcused absence in any class or classes missed due to dress code violations. **Parents will be called to bring appropriate clothing when their child breaks the dress code.**

## **IX. PARENT SUPPORT ORGANIZATIONS**

### **PARENT TEACHER ORGANIZATION PTO**

The Thomas Sumter Academy PTO is an active organization and a valuable asset on “The Hill.” Volunteers spend many hours helping to make this school the best it can be. Volunteer duties vary from tutoring to fundraising to providing assistance to teachers.

### **TSA BOOSTER CLUB**

The TSA Booster Club is composed of parents, faculty, and friends of TSA. They are dedicated to helping provide the best athletic program possible on “the Hill.” Their numerous undertakings include home concessions stands, game programs, and athletic award banquets. The revenue raised through their many fund raising efforts are used to better the athletic program with updated equipment, uniforms, and facility improvements.

## **X. STUDENT ACTIVITIES**

### **STUDENT COUNCIL**

The Student Council is an integral part of the student life of Thomas Sumter Academy in grades six through twelve. One of the main purposes of this organization is to provide opportunities for students to develop leadership skills. Student Council officers have many responsibilities that require them to guide a class of forty or more students to accomplish the goals set before them in a fun and orderly way. The officers are responsible for planning activities that will help them raise the money needed to sponsor the prom their junior year. While this may not seem like a daunting task, having students work

together to raise in excess of \$3,000 and then plan and execute an event for over one hundred people is a major undertaking. In addition to working toward this overall goal, the officers help plan and conduct Homecoming festivities, the annual “Spirit Week” activities, school dances, a school-wide drive to raise money for the Leukemia and Lymphoma Society of America, student government elections, General Assemblies, and more! Being elected to serve on the Student Council is an honor and privilege; however, most importantly, it is a great responsibility. The officers and their advisors put in many hours above the call of duty to ensure that the atmosphere of Thomas Sumter is one where school spirit and morale are high, and every student has the opportunity to answer the call to be one’s best.

## **STUDENT CLUBS**

### **ANCHOR CLUB**

The Anchor Club at Thomas Sumter Academy is a service organization to the school and community. This club tries to generate fellowship and stimulate interest by having service projects and fundraisers throughout the school year. In Anchor Club, girls learn to plan, organize, execute, and accept responsibility. Any girl in grades eleven and twelve may join. The Sumter Chapter of Pilot International sponsors the club.

### **ART CLUB**

The TSA Art Club is an opportunity for high school students to participate artistically within the art community, TSA campus, and exchange knowledge and information with other Art Club members. Members participate creatively with Fall Festival, Christmas of the Arts, Tuomey’s tree decorating, Accessibility, Shenanigan’s, and fund raising opportunities for the art department.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

The FCA at Thomas Sumter Academy welcomes students in grades seven through twelve who participate in sports, cheerleading, or who simply support those involved in these aspects of life on “the Hill.” The meetings begin with refreshments, prayer and praise, music, and a program. The programs are varied and may include skits, testimonies, movies, or games.

This organization gives TSA students a chance to encourage and be encouraged by fellow believers who share a desire to follow Jesus. One of the responsibilities of FCA is to arrange chapel program. Well-known speakers and singers, along with TSA's own talented students, present chapel programs that bring glory and honor to the name of Jesus in fresh and exciting ways. God is certainly at work through the young people who are leading and participating in this organization.

### FIRST PRIORITY

First Priority is a time to build fellowship with other students on our campus who are committed to reaching TSA and our community for Christ. First Priority meets weekly for lunch, devotion, music, and fun.

### FRENCH AND SPANISH CLUBS

The French and Spanish Clubs are composed of students currently or formerly enrolled in French and Spanish classes. Activities during the year are planned for enrichment. The faculty members teaching the French and Spanish classes are the advisors.

### KEY CLUB

The Thomas Sumter Academy Key Club is a service organization for high school students, organized and sponsored by the Sumter Kiwanis Club. The club's motto, "Caring - Our Way of Life," is realized through work in the home, school, and community. Membership in the Academy's Key Club is limited to young men and women who consistently demonstrate leadership potential through service to others and academic achievement.

### MATH CLUB

The Math Club meets every other Tuesday for a working lunch math session. Students may bring a sack lunch from home to eat during the meeting. Meetings consist of one or two problems. Members are encouraged to bring problems for the sessions. All upper school students may participate. Members of the club have priority for all math competitions during the year.

## **NATIONAL HONOR SOCIETY**

The National Honor Society of Thomas Sumter Academy is an organization that promotes appropriate recognition for students who

demonstrate outstanding accomplishments in the areas of scholarship, character, leadership, and service. Membership is an honor and a commitment.

To be eligible for membership, the candidate must be a sophomore or junior, have been in attendance at the school the equivalent of one semester, and have a cumulative scholastic average of at least 89.0. Grades earned in the eighth grade year will not be used in this average. Candidates are further evaluated on the basis of service, leadership, and character. Final selection is made by a faculty council.

If a member fails to maintain Society standards, the student is informed in writing of the nature of the violation and given a specific time period to make the correction. If the student does not make the improvement in the specified time, he or she is then dismissed and is ineligible for future membership. Any violator receiving an out-of-school suspension for any reason will be permanently dismissed from the Honor Society.

The TSA Chapter undertakes various service projects in the school and the community each year. In addition to the school and community projects, members are required to complete twenty hours of individual service annually.

MINIMUM REQUIREMENTS FOR ADMISSION  
TO NATIONAL HONOR SOCIETY

<u>Category</u>	<u>Sophomores/Juniors</u>
School Activities	4*
Leadership	1**
Community Activities	1***
Awards and Honors	1**
Total Required Minimum	10

\* Points are earned by participating in extracurricular activities. One point is given for each club or sport.

\*\* Students must have one point in either leadership or awards and honors.

\*\*\* Sixteen hours of community service equals one point. These hours must be activities that benefit the community. Activities that are a part of the expectations of a club or class do not count. For example, sophomores performing pageant duties cannot count this as community service. Any activity that is a fund-raiser for

another club or class cannot count. However, if a student is involved in activities, such as Fall Festival or TSA Open House, as a genuine effort to draw people into TSA, then the hours can count. Great places to volunteer include the hospital, the library, Red Cross, Salvation Army, soup kitchens, or other charities.

## **PUBLICATIONS**

### **LITERARY MAGAZINE**

Our school literary magazine Generally Speaking is a collaborative effort in the areas of literature and art to present a creative outlet for all students of the academy. It allows our student body to showcase its God-given talent at various levels of ability and provides a venue for publication as well.

### **STUDENT NEWSPAPER**

The student newspaper is a timely publication with the primary function of informing and entertaining our TSA students, friends, and families. Open to all high school students, the newspaper is an outlet for creative and investigative writing, and experiences in the fields of journalistic writing, layout, and photography.

### **YEARBOOK**

The yearbook staff is composed of members of the upper school who produce a yearbook, *The General*, for release each spring. The staff recaptures the significant events of the year and provides an accurate record of all aspects of life at Thomas Sumter Academy.

The staff selects the theme of the yearbook and strives to provide a student-oriented compilation of memories. In addition to in-school training, members of *The General* staff hone their photographic, composition, layout, and computer design/graphic skills by attending a summer workshop.

Paid advertising, school portrait sales, and subscriptions finance *The General*.

## **FINE ARTS DEPARTMENT**

In order to develop and nurture aesthetic potential, and to enhance learning by activities that require both right and left brain coordination, a complete fine arts program is available and is conducted in a modern

facility containing a large music rehearsal room and an oak floored and mirrored dance studio. In addition, an auditorium with curtained stage, theatrical lighting, and seating for approximately 325 is located in the main building of the campus. TSA students have won state and national awards in the areas of music and drama and have traveled nationally and abroad for performances.

### CHORAL MUSIC

High School students in grades nine through twelve audition for chorus, which is known as **General Sound**. The students perform locally, nationally, and internationally throughout the year, culminating in the annual spring concert in May. This active group participates in many community affairs and is a tremendous asset to TSA.

Middle school students in grades six through eight may participate and perform in **Junior General Sound** for the entire year. There are no auditions to be a part of this chorus.

Lower school students in PF5 through grade five participate in a comprehensive and developmental music program that focuses on music notation, performance and theory. A 4<sup>th</sup> and 5<sup>th</sup> grade choir is often joined by the 3<sup>rd</sup> grade in performances at school events throughout the year. All grades also perform individually in seasonal and special events.

### VISUAL ARTS

Art training on “the Hill” encompasses more than producing art. Students gain knowledge and skills in the areas of art history, aesthetic awareness, and art criticism. Visual arts encourage the development of cognitive, higher order thinking and problem solving skills. Students gain these skills in art classes by learning to perceive, conceptualize, and produce art.

Art helps lower school children develop their ability to think in visual and verbal terms. They attend art classes on a weekly basis throughout the school year. Middle school students spend a year exploring a variety of artists and media to expand their visual language and technical skills.

Upper school students are offered year-long art courses that encompass a wide array of opportunities to examine various aspects of the arts and fashion that challenge the ability levels of each individual student.

Student art work is displayed throughout the TSA campus, the community and media sources. Students' art work is often selected for entry into various contests and exhibitions. TSA artists are also encouraged to attend local art showings and museum exhibits. The primary goal, however, of the Visual Arts department is to produce students who can think, interpret, and reflect upon what they have learned.

### DANCE

TSA is one of the few schools in the Southeast boasting an in-house dance program. Children in PF3 through grade twelve receive dance instruction in the areas of creative dance, tap, ballet, Pointe, jazz, modern and improvisation. Group lessons are offered during the regular school day as a part of TSA's Fine Arts curriculum. Students in grades nine through twelve may elect to take dance for a fine arts or physical education credit toward graduation. These classes meet on a daily basis and are for the most serious of TSA's many talented students. A dance recital is presented by all dance students at year's end with smaller performances scheduled throughout the year on and off campus.

### DRAMA

The high school drama program allows students the opportunity to explore many aspects of the performing arts. Drama students participate in the SCISA One-Act-Play competition each year, as well as several full-length productions throughout the year.

New on "the Hill" this year is the middle school drama program. Students in grades six through eight have the opportunity to take drama as a semester elective course.

## **XI. TSA ATHLETICS**

TSA's athletic program is an integral part of the academy's effort to develop well rounded students. Athletics play a big part in the school's overall pride and spirit. All students are encouraged to participate in athletic events either as a participant or a spectator. A qualified coaching staff is dedicated to teaching the fundamentals for success on and off the athletic fields. TSA students are not charged admission to on-campus regular season events.

The following four requirements must be met before any athlete can participate or play in a game:

1. Submit a completed SCISA physical examination
2. Submit a completed SCISA agreement for participation form
3. Pay a \$50 family athletic fee (once per family)
4. Be eligible by SCISA eligibility rules

## **STRENGTH AND CONDITIONING PROGRAM**

A seventh period class has been established for varsity athletes to be able to lift weights and participate in speed and quickness exercises. Most of our varsity coaches have been placed in this class to assist in this training. All other athletes participate in this type of training during their PE classes. Special attention is given to each age level starting with middle school. We put a strong emphasis on taking our athletes and making them stronger, faster, and more explosive.

## **TEAM TRAVEL**

All athletic team members must travel on the school bus to and from away events when school transportation is used. Athletes may go home with their parents or guardians if the coach has been notified. Athletes may NOT go home with anyone who is not their parent or guardian. Special situations should be directed to the Athletic Director or headmaster.

## **ATHLETIC ELIGIBILITY**

Eligibility will be determined by SCISA rules, which state the following:

- A. A student must pass at least four CORE subjects OR any five courses each nine week grading period.
- B. A student must have received credit for at least four one-credit CORE courses OR any five one-credit courses from the previous year to be eligible for the first nine week grading period.
- C. A maximum of two summer school credits will be accepted.
- D. A student must receive credit for more than fifty percent of his/her courses in order for summer school to make them eligible for the fall.
- E. Students have eight consecutive semesters of eligibility from the time they enter ninth grade.

## SCISA CODE OF CONDUCT

**Section I: Athletes, coaches, and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner, reflecting full and true credit to the school they represent.**

**Section II: An athlete, coach, or fan will be in violation of Section I upon any one or more of the following:**

- A. By making any degrading remark about any official, coach, or athlete during or after a game, either on or off the field/floor of play.
- B. By arguing with an official(s) or going through motions indicating dislike/disdain for a decision.
- C. By making any degrading remarks or criticism of any official, coach, athlete, or school to any news media.
- D. By using any foul, abusive, or profane language at any time.
- E. By hitting, shoving, or striking any official, coach, athlete, or fan at any time (or attempting to do so).
- F. By being ejected from any contest.
- G. By using and/or displaying alcoholic beverages, tobacco (including smokeless types), or other controlled substances (strictly prohibited at any SCISA event).
- H. By detaining an official following the contest to request a ruling or explanation of actions taken by the official.

**Ejection of Players and Coaches – The penalty for a disqualification of a player or coach is as follows:**

**First Offense:** A fine up to \$100\* and an Official Warning. If the disqualification is for unsportsmanlike conduct, it will also carry a one-game suspension.

**Second Offense:** A fine of up to \$200\* and suspension until an appearance before the Athletic Committee.

**Third Offense:** Termination of Athletic Eligibility/Coaching Privilege. These offenses are cumulative over the student's career. Disqualification of a coach will be considered on a case-by-case basis.

**\*Any student or coach receiving a fine will be responsible for payment of same. The school will not pay fines for either students or coaches.**

### **TSA'S ATHLETIC TEAMS FOR 2007-2008**

- Fall Teams:            Football: grades five through twelve (B-team, JV, Varsity)  
                             Volleyball: grades six through twelve (Varsity)  
                             Girl's Tennis: grades five through twelve (JV, Varsity)  
                             Cross Country: grades six through twelve (Varsity)  
                             Swimming: grades six through twelve (Varsity)  
                             Cheerleading: grades five through twelve (B-team, JV, Varsity)
- Winter Teams:        Boy's Basketball: grades six through twelve (B-team, JV, Varsity)  
                             Girl's Basketball: grades six through twelve (B-team, JV, Varsity)  
                             Cheerleading: grades five through twelve (B-team, JV, Varsity)  
                             Youth Basketball: Grades one through six
- Spring Teams:        Baseball: grades six through twelve (B-team, JV, Varsity)  
                             Softball: grades six through twelve (B-team, JV, Varsity)  
                             Boy's Tennis: grades five through twelve (Varsity)  
                             Golf: grades five through twelve (Varsity)  
                             Soccer: grades eight through twelve (Varsity)  
                             Track: grades five through twelve (Varsity)

## **XII. TSA DAYCARE**

Welcome to Thomas Sumter Academy's Daycare program. This section outlines the scope and content of the daycare program; however, words are a poor substitute for experiencing the real thing. Parents who have been among our little people and interacted with our teachers know the truth of this statement.

The information contained is for use when you're away from us. It is not to be used as an excuse to stay away. We need your involvement with our children as well as your own.

We thank you for your confidence, and we look forward to the privilege of serving your family.

### **STATEMENT OF OBJECTIVES**

To develop in each child a competence and confidence in basic skills and constructive habits of study.

To develop in each student an attitude of inquiry and a capacity for rational, creative, and independent thought.

To develop in each child an interest in reading for personal development and enjoyment.

To develop in each student the ability and desire to use leisure time effectively.

To develop in each child an interest in and an appreciation for the fine arts.

To develop in each student the physical skills and coordination necessary to value and enjoy physical activity.

To nurture and exemplify high moral standards in every child.

To provide a wholesome environment for the development of social, emotional, and spiritual strengths that provide each child with the ability to cope effectively.

To help each student develop an awareness of and respect for others.

To encourage in each child an appreciation and respect for individual differences.

To provide for each child an atmosphere in which democratic principles are practiced with an emphasis on the importance of responsibility in freedom.

To develop and nurture feelings of patriotism in each student.

To cooperate closely with families in order to develop loving relationships that will promote an optimum learning environment for each child.

To instill Christian values and love for each other.

## **2007-2008 POLICIES AND PROCEDURES**

As our patrons experience an increasing need for QUALITY after-school care for their children, an on-campus center is available for TSA students in PF3 through grade five. Emphasis is on the word “quality,” and the center is fully licensed by the Department of Social Services.

TSA’s Extended Daycare is under the guidance and direction of Renee Langston; she may be reached at 499-1264.

### **CHANGES IN ESSENTIAL INFORMATION**

Please notify us promptly in writing about changes in:

- Home address and telephone numbers
- Business addresses and telephone numbers
- Carpool and bus arrangements
- Other emergency information

### **GENERAL GUIDELINES**

The daycare will be open from 11:00 a.m. until 6:00 p.m. Monday through Friday during school. The hours are 7:30 a.m. until 6:00 p.m. during summers and school holidays. We are not open until 11:00 a.m., and we close promptly at 6:00 p.m. If your child is brought early or picked up late, there will be a \$1.00 fee per minute, per child. **NO EXCEPTIONS.**

There will be no deduction for absent days or holidays. If you set up a weekly fee, your child becomes full-time, and you must pay whether your child is here or not. You must give a one-week notice before taking your child out of daycare.

Once a year full-time children are granted one free week away from the daycare and another week at half-price.

## Drop-ins

Drop-ins are welcome, but you must call ahead to make sure there is room for your child. Drop-ins will be charged if you reserve a spot for your child in daycare and your child does not come. Drop-ins and part-time children must give a twenty-four hour notice if the child is not coming; if not you will be charged. Caregiver ratio is based on number of children, so please respect this when making arrangements for your child. Drop-ins, it is to your child's advantage to have him or her here in the morning. If they come at lunch, please understand they will still be required to have a rest.

Drop-ins -                    one child \$6.00 an hour  
                                     two children \$9.00 an hour

The daycare will be closed the following holidays: Labor Day (September 3), Teacher Conferences (September 14), Thanksgiving (November 21-23), Christmas (December 24, 25, 26, 31, and January 1 and 2), Martin Luther King Day (January 21), February Break (February 18 - 19), Easter Break ( March 21 and 24), Spring Break (April 10 - 11), faculty work day (May 23), Memorial Day (May 26), and July 4<sup>th</sup> week (June 30 - July 4)

The business office will be responsible for sending bills. Your daycare fee is due each week. You will be billed in advance on a monthly basis. You pay the business office. Any questions concerning your account will be answered by the business office. A service charge for late payments will be charged monthly.

Children will be encouraged to play outdoors daily, except during intense heat or inclement weather. Please dress your child appropriately for the weather each day. During bad weather the daycare will close if the school closes. If your child is too sick to go outside in the afternoon at daycare, please don't send him/her to daycare. Please keep them at home. Parents will be called to pick up their children who become ill and/or have a temperature of 100° or higher. We do not have a sick room to isolate sick children. Your child must be without fever for twenty-four hours before returning to daycare.

The safety of your child is our first concern. If your child will not attend daycare after school, please notify the daycare (an adult) an hour in advance.

There will be a sign-out sheet in the hall, and each parent is responsible for signing his or her child out of the daycare.

Children will have current medical and immunization records prior to enrollment and regularly updated in compliance with state laws.

Each PF3, PF4 and PF5 will have an afternoon rest period as required by law. Mats will not be furnished. A pillowcase (standard size), pillow, and blanket are required.

There will be a supervised study period for the older children. We will provide a quiet place for homework, but your child will be responsible for his/her homework. If students have not finished their homework in a reasonable amount of time due to misbehavior, they will be asked to pack their books and complete their assignments at home. While others are finishing their homework, your child will be completing age-appropriate activities.

Corporal punishment will not be administered at the daycare. There will be a time-out period where your child will be able to think about his/her actions. Unusual aggressive behavior or the inability to follow rules repeatedly will not be tolerated at our daycare. You will be asked to withdraw your child from the daycare.

Our daycare program is equipped to serve children from age three years up until the student completes the fifth grade. There are no summer activities available for students after they have completed the fifth grade.

PF3's through PF5's must have a change of clothing to be left at the daycare.

Your child will be released only to the people who are on your application, and identification will be required. If there is someone different picking up your child, you must call ahead or your child will not be allowed to leave. The daycare will not be held responsible if your child leaves school with another child or adult, or just decides not to come to daycare. That will be between your child and you to resolve.

It is the desire of this daycare to provide a wholesome, safe environment for your child. We always welcome any suggestions or comments that will improve our daycare.

There is an application fee of \$60.00 per family to enroll your child in TSA's daycare.