



Program Tenets

2024–2025

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Introduction Section

Letter from Founders

What a privilege we have at TandemEDU to serve the Lord, Jesus Christ, through being part of Christian education! We believe the opportunity to be part of offering a quality high school education to teens based upon a Biblical foundation within a Christian environment is the most rewarding ministry we could be associated with today. We want to thank you for allowing us to be an important part of your family's life and your teen's future.

We believe parents, teachers, and facilitators, as a Christ-centered team, can accomplish great things for our teens that will impact His kingdom here on earth. Together, as partners, we can lead our youth in a growth process that will help them stand firm upon God's Word throughout their life while achieving academic excellence. As teenagers mature, their decisions will reflect what God wants and not what the world would have them do.

Our prayer is that our teens will see the parents, teachers, and facilitators--working in tandem--focused on God's commandments and values as we impress those upon their hearts. As our spiritually maturing, well-qualified teachers and facilitators strive to give the best possible education to our children, we will always be seeking His will and direction to develop TandemEDU into the best that we can be for the Lord.

Our hope is that TandemEDU will not only meet the academic needs but also the social needs of our teens. For us to accomplish this, we need parents coming alongside us and using their time and talent in service to God by organizing events, activities, and trips outside of regularly scheduled class time.

Working cooperatively, as we start this Spirit-led adventure of educating teens in a Christian cooperative setting, we covet your daily prayers for your teen, his/her teachers/facilitators, the college professors, and the TandemEDU support team. Without the power of prayer reaching up to the Almighty God of the universe, we cannot make a God-sized difference. With prayer and by the grace of God, we can deliver a Christian education that will impact you, your teen, and the world for Jesus.

In Christian Service,

Tom and Christine Torre

TandemEDU Founders

Identification Section

Statement of Purpose

The educational philosophy of TandemEDU is based on the Bible as the sole authority of the contents of our curriculum, for evaluating truth, for determining practices, and as the basis of our faith. The purpose of Christian education is to glorify God by teaching children about God, His laws, and His love. Our goal is to teach a Biblical Worldview and to train teens for a life of service to Him for His glory.

Mission Statement

To partner with Christian parents to academically, socially, and spiritually prepare the next generation of servant leaders who will use their God-given talents to impact the community, the nation, and the world.

Statement of Faith

We believe that God is one in essence, but that He exists in three distinct and equal persons - Father, Son, and Holy Spirit - and that these three have precisely the same attributes, nature, and perfection.

We believe that the Bible is God's unique, authoritative revelation to man. We believe that the Scriptures are inspired and that both inspiration and inerrancy extend to every part of the writings as they come from God.

We believe in God as absolute and sole Creator of the universe, and that creation was by divine plan, not by evolutionary process.

We believe that marriage is a holy covenant between one man and one woman ordained by God for the purpose of raising the next generation of Godly offspring to worship Him.

We believe that man is born in sin, that he needs justification and redemption, and that sin is universal and without excuse.

We believe that God sent Jesus Christ into the world to save sinners, that man is justified before God by placing trust in Jesus Christ as Lord, and there is no way of salvation other than through Jesus Christ.

We believe that Jesus Christ is both God and man; that His death was sufficient to redeem anyone who believes in Him; that He rose from the dead bodily; that He ascended to the right hand of God the Father; and that He will return to the earth bodily and visibly.

Admission Guidelines

Combining Georgia high school guidelines and college degree requirements, we have created a unique Tandem Education that offers students the opportunity to earn both a high school diploma and college Associate of Arts degree during four years of high school. Students who wholeheartedly apply themselves and “study to show [themselves] approved by God” (2 Timothy 2:15) will have the highest potential of academic and spiritual success in the program. Admission guidelines are as follows:

1. Students primarily will be accepted who are already Christian or those who have at least one custodial Christian parent and/or guardian.
2. At least one or both parents/guardians must fully agree with and strive to live by the TandemEDU Statement of Faith.
3. Admittance into TandemEDU is determined by the TandemEDU Administrator.
4. It must be understood that attendance at TandemEDU and the ability to pursue college early is a privilege and not a right and cannot be purchased. This privilege may be forfeited by any student and/or parent who does not conform to the program’s standard of conduct and/or who is unwilling to adjust to the environment.
5. TandemEDU admits students of any race, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the program and is non-discriminatory in its policies and practices.
6. TandemEDU reserves the right to select students based on religious commitment, academic performance or readiness, lifestyle choices, service capabilities, and a willingness to cooperate with TandemEDU administration and policies.
7. Students must maintain at least a 2.5 college GPA to remain in the program.

Teacher/Facilitator/Hostess Guidelines

TandemEDU is seeking qualified parents as teachers for high school level courses and facilitators for college-level courses. A parent teaching a 32-week high school class will receive an accountability fee reduction for one student. A parent facilitating an eight-week college course will receive an accountability fee reduction for one student. The fee reduction does not apply to the registration fee, book fees, or summer fees.

TandemEDU is seeking qualified parents as alliance hosts at locations around the state. A parent serving as a hostess will receive an accountability fee reduction for one student. The fee reduction does not apply to the registration fee, book fees, or summer fees.

Policies Section

Admission

TandemEDU accepts high school students upon completion of registration requirements and availability based upon student numbers. These requirements may include readiness and/or achievement tests, and a review of the student’s previous records.

1. The following forms must be completed and received by TandemEDU:
 - ___ Online Application with the non-refundable registration fee
 - ___ Signed Statement of Faith
 - ___ Signed Accountability Agreement
 - ___ Applicable State of Georgia dual enrollment documents

2. At the request of our higher education partner, Toccoa Falls College, the student must be 14 years old prior to beginning college classes.
3. When the application file is complete, the administrator will contact the parent to schedule all necessary placement testing.

Placement/Assessment Testing

Background

Working with our higher education partner, Toccoa Falls College, we have determined that successful completion of core high school English and math classes ensures student readiness for college-level work. The Southern Association of Colleges and Schools (SACS), the accrediting agency for Toccoa Falls College, has also been concerned about student readiness for dual enrollment. Recently, SACS requested that member colleges create clear assessment guidelines prior to allowing younger students to dual enroll. With this in mind, Tandem EDU has established the following assessment guidelines for student readiness.

Assessment for Placement in GHY 213-Intro to Geography at TFC

TandemEDU will administer the Level 15 Iowa Assessment in October to new students to determine student readiness for dual enrollment in the first college course, Intro to Geography. Students must achieve a minimum ELA score and core composite score as determined by the partnership agreement between TandemEDU and Toccoa Falls College. Additionally, any student desiring dual enrollment must have a high school GPA of at least 3.0. Final determination of readiness for dual enrollment is at the sole discretion of the TandemEDU administration. There is no Iowa test administration fee for the administration of one test for registered students who are participating in annual group testing. Testing by parents or other family members will not be accepted.

Assessment for Placement in ENG 113-Freshman Composition at Toccoa Falls College

- Students must complete English 10 with a final grade of 85% or higher.
- New students desiring to start in ENG 113 must score 85% or higher on the English 10 end of course exam.
- There is no test administration fee.

Assessment for Placement in the TandemEDU Algebra II high school class

- Students must complete Algebra I with a final grade of 85% or higher to move into Algebra II.
- New students desiring to start in Algebra II must score 85% or higher on the Algebra I end of course exam.
- There is no test administration fee.

Assessment for Placement in MAT 133 at TFC

- Students must complete Algebra II with a final grade of 85% or higher to move into the first college math course.

- New students desiring to start in college math must score 85% or higher on the Algebra I and Algebra II end of course exams.
- There is no test administration fee.

Assessment Retesting

Any student who does not pass an assessment the first time may retake the assessment test; however, a \$50 test fee will apply for each retest. A student who does not meet the Iowa Assessment readiness standards prior to the TFC enrollment deadline must wait until the next academic year or the next time the course is offered to dual enroll.

Accountability

Partner Accountability

- ❖ TandemEDU will grade coursework, including writing assignments, research papers, essays, quizzes, and tests in a timely manner.
- ❖ Daily work in high school English and math classes will be graded by either the parent or student.
- ❖ TandemEDU will prepare the transcript and course descriptions for courses completed through TandemEDU. There is a \$1000 transcript fee per year to transfer courses in from previous years of study outside of the TandemEDU program. Such courses must undergo the course validation process that may include an end of course exam.
- ❖ The parent will submit documentation of elective courses within 30 days of completion of the elective course in the current school year. Documentation will include a description of the elective, a definition of the coursework, and the final grade.
- ❖ TandemEDU will administer the Level 15 Iowa Assessment during the fall to determine the students' readiness for college courses in the spring. Students must meet the benchmark score in English Language Arts and the Core Composite (math and English) score, as determined annually by the partnership between TandemEDU and Toccoa Falls College, to dual enroll in the first college course through TandemEDU.
- ❖ Students must have a final grade of 85% or higher in Algebra II to dual enroll in the first college math class through TandemEDU.
- ❖ TandemEDU will provide progress reports and report cards for high school classes.
- ❖ TandemEDU will provide progress reports for college-level courses.
- ❖ Students must sign all documents necessary to give the TandemEDU administrator and the college course facilitator access to the student's college grades and course information.
- ❖ Parents must cooperate with TandemEDU administration, teachers, and facilitators to ensure student success in the program. Parents must seek tutoring for a student in high school courses when recommended by TandemEDU administration. Parents must notify TandemEDU administration in writing when their student needs tutoring in college-level courses.
- ❖ TandemEDU grading scale:
 - 90-100%- A – 4 grade points
 - 80-89% - B – 3 grade points
 - 70-79% - C – 2 grade points
 - 60-69% - D – 1 grade point
 - 50-59% - F – 0 grade points

Tuition and Fees

TandemEDU Accountability Fees

1. Accountability fees are paid on an annual, monthly, or quarterly basis. Accountability fees are due on August 1 for annual payments or on August 1, October 1, December 1 and February 1 for payment plans.
2. A late fee of \$25 is charged for fees more than five days late. After five days of nonpayment, the parent and student Gradelink account will be locked until payment is current.
3. An account more than 20 days past due may result in the student being withdrawn from the TandemEDU program at the administrator's discretion.
4. TandemEDU will not refund accountability fees, supply fees, or enrollment fees for dropped high school or college classes.
5. I understand that TandemEDU is relying on my accountability fees, enrollment fee, and supply fees for the purposes of planning the school year including, its programs, activities, curriculum, and staffing requirements. Therefore, I understand that I will be responsible for all fees if I withdraw my student from the program. I understand that, in the event of withdrawal, I will not receive a refund and I must pay all outstanding fees before my academic records can be released.
6. All returned checks/ACH payments will incur a \$35 return fee.

TFC Tuition

1. Tuition for classes not covered by state funds must be paid by the family directly to Toccoa Falls College. The tuition for fall class is due on November 30. The tuition for spring classes is due on April 30.
2. Any student with an outstanding balance will not be enrolled in future college classes or TandemEDU classes.

Homework Policy

Teachers/facilitators will assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide an opportunity for parent involvement in student learning. Parents are urged to monitor their student's work daily. The parent should help the teen to become responsible for returning the assignments completed and on time. The parent is expected to log into the parent portal regularly to monitor student progress in the program. Any test, quiz, paper, or other assignment turned in late will receive a late penalty as set forth in the course syllabus.

Attendance Policy

Regular attendance is a critical component for success in the TandemEDU program due to the accelerated pace of both the high school and college courses. Parents are requested to schedule family vacations during the extended holiday break only. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When a student is absent, it is critical that proper arrangements are made for the absence. The parent must notify the teacher or facilitator of the reason for the absence.

Excessive Absences

Any student who misses more than two days (unscheduled) of a high school class in a quarter will be reviewed for continuation in the program. Any student who misses more than one day (scheduled or unscheduled) of a college course in a quarter will be reviewed for continuation in the program.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of a planned absence. This allows the teachers and facilitators to prepare. The work will be due the first day the student returns to class.

Tardiness

Students arriving after the start of class are considered tardy. One tardy is acceptable per quarter. For each subsequent tardy, the student must immediately go to the study hall for the class period. If the student is tardy more than three times in a quarter, a parent conference will be scheduled.

Communication Policy

Gradelink

Gradelink is the official platform for all TandemEDU communication from the administration and teachers. Parents and students are expected to login within three (3) days after the first day of school. Parents are expected to set 'grade alerts' to stay on top of student progress in the program.

Group Chat

Any chat involving three or more TandemEDU students must include a TandemEDU administrator.

Technology Policy

With limited bandwidth and increased student populations, we must reserve the internet for teachers only. It's impossible to know whether a student is connected to WIFI or their personal hot spot, so we ask that NO DEVICES be used on campus. Students in college classes will be allowed to use a device ONLY with facilitator consent during class time. Students WILL NOT be allowed to use devices during study hall; students must bring schoolwork that does not require a computer, phone or tablet.

Lifestyle Expectations

Student Conduct Policy

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and TandemEDU. This expectation applies to all student

conduct regardless of whether the students are on campus or off. Expectations for general conduct are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling, and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, by not wearing visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the teachers, facilitators, hostess, and administrators of TandemEDU.
6. Students will show respect for the alliance facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to property or facilities will not be tolerated.
7. All students are expected to participate in at least one service project annually which benefits the alliance facility.
8. Students will show respect for others by not taking things that do not belong to them.
9. Students will exercise the commandment of honesty at all times.
10. Students will not participate in or view inappropriate websites or printed materials.
11. Students will not engage in public displays of affection: hand-holding, hugging, kissing, or touching is not allowed while on the TandemEDU campus.
12. The conduct policies of Toccoa Falls College also apply to TandemEDU students.
13. Students will not participate in any other conduct that, in the administrator's discretion, significantly impairs the student's testimony or brings discredit to the program and the community.
14. Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of TandemEDU.

Plagiarism Policy

The TandemEDU Plagiarism Policy is taken directly from the TFC plagiarism policy: "Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgment. Plagiarism is not limited to word for word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense." Penalties for plagiarism can include: failing the assignment, failing the course, academic suspension, or removal from the program.

Student Discipline Policy

The disciplinary goal of TandemEDU is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As

the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9, help us achieve and maintain an attitude of self-control that is pleasing to Christ and others. We believe students should show respect for both parents, teachers, facilities, and other students. TandemEDU and parents working in tandem to teach and train our children to do what is right according to God's word will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers/facilitators, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher/facilitator is given the responsibility of enforcing classroom and program rules. The teacher/facilitator will maintain order in the classroom by speaking to the student about the policy violation and deciding what consequences are appropriate for the teen and circumstance in accordance with the discipline policy. The alliance hostess is given the responsibility of enforcing program rules relative to the campus. Discipline issues are first handled by the teacher/facilitator, then the hostess then the administrator as needed.

Discipline actions that may be used include, but are not limited to:

1. Warning: Teacher will talk to the teen and explain his/her offense
2. Call Parents
3. Conference with the administrator and parents
4. Probation
5. Suspension – in and/or out of the program
6. Removal from the program

Student Dress and Grooming

The purpose of the TandemEDU dress and appearance expectation is to enable the student to demonstrate the traits of a discerning leader by making appropriate dress and appearance choices. "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing, and perfect will" (Romans 12:1-2).

TandemEDU students will honor:

God – We honor God by making personal choices that glorify Him. You can honor God by choosing modesty for the sake of pleasing the Lord.

Others – As Christians, we have a responsibility to our brothers and sisters.

Romans 14:12-13 says, "So then, each of us will give an account of himself to God... make up your mind not to put any stumbling block or obstacle in your brother's way."

Ourselves – In Romans 12:1, we are called to “...offer our bodies as living sacrifices, holy and pleasing to God.” 1 Corinthians reminds us that, “. You are not your own; you were bought at a price. Therefore, honor God with your body.”

In keeping with the above Scriptures, TandemEDU has the following dress code:

1. Shorts must be to the knee for both boys and girls.
2. Tank tops are not allowed; shoulders must be covered at all times.
3. Skirts and dresses must be knee-length.
4. Low cut tops, midriffs, or low riding bottoms are not allowed.
5. Tight-fitting clothing, including spandex and knit tops and bottoms, are not allowed.
6. Swimsuits must be covered at all times by a t-shirt (both male and female) and shorts or swim skirt (female).
7. Hats or hoods cannot be worn during class or during study hall.

TandemEDU reserves the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate.

Distribution and Consumption of Medication

Parents are requested to schedule medication to be given at home. TandemEDU will not administer medication to students.

Health and Safety Policy

It is of utmost importance that TandemEDU provides a safe environment for our students. Because of this commitment, the following rules will apply:

Student Illness

If a teen has been ill during the night or became ill upon awakening, please do not send the student to class. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. TandemEDU reserves the right to refuse the attendance of any ill student.

Transportation Policy

No student is to leave the premises during class hours without first obtaining permission from the site hostess. It is essential that the site hostess be aware of a student's location at all times. In order for students (who are not siblings) to leave campus together at lunch time or after classes dismiss, the driver must be 18 and the passenger must also be 18.

Inclement Weather

Please note that if local public schools are not in session due to inclement weather, TandemEDU will not be in session either. There will be no refund for canceled classes.

Textbook Selection

Textbooks and other printed materials are selected in cooperation with Toccoa Falls College to ensure the curriculum provides adequate college preparation. Classroom materials will be evaluated annually by the teachers and the administration.

Lending Library

College textbooks are selected by TFC and are on loan to the student through the TandemEDU Lending Library. All loaned materials must be returned in accordance with the Lending Library policies. Parents will be billed for any lost, damaged, or stolen textbooks at the current TFC “Buy Now” price, as stated in the TFC virtual bookstore.

Records Release

Parents may request a transcript in writing at any time. The transcript will be provided within 14 days of the request, assuming the accountability fees are current. If a student is dismissed or withdrawn during or at the end of the academic year, student records **will not** be released to anyone until any accountability fee balance has been **paid in full**.

Student Accessibility

TandemEDU will work with parents, in accordance with TFC policies, to make TandemEDU courses and testing accessible for students with documented disabilities.

Program Accreditation

The TandemEDU program is accredited by the Georgia Accrediting Commission (GAC). Any student graduating from TandemEDU will receive an accredited transcript which entitles the student to receive the Georgia HOPE Scholarship immediately upon high school graduation if the student has a final high school GPA of 3.0 or higher.

Valedictorian/Salutatorian Selection Criteria

The top two students in the graduating class will be selected as valedictorian and salutatorian. This honor entitles the two students to the Georgia Zell Miller scholarship which is 100% of tuition at a public institution and up to \$5,000 at private institution. The criteria for determining the valedictorian and salutatorian include:

1. Weighted high school GPA
2. Rigor level of high school and college coursework
3. Completion of three (3) years of TandemEDU/TFC coursework
4. Fully in compliance with these tenets. Including:
 - a. Attendance as defined in the Attendance Policy section of these tenets
 - b. Satisfying the annual service requirement as stated in the Lifestyle Expectations section of these Tenets.
5. No disciplinary actions by either TandemEDU or TFC