Tri-City Christian Academy

STUDENT HANDBOOK

for the ELEMENTARY STUDENT

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A Letter From The Administration

Welcome to Tri-City Christian Academy! As the leadership of TCA, we understand the trust you are placing in our ministry. We both have children in the Academy and we know how blessed we are with families of our own to be able to send them to a school that teaches Biblical principles as the core of the learning environment. We want all of the students at TCA to be developmentally ready for their future while also diligently studying the Word of God. Our faculty leads by example and we are extremely thankful for the group of teachers that we have on staff to work with the students on a daily basis.

Please know we pray for your families on a daily basis. We want to be an extension of your home as we build upon a solid foundation that includes the growth and development of each student in our four main goal areas – SPIRITUALLY, ACADEMICALLY, SOCIALLY, AND PHYSICALLY. Collaboration among our team facilitates an environment that is challenging and enriches the students lives for the Lord and their future. We strive to be an active participant in the life of your child, on all levels, so that we leave a lasting impression that encourages them to embrace a life dedicated to God.

As the Principal and Vice-Principal, we are excited to see new and returning families on the campus. Everyone is a valuable part of the TCA team; including YOU! We look forward to seeing you at events throughout the year as we all work together and are committed to achieving the goals of a cohesive school family that supports one another in all endeavors. We invite you to communicate with us on a continually basis. Our doors are always open! Please know everyone is an integral part of the TCA family so please let us know if you have any questions.

Thank you for being a part of the TCA family!

Sincerely,

Lauren Brady

Principal

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HOME OF THE WARRIORS

Established 1971

TCA SCHOOL VERSE

And Jesus increased in wisdom and stature,
and in favor with God and men.
Luke 2:52

TCA THEME

"Christ Centered Educational Excellence"

TCA MISSION STATEMENT

Tri-City Christian Academy emphasizes Christ-centered educational excellence and strives to assist parents in cultivating Christ-like young people spiritually, academically, physically, and socially.

TCA CREST

The Bible represents the Word of God as Christ is the center of our soul. Of all books, the Bible states our foremost goals. The torch of knowledge symbolizes the mental growth of those who abide in Christ. A winged foot displays physical life. The mask/harp symbolizes the social and emotional growth through fine arts. All of these symbols are molded together as our message to the world.

TCA COLORS

Green, White, Gold

TCA WINNER'S CREED

A true winner always does his best,
Never to the glory of self
But always to the glory of God.
With God's help I will strive to be a winner today.
Colossians 3:23-24

"Only fear the LORD, and serve him in truth with all your heart; for consider what great things he has done for you."
I Samuel 12:24

HISTORY

Tri-City Christian Academy was established in August 1971 and operates as a ministry of Tri-City Baptist Church. We are a private, non-profit Christian school with high academic and spiritual standards.

Located in the tri-cities area of Tempe, Mesa, and Chandler, Tri-City Christian Academy has earned and maintained an excellent reputation for quality Christian education in the community. The aim of our school is to train Christian young people to reach their greatest potential spiritually, mentally, and physically. Our faculty members are dedicated to teaching and training young people and have a desire to be of service to both the parents and the students.

Tri-City Christian Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of educational policies, admissions policies, athletic programs, or any other school administered programs.

The school consists of kindergarten, elementary, junior, and senior high levels and is concerned with the spiritual as well as the intellectual growth of its students.

AFFILIATIONS

Tri-City Christian Academy is a member of the Christian Schools of Arizona, American Association of Christian Schools. We are accredited through both the AdvancED organization and American Association of Christian Schools. We are also authorized under Federal law to enroll non-immigrant alien students.

It is by these associations that our teachers are able to further their professional development and remain informed of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

PURPOSE OF THIS HANDBOOK

1. Education is more than knowing how to make a living; it should stress how to live. We pray that each student will mature and conform to the image of Christ, assisted by the education received at Tri-City Christian Academy. The administration recognizes that there may be some difference of standards among school families and that some of our institutional standards will be different from some personal standards. After prayerful and careful consideration, the following policies and guidelines are provided to teach order, respect, self-discipline, and to enable spiritual development in the students.
2. All students and parents are encouraged to read and be familiar with the handbook. We desire to train all students, but we can work only with students who obey and parents who support the guidelines set forth in this handbook. We do not expect students to be perfect, but we urge students to strive for spiritual maturity.
3. Handbooks often stress externals, but one must be careful not to determine spirituality by outward conformity alone. Observance of the school's regulations only partially fulfills one's responsibility to God. Willingness to abide by the rules of TCA is indicative of spiritual maturity and is generally characteristic of students who are committed to serving the Lord with their lives.
4. This handbook is designed to help the student adjust to school life. It is a source of information and instruction for the parent and student.

PHILOSOPHY

"And you shall know the truth, and the truth shall make you free." John 8:32

DOCTRINAL STATEMENT

As an integral ministry of Tri-City Baptist Church, TCA adheres to all the doctrinal belief statements of the church and follows the guidelines outlined in those twelve belief statements as we work with parents, students, faculty/staff, community members and others in the public. We also use those as we write policies and procedures, which includes handbooks and other documents for viewing. Please review the church website for a complete listing and explanation of the doctrinal statement that guides TCA.

PURPOSE

As a ministry of Tri-City Baptist Church, Tri-City Christian Academy exists to assist parents in the task of training their children according to the truth of God's Word. In Proverbs 22:6 and Ephesians 6:4, the Bible commands parents to "train up a child in the way he should go" and to "bring them up in the nurture and admonition of the Lord."

Tri-City Christian Academy promotes a Christ-centered, Bible-based philosophy that encourages salvation, spiritual growth, and a lifetime of service because according to Proverbs 1:7, "The fear of the Lord is the beginning of knowledge."

Tri-City Christian Academy is committed to the ministry of training young people to reach their fullest potential spiritually, academically, socially, and physically. This is accomplished through the strength of the Holy Spirit as mentioned in John 16:13: "When He, the Spirit of Truth is come, He will guide you into all truth."

Tri-City Christian Academy endeavors to assist students to not only take their place in society, but also impact that society for Jesus Christ. I Timothy 4:12 states, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

GOALS

"And Jesus increased in wisdom, and stature, and in favor with God and man."
Luke 2:52

"The faculty and staff of TCA will prepare the students to…

Spiritually

- Receive an opportunity to personally accept Jesus Christ as their personal Savior.
- Integrate practical training through instruction, correction, and mentoring of Biblical principles that will establish their willingness to live and lead a well-balanced and Christ-like life.
- Provide strategies that can be used to enrich their devotional life and to encourage a love for God's Word in order to follow His purpose and plan.
- Engage our diverse society through communication of Biblical principles.

Academically

- Communicate and defend a Biblical worldview in academia, efficiently, through both spoken and written word.
- Read fluently, recall literary details, and re-tell/summarize/ synthesis what was read through both spoken and written word.
- Apply problem solving skills to provide solutions to real world situations.

Socially

- Demonstrate a positive spirit by being encouraged to actively participate in academia, fine arts, athletics, and student leadership.
- Integrate and recognize a Biblical worldview by encouraging them to show Biblical character in their interactions with family, peers and their community.

Physically

- Develop a respect for the body by understanding that "the body is the temple of the Holy Spirit".
- Cultivate healthy lifestyle habits that will benefit them in serving the Lord.

GENERAL INFORMATION

"The fear of the Lord is the beginning of knowledge." Proverbs 1:7a

SCHOOL HOURS

K5, Grades 1-6	8:00 a.m.—3:15 p.m.
Supervised Early Stay K-6th	6:00 a.m.—7:30 a.m.
Supervised Late Stay K-6th	3:30 p.m.—6:00 p.m.

TIME FOR TOTS preschool facilities open at 6:00 a.m. Monday-Friday. K5-6th grade students who arrive before 7:30a.m. must report directly to the designated area for supervision. At 7:30a.m. all children will be taken to TCA. You will need to register with TFT for before care services. TFT will also supervise the late stay of TCA students. All students not picked up by 3:30pm will be signed in by their classroom teacher for late stay.

ACADEMY OFFICE

The Academy office is open for business each school day between 7:30 a.m. and 4:00 p.m. Information concerning school policies and activities may be obtained by calling or visiting the Academy office during these hours.

If a parent must bring homework, books, or other materials to his or her child during the school day, it should be taken to the office for delivery. In emergency situations the school will relay messages to students; however, the office cannot be responsible for messages which are not received at least thirty minutes prior to class dismissal.

When a parent finds it necessary to visit a classroom during the school day, he or she must first go to the office and obtain a visitor pass.

Teachers are happy to arrange conferences with parents. Arrangements may be made by written note or a telephone call. See PARENT/ TEACHER CONFERENCES

ADMISSIONS

"But the natural man does not receive the things of the Spirit of God, for they are foolishness to him; nor can he know them, because they are spiritually discerned." I Corinthians 2:14

ADMISSION POLICY

Tri-City Christian Academy accepts, with no regard to race, color, national or ethnic origin, those students who are willing to accept Tri-City's doctrinal and philosophical statements. Administration of educational policies, admissions policies, athletic programs, and other school administered programs are conducted without consideration of these elements.

All new students are required to have a physical examination before entering the Academy and to provide a copy of their current immunization record .

Age requirements for admission to kindergarten and first grade are as follows:

K-5	5 years old on or before September 1 of year of enrollment
1st Grade	6 years old on or before September 1 of year of enrollment

Parents may request special permission to enroll a child in Kindergarten if the child turns 5 between September 2nd and December 31st. The parents will need to complete Kindergarten testing at the Public School in the district where they currently reside. TCA will need a copy of the

results of those tests. After receiving this information and having a meeting with administration, the child may be allowed to enter K5 based on the information gathered for a trial period that will last no longer than thirty days. At the end of this time, a meeting will be held with the teacher, parents and administration to determine whether the child is on target with the other students or is having difficulty being in K5 at a young age. If it is determined the child is not ready for K5, tuition for the time of enrollment will be the only amount owed on that student.

Parents and students are required to complete and sign annually the application form which indicates that they have read the Parent/Student handbook and expresses their support of the Academy's program. A student or family that does not cooperate or agree with the purpose and program of the Academy will not be admitted or allowed to remain in school.

Tri-City Christian Academy desires to enroll qualified students whose testimonies demonstrate consistent, godly Christian living.
Placement in Tri-City Christian Academy is finalized when the following requirements have been fulfilled.

1. Completion of all application forms, transcripts, and other school records
2. Physical examination and health forms
3. Completion of any necessary testing
4. Payment of the enrollment tuition
5. A parent interview with the administration is held before students are permitted to attend classes.

AFFIDAVIT OF INTENT

According to Arizona Revised Statute 15-802, the parent(s) of a child between the age of six and sixteen must choose public, private, charter or home school for their child's education. If you have chosen the private school option, you are required by this statute to file an affidavit of intent with the Maricopa County School Superintendent stating that your child is attending a private school. This affidavit for private school must be filed with the county school superintendent within thirty days from the time your child begins school.

The private school affidavit remains on file during the entire period of time that your child is enrolled in private school. A private school affidavit is filed one time; therefore, you are required to notify the superintendent's office within thirty days when your child is no longer instructed in the private school. Your affidavit file is confidential and must be signed before a notary public.

FINANCIAL INFORMATION
Tuition will be charged in one sum when enrolling for the school year. Parents are asked to either complete an ESA application or to use STOs to assist in covering the cost of tuition. As payments come in from either ESA or STOs you will see the balance of your tuition decrease. These organizations assist in covering the tuition, but do not always cover all of the tuition for the students. All tuition not covered by either ESA or STOs must be paid by the parents of the students at the end of each school year. A chart listing all organizations that TCA families most often use is available online and through the office. Parents with past due accounts should contact the business office to make arrangements for payment. Eighth grade students and high school graduates will not receive their diplomas/transcripts unless their account is paid in full. Any account not paid at the end of the school year may be sent to collections.

When completing online enrollment for your child, RenWeb charges $75, which must be paid, before your application is submitted. In the event of withdrawal, transfer, or expulsion, the balance of tuition will be calculated on the number of days school has been in session. Parents must notify the Academy office in person of withdrawals from school in order for billing to be discontinued. A $25.00 processing fee will be assessed for all withdrawals. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By enrolling your child, you are authorizing the school to withhold report cards and other records until tuition and other expenses have been paid in full.

INSURANCE
TCA provides limited accident insurance coverage for all enrolled students. The insurance coverage is considered a secondary source. An individual family's insurance is the primary carrier and should be billed for any accident coverage. The school insurance is then to be billed for coverage not provided by the primary carrier.

INTERNATIONAL STUDENTS
Since the early 1990's, TCA has been authorized to issue I-20 documents for international students wishing to attend our school. International students applying for admission must first fill-out the international student application and be accepted for admission prior to registration for the school year.

International students attending TCA must agree to abide by all of the outlined TCA rules and regulations and will be held to the same academic and disciplinary standard as their peers. Teachers and administrators recognize that cultural differences will exist between a student's home country and the United States, and because of those differences, some students may experience undue academic stress or social misunderstandings. These situations are not an excuse for any student to engage in lying, cheating, or any other inappropriate behavior. International students repeatedly violating TCA's code of conduct will face disciplinary action which may result in expulsion and termination of their I-20 student status.

To afford students the best opportunity for learning at TCA, all new international students are required to take an English proficiency exam to determine their English abilities. Based on these results, students may be required to enroll in after school ESL classes held on campus. These classes are required and will incur an additional tuition fee for the student. To be released from the class, each student must fulfill the English and academic proficiency guidelines set by the ESL coordinator.

To further encourage success in the classroom, international students are required to speak using only English in all of their classes. Students not adhering to this guideline by using their native language in class will face disciplinary action from the teacher and/or administration.

PARENTAL SUPPORT

"And, you fathers, provoke not your children to wrath: but bring them up in the training and admonition of the Lord." Ephesians 6:4

According to God's Word, Tri-City Christian Academy is not to replace the parental and local church training that God requires. The goals of Tri-City Christian Academy and the goals of each family must be in harmony for the proper development in a child's life. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school. In order to obtain the spiritual, moral, and academic goals, here are some recommendations:

1. Provide a stable home environment consistent with biblical teachings (Romans 12:2)
2. Teach and encourage good study habits at home (II Timothy 2:15)

3. Encourage regular attendance and involvement in the local church (Hebrews 10:25)
4. Support the TCA authorities, policies, and procedures. If an issue arises, go directly to the party involved in order to resolve any conflict or misunderstanding (Matthew 18:15)
5. Avoid undermining and disparaging the teachers, administration, or other parents in the eyes of children or other parents (Ephesians 4:29)
6. Speak the truth in love and in the spirit of meekness (Ephesians 4:15)

PARENT/TEACHER CONFERENCES

We believe that according to Deuteronomy 6:6-9, parents are responsible for their children's education. We are thankful for the trust and confidence that parents place in us by giving us a part of the responsibility in the training of their children.

In order to protect the trust extended to us, we ask that parents pledge their loyalty to the aims and ideals of Tri-City Christian Academy and bring any questions and/or criticisms to the administration so that they may be appropriately reviewed.

Conferences to discuss the student's progress and needs will be scheduled with parents during the school year. Unscheduled conferences may be needed, and parents are always welcome to ask for extra conferences to discuss their child's progress. We do ask, however, that parents call or send a note requesting a conference with their child's teacher before coming to school.

Teachers are normally in the classroom until 4:00 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Parent-Teacher meetings are held two times throughout the school year to enable parents to follow the progress and development of their children. These meetings provide an opportunity for both parents and teachers to discuss student progress. Parents are encouraged to attend these very important meetings.

Should a parent or guardian take legal action, for any reason, against Tri-City Christian Academy or Tri-City Baptist Church or any employee or agent thereof, on their child's behalf and the school, church or agent is not found at fault, the parent or guardian agrees to pay any and all attorney fees, damages, or other costs that the school, church, or agent should incur to defend itself against such action.

STUDENT CONDUCT

"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." I Timothy 4:12

Tri-City Christian Academy students are expected to seek to live above reproach in all aspects of their daily lives. Respect for God, country, family, teachers, fellow students, peers, and property is part of every Christian's testimony.

Proper behavior should come from the heart, and not be simply outward conformity to regulations. While it is impossible to make rules to cover every type of infraction, the following principles of conduct for all activities at Tri-City Christian Academy are to be followed.

Proper respect must be shown for the authority of the administration, faculty, and staff members. Disrespect or disobedience to any authority will not be allowed.

1. Improper speech, vulgarity, profanity, and lying are not acceptable conduct and will not be tolerated.
2. Damage and/or destruction of school property is considered to be a serious matter, and students will pay for any cost associated with repairing the materials. Intentional destruction of property may be cause for dismissal.
3. Offenses such as lying, cheating, stealing, swearing, and fighting may result in suspension.
4. Yelling, horseplay, fighting, and general misconduct are unacceptable whether on the playground, bus, hallways or classrooms.
5. Children are encouraged to show respect when answering adults.
6. School property is not for general use by students, unless permission is acquired from school personnel.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

ATTITUDE

"Keep your heart with all diligence; for out of it spring the issues of life." Proverbs 4:23

Students and teachers are to maintain a Christ-like attitude at all times. Constant or repeated complaining, violation of rules and regulations, and a critical spirit will not be tolerated. Making light of Bible classes, chapel programs, or guest speakers is unacceptable.

No student will be permitted to ridicule or mock other students, school rules, or school personnel. If improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result. A proper Christ-like attitude prevails only as we give ourselves to consistent daily devotions and prayer. Constructive suggestions are appreciated and should be made to a teacher or the administrator.

BULLYING PREVENTION

Tri-City Christian Academy is committed to providing a safe environment for all individuals on the campus. We are dedicated to instilling a desire in all of our students to be respectful of everyone; including their peers. As part of the program will be discussing bullying in a more official plan to make sure the campus has a cohesive definition for such a broad term as well as making sure everyone understands the responsibilities and consequences associated with such actions. We will be using the Olweus Bullying Prevention Program as a part of this implementation process. The quick definition used by this company is as follows, “Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time.”

Founder, Dan Olweus also provides a more detailed definition, "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Notes:

Bullying is not teasing.

Bullying has many different forms:

- *Verbal bullying including derogatory comments and bad names*
- *Bullying through social exclusion or isolation*
- *Physical bullying such as hitting, kicking, shoving, and spitting*
- *Bullying through lies and false rumors*

- *Having money or other things taken or damaged by students who bully*
- *Being threatened or being forced to do things by students who bully*
- *Racial bullying*
- *Sexual bullying*
- *Cyber* bullying (via cell phone or Internet)

Most states have specific laws that address bullying and Arizona's can be found in Revised Statutes §15-341-37. The extended version can be found online, but a brief synopsis is below:

> Prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops, at school sponsored events and activities and through the use of electronic technology or electronic communication on school computers, networks, forums and mailing lists

In order to meet the Arizona law as well as hold our school to a high standard that discourages bullying we ask that all students, parents, and employees submit written reports to the administration if suspected incidents of harassment, intimidation or bullying have occurred. All reported incidents will be investigated by administration. If required, parents may be asked to attend a meeting with their child, administration and others involved with the incident. Depending on the age of the child and the action committed, consequences will be assessed based on these factors. The disciplinary procedures will also be in effect for those students who submit false reports of these types of incidents. TCA strives to create an atmosphere that is inclusive of all students and where they want to come and learn on a daily basis. Please help us as we work to make TCA a NO BULLYING ZONE!

CARE OF SCHOOL EQUIPMENT

God has richly blessed the Academy and has provided every item found in the school. As every Christian is a steward for God, it is expected that each student treat the school property with care and respect. Students are urged to help keep floors and grounds free of paper and other unsightly materials.

Students are not to borrow materials or clothing from fellow students, or from the school, without permission from the owner or the authority involved. The cost of defacement of or damage to school property will be assessed to the offending student or students. The individual causing willful damage will be disciplined and required to make restitution.

CONDUCT AWAY FROM SCHOOL
Tri-City Christian Academy students are reminded that they represent the Lord and the school when they are away from TCA as well as when they are on campus. Students are to present a good testimony to everyone who sees them. TCA students represent the school every day of the year and are disciplined for indulging in smoking, drinking, drugs, sexual misconduct, pornography, unacceptable dancing, and/or attending music concerts. Both students and parents are expected to maintain a Christian testimony during athletic events.

GUM POLICY
Gum may not be chewed on school property or buses during the school day or at any school activity.

PROHIBITED ARTICLES
Tobacco in any form, alcoholic beverages, medicines not prescribed for that student, narcotics, knives, guns, and explosives are illegal and therefore prohibited.

Fidget spinners, radios, video and electronic games, televisions, ear phones, live animals, music and video playing equipment, or anything depicting scenes or symbols associated with any subject or situation which the administration deems unacceptable is also prohibited. These prohibited items will be confiscated and must be picked up from the office by a parent. Kindles, laptops and tablets may be used with permission and for school use only.

Permission to use electronic devices (i.e. laptops, notepads, tablets, etc) can be made on a case by case basis for older students needing to complete classroom assignments or college level courses. Exceptions for electronic devices will only be allowed for educational purposes. Remember, the owner of personal property, that is lost/stolen, is liable not TCA.

Projectile Propelling Weapons
Possession of a loaded or unloaded, operable or inoperable firearm or any other device capable of propelling a harmful projectile, whether by explosive or mechanical means, on TCA property or buses, at any school function, or during times of school-responsibility for supervision of students, is expressly forbidden, unless it is pursuant to written
authorization of the administration. The administration will expel any student who is determined to be in possession of a gun or any other prohibited device, or to have aided and/or abetted another student

possessing a gun or other prohibited device, or to have brought a gun or any other prohibited device to campus. A police referral will be made. If the offender is not a student, the citizen will be referred to the local police department so that appropriate law enforcement action may be taken.

DRESS CODE

"But the Lord said to Samuel, "Do not look at his appearance or at his physical stature, because I have refused him. For the Lord does not see as man sees; for man looks at the outward appearance, but the Lord looks at the heart." I Samuel 16:7

It is the position of Tri-City Christian Academy that Christian young people should act and dress differently from the world (Romans 12:2). In order for students to mature spiritually, the teaching of biblical separation is a vital part of the school's program.

I Corinthians 10:31 commands Christians to do all to the glory of the Lord. In today's society this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to "prove all things, hold fast that which is good, and abstain from all appearances of evil" according to I Thessalonians 5:21, 22. I Timothy 4:12 exhorts, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity." Tri-City Christian Academy believes these commands have a practical application to the dress and appearance of students.

The underlying principles of the following dress code are modesty (I Timothy 2:9; II Timothy 2:22), appropriateness (Philippians 4:5), identification (Colossians 3:16, 17; I John 2:15,16), and distinction of sexes (Deuteronomy 22:5; I Corinthians 11:14,15). In light of these principles, we must set an institutional standard for our school and our students that must be met in order for us to be consistent in our enforcement.

Clothing or accessories identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited.

The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Students should always be neat in their dress and unquestionably clean in their daily grooming. Students are to dress according to the prescribed uniform guidelines and are to adhere to the appropriate dress code during all school functions, on or off campus, including athletic events, unless otherwise instructed. Students will be counseled privately about any violations, and may be required to call home for parents to bring a change of clothing or be sent home to change into acceptable attire. Parents have the prime responsibility in teaching students to live by standards of Scripture and are responsible to send their children to school in the correct uniform dress and properly groomed. Students are to arrive according to dress code and remain in dress code while on campus, unless participating in a school-related activity. Descriptions for elementary students are listed in their respective sections .

ELEMENTARY BOYS

School Uniform

Pants: Cotton, polyester, wool, or twill material in a plain, solid color like those sold at Old Navy, Target, Walmart and JC Penny. The acceptable colors are navy, khaki, gray, black, or non-faded denim. Pants should have no more than four pockets, two in the front and two in the back, at the top of the pants. This excludes small coin pockets. Pants are to be free of exterior sewn or cargo-style pockets and should be neat, loose-fitting, non-faded, dress or casual pants. Low-riding pants that expose undergarments, the midriff or back when sitting, bending over or raising hands above the head are not acceptable. Belts with no excessive metal work, must be worn on all pants with belt loops(4-6th only). K5 boys are allowed to wear knee-length uniform shorts to school. 1st-6th grade boys are allowed to wear knee-length uniform shorts to school during the first and fourth quarter. Colors include: Khaki, Black, Gray, Non-faded Denim and Navy (no cargo or athletic shorts are allowed.)

Shirts: Any plain, solid color, long or short sleeved, collared, oxford style dress or polo shirt. Shirts are to be neatly pressed, tucked in, and buttoned except for the top button. Shirts that are designed to be worn outside the pants are not acceptable.

Shoes and Socks: Leather, suede, or canvas tennis or dress shoes are to be worn. For K5 students, shoes with velcro or non-tie shoes are preferred. NO shoes that have electronic games that can be played on the side of the shoe may be worn during school hours. Shoes that have LED lights on the bottom that

are constantly on and changing/flashing will also not be allowed. Shoes that have small lights that only light-up when walking will be allowed for the younger students. Athletic shoes are encouraged as they protect the feet and give arch support during recess or other physical activity.

Turtlenecks: A plain turtleneck of one solid color may also be worn under a student's uniform polo shirt.

Performance Dress

Pants: Dark blue, gray or black dress pants

Shirts: Solid Color Button-Up Collared Dress Shirts (Ties, Vests, Suspenders or Suits are also allowable)

Shoes and socks: Dress shoes and dark socks

If the dress for special programs is different from the standard list above , the changes will be announced.

Miscellaneous Items

Hair: Hair must not be unnaturally colored and must be cut smoothly with no shelves, lines on the side of the head, designs, or grooves and may not exceed more than 4" from the scalp. Any style identified as worldly or excessive is unacceptable. Shaggy, bushy, or thick hairstyles are not acceptable. Sideburns must not be any longer than the middle of the ear.

Jewelry: One band or bracelet per wrist with an appropriate message is allowed. Any band or bracelet is subject to faculty approval. If necklaces or chains are worn, they must be hidden under the shirt. Any additional jewelry, other than rings, bracelets, or watches, is not permitted, except for emergency medical tags for allergies or diabetes. No piercings of any kind.

Overall Style: Oversized or baggy styles are not to be worn. Oversized or skinny styles are not to be worn.

Dress Down

Shorts/Pants: School uniform, jeans, pants, shorts that are only 2 inches above the knee, or sweatpants. NO holes and NO Pajamas!

Shirts: School uniform, Reveille t-shirts, Warrior gear t-shirts, or a nice shirt. Shirts identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited. No sleeveless shirts allowed.

Shoes: Tennis shoes or sandals. No flip-flops

ELEMENTARY GIRLS

School Uniform

Skirts, Dresses, Jumpers: Cotton, polyester, or twill material in a plain, solid color like those sold at Old Navy, Target, Walmart and JC Penny. The acceptable colors are non-faded denim, navy, khaki, gray, forest green, or black. The skirt, dress, or jumper must come to the middle of the knee when standing and be adequate enough to be at the top of the knee when sitting. Slits must be sewn to the middle of the knee and not pinned. Skirts must not be tight, form-fitting, or low-riding. Girls in Kindergarten through 6th grade may wear a skort that meets the uniform requirements. Kindergarten girls only may also wear shorts that meet the same length requirement as skirts, etc. Leggings may be worn underneath skirts, but do NOT count for the length.

Blouses: Any plain, solid color, long or short sleeved collared blouse or knit polo shirt. Blouses should be buttoned up except for the top button, if desired, and must not be made of sheer, see-through material. Blouses and polo shirts which are not long enough to remain tucked in when the arms are lifted are not to be worn.

Shoes and Socks: Leather, suede, or canvas tennis or dress shoes are to be worn. For K5 students, shoes with velcro or non-tie shoes are preferred. NO shoes that have electronic games that can be played on the side of the shoe may be worn during school hours. Shoes that have LED lights on the bottom that are constantly on and changing/flashing will also not be allowed. Shoes that have small lights that only light-up when walking will be allowed for the younger students. Athletic shoes are encouraged as they protect the feet and give arch support during recess or other physical activity. Knee socks, tights or footless leggings may be worn.

Turtlenecks: A plain turtleneck of one solid color may also be worn under a student's uniform polo shirt.

Dress down

Pants/Skirts: School uniform, jeans, capris, pants, shorts that are only 2 inches above the knee, or sweatpants. NO holes and NO Pajamas!

Shirts: School uniform, Reveille t-shirts, Warrior gear t-shirts, or a nice shirt. Shirts identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited. No sleeveless shirts allowed.

Shoes: Tennis shoes or sandals. No flip-flops.

Warrior Day Dress

Pants: Uniform skirts
Shirts: Warrior gear t-shirts, polos, and sweatshirts
Shoes: Tennis shoes

Performance Dress

Skirts: Black full length "maxi" type skirt.
Blouse: Solid color shirts (Dresses are also allowable that meet the length requirement of school uniforms.)
Shoes and socks: Dress shoes

If the dress for special programs is different from the standard list above the changes will be announced.

Miscellaneous Items

Hair: Extreme, faddish hairstyles, haircuts, and unnaturally colored hair are unacceptable. If highlighted, highlights must be of natural color and blended with existing hair color.
Jewelry: Excessive jewelry and body piercings are prohibited. No more than three pairs of earrings will be permitted.
Make-up: Make-up is prohibited in grades K5-5th grade. 6th grade girls may wear light make-up, but excessive make-up is prohibited. Glitter, or cosmetics containing glitter should be worn only during Spirit or Reveille weeks.
Overall Style: Oversized or tight/formfitting styles are not to be worn.

DISCIPLINE

"Whoever has no rule over his own spirit is like a city broken down, without walls." Proverbs 25:28

Proverbs 25:28 speaks of self-government which comes through maturity. It is the purpose of the disciplinary system to aid young people in the development of Christian character. A firm, reasonable, and just system of discipline is maintained at Tri-City Christian Academy and, in order to accomplish this, all faculty, staff, and students are encouraged to deal personally with offenders. Only faculty or staff can submit detentions or demerits.

Tri-City Christian Academy strives for full cooperation from both students and parents. Attendance at Tri-City Christian Academy is a privilege and not a right. Any student found to be in direct opposition with TCA's standards will be disciplined accordingly and may be dismissed from the Academy. If a student brings a problem home, parents should encourage the student to go immediately to the teacher involved so that a positive resolution to the situation may be achieved. If the problem is not completely resolved, the parent should call the

Academy office for assistance in addressing the issue.

Any infraction of a regulation will result in disciplinary action. This may be in the form of demerits, detentions, restriction from certain privileges, suspension from school, expulsion, or other penalties as determined by the teacher or administration.

Classroom discipline is to be maintained by the teacher. The following infractions are considered to be in opposition to Christian character and thus detrimental to spiritual growth: disloyalty, insubordination, lying, cheating, substance abuse, gambling, profanity, dancing, stealing, and attendance at inappropriate concerts or other entertainment venues.

A student that has been expelled may not re-enroll until he or she has stayed out a minimum of one full semester. The student may not return to the school facility or grounds during the school day, except for the purpose of attending a church activity, unless special permission is granted by the administration during the semesters in which he or she was expelled. If a student desires to return to the Academy the following semester, the request will be considered only after a meeting has been held with the parent or guardian, principal, and student.
Notification will be made to the pastor and/or youth pastor of an expelled student.

ELEMENTARY DISCIPLINE POLICY

Elementary Discipline

Our program is designed to develop both spiritual and academic qualities in each student. In order to accomplish the goal of total character development, we believe it is necessary to follow scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable rules and procedures. To ensure that TCA's standards of discipline and behavior are maintained, the first time a student is sent to the office for a disciplinary infraction, he or she will be counseled by the administration and, depending on the severity of the action, the parent may be called as well. Subsequent visits will result in one-, two-, and three-day suspension, or possible expulsion from the Academy if there is no change in behavior.

The first step in the discipline process is handled by the classroom teacher through the implementation of a classroom discipline system. The classroom teacher will call and/or email the parent/administration, if necessary on the first offense. Major violations and/or repeated

offenses will result in the child being sent to the administration and a call being placed to the parent. Teachers will be in contact with administration throughout the year on any discipline issues with students so that communication is effective and efficient for all parties involved. If student, parent, teacher and administration all work together as a team we can accomplish our goal. We will be consistent in our penalties and consequences. A guideline for repeated offenses is listed below for parents and students.

1st Offense—Classroom Teacher Counseling
2nd Offense—Parent Notification (Email or Phone Call)
3rd Offense—Administration, Parent and Teacher Meeting
4th Offense—1 Day Suspension
5th Offense—2 Day Suspension
6th Offense—3 Day Suspension*
*May Result in Expulsion

Major offenses that will not follow this guideline are as follows: Stealing, Hitting, Fighting, Biting, and Threats of any form. If these actions are observed by a teacher or administration a meeting will be called immediately with the parent, teacher, and administration. These actions will automatically have a consequence attached to them for the offense as well as requiring the student to be taken home for the remainder of the school day.

ATTENDANCE

ABSENCES

"Moreover it is required in stewards that one be found faithful."
I Corinthians 4:2

Education consists of academic progress as well as the development of a self-disciplined, consistent life. Self-discipline produces dependability in the student's character. Attendance and punctuality are essential in developing successful class work and good character. In order for each student to receive a well-rounded education, it is essential that he or she be in regular attendance. The following policies regarding student absences will be in effect.

Parents need to call the school office by 9:00 a.m. on the day that their child is absent.

Elementary parents are to arrange pre-approved absences in writing with their child's teacher, giving the reason for the absence and the day/days missed. This is to be done at least one week in advance and all homework missed must be made up and given to the teacher on the first day back to school unless prior arrangements have been made.

MISCELLANEOUS ABSENCE INFORMATION

1. When it becomes necessary for a parent to take his or her child out of class for a medical appointment or another excused reason, the release of the student must first be made through the office. The student should bring a note from home, call the absentee line or call the school office. The parent should report to the Academy office upon arrival, sign the student out and the office personnel will contact the student. If the student returns later that day, he or she must report to the office again and sign in, at which time a pass will be issued to return to class.
2. The first time a student is being picked up by someone other than the parent, they are to either call the office or send a note and give the office/teacher the name of the person picking the student up. Before the student is released, the person's ID is checked against the name given by the parent.
3. No refunds on tuition are made because of absences. 15 absences will result in a meeting with the parents, teacher, and administration regarding the potential for retention.
4. Students that are absent for more than 20% of the scheduled class hours in any course during the year will not be granted credit for the course except by special administrative permission. The student, whether present or not, is responsible for all assignments, classroom lectures, notebooks, tests, homework or projects.

TARDINESS

It is important that the students be on time for classes. Students who arrive after 8:00 a.m. are considered tardy. Up until 8:25 students will go straight to class and the teacher will mark them tardy. After 8:25 they must report to the office.

Lateness caused by unusual circumstances will be evaluated by the administration.

ACADEMICS

" If anyone speaks, let him speak as the oracles of God. If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ, to whom belong the glory and the dominion forever and ever. Amen " I Peter 4:11

ELEMENTARY PROGRAM

The elementary program is designed for the average student to master skills in the following subject areas: Bible, Grammar, History, Mathematics, Music, Penmanship, Phonics, Physical Education, Science, Computer, Spelling, Spanish, Mandarin, Art and Reading.

CLASSROOM ENVIRONMENT

General Classroom Expectations

The following general rules will assist in establishing and maintaining a proper learning environment:

1. Each student is to bring the necessary items to be adequately prepared for class.
2. Each student is to bring a Bible to Bible class and chapel. (Either a KJV or NKJV is acceptable.)
3. All assignments must be completed on time.
4. In an effort to demonstrate respect, students may speak only when the teacher has given permission.
5. Classroom furniture or materials are not to be moved or disturbed by students without permission from the teacher.
6. Classroom procedures and rules must be maintained in order to assure orderliness, show respect to one other, use time effectively, and promote an environment conducive to learning.
7. Students are to be in their seats when class begins. Any student who will not adhere to the teacher's standard of conduct will be dealt with by the teacher and the administration. If a student fails to respond favorably, he or she may be dismissed from the classroom. Any student dismissed from class must report immediately to the office.

Academic Testing

Tri-City Christian Academy maintains a thorough testing program to measure student ability and progress. Test results are used to help the administration and faculty to work more effectively with each student and to make continual improvements to the curriculum.

Students in K-5 through sixth grade are given achievement tests each spring. DIBELS will be given K5-3rd grade at least at the beginning and end of the year. If needed, mid-year assessments may be conducted.

FINE ARTS

We recognize the growing importance of the ability to communicate well in public; therefore, we emphasize oral communications in all classes.

Band, dramatic productions, fine arts festivals, and holiday musical programs give students the opportunity to use and perfect their talents and abilities. Students not directly involved in these programs are encouraged to attend.

HOMEWORK

Homework is assigned to reinforce what is taught in the classroom. It is assigned to meet specific classroom goals. Homework assignments are to be completed according to the teacher's guidelines and should always be done neatly, accurately, and on time. Parents may supervise and give assistance with their child's homework but are not to do the student's homework.

A student that has been absent is required to make up all regular assignments and tests. A child who is absent for one day of school has two days after returning to complete the work. A child who is absent for two days has three days after returning to complete the work. A child who is absent for three days has four days after returning to complete the work. In the primary grades, the parents must assume the responsibility in communicating with the teachers. Parents may contact the teacher for additional assistance. Any absence lasting more than three days is given special consideration and will be dealt with on an individual basis.

Project assignments known in advance, which are due during a pre-approved absence, are due on the day the student returns to school.

Tests must be made up within the acceptable time frame as mentioned above. Tests or quizzes missed the first day of illness are to be taken on the day that the student returns. For tests missed over longer periods of illness, follow the guidelines above.

LIBRARY

Library Use

K5:	One book per week.
Grade 1-2	Two books per week
Grade 3-4	Three books per week with one renewal
Grade 5-6	Four books per week with two renewals

Library Hours

Elementary classes have assigned periods once per week. If openings are available teachers may take their classes back to work on a project.

Library Fines
Books are not overdue until after 8:00 a.m. the day following the due date. A fine of five cents per day will be charged until the book is returned. No books may be checked out until all overdue materials are returned.

Students will also be charged for damaged materials. After four weeks, books are considered lost and the bookkeeper will post the replacement charge on a student's bill.

PHYSICAL EDUCATION

A written excuse from a parent or doctor is necessary to excuse a student from physical activities. Any student who does not dress for physical education for ten days or more during the school year, regardless of the reason, will not be given credit for this subject. A student cannot be considered ready to participate in physical education unless he is dressed in the proper uniform P.E. uniforms can be purchased for students through the office.

PROMOTION/RETENTION

A yearly average resulting in a C– or below of two core courses is grounds for retention for elementary students.

Elementary students are required to attend summer school if they receive a failing grade in any core academic subject. Students may be retained and repeat the grade instead of going to summer school.

REPORT CARDS

Report cards are tools to aid students in the pursuit of academic achievement. They serve as a measurement of accomplishment for the student, parent, and teacher.

Public recognition is given to students who excel academically by placing them on either the "A" honor roll, or the "A-B" honor roll. To be on the "A" honor roll, a student must have all A's with satisfactory conduct. To be on the "A-B" honor roll, a student must have all A's and B's with satisfactory conduct. In order to qualify, the student must not have any incompletes, C's, D's, or F's.

General grading scale is as follows:
Grading is on a 100 percent scale:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 >
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

EXTRACURRICULAR

"Do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's." I Corinthians 6:19-20

Extracurricular activities include, but are not limited to, athletics, drama, and leadership positions.

ATHLETICS

Athletics at Tri-City Christian Academy are a vital part of the student experience and the development of young men and women. Athletics will assist in the overall mission of growing in spiritual, intellectual, social, and physical maturity. The values of teamwork, commitment, dedication, servant leadership, sportsmanship, and fitness are crucial to this mission.

STUDENT ELIGIBILITY

The mission of TCA is to assist parents in cultivating Christ-like young people by emphasizing Christ-centered educational excellence. While we love the opportunity to provide extra-curricular activities that help in developing Christ-like young people, our emphasis is that your child is a student first. Because we value them as students first, we have to make sure their grades do not succumb to the pressures of the voluntary extra-curricular activities that we provide. Our school policy is that a student becomes ineligible to participate in an extracurricular activity if he/she has either 2 Ds or 1 F in any given class.

After the 5th completed week in any semester, a grade report will be pulled every Tuesday by the administration. Any student on the list matching the ineligibility criteria will be informed of their ineligibility to participate in their extracurricular activity. The student may participate in practice as well as travel with the team. However, the student must travel in school dress. This participation will begin on the next day and will go through the following Tuesday when the report will be run again. If the student's grade has exceeded the given policy, he/she would be eligible to participate the following day. If their grade remains below the requirement, they will remain ineligible.

If a student has an F in any subject leading into the tryouts of a season, they will not be eligible to try out that season. If a student makes a team and then after the 5th week's check, has fallen to 2 F's for at least 2 weeks without showing significant progress, the student will be asked to pause all extracurricular activities until the grades have met eligibility standards, including practices and traveling with the team to away games or sit on the bench for home games.

GENERAL POLICIES

"Let all things be done decently and in order." I Corinthians 14:40

BICYCLES

Bicycle racks are available for students who ride bicycles to school. Students are urged to keep their bicycles locked to the rack at all times. We cannot be responsible for stolen bicycles. For safety reasons, bicycles may be ridden to and from school but not around campus. These same guidelines apply to skateboards and rollerblades as well.

CHAPEL

Regular chapel services are held for each age group, and students in the elementary and secondary grades are asked to bring a King James or NKJ Version of the Bible to chapel. Students are required to be quiet and respectful during the service.

CLOSED CAMPUS

Tri-City Christian Academy operates as a closed campus. This simply means that attendance at school is required from 8:00 a.m. until 3:15 p.m. No student may leave the school grounds without permission from the office once he or she has arrived on campus. After school, those students waiting for rides or extracurricular acti-vities may not leave the school grounds unless accompanied by a parent. TCA's after school policy goes into effect at 3:15 p.m. See office or school website for detailed information. If other arrangements are to be made, the office must be informed.

COMMUNICATION DEVICES

Electronic communication devices such as cell phones for receiving or transmitting messages are allowed but must be turned off during class periods. They may be used only before and after school ONLY. If they are used at any other time, phones will be confiscated and turned in to the Academy office.

EMERGENCY AND CODE DRILLS

Drills are conducted periodically for the safety of our students. Routes for evacuation have been designated and posted in each room to enhance safety. Every possible precaution will be taken for the safety and protection of students.

1. When an alarm sounds, students must listen to the instructions given by the teacher and move quickly and calmly along the designated route. Upon leaving the building, students should remain with their class and teacher so that attendance may be taken.

2. In case of emergencies, students will be moved to safe areas within the building.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. Enrollment at TCA authorizes the staff to take children on all school activities including bus trips, sports activities, and school-sponsored trips away from the school premises with prior parental notification. Elementary science camp is held every other year for our 5th and 6th grade students. Participation is mandatory. We request that parents dress modestly when accompanying students on field trips.

HEALTH DEPARTMENT REQUIREMENTS

The school maintains health records on each student. Arizona law A.R.S. 15-803 requires that a complete, up-to-date immunization record be furnished by the parent prior to school attendance. The record must include the month and year of the child's immunizations and be signed by a doctor. The immunization requirements for a child entering school are:

Rubeola (measles)
Rubella (German measles)
Haemophilus Influenzae B (Hib)
Varicella (Chicken Pox)
Mumps
Hepatitis A (K5 students only)
Meningococcal (entering 6th grade)
Pneumococcal Conjugate (PCV7)
Poliomyelitis (polio)
Tetanus
Pertussis
Diphtheria
Hepatitis B

Parents and guardians are asked to inform the office of any immunizations received during the year so that the school records can be kept up-to-date.

Arizona law does provide exemptions from immunization requirements for the following:

Medical reasons - permanent and temporary
Personal beliefs

Although the law allows for these exemptions, the County Health Department may instruct the school to exclude a student from school for the duration of an outbreak of any of the diseases covered by the required immunizations.

INTERNET USAGE

Using the internet at Tri-City Christian Academy is a privilege, not a right, and this privilege may be lost through misconduct. The internet may be used only in the computer lab with teacher permission and a teacher present at all times. It is to be used for study purposes only or

when a project is assigned by a teacher who specifically states that the work is to be done on the internet. It is not to be used for email, game playing, or any other non-academic purposes. All websites visited are logged and may be reviewed. Browsing to any inappropriate site will result in the loss of internet privileges. Students may not download or listen to music, download files larger than 1 MB, install any software downloads, accept any internet offers or pop-ups, or make any changes to the PC's Internet Explorer settings. By signing the application form, the student is stating that he or she understands and agrees to abide by the above statements.

Any student that has a personal web page on the internet, is active in a blog, is hosting a webpage and posts or allows language and information to be posted on his site that is contrary to the expectations for a Tri-City Christian Academy student will be disciplined as if those same comments were posted on the door of his or her locker.

The following internet-related activities will result in suspension or expulsion from Tri-City Christian Academy:

1. Voluntary association with pornography on the internet. This includes home pages with links to pornography, pornographic advertising, banners, links in e-mails, etc.
2. Publishing, on the internet or elsewhere, suggestive photographs, comments, or articles.
3. Use of screen names that suggest inappropriate activity such as the use of alcohol, drugs or promiscuous behavior.
4. Promotion of inappropriate music, movies, TV, or other entertainment by direct recommendation or in public Internet profiles.
5. Claiming to be involved in illegal activity, for minors (those under the age of 18), such as drinking, smoking, use of drugs, sexual activity, by direct statement or in profiles. Students who claim to be participating in such activities will be disciplined as if they are truly involved in the suggested situation.
6. Use of vulgarity in e-mails, public posts, or comments, either in direct statements or by use of initials or abbreviations.

LOST AND FOUND ITEMS

Students are to mark all personal items that are brought to the school. All articles found at the school are to be taken to the office where they may be reclaimed before or after school. Periodically throughout the school year students will be notified that all found articles will be on display to be claimed for twenty-five cents, and any items remaining afterward will be discarded or sold.

LUNCH PROGRAM

A hot lunch program is available for purchase to all students. Chips, ice cream, snacks, and drinks are also available for purchase. Students who bring sack lunches may purchase milk or other available drinks.

Parents have the option of purchasing student lunches for the entire semester. Arrangements should be made through food services. Daily lunch orders should be placed with the homeroom teacher before 10:00am. Any student that comes after 10:00am will need to contact the TCA office in order to receive a lunch for that day.

Parents are encouraged to place at least $25 on their child's lunch account for emergency situations. Students who forget their lunch or do not have money to buy a lunch are allowed to charge ONE lunch to their account. Lunch accounts are maintained separately from school accounts, but at the end of the year, any remaining credits or outstanding balances will be transferred to the student's school account.

Students are to enter the lunch area in an orderly fashion. Misconduct or horseplay in the lunch area will not be tolerated. Elementary students must sit with their classroom teacher. Parents visiting during the lunch hour are asked to check in at the Academy office to obtain a visitor pass before joining their children for lunch.

WARRIOR WINDOW

Elementary students will have the opportunity to purchase snacks at the warrior window during lunch on Warrior Day (Thursdays) only.

OPEN HOUSE

At the beginning of each school year there is an orientation Open House for the parents of all students enrolled in TCA. It is highly recommended that at least one parent of each student attend this important Open House.

SCHOOL PROPERTY

The appearance and care of our school is important. Students are expected to help take good care of our facilities and property. Students are expected to pay the cost of any damage for which they are responsible. All school-owned textbooks are to be covered before they are used. Please do not use a covering with a sticky substance as it destroys the book. The cost to replace a damaged, school-owned textbook is the responsibility of the student to whom the book is assigned.

SOLICITATIONS

Solicitation is forbidden at Tri-City Christian Academy without the permission of the administration. This includes the selling of tickets, candy, and the distribution of political or religious materials or any other recruitment material.

TELEPHONE

Office telephones are restricted to business use. A telephone is available for student use before and after school, at lunchtime, and for emergencies during the school day. Elementary students must have permission from their teacher and the office staff before using the phone.

Arrangements for rides and most other personal business can be made before school hours, and use of the telephone for such business is discouraged.

VALUABLES

Students are asked not to bring articles of value to school. When possible, no personal belongings should be left in the locker. Large sums of money should never be brought to school.

VISITS AND VISITORS

Tri-City Christian Academy welcomes parents at any time during the school year. However, visitors must stop by the Academy office to check in and arrange for a classroom visit.

Students who desire to bring friends interested in attending Tri-City Christian Academy must make prior arrangements with the administration. These visitors may stay for only half a day. The visitors must be modestly dressed and adhere to the school uniform dress standards as closely as possible.

Students who have been dismissed or have withdrawn because of differences of philosophy or rule violations may not return to campus before, during, or after school hours without approval from the administration.

Parents and visitors are not to go to the lunch area or classrooms while school is in session unless a visit has been scheduled. Visitors should report to the Academy office for a Visitor's Pass. To eliminate classroom interruptions, lunches, homework, books, and other items may be left at the Academy office to be delivered to the student.

We request that parents and other guests refrain from smoking in the

Academy or on the property.

WITHDRAWALS/DISMISSALS

Withdrawals from school must be made by the parent or guardian, in person, through the Academy office. An official withdrawal form will be processed and the necessary signatures obtained. Tuition charges will be pro-rated according to the date of notification and based upon the number of days attended for the month. Parents are responsible for full payment of tuition. Each student who withdraws early is charged a twenty-five dollar withdrawal fee.

FERPA POLICY

TCA maintains student records and follows the Family Educational Rights and Privileges Act (FERPA) regulations regarding disclosure of student records, both academic and personal. Only those determined to have a legitimate educational interest, as specified under this law, have access to student records. Confidentiality is of the upmost importance in protecting all of our families.

Any guideline or regulation
may be changed by the administration at any time,
and new regulations may be added as required.
Such policies will be announced and explained.
All students are subject to the standing
and revised regulations at all times.