Tri-City Christian Academy

STUDENT HANDBOOK

for the JR/SR HIGH STUDENT

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Mrs. Lauren Brady
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A Letter From The Administration

Welcome to Tri-City Christian Academy! On behalf of the faculty and staff of TCA, we understand the trust you are placing in our ministry, and we are thankful for the opportunity you are giving us to impact your child(ren). I have children in the Academy and my husband and I know how blessed we are 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, I am excited to see new and returning families on the campus. Everyone is a valuable part of the TCA team; including YOU! I 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 continual 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 favour with God and man.
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.

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, socially and physically. We have a desire to edify young people and build them up in the faith. TCA is also evangelistic in its approach. 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.

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

Grades 7-12 8:00 a.m.—3:20 p.m.

Any 7th-12th grade students not picked up by 3:30pm and not participating in athletic events must remain in the lobby until they leave campus with a parent or guardian. Students should not be signed out after 3:00pm unless there is an emergency.

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. 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.

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.

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.

Tri-City Christian Academy desires to enroll students who 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 records
2. Physical examination and health forms including a copy of their current immunization record
3. For students participating in the sports programs, a copy of student's birth certificate on file
4. Payment of $75
5. A parent interview with the principal is held before students are permitted to attend classes. Students in grades 7-12 must be present during the interview.

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, ESA, AND STO 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
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 an ESL class or not allowed to enroll at TCA until their English abilities have improved.

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 may face disciplinary action from the teacher and/or administration.

GENERAL POLICIES

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

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 3:20 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 activities may not leave the school grounds unless accompanied by a parent.

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.

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.

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)
- Hepatitis A (K5 students only)
- Varicella (Chicken Pox)
- Meningococcal (entering 6th grade)
- Pneumococcal Conjugate (PCV7)
- Poliomyelitis (polio)
- Tetanus
- Pertussis
- Diphtheria
- Hepatitis B
- Mumps

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.

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. Students must pay $1 for any item picked up from the lost and found. Parents may pick up any lost and found item for no charge.

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 or on a daily basis through RenWeb. Daily lunch orders can

be placed by the student each morning during their first class period. Any student that comes after first hour will need to contact the TCA office in order to receive a lunch for that day.

Students in grades 7-12 are expected to be in the lunchroom unless permission is given for other activities. Students will not be permitted to go to their cars during the lunch period without permission from the faculty supervisor. 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.

TRANSCRIPTS

The first five official copies of a student's high school transcript will be forwarded to the college of his or her choice or to another school at no cost. After June of the graduating year, a five dollar fee will be assessed per transcript. The request must be in writing and a complete address must accompany the request.

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. Junior and senior high students may not use the telephone between class periods. Junior and senior high school students must obtain permission from 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.

TRANSPORTATION

If a student will be driving to school or if a carpool is arranged with a student driving and other students riding, a Vehicle Registration form must be completed and kept on file in the Academy Office. Once this form is turned in, the student will be issued an assigned parking spot AND a sticker for their window. This must be on the students window at all times. All parents involved in the carpool arrangements must sign the form.

In the interest of safety, all students are required to follow these rules:

1. Once a vehicle is parked correctly in the morning, no student is permitted to return to it during the day, unless special permission is given from the Academy office.
2. Students of the opposite sex, except for family, may not be alone in

a vehicle at any time.
3. All vehicles driven by students are to be registered and parked in the designated parking area. Student drivers must use great caution on school property and observe the posted speed limits. Abuse of driving privileges on school property will result in the removal of the privilege.
4. Student vehicles are not to be taken from campus at any time during the school day without permission from the office.
5. Students are not to borrow or loan vehicles without written permission from both sets of parents and permission from the school office.
6. When school is dismissed, students should go directly to their cars and leave. Loitering in and around the cars is not permitted.

Failure to follow these rules or if caught with dangerous driving, students may be assessed a one month driving ban where they will not be allowed to park on the property.

SCHOOL VEHICLES

Riding in school vehicles is a privilege, not a right. Failure to follow the school policy in regard to school vehicles may result in forfeiture of the privilege. Damages willfully or deliberately inflicted upon school vehicles will be charged to the student involved.

Students are to respect and obey the van or bus driver as they would any other teacher or supervisor. If needed, administration will deal with any discipline problems encountered on the bus or van. Any repeated offender will lose the privilege of school transportation.

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. If anything is lost, it is the liability of the students not the school.

VISITS AND VISITORS

Teachers have been instructed to send any visitor or parent who does not have a visitor pass to the office immediately. Trespassing on campus is strictly forbidden. This regulation is designed to ensure the safety of students and personnel. Only students enrolled at Tri-City Christian Academy will be allowed to use school facilities and equipment, subject to all other existing rules of supervision and usage.

BATHROOMS/LOCKER ROOMS

Students may only enter the bathroom/locker room designated for their biological sex.

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 on the withdrawal form 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.

A student may be dismissed from school when 75 demerits have been accumulated or when he or she is deemed to be in opposition to the rules and policies of the Academy. Students who are dismissed from Tri-City Christian Academy will not be considered for re-enrollment until they have stayed out of the school for a least one full semester. Parents and student must meet with the principal before re-enrollment will be considered.

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.

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.

SICKNESS

No student who is ill shall attend school. Students with conjunctivitis (pink eye) and other contagious conditions should remain out of school until cleared by a physician to return. We will be taking all our Warrior families into account when students or staff members are sick. Please assist us to keep our Warrior community as safe as possible.

Anyone with a fever at or above 100.4 must remain home. The student can return to school once they have been fever-free for 48 hours WITHOUT medication. We understand this may be a hardship for

parents, but it is very important that we keep all our families well. We must think of each other during this time. Any student that has a fever at school will be immediately moved to a separate space until a parent can pick them up. If your child has experienced diarrhea or vomiting, please keep them home for 48 hours after their sickness has ended.

If your child is not feeling well, please keep them at home. If they complain of not feeling well during the school day, we will call for someone to come and pick them up immediately.

DISCLOSURE POLICY

If a student at TCA reveals information to a counselor (pastor), teacher, or other school employee that raises concerns for the safety and/or emotional stability of students, that information may be revealed to the appropriate officials and may also be shared with the parents.

LOCKERS

The lockers and locks are the property of the school. Student use of them is a privilege. School officials reserve the right to inspect lockers when suspicion exists that a student has an item or substance in a locker that is dangerous, illegal, or prohibited by the school, or when suspicion exists that a student possesses property that belongs to someone else. School officials have a master key for all school-issued locks. Students may not use locks on their lockers that are not furnished by the school.

Homeroom teachers are responsible for the student maintenance of their respective lockers and locker areas. Book bags, gym bags, etc., are to be placed in the lockers and/or hung from hooks located in the hallways. No book bags or gym bags are to be placed in student restrooms. Lockers are to be kept clean and orderly. Lockers, book bags, purses, gym bags, etc. are subject to inspection at any time without notice.

CELL PHONES

All cell phones brought onto campus must remain on silent, be in a locker or backpack, and not in a clothing pocket. An elementary student can turn their phone in to their teacher to keep as well. Students can use their cell phones after the last bell rings to communicate in regards to transportation. If a student needs to make a call during the day, we have a dedicated phone line that they can use at the office. The phone number that will show up when they call is 480-245-7900.

1ST OFFENSE - Students can get their phone back from the office at the end of the day and a parent will be notified.
2ND OFFENSE - Only a parent/guardian will be allowed to pick up the phone from the office and five demerits will be issued to the student.
3RD OFFENSE - Students will be fined $10. This cash payment must be made the next morning before going to class and the cell phone must be turned in to the office each day for the remainder of the school year. Parents will be notified.
4TH OFFENSE - Students will be fined $15. This cash payment must be made the next morning before going to class and a cell phone is no longer allowed to be brought to school. If it is brought to school after this fourth offense, then the student will be suspended. Parents will be notified.

When participating in school events off campus, or when riding transportation provided by TCA, cell phones or other electronic devices capable of doing so, are not to be used to take pictures or make recordings (audio, video or otherwise) of other individuals on the TCA campus without the permission of the person(s) being photographed. The administration may seize and search any cell phone reasonably suspected of containing inappropriate or unauthorized content. Students in violation of this policy are subject to disciplinary action.

STUDENTS ARE NOT ALLOWED TO POST PICTURES, VIDEOS, OR OTHER MATERIAL TO SOCIAL MEDIA WEBSITES DURING SCHOOL HOURS. DISCIPLINARY ACTION WILL BE TAKEN IF SCHOOL OFFICIALS FIND POSTINGS.

SEARCH AND SEIZURE POLICY

To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, the principal or designee may search a student, student's personal belongings, student locker, or student automobile and may seize any illegal, unauthorized or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel; or any item disruptive of any lawful function, mission, or process of the school; or any item described as unauthorized in school rules available beforehand to the student; or any item or device that is being used to violate and/or circumvent any rule and/or policy of TCA. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

TECHNOLOGY AND SOCIAL MEDIA POLICY/GUIDELINES

This social media policy applies to all students posting on school sponsored social media as well as personal. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

Be aware of what you post online. Social media venues including wikis, blogs and blog pages, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see.

When writing online it is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. For details about online safety, be sure to check out http://www.onguardonline.gov/.

Do not share your password(s) with anyone besides your parents.

Inbound linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL or web address. It is good practice to hyperlink your sources. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or it is under Creative Commons attribution. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

Cyberbullying

Any incident of cyberbullying should be reported immediately to a parent, teacher or administrator. Cyberbullying by a TCA student directed toward another TCA student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

TCA prohibits acts of cyberbullying by TCA students through the use of any TCA owned, operated, and supervised technologies. The principal or designee may report allegations of cyberbullying to law enforcement authorities. Any act online or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying. Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the principal. TCA has a zero tolerance against cyberbullying and each reported instance will be handled in accordance with school, local and state rules, policies and guidelines. Cyberbullying should always be taken seriously.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be Polite – do not be abusive in your messages to others.
- Use appropriate Language – do not swear, use vulgarities or any other inappropriate language.
- Sending or receiving inappropriate messages or pictures is prohibited.
- Plagiarizing works that are found on the internet – Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Illegal activities are strictly forbidden – illegal activities include (but are not limited to) the following: downloading and storage for the purpose of sharing any intellectual property (software, music, movies, e-books, photos, etc.), which deprives the owner of fair compensation for their work.
- Do not reveal any personal information – including but not limited to: your personal address, phone number or phone numbers of students or colleagues, credit or financial information, etc.
- Do not send photos of others during the school day. Best practices

are to not distribute pictures of yourself or anyone else to unknown persons. Any photos of others must have written consent for you to distribute. The use of tools or software designed to disguise or hide an individual's identity are prohibited. This includes MAC address cloning or altering the IP address to something other than the system generated address.

- Do not use another individual's account under any circumstance. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device.
- Must keep devices turned off when not directed to use them.
- May not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty or staff without explicit permission given by the subject of the photo or video.
- Are not to use the device in a manner that is disruptive to the educational environment.
- Exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline.
- Are responsible for servicing their personal electronic devices. The school will not service, repair or maintain any non-school owned technology brought to and used at school by students.
- All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use. Speaker settings must be turned off.

Students wishing to bring their own computer to school must comply with the following guidelines and procedures.

- This should only be juniors and seniors taking dual enrollment classes. Students are responsible for ensuring the safety of their own personal devices.
- The school is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
- Will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
- Students will access only files and Internet sites that are relevant to the curriculum.

The use of an approved personal electronic device is a privilege, and students may be denied access at any time.

PARENTAL SUPPORT

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

Parental support and participation are crucial for educational success. We know that ultimately parents are biblically responsible for their children's education so we are thankful for the trust and confidence parents place in us by giving us a part in the training of their children. The home, church, and school should work together in harmony for the most effective training to take place.

PARENT/TEACHER CONFERENCES

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

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.

ATTENDANCE

"Moreover it is required in stewards that a man be found faithful." I Cor. 4:2

ABSENCES

The school year consists of 168 days. To receive credit, students must attend at least 152 days of each 168-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed eight days during the course of each semester. Any absence in excess of eight days each semester may cause a student to lose credit for the year. This also applies to specific classes and any deviation for credit being granted must be given through the administration. Attendance and punctuality are essential in developing successful class work and good character.

Parents should always contact the school office when their child is or will be absent from school. It is extremely important that the office is informed of all absences. The school absentee line is 480-245-7991.

When it becomes necessary for a parent to take a child out of class for a medical or dental appointment or other excused reason, the release of the student must first be made through the office. The student should bring a note from home to the office, and the office personnel will issue a pass to leave school. If the student returns later that day, they must report to the office again and sign in, and a pass will be issued to return to class.

All absences and tardies are recorded on the report card, whether excused or unexcused.

Any absence which corresponds with a previously announced assignment due date, project, test or quiz will necessitate the student turning in his/her assignment or taking the test his/her first day back to school.

Students must be in attendance at school a minimum of half of their academic class periods in order to be counted present for the day, participate in or attend sports practices and games that day and/or any other school sponsored activity.

No refunds on tuition are given because of absences.

PRE-APPROVED CUTS

Students must have their teachers fill out a cut slip prior to their absence. This form can be picked up by the student in the office. A parent must sign the form along with all of the students' teachers and then returned to the office.

The administration reserves the right to reject or limit pre-approved absences.

Absences taken without prior approval will be treated as unexcused absences.

Make-up assignments are due when students return to school. Students must be ready to take any missed quizzes or tests and must initiate the scheduling of those tests and quizzes the first day back in class.

TARDINESS

School

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.

Class

Students in grades 7-12 will receive demerits for being tardy between classes. A student will be considered tardy to class if not in the classroom at the beginning of class. For physical education classes, the student must be in the gymnasium or other designated place and be properly dressed for class.

ACADEMICS

"...if any man minister, let him do it as of the ability which God giveth: that God in all things may be glorified through Jesus Christ, to whom be praise and dominion for ever and ever. Amen." I Peter 4:11

JUNIOR HIGH SCHOOL

The courses of study are:

Grade 7: Bible, Mathematics, English/Lit, Science, History, Choir, Ensembles, Computer, Art, and Physical Education

Grade 8: Bible, Mathematics, English/Lit, Science, Geography, Ensembles, Choir, Computer, Art, and Physical Education.

SENIOR HIGH SCHOOL

Tri-City Christian Academy offers an excellent academic program in a wholesome Christian atmosphere. Graduates of our school attend many outstanding colleges and universities throughout the United States. Tri-City Christian Academy requires the successful completion of a 4-year academic program accumulating a minimum of 28 credits in the following subjects:

Bible – 4	English – 4	Math – 4
History – 3	Science – 3	Physical Education – 1
Fine Arts – 1	Electives – 5	Computer Science – 1

Foreign Language – 2 *(Many colleges require 2 foreign language credits of the same language.)*

The requirements listed above are minimal for graduation.

The following elective courses are usually offered to complement a core program and to provide adequate preparation for college admission:

Choir	Art	Speech	Yearbook
Spanish	Calculus	Physics	Accounting
Computer	Drama	Ensembles	Dual Enrollment

STUDENT CLASSIFICATION

Students in junior high must have successfully passed the academic year or completed summer school to be promoted to the next grade. High school student classification in grades 9-12 is based upon credits earned. A student will continue to advance to the next grade as far as homeroom is concerned but the credits earned will determine his or her actual grade level. The grade level requirements are listed below.

Grade 9	0 to 7 credits	Grade 10	7 to 14 credits
Grade 11	14 to 21 credits	Grade 12	21 credits

VALEDICTORIAN AND SALUTATORIAN

Based on cumulative high school grade point averages, a valedictorian and salutatorian will be chosen from each senior class. To qualify for these awards, students must have attended TCA full-time for at least four full semesters of their high school years.

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 seventh through twelfth grade are given achievement tests each spring. Juniors and seniors are encouraged to take the SAT and ACT test as well. Students will be notified in advance concerning the times and places of these examinations.

In order to graduate seniors must score a 70 in the areas of English language arts and math on the IOWA standardized test. If a senior fails to achieve this cut score then the senior must pass the ACT with a 21 or the SAT with a 1070. Failure to achieve these marks will result in a hold on the diploma until a sufficient score is attained.

FINE ARTS

We recognize the growing importance of the ability to communicate well in public; therefore, we emphasize oral communications in all classes. Students are encouraged to participate in speech/ drama in high school.

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 an integral part of the school program and is assigned to reinforce what is taught in the classroom. Homework assignments are to be completed according to the guidelines of the individual courses. Parents may supervise and give assistance with their child's homework, but are not to do the student's homework. The following guidelines are to be followed by each student in doing homework:

1. A child absent one day has one day after returning to complete work. A child absent two days has two days to make up his work after returning, etc.

2. Homework will generally not be given on Wednesdays so that students are free to attend church.
3. Students who learn quickly and apply themselves during the school day may have comparatively little homework; whereas other students may find it necessary to spend more time doing homework to keep up to grade level. If the amount of time spent on homework becomes a burden to your family, please contact the teacher and set up a conference.

All assignments must be completed and turned in on time. Failure to do so will result in academic penalties, including non-credit when appropriate. Maximum effort is expected at all times. It is the student's responsibility to seek assistance when having difficulty in a subject area. Teachers are willing to help, but they will not force a student to seek extra assistance.

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

Grade 7 - 12: Five books per week with three renewals

Library Hours

Lower elementary classes have assigned periods and Junior and Senior High students may use the library, with a pass, if the room is not in use.

Library Fines

Students will be charged for damaged materials. After four weeks, books are considered lost and a charge will be placed on the student's account for a replacement book.

IBCS Library

Use of IBCS non-fiction books is allowed for high school students. One book may be used at a time, with teacher permission. IBCS fines of twenty-five cents a day apply to TCA students when using IBCS books.

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 eight 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 or she is dressed in the proper uniform P.E. uniforms can be purchased for students through the TCA office.

PROMOTION/RETENTION

7th-8th

Seventh and eighth graders do not accumulate high school credits. A yearly average resulting in a C– or below of two core courses is subject to retention for 7-8 grades.

Junior high students are required to attend summer school if they receive a failing grade in any core academic subject.

Junior high school students may be retained and repeat the grade instead of going to summer school.

9th-12th

At the high school level, a student will continue to advance to the next grade as far as the homeroom is concerned, but earned credits determine the actual grade level.

Senior high students who fail either semester of any course required for graduation must attend summer school.

REPORT CARDS

The school year is comprised of four quarters. A semester consists of two quarters and represents one-half of a school year.

RenWeb is available 24 hours a day, 7 days a week without a fee for accessibility to all grades. Grades will be updated at a minimum of every two weeks. This enables parents to know course averages and the assignments, tests, and quizzes from which the grades were derived.

Progress Reports will be visible on RenWeb at the end of the first and third quarter. Report Cards will be visible at the end of each semester (after second and fourth quarter).

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	

COURSE CHANGES (High School)

Changes in class schedules are to be made during the first two weeks of the semester. No class may be dropped or added after this point. Any exceptions must be made by the Principal and will be done on an individual basis after careful consideration.

POLICY ON COLLEGE CLASSES

High school students may take college classes at TCA through their Dual Enrollment program with ACU/MBU or through other avenues of their own choosing. All classes may be transferred to TCA to count on the student's high school transcript and to cover specific courses needed for graduation. If you have any questions in regards to the transferring of a college class to count as a high school credit, please stop by the office.

All college classes will be weighted on a 5.0 scale. A one semester three credit college class will be worth ½ of a high school credit at TCA. It will count for three credits at the college level when transferred into where your student will be attending for their degree program.

The school office must receive an official transcript from any outside college institutions one week prior to graduation for those classes to be counted on the student's GPA, which would have an impact on class rankings. Any college credits received the following week can be counted towards the students final GPA at TCA, which will be applicable on the final high school transcript, but it will not count towards overall top student awards. Any college credits received after graduation will not be counted on the student's final high school transcript.

SUMMER SCHOOL

Summer school may be offered during the month of June for all students who fail any academic subject. It is the responsibility of the student and parents to see that any failed courses are made up in summer school. Summer school at TCA is for remedial purposes only and not for advanced credit. Courses may be made up at Tri-City Christian Academy or another approved summer school program.

CHAPEL/BIBLE CLASSES

Chapel is held once per week in grades 7-12. Students are required to bring either a King James or New King James version of the Bible with them to chapel and their Bible class. Students are required to be quiet and respectful during the service. Bible class is held three days per week with a Pastor from Tri-City Baptist Church. These classes are for a grade and do impact their GPA. A student transferring into TCA while in high school does not have to make up classes missed in order to graduate from TCA, but they must take and pass the courses while they are a student. College courses do not count for these specific Bible classes.

ACADEMIC PROBATION

Students who are failing two or more core curriculum courses at the end of the first quarter grading period and each grading period thereafter will be placed on Academic Probation. These students and their parents will receive an official letter from the school and an Academic Improvement Plan will be written. Plan components and suggestions may include, but are not limited to the following: a list of outside referral agencies for tutoring (without monetary assistance from TCA), a homework contract between all parties, assignment of a peer buddy, or schedule accommodations.

CARE OF TEXTBOOKS

Textbooks are provided at no charge to each student with the understanding that they will be maintained and returned in proper condition. If a book is abused or lost, the student will be responsible for repair or replacement cost.

College course textbook purchases are the responsibility of the student.

ACADEMIC HONESTY

Students are expected to promote an ethical academic atmosphere founded upon academic honesty. Examples of Academic Dishonesty

1. Cheating
    a. Giving or using external assistance (including electronic devices and online sources) relating to an assessment or assignment without the expressed permission of the teacher.
    b. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
    c. Falsifying any academic work.
    d. Having another student, parent, or other adult write or make major changes to student work without teacher permission.

2. Unauthorized Collaborating - Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.

3. Plagiarizing - Presenting another's ideas, words, or work as one's own.
   a. Minimal plagiarism involves
      i. Inserting verbatim phrases
      ii. Substituting synonyms into a sentence instead of rewriting it
      iii. Reordering the clauses
   b. Substantial plagiarism involves
      i. Inserting verbatim sentences or longer passages
      ii. Repeatedly and pervasively engaging in minimal plagiarism
   c. Complete plagiarism is submitting someone's complete work for an assignment.

LATE POLICY

Junior High

All assignments are due on the date the teacher assigns. If for some reason it is not turned in on time, the following rules will apply:

- After the first day, the grade is automatically reduced to a 60 and then the teacher will grade the assignment.
- After the second day, the grade is automatically reduced to a 40 and then the teacher will grade the assignment.
- After the third day, the student is automatically given a zero for the assignment.

High School

All assignments are due on the date the teacher assigns. If for some reason it is not turned in on time, the following rules will apply:

- After the first day, the grade is automatically reduced to a 50 and then the teacher will grade the assignment.
- After the second day, the student is automatically given a zero for the assignment.

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 TCA's belief that developing good character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. The appropriateness and modesty must reflect the highest standards of our school environment. If necessary, a parent will be required to bring appropriate clothing to the student. Enforcing the dress code is NOT the sole responsibility of the school. Parental support of these standards is expected. Students should be in appropriate dress code upon their arrival at school.

It is the responsibility of parents to monitor dress at school-related functions, including athletic events, so as to maintain the integrity of the school's mission.

JUNIOR HIGH AND SENIOR HIGH BOYS

School Dress Code

Pants: Loose fitting (cotton or dress style) black, tan/khaki, or gray pants may be worn. No joggers, cargo or skinny style. Low-riding pants that expose undergarments, the midriff or back when sitting, bending over, or raising hands above the head are not acceptable.
Solid color belts with no excessive metal work, must be worn on all pants with belt loops.

Shirts: A forest green, gray or black polo shirt with the TCA logo must be worn on the appropriate days and tucked in. Uniform shirts MUST be worn under any jacket. If one is not worn, demerits/detention may be issued.

Shoes and Socks: Leather, suede, or canvas tennis or dress shoes are to be worn. No crocs. No sandals. No shoes that have electronic games that can be played on the side of the shoe may be worn during school hours. Light-Up LED shoes will also not be allowed.

Sweatshirts and Long Sleeve Shirts: Only solid colored jackets/ sweatshirts or Warrior Gear jackets/sweatshirts are allowed to be worn over uniform shirts during the school day. NO jackets/sweatshirts can be worn inside out! The hood of any jacket must remain down all day or the student will be asked to remove the jacket for the remainder of the day. They can pick it up from the teacher at the end of the school day. Repeated actions of this offense will result in the student receiving demerits. A white, black, gray, forest green or cream color long sleeve shirt may be worn under the uniform polo shirt. Blankets are not a

substitute for sweatshirts or long sleeves and should be left at home.

Game Day Dress
If you are on the team as a player/manager, the following details will be your attire guidelines. Otherwise, please follow the school dress code.
Pants: Dress pants with a belt
Shirts: Dress shirt (long sleeve or short sleeve) and tie or bowtie. Suspenders are allowed. NO t-shirt "dress" shirts will be allowed.

Choir
Appropriate guidelines for choir performance dress will be issued by the Director

Reveille Week
Shorts: Can only be 2 inches above the knee
Shirts: Reveille week issued t-shirt
Shoes: Tennis shoes are required

Warrior Day
Warrior T-Shirts can be worn on Thursday of each week. Warrior gear consists of any t-shirt or sweatshirt that is either given by TCA or sold off of SquadLocker. Any Warrior gear that is altered from the way it was intended to be worn, may no longer be worn on Warrior Day. All other uniform requirements remain in place for this day.

Dress Down/Sporting Events/Class Parties
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

Formal Events
Young men are to wear dress pants, shirt, tie, sport coat or a suit with polished dress shoes and have an appropriate haircut.

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. Sideburns must not be any longer than the middle of the ear. Man-buns/braids are also not acceptable. No extremes in shaved sides with only hair down the center of the head (no mohawks).
Facial Hair: Mustaches, beards, or excessive "peach fuzz" are not

allowed. In general, male students are to maintain a clean-shaven appearance.

Tattoos: Tattoos are not permitted. If a tattoo is present before enrollment, it must be concealed at all times.

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.

Other: No fingernail polish.

JUNIOR HIGH AND SENIOR HIGH GIRLS

School Dress Code

Skirts: Loose fitting and modest (cotton or dress style) black, gray and tan/khaki skirts may be worn. The hemline of the skirt MUST come to the top of the knee when sitting. Slits must be sewn, not pinned. We highly encourage skirts without slits, but if they must have a slit then they cannot be higher than one inch. Low-riding skirts that expose undergarments, the midriff or back when sitting, bending over, or raising hands above the head are not acceptable.

A solid color belt must be worn on any skirt that has belt loops. (*Please see note below.)

Shirts: A forest green, gray or black polo shirt with a TCA logo. If you have purchased the new female cut shirts and the length is correct (the slits on the side come low enough to cover the top of the skirt and not show any skin if you raise your arms and they are not baggy/ oversized untucked) then you will not be required to tuck them in. *A belt will not be required if the shirt is one approved to be untucked. If you have previously purchased shirts then they must be tucked in and a belt worn with any skirt that has belt loops.

Shoes and Socks: Closed toed shoes with good support are recommended due to the concrete floors (leather, suede, or canvas tennis or dress shoes). Shoes must have a back support. Open toed shoes with a proper back support are permissible. No crocs. No sandals. NO shoes that have electronic games that can be played on the side of the shoe may be worn during school hours. Light-Up LED shoes will also not be allowed.

Sweatshirts and Long Sleeve Shirts: Only solid colored jackets/ sweatshirts or Warrior Gear jackets/sweatshirts are allowed to be worn over uniform shirts during the school day. NO jackets/sweatshirts can be worn inside out! The hood of any jacket must remain down all day or the student will be asked to remove the jacket for the remainder of the day. They can pick it up from the teacher at the end of the school

day. Repeated actions of this offense may result in the student receiving demerits. A white, black, gray, forest green or cream color long sleeve shirt may be worn under the uniform polo shirt. Blankets are not a substitute for sweatshirts or long sleeves and should be left at home.

Game Day Dress
If you are on the team as a player/manager, the following details will be your attire guidelines. Otherwise, please follow the school dress code. Dresses or Skirts/Tops: Dresses or skirts must come to the knee all the way around. The top layer and layer underneath (if it is the new trend with the see through layer on the top) must both meet the length requirement. Tops of dresses must not be low cut in the front or have the back cut out. No sleeveless. Sleeves can be cap, short, three-quarter, or long. Please see the "Game Day" Flyer for pictures.

Choir
Appropriate guidelines for choir performance dress will be issued by the Director

Reveille Week
Shorts: Can only be 2 inches above the knee
Shirts: Reveille week issued t-shirt
Shoes: Tennis shoes are required

Warrior Day
Warrior T-Shirts can be worn on Thursday of each week. Warrior gear consists of any t-shirt or sweatshirt that is either given to the student by TCA or sold off of SquadLocker. Any Warrior gear that is altered from the way it was intended to be worn, may no longer be worn on Warrior Day. All other uniform requirements remain in place for this day.

Dress Down/Sporting Events/Class Parties
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.

Formal Events
In choosing your dress for any formal event (homecoming, banquet, graduation, etc), please use wisdom and discernment in the area of modesty. Young ladies may wear dresses or blouses and skirts with nice

dress shoes in accordance with the following guidelines. We ask that the back of the dress not go below the base of the shoulder blade and that the neckline should not be lower than two inches below the collar bone. Straps should be at least two inches wide. Strapless and spaghetti strap dresses must be accompanied by a jacket or shawl. If you choose a shorter style dress, the length of the dress should come to the top of the knee when standing. Dresses must be approved by the Academy office no later than two weeks before the event. If the dress is not approved by the assigned date then you will not be allowed to attend the event, unless you are in school uniform. If your dress needs to be altered, then you have a time period allotted to have the dress altered and then checked again.

Miscellaneous Items

Hair: Hair must be natural in hair color and appearance. NO bright colors or unnatural streaks/highlights. Natural colored hair must be kept up throughout the year. Any student not meeting this requirement must go home until it is fixed.

Jewelry: Excessive jewelry and body piercings are prohibited. No more than three pairs of earrings (per ear) will be permitted.

Tattoos: Tattoos are not permitted. If a tattoo is present before enrollment, it must be concealed at all times.

STUDENT CONDUCT & 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 and self-discipline. The Administration of Tri-City Christian Academy desires for all students to LIVE BY BIBLICAL PRINCIPLES, NOT BY PERSONAL PASSIONS. Proper behavior is derived from the fundamental truths of the commands and character of God.

"Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that your labor is not in vain in the Lord." I Corinthians 15:58

It is the purpose of the disciplinary system to aid young people in the development of Christian character. Respect for God, country, family, teachers, fellow students, peers, and property should be part of every student's life.

WHAT'S BEST
Be successful in the things that matter for eternity and for His glory to develop Christlikeness.

"That you may approve the things that are excellent, that you may be sincere and without offense till the day of Christ." Philippians 1:10

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.

Classroom discipline is to be maintained by the teacher. Prompt obedience, respect, and willingness to adhere to the rules of the school are expected at all times. Polite and courteous speech is expected at all times. Lying, cheating, and stealing are not tolerated. There is to be no pushing, shoving, taunting, ridiculing or other abuse of fellow students. Students are to conduct themselves in an open, friendly manner with those of the opposite sex. Students are not to be in rooms or areas of the campus which do not have teacher supervision. Loitering in restrooms or elsewhere on campus is not permitted. Chewing gum is prohibited at school. Students who abuse or damage school property, whether willfully or accidentally, will be required to pay for the damage.

EDIFICATION

"All things are lawful for me, but not all things are helpful; all things are lawful for me, but not all things edify."
I Corinthians 10:23

Tri-City Christian Academy strives for full cooperation with parents to work collectively for the spiritual growth of our students with the goal that students will be able to determine within themselves: **"Does this edify? Does it strengthen my Christian life/spiritual walk?"**

ATTITUDE

Attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school. Attitudes, which dampen Spiritual Growth in others would include any kind of mocking of the things of God, or the creation of "peer pressure" that would make spiritual growth difficult for others. It is crucial that TCA be a safe place, even emotionally. Consequently, verbal abuse of students or staff will not be tolerated.

TCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

BEHAVIOR

Violent behavior in the form of fighting, making threats, or other inappropriate physical aggression will not be tolerated. The term "fighting" which is prohibited by this section shall include any physical contact between students which is motivated or brought about by any danger or bad feelings including punching, pushing, hitting, kicking, etc. If the Administration, after reviewing the facts, determines that one of the participants was clearly the victim and did not instigate the fight, the victim shall not be disciplined or may be disciplined less severely than the instigator.

TCA reserves the right to discipline or dismiss students who intentionally and/or recklessly disrupt the learning environment at TCA. This also includes disruptions of school programs and practices for the programs.

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. Violations include, but are not limited to:

1. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
2. Insolence (attitude of contempt)
3. Mockery (malicious insults, malicious teaching, etc.)
4. Harassment
5. Bullying/Intimidation
6. Use of profane, vulgar, or obscene language or actions
7. Possession of obscene and/or offensive materials
8. Truancy, ditching, on or off campus
9. Use of any type of tobacco products including, but not limited to, vaping and e-cigarettes
10. Willful destruction or defacement of school property or private property on school premises (student will pay for repairs)
11. Theft
12. Possession or use of fireworks, lighters, etc.
13. Inciting or contributing to the disruption of the school program
14. Forgery
15. Lying
16. Cheating (giving or receiving any information on an assignment, quiz, or examination.) Taking someone else's work and making it your own.
17. Endangering the health, safety, or well-being of oneself or others (fighting, driving recklessly, etc.)
18. Any behavior, in actions or words, that occurs on or off campus that is antagonistic to the basic goals and objectives of the school or has an adverse effect on other students or staff members and is contrary to a Christian lifestyle. This includes Internet activity and/or posting material on social media that is offensive and/or suggestive in nature.

STUMBLING BLOCKS
Could this ensnare others?

"But beware lest somehow this liberty of yours becomes a stumbling block to those who are weak." I Corinthians 8:9

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."

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!

PUBLIC DISPLAYS OF AFFECTION (PDA)
Students should show respect for themselves as well as for their fellow students. Students are expected to exhibit proper moral behavior at all times. Public displays of affection will not be permitted. TCA has a "no touch" policy with regards to public displays of affection.

CONTROL

Could this enslave me? Redeem the time; don't waste it!

"All things are lawful for me, but all things are not helpful… I will not be brought under the power of any." I Corinthians 6:12

The following terms are employed in the discipline system:

Disciplinary Probation: A student that accumulates 50 demerits in a semester will automatically be placed on disciplinary probation for the successive semester and will lose the privilege of representing Tri-City Christian Academy in any extracurricular activities. He or she may be required to attend regular counseling sessions. This probation lasts for the remaining portion of the semester.

Suspension:

In-school: See the demerit accumulation section (page 42).

Out-of-School: A student may not come to school for the duration of the suspension.

Expulsion: A student may be expelled from Tri-City Christian Academy for the following reasons:

1. The accumulation of 75 demerits in one semester
2. The accumulation of 50 demerits during a semester while on "admission probation,"
3. The manifestation of a destructive influence or spirit of controversy or the engendering of a spirit contrary to the purpose and principles for which Tri-City Christian Academy stands, regardless of the number of demerits received.

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, Advisory Committee and student. Notification will be made to the pastor and/or youth pastor of an expelled student.

Illegal activities: If any student is found in violation of one of the following activities, they will have a meeting with the principal and Advisory Committee. The final decision on the total number of demerits received as well as suspension or expulsion for the student will be decided at that time.

The following infractions are worth 75 demerits:

1. Tobacco products or Any Vaping Items
2. Pornography/lewd materials (including digital)
3. Stealing
4. Immorality
5. Alcohol or substance abuse (including the misuse of prescription or over-the-counter medications)
6. Vandalism
7. Possession of knives, guns, explosives

DEMERITS

The following are the guidelines for our demerit system. Administration reserves the right to make discretionary decisions with the input of the Advisory Committee.

School procedural rules 3
Dress code, tardy, gum, food, candy, drink in class without teacher permission, loitering in the parking lot, etc.

Offences 5
D*isobedience (attitude), disorderly conduct, (horseplay) disrespect (repetitive talking)*

Defacing Property ..... 10+

Prohibited Articles ..... 10+

Social Media (at the discretion of administration)..... 10+

Skipping Class 15
(If a test or quiz is given during the class a zero will be given.)

Vulgarity (counseling session) - profanity in language or actions
First offence 5
Second offence 15
Third offence 30

Bullying (counseling session **) and PDA (**at the discretion of administration) - improper physical touch with any student
First offence 5
Second offence 15
Third offence 30

Fighting and Lying (including the use of decoy phones)
First offence 5
Second offence 15
Third offence 30

Cheating and Plagiarism (counseling session) (offences do not reset at semester)
The following is a list or parameters, but depending on the assignment (homework, test, quiz, etc.) the teacher has the discretion to alter the first offense demerit to a lower number. The student will also receive a 0 for the assignment.

First offence	cheating 20	plagiarism 5
Second offence	cheating 30	plagiarism 20
Third offence	cheating 50	plagiarism 30
Fourth offence		plagiarism 50

Tardy to School (per semester)
5 Tardies ..... 3 demerits
10 Tardies $10
15 Tardies ..... 15 demerits
20 Tardies .....No credit for the class.

DEMERIT ACCUMULATIONS

A demerit letter will be issued from the office and will be sent home for parent notification.

When a student accumulates:

20 demerits – a letter will be sent home to parents and a counseling session will be scheduled with a pastor from Tri-City Baptist Church.

30 demerits – a letter will be sent home to parents and the student will be assigned an early morning work suspension, as well as a counseling session. The date and time will be listed on the letter. Failure to appear will result in a one day out-of-school suspension. (Athletes will sit out one game.)

50 demerits – the student will be called in for counseling, will be suspended for one day and must make up missed assignments given during the time of suspension. At this time, the student will lose out on all extracurricular activities. If a student receives more than 50 demerits in a semester, he or she will be placed on disciplinary probation. If a student receives 50 demerits for two semesters in succession, he or she may not be allowed to return to school for one complete semester.

60 demerits – the student will be called in for counseling, will receive out-of-school suspended for two days. They must make up missed assignments given during the time of suspension. An automatic letter grade deduction will be applied to all homework.

75 demerits – the student may be expelled from Tri-City Christian Academy. The decision will be made after a meeting with the principal and the Advisory Committee.

Offenses and school procedural infractions will be given via online demerits in RenWeb. All other infractions will be received by the student in paper form. Any offense resulting in 20+ demerits will be placed in the student's permanent file (files are sent if student wishes to transfer schools).

The accumulated demerits in a semester will be erased (other than Cheating and Plagiarism) at the end of each semester.

GLORIFICATION
Does it exalt Christ?

"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God" I Corinthians 10:31

EXPECTATIONS

The students of TCA are held to a high level of expectation for behavior as well as academic performance. We trust that our students will be model citizens in their communities, and that their behaviors would be reflective of the Christian principles that they are taught at home as well as at school.

The Discipline Policy applies to students while they are on campus, in TCA operated vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation. This includes the posting of any type of inappropriate material on the internet that can bring discredit to the TCA. Such internet postings will not be tolerated and will be addressed immediately. In the event a TCA student is charged with a legal violation, outside of school hours, we reserve the right to also administer discipline measures as we deem appropriate and fitting.

Are you striving to please the Lord in your everyday life choices?
TO LIVE A LIFE THAT IS FULLY PLEASING TO THE LORD,
YOU MUST PONDER AND PRACTICE BIBLICAL PRINCIPLES.
Know what you believe and why you believe it. Establish your standards and stand firm. Be a person of conviction. Make decisions for His glory.

It is not feasible to have every possible rule and its consequence outlined in the Student Handbook; therefore, the Administration may invoke other disciplinary action as it deems fit and appropriate. TCA reserves the right to exceed the established discipline procedure if the offense warrants it. Any behavior that brings into question the reputation of Tri-City Christian Academy in the community may result in immediate expulsion regardless of the number of offenses.