A Letter From The Chairman

We at Tri-City Christian Academy are delighted by the special privilege you have entrusted to us. We understand what a sacred responsibility it is to partner with you in the task of child rearing. We are honored by the confidence you have placed in us.

We are here to assist you in rearing your children, not to rear them for you. God has entrusted their primary care to you. You are their parents and have simply asked us to aid you in their moral, spiritual, and academic development.

Attendance at TCA is a privilege and not a right. This privilege can be forfeited by a failure to obey the rules of the school. We do not view rules as a method of control to make our lives easier. Rather, rules are intended to help children do right as they are being taught the why’s of doing right. We believe the habit of doing what is right is created in children and as they mature, the why’s are explained at an age appropriate level. Our goal is to train children who will love God and love their neighbor because they want to, not because someone is making them.

We have outstanding teachers. Many on our staff have been with us for fifteen years or more. They view this ministry to your children as a calling from God. From a human standpoint they sacrifice many things, but we know sacrifice in human terms is never real sacrifice. Because their dedication is clearly evident, I encourage you to talk with any teacher or administrator if you disagree with them. The teachers and staff obviously love your children or they would not do what they do. Ask them, “How can we work together to make my child more like Christ?” This is their goal for your child.

I know God has a great year in store for each of us as we attempt to submit ourselves to be more like Christ. Let us always work together.

Sincerely,

Michael D. Sproul, D.Min
1981 Alumnus
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 principals 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,SOCIALY, 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

Jarid Lawson
Vice 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.
“Only fear the LORD, and serve him in truth with all your heart: for consider how great things he hath 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 and Association of Christian Schools International. We are accredited through both the AdvancED organization and Association of Christian Schools International. 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 easily. It is a source of information and instruction for the parent and student.
PHILOSOPHY

“And ye 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

Grades 7-12 8:00 a.m.—3:25 p.m.

Study Hall 3:30 p.m.—4:30 p.m.

Tri-City Christian Academy will offer a study hall from 3:30-4:30pm Monday-Friday, when school is in session. Any 7th-12th grade students not picked up by 3:30pm and not participating in athletic events must report to the designated area. At 4:30 all students must remain in the lobby until they leave campus with a parent or guardian.

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 receiveth not the things of the Spirit of God: for they are foolishness unto him: neither can he know them because they are spiritually discerned.” 1 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.

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.

By enrolling a student in the Academy, a parent or guardian is giving permission to use his or her student’s image in any promotional material.

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 record
2. Physical examination and health forms
3. For students participating in the sports programs, a copy of student’s birth certificate on file
4. Payment of the enrollment tuition
5. A parent interview with the vice principal is held before students are permitted to attend classes. Students in grades 7-12 must be present during the interview.
ADMISSIONS

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
“...If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches.” Luke 16:11
Financial rate sheets are available in the school office. Parents may choose a 10- or 11-month payment schedule. Tuition not paid on schedule by August 15 may result in a student’s loss of placement on the enrollment list. All monthly tuition payments are due on the 15th of the month. Payments that are five days past due incur a late fee of $25.00. If the student is eligible and applies to at least 5 STOs, late fees will be waived. Please see the STO section for contact information. Parents with past due accounts should contact the office to make arrangements for payment. After 15 days, students with past due accounts may not be allowed to attend class or participate in extracurricular activities until the account is paid in full. All accounts must be current by May 15. Eighth grade students and high school graduates may not participate in graduation exercises unless their account is paid in full. Any account which is 90 days past due may be sent to collections. When completing online enrollment for your child, RenWeb charges $20, which must be paid, before your application is submitted. This is separate from the $225 enrollment tuition.

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 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.
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 man despise thy youth, but be thou an example of the believers, in word, in conversation, in charity, 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. Mutilation and destruction of school property is considered to be a serious matter, and students will pay for any damage they cause. Intentional destruction of property may be cause for dismissal.
3. Stealing and cheating are considered very serious and may subject the student to immediate dismissal. Breaking into or opening other lockers and using or having other student materials without permission are considered serious offenses which may be considered as intent to steal.
4. Yelling, horseplay, fighting, and general misconduct are unacceptable whether on the bus, in the hallways or classrooms.
5. Students are expected 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 thy heart with all diligence; for out of it are 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, and pornography. Attending dances, such as prom at another school, must have administrative approval. 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.

PUBLIC DISPLAYS OF AFFECTION (PDA)
While at school or any school function, students must refrain from public displays of affection (PDA). Inappropriate social conduct includes but is not limited to hand-holding, hugging, sitting on laps, kissing or any form of physical touch whether the same sex or opposite sex. Infractions of this nature will be addressed on a case-by-case basis by the administration.
COUPLES
Tri-City Christian Academy believes that dating with the proper perspective, attitudes, and goals can be part of the lives of young people. However, early dating, improper dating standards and early engagement can hinder or destroy the goal of training for service in the Lord’s work. One of the greatest steps in preparation for courtship, engagement, and marriage is the molding of healthy friendships, especially the development of courtesy towards the opposite sex. In keeping with these objectives, the following guidelines should be observed. Senior High students are permitted to date at school functions but must double date to and from the function. Parents are encouraged to keep dating to a minimum and only at group functions.

The Administration reserves the right to require written permission of both sets of parents for couples to date. Any dating between college and academy students must be approved by the parents of both students and have the permission of both the college and academy administration. It is the student’s responsibility to request and secure this approval. Dating without obtaining the necessary approval may result in dismissal from school. All approved dating will still be subject to the academy dating guidelines mentioned above. Any student engaged to be married may not attend TCA.

LOCKERS
It is the responsibility of each student to take care of his or her locker. Nothing permanent is to be affixed to the outside of the lockers. Lockers should be kept clean and orderly and are not to be used as trash receptacles. Lockers must remained locked at all times for the safety of the students’ belongings. This includes the locker room. If you are taking PE or participating in a sport, you must purchase a lock for this locker. All unlocked lockers will result in either a warning (emptying of the locker) or 3 demerits.

Periodic locker checks are made. There is no expectation of privacy as the lockers are owned by TCA. Students should never give their combinations to other students, nor should a student go into someone else’s locker. The lockers are to be used to store books and school supplies. Students are requested to limit the number of trips they make to lockers in order to minimize congestion in those areas. A damage fee will be assessed to the student that damages the locker or loses a lock. Inappropriate items stored in lockers will be removed during locker
inspections. Lockers may be decorated on the inside, but decorations may not depict any activity contrary to school policies.

**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, earphones, 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 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 unto Samuel, Look not on his countenance, or on the height of his stature; because I have refused him: for the Lord seeth not as a man seeth for man looketh on the outward appearance, but the Lord looketh on 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, assessed demerits, detentions, 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 high school students are listed in their respective sections.

JUNIOR HIGH AND SENIOR HIGH BOYS

School Uniform

Pants: Loose fitting black and tan pants such as those purchased through Old Navy, Target, WalMart, and JCPenney. Cotton twill fabric and dress style pants may be worn. No joggers. Loose fitting refers not only in the waist, but also loose fitting to the legs, otherwise not skinny jean style. Low-riding pants that expose undergarments, the midriff or back when sitting, bending over, or raising hands above the head are not acceptable. Boys’ pants cannot be cargo style and pockets must be on the inside. Pants may not be rolled at the ankle and may not have elastic leg and ankle cuffs. Belts, which are black, brown, or white with no excessive metal work, must be worn on all pants with belt loops.

Shirts: A forest green or black polo shirt with the TCA logo which must be tucked in when worn.

Shoes and Socks: Leather, suede, or canvas tennis or dress shoes are to be worn. 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: Coats and jackets with worldly symbols are not permitted on the campus. Only solid colored jackets (small trademark is acceptable) or Warrior Gear jackets, sweatshirts and polos are allowed during the school day. A white, black, forest green or cream color long sleeve shirt may be worn under the green or black uniform polo shirt.

Performance Dress – Choir

Pants: Black dress pants
Shirts: Jewel-tone dress shirt and neck tie (jewel-tone includes purple, aqua, red, green, blue, etc.)
Shoes and Socks: Black dress shoes and black socks
Performance Dress-Senior High Band
- Black tuxedo will be issued by the Academy. White tuxedo shirt and bow tie. Black dress shoes and black socks
- A $5.00 dry cleaning fee will be charged when uniforms are issued. Uniforms will be collected at the end of each year. Repairs for any damage will be charged to the student’s accounts

Performance Dress-Chorale
- Black tuxedo suit, long black tie, and red vest – these will be issued by the Academy. White tuxedo shirt. Black dress shoes and dress socks.
- A $5.00 dry cleaning fee will be charged when uniforms are issued. Uniforms will be collected at the end of each year. Repairs for any damage will be charged to the student’s accounts.

Dress Down/Reveille Week
**Shorts:** Knee length athletic shorts ONLY. School uniform pants can be worn as an alternative.
**Shirts:** Reveille week issued t-shirt (for Reveille Week), school appropriate t-shirt is allowable for dress down days. No sleeveless shirts allowed.
**Shoes:** Tennis shoes

Warrior Day Dress
**Pants:** Uniform pants
**Shirts:** Warrior gear t-shirts, polos, and sweatshirts
**Shoes:** Tennis shoes

Sporting Events/Class Parties
**Pants/Skirts:** School uniform, dress down/reveille dress, or loose fitting jeans
**Shirts:** School uniform, dress down/Reveille dress, Warrior gear t-shirts, Warrior gear sweatshirts, or a nice polo shirt. Shirts identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited.

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 be neat, clean, and trimmed, cut above the ears, and combed so that it is no longer than the middle of the forehead in front, and off the collar in the back. Hair must be natural in color and appearance throughout the year, must be cut smoothly with no shelves, lines on the side of the head, or designs. Any style identified as worldly or excessive is unacceptable. Shaggy or bushy hairstyles are not acceptable. Sideburns must not be any longer than the middle of the ear. Man-buns and Man-braids are also not acceptable. No 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.

**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.

**Tattoos:** Permanent tattoos must be covered. Writing/drawing on yourself or others is not permitted as it is both unprofessional and a PDA offense.

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

### JUNIOR HIGH AND SENIOR HIGH GIRLS

**School Dress**

**Skirts:** Loose fitting and modest black and tan skirts such as those purchased through Old Navy, Target, WalMart, and JCPenney. Cotton twill fabric and dress style skirts may be worn. The hemline of the skirt must come to the middle of the knee in front and the bend of the leg in the back when standing and must be adequate enough to be at the top of the knee when sitting. Slits must be sewn, not pinned, and should be no higher than the middle of the knee. Low-riding skirts that expose undergarments, the midriff or back when sitting, bending over, or raising hands above the head are not acceptable. A black, white, or brown belt must be worn on any skirt that has belt loops. Scarves cannot be worn as belts.

**Shirts:** A forest green or black polo shirt with a TCA logo must be tucked in when worn.
Shoes and Socks: Leather, suede, or canvas tennis or dress shoes are to be worn. Shoes must have a back support. Open toed shoes with a proper back support are permissible (not sandal-styled open-toed). Closed toed shoes with good support are recommended due to the concrete floors. Socks and shoes must be matching knee socks, tights, or footless leggings, in a single plain color (black, brown, tan, cream, white, forest green, navy blue) may be worn. 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: Coats and jackets with worldly symbols are not permitted on the campus. Only solid colored jackets (small trademark is acceptable) or Warrior Gear jackets, sweatshirts and polos are allowed during the school day. A white, black, forest green or cream color long sleeve shirt may be worn under the green or black uniform polo shirt.

Performance Dress
Black long skirt, jewel-tone blouse (jewel-tone includes purple, aqua, red, green, blue, etc.) Blouses must meet the TCA standard for modesty—not too low or tight.

Performance Dress-Senior High Band
- Black long skirt and black blouse - these will be issued by the Academy. Black dress shoes.
- A $5.00 dry cleaning fee will be charged when uniforms are issued. Uniforms will be collected at the end of each year. Repairs for any damage will be charged to the student’s account.

Performance Dress-Chorale
- Black long skirt and red blouse - these will be issued by the Academy. Black dress shoes.
- A $5.00 dry cleaning fee will be charged when uniforms are issued. Uniforms will be collected at the end of each year. Repairs for any damage will be charged to the student’s account.

Warrior Day Dress
- Pants: Uniform skirts
- Shirts: Warrior gear t-shirts, polos, and sweatshirts
- Shoes: Tennis shoes
Dress Down/Reveille Week

**Shorts:** Knee length, loose fitting athletic shorts ONLY. School uniform skirts can be worn as an alternative.

**Shirts:** Reveille week issued t-shirt (for Reveille Week), school appropriate t-shirt is allowable for dress down days. No sleeveless shirts allowed.

**Shoes:** Tennis shoes

Sporting Events/Class Parties

**Pants/Skirts:** School uniform, dress down/reveille dress, loose fitting capri-style pants or jeans which extend at least three inches below the knee.

**Shirts:** School uniform, dress down/Reveille dress, Warrior gear t-shirts, Warrior gear sweatshirts, or a nice shirt. Shirts identified with worldly fads, fashions, activities, or anti-Christian characters are prohibited.

**Shoes:** Tennis shoes or sandals

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 will be permitted.

**Make-up:** Excessive make-up is prohibited. Glitter, or cosmetics containing glitter should be worn only during Spirit or Reveille weeks.

**Tattoos:** Permanent tattoos must be covered. Writing/drawing on yourself or others is not permitted as it is both unprofessional and a PDA offense.

**Overall Style:** Oversized or tight/formfitting styles are not to be worn.

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 three 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 middle of the knee in front and the bend of the leg in the back 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.
DISCIPLINE

“He that hath no rule over his own spirit is like a city that is broken down and 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. In the junior or senior high grades, demerits become part of each student’s permanent record.

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.

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:** 7:30-12:30 student will serve a work suspension with Mr. Jim Parren and from 1-3:25 will serve as a study hall to work on the school work missed while serving the suspension.

**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, and student.

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

Illegal activities:

1. Tobacco products 75 (expulsion)
2. Pornography/lewd materials 75 (expulsion)
3. Stealing 75 (expulsion)
4. Immorality 75 (expulsion)
5. Alcohol or substance abuse 75 (expulsion)
6. Vandalism 75 (expulsion)
7. Possession of knives, guns, explosives 75 (expulsion)
DEMERITS

Classroom procedural rules ............................................................ 1
Talking, uncovered textbook, unprepared for class, etc.

School procedural rules ............................................................... 3
Dress code, tardy, gum, food, candy, drink in class without teacher permission, phones, unlocked lockers, etc.

Offences ................................................................................. 5
Disobedience, disorderly conduct, horseplay, disrespect, attitude, repeatable offences

Defacing Property ................................................................. 10+

Prohibited Articles ................................................................. 10+

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

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

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

Bullying and PDA - improper physical touch with any student
(counseling session)
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 (offences do not reset at semester)
First offence .......... cheating 20 ...... plagiarism 0%
Second offence .......... cheating 30 ...... plagiarism 20
Third offence .......... cheating 50 ...... plagiarism 30
Fourth offence ........ plagiarism 50

Tardy to School
5 Tardies ................................................................. 3 demerits
10 Tardies ................................................. 1/2 day in-school suspension
15 Tardies ......................................................... 1 day in-school suspension
20 Tardies ............................................................. 15 demerits
20+ Tardies (at the discretion of the administration)
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 assigned with administration or the Tri-City Baptist Church youth pastor.
- **30 demerits** – the student will be called in for counseling to address behavioral patterns that need to be corrected. A letter will be sent home to parents and the student will be assigned an early morning work suspension. The date and time will be listed on the letter. Failure to appear will result in a one day in-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 be suspended (out of school) for two days and must make up missed assignments given during the time of suspension with 50% on any assignments and 0% on tests and quizzes.
- **75 demerits** – the student will be expelled from Tri-City Christian Academy.

Offenses, Classroom 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 offence 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 at the end of each semester, but do become part of each student’s permanent record. No record will be made in the file of a student who receives fewer than six demerits.
ATTENDANCE

ABSENCES
“Moreover it is required in stewards that a man be found faithful.” I Cor. 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.

EXCUSED ABSENCES
An excused absence is when the parent has informed the school as to the reason for that absence by calling the absentee line (480-245-7991), sending an email or a written note. Examples of an excused absence are the following: illness, bereavements in the immediate family, medical or dental appointments and church or school approved activities.

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

PRE-APPROVED CUTS
Parents may take students out of school on the basis of pre-approved cuts. The procedure is as follows:

Seventh through the twelfth grade students must pick up a “cut” slip in the school office to take home for the parent to fill out stating the reason for the absence, the dates the student will be gone, and a parent signature. This form is then taken to all of the student’s teachers to get in writing the assignments which will be missed and the form returned to the school office by 3:30 p.m. for a final signature the day prior to leaving.

All homework missed during the time away from school is to be made up and have ready for class on the first day back unless prior arrangements have been made with the teacher. The Administration reserves the right to reject or limit cuts. NO cuts will be granted for quarter exam days, semester exam days, the final week of school, the
first week of school, or weeks of special meetings unless preapproved by the principal. Absences taken without prior approval will be treated as unexcused absences.

UNEXCUSED ABSENCES: GRADES 7-12
An unexcused absence is when a student is absent and the parent/guardian does not contact the school by telephone through our absentee line (480-245-7991), or does not bring a written note stating the reason for the absence.

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. A 7-12th grade students must attend at least four full classes in order to be counted present for the day. A student may not participate in, or attend, a school sponsored activity on a day when he is not counted present.
4. No refunds on tuition are made because of absences.
5. 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

School
It is important that the students be on time for classes. Students who arrive after 8:00 a.m. are considered tardy and must report to the office with a written excuse from their parents. If a student is tardy for more than 20% of the scheduled class hour in any course during the semester, course credit will not be granted except by special administrative permission and the student will be subjected to the tardy disciplines stated on page 31.

The administration reserves the right to refuse enrollment to any student who is consistently late. Lateness caused by unusual circumstances will be evaluated by the administration.

Class
Students in grades 7-12 will receive demerits for tardiness 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, Life Science, World History, Literature, Choir, Art, and Physical Education.

Grade 8:  Bible, Mathematics, English, Earth Science, Geography, Literature, Choir, 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 in 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:

- Band
- Rosetta Stone
- Speech
- Pre-Calculus
- Choir
- Chorale
- Drama
- Handbells
- Accounting
- Physics
- Computer
- Yearbook

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.

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<th>Grade</th>
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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.

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 KJV or NKJV are 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 the classroom when class begins. Failure to do so will constitute a tardy.
8. 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 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 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 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
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
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.

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 ten days or more during the school year, regardless of the reason, will not be given credit for this subject.
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 bookstore.

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

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. To be on the “A-B” honor roll, a student must have all A’s and B’s. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59+</td>
</tr>
</tbody>
</table>
POLICY ON COLLEGE CLASSES

High school students may take college classes at TCA through their Dual Enrollment program with ACU 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. To be recognized as valedictorian or salutatorian a student must have completed a minimum of three full semesters at TCA.

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

ATHLETICS
As in all activities at Tri-City Christian Academy, our goal is to glorify the Lord. We believe the discipline of athletics provides an opportunity to witness for Christ and to develop Christian character. TCA participates in an inter-scholastic sports program with other area schools that includes competition in soccer, volleyball, basketball, baseball, and golf. Students wanting to participate in athletics must meet all eligibility requirements and have a completed health physical and birth certificate on file. All team uniforms are to be turned in at the end of every game. Athletes are responsible for the care of their uniforms and equipment and will be assessed a fee for replacement of damaged uniforms.

STUDENT ELIGIBILITY
Student eligibility for extracurricular activities and student leadership are based on grade average and conduct.
1. A student becomes ineligible by receiving two D’s or an F in any class.
2. Eligibility is examined starting the 5th week of each grading period. Grades will be examined twice per week each Monday and Wednesday thereafter. A student with below-average grades will be ineligible until the next grade eligibility check.
3. Any student whose conduct is unsatisfactory in any area of school life (including character) may be considered ineligible for participation in extracurricular activities.
4. To participate in an athletic game or practice or extracurricular activity, including fine arts, a student must be in school a minimum of four hours the day of competition.
5. A student’s failure to remain eligible will disqualify him or her from participating in cheerleading, athletic competitions, being part of a special group, performing during the school plays, and programs. Students will be allowed to participate in athletic practice sessions and rehearsals for the school play.
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 New King James 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 3:25 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. TCA’s after school policy goes into effect at 3:25 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, smart watches, or any other device for receiving or transmitting messages are allowed but must be turned off and in the students’ locker during the school day. They may be used only before and after school and during the lunch period. If they are used at any other time, phones will be confiscated and turned in to the Academy office. Three (3) demerits will be issued to the student with each consecutive confiscation following the first offense. If a teacher allows the use of one of the above devices during class, then the device should be collected by the teacher until the appropriate time.
COURSE CHANGES
Changes in class schedules are to be made during the first two weeks of the semester. A class may not be added after that time. A student will retain the same courses during the entire year. Any course with fewer than five students may be canceled.

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.

We request that parents dress modestly when accompanying students on field trips.

HALL PASSES
Junior and senior high students who need to go to the office between classes must obtain a pass from the teacher of the class they are leaving. Office personnel will not issue passes.

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

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/her 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 his/her 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. Each item picked up from the lost and found will result in a charge of $1 on the student’s school bill. 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. 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 on school accounts (via the ParentsWeb). Students are to enter the lunch area in an orderly fashion. Misconduct or horseplay in the lunch area will not be tolerated.

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.

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.

SCHOLARSHIPS, GRANTS and STOs
Parents are encouraged to apply for tuition scholarships and grants from the Tuition Organization for Private Schools (TOPS) and other student tuition organizations. STO application summary sheets must be submitted to the business office. A chart listing all organizations that TCA families most often use is available online and through the office. You can also contact Mrs. Melissa Shumate in the Business Office, by email: melissa.shumate@tricityministries.org

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. The cost to replace a damaged, school-owned textbook is the responsibility of the student to whom the book is assigned.
SCHOOL REVEILLE
Tri-City Christian Academy begins each school year with a five-day Reveille Week for all 7th-12th grade students. All students are required to attend. The program is designed to allow faculty and students get acquainted in a warm spiritual atmosphere. During the five days, activities are designed to address the spiritual, social, and physical aspects of a student’s life.

SENIOR TRIP
Each year the Senior Class takes a class trip. This usually occurs near the end of the year. All seniors are expected to participate, unless excused by the administration, as it is part of their graduation requirements. The cost of the trip will vary according to destination and type of trip taken, but all or most of the funds will be raised during the year by class projects. Students who enroll their junior or senior year will be required to pay a trip fee, to be determined by administration.

SENIOR CUPS
Each senior will be assigned a “senior cup” to use during lunch and lunch duty times. These cups are a senior privilege and ONLY seniors may use them. Any student, who is not a senior, found using one of these cups will be subject to demerits as stated in this handbook.

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. 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.
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.

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. One this form is turned in, the student will be issued an assigned parking spot. All parents involved in the carpool arrangements must sign the form. Forms can be obtained from the Academy Office.

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.
GENERAL POLICIES

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.

School authorities 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
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.

A student will 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 at least one full semester. Parents and student must meet with the principal before re-enrollment will be considered.

**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.