



TRI-CITY

CHRISTIAN ACADEMY

Student Handbook 2022-2023

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COMMITMENT TO EDUCATION: A TRI-CITY CHRISTIAN ACADEMY TRADITION

In July of 1957, the founders of Tri-City Christian Academy of Seventh-day Adventists* started construction on the first TCA campus building. This was a personal commitment on their part. They drove nails, poured concrete, laid blocks, and performed several other jobs. Families worked shoulder to shoulder. Many individuals left work, went directly to the school every day for weeks, and worked on the building until late in the evening. The building rose from its foundation and in one month, school started. That was commitment!

Why were so many individuals dedicated to this school? The answer is simple. They wanted a Seventh-day Adventist school that would be able to serve the Triad area. They wanted a school where the Bible was a regular textbook, values were taught and modeled, and prayer was a way of life. Today, most parents want this for their children. But, as parents face a world of challenges, many need a school like TCA.

TCA still requires a commitment today. TCA is only a tool. Parents and students not only pay tuition and support fund-raising, but they must also be committed to a comprehensive education of the body, the mind, and the heart. In addition, parents and guardians must take an active part in educating their children at home. TCA is a partnership of students, parents, churches, and dedicated teachers. It will continue to work if we all work together.

We praise God for those individuals who started this school in sacrifice. We praise God for those individuals who continue to support TCA with their money and their time. We welcome you if you would like to be part of this kind of school. We ask that all parents and students read and understand this *Handbook*. And if you decide to come to TCA, we ask that you commit yourself to the goals and ideals outlined in this *Handbook*. TCA is a commitment. It always has been. It always will be.

* (Tri-City Christian Academy of Seventh-day Adventists will hereafter be referred to as TCA.)

TRI-CITY CHRISTIAN ACADEMY MISSION STATEMENT AND OBJECTIVES

TCA is a Christian school in the Piedmont Triad of North Carolina serving Greensboro, High Point, Kernersville, Triad Adventist Fellowship, and Winston-Salem's constituent churches and beyond. TCA is a loving ministry of the Seventh-day Adventist Church. Students are enrolled in Pre-K through grade 12.

Mission Statement: The mission of TCA is to help our students learn to think carefully, commit their lives to Jesus and to act unselfishly in service to others.

Personal involvement is essential. Christ saw the creative potential in every person with which He came in contact. He was not discouraged by a negative attitude or unfavorable appearance. TCA's goals and wishes are to value everyone. We strive:

- to encourage reverence for God and kindness to all others
- to glorify God in all things and to provide a Christ-centered curriculum
- to treat others with respect and by so doing create a climate where a positive self-image, independence and self-confidence is developed
- to maintain a high academic standard
- to take note of the cultural, scientific, and technical development of our time in a distinct and purposeful manner
- to encourage good manners, courtesy to others, and improve cultural relationships
- to encourage honesty, reliability, and loyalty
- to maintain a trust relationship as well as a healthy authoritative relationship

between pupils, parents, and teachers

- to awaken a positive attitude towards profitable work and productivity
- to develop and understand the principles of a healthy body and mind
- to expose pupils to good literature, art, music, and to teach pupils to appreciate “...*those things that are good and that deserve praise: things that are true, noble, right, pure, lovely and honorable...*” (Phil. 4:8 Good News Bible)

GENERAL INFORMATION AND ACCREDITATION

TCA and all Seventh-day Adventist schools are accredited by the National Council for Private School Accreditation (NCPA). This accrediting agency is recognized and approved of by the National Department of Education in Washington, DC. Private and denominational schools, which are accredited by this agency, must have their school evaluation process meet the agency's high accrediting standards. The Seventh-day Adventist evaluation process continues to meet these standards, most recently granting TCA its next five-year term of accreditation for 2018-2024.

ORGANIZATION AND GOVERNMENT

A Board of Directors, whose members are appointed by the Greensboro, High Point, Kernersville, Triad Adventist Fellowship and Winston-Salem Seventh-day Adventist Churches, governs TCA. In addition, the Superintendent of Education for the Carolina Conference serves as a voting member.

HANDBOOK ALTERATIONS

The staff and school board of TCA reserve the right to alter any of this Handbook's policies and guidelines during and throughout the school year, as need dictates, according to voted action of the school board.

FACULTY AUTHORITY

The TCA Board of Directors sets the policy guidelines for school operations and provides oversight for school operation. The TCA principal and faculty are responsible for daily operation of the school including procedures, regulations, and discipline. All matters of disagreement are to be handled according to the TCA Grievance Procedure (see p. 24).

EXPECTED OUTCOMES OF A TCA EDUCATION

The TCA graduate will be expected to reach at least grade level competence in fundamental skills such as reading, composition, and mathematics. In addition, students will be encouraged to think effectively and creatively in dealing with both theoretical and practical problems. Not only are graduates to be prepared academically to compete in the modern world but will also be encouraged to see the spiritual realities beyond the visible world. Students will be encouraged to choose Jesus Christ as a personal Savior and accept the basic principles of Christian living.

The TCA graduate will understand his/her own body and how to care for it, to maintain good physical and mental health, and to abstain from harmful substances including tobacco, alcohol, and recreational drugs. The TCA graduate will stand for principle and personal integrity, respect the opinions of others, enjoy social interaction, and cooperate harmoniously with others in common enterprises.

ACADEMIC POLICIES

TEXTBOOKS

All textbooks remain the property of TCA. Students are responsible for the proper care of all textbooks. Damaged books will be evaluated, and students charged accordingly. Lost books will be replaced by the parent/student at cost. If the book is found, the full price will be refunded less a \$5.00 handling fee.

END OF YEAR TESTING

Should a student's ability to progress to the next grade be in question, students may be assessed to assist in student placement for the next school year. Any adjustments that need to be made due to the results of the tests are reported to the parents along with the final report cards.

ACHIEVEMENT TEST

Standardized tests (MAP) are given tri-annually to all students. It is important that all students be in school during this time as tests are used to help assess the strengths and weaknesses of the individual students. A report of the results will be given at the end of each testing window.

RETENTION

The teachers of Tri-City Christian Academy are committed to working with each student individually, as much as possible, to ensure that the student understands and masters new concepts as they are presented. Due to the diversity of cognitive abilities and learning styles, however, some students are slower than others in their academic progress. When students fall behind one grade level or more, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, the student continues to lag academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- Students in first grade who have not mastered minimum reading or math requirements.
- Students who have accumulated excessive absences.
- Students who have demonstrated a decided lack of effort and have failing grades.

In certain instances where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional, and/or behavioral disabilities which may affect the student's ability to learn.

GRADES PRE-KINDERGARTEN AND KINDERGARTEN

Seventh-day Adventist kindergartens are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being encouraged.

GRADES PRE-K-2

- I Achieves objectives and performs skills independently
- P Progressing toward achieving objectives and skills
- NT Needs more time to develop

GRADES 3-12

Grade	Percentage	GPA Value
A	93-100	4.0
A-	90-92.99	3.7
B+	87-89.99	3.3
B	83-86.99	3.0
B-	80-82.99	2.7
C+	77-79.99	2.3
C	73-76.99	2.0
C-	70-72.99	1.7
D+	67-69.99	1.3
D	63-66.99	1.0
D-	60-62.99	.7
F	0-59.99	0

8TH GRADE GRADUATION REQUIREMENTS

- 1) A student who fails two or more core subjects may not be promoted to the ninth grade.
- 2) Each student must be eligible for promotion to ninth grade to participate in graduation exercises at the end of the year.
- 3) A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending a summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.
- 4) The student's final statement of account must be paid in full before he/she will receive his/her diploma.

HONOR ROLL

Using the letter grades from each quarter, a GPA can be established for each student in grades 3–11. A GPA of 2.0 (C average) with no Ds or Fs must be maintained to practice and be a member of extracurricular groups. Eligibility for these activities will be monitored at each term and mid-term.

Principal's List 3.75 – 4.00

High Honors 3.70 – 3.74

Honors 2.70 – 3.49

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled at the end of the first quarter and second quarter. These parent/teacher conferences are required. If parents miss the scheduled conferences, they must reschedule this time with the teacher within seven school days. Failure to attend will result in a meeting with the principal. Additional conferences can be scheduled at the request of the teacher or parent. Conferences will not be scheduled with the teacher before or during school hours.

GRADE APPEALS

If a student or parent feels that a report card grade is in error, they have 20 days after the end of the quarter to challenge the grade. The challenge must be put in writing and submitted to the school administration before the end of the 20-day challenge period. Any challenges made to the report card grades after the 20 days challenge period will not be eligible for consideration.

ELEMENTARY AND MIDDLE SCHOOL CLASSES

Core Classes

The core classes offered at TCA in the academic areas include Bible/religion, math, reading, language arts, science, and social studies. Other areas of study include communication skills, computers, health and safety, physical education, and fine arts.

Instruction is delivered through cooperation and integration of the subjects. Learning and assessing are differentiated to meet the students' needs. Instruction may include lectures, hands-on, experiential learning, collaboration, etc.

Fine Arts

Music

All students in Grades K – 8 have the following fine arts opportunities:

- PreK-Kindergarten Music
- 1st-5th Elementary Choir
- 6th-8th Bell Choir (elective)
- 6th-8th Middle School Choir

Art

Students in grades PreK-5th grade have a weekly art class while students in grades 6-8 can choose art as an elective.

Physical Education

Students in grades PreK-8th grade have regularly scheduled physical education classes 4 days a week.

MT. PISGAH ACADEMY EXTENDED CAMPUS

TCA operates its 11th and 12th grades as an extended campus of Mt. Pisgah Academy. All graduation and academic requirements can be found on their Web site at <http://www.pisgah.us/>.

There are three diplomas available through MPA

General Diploma	Academic Diploma	Honors Diploma
1 Unit of Bible for each year at a Christian School	1 Unit of Bible for each year at a Christian School	1 Unit of Bible for each year at a Christian School
1 Unit of American History	1 Unit of American History	1 Unit of American History
½ Unit of Economics	½ Unit of Economics	½ Unit of Economics
½ Unit of Government	½ Unit of Government	½ Unit of Government
1 Unit of World History	1 Unit of World History	1 Unit of World History
4 Units of English	4 Units of English	4 Units of English
3 Units of Math	3 Units of Math must include Algebra I, Geometry, Algebra II	3 Units of Math must include Algebra I, Geometry, Algebra II
3 Units of Science, must include Biology	3 Units of Science, must include Biology	3 Units of Science, must include Biology
1 Unit of Computer Literacy	1 Unit of Computer Literacy	1 Unit of Computer Literacy
1 Unit of Physical Education	1 Unit of Physical Education	1 Unit of Physical Education
½ Unit of Health Education	½ Unit of Health Education	½ Unit of Health Education
1 Unit of Vocation	1 Unit of Vocation	1 Unit of Vocation
½ Unit of Fine Arts	½ Unit of Fine Arts	½ Unit of Fine Arts
		At least 1 dual credit course
		Maintain a GPA of 3.50

HIGH SCHOOL GRADUATION REQUIREMENTS

Tri-City Christian Academy reserves the legal right to prevent students from taking final tests, or to withhold cumulative files and transcripts (not transferring student data to other schools) until all TCA accounts are paid in full.

HIGH SCHOOL CLASSES

Bible

Bible I

Freshman Bible includes an overview of the entire Scriptures. Each book of the Bible is reviewed with emphasis on how it fits into God's self-revelation to His people and the world. Creation and the life of Christ are emphasized.

Bible II

Sophomore Bible includes a study of the first five books of the Bible with particular attention given to the stories, lessons and doctrines found in the book of Exodus, and to the historical, doctrinal, and future significance of the earthly and heavenly sanctuaries. Also studied are the history of the Seventh-day Adventist Church and its mission and the books of First and Second Corinthians.

Bible III

Junior Bible is an in-depth discovery of the Biblical foundation for the 28 Fundamental Beliefs held by the Seventh-day Adventist Church, with emphasis on their relevance to the Christian life, and a study of the prophetic books of Daniel and Revelation.

Bible IV

This Bible class is a study of the Christian philosophy of life, career choices, marriage, and parenting, and witnessing. Emphasis is given to values clarification, decision-making and conflict resolution.

Fine Arts

Handbell Choir

A course designed for those wishing to develop fundamental and advanced techniques of handbell ringing. Students perform in both on-campus concerts and church services. All performances and tours are obligatory. Every year the group tours to Mt. Pisgah Academy for the annual Music Festival.

Strings

This course is for students who wish to develop advanced skills on a stringed instrument, while exploring various styles and techniques of playing. Performances include on-campus concerts, church services, and the Mt. Pisgah Academy Music Festival. All performances, tours, extra rehearsals, and related activities are obligatory.

Choir

This course is for students who want to develop their voice in-group performances. Performances include on-campus concerts, church services, and the Mt. Pisgah Academy Music Festival. All performances, tours, extra rehearsals, and related activities are obligatory.

Art I

This course will help students develop perceptual and drawing skills, and then apply them to media including, but not limited to, pencil, charcoal, collage, painting, and clay. The elements and principles of design will be discussed as well as Art history and aesthetics.

Art II

This course will help students develop perceptual and drawing skills, and then apply them to media including, but not limited to, pencil, charcoal, collage, painting, and clay. The elements and principles of design will be discussed as well as Art history and aesthetics.

Drama

This course will help students develop confidence in public speaking and the art of acting. The students will focus on skits that have a spiritual focus and provide some type of practical lesson. There will be on campus and off campus weekend performances.

Foreign Language

Spanish I

This is an introductory course emphasizing speaking, reading, and writing Spanish. It also includes a study of Spanish grammar and the culture of Spanish-speaking people.

Spanish II

This is an introductory course emphasizing speaking, reading, and writing Spanish skills. The course will be very difficult for students who have not passed Spanish I with at least a 'C' grade. **Prerequisite: Spanish I**

Language Arts

English I

This course includes a study of literature by genre, including the short story, the novel, poetry, the epic, and drama; a review of grammar and usage skills; and vocabulary development.

English II

In this intermediate course, students gain exposure to many cultures and to literature from around the world. Throughout the year we will also spend time on research and writing skills, reading dynamic skills, grammar and usage skills, and vocabulary development.

American Literature

This course includes a chronological approach (with historical relevance) to American literature spanning from Native American literature through modern American works. Genres include poetry, plays, short stories, essays, novels, and film. This course also includes mini units in speech, vocabulary development, and essay writing. Throughout this course students will also have creative presentation and writing opportunities.

British Literature

This course includes a chronological and historical approach to British literature from its beginnings through the Victorian age. Genres include poetry, plays, short stories, essays, novels, and film. Throughout the course, students will continue vocabulary development and learn real-world writing skills. Students will also polish their essay skills and will learn thorough MLA style research writing.

Mathematics

Algebra I

This course is designed to teach students to properly apply the math concepts for problem-solving and develop an understanding of the relationship between algebra problems and real-life situations. The concepts covered will provide the student with an algebraic background that will prepare the student for advanced math and science classes.

Geometry

This course covers traditional plane geometry, with an emphasis on logic, theorems, and proofs. Introductory trigonometry and constructions are included.

Prerequisite: Algebra I

Algebra II

The course takes an in-depth look at polynomials, functions, complex numbers, quadratic equations, exponential and logarithmic functions, and trigonometry.

Prerequisite: Grades of 'C' or higher in both Algebra I and Geometry; Purchase of graphing calculator.

Precalculus

This course is designed to prepare a student for the study of Calculus. Topics include functions, complex numbers, graphing, trigonometry (non-right triangle, equations, and identities), systems and matrices, conic sections, vectors, and polar graphing.

Prerequisites: Grades of 'C+' or higher in both Algebra II and Geometry.

Physical Education and Health

Physical education

This course is designed to give students a basic introduction to the rules and techniques of playing sports. Students develop skills in basketball, flag football, volleyball, softball, and soccer.

Health

The objective of this course is for the student to understand the Biblical and scientific principles of health. Students will learn how to develop a lifestyle that will promote the best quality of life both now and in the future. Topics of study include mental health, nutrition, and fitness.

Interscholastic Sports

Students will develop the necessary team skills as they work together to run plays called by a coach. There will be an emphasis given to good sportsmanship, teamwork, and learning the strategies of a given sport. In addition to learning the player side of a sport, time will be given in teaching the students how to referee a given sport. Flag football, basketball, softball, and soccer will be the sports explored in this course.

Gymnastics

A course designed to develop advanced skills in tumbling and gymnastics for an individual and group. This class is multi-graded and co-educational. One year of gymnastics may count for PE credit, and only two (2) credits of gymnastics may apply toward graduation requirements. If a student drops this course after the first four weeks into the semester, the student will receive a 'WF' on their permanent record.

Science

Ecology/Biology

This is a two-semester introductory course to expose students to major concepts in Biology through the worldview of God as our Creator. We will seek to learn more about God through the study of His creations. This course is a fundamental study in chemical, structural, and physiological diversity of life. This course will cover such subjects as ecology and environmental science, as well as the classification of living things, the scientific method, genetics, and cell life.

Biology

This is a two-semester introductory course to expose students to major concepts in Biology through the worldview of God as our Creator. We will seek to learn more about God through the study of His creations. This course will cover such subjects as biogenesis, ecology/environmental science, genetics, cell structure and function, and will focus on the basics of the animal kingdom and human systems. This will include a deeper look into genetics, cellular structure, the immune system, embryological development, and major body systems.

Chemistry

A laboratory-based course designed to introduce students to the theory and laboratory methods of chemistry. The scientific method is used both in class and in the laboratory while learning safe lab procedures. Major topics include measurement, atomic structure, the mole, reactions, bonding, solutions, energy, and states of matter.

Prerequisite: Algebra I

Physics

Students will learn about basic topics such as motion, forces, energy, momentum, heat and heat transfer, waves, electricity, and magnetism. Students will be engaged in scientific inquiry, investigations, and labs so that they develop a conceptual understanding and basic scientific skills.

Social Studies

World History

This course is a study of the historical development of the world and its cultures from Creation Week to present history. Whenever possible, this course is studied in the light of God's providence.

US History

This course is a study of the development of the United States from pre-colonial times to the present. Whenever possible, this course is studied in the light of God's providence.

Foundations in Personal Finance (Ramsey)

Curriculum for teaching high schoolers about money. The curriculum reinforces 21st century learning skills through activities requiring students to analyze, integrate and apply new information to real-life problems and activities. It provides students an opportunity to learn, practice, and apply important personal finance knowledge and skills. The 12 chapters are aligned with the National Standards for Financial Literacy.

US Government

A study of the government of the US with particular emphasis on: 1) the Constitution of the United States, 2) Americans and their rights, 3) the three branches of the Federal Government, 4) the role of the State Government, 5) politics and political parties, and 6) the role that Americans play in our government.

Technology

Robotics

This course will introduce the student to the principles of robotics and the many applications of robots today. Basic principles of computer programming and interfacing are also covered. The Lego Mindstorms robotics kit is used as part of the class to solve different challenges of day-to-day life. The class also provides for development of problem-solving skills as well as teamwork and research methodology.

Computer Applications/Keyboarding

The course is designed to give the student a basic understanding of various components of Google docs, with an emphasis on Docs, Slides, and Sheets. Students will also learn how to manage their Google drive space and email accounts as well as other Google apps related to education. General computer usage and terminology are also included. Our Keyboarding class is designed to teach students the keyboard fundamentals. Topics include speed and accuracy, using home keys, alpha keys, punctuation, number keys, and using online keyboarding resources.

Web Design HTML 5

This class will teach the student the principles of design for the World Wide Web. Emphasis is placed on HTML 5, Java Script, and CSS programming and design techniques. Real-life projects are developed during the class.

SMARTLab (STEM)

Our SmartLab Learning Process empowers learners to solve problems and make decisions—both in and beyond school. A fully integrated learning environment where everything works together to support students during their hands-on, minds-on learning journey. The SmartLab LearningHub couples our standards-aligned, project-based learning curriculum with an easy-to-use online platform. Here, students can document their learning and growth, and educators can track students' progress. The result? Relevant, accessible, and inclusive STEM pathways that engage students in their own learning.

ADMISSION POLICY

ADMISSION PROCEDURE

To apply for admission, prospective students should submit the following to the school office:

- a) Complete the online application through FACTS found at:
<https://www.tricitychristianacademy.com/admissions>
- b) Copies of all transcripts and achievement tests.
- c) Three recommendation forms (Grades 2-12) from the following: one from a pastor or counselor, one from a former teacher, and one from a non-relative adult friend.
- d) Grade level readiness testing, if necessary, will be done on a scheduled day. Teachers will test their own prospective students if possible. There will be one teacher assigned to fill in for teachers that cannot administer tests. The teacher will then consult with the Admissions Committee for recommendation of student placement.
- e) After steps a-d have been completed, the application for admission will be submitted to the Admissions Committee with recommendations for acceptance or refusal. Parents will be notified of the Admissions Committee's decision. All new students are accepted on a probationary basis for 60 days.
- f) Once the student is accepted, they will then complete the enrollment packet on FACTS which contains more detailed information regarding the student's enrollment at TCA.
- g) If a student applies for admission when school is already in progress, they will be allowed to attend classes on a probationary basis for 60 days. The student's academic and behavior progress will be reviewed by the admissions committee.

QUALIFICATIONS FOR ADMISSION

To be accepted as a student, he/she needs to:

- Be in good and regular standing in their current school and capable of maintaining average grades in all courses at TCA. TCA is unable to accept students who have learning/emotional disabilities that distract from the integrity of the classroom environment.
- Students should be in harmony with the objectives of TCA. They should have a spiritual commitment and honor the principles of Christian living.
- Students should have a personal commitment to academic success including a desire to cooperate with teachers and fellow students to create a positive classroom environment.

RE-ADMISSION POLICY

Students who were previously enrolled, but no longer attend TCA, will need to contact the administrative assistant to complete re-admission process, and may undergo a reapplication interview that will be reviewed by the Admissions Committee. The parents will be notified of the Admission Committee's decision if their child(ren) are/are not re-admitted. Students will not be readmitted if there is an outstanding balance from their previous admission.

RE-ENROLLMENT POLICY

Current students will complete an annual Re-enrollment Packet online through FACTS. The parents will be notified of the committee's decision if their child(ren) is not re-admitted.

STUDENT PLEDGE

Every student who applies for admission to TCA pledges to willingly observe its regulations and to uphold the Christian principles upon which the school operates. Each student pledges to cooperate with the teachers and students to create a safe and encouraging environment for everyone. Each student also pledges to perform all academic assignments as well as all assigned school duties, including attendance at all Sunday events and Community Service days.

NON-DISCRIMINATION POLICY

TCA admits students of any race to all the rights, privileges, and activities available to students. TCA makes no discrimination based on race or sex in education policies, application for admission, or extracurricular programs.

PHYSICAL EXAMINATIONS

Physical examinations are required of all new students. Physical exams must be delivered to the school office before a student will be permitted to attend classes.

IMMUNIZATIONS

New students must complete all health requirements for the state of North Carolina before class attendance. An Immunization Certificate signed by a medical doctor is required to be on file in the school office. If you choose not to immunize your student(s), please provide documentation of this fact, and why. This information is also required to be kept on file

UNPAID ACCOUNTS

Students with unpaid accounts at TCA or another school cannot have transcripts transferred, nor be permitted to start classes and/or participate in final exams, until the unpaid account has been settled, or appropriate agreement has been reached with the business manager.

STARTING SCHOOL

Because the first years are the most important ones, Tri-City Christian Academy will carefully evaluate student readiness for pre-kindergarten, kindergarten and first grade, and reserves the right to postpone enrollment. Readiness, not chronological age, is the most important consideration. A successful beginning is vital for long-term success.

PRE-KINDERGARTEN

A TCA pre-kindergarten child must meet the following requirements to be eligible to enroll:

- Four years of age by August 15
- Potty-trained
- Up-to-date immunizations as required by the state of North Carolina
- Each student will be asked to shadow for one day, before accepted, to ensure the child is ready for an all-day program.

KINDERGARTEN

A TCA Kindergarten student must be at least five years of age by August 15th. It is neither unusual nor abnormal for a child to function six months younger than he/she is. Intelligence is not the only factor or the most important one in determining school readiness. Because students develop at different rates, the faculty, and parents, in conjunction with state norms and Conference protocols, will assess each child's development and readiness for appropriate placement during any given school year.

FIRST GRADE

Students who are at least six years of age by August 15th may apply for admission to the first grade. A readiness test will be administered before admission into first grade if Kindergarten was not completed or if a student was homeschooled.

GRADE PLACEMENT

TCA reserves the right to administer grade placement tests, and in consultation with the parents, we will place the student where it is best for him/her.

ACCELERATION

TCA discourages accelerating a student ahead of his/her age grouping. If a parent or guardian is interested in acceleration, an appointment must be made with the principal no later than February 1st of the year prior to a proposed acceleration.

Excellent grades and at least an overall score in the 90th percentile on the MAP will be necessary to even start the process, while other factors such as social/spiritual maturity and classroom/grade sizes will be evaluated.

RETENTION

TCA recognizes that some students will need the gift of time before being prepared for the scholastic, emotional, or spiritual challenges of the next grade. In conference with parents, teachers will discuss a student's progress throughout the year, and the beginning of the 3rd quarter, discuss the likelihood of a child being retained another year in his/her current grade. This does not mean that the child has failed the grade, but current and future success will be better guaranteed by spending another year reviewing the present grade's standards.

"It is the work of true education... to train the youth to be thinkers, and not mere reflectors of other men's thoughts. True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that is now. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, pp. 13 & 17.

ATTENDANCE POLICY

EXCUSED ABSENCES

TCA and the Carolina Conference follow the North Carolina State Code in determining what constitutes an excused or unexcused absence (see below).

UNEXCUSED ABSENCES

Academic credit will not be given for time or classes missed that are unexcused. Three unexcused tardies equal one absence. In grades 7-12, attendance is taken for each class period.

WRITTEN EXCUSES

All absences and tardies must be covered by a written explanation from a parent or guardian the day the student returns to TCA or the absence or tardy automatically becomes unexcused. Any discrepancies regarding attendance must be cleared up within five school days of the absence. An absence for which no notification from the parent is received shall be considered as being an unlawful absence. A person who is *suspended* from school is lawfully absent. Please check your student's attendance online at <https://logins2.FACTS.com/Logins/ParentsWeb-Login.aspx>?

ABSENCE AND TARDY POLICY

The goal for all students should be perfect attendance. Emergencies occur, and it is not always possible to be in school every day. Every day missed, however, poses a problem. It is impossible to miss class time and not miss instruction. Even with the best of intentions, an absence or tardy can hurt a student's academic performance. Therefore, the TCA faculty expects faithful attendance. When a student has excessive tardiness or absences, the following procedures will be followed, as established by the North Carolina state code: "Children between seven and 16 are required to attend." Chapter 115C, Article 26, Part 1, 115C-378.

Lawful Absences:

The following are recognized by the State of North Carolina and shall constitute lawful or valid reasons for the temporary non-attendance of a student at school:

- Illness or Injury (written verification from parent or physician required)
- Quarantine
- Death in Immediate Family
- Medical or Dental Appointments
- Deployment Activity
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity (approval must be secured in advance from the principal).

Unlawful Absences:

An unlawful absence is defined as follows:

- A student's willful absence from school or class with or without the knowledge of the parent, or
- A student's absence from school for any reason other than those listed under "Lawful Absences."

Excessive Absences:

North Carolina law requires all schools to notify parents of a student's excessive unlawful absence from school. When a student has accumulated five unexcused absences per quarter or a maximum of ten unlawful absences per semester, the principal shall request a conference with the parent to resolve the truancy problem. If the principal determines that the parent has not made a good faith effort to comply with the Compulsory Attendance Law, he/she must file a complaint with the juvenile court counselor or the district attorney. The student may also have to re-register to continue attending.

In grades K-8, a student who accumulates more than twenty absences (lawful or unlawful) will be retained in the same grade the following year. If a high school student accumulates more than fifteen absences (lawful/unlawful) there will be consideration of whether there's a need to repeat classes.

SUNDAY SCHOOL FUNCTIONS

School functions held on Sundays, such as Pine Car Derby Day, Science/Art/Intl. Fairs, Community Service days, etc., are counted as school days. Attendance by all is mandated.

DAILY ATTENDANCE PROCEDURE

- Students may be dropped off as early as 7:30 and must enter the building through the front door.
- At 8:30 AM all parents must fill out a late form at the front office. No student will be admitted to class without this form.

DISCIPLINE POLICY

STUDENT CONDUCT

Good conduct is expected of all students in the classroom, at assembly programs, social functions, and religious services. The following should be noted:

- Boisterousness, running in the halls/classrooms, or discourteous conduct is out of order.
- Loitering is not permitted during school, after school hours, or during TCA programs. Anyone on the TCA campus is expected to be in a planned group activity.
- Harassment, verbal abuse, or threat of violence is unacceptable behavior. Roughhousing and aggressive behavior will not be perceived as “kids just being kids.” There is never an acceptable time for hitting, tripping, wrestling and other physical contact, planned or spontaneous (in the heat of the moment). Even the first incident will likely result in suspension, and subsequent instances in expulsion. Our children will be free of violence.
- Students should keep hands, feet, and all other objects to themselves. Back rubbing is not permitted. Brief side hugs (one-second “catch-and-release”) is okay for dismissal good-byes. The throwing of any object on the campus is forbidden except under supervision during recess, physical education class or sports program.
- Couples who continue to be overly affectionate after being warned will be put on *social restriction*. This means that they will be asked to give their relationship a time-out at school. They will not be permitted to sit together, talk, or be in activities together.
 - a. First social restriction will be 2-3 days.
 - b. Second social restriction will be one week.
 - c. Third social restriction will be treated as insubordination and could result in a school suspension or expulsion.
- Students should always respond silently, immediately, and permanently to any TCA staff code of conduct requests. Conduct unbecoming a Christian student may result in a suspension.

Some practices cannot be permitted at TCA. The school does not knowingly receive students who indulge in these practices. Violating any of the following fundamental points automatically refers the student to the Administration Committee and will result in serious discipline or dismissal.

- Spreading ideas, gossip, rumors, or displaying attitudes that undermine the philosophy, ideals or objectives of TCA as outlined in the Mission Statement.
- Using profane language, indulging in lewd conduct or suggestions, or possessing or displaying literature or pictures deemed obscene by the TCA faculty.
- Dishonesty including theft of property, willful deception regarding school regulations, or cheating on class work or examinations.
- Consistently negative, sarcastic, un-Christian attitudes and/or comments.
- Willful destruction of school or personal property.
- Possession of a weapon on school grounds to include but not limited to guns, knives, clubs, chains, etc.
- Possession of any unlawful substances to include vapes, cigarettes, drugs (illegal or prescription), alcohol, etc.
- Involvement in fighting, regardless of who started it. Just walk away!
- Conspiring to, or participating in any act that injures, degrades, or disgraces TCA, a

TCA student, or a TCA faculty member.

- Continual disrespect, disobedience, or non-cooperation with faculty members.
- Failure to participate fully in the academic program of TCA or habitual failure to do class assignments.
- Excessive absences or tardies.
- Verbal assault.

When, because of these or other activities the student's progress or conduct is unsatisfactory, his/her attitude is out of harmony with the principles of TCA, or his/her influence is found to be detrimental, he/she may be disciplined or asked to withdraw from TCA. If a student is receiving little or no benefit from TCA, or is not positively contributing to the academic, spiritual, social, or moral atmosphere of the school, that student will most likely be happier somewhere else. Should this occur, the staff will first suggest to the parents/guardians that we may not be meeting each other's needs. If correction is not immediately forthcoming, a recommendation to the board for the child's expulsion will follow.

TCA DISCIPLINE PROCEDURES

The goal of all regulations at TCA is to create a safe school environment where learning is encouraged. Anything that contributes to this goal will be encouraged. Anything that interferes will be discouraged. To accomplish these goals, the primary responsibility rests on the classroom teacher to create a "positive learning environment." When the student is not making a positive contribution to this environment, the following hierarchy of protocols will be followed:

- The teacher will work with the student to solve the continuous discipline problem and will follow up with a phone call to parents.
- If the problem continues, the principal may be consulted for solutions or suggestions.
- If the student is still non-compliant, the parent/guardian will join a parent-teacher-student-principal conference to develop action plans before the student is suspended.

Certain severe infractions such as sexual assault, cigarettes, drugs, alcohol, pornography, vaping, and severely inappropriate language call for an automatic suspension. When this occurs, the Administrative Committee will review the matter and the issue will be documented in the student's digital file. Depending on the degree or frequency of suspensions, the student may be placed on automatic probation, and the principal may bring the student's name to the Tri-City Christian Academy School Board with a recommendation for expulsion.

ZERO TOLERANCE POLICY

Please note that all information received by the school administration and/or staff regarding students having illegal substances, which threaten or inflict others with personal injury, death, or causes property damage to the school, will be treated in a serious manner by the school administration, school board, and the Carolina Conference Education Office. When it is confirmed that any such actions have taken place, the students will be immediately removed from school until further notice by the school board and/or Carolina Conference Education Office.

BULLYING AND HARASSMENT

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a school employee or a volunteer: unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical contact directed against a student, school employee or volunteer.

Bullying and harassment includes cyber stalking which means to engage in a course of conduct to communicate or to cause to be communicated, words, images, or language by or using electronic communication and/or social media directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

There are usually four elements that are present in bullying and harassment:

- The action of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully(s) and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurting and humiliation, on the part of the bully, is repeated.
- The victim has told the individual(s) to stop the specific behavior and the behavior is continued by the person(s).

TCA GRIEVANCE PROCEDURE

Communication between home and school is essential. Without proper communication, misunderstandings can develop into serious problems. To prevent misunderstandings and to provide a procedure for problem solving, this grievance hierarchy protocol has been adopted in harmony with the words of Jesus in Matthew 18. For all grievances, please follow this procedure:

- 1) If you have a question or complaint about a classroom or school situation, first speak directly to the teacher involved *before* addressing it to the principal, pastor, board member, superintendent, or even “gossiping” about the problem to a friend.
- 2) If still dissatisfied, speak with the principal. A parent-student-teacher- principal conference may be arranged.
- 3) If no resolution has been reached, a meeting between the parents, teacher, principal, pastor, and school board chairperson may be arranged.
- 4) If a parent is still unhappy with the results, an appeal to the entire school board may be made.
- 5) When all local options/appeals have been exhausted, the final step is to contact the Conference Superintendent of Education who may refer the matter to the K-12 Board.

In all cases, please communicate directly to the person or persons most directly involved. Anyone of higher authority will refer grievances back to the “lowest” position in the hierarchy that has not yet been contacted. Our goal is to solve problems at the lowest grievance level. Goodwill and cooperation ensure that most misunderstandings can be solved at step 1.

EXPULSION

The Board of Directors (school board) is the only entity that can expel students. A student may be asked to withdraw from TCA if he/she is receiving little or no benefit from TCA or is not contributing positively to the academic or moral atmosphere of the school. When this occurs, as stated previously, the staff may make a recommendation to the board for the child’s expulsion.

CLASSROOM DISCIPLINE

TCA teachers will attempt to encourage a learning environment where teachers are free to teach, and students are free to learn. To accomplish this, TCA classrooms will operate under the following guidelines:

- Teachers will clearly communicate classroom expectations and operating principles.
- Students will be warned when principles are violated, and teachers will enforce classroom rules.

- If a student persists in disruptive behavior after warnings, he/she will receive the consequences.
- If students are well-behaved, they may be regularly rewarded with special activities and privileges.

The purpose of all classroom discipline and management is to modify negative behavior, focus on strong academic goals, improve achievement in all areas, and model Jesus for the students.

DRESS CODE POLICY

The TCA dress code policy is designed to promote school success. The principles are modesty, simplicity, cleanliness, safety, and health. Attire for all students is to be neat, clean, and modest. Torn clothing should be mended before being worn again.

All families will receive one short-sleeved light-blue t-shirt per year, with the TCA logo, per student from the school which must be worn on all field trips. This will allow for easy student identification from a distance. Students who do not wear the field trip shirt on the day of the field trip will be sent home unless a parent or guardian can get the shirt to school prior to the departure for the field trip. Students are expected to remain neatly dressed at all times. Any form of dress that is disruptive, calls attention to oneself, or is detrimental to the purpose of TCA is not permitted.

Dress Code

BOYS

Polo Shirts: black, navy blue, sky blue, gray, burgundy, white
Pants: khaki or navy (plain/flat front)
Shorts: khaki or navy (plain/flat front)
Fleece Jacket (indoors): gray or navy blue with school logo
Socks: black, white, blue, khaki, gray

GIRLS

Polo Shirts: black, navy blue, sky blue, gray, burgundy, white
Pants: khaki or navy (plain/flat front)
Bermuda shorts: khaki or navy
Jumpers: khaki or navy
Leggings (solid - no patterns): white, black, gray, navy
Skirts: khaki or navy
Fleece jacket (indoors): gray or navy blue with school logo
Socks: black, white, blue, khaki, gray

*All Girls may wear Blue, Khaki, leggings underneath skirts.

*PK-6th grade girls may wear the French Toast brand uniform jumper, skorts, and scooters. Jumpers must be Navy Blue, Khaki, or Plaid patterns (red/blue, blue/gold, or green). Jumpers must be knee length.

*Girls must wear polo shirt. Button down shirts are not approved

*All sweaters must be solid colored, cardigan style sweaters with no sequins, sparkles, etc.

Boys: If shirttails worn beneath the uniform polo shirt hang longer than the uniform, the “undershirt” must be tucked in. If a student chooses to tuck in the uniform shirt, and belt loops are exposed, a belt must be worn. The wearing of jewelry is not permitted. Nothing is to be worn on wrists but watches and fitness trackers.

Girls: The wearing of jewelry or excessive makeup is not permitted. Only clear nail polish is allowed. Nothing is to be worn on wrists but watches and fitness trackers.

Both: Shoes must always be worn, and sandals worn to school must have heel straps or closed heels (**no flip flops**). When working in the science lab students must wear closed-toed shoes.

Hats/caps/bandanas are not to be worn inside the school building except on designated school spirit days. Jackets, coats, and sweatshirts are not to be worn indoors without special permission; however, long-sleeved T-shirts may be worn *under* the dress code polo shirts.

PHYSICAL EDUCATION ATTIRE

Students in physical education class should wear appropriate shorts and T-shirts. Sweatshirts and sweatpants may be worn for PE in cool weather. Good cross-training sport shoes are a necessity. Appropriate physical education dress is part of the PE grade. Attire should conform to school regulations mentioned above. Tops

should cover the entire torso even when stretching/reaching. High school PE students must wear the TCA PE t-shirt and solid black shorts/sweatpants.

HAIR POLICY

Hair must be neat and well-groomed, of a natural color, and not extreme in style. Hair should not hang in the eyes. When it becomes necessary for the principal to speak with a student about their hair, they will be given a date by which it must come into compliance before re-admittance to class.

FINANCIAL INFORMATION

INTRODUCTION

Operating a private school is expensive. TCA receives income from several sources. The Greensboro, High Point, Kernersville, Triad Adventist Fellowship, and Winston- Salem Seventh-day Adventist Churches provide a subsidy each academic year. The Carolina Conference of Seventh-day Adventists in Charlotte provides supervision and a portion of the teacher salaries. Parents/guardians pay tuition based on enrollment and annual budgetary needs. Financing Christian education is a cooperative effort involving teamwork from many individuals.

TUITION PAYMENT PLAN

Tri-City Christian Academy of Seventh-day Adventists operates under the tuition payment plan outlined below. Any exceptions must be appealed to the Board of Directors (in writing).

- All registration fees must be paid, or payment arrangements made before a student attends class. To truly receive the early registration discount of \$50, registration fees, application fees and/or re-enrollment packet fees must be paid by March 31st.
- The first of ten monthly tuition payments must be paid, or payment arrangements made before a student attends class.
- All nine subsequent monthly payments for September through May are due and payable by the fifteenth of the month.
- The following policy will be used when there are late payments.
 - A \$30 late fee will be applied to the account after the 15th of the month.
 - If the payment is 1-5 days late an e-mail will be made to remind the parents that payment is due.
 - If there is no response, the next week a call will be made reminding the parents that the payment is due.
 - When two weeks overdue, a letter from the business manager will be sent giving a certain date by which to respond or the student will be asked to not return to school until satisfactory arrangements are made.
 - Students with unpaid accounts will not be able to charge hot lunches towards their accounts; they cannot participate in gymnastics; and they cannot receive their high school diploma at the end of the year until their account is paid in full.
- Tuition will be charged to all students on the first day of school and on the first day of each subsequent month. Those enrolling during the month will be charged for the full month. There will be no refund of tuition for early withdrawal during the month.
- Students starting late but enrolling within thirty (30) days of the official opening of school will be charged the full tuition for the academic year. Tuition for transfer students during the year will be negotiated.

FACTS PAY NOW

Tri-City Christian Academy uses Pay Now services through FACTS. This allows for more efficient billing and saves time in the office so our administrative staff can serve both students and parents more effectively.

There are two ways to pay online, through a credit card or e-check. There is a minimal charge associated with each method of payment. E-check requires an \$.85 fee per transaction regardless of the amount paid. Using a credit card has a 3.75% fee. We encourage all parents to use the e-check when paying their tuition and fees.

SQUARE PAYMENTS

Tri-City Christian Academy also accepts Square for payments. Contact the business manager for an invoice to be emailed for payment. There is a convenience charge associated with this payment of 2.9% plus \$0.30.

TUITION DISCOUNTS

- A 2% discount is offered for a semester when tuition is paid prior to the beginning of the semester.
- A 4% discount is provided for the entire school year when tuition is paid prior to the beginning of the school year.

TEXTBOOK USER POLICY

Grades 7-12 students are charged a \$100 non-refundable textbook user fee to cover wear and tear depreciation, and to ensure that textbooks are maintained and returned in good condition at the end of the school year. Families will be charged an additional replacement price for lost textbooks or books damaged beyond repair.

TECHNOLOGY FEE

Grades 7-12 students are charged a \$200 non-refundable technology fee to cover the use of the Chromebooks and other technology related items. Families will be charged an additional replacement cost, currently \$600, for technology devices lost or damaged beyond repair.

GENERAL REGULATIONS

“Students, cooperate with your teacher. As you do this you give them hope and courage, and at the same time you are helping yourselves to advance. They will appreciate every effort made by you to cooperate with their work.” Counsels to Parents, Teachers and Students, p. 553.

INTRODUCTION

The ultimate objective of education is the development of a good character. Character is who you are when no one is watching. Therefore, it should be a student’s purpose to observe TCA regulations as a matter of honor, realizing these principles are necessary for a successful school and successful life.

GOVERNING POLICY

The principles and policy for TCA are outlined in this *Handbook*. Every effort will be made to help the student see the importance of cooperating with TCA rules as a means of good citizenship. If students exercise respect for themselves and respect for others, TCA will be a great place to learn and to grow. If students do not adopt these principles, everyone suffers.

SAFE SCHOOL PROGRAM

The TCA Safe School Program is a plan to meet the needs of students physically, academically, emotionally, and spiritually. Parents have a right to expect their children to be safe at TCA, and students have a right to be safe. We ask for the cooperation of all TCA parents and students to ensure the success of this important program.

What TCA does to enhance physical safety?

The safety of TCA students will always be top priority. The school’s exterior doors are always locked. Safety includes our efforts to have emergency drills and to keep our campus free of physical hazards. Safety begins with full cooperation between students and staff. Physical safety also includes healthy student relationships. Non-violence must be a way of life at TCA.

What does it mean to be safe academically?

Quality classroom instruction happens in schools that take class time seriously. This is possible when a school does not allow one student’s behavior to interfere with the learning of any other student. To be safe academically, students must cooperate fully with teachers and their efforts to teach. A safe school is one where teachers are free to teach, and students are free to learn. In such an environment, students will not be teased or harassed for high academic achievement in school.

Why is emotional safety important at TCA?

Words can cut deeply and leave scars that last a lifetime. Simple words like *fat*, *skinny*, *big nose*, and *runt* can wound a child deeply especially if the words come often. The use of words as weapons can also be vicious and include family, ethnic, or religious slurs. Verbal abuse can also be sexual. Unfortunately, even Christian schools are not immune. TCA is designed to be a place where students are free from verbal and emotional abuse. Parents are encouraged to teach this at home and teachers will reinforce this at school.

What is spiritual safety?

Each TCA student will be allowed to practice Christianity on the TCA campus without name-calling, teasing, intimidation, or any behavior that denigrates any religion. Our students will have their faith attacked off campus, but we want the free practice of Christianity on campus. We want a campus where students can study the Bible and pray.

SCHOOL PROPERTY

Each student is expected to respect TCA and private property. A student will be required to pay for property damage. A fine may be charged to any student tampering with electrical, fire or safety equipment. A fine will be charged for the unauthorized possession of any school key and/or unauthorized entry into any TCA room or building.

PARENTAL RESPONSIBILITIES

The success of TCA depends largely upon the good faith and cooperation between home and school. Regular attendance and promptness in meeting appointments are necessary for successful schoolwork. Parents should help TCA teachers by providing the following aids to school success:

- Demonstrate respect and support for the teachers and TCA programs by communicating positively about the school, especially when your children can hear or see your communications.
- Cooperate with school administration requests. (Failure to do this may result in expulsion of your students.)
- Arrange for the student to arrive early enough to be in his/her seat for worship each morning.
- Provide adequate school supplies and study aids.
- Provide a place for students to study at home with regular study hours.
- Limit or eliminate television viewing and device use during the school week.
- Observe all in-school and vacation days as listed in the TCA calendar.
- Monitor your student's diet, health, and exercise program.
- If your child is ill with a contagious situation, has a fever condition, or is vomiting, please keep him/her at home until 24 hours after the symptoms have disappeared.
- Inform the office if you must take a student off campus during school hours.
- Write a note of explanation to the homeroom teacher for absences or tardiness.

CAMPUS VISITOR POLICY

For the protection of all students, we are a closed campus during the school day. This means that the front doors will be locked during the day. Visitors and parents are expected to sign in at the front office, receive a Visitor's Pass, and follow all campus rules and regulations. This includes our Electronics Policy and Cell Phone Usage rules (cell phone usage must be limited to common areas outside the classroom to avoid causing distractions). To keep classroom disruptions to a minimum, we ask that parents and visitors do not enter a classroom unless they have received permission and received their Visitor Pass from the main office building.

CELL PHONES & SMART WATCHES

Students may bring their cell phones and smart watches to school, but they must not be seen or heard during school hours: 7:30 a.m. – 6:00 p.m. Monday – Friday. They must not be visible during class, in the halls, or anywhere on campus including in afterschool care.

The following guidelines apply:

- You must not use your phone to contact your parents to pick you up without teacher/staff permission.
- You must not use your phone to alert your parents that you are in trouble or in the office. All alerts must come from school personnel.
- While on campus, you may not use your cell phone to listen to music, play video games, or watch

videos at any time Monday through Friday, this includes afterschool care.

If the rules are broken:

- The first time, the student's cell phone will be turned into the front office where the student's parent/guardian will have to retrieve the phone in person.
- The second time, the student's cell phone will be turned into the front office where the student's parent/guardian will have to retrieve the phone in person after a minimum of 24 hours.
- The third time, you will pay a fine of \$25.00 and your parent/guardian will pick up your phone from the office. The student must then turn the phone into the front office every morning and retrieve it when they leave for home.
- If there is a fourth time the phone is confiscated for inappropriate use because the student fails to turn the phone, the student will be suspended.

CONNECT

The CONNECT is emailed to parents every week or on the last day before a vacation. This newsletter includes announcements of upcoming activities and events. Parents are urged to read the CONNECT. This is one way in which we update our school calendar and share important school information.

SURVEILLANCE CAMERAS

To promote school safety and security, TCA operates and maintains several surveillance video cameras throughout the school campus in hallways and exterior locations. These cameras are used to record video images 24 hours a day, seven days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Investment in surveillance camera systems by our school helps to ensure parents and guardians that the general safety and security of children is being addressed during school hours and at all after-school extracurricular activities and programs. Student bathrooms are equipped with environmental sensors.

SCHOOL HOURS

Students should arrive at TCA by 8:20 a.m. and will be counted tardy after 8:30 a.m. School will dismiss at 3:30 p.m. Monday through Thursday and at 1:00 p.m. on Friday. Parents should await students in the car line.

BEFORE AND AFTER SCHOOL CARE

As a service to parents/guardians, *Before School Care* is offered beginning at 7:30 a.m. until 8:20 a.m. as a courtesy. *After School Care* will be provided for a \$5.00 hourly fee starting 15 minutes after dismissal (3:45 p.m.) until 6:00 p.m. This fee is prorated. A late fee of \$2/minute will be charged if students remain past the close of after school care. Continued late pickup or behavior concerns will lead to a 1-week suspension from after school care. A \$100 fee can be paid in lieu of the 1-week suspension. On Fridays *After School Care* will end at 6:00 PM or 4:30 during Daylight saving time. Time will be provided for play, exercise, or study. Parents will be billed for this service monthly.

LUNCH PROGRAM

TCA with the help of our kitchen coordinator, volunteer constituent members, and parents--runs a lunch program. Menus will be posted each week in the CONNECT. All menus provided by TCA will be vegetarian. The price for hot lunch is \$6.00.

Families who have a balance that is thirty days or more outstanding will not be able to charge hot lunch to their school bill.

LUNCH FOODS

TCA follows the health principles as laid out in Scripture. High sugar meals, drinks or caffeinated drinks are discouraged because they have on student's focus and self-control during academic hours. If you're uncertain of our health practices, we would be happy to share the foundation of our health message at your request.

TCA TELEPHONES

Students should not receive personal calls during school hours except in cases of emergency. TCA will cooperate in delivering important messages as promptly as possible. Only appropriate outgoing calls will be allowed for student use. Teachers will give students a note to take to the office to ask the secretary to call parents.

MEDIA CENTER CONDUCT

The TCA library/STEM lab is a special place for reading and studying only. Disruptive activities will not be permitted.

LOCKERS

Lockers are provided for TCA seventh through 12th grade students and are the property of TCA. Students are assigned a locker for their books and materials. Students may not place additional locks on school lockers as they will be cut off. When students are issued a locker, they may not switch with others. Any students found not adhering to the following guidelines may lose their locker privileges for the duration of the school year. Proper care and usage of school lockers is the responsibility of the student.

- No sharing lockers with fellow students or family members.
- Avoid bringing items of value to school and storing them in your locker.
- Keep locker clean and free of trash and open food.
- No hanging pictures, drawing on or scratching the locker.
- Lockers are for students to store items necessary for school activities.
- Use of lockers should reflect the philosophy and beliefs of the school. There should be no pictures, inappropriate notes, etc. in the locker.

Students who cause damage to their locker will be assessed a \$25.00 or more fine for the damage. Periodic locker checks will take place to ensure the proper care of the locker assigned to the student. As school property, Tri-City Christian Academy reserves the right to inspect lockers at any time. TCA assumes no responsibility for damage to or loss of personal property left on the school grounds, including lockers.

BICYCLES

Bicycles may be ridden to and from TCA but should be locked up during school hours. Helmets must be worn. A permission slip from parents to ride should be on file in the office.

TOYS, MEDIA, AND ELECTRONIC EQUIPMENT

Books/magazines deemed inappropriate, iPods, MP3 Players, CD/DVD players, TVs, video games, digital cameras, smart watches, or other electronics and personal non-academic property are not to be brought to TCA or used by students. This also applies to school-sponsored activities off-campus. Students should not bring toys or personal property except with a teacher's specific permission. Confiscated contraband will only be returned to a parent/guardian. Continued failure to adhere to this policy may result in the student being sent home or facing suspension.

Examples of inappropriate books/magazines: Magical/witchcraft, Zombies, or any books/magazines that do not support Biblical values.

GUM

Gum is not allowed anywhere on campus.

MEDICATION AT TCA

All medications, both prescription and non-prescription, must be given to the homeroom teacher or the school office. Prescription drugs must come to school in the original pharmacy container specifying the patient and conditions under which the medication should be used. TCA medication form must be completed, and sent explaining the need for medication, frequency of use, duration of use, and which grants permission for the student to self-administer under supervision. This means that if a student is too young, cannot follow directions, or is not coordinated enough to self-administer pills, eye drops, cough syrup, etc., they should remain at home as school personnel cannot administer any medication.

STUDENT ILLNESS

Parents should not send their student(s) to school if the student is sick, has not sufficiently recovered from a sickness, or is suspected of having a contagious condition (such as flu). Symptoms such as nausea, vomiting, temperature above 100°F, etc. should be resolved, without the aid of fever-reducing agents such as Tylenol, Advil, etc., for at least 24 hours prior to resumption of school attendance. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individuals listed as the emergency contact on the registration form will be notified as soon as possible.

STUDENT EVALUATIONS

Report cards are issued four times each academic year. Progress reports are emailed out every Sunday at 6:00 pm. Parents can stay informed of student progress through the FACTS.

YEARBOOK

The TCA yearbook is published by the yearbook staff, comprised of secondary students and staff supervisors. Every effort will be made to complete and distribute the yearbooks by the end of June.

SCHOOL COMMUNICATIONS

TCA weekly publishes a communiqué called *CONNECT*. Additional information can be seen on the Parents Web through FACTS.

FIELD TRIPS

Field trips are an important educational tool, and all students are expected to participate fully. Permission forms must be signed by parents/guardians and be on file before a student will be permitted to go off campus. The TCA Administrative Committee will try to approve all major trips at least two weeks in advance. Trips will be limited to North Carolina and adjoining states during the academic year.

More extensive educational and mission trips may be offered as money/schedules allow. For students to participate in the extensive trips the family's bill must be current. Extensive trips are defined as trips that are longer than two nights.

EMERGENCY DAYS

If TCA closes or delays for an emergency or inclement weather, an email and a text message will be sent to all the parents notifying them. On inclement weather days, when TCA is open, come as conditions safely allow. All tardies or absences will be excused on inclement weather days.

STUDENT DRIVERS

Students holding a valid driver's license may drive an automobile or motorcycle to TCA if he/she completes a TCA Driver Form. By signing the form, the student and parent/guardian agree to observe safety principles on campus, obey speed limits, carry adequate insurance coverage, and use caution while operating the vehicle. A student must exit the vehicle upon arrival at TCA, not return to the vehicle during school hours, and leave campus *immediately* after dismissal, or for arranged excused absences, such as a doctor's appointment.

EMERGENCIES

When serious student injuries occur, appropriate first aid will be provided, and emergency vehicles will be called if needed. Parent(s)/guardian(s) will be promptly notified unless the "boo-boos" are plainly minor. A report will be completed on FACTS by the relevant teacher, and a student insurance form will be filed in the office if needed.

STUDENT INSURANCE

Student insurance coverage is written on a secondary basis with no deductible or co-insurance. Coverage includes ambulance, hospital, doctor, and medical bills for injuries that occur while a student is in the care, custody, and control of TCA. Coverage is provided for school activities both on and off school premises. Injuries must be immediately reported to qualify for coverage.

FIRE, TORNADO AND CRITICAL INCIDENT DRILLS

All students are expected to cooperate in TCA Fire, Tornado and Critical Incident Emergency Drills. The teachers take drills seriously and expect students to comply with all requests.

OFFICE HOURS

Individuals who wish to make an appointment with the Principal, Vice-Principals, or Business Manager are urged to call during regular office hours, 8:00 a.m. – 4:00 p.m. Monday through Thursday, and 8:00 a.m. – 1:30 p.m. on Friday.

ROLLER BLADES/SKATEBOARDS/SKATES

Roller blades, skateboards or in-line skates are not permitted on campus at any time.

CHAPELS AND ASSEMBLIES

Chapel and assembly programs are an important part of the TCA experience. Books, notebooks, and other study materials are not to be taken to chapel or assembly. Participation and courtesy should be shown to all speakers, performers, and program participants.

COMMUNITY OUTREACH PROJECTS

TCA is committed to providing opportunities for students to serve others, including Adopt-a-Grandparent Programs; TCA workdays; nursing home visits; home help for the elderly; mission trips; preparing food baskets; cleaning parks; etc. TCA expects its students to be involved in service projects since these projects provide a practical application of the principles taught in the classroom. Community outreach is part of who we are and what we do here.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for the children of the church, and to provide an agency by which cooperation may exist between school and the parents and/or guardians of the students. Any adult member of the church or patron of the school who is willing to support the objectives of the Association may become a member. The primary objective of the Home and School Association is to develop and improve relationships between parents and the school. The Association may enhance the relationship by activities such as the following:

- Providing instructional resources.

- Encouraging frequent communication between home and school.
- Encouraging parents to visit the school.
- Appointing room parents.
- Providing volunteer services as requested by the school.

The Home and School Association meets with school administration and the board chair at the beginning of the school year to formulate plans and annual goals. All activities and projects of the Home and School are approved by the **TCA school** board and administration.

WEB PAGE

The TCA Web site is located at <https://www.tricitychristianacademy.com/>. It is here that parents can access the FACTS Family Portal login page where they will have secure access to the calendar, school forms, student progress, current grades, billing, attendance reports, and number of missing assignments.

SEXUAL CONDUCT POLICY

TCA is a Seventh-day Adventist Christian school. Because of our beliefs, we prohibit students from engaging in any sexual conduct/activity, in any forum, including social media. Sexual conduct/activity also includes any consensual sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality, or behavior that exhibits a same-sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptation, regret, and immoral conduct.

DIRECTORY

The directory of all school employees can be found online at <https://www.tricitychristianacademy.com/about>

HEAD LICE POLICY

Tri-City Christian Academy has the following policy regarding Head Lice:

1. If a student is found with lice or nits, the student will take an information letter home. School-wide notification will also be provided to all parents.
2. Any student with lice or nits must be effectively treated before returning to school. "Effectively treated" refers to having been shampooed with an over the counter or prescription shampoo made specifically for the treatment of head lice and the removal of nits.
3. Upon return, the parent will provide the school with a note stating the shampoo used and procedures completed regarding lice/nit removal. The student's head lice must be screened by school staff prior to their ride leaving and prior to reentry into the classroom.
4. If the child returns to school and the clinician, principal or designee determines that the child has not received proper treatment and the head lice or nits are still present, then the child will be sent home. If, after repeated determinations have been made concerning the continued existence of the head lice or nits and it is apparent that the parents are not properly treating the problem, the principal will determine that it is necessary to excuse the student from attending school for two or three days to allow time for parent to properly treat the problem. If the child returns to school before the end of the two or three days of excused absence and it is determined that the child has been effectively treated, then the child will no longer be isolated.
5. Classroom or school-wide head screenings will be done on a need basis, as determined by the school principal and/or administration team. School principals are authorized to work cooperatively with parents when there is evidence that the parent is making every effort to eradicate the problem.

WHAT CAN YOU DO FOR TCA?

Tri-City Christian Academy's Board and administration work to structure an excellent academic program, to provide for a wide range of educational, physical, and spiritual opportunities for students, and at the same time, keep tuition affordable. Supporters of TCA can help in many ways. The school needs fund-raisers, volunteers in the library, reading and math tutors, student recruiters, volunteers for the Home and School Association, and many other volunteer positions. If you would like to become more actively involved, call the school office at (336) 665-9822. We have a challenge just right for you!

To save on our expenses, and to get all our parents involved in our school, the school board initiated a policy during the 2003-2004 school year that is modeled after service programs typically found in other Christian schools (and increasingly in public schools too!). **Each family at TCA is required to contribute two hours of service to the school per quarter, or eight hours for the year. If you are unable to fulfill your time requirements, you will see a \$100 service fee on your statement at year's end. However, for each two hours spent in service to our school, \$25 is deducted from that total.**

You can volunteer in the hot-lunch kitchen, or fix something that is broken, or clean a specific area, or donate some time on the playground or our yard, or anything that can benefit our school and students. Ask the principal or secretary for additional ideas.

Please inform the school secretary whenever you have spent time in service to the school. She maintains a log of service each month and over the course of the year (and don't forget about work you did this summer before we started!).

Thank you for your contributions to TCA... YOUR school. May the Lord richly bless you and your family during this school year!

SCHOOL BOARD DIRECTORY

Position	Name	Phone Number
Chairman	Bryan Hall	336-706-8010
Financial Committee Chair	Alex Rosario	336-247-7415
Vice-Chairman	Howard Coston	336-816-3078
Principal	Dewald Coetzer	336-665-9822
Business Manager/Treasurer	Karie Sheffield	336-665-9822
Home & School	Eleanor Wonce	336-858-9292
Greensboro Pastor		
High Point Pastor	Pr. Serban	336-687-4815
Kernersville Pastor	Pr. Henderson	352-455-4099
Triad Adventist Fellowship Pastor	Matt Stockdale	336-669-2057
Winston Salem Pastor	Pr. Howard	813-469-2068
Greensboro Rep	Byron Zelenak	
Greensboro Rep	Marvin Aidoo	
High Point Rep	Maricelis Hernandez	
High Point Rep	Josie Hernandez	
Kernersville Rep	Chrissy Yates	
Kernersville Rep	Don Williams	
Triad Adventist Fellowship Rep	Ryan Piercy	
Triad Adventist Fellowship rep	Mara-Lea Coston	
Winston-Salem Rep	Charles Shelton	
Winston-Salem Rep	Michael Pleasants	