**THUNDERBIRD CHRISTIAN**

**ELEMENTARY**

**School Handbook**

**2023-2024**



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www.thunderbirdelementary.org

## TCE MISSION STATEMENT

“Training Children for Eternity”

## CORE VALUES

**Train the mind:**

* Develop a knowledge of God
* Excellence in academics
* High school preparation
* Music education

**Train the body:**

* Healthy bodies
* Physical fitness
* Team play and sportsmanship

**Train the heart:**

* Love God
* Love God’s people
* Love God’s creation

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**SCHOOL HOURS**

Monday through Thursday 8:15 AM-3:30 PM

Friday & Half Days 8:15 AM-12:15 PM

Before Care 7:30 AM-8:15 AM

After Care (Monday-Thursday) 3:30 PM-5:30 PM

After Care (Friday) 12:45 PM – 3:30 PM

After School Sports 3:30 PM-5:30 PM

**SCHOOL HISTORY**

Thunderbird Christian Elementary (TCE) has provided high quality Christian education in Scottsdale, Arizona since 1971. Serving the greater Phoenix area, TCE is a Seventh-day Adventist Kindergarten through eighth grade private school supported by three local Seventh-day Adventist churches through student subsidies, scholarships, and representatives for the Board of Trustees. TCE is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council of Private School Accreditation. The school is located next to the campus of Thunderbird Adventist Academy and the Scottsdale-Thunderbird Seventh-day Adventist Church.

### STAFF

Chandra Young Principal

Nicole Handysides Middle School Social Studies and Math

Darlynne Markovic Middle School Science and Math

Erika Stewart-Tapasco………………………………………..…………………………………Middle School Language Arts

Grecia Campos 3rd -4th Grades

Teresa Greene 1st -2nd Grades

Gloria Guzman TK / Kindergarten

Talea Shupe Band

Zak Adams Office Manager

Shelle Blake Finance

Forrest Thompson Physical Education

Tammy Clouzet……………………………………………………………………………………………………………………………..Art

**GOVERNING BOARD**

The Thunderbird Christian Elementary school board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education. The school board members are elected by the constituent church(es) in accordance with the school constitution or working policies. The school board meetings are open meetings, except when sensitive topics are being discussed. In this instance, the board chair may call for an executive session, which is a closed meeting of the board when only the regular and ex officio members are present. The board may, however, invite interested persons to be present to provide needed information. However, such persons should be excused prior to discussion and vote by the school board. Below are listed this year’s board members:

**EXECUTIVE BOARD MEMBERS**

Board Chair Nisim Estrada

Finance Chair Barbara Czajka

Superintendent Chris Juhl

Principal Chandra Young

**Camelback Church**

John Stanton – Pastor

**Paradise Valley Church**

Paul Blake – Pastor

**Scottsdale-Thunderbird Church**

Dayv Lounsbury – Pastor

**ADMISSIONS**

Thunderbird Christian Elementary (TCE) is a member of the world-wide Seventh-day Adventist school system of elementary, secondary, and university campuses—the second largest parochial school system in the world. It is open to all young people who desire to develop a Christ-like character while pursuing academic excellence. Students who apply for admission are expected to support the unique purposes, philosophy and objectives of the school and live in harmony with its principles.

Enrollment, while selective, will consider character references, and previous educational record, both scholastic and behavioral, and not denominational affiliation. Parents and students may be asked to meet with the principal and/or teacher(s) before the applicant is accepted. Acceptances will be made based on available space. All new students are accepted on a probationary status. Students will obtain regular status at the successful completion of the first nine weeks. Standardized achievement tests will be given soon after registration. These tests may determine grade placement in consultation with parents, teacher, and principal.

Basic to all the above admission requirements is that pupils respect the Word of God, maintain a reverent attitude toward that which is spiritual, and conduct themselves in harmony with the standards of the Seventh-day Adventist Church.

### Academic Records

### The parents will be expected to give approval for the pupil’s cumulative records to be transferred from the previously attended school to TCE. The appropriate form is provided in the registration packet.

### Admission Committee

An admission committee composed of faculty and administration will meet to review applications if a need arises. Early application is recommended. Acceptance is completed when you receive a letter of acceptance.

### Grade Level Placement

### The school reserves the right to give entrance and qualifying (grade placement) tests to any student. The results of such tests, along with the student’s former school records, will help to provide the information needed to place the student in the grade where they will have the greatest opportunity for success. Pupils presenting records from a non-accredited school or home school may be admitted, subject to the successful completion of a placement examination.

Students entering Kindergarten must be at least five years of age on or before September 1. Students entering 1st grade must be at least six years of age on or before September 1. Students may be considered on a case-by-case basis for Transitional Kindergarten if they will be age 5 by December 31. A birth certificate must be presented upon registration. Students entering any grade must be independent and completely capable of consistently caring for their physical and personal hygiene needs. If concerns arise regarding the child’s developmental and/or academic readiness, placement may be reevaluated or reassessed in consultation with the parents, teacher, and principal.

**Registration Requirements**

As part of the registration process, parent/guardians will be required to submit registration forms as well as the following documentation:

* Birth certificate.
* Physical examination.
* Certificate of immunizations or notarized exemption form.
* Official transcript from previous school.

Registration forms can be found on the school website at thunderbirdelementary.com

All returning applicants will be given consideration first, all other applicants will be taken on a first come basis.

### Learning Differences

Thunderbird Christian Elementary recognizes that each student is unique. Each person's opinion, background, and special qualities must be respected. We challenge students to discover and reach their own academic, social, physical, and spiritual potential. However, it should be noted that the school is not designed or staffed to accommodate children with learning disabilities or special educational needs that may require an individualized educational plan**.**

### Immunizations

State required health forms and immunizations must be completed before any new student may enter school. Any child who has not had the state-required immunizations must have a notarized parent signed exemption form on record.

### Insurance

A copy of the school insurance coverage is available upon request. Parents are encouraged to review this coverage.

### Outstanding Accounts

All outstanding accounts with Thunderbird Christian Elementary, as well as registration fees, must be paid in full before registration can be completed and admission granted.All accounts must be paid in full or a TCE Financial Plan Contract signed, submitted to, and approved by administration in writing for the child to attend school. Report cards will be issued to students whose accounts are paid in full.

### Physical Examinations

Physical examinations are required of all new incoming students and 6th graders. The 6th grade examination must include the scoliosis exam. These completed forms must be placed on file within the first week of school. All student health-related forms will be kept in special files under the highest degree of confidentiality.

### ACCELERATION AND RETENTION OF STUDENTS

Thunderbird Christian Elementary follows the official guidelines of the Pacific Union Conference Education Code.

**Acceleration of a Student**

Criteria for acceleration of a student are to be based on the following minimal requirements:

* On the most recent Measure of Academic Progress (MAP test), a student is expected to score at the 90th percentile or above.
* The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
* Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the local Conference Office of Education. Written approval from the local Conference Office of Education must be on file at the school.
* The student must maintain an average or above average level of achievement on the accelerated program.

**Approval Procedure for Acceleration of a Student**

* To initiate this program the faculty and principal must submit a form/letter of application to the local Conference Office of Education. This application must include the written consent of the parents.
* An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.
* The application must be approved by the local Conference Office of Education and made a matter of record before a student is permitted to accelerate.

**Retention of Students**

Grade level retention is intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years. The decision to retain a student should be given careful consideration, evaluating a variety of factors. If circumstances should warrant retention, the following processes should be followed:

* Provide the identified factors to the parent in written form that indicate the need for retention.
* Seek parental/guardian involvement and approval early in the school year.
* Implement the procedure for grade level retention using the approved local Conference Office of Education form.
* Obtain approval for the retention from the local Conference Office of Education.

**FINANCIAL INFORMATION**

### Registration Fee

The registration fee is $600.00 per student, with discounts available for early payment, **and covers book rental, insurance, school and classroom supplies and yearbook.** The registration fee is nonrefundable.

### TuitionTUITION

Standard tuition of $8,900.00 per year is spread over a 10-month period. It is inclusive of all general regular academic classes for grades K-8.

 **Tuition is due on the 20th of each month. A $10.00 late fee will be added to your**

 **statement for each child, for each month the payment is received after the 20th of the**

 **month.**

### Miscellaneous Charges

These may include charges for child care before or after school, hot lunches**,** field trips, mission trips, class trips, and others. The privilege of charging miscellaneous debits onto a student’s account is a benefit available only to parents with accounts that are current.

**Financial Assistance**
There are numerous scholarships available to our families, as well as tuition assistance funds for those who do not qualify. Please check with TCE’s office for more information.

**Graduation and Accounts**
Eighth grade students must have their accounts cleared by the school finance committee before receiving diplomas and final grades. Records are not issued or released until all school expenses are paid in full.

**Late Registrants**
Students entering at any time during the first charge period will pay tuition for the full period. Students transferring from another school will be charged tuition according to the number of days left in the school year. Late registrants must pay a full registration fee.

**Previous Balances**
Previous balances from TCE must be cleared prior to the opening of school unless prior arrangements have been made with the principal and approved by the finance committee. Balances from other schools must be paid or satisfactory payment arrangements made and communicated to TCE.

### Past Due Accounts

The school expects all accounts be kept up to date. If an account becomes 30 days past due, the parents and pastor of the church paying the subsidy will be notified. If satisfactory arrangements are not made immediately, the parents will be asked to **withdraw** their child or children from school until the account is paid in full. All accounts must be paid in full or have a TCE Financial Contract signed, submitted to, and approved by administration in writing at the end of every quarter for their child to continue in school. Students receiving AAA funding need to keep their accounts current or they may lose their funding.

**\* A $35.00 FEE WILL BE CHARGED FOR ALL RETURNED CHECKS. \***

**Students Withdrawing**

Students who withdraw during the school year will be charged according to the number of days they were enrolled. Please notify the office several days before the actual withdrawal date. There is a withdrawal form that must be completed and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of records and grades.

###

### ATTENDANCE

### The student should attend class to establish a pattern of responsibility in meeting day-to-day appointments, and to share ideas by way of participation. Every school day provides opportunities for students to learn in a variety of methods to enhance and measure their learning experience. Missing one day will impact their educational experience. We ask that a parent or guardian call the office before the beginning of theschool day to let us know if a student will be tardy or absent that day. TCE is bound by the laws of Arizona to maintain regular class attendance records. If no contact is made with the school, the student’s absence will be recorded as an unexcused absence. Five or more unexcused absences are considered truant according to state law and may be reported to the local Board of Education. Students with excessive absences may be hindered in their educational experience. Students receiving scholarships may lose their funding due to truancy.

An excused absence is defined as being absent due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions.

**Pre-arranged Absences**

All pre-arranged absences must be submitted to the TCE office at least **two weeks** in advance. Approved pre-arranged absences will be excused. The length and type of makeup work for pre-arranged absences will be at the discretion of the teacher and dependent on the duration and purpose of the pre-arranged absence.

Pre-arranged absences must be authorized by the student’s teacher and school administration.The pre-arranged absence process is as follows:

* Parents/Guardians must provide a signed request in writing to the principal explaining why classes will be missed and the time for leaving and returning to school.
* All requests should be submitted two weeks prior to the anticipated absence.
* All requests must be approved by the principal BEFORE going to a teacher(s) for assignments.
* Teachers must see signed approval before they will give any assignments ahead of time.

Every absence from school requires a note from the parents the day the student returns to school. Excuses must contain the student’s name, date, reason for absence and parent signature. Late arrivals and early departures will be treated on a case-by-case basis. If a student is not in attendance for four consecutive hours of the school day, that student will be recorded as absent for the day.

School begins promptly at 8:15 am at which time attendance will be taken in each classroom. Tardiness will be excused for the following reasons:

* Medical reasons (i.e., doctor’s appointment).
* Severe weather/traffic conditions.

Students that are tardy must stop by the office and pick up a tardy slip. Students will not be admitted to the classroom without a tardy slip. When a student accumulates excessive (10 or more) unexcused tardies in a quarter, a notification will be sent to the parents. Five tardies will equal one absence per academic quarter. All absences should not **exceed 10% of the instructional days** (18 days) scheduled for the school year. If a student has absences in excess of 10% of the instructional days, recommendation for retention may be made whereupon a student will be asked to appeal to the TCE School Board.

**Absences**

Excused absences are identified as illness, immediate family death, or doctor/dentist/court appointment. Any other absence is considered an unexcused absence, unless pre-arranged.

**Consequences of Poor Attendance**

Excessive student tardies and absences will negatively affect a student’s academic performance. Other consequences may include:

* A poor attendance record may disqualify a student from participation in after school sports programs and field trips.
* Excessive absences will disqualify a student from Honor Roll.
* An attendance appeal submitted to the TCE administration and board when a student’s absences exceed 18 days.
* If a student is absent or truant multiple times, he/she may be asked to withdraw from school or retained in the same grade the next year.

**OPERATING POLICY**

Each student and family should understand that attending Thunderbird Christian Elementary is a privilege and not a right. It is granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. All students and parents must maintain a positive working relationship with Thunderbird Christian Elementary to continue the privilege of attending.

**We request that you and your child review and discuss the information in this section of the handbook.**

### Eligibility for Class Office and After School Sports

Eligibility for eighth grade class office or yearbook staff requires demonstration of a positive, cooperative attitude and influence. This includes maintenance of a 2.3 grade point average (no Ds or Fs), and a satisfactory attendance record.

In order to be eligible to participate in any TCE extra-curricular athletic program, a student must have a cumulative GPA of no less than 2.3 and no failing grades. If during the athletic program a student has a low grade (D or F), then that student will not be allowed to participate until that grade is brought up. Grades will be verified every two weeks.

### Field Trips

Students must have written permission and signed consent‑to‑treatment forms on file with the school to participate in field trip activities. Students must also wear the required TCE field trip shirt. A student will be asked to wait in the office or with another teacher’s class if he/she does not have a signed permission slip or does not wear the field trip uniform.

Some field trips may require funds from home in advance or on the day of the trip. The teacher will notify the parent in advance so that they can plan and facilitate.

We plan field trips to be both educational and fun and we appreciate the effort our volunteers make to drive and provide supervision on our field trips. Student supervision and safety is the primary purpose for parental involvement on our field trips. If you would be able to accompany your child’s class on trips and serve as a chaperone, please let the classroom teacher know. Chaperones must have a current certificate from “Adventist Screening Verification” on file at the office. **It is a voted action by the TCE school board, that parent chaperones do not bring other children on field trips.** Chaperones serve best when their focus is on the classroom students.

Parent drivers are expected to always supervise the students. Parents are asked not to bring siblings from other classrooms on the field trip, since a classroom field trip is designed and organized for the students of a specific classroom and/or grade. All field trip drivers must comply with the insurance requirements (Bodily Injury Liability - $250,000/$500,000).

### Chewing Gum

Gum chewing is prohibited in the classroom and on the school grounds**.**

### Health and Well Being

Students are not allowed to come to school with a fever (temperature above 100.4 degrees), communicable disease, or when not sufficiently recovered from an illness. If your child has vomited recently, is coughing, or doesn’t feel well, please keep him/her at home. Students must be fever-free for 48 hours before returning to school. A sick child cannot remain at school. If the school staff feels that a student is not well enough to remain at school, the parent will be called to come and pick him/her up as soon as possible.

**Medication**

The school does not stock over-the-counter medication for students. Students that need medicine prescribed by a physician must give the medicine to the school health clerk/office personnel and report to the health office when it is time to take the medicine. Students may not be in possession of any medicines/drugs while at school. Medications which are to be administered at school must follow this procedure (no exceptions) per Board Policy:

* ALL medications brought to school must be given to the school office personnel.
* Must be in original container and have dosage instructions.
* Parent must complete a *Permission to Administer Medication* form giving the name of medication, exact instructions (dosage and time intervals), and duration to administer medication for prescription and non-prescription medications.
* ONLY THE SCHOOL OFFICE PERSONNEL OR A DESIGNEE WILL ADMINISTER MEDICATION.
* Inhalers, EpiPens, and Glucagon Kits may be carried by students or carried by the classroom teacher if proper procedures are adhered to:
	+ *Authorization for Self-Carry/Administration of Medicine* form must be completed and signed by Parent AND attending physician/healthcare professional which includes exemption from liability for school District and employees.
	+ Prescribed by a licensed physician or heath care professional.
	+ Child’s name is on the device box with a prescription label.
	+ All other medication must be administered through the health office.

All medications (prescription or OTC) can be picked up the last day of the school year in the office. They will be discarded if not picked up within a week after school is out.

**Homework**

The need for homework, the kind of homework and the amount of time spent will vary with the class and the grade level of the child.

Reasons for homework assignments:

* Re-teach, or additional practice on a skill to enable the student to progress satisfactorily at his/her grade level.
* Enrichment, to extend learning.
* Make up work for days absent.
* Material in which the basic method of skill has been presented and needs to be practiced.

Parents, please work with your child’s teacher to ensure completion of homework assigned and return it to the teacher when due.

**Honor Roll and Principal’s List**

Students will qualify for the **Honor Roll** in grades three through eight if they have a B average, including citizenship and special area classes. Students will qualify for **High Honors** in grades kindergarten through eight if they have all A’s, including citizenship and special area classes. This is the highest academic honor at this level and is very difficult to achieve. Academic awards are also given for grades kindergarten through second but are not considered honor roll.

**Report Cards**

Report cards are to inform parents of their child’s progress in school. Report cards will be issued at nine- week intervals. In addition, parent-teacher conferences will be scheduled. Parents, please make every effort to meet with the teacher. Communication is extremely important. Parents are encouraged to contact the principal whenever questions arise involving requirements for promotion or retention policy and procedures. Parents and students should be aware of the “Make up assignments” policy as noted in the classroom teacher’s orientation packet.

The grading system utilized by Thunderbird Christian Elementary is as follows: A = 90-100; B = 80 -89; C=70-79; D= 60-69; F = 0-59. Report cards may be withheld from students with outstanding debts to the school, i.e., pictures, fund raising monies, library/textbooks lost or damaged, musical instruments, athletic uniforms, etc.

TCE uses a Student Information System to keep parents informed of grades and announcements. This program is called AE Connect. As a parent you will be sent an invitation from the school and will be able to set up an account. Classroom teachers may also send home folders that contain all the past work from your student as well as any announcements. Student assignments and grades are available to parents at any time by accessing their student’s records on AE Connect. Parents should check AE Connect regularly to keep abreast of their child’s progress, and to be aware of missing work.

**Academic Probation**
Grades are posted weekly, and a student will be placed on academic probation when they receive an “F”. The student and their parent will be required to meet with the teacher(s) to develop an academic plan for grade improvement.

If the grade(s) is improved by the next grade report, the student will be removed from academic probation.

Students on academic probation may not participate in non-academic field trips or extra-curricular activities. Students on academic probation may not hold a class or other office.

Standard and Specialized Testing will be administered three times each school year. Parents will be sent the results within two weeks of the closing of the testing window.

**Scheduling Appointments**If the need arises, parents may schedule appointments with their child’s teacher. The staff at TCE protects the teaching time in the classroom. **Teachers are not available to counsel with parents between 7:30 AM and 3:30 PM M-TH and 7:30 AM and 12:45 PM on Fridays.** Appointments must be scheduled outside of school hours. Please follow this procedure. If an appointment is needed with the principal, please call the office and make an appointment through the office.

**Parent/Teacher Conferences**
The faculty and administration welcome the opportunity to confer with parents concerning their student’s welfare and progress. At the end of the first quarter parent/teacher conferences take place. This allows parents to see progress that has been made during the first quarter of the year and gives opportunity to set individual goals for the second quarter. The second parent/teacher conference is scheduled in the spring on an “as needed” basis. Parents are urged to meet these purposefully scheduled appointments.

### Emergency Information

Your current address, phone numbers (home, mobile, work and emergency), medical and other pertinent information must be on file in the office, as well as the contact information for two additional adults who have agreed to take responsibility for your child if you cannot be reached. Changes to this list should be reported IMMEDIATELY to the office to provide adequate protection in the event of an emergency.

**Accident/Incident Reporting Policy**

Teachers and staff at Thunderbird Christian Elementary strive to make TCE a safe place to learn and play. During the course of everyday play and interactions with other students, accidents and incidents can occur which necessitate the reporting of and evaluation of students. Thunderbird Christian Elementary provides supplemental accident insurance for all students. This policy provides secondary coverage for school-related accidents. All such accidents must be reported to the school administration within 24 hours. These are the steps that teachers and staff follow in responding to a school related accident or incident:

* Student reports to teacher/staff member or teacher observes accident or incident.
* Teacher/staff member identifies severity of injury and decides appropriate course of action.
* In an emergency, 911 would be contacted and the student’s first-aid needs would be met until the arrival of medical professionals.
* In the event of a non-emergency situation, the student will be assisted to the TCE front office for further evaluation.
* Student is taken to TCE front office and evaluated. Consent-to-Treatment forms and medication permission forms will be consulted as part of the evaluation. In all cases there will be a note sent to the office along with the student identifying the concern.
* Injuries will be treated, parents will be notified as to further course of action.
* In a case of a suspicion of head injury, a concussion protocol will take place to assess the student’s physical and cognitive function using the Sport Concussion Assessment Tool. Parents will be notified of the concern and student will remain in office until the arrival of a parent.
* In cases where parents are present on campus, the teachers/staff members will assist the parent as the parent evaluates their child.
* An accident/incident report will be filled out by the teacher/staff member that either the incident was reported to or that observed the incident.
* If the parent choses to take their student to a medical facility for further evaluation, a Student Insurance Form will be filled out that will serve as a secondary coverage for the student.
* Parents are to provide written medical notification to the school of any further needs or accommodations for their child.

**Evacuation Procedures**

For evacuation procedures are kept in the office and classrooms. In case of an emergency, please contact the office or your classroom teacher.

**Fire Drill/Lockdown Procedures**

For the safety of the children, fire drills will be held a minimum of once per month and lockdowns twice a year.

**Fire Safety Violations**
Any violation of fire safety (such as but not limited to, setting off fire alarms, discharging fire extinguishers, tampering with smoke, vape or heat detectors) will result in a minimum fine of $100 and could result in further other discipline.

**Lost and Found**

Lost and found articles are to be turned in at the office. Students should check there if something is lost. Please label (put your name on) all personal items. Items left in the lost and found will be donated to a local charity at the end of each semester.

**Parent Parking**

For everyone’s safety, we ask for your cooperation in consistently observing these procedures:

* Parents and visitors are to park in the designated parking spaces. Please do not block the drop off and pick up lanes.
* Do not park in the handicap parking spaces to drop off your child unless you have a handicap parking permit.

### Volunteers

Parents are encouraged to be a part of the TCE campus and program as volunteers. All volunteers and field trip chaperones must complete the online Verified Volunteers background check.

**Adult Visitors**
At TCE we purposefully try to create a friendly atmosphere where parents, family and friends can be a part of, and at the same time, help us maintain an educational atmosphere.

Adult visitors (including parents), arriving during school hours who desire to leave an item or a message for a student, should make the request known to the office personnel who will see that the item or message is delivered properly and in a timely manner.

If you need to see a student face to face, work with the office personnel to minimize classroom interruption. All persons must sign in when entering the school and receive a visitor’s pass. Those seen without a visitor’s pass will be escorted back to the office to receive one.

**Student Guest**
Students can bring relatives or friends to school if the principal grants permission. Permission may be granted on a case-by-case basis for a one-day visit if requested at least 5 days in advance in writing. Student guests will need to bring a lunch or lunch money with them.

**Note: Guest passes will not be issued during test week, special events, or the final week of classes.**

### Classroom Visits/Observations

The parents of our students are always welcome on campus. All visitors must sign in at the front office. To limit disruption to classroom learning, drop-ins to the classroom during instructional time is discouraged. Parents should arrange classroom observations through the school office in advance. Observations should be kept to a reasonable length—30 minutes is suggested. Please do not drop in for a parent/teacher conference during school hours. Teachers should not take time out from their class instructional time for a parent/teacher conference. Parents may schedule conferences on an appointment basis.

**Closed Campus**

For your child’s safety, Thunderbird Christian Elementary operates under a closed campus policy. Once a student arrives on campus, they may not leave unless they are participating in a school-sponsored trip, or they are signed out by a previously approved adult. TAA and TCE are separate school campuses. Students may not loiter on the Thunderbird Adventist Academy campus, before, during or after school**.** TAA students may not loiter on TCE campus.

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### Early Departure

Students may not leave the campus before the regular school session ends without the written permission of parent or legal guardian. Early dismissal should be confined to emergency appointments or illness. Parents, legal guardians, or authorized persons must sign students out of the office before taking them from campus before the end of the school day. All authorized persons’ names must be on file in the school office prior to the student’s early departure. No student will be allowed early release without proper authorization. Anyone taking a student from the campus may be asked to show identification.

### Before/After Care

Before care is available starting at 7:30 AM. **The gates are locked and there is no supervision before 7:30 AM**. Students who arrive between 7:45 AM and 8:15 AM will not be charged for before care. For the convenience of our families, after care is available from 3:45 PM until 5:30 PM, Monday through Thursday. Since school is dismissed at 12:15 PM on Friday, after care is available from 12:30 PM until 3:30 PM. Parents need to supply lunch and appropriate clothing for the weather outside for those who are staying in after care on Fridays. **If your child has not been picked up by the time after care starts, he/she will automatically be signed in**.

Charges for before care and after care will be billed on your regular monthly statements. The charges are as follows; $5.00/hour per child, billed on the ½ hour. A late pick-up charge of $25.00 will be added to your bill automatically if your child is picked up after 5:30 PM. To avoid a full day charge, the responsible party must physically sign each child out of after care. Parents must have a list of any and all individuals who are eligible to sign their child/children out of after care on file with the school office. It is the responsibility of the parents to keep their contact information up to date for the safety of their child.

TAA and TCE are separate school campuses. **Students may not wait on the Thunderbird Adventist Academy campus, either before or after school.** Thunderbird Christian Elementary is not liable for any injuries that might occur when students are off the TCE campus.

### Bicycles, Inline Skates, Roller Skates, Skateboards, Scooters‑

Those who wish to use these as a form of transportation to or from school must follow the rules that are listed below. No recreational riding permitted during the school day. Helmets are mandatory, not optional. The school is not responsible if any of these forms of transportation are lost, stolen, or damaged. Bicycles, in-line skates, roller skates, skateboards, scooters, etc., may not be loaned to another student for any reason.

 **Those who ride bicycles to school must:**

* Park and lock bike in school bike rack.
* Only ride alone on a bike.
* Obey all safety rules and regulations.

### Birthday Celebrations

Birthday celebrations at the school need to be authorized by the classroom teacher two weeks in advance. Celebrations should not disrupt the classroom schedule or program. Celebrations should be limited as the classroom is not the appropriate place to hold a party or large celebration.

**Property Rights**
Each student is expected to respect the property rights of the school and of every member of the school family. A student is required to pay for damages they have done to school or someone else’s property. Students should exercise the same care when using school property or supplies as if the article were their own. Normal wear is expected on library books, school textbooks, PE equipment, restroom stalls, technology, desks, lockers, etc., that are provided for the students’ use. Students damaging school property due to carelessness, neglect, or vandalism, will be charged for the replacement and/or repairs.

**Parent/Teacher Reconciliation**

On occasion problems may arise between parents and teachers. The following conciliation process is our procedure and is based on Matthew 18 & 1 Corinthians 6.

* Step One: The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.
* Step Two: If the problem is not resolved, the parent should speak with the principal, and have the problem written out.
* Step Three: If the problem is not resolved, a parent meeting will be scheduled with the teacher, parent and principal.
* Step Four: If the problem is not resolved, the parent should contact the principal to make an appointment to appear before the school board.
* Step Five: If the problem is not resolved by the school board, the parent then contacts the Arizona Conference of SDA’s superintendent of education and explains the problem in writing. The superintendent of education attempts to resolve the problem by meeting with the parent, teacher, principal and school board chair.
* Step Six: If a parent is not satisfied with the results of the preceding step, the matter may be referred to the conference K-12 administrative committee.

**DRESS CODE POLICY**

Thunderbird Christian Elementary endeavors to promote excellence in all areas of education, including dress. The focus of our students and faculty is to foster academic excellence, formulate and nurture Christian character, and prepare lifelong learners to walk with Jesus. To accomplish these purposes, careful consideration has been given to the formulation of the Dress Standards Policy. TCE students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12).

For the students who choose to wear clothing inconsistent with the dress code, the student will wait in the office while parents are called and bring appropriate clothing.For repeated violation of the dress code policy, a monetary fine may be charged.

### Personal Appearance

* Clothing should be neat, clean, in good repair and fit the wearer including pants and shorts being worn at waist level. Cut-off, torn or frayed clothing is not acceptable. Hair should be kept neat and clean while avoiding fads or unnatural colors. Hair should be cut and styled to keep it out of the eyes at all times. Hair or hair accessories should never be a distraction in the classroom.
* All accessories and clothes worn for school events when school uniforms are not required should reflect Christian values and be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, political statements, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with TCE students.

### Dress Code Requirements

PANTS (girls and boys) and CAPRIS (girls only):

* NAVY OR KHAKI ONLY.
* Uniform dress style only, worn in the student’s appropriate size at the natural waist.
* NO: Logos, labels, designs, patch or cargo pockets, loops, jeans, corduroys,

baggy-style, bell-bottoms, skinny pants (jeans) or stretch pants.

SHORTS:

* NAVY OR KHAKI ONLY
* Same requirements apply to shorts and pants. Length must not fall below the knee or more than four inches above mid-knee.

SKIRTS AND SKORTS (girls only):

* Solid NAVY or KHAKI.
* Uniform dress style only.
* Length must fall no more than four inches above mid-knee.
* Leggings and/or playground shorts are highly recommended under skirts.

POLO SHIRTS:

* Solid WHITE, NAVY, LIGHT BLUE, or RED.
* No logos (except school logo). No snaps, stripes, designs, writing, or emblems of any kind.
* Must be worn in the student’s appropriate size.
* Must be long enough to stay tucked in.
* Must be buttoned, uniform polo-style only.

FIELD TRIP SHIRTS:

* School logo **–** RED.
* Must be worn on all school field trips and school outings.

WINTER COATS:

* Students may wear their own winter coats over their uniforms.
* Coats may NOT be worn inside the classroom.
* Coats must be consistent with TCE’s school philosophy for dress standards.

JACKETS, HOODIES AND SWEATERS:

* All jackets, hoodies and sweaters must be TCE logo and can be purchased on the school website.

SHOES:

* Must be appropriate to a school setting and safe for playground wear.
* All shoes must be safe, comfortable and have a closed toe and back-strap.
* No Crocs.

MAKEUP:

* If worn, makeup and nail polish should be natural and appropriate for a Christian school.

JEWELRY:

* NO JEWELRY IS PERMITTED, with the exception of medical alert bracelets or church-related logo bracelets, and then, limited to one at a time.
* Wristwatches are acceptable. Smart watches fall under the technology usage policy.

TATTOOS/BODY ART:

* Tattoos are not allowed. This not only includes permanent or temporary tattoos but also includes students drawing or writing on themselves, another student, or their clothing.

SOCKS AND LEGGINGS:

* Socks and leggings must be solid colors of WHITE, NAVY, RED, or BLACK. Leggings are only to be worn under a school uniform skirt or jumper and never as a stand-alone article of clothing.

HATS AND OTHER HEAD COVERINGS:

* Hats, caps, scarfs, bandanas, beanies, skullcaps, and other non-medical head coverings are not to be worn inside. Other hair accessories, such as head bands, must not be a distraction in the classroom.

PE UNIFORM:

* Grades 5-8 are required to wear school provided PE uniforms that can be purchased from the school website. The uniform will consist of a shirt and a pair of shorts and are to be worn only during PE. There is no dressing down for PE for grades K-4.

SWIMWEAR:

* Young ladies are to wear only modest swimsuits. These can be either one piece or two-piece tankini style which cover the stomach. Outer clothing, including footwear, must be worn when going to and coming from the pool.

CASUAL DRESS FRIDAYS:

* Students who uphold the dress standards for the week may choose not to wear their uniforms on Fridays, but instead can wear TCE t-shirts with the student’s choice of blue jeans or blue jean shorts which comply with length requirements. If the student is not wearing their TCE t-shirt and blue jeans, they should be wearing their regular school uniform.
* **Casual Dress Fridays are a privilege that can be cancelled if students choose to wear clothes that are not appropriate for our school**.
* **School Spirit Theme Days, Uniform Ditch Days, and Dress Down Days will be announced.**

**TECHNOLOGY POLICY**

**BACKGROUND/PHILOSOPHY**

Thunderbird Christian Elementary’s computer resources and networks are established for the educational and professional use of students, faculty, and staff only. The use of technology at TCE is an integral part of the school. It is a privilege, not a right, to access the TCE technology resources. At any time when a student is using TCE’s network or technology, is present on the school grounds or at a school related activity or is interacting with another member of the TCE community, the student must adhere to the same standards of conduct that would apply to the student’s in-person interaction with the TCE community member.

Members of the TCE community must use discretion in using technology to post information and images. No use of the TCE name, logo or other intellectual property on any private website or social media sight is permitted without the express prior written consent of the TCE’s principal or board. Any posting may become public, even without the person’s knowledge or consent. Any posting that becomes public can impact in an irreparable way the reputation of TCE or its faculty members, employees, fellow students, or others. TCE strongly encourages all students and their families, as well as faculty members and staff, to carefully review privacy settings on any applications, websites, social media and/or networking sites they use (for example: Facebook, Snapchat, Instagram, YouTube, MySpace, Twitter “X”, Flickr, LinkedIn, and Pinterest) and to exercise care and good judgement when posting content on such sites.

Additionally, students will be held accountable by TCE for online behavior, on or off campus, whether using the school network or a personal network, during or after the school day, which reflects poorly on the school. Any conduct that is bullying, discriminatory, or harassing in nature; or in any way violates the standards for conduct established by TCE is expressly prohibited. TCE reserves the right to monitor the school’s network, including student files and email, as deemed necessary by the school and in all cases that affect the safety and well-being of members of this community. TCE reserves the right to intervene in any Internet activity that violates this policy or other school policies or standards.

Students and their parents/guardians must read and review this policy and sign to indicate each parent’s and/or guardian’s and each student’s understanding of and support for this agreement in exchange for the privilege of attending TCE and accessing the TCE technology network.

Any cell phones or smart watches brought to school will be collected at the beginning of the day by the homeroom teacher and will be stored in the designated wall pocket, to be picked up by the student at the end of the school day.

No software or apps may be brought to school or downloaded to any school technology devices without prior permission from the administration.

**No personal electronic devices will be allowed to be used before or during the school day or in after care, except with permission of a teacher or other school staff.** If any of these items are used without permission, at the discretion of the teacher, they may be confiscated and held at the school office until a parent or guardian claims them.

**POLICIES REGARDING STUDENT TECHNOLOGY USE**

**Personal Conduct**

Conduct that takes place using technology falls under the same rules and standards of conduct that apply to face-to-face interactions when you are using the school’s property (including its networks and internet access), when you are interacting with other members of the TCE community, when your activity is for school purposes, or when your activity reflects on the school.

* All conduct online that reflects poorly on you or on the school, regardless of when or where it occurred, may be grounds for disciplinary action.
* You must not use technology or the internet in a way that compromises the security of the school’s network, disrupts the school community, or interferes with academic pursuits.
* You may not use online chatting or video conferencing with classmates during class without teacher permission.

**Copyright Protections**

Like all members of the TCE community, you need to respect copyright laws. This includes crediting the authors of any material you use in your work, not using music or video for which you have not paid, and not sharing materials of others without proper permission. You may not copy software without the license to do so.

**Respect for others**

Any use or posting online of personally identifying information about any members of the school community (including photos, videos, names, addresses, phone numbers, email addresses, or work) without their written permissions is strictly prohibited.

You must not deliberately introduce viruses or other malware to TCE’s systems.

You must not seek to circumvent TCE’s security systems such as (but not limited to) antivirus software and or the web filter.

**Recording of video, sound and/or data**

You may not take pictures, video, or sound recordings of teachers, staff, other students, or anyone on campus without permission from the administration and the individuals involved. Students attending or participating in campus public events, such as sporting events, will be presumed to have granted permission for appropriate taking of pictures, videos or sound recordings, provided that these may not be shared outside of the TCE community (students, teachers, or parents) without specific approval from those recorded.

If photographing a school activity for a student publication, you must obtain prior authorization from your publication’s advisor. Regardless of permission, the recording features of any device may not be used in bathrooms or locker rooms in any circumstances.

Cameras, phones, tablets, computers, recordable pens, listening/recording devices, smart watches any and all devices currently available as well as yet to be developed are included in this policy, including the section regarding “Respect for Others.”

It is never appropriate to record private video and/or audio conversations without the permission of all parties. In some cases, this activity may violate applicable law and may subject the person making the recording to criminal or civil penalties.

Students must obtain expressed consent from the teacher in order to do any type of video or audio recordings during class time.

You must have specific authorization from a teacher:

* To use Skype, Facetime, Zoom or any other video conferencing type of site, software, or application during class.
* Before uploading to the internet any video or audio recording during class or in conjunction with a class report.
* Before altering or in any way changing a recording obtained in class or for a class project if the resulting recording will be disseminated either over the internet or by other means.

**Communications with School Employees**

You must use school-approved methods when contacting school employees. Contact with school employees via text message or their personal cell phones should be limited to only when necessary, because of special circumstances (for example, when communicating about a group meeting point while on a school trip).

Students should know that school employees may not “friend” or participate in the social networking sites of current students of the school (other than their own children) or former students unless the former student is 18 years of age or older.

**Monitoring**

TCE reserves the right to confiscate and examine the contents of any electronic device if TCE, in its sole discretion, believes that it is being used in violation of school policy. TCE also monitors the use of its network and internet connection, and students should have no expectation of privacy in their use of technology on campus, in their school activities, when using TCE’s technology resources, or when interacting with other members of the TCE community.

* TCE may restrict or terminate a student’s access to its information systems at any time with notice of reason made known to the appropriate school administration.
* TCE may monitor and remove any content posted to the school’s websites, social media sites, or other property. While the school strives to monitor these sites, the school does not accept any responsibility for content posted by others without the school’s permission.

TCE expects any student who receives unlawful pictures/images or indecent visual depictions of another person through the use of a computer, electronic communication device or cellular telephone to immediately report the visual depiction to their parents, guardian, school official or law enforcement official. If such a report is made to TCE, an investigation will be conducted and the school will take whatever action it deems appropriate which may include disciplinary action for any students involved and/or notifying parents, legal guardians, outside agencies or law enforcement.

**Parent Guidelines**

Parents interested in using technology/social networking to promote TCE should contact the office. TCE has a wide range of materials and resources available and can help select the ones best suited for an event or project. Parents interested in sharing photos of TCE events or of students representing TCE are asked to coordinate these efforts with the school office, who can help honor school community members’ requests regarding privacy and the protection of their identities. Out of respect for privacy of our community members and in an effort to avoid unintended issues, we ask that you not post images or work of students (other than those of your own children), employees, or their community members without obtaining express permission and that of their guardians. Parents should communicate with their child’s teacher via TCE email or school phone numbers.

**Cell Phones and Smart Watches**

If cell phones and smart watches (electronic equipment) are not turned in and are used without permission, the following steps will be taken:

* The first offense: The electronic device will be confiscated by the teacher and may be returned at the end of the school day.
* The second offense: The electronic device will be confiscated by the principal and the parent will need to pick it up from the office at the end of the school day.
* The third and additional offenses: The electronic device will be confiscated by the principal, a parent will need to pick it up from the principal, and a fine of $25.00 will be paid upon pickup.

Students may not use the school telephone or personal cell phones unless they have permission from the teacher or front office staff. Please limit incoming calls for students to emergency situations only. All social arrangements must be made prior to school.

**STUDENT CODE OF CONDUCT**

**Purpose**

Thunderbird Christian Elementary and its Governing Board recognizes that the establishment of specific behavior expectations for students is essential to creating a quality Christian learning environment.

The purpose of the Student Code of Conduct is to ensure that students have a full opportunity to learn without disruption; that the health, welfare, and safety of students and staff members are maintained; that school property is protected; and that all individuals be treated as God treats us.

School personnel will continually strive to maintain a disciplinary system that is fair, effective, and appropriately consistent, so that students may learn self-discipline, develop individual worth, and receive the most benefit from school.

**Due Process Rights**

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position. *Note: Although some due process must and shall be provided in matters of student discipline, constitutional law does not require a formal hearing in all cases. Case law does not give students the right to call witnesses in matters in which the disciplinary consequences are no greater than a 10-day suspension. (Goss v. Lopez, 419 US 565, 1975).*

**Searches**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the school for storage (e.g., backpack, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision (students have no reasonable expectancy of privacy, and backpack, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel).

**BULLYING**

Thunderbird Christian Elementary believes it is the right of every student to be educated in a Christlike, positive, safe, caring, and respectful learning environment. TCE further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying** may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

**Bullying** of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

**Cyberbullying** is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual’s personal electronic media and equipment.

**Harassment** is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Sexual Harassment**

Students who sexually harass others are subject to discipline up to, and including, suspension or expulsion from school. Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. Sexual harassment also occurs if offensive sexual conduct is made as a condition of academic status, progress, benefits, honors or activities.

Students who have experienced sexual harassment should report the incident to school authorities immediately. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal or to another responsible adult.

**Intimidation** is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order.

**Reporting Incidents of Bullying**

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the school. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable school policies. Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant school policies shall be followed.

**HAZING**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the school.

**Hazing Definitions**

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

* The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
* The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with and educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Hazing Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

* Customary athletic events, contests or competitions that are sponsored by an educational institution.
* Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

**REPORTING/COMPLAINT PROCEDURE**

Students and others may report hazing or bullying to any staff member. Staff members must report the incident to the school such details as may have been provided. A failure by a staff member to timely inform the school administrator of a hazing or bullying allegation or their observation of an incident of hazing or bullying may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law. Any instance of reported or observed hazing bullying which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

A person who complains or makes a report regarding hazing or bullying may complain or report directly to the school administrator. The staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a staff member receives the information, the staff member will transmit a report to the school administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator. The procedures to be followed are:

* An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the superintendent.
* The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
* The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the superintendent.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

**SCOPE OF DISCIPLINE GUIDELINES**

**General Campus Rules**

Violation of the following campus management rules will result in appropriate disciplinary action. Chronic offenders of these rules will be subject to loss of privileges or suspension from school.

* Uphold the religious ideals of the school.
* Do your part to maintain an effective learning environment in the classroom.
* Animals that are not for handicapped students and pets are not allowed at school.
* Deception: Students will face disciplinary action for falsifying or forging a document used for school purposes.
* Disruptive Items: Possession of disruptive items is not allowed (see Definitions section).
* Disruptive noises: Yelling, whistling, and other distracting noises are to be avoided.
* Hats, hoods, and sunglasses are not permitted to be worn inside school buildings.
* Littering: Students will not throw, drop, leave, or misplace trash, drink, or food items other than in proper containers.
* Mistreating school property: Students shall not mistreat or misuse school property. Misuse includes standing on campus benches, slamming or kicking doors, mistreating furniture, or otherwise abusing school property.
* Running: Students shall not run on or near the school’s parking lot, sidewalks, or inside any building.
* Throwing or kicking objects: At no time will students throw or kick stones, sticks, or any object that may harm another individual or cause property damage. This includes athletic equipment.

**Classroom Rules**

The classroom is regarded as the most important place at school. Though the classroom teacher has the discretion to set additional classroom rules, the following five basic rules will guide student behavior:

Students will:

* Uphold the religious ideals of the classroom.
* Do your part to maintain an effective learning environment in the classroom.
* Not interrupt a speaker or distract a listener.
* Respect the rights, welfare, and feelings of others.
* Arrive on time to class, do the class work assigned, and follow other directions of the teacher.

**Playground and Chapel Rules**

To ensure the safety of students, and to maintain school effectiveness and order, the following rules shall be observed by all students (other special rules may apply):

**Playground Rules**

Students will:

* + Stay in designated play areas.
	+ Not tackle or engage in rough play.
	+ Use no foul language, tease or fight.
	+ Not throw hardballs without special permission.
	+ Not engage in dangerous use of rocks, sticks or other objects.
	+ Use playground equipment in a proper and safe manner, such as:
		- One person to a swing.
		- Swinging back and forth only; no side or circular swinging allowed/twisty.
		- No adjustment of swing height.
		- No jumping from swings or other improper use.

**Chapel Rules:**

Students will:

* + Enter and leave chapel in an orderly manner, as directed by teacher or staff.
	+ Participate in the program.
	+ Sit quietly in designated areas during programs.
	+ Keep hands and feet to themselves.

Disciplinary actions that may result from the violation of any playground, or chapel rule may include, but are not limited to:

* Warning.
* Isolation from other students.
* Parent contact.
* Loss of school privileges.
* Disciplinary referral.

**Classroom Management Plan**

All teachers will work collaboratively with administration and fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member. The following are types of disciplinary actions that might take place:

* **Informal Talk**

A teacher or school administrator will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

* **Time-Out**

The teacher or staff members assign the student to a designated area in the classroom, to a buddy-teacher classroom, or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less.

* **Detention**

The teacher or staff member will hold a child in the classroom or other supervised location before school, during lunch or after school. Detention is typically 30 minutes or less. Parent will be notified if detention is to be served before or after school. A fine may be assessed to defray the cost of supervision.

* **Conference/Behavior Plan**

The parent is asked to attend a conference with the student, teacher, or school administrator to develop a behavior plan for changing the student’s inappropriate behavior.

* **Restriction of Privileges**

Teachers or staff members may restrict a student’s participation in a special event or activity, i.e. fieldtrip, assembly, class party, etc. Parent may be contacted.

* **Administration Resolution Options Removal from Promotion**

Administration may not allow a student to participate in optional promotional ceremonies due to inappropriate student behavior. This includes participation in promotion ceremonies, awards assemblies, other ceremonies, and any other event where student participation is voluntary.

* **Behavior Contract**

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

* **Out of School Suspension/Short-Term Suspension**

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student’s behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on school property or at school functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

* **Long-Term Suspension**

In addition to a short-term suspension, the school administrator may recommend to the school board that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the school’s due process procedures. During any off-campus suspension, a student is not permitted on school property or at school functions/events.

* **Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending any school in the school unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. The student’s parent will be notified, in writing, that expulsion is recommended. During any expulsion, a student is not permitted on school property or at school functions/events.

**Administrative Discretion**

The offenses mentioned in these guidelines are merely examples of student misconduct and therefore are not to be regarded as exhaustive. The disciplinary actions listed are meant as *recommendations* only, not to be applied so rigidly as to neglect the best interest of the student, school, or family. The school administration may prohibit additional conduct and take disciplinary actions that vary from these discipline guidelines, depending on the circumstances of the offense and the history of the offender.

**Arizona Revised Statues References**

Abuse / Verbal Abuse Bullying
Computer Tampering Disorderly Conduct Disruption

Expulsion Hazing Loitering

A.R.S. § 15-507
A.R.S. § 13-3620, 15-341 A.R.S. § 13-2316
A.R.S. § 13-2904, 13-2911 A.R.S. § 13-2911
A.R.S. § 15-841 – 15-844 A.R.S. § 15-2301
A.R.S. § 13-2905

School day Suspension Tobacco Trespassing Truancy Vandalism Weapons

A.R.S. § 15-341, 15-901
A.R.S. § 15-841 – 15-844
A.R.S. § 36-798, 15-341, 13-3622 A.R.S. § 15-841
A.R.S. § 15-802
A.R.S. § 15-842
A.R.S. § 13-3102, 15-341, 15-841

***Notes:***

* *An asterisk (\*) indicates that a police report may be filed.*
* *An administrator may choose any or all of the consequences for any infraction.*
* *The principal is the highest level of appeal for a suspension of 10 days or less.*

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| **Student Disciplinary Procedures** |
| Infraction | Definition | 1st Offence | 2nd Offence | 3rd Offence |
| Illegal Substances\* | Using illegal drugs, tobacco, vaping, alcoholic beverages, or misuse of narcotics or prescription medication, as well as handling, possessing, or furnishing them to others.A student will only be considered for re-admission after completing rehabilitation and drug/alcohol education as determined by the school board on a case-by-case basis. | -Expulsion |  |  |
| Dangerous Instruments/Devices\* | Items that are used, attempted, or threatened to be used, and/or is readily capable of causing physical injury to any person including the possession or use of a weapon. Weapons may include knives, firearms, fireworks, or incendiary devices of any kind. Pocketknives, matches and lighters are not allowed. | -Confiscation of Items-Expulsion |  |  |
| Bullying/Hazing | See policies above. | -Conference-Notify Parents-Up to 3 Days Suspension | -Notify Parents-Up to 5 Days Suspension | -Notify Parents-Up to 10 Days Suspension |
| Cheating | Intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.  | -Notify Parents-Repeat the Assignment | -Notify Parents-Failing Grade on Assignment | -Notify Parents-1 Day Suspension |
| Disrespect/Defiance/Insubordination | Treating school personnel or any others with contempt or rudeness; intentionally resisting or disregarding the authority of school personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so; being disobedient, refusing to identify self, or failing to follow the directions of authority of a staff member or an individual placed in authority by the school. | -Conference -Detention  | -Detention-1 to 3 Day Suspension | -5 Day Suspension |
| Dress Code Violation | Non-compliance with the established student dress code guidelines.  | -Notify Parents-Change Clothes | -Notify Parents-Change Clothes-Fine | -Notify Parents-Change Clothes-Fine |
| Electronic Devices | Include cell phones, pagers, hand-held computers, media players or other electronic items. These items must be in the off position and not be displayed for use during the school day from arrival to departure, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety, or well-being of others. **The school is not responsible for the loss, damage and/or theft of any of these types of devices.**  | -Student Pickup -Notify Parents -Conference -Confiscation  | -Parent Pickup -Confiscation  | -Parent Pickup -Detention -Fine -Confiscation  |
| Fighting/Verbal Abuse | When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.  | -1 Day Suspension | -3-5 Day Suspension | -Expulsion |
| Harassment | The persistent or repeated annoying or tormenting of another.  | -Conference-Notify Parents -Up to 3 Days Suspension | -Notify Parents -Up to 5 Days Suspension | -Notify Parents -Up to 10 Days Suspension |
| Instigation | Includes provoking, antagonizing, or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip and social media posting are also considered forms of instigation. | -Conference -Notify Parents | -Notify Parents -Detention | -Notify Parents -1 Day Suspension |
| Jewelry | Non-compliance with the established jewelry guidelines. | -Remove Jewelry | -Notify Parents -Parent Pickup | -Detention -Parent Pickup |
| Leaving Campus Without Permission | Leaving the fenced property of the school without permission from a faculty member. This includes going to TAA’s campus. | -Notify Parents-Conference-Detention | -Notify Parents-Detention | -Notify Parents-Detention |
| Public Display of Affection | The act of kissing, hugging, fondling, or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.  | -Warning Conference | -Parent Conference | -Parent Conference-Detention |
| Sexual Harassment | Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another and/or that might contribute a substantial risk of mental harm or personal degradation (Sexual: relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions; implying or symbolizing erotic desire or activity). | -Conference-Notify Parents -Up to 3 Days Suspension | -Notify Parents -Up to 5 Days Suspension | -Notify Parents -Up to 10 Days Suspension |
| Technology Misuse/Computer Tampering | Altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; or using technology for uses outside of legitimate educational purposes; failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any school facility, including proxy use.  | -Notify Parents-Conference-Loss of Technology Privileges-Restitution | -Notify Parents-Conference-Loss of Technology Privileges-Restitution | -Up to 3 Day Suspension-Restitution |
| Theft | Taking of property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.  | -Notify Parents-Restitution | -Notify Parents-Detention-Restitution | -1 Day Suspension-Restitution |
| Vandalism/Destruction of Personal or School Property | Willful act of defacing or destroying any building, fixture, vegetation, or property (personal or school) either intentionally or unintentionally.  | -Notify Parents-Restitution | -Notify Parents-Detention-Restitution | -1 Day Suspension-Restitution |
| Profanity/Obscenity  | The use of profanity or any derogatory language written or stated publicly.  | -Notify Parents-Warning | -Conference-Detention | -1 Day Suspension |