

THUNDERBIRD CHRISTIAN ELEMENTARY

School Handbook 2019-2020



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TCE MISSION STATEMENT

“Training Children for Eternity”

CORE VALUES

Train the mind:

- Excellence in academics
- High school preparation
- Well-rounded education
- Music education

Train the body:

- Healthy bodies
- Physical fitness
- Team play & sportsmanship

Train the heart:

- Love God
- Love God’s creation
- Love God’s people

Table of Contents

MISSION STATEMENT.....	2
CORE VALUES	2
ENTRANCE AGE.....	5
LEARNING DIFFERENCES	5
IMMUNIZATIONS.....	5
INSURANCE.....	6
OUTSTANDING ACCOUNTS	6
PHYSICAL EXAMINATIONS	6
REGISTRATION.....	6
TUITION	6
MISCILANEOUS CHARGES.....	6
PAST DUE ACCOUNTS	7
ACCIDENT INCIDENT REPORTING POLICY.....	8
ATTENDANCE POLICY.....	9
ACCELERATION & RETENTION OF STUDENTS	10
BEFORE/AFTERCARE	11
BICYCLES, ROLLER-BLADES, SKATEBOARDS, SCOOTERS.....	12
BIRTHDAY CELEBRATIONS.....	12
<i>BULLYING & HARASSMENT POLICY.....</i>	12
CLASSROOM VISITS/OBSERVATIONS	14
COMPLAINT POLICY	14
DIPLOMAS.....	14
DISCIPLINE POLICY	14

DRESS CODE POLICY	14
DRESS CODE REQUIREMENTS.....	17
EARLY DEPARTURE	20
ELECTRONICS.....	20
ELIGIBILITY FOR OFFICE AND AFTER SCHOOL SPORTS	21
FIELD TRIPS	21
GUM CHEWING	21
HEALTHY WELL-BEING.....	21
IN CASE OF EMERGENCY.....	21
LOITERING.....	22
PARENT-TEACHER CONFERENCES.....	22
PROGRESS REPORTS.....	22
RULES AND REGULATIONS.....	22
TELEPHONE USE	23
USE OF ILLEGAL SUBSTANCES.....	23
USE OF PHOTOGRAPHS/CREATIVE WORKS	23
VOLUNTEERS	23
SCHOOL CALENDAR.....	24
SCHOOL STAFF	26

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. Those who apply for admission will pledge to willingly observe all regulations and perform all assigned school duties to the best of their ability.

Thunderbird Christian Elementary is a Christian school. Enrollment, while selective, will give careful consideration to character references, and previous educational record -- both scholastic and behavioral, and not to 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 on the basis of available space. All new students are accepted on a probationary status. Standardized achievement tests will be given soon after registration. These tests may determine grade placement in consultation with parents, teacher and principal.

ENTRANCE AGE

Students entering Kindergarten must be at least five years of age before September 1. Students entering 1st grade must be at least six years of age before September 1. Students may be considered on a case-by-case basis for TK 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 re-evaluated or reassessed, in consultation with the parents, teacher and principal.

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 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, and approved by administration in writing at the end of every quarter, for child to continue in 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.

FINANCIAL INFORMATION

2019-2020

REGISTRATION FEE

The registration fee is \$550.00 per student, with discounts available for early payment. If a child is withdrawn before the end of the first quarter, due to relocation outside the metropolitan area, 50% of the registration fee will be refunded. If there is any balance due on the account, the refund will be applied to the account.

TUITION

Standard tuition of \$600 per month 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 15th 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 childcare before or after school, hot lunches, field trips, mission trips, class trips, yearbook, vision/hearing tests, 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.

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 a TCE Financial Plan Contract signed, submitted to, and approved by administration in writing at the end of every quarter, for child to continue in school.

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

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 in order to continue the privilege of attending.

We request that you and your child review and discuss the information in this section of the bulletin:

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 student 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 should follow in responding to a school related accident or incident.

1. Student reports to teacher/staff member or teacher observes accident or incident.
2. Teacher/staff member identifies severity of injury and decides appropriate course of action.
 - a. In an emergency, 911 would be contacted and the student first-aid needs would be met until the arrival of medical professionals.
 - b. In the event of a non-emergency situation the student will be assisted to the TCE front office for further evaluation.
3. Student is taken to TCE front office and evaluated. Consent to treat 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.
 - a. Minor issues like headaches, cramps, and scrapes will be treated and the student will be sent back to class.
 - b. Injuries will be treated and parents will be notified as to further course of action.
 - c. 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 students will remain in office until the arrival of a parent.

- d. In cases where parents are present on campus, the teachers/staff members will assist the parent as the parent evaluates their child.
4. 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.
5. If the parent chooses 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.
6. Parents are to provide written medical notification to the school of any further needs or accommodations for their child.

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 and self-expression. 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 the school day to let us know if a student will be tardy or absent that day. If no contact is made, the student will be assessed an unexcused absence. An excused absence is defined as being absent due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. Pre-arranged absences must be authorized by the student's teacher and school administration.

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 assessed an absence for the day.

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 School Academic Council.

ATTENDANCE GRADE:

An attendance grade will be reported quarterly on student grade reports. Attendance grades will not be factored into the over-all GPA of students or recorded on transcripts. A student attendance grade will be tracked by Administration through the following scale:

Per Quarter:

A = 0 Unexcused Absences

B = 1 Unexcused Absence
C = 2 Unexcused Absences
D = 3 Unexcused Absences
F = 4 or More Unexcused Absences

Tardies: A teacher may mark a student tardy if he/she is not in his/her seat and ready for class at 8:15 AM. Any student who is tardy must stop by the school office for a tardy slip before entering their classroom.

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.

Pre-arranged absences: All pre-arranged absences must be submitted to the TCE office at least one week in advance. Students must obtain teacher signatures for each of their classes prior to submitting the form to administration. 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 time, distance, and purpose of the pre-arranged absence.

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, field trips or the end of the year award trip.
- *A C Grade will disqualify a student from Honor Roll*
- An attendance appeal submitted to the TCE Academic Council 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.

ACCELERATION & 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:

- A. On the most recent standardized achievement test battery a student is expected to have a composite score at the 90th percentile or above.
- B. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.

C. 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.

D. The student must maintain an average or above average level of achievement on the accelerated program.

Approval Procedure for Acceleration of a Student:

Procedures for the acceleration of a student are as follows:

A. 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 parent/s.

B. An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.

C. 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 process should be followed:

A. Provide the identified factors in written form to the parent/guardian that indicate the need for retention.

B. Seek parental/guardian involvement and approval early in the school year.

C. Implement the procedure for grade level retention using the approved local conference office of education form.

D. Obtain approval for the retention from the local conference office of education.

BEFORE/AFTERCARE

BeforeCare is available starting at 7:00 AM. **(No student is to arrive before 7:00 AM)**. Students who arrive between 7:45 and 8:15 AM will not be charged for BeforeCare. AfterCare is available from 3:45 PM until 6:30 PM, Monday through Thursday. Since school is dismissed at 12:15 PM on Friday, AfterCare is available from 12:30 PM until 4:30 PM. AfterCare snacks will be available. Parents need to supply, lunch, and appropriate clothing for the weather outside for those who are staying in AfterCare on Fridays. **If your child has not been picked up by the time AfterCare starts, he/she will automatically be signed in.**

Charges for BeforeCare and AfterCare will be billed on your regular monthly statements. The charges are as follows; \$4.00/hour per child, billed on the ¼ hour. Late pick-up charges from of \$5.00 per ½ hour will be added to your bill automatically if your child is picked up late (after 5:30 PM.) To avoid a full-day charge, the responsible party must physically sign each child out of AfterCare. Parents must have a list of any and all individuals who are eligible to sign their child/children out of AfterCare on file with the school office.

***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 unless your child is with his/her supervising adult on the Thunderbird Christian Elementary campus before, during, or after school.

BICYCLES, ROLLER-BLADES, 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, roller-blades, roller-skates, skateboards, scooters, etc., may not be loaned to another student for any reason.

Those who ride bicycles must:

- Park and lock bike in school bike rack.
- Only ride singly 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.

BULLYING & HARASSMENT POLICY

TCE is committed to a safe and civil educational environment for all students, employees, and volunteers. "Harassment, intimidation or bullying" means any repeated intentional written, verbal, or physical act, including **cyber bullying** (the misuse of technology to harass, intimidate, or terrorize another person.) Parents should be vigilant in monitoring their own child's activity on devices, and should encourage their child to tell them or a teacher about any negative messages they receive.

An act will be considered bullying when the intentional written, verbal, or physical act:

- Physically or emotionally harms a student or damages the student's property; or
- Has the effect of substantially interfering with the student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

Individuals who feel that they have been harassed should:

- Communicate to the aggressor that the individual expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the harasser, the student should ask a teacher to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should report situation to a staff member.

Investigation Procedure

The staff will promptly investigate upon receipt of the complaint. The teacher will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The teacher may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the teacher will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the administration.

Resolution of the Complaint

Following receipt of the teacher's report, the administration may investigate further if the problem is not resolved and make a determination of any appropriate additional steps which may include discipline as outlined in the School Bulletin.

Prior to determination of the appropriate remedial action, the administration may interview the complainant and the alleged harasser. The administration will file a written report, as is customary with all discipline, closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

Complaints must be taken seriously and investigated. Evidence uncovered in the investigation is confidential.

Sexual Harassment Policy:

Students who sexually harass others are subject to discipline up to, and including, suspension from school. Employees who engage in sexual harassment are subject to discipline up to, and including, termination.

Sexual harassment is 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.

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.

COMPLAINT POLICY

The success of the school depends in large measure upon the fullest cooperation between parents and teachers. It sometimes happens that questions and concerns arise in regard to the school program. We ask that when this happens, parents and teachers follow the council of Matthew 18:16-18:

Step 1. Talk directly to the teacher or staff member involved. Please make an appointment for the conference. If this does not resolve the issue, then

Step 2. Discuss the matter with the principal, who will assist to bring resolution to the situation. If this does not resolve the issue, then

Step 3. Contact the school Board Chair who will work with the principal and teacher/staff member to resolve the issue. If deemed appropriate, the issue may be brought to the entire school board to make a collective decision on how to bring resolution to the situation. This step will only be taken if steps 1 and 2 have been completed.

DIPLOMAS

Students meeting eighth grade academic requirements will receive a diploma. Final grades and graduation diplomas will be issued only to those whose accounts are paid in full.

DISCIPLINE POLICY - TCE Progressive Discipline Plan

TCE provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff, allowing students to work to their fullest potential. By reinforcing desired behavioral outcomes, students will clearly understand expectations. This attention to expectations leads to a more positive classroom experience, a stronger learning community, and an increase in student learning. Treating others and self in a kind respectful way honors God, and helps each student to be a light in their community.

Students at TCE are expected to abide by the following school-wide behavioral expectations:

- Be on time, on task and prepared to learn every day.
- Respect the teachers, the classroom, other students, and yourself.
- Be responsible for your own learning.
- Clean up after yourself and your peers

Positive Support System

Students will be recognized for the positive behaviors they exhibit, helping the school community to be loving and supportive to all students. Teachers will reward positive behavior with classroom incentives. Once a month, one student from each classroom will be recognized and rewarded as student of the month.

NOT REACHING BEHAVIORAL EXPECTATIONS

In the event that a student forgets or chooses to not follow TCE's positive behavioral expectations, the following system will be used to assign consequences to their actions:

Level 1 Behavior Infraction Procedures

Level 1 behavior infractions include:

- Inappropriate language
- Physical contact (pushing, shoving, horseplay)
- Non-compliance
- Minor class disruption (excessive talking, etc.)
- Disrespect toward peer or staff member.
- Inappropriate use of school property or materials (computer misuse)
- Dress code infraction

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. If the behavior persists, the classroom teacher must:

- Conference with the student
- Document the behavior by completing a discipline referral form
- Contact the parent and send home the referral form for parent to sign and return to the school.

Once a student accumulates three level 1 infractions in a three-month period, the classroom teacher can send the student to the office with a discipline referral to conference with the principal.

Level 2 Behavior Infraction Procedures

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with the principal, who will contact the parent to discuss the incident. Level 2 infraction include:

- Fighting
- Major pushing and shoving (often resulting in injury.)
- Major disrespect/insubordination
- Major classroom disruption/tantrums
- Stealing
- Lying
- Majorly abusive/inappropriate language toward a staff member or peer
- General vandalism (defacing of property)

Possible consequences and interventions could include:

- Loss of privileges
- Parent Teacher Conference
- Restitution
- In-class behavioral supports
- In-school suspension
- Out-of-school suspension

Level 3 Behavioral Infraction Procedures

Students committing a Level 3 behavior infraction will be immediately sent to the office with a referral, and their parent will be contacted by administration. Level 3 infractions will require a parent teacher conference, and will receive immediate suspension for a specific period of time, or possible expulsion. Level 3 infractions include:

- Major bullying/threats
- Immoral conduct
- Major vandalism (destruction of property)
- Arson
- Weapons

In addition to a student receiving a suspension for a level 3 infraction, they may also receive the following consequences which will be determined on a case by case basis:

- Loss of privileges
- Restitution
- Behavior Intervention Plan

Zero Tolerance Behaviors

Use of alcohol, drugs, tobacco, vaping or having these items in the student's possession will lead to immediate expulsion. 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.

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.

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, 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.

Two slash pockets in front with one or two set-in, welted pockets in back.

NO: Rivets, logos, labels, designs, patch or cargo pockets, loops, jeans, corduroys, baggy-style, bell-bottoms, clam-diggers, pedal pushers, skinny pants (jeans) or Lycra 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, or MARYMOUNT PLAID

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.

JUMPERS (girls only):

Solid NAVY or KHAKI, or MARYMOUNT PLAID

Uniform dress style only.

Length must fall no more than four inches above mid-knee.

Leggings and/or playground shorts are highly recommended under jumpers.

BLOUSES (girls only):

Solid WHITE, to be worn under jumpers ONLY

Peter Pan collar with short or long sleeves

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.

OXFORD SHIRTS:

Solid WHITE or LIGHT BLUE

Short or long sleeves.

Button-down collar.

No denim shirts.

No logos or emblems, etc.

Must be worn in the student's appropriate size and be long enough to stay tucked in.

FIELD TRIP SHIRTS:

School purchase only - solid RED.

Must have school logo, to be worn on all school field trips and school outings.

SWEATER VESTS:

Solid NAVY, V-neck style, to be worn over the school uniform.

CARDIGAN SWEATERS:

Solid NAVY, button-front style

CREW NECK SWEATERS:

Solid NAVY, pullover style.

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 AND HOODIES:

All jackets and hoodies must be solid navy blue with no stripes, patterns, logos, etc. other than the school logo hoodies, which are available through the school office.

SHOES:

Must be appropriate to a school setting and safe for playground wear.

Heels should be low, safe, and comfortable. All shoes must have a closed toe and back-strap.

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 are acceptable only if used as a timepiece. Any other use falls 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 acceptable school attire, and thus not permitted during school hours or school-sponsored educational outings. Other hair accessories, such as head bands, must not be a distraction in the classroom.

PE UNIFORM:

Grades 5-8 are required to wear a school provided PE uniform purchased from the school office. The uniform will consist of a shirt and a pair of shorts. Grades 3-4 has the option of dressing down for PE but only the school provided PE uniform is approved for dressing down. There is no dressing down for PE for grades K-2.

SWIMWEAR:

Young ladies are to wear only modest swim suits. 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 FRIDAY:

Students who uphold the dress standards for the week may choose not to wear their uniforms on Fridays, but instead can choose to wear TCE School t-shirts with the student's choice of blue jeans or blue jean shorts which comply with length requirements. School Friday T-shirts with the TCE logo are available for purchase at the school office. All Friday clothing choices must follow general TCE dress code policies. If the student is not wearing their Friday t-shirt and blue jeans, they should be wearing their regular school uniform.

Casual Dress Fridays is 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.

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.

ELECTRONICS

Any cell phones 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 personal electronic devices will be allowed to be used before or during the school day or in aftercare, 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.

ELIGIBILITY FOR OFFICE AND AFTER SCHOOL SPORTS

Eligibility for eighth grade class office or seventh grade representative requires demonstration of a positive, cooperative attitude and influence. This includes maintenance of a 2.3 grade point average (no D's or F's), 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) than that student will not be allowed to participate until that grade is brought up. Grades will be verified every midterm and quarter.

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.

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 & safety is the primary purpose for parental involvement on our field trips. Parent drivers are expected to supervise the students at all times. 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. Any parent needing to bring along an infant or a toddler on the field trip must make prior arrangements with teacher. All field trip drivers must comply with the insurance requirements. (Bodily Injury Liability \$250,000/\$500,000)

GUM CHEWING

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

HEALTHY WELL-BEING

Students are not allowed to come to school with a fever (temperature above 99.9 degrees), communicable disease, or when not sufficiently recovered from an illness. If your child has thrown up recently, is coughing, or doesn't feel well, please keep him/her at home. Students must be fever-free for 24 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.

IN CASE OF EMERGENCY

Your current address, phone numbers (home, mobile, work and emergency), medical & 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 provide adequate protection in the event of an emergency.

LOITERING

Students who have independent transportation, i.e., walking, bike riding, etc., and who are not signed into aftercare, must leave the school grounds immediately after school. No loitering is allowed. Parents will assume all responsibility for their student's transportation to and from school.

Students are not to wait on the Thunderbird Adventist Academy campus. Thunderbird Adventist Academy is not liable for any injuries that might occur to TCE students while on their campus.

PARENT-TEACHER CONFERENCES

Regular parent-teacher conferences will be scheduled after the close of the first and third quarters. Parents or teachers may request other conferences at any time. The regular school session between 8:15 a.m. and 3:30 p.m. does not allow for conferences or phone conversations with teachers. Appointments will be made and scheduled for separate conferences, if needed or requested by either the parent or the teacher.

PROGRESS REPORTS

Student assignments and grades are available to parents at any time by accessing their student's records on Jupiter Ed. Parents should check Jupiter Ed regularly to keep abreast of their child's progress, and to be aware of missing work. Quarter grades will be sent home in print form at the end of each quarter. Final grades will be issued to those whose accounts are paid in full.

RULES AND REGULATIONS

The School Board reserves the right to review any *and/or* all disciplinary actions. A student engaging in any of the following practices, on or off campus, will be subject to disciplinary action, including immediate suspension, and may be asked to withdraw from TCE:

1. Undermining the religious ideals of the school.
2. Keeping the teacher from being effective or fellow students from learning.
3. Using profane language, possessing or displaying obscene literature or pictures,
4. Indulging in lewd conduct or suggestions.
5. Stealing, forgery, willful deception, entering locked places, or any form of dishonesty or cheating. Deliberately committing any act or prank that is against school policy or that injures, degrades, harasses, intimidates, or disgraces a fellow student or school staff member, or daring others to commit an act or prank that is against school policy.
6. Possessing or using any weapon. This includes, but is not limited to, knives, firearms, fireworks, or incendiary devices of any kind. Pocketknives, matches, and lighters are not allowed.
7. Leaving the Thunderbird Christian Elementary campus without the permission of school staff. Students must be with a teacher or other authorized supervisor at all times. The Thunderbird Adventist Academy grounds are not considered part of the

Thunderbird Christian Elementary campus. You must have permission from TCE faculty to be on the Academy campus.

8. Vandalism to school or personal property.
9. Malicious mischief.
10. Inciting student disorder.
11. Defiance of authority.
12. Fighting.
13. Extortion or threats.
14. Accompanying those who are committing infractions.
15. Storing or possessing contraband items for others.

TELEPHONE USE

Students may not use the school telephone 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.

USE OF ILLEGAL SUBSTANCES

In our continuing effort to keep TCE a safe and drug-free school, all students in grades 5-8, will be asked to sign a commitment to remain drug and alcohol free. Using illegal drugs, tobacco, vaping, alcoholic beverages, or misuse of narcotics or prescription medication, as well as handling, possessing, or furnishing them to others will result in immediate expulsion. 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.

USE OF PHOTOGRAPHS/CREATIVE WORKS

The school reserves the right to use pictures of the students and/or their creative works in school publications. A waiver must be signed and be on file in the office to prohibit the use of students' pictures in such publications.

VOLUNTEERS

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

2019-2020 SCHOOL CALENDAR

Teacher Meet & Great	August 11
First Day of School (Half Day: 8:15 am -12:15 pm)	August 12
Vespers Pool Party	August 17
Back-to-School Night	August 20
Labor day Holiday – No School	September 2
Fall Week of Prayer	September 10-14
Iowa Assessment Exams (Grades 3-8)	September 16-20
Fall Break – No School	October 11-14
First Quarter Ends	October 10
Second Quarter Begins	October 15
Red Ribbon Day	October 25
Parent Teacher Conferences (Half Days: 8:15 am - 12:15 pm)	October 23&24
TAA Fall Festival	November 2
Veterans Day Activity	November 8
Holiday Book Fair	November 15-22
Thanksgiving Lunch	November 22
Thanksgiving Holiday – No School	November 25-29
Christmas Concert (Half Day: 8:15 am - 12:15 pm)	December 12
2 nd Quarter Ends	December 20
Christmas Vacation (Half Day: 8:15 am - 12:15 pm)	Dec 21-Jan 5
3 rd Quarter Begins	January 6
Martin Luther King, Jr. Holiday – No School	January 20
Teacher In-Service – No School	January 22
President’s Day Holiday – No School	February 17
TAA Arizona Arts Festival (Grades 5-8)	February 20-22
Track & Field Day	March 13
3 rd Quarter Ends	March 13
Spring Break – No School	March 16-20
4 th Quarter Begins	March 23
Parent Teacher Conferences (Half Day: 8:15-12:15 pm)	March 26
Spring Week of Prayer	March 30-April 3

April Recess – No School	April 13
Spring Book Fair	April 17-24
Academic Fair	April 23
Spring Concert (Half Day: 8:15 am - 12:15 pm)	May 14
Awards Chapel	May 15
Kindergarten Graduation (3:00 PM)	May 21
8 th Grade Graduation (6:30 PM)	May 21
Last Day of School / 4 th Quarter Ends	May 22

School Hours:

Monday through Thursday	8:15 AM-3:30 PM
Friday & Half-Days	8:15 AM-12:15 PM

School Spirit/Costume Theme Days will be announced. They are the last Friday of August, October, December, February, and April.

Watch for Important scheduling information in the school newsletter and on the school website!

STAFF

Rochelle Stanton Principal
Adrianna Mendoza 5-8th Social Studies, Bible, Language Arts/Grade 8 Homeroom
Lisa Heisey Grades 5-8th Language Arts, Bible/ Grades 5-6 Homeroom
Caleb Bibb Grades 5-8th Math, Science/ Grade 7 Homeroom
Sarah Theoret..... Grades 3 & 4
Teresa Greene..... Grade 2
Nicole Handysides Grade 1
Gloria Guzman TK/Kindergarten
Dave Nelson STEM
Talea Shupe Band/Instrument
Rochelle Stanton..... Choir/Handbells
Kasia Thimsen PE
Cristina Cota Office Manager/Treasurer
Stephanie Diaz..... Before Care
Nica Sta Ana After Care