

TRI-CITY CHRISTIAN ACADEMY
PARENT/STUDENT HANDBOOK
2017-2018

Tri-City Christian Academy: *“A Christian school for families of all faiths”*

**MISSION STATEMENT OF TRI-CITY CHRISTIAN
ACADEMY**

“To advance the dual propositions that Jesus Christ is Lord over every area of life and thought and that man’s chief end is to glorify God and enjoy Him forever,” Tri-City Christian Academy strives to guide students in academic achievement and in Christian character maturation, as these aspirations are derived and articulated from the Word and Sacrament ministries of the Church Universal.”

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Dear Parent,

Thank you for selecting Tri-City Christian Academy. As your designated servants, our faculty and staff will make every effort to provide quality Christian education and character training for your child.

The faculty and staff of Tri-City Christian Academy hold as their highest goal assisting parents in their holy obligation to guide their children in obeying the Covenant Law of Jesus Christ. Every staffing, curriculum, and policy decision at Tri-City Christian Academy is made from this foundational premise.

This handbook conveys many of the policies and operating procedures of the school to our parents and students. It is our hope that it will serve as a useful guide to a successful year at Tri-City Christian Academy.

I welcome your comments and suggestions regarding any aspect of our school. As we communicate and work together during the school year, it is my hope and prayer that our school will truly function as an extension of your home.

Yours for Christian education,

Paul T. Edgar
Administrator

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ABSENTEEISM/ATTENDANCE

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Parents shall be required to notify the school office on days their student(s) will not attend school. Please call 692-4737 for students attending classes at our Rocky Hill Road campus and 692-2093 for students attending classes at our West High Street campus.

Parents or students anticipating an excused absence may request class work in advance from the teacher.

Students (Grades K - 5) arriving after 8:30 AM will be marked "Tardy" for the day. Middle school and high school students arriving after 8:00 AM must report to the school office, obtain an Admission Slip, and will be marked "Tardy" for the day.

Students needing to be dismissed early from school must have written permission from their parents. Students will obtain a completed Early Dismissal form from their homeroom teacher. The student will in turn give the slip to the school office when they leave so that accurate attendance records can be maintained.

Students are expected to make up any missed assignments, quizzes, or tests that are missed due to absence, late arrival, or early dismissal. These assignments should be made up within a reasonable timeframe decided upon by the classroom teacher. (See p. 28 for more information.)

Some senior high students (grades 9-12) will complete their classes before the normal 3:00 PM dismissal time. In order to maintain a cohesive school environment and to minimize disruption to classes still in session, it is imperative that these students depart school premises after they are no longer under teacher supervision. These students may return to school for official school functions later in the day.

Students absent 10 days or more per quarter will normally receive a failing grade for that quarter. Exceptions to this policy may be granted by the applicable Department Director and the Administrator.

High school students tardy 10 or more times per quarter for any class will be subject to a failing grade in that particular class.

ACCOMMODATIONS AND MODIFICATIONS

Accommodations are changes in how a student accesses information and demonstrates learning.

Modifications are changes in what a student is expected to learn.

As appropriate, notations will be made on student transcripts indicating that accommodations and/or modifications were made in particular classes.

ACCREDITATION

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TCCA is fully accredited New England Association of Schools and Colleges (NEASC), which is the oldest school accreditation organization in the nation.

TCCA is a work in progress. We're a vibrant community of faculty, parents, students, and even alumni - all working towards the common goal of seeking excellence in Christian education for our children and the children of our Tri-City area. We've become a major private educational institution in New Hampshire, and we have earned an outstanding reputation. Since our founding thirty years ago, we have striven for incremental improvements in every area of our school.

Our school is also fully approved by the State of New Hampshire for attendance purposes.

ACHIEVEMENT TESTING

Standardized achievement tests are administered annually starting in kindergarten - 12th grade. Tri-City Christian Academy uses *TerraNova3*TM, ACSI Edition standardized tests. This features the *Terranova 3* Complete Battery; a carefully researched selected-response test that reflects today's challenging standards for content and performance. It is designed to measure concepts, processes, and objectives taught throughout the nation in reading, language, mathematics, science, and social studies as well as Bible.

ADDING/DROPPING COURSES

High school students may add or drop a high school course only during the first two weeks of the first quarter. The student is required to obtain a form from the Department Director to be filled out by the student and signed by the parents. The teacher and the high school director will then review this form for approval or disapproval.

ADMISSIONS POLICY

Following the Christian teaching that all children bear God's image, Tri-City Christian Academy is non-discriminatory in its admissions policy.

No student admissions restrictions are made on the basis of race, sex, national origin, physical handicap, or religious creed. Kindergarten department students must be potty-trained.

Upon receipt of completed applications for students in kindergarten, elementary, and middle school, an individual assessment interview will be conducted to administer a placement test, to evaluate existing academic documentation, and to assess any special services that may be required prior to registration confirmation. Our program is not designed to meet the special needs of students with unusual behavior, spiritual, academic, social or physical problems.

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Students entering the senior high grades shall successfully complete a detailed admissions process including a possible interview with the School Board's Admissions Committee each year in order to obtain admission.

High school application packets will be available to the students by the first of May. Completed applications are to be submitted to the High School Director no later than the last Friday of the month of May. The applications themselves will be forwarded to the Admissions Committee for preliminary review. Following careful consideration of the submitted applications, the Committee will then identify the candidates with whom they choose to meet personally for interview purposes. These applicants' names will then be submitted to the Department Director for scheduling and notification purposes. Those students excluded from this list are effectively waived from the interview component, and are thus deemed admitted following the preliminary review process.

High School student applicants failing to meet the submission deadline will automatically be required to personally meet the Admissions Committee.

Tri-City Christian Academy reserves the right to deny, to suspend, or rescind admission to any student that is judged to cause any negative effect upon the student body.

ASBESTOS

Tri-City Christian Academy is required by law to notify all of our building occupants and their legal guardians that there is some asbestos presently in our building. Although the asbestos would be hazardous to the health of the students if it were in a friable condition, it is not in a friable condition in our buildings.

In the WHS facility, the asbestos is located under each of our four furnaces in the form of transit insulation boards. These boards have been inspected, and there are not plans to remove them at this time.

In our RHR facility, there are some 9 x 9 floor tiles enclosed by carpet on the upstairs level.

Our maintenance personnel have been briefed about these conditions, and they receive periodic training concerning how to deal with asbestos.

We have AHERA Management Plans in place for both facilities with provision for periodic re-inspections. The plans and re-inspection reports are on file in the administrator's office and are available at any time to anyone who would like to look at them.

If anyone has any questions about this condition, please see the administrator.

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ATHLETICS

Tri-City Christian Academy believes athletics are an important component of the student's education. Each year, every effort will be made to field intramural or interscholastic sports teams for students in as many grade levels as possible.

Intramural sports are occasionally offered to students in the kindergarten and lower elementary grades.

Our athletic program will be heavily dependent upon volunteer coaching help. Please discuss opportunities for possible service with our Athletic Director.

Students must submit a physical exam to the school prior to participating in high school athletics. An updated medical history should then be submitted annually. A student who has experienced significant illness or injury since his/her last review must be re-examined by a physician in order to be eligible to participate in interscholastic sports.

Students receiving any grades below 60 during their previous quarterly marking period will not be allowed to compete in interscholastic sports for the next quarterly marking period. (i.e., First Quarter athletics season eligibility will rely on Fourth Quarter grades of the previous academic year). These students may still participate in the team's practice sessions, but not in actual interscholastic athletic events. The School Board must approve any exception to this rule after the parent has made requests through the school Administrator. The Administrator, acting in place of the School Board, may temporarily approve such requests and will bring them to the School Board for subsequent ratification at the next School Board meeting.

This policy will apply even for report cards sent out during a particular sports season already in progress. Basketball students, for example, who are disqualified due to their First Quarter report card grades, may participate in practices with the hopes of returning to full participation following their Second Quarter report card with passing grades.

Parents shall be encouraged to use their own independent judgment regarding placing possible additional restrictions for their students' participation in a sport due to poor grades or for other reasons. TCCA faculty and staff shall always be prepared to assist parents in discussing corrective strategies for jointly addressing a student's failing grades.

No refund will be provided for disqualified participants once the season has begun.

All student participants must either purchase the school's individual supplementary accident insurance or supply their coach with a completed form documenting their family medical insurance coverage.

Home school students, participating in the TCCA Home School Program, are also eligible to participate in TCCA athletics.

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Athletic fees will be charged on a per student, per sport basis. Athletic fees are non-refundable.

Sports uniforms are to be purchased by participants (or sometimes loaned) for students' use. Uniforms owned by the school must be turned in at the end of the sports season to avoid students' accounts being charged for the uniforms.

AWARDS

Just as God rewards those who are obedient to His Covenant Law, a Christian school should reward students for their accomplishments.

Academic awards for kindergarten students will be presented at their respective kindergarten ceremonies. Academic awards for elementary students will be presented at an awards assembly at 11:00 on the last day of school. Academic awards for middle school students will be presented at the last Matins service of the year. Academic awards for high school students will be presented at the senior graduation ceremony.

Awards will be presented as follows:

Academic Awards

Awards will be given for the highest average in each subject area. Teachers may decide to award more than one subject award for extremely close averages.

Standard Awards

Christian Leadership	(teacher's evaluation)
Honor Student	(honor roll all four quarters) (parents of transfer students will assist office staff with this award)
Perfect Attendance	(no absences)

Special High School Awards

Community Service	(determined by participation in community service project)
Master of Dominion Arts	(determined by specified criteria)
School Spirit	(input from all teachers)
Service	(input from teachers or staff members)
Valedictorian	cumulative grade GPA, demonstrated Christian character
Salutatorian	cumulative grade GPA, demonstrated Christian character

BEFORE AND AFTER SCHOOL CARE

Before and after school care is provided between the hours of 6:30 to 8:00 A.M. and 3:00 to 6:00 P.M. respectively. All students on school property between these hours must be entered into the computerized time-accounting system. Students will be billed for this additional service at the following rates:

- \$3.50 per hour – 1st student
- \$2.00 per hour – 2nd student

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- \$1.00 per hour – 3rd and subsequent students

All students must be picked up by 6:00 PM. Any student remaining after 6:00 PM may be subject to an additional \$5.00 for each 10 minutes that they remain at school. Parents should notify the school as soon as possible, if an unexpected, or emergency situation prevented them from picking up their students on time.

In order to maintain an effective before and after school care program, families having delinquent before and after school care charges will be asked to avoid using this additional service until their accounts are made current.

Students participating in music lessons, athletic activities, contracted tutoring, and other school-sanctioned activities are exempt from this charge, unless they are still on school property more than one half hour after the conclusion of their school-sponsored activity.

Students having a parent actually meeting with a teacher or conducting school-related business are exempt from charges during the time of their meetings. Please mention these exceptional circumstances to the before or after school supervisor.

BIBLE TRANSLATION

The Authorized Version (also called the King James Version) will be the Bible translation used at Tri-City Christian Academy for all Scripture memory and most teaching.

Although there are other good and helpful Bible translations available, using the King James Version throughout our school will serve to minimize confusion, and to preserve the beauty and fixity of the English language. Students trained using the King James Version are better equipped to encounter the stronger literary forms to which they will be exposed in high school and college.

CATECHISM AND SCRIPTURE MEMORY

Memorization of Scripture verses (King James Version) will be an integral part of Bible class in all grades -Kindergarten through High School.

Memory work for Kindergarten students will consist of memorizing the Ten Commandments during the course of the school year and one Bible verse per month.

A catechism is simply a statement of faith in question and answer form.

Elementary, middle and high school students will follow a rotating schedule through Dr. Lusk's "I Belong to God" catechism (elementary) or the Westminster Shorter Catechism (middle & high school) through which the student will receive systematic instruction in the Apostles' Creed, the Ten Commandments, and the Lord's Prayer, three main pillars of the Christian faith. Weekly explanations appropriate to the grade level will be given as a vital part of our catechism instruction in our chapel and Matins services. A

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few minutes prior to Thursday (kindergarten) and Wednesday (elementary) chapel worship will be spent on catechism review and announcements. Monday Matins sermons will be dedicated to Scripture memory verse explanations, and Wednesday Matins sermons will be dedicated to catechism explanations.

As with students' regular homework, parental involvement and assistance in catechism and Scripture memory work is vital to ensuring that the students derive the maximum benefit from their education at Tri-City Christian Academy.

Occasionally catechism and Scripture memory verses will be explained in our newsletter sent out via email. This will assist parents in helping their children understand the memory work.

CHAPEL AND MATINS SERVICES

The religious training Tri-City Christian Academy students receive is basic and non-denominational Christianity. Bible is taught as a regular subject in every grade.

High school and middle school students, attend a daily Matins worship service beginning at 8:30. Matins is a term meaning "morning prayers." Kindergarten and elementary students also assemble once each week for chapel worship.

Singing Christian hymns and Psalms, reading Scripture passages, and a brief Bible message from our pastoral staff or our school administrator comprise the major part of our chapel program. Worship services at TCCA are conducted in a liturgical (traditional) style. Occasionally, area pastors visit our school and deliver the chapel sermon.

One of the ways Tri-City Christian Academy may be able to serve our school families is by providing the Sacrament of Baptism through Tri-City Covenant Church for any children that have not yet been baptized. Baptisms are usually performed during a Sunday church service at Tri-City Covenant Church. However, they may also be performed during a school chapel service by request. At least one parent must be a baptized Christian. Our church pastoral staff conducts baptism classes for interested parents by appointment.

Three evening baptism classes will be scheduled in the school calendar each year. Additional baptism classes can be arranged by request.

Students, who have been baptized and have permission from their parents will have opportunity to participate in the Sacrament of the Lord's Supper according to the schedule on our school calendar. Many of our students have been baptized, but for various reasons are not able to regularly attend church and partake in the communion sacrament. We want to provide all our students the opportunity for participation in this vital aspect of Christian experience. TCCA's communion services are conducted under the supervision of Tri-City Covenant Church, and it is our intent to also honor the policies of our students' home churches and their parents.

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Students who have not been baptized and who do not have a parental permission slip on file will observe only – but even observation, coupled with the teaching provided concerning Holy Communion, will be educationally enriching.

Parents are especially invited to visit and participate in this foundational aspect of our Christian school curriculum.

COMMUNICATION

In order to maximize the service, we provide to our families, an effective and dynamic communication between the parents and the school must be maintained.

Two scheduled open house parent-teacher meetings and two scheduled evenings for individual parent-teacher conferences are arranged to provide maximum opportunity for communication of the students' progress and needs. Less formal daily interaction between parents and teachers is also encouraged. We do request however, that extended discussion concerning your child's progress in school not be attempted immediately before the start of school or during the actual school day in consideration of the teacher's responsibility to the entire class. Please schedule an appointment either before or after school for this purpose.

Parents may also contact faculty or staff members with concerns, suggestions, etc. using email. Teachers may be emailed using the school email address. This is done using the first initial and last name of the person @tcca-nh.com. For instance, Mrs. Lewis' email address is clewis@tcca-nh.com.

Teachers contact parents each semester to ensure that students are progressing on schedule and to provide additional opportunity to discuss any aspect of our school.

If problems or questions arise that cannot be solved at the teacher level, please contact the Department Director or Administrator. A meeting will then be set up to respond to unresolved concerns.

If the problem or question remains unresolved after involving the Administrator, a meeting with the School Board may be requested.

In accordance with your registration contract, the Scriptural guidelines of Matthew chapter 18 must be followed for privately resolving difficulties (only with those directly involved) if the Christian school is to succeed. Negative statements should never be made to anyone not having the authority to correct the problem. This contractual obligation applies especially to social media communications in all forms.

COMMUNITY SERVICE

In order to promote an atmosphere of Christian service, all high school students may be directed to assist with various community service projects during the school year. These projects give students an opportunity to experience true Christian service by involving themselves, their time, and their talents to local community projects.

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Further, students contribute to the various housekeeping needs of our classrooms and cafeteria.

Involving students in these activities allows them to put their faith into action.

COMPUTER INSTRUCTION

All classrooms in the kindergarten and elementary departments are equipped with computers for extra-curricular use.

Formal computer instruction using our computer lab begins in middle school. The computer lab is open after school to assist students with their research and reports. The computer lab is supervised whenever it is in use.

To take advantage of the latest in educational technology, some of our high school courses are offered in a computer-based format.

CURRICULUM

ABeka curriculum for Christian schools is used exclusively in the Elementary Department. ABeka curriculum for Christian schools, ACSI's Purposeful Design, and BJU Press are used primarily throughout the middle and high school grades with some other supplemental curriculum materials added in to support the program. We believe these products are examples of superior Christian curriculum.

DETENTION

One of the possible options for discipline used to assist teachers is after-school detention. Saturday workday detentions may also be considered for the more severe disciplinary infractions.

Offenses resulting in detention for students may include, but will not be limited to failure to complete homework assignments, disrespect to a teacher or staff member, willful disobedience, and disruption of the classroom.

Students serving conduct-related detention shall work as a means of making restitution. This shall consist of school maintenance tasks as determined by the detention monitor. Students given homework detentions will serve their detention at the next help class for the particular subject with the teacher who gave the detention.

The white copy of the detention slip will be sent home before the scheduled detention to be signed by the parents. If a student does not bring a signed detention slip back to the detention monitor, a call will be made to the parents by the detention monitor.

Detentions shall be served on the following detention day or help class unless there is a valid excuse approved by Department Director to do otherwise, in which case

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the detention shall be served at the next possible opportunity. (See p. 26 for more information).

DISCIPLINE

One of the dual objectives of Tri-City Christian Academy is Christian character training. To accomplish this, discipline must be taught to the students. Correct discipline is actually teaching.

Revealed Biblical Law, as summarized in the Ten Commandments, is the school's general guide in discipline, both in defining offenses and rendering judgment.

Consequently, restitution methods of discipline are employed whenever possible, and once the disciplinary action is completed, forgiveness and restoration are emphasized.

In order for all students to benefit from a quality Christian education, it is essential that students learn in an environment free of disruptive or inappropriate behavior. We at Tri-City Christian Academy seek to offer each student a safe and cooperative classroom setting that promotes personal responsibility, respect for others, and self-control. Our policy is based upon II Timothy 3:16-17 and Proverbs 3:11-12.

To be effective, discipline must be exercised at the appropriate level. Minor offenses will result in minor corrections. The more serious offenses will result in stronger corrections. The most severe offenses, such as defying the teacher's authority or physically harming other students or property, will result in sending the offending student to the Administrator. In these cases, parents will be notified and the Administrator will determine the appropriate disciplinary measure.

Possible disciplinary measures may include extra homework, cleaning of building and grounds, and for older students, serving time in detention after school, and meeting with the school's Disciplinary Committee.

When in-school suspension is chosen as a method of discipline, parents may be billed for any additional expenses incurred for the supervision of their student.

Serious disciplinary offenses will result in the student having to meet with the Disciplinary Committee. Some of these serious disciplinary offenses may also result in the suspension of a student.

Severe disciplinary offenses may result in expulsion of a student as determined by the Administrator. The Administrator's decision would be brought to the School Board for confirmation or modification at their next meeting.

To provide proper character training to our students, any student found cheating on homework, quizzes, or tests, may receive a zero grade for that work, unless otherwise decided by the teacher. All work found to be done dishonestly shall be re-accomplished

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to the satisfaction of the teacher. Honesty is one of the most important values we can instill in our students.

Tri-City Christian Academy strictly forbids its faculty and staff from using corporal punishment in any form.

DOCTRINE

TCCA provides basic non-denomination instruction in the Christian faith with an emphasis on Christian morality. (See Statement of Faith)

To ensure systematic coverage of essential Christian Doctrines, the Westminster Confession of Faith is used in grades 1 – 12.

In our senior high grades, Bible instruction becomes focused along the lines of historic Reformation Christianity. (See High School Program)

DRESS AND APPEARANCE

All students are to dress neatly, cleanly, and modestly for school. Students are to dress in a manner similar to the way they would dress if they were working professionally in the marketplace. Christians' dress and appearance should reflect our requirement to show love and respect towards our neighbors and should reflect positively on Tri-City Christian Academy (Philippians 4:5). Conformance to all dress code and appearance standards is required from the time the student, faculty, or staff member arrives at school until they depart.

A guiding principle of a Christian school's dress and appearance guidelines should be an emphasis on displaying unity within the Christian community rather than an excessive calling of attention to oneself. (Philippians 2:4)

Compliance with both the spirit and the letter of the dress and appearance has proven to greatly enhance both the academic and the spiritual atmosphere of our school. Teachers will communicate any dress and appearance code infractions to the applicable Department Director. The applicable Department Director will make all necessary communication to parents regarding dress and appearance code infractions according to their discretion.

Faculty and staff must refer to the following student dress code as a minimum and follow the spirit of modesty and non-form fitting clothes. Clothes worn by faculty and staff must be as dressy as or dressier than students' dress.

GENERAL GUIDELINES

Dress and appearance standards must be followed for all school functions including evening events whether a student is a spectator or participant. On Spirit Days, students, faculty, and staff members may wear Eagle tee shirts to show their school spirit.

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Eagle sweatshirts (over a collared shirt or Eagle tee shirt) and special senior sweatshirts (also over a collared shirt or Eagle tee shirt) may be worn any day to show school spirit. Students may wear Eagle sweatshirts during inclement weather with the individual teacher's express permission for an individual class.

Dress code is the norm for most school days. Every Friday students will be allowed to "dress down" as a fundraiser (\$1.00 per Spirit Jean Day) for the TCCA Yearbook or as specified by their Department Director or the Administrator. All shirts/sweatshirts worn on Spirit Jean Days must be TCCA athletic wear, which is purchased through our school's Athletic Department or, TCCA logo wear shirts. No torn jeans are allowed during any Spirit Jean Days.

On Spirit Days, students may wear Eagle tee shirts to show their school spirit. Eagle sweatshirts (over a collared shirt or Eagle tee shirt) and special senior sweatshirts (also over a collared shirt or Eagle tee shirt) may be worn to show school spirit.

Uniform dress is required on all field trips, unless due to the nature of the excursion the teacher makes and exception and communicates this to the entire class.

Senior high school admissions interviews are occasions in which dress and appearance code conformance is a requirement.

Students shall wear shoes or other appropriate footwear while in school. Sneakers are acceptable footwear. Students shall not wear athletic cleats in our buildings.

Under no circumstances will clothing and appurtenances advertising anti-Christian rock music groups or any idea contrary to the Christian faith be worn at any time on school property, on school field trips, or on any school-sponsored activities. (II Corinthians 10:5)

Students shall not wear outdoor apparel (including hats, fleece vests, or pullovers) inside the building.

Body piercing jewelry shall be conservative in style and limited to girls having pierced ears. Tattoos are not permitted for either gender. There are times when students enroll in TCCA with body piercings or some form of body art. In these cases, body piercings and all forms of body art must be covered or removed. (Leviticus 19:28) (Leviticus 21:5) (I Corinthians 6:19-20)

Hair should be styled and colored conservatively. Radically sensational styles and colors are not acceptable. Boys' hair should be neat and trimmed and should generally be shorter than girls' hair. (I Corinthians 11:14)

Clothing purchased through the following uniform suppliers comply with our dress code, and a portion of all purchases made is donated to our school as long as the school code is used when ordering: Educational Outfitters' website at www.educationaloutfitters.com, (School Code #NH01037), or French Toast's website at

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www.frenchtoast.com, (School Code #QS46W8). Copies of school dress code brochures for these two companies may be obtained at the school office. Parents may also choose to purchase clothing items complying with our school's dress code guidelines through Sears in their uniform section.

Elementary and Middle School students will dress in the athletic uniform on their scheduled physical education days. The athletic uniform consists of black sweat pants with elastic cuffs, black wind pants, or, in September, October, May, and June, optional black mesh shorts which extend to the knee, with the Eagle tee shirt. Athletic shoes will be required during physical education classes.

Exceptions to the dress code may be made by administration for medical reasons. The faculty and administration will ultimately decide what is neat, clean, and modest. They are the sole arbiters of the dress code, and will issue a dress code violation. If students are unsure about the neatness, cleanliness, or modesty of any garment or fashion, they should ask a member of the faculty or administration before wearing the garment.

PARENTAL RESPONSIBILITY

It is important for parents to ensure their child is dressed in compliance with the published TCCA Dress Code. The school administration views this as a parental commitment and responsibility and believes that dress code issues should be addressed and corrected at home rather than being left as dress code infractions that have to be addressed and corrected at school.

GIRLS' DRESS CODE

KINDERGARTEN DEPARTMENT SPECIFIC GUIDELINES

Shirts/Pants/Shorts/Skorts/Dresses/Shoes - Collared shirts, button down shirts, and T-shirt style tops are to be solid, striped or print. (Words or pictures not permitted.) Pants should be solid colored and fit well around the waist. (Jeans, leggings or tight-fitting pants are not permitted.) Dresses should be modest and rest just above the knee. Leggings under dresses are permitted. Shorts/Skorts are allowed during fall (September through October) and spring (May through June) months. (Jean styles are not permitted.) Dresses or slacks and top are proper dress for chapel day. Dress shoes, sneakers or sandals are to be worn. (Flip flops are not permitted.)

ELEMENTARY/MIDDLE SCHOOL/HIGH SCHOOL

DEPARTMENTS SPECIFIC GUIDELINES

GIRLS are expected to dress in a conservative fashion marked by modesty (I Timothy 2:9) and good taste according to the following guidelines:

No clothing should be sheer or form fitting according to TCCA standards.

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Shirt/Blouse – Oxford style shirts and polo shirts are to be solid colored. Athletic tee shirts are required for Elementary Department field trips.

Skirts – Skirts should be tailored no higher than the top of the knee. Skirts must begin at the waist (no hip-huggers). Skirts may be flat front or pleated in solid colored black, navy, or khaki with no slits higher than the top of the knee.

Jumpers - Jumpers should be black, navy or khaki.

Slacks/Pants/Shorts/Capris – Slacks/Pants – Dress pants or Dockers-style pants must begin at the waist (no hip-huggers) and must be tailored uniformly at the ankle. Pants of sweat suit style or material, jean material of any color, cargo pants, or excessively baggy pants are not allowed. Modest shorts are allowed during the months of September, October, May, or June. Dockers-style shorts or capris must come to the knee and be worn with a belt. Shorts and capris are allowed during the months of September, October, May, and June. Slacks and shorts should be solid colored black, navy, or khaki.

Belt/Tie – A belt must be worn with pants that have belt loops.

Blazers – Solid colored blazers in black, navy, or khaki may be worn.

Sweaters – Solid colored cardigan-style sweaters, sweater vests, and pullover sweaters are considered part of the uniform dress code and must be worn over a collared shirt.

BOYS' DRESS CODE

BOYS are expected to dress in a conservative fashion according to the following guidelines:

Slacks/Pants/Shorts – Solid colored, Dockers-style shorts (navy, black or khaki), which must come to the knee and be worn with a belt, are allowed during the months of September, October, May, and June.

KINDERGARTEN DEPARTMENT SPECIFIC GUIDELINES

Shirts/Pants/Shorts - Shirts should be tee shirt style shirts in solid or striped design, polo style, or button down in any color. (Words and pictures not permitted.) Pants should be solid colored and fit well. (Jeans, sweatpants and windbreaker pants not permitted.) Shorts are allowed during fall (September through October) and spring (May through June) and should be solid or plaid design. (Nylon and jean style are not permitted.)

Ties/Shoes – Ties are to be worn on chapel days with a collared shirt. Dress shoes, sneakers, or sandals are to be worn. (Flip flops are not permitted.)

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DEPARTMENTS SPECIFIC GUIDELINES*

Shirts – Shirts are to be oxford style shirts or polo shirts. All shirts must be properly buttoned and remain tucked in at all times. Dress/oxford style shirts and polo shirts are to be solid colored and must be tucked in at all times. Athletic tee shirts are required for Elementary Department field trips.

Slacks/Pants – Dockers-style pants in black, navy, or khaki are the only style of pants allowed. All pants are to be worn at the waist and worn with a belt. Solid colored, Dockers-style shorts in black, navy, or khaki, which must come to the knee and must be worn with a belt, are allowed during the months of September, October, May, and June.

Belt/Tie – A belt must be worn at all times for grades 4-12. (Elementary boys are required to wear ties on Wednesday mornings for chapel). (Middle and High School boys must wear a tie on Wednesdays and Communion days). The tie must be properly tied at the neck

Blazers – Solid colored blazers in black, navy, or grey may be worn.

Sweaters - Solid colored cardigan-style sweaters, sweater vests, and pullover sweaters are considered part of the uniform dress code and must be worn over a collared shirt.

ATHLETIC AND PHYSICAL EDUCATION SPECIFIC GUIDELINES

The Kindergarten physical education uniform is black sweatpants/shorts, an Eagle t-shirt/sweatshirt or solid blue colored tee shirt/sweatshirt to be worn all day and a pair of sneakers to be kept at school for physical education days.

Elementary and Middle School students will dress in the athletic uniform on their scheduled physical education days. The athletic uniform consists of black sweat pants with elastic cuffs, black wind pants, or, in September, October, May, and June, optional black mesh shorts which extend to the knee, with the Eagle tee shirt. Athletic shoes will be required during physical education classes.

High school students (grades 9-12) participating in physical education must wear the athletic uniform stated above only during the physical education class.

Unless athletic uniforms are worn to away games, student athletes shall be dressed in a manner that conforms to the school's normal dress and appearance code. This policy is intended to convey a positive impression for our school.

TCCA coaches are required to dress in accordance with the school's normal dress code during games since they too represent our school.

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Wearing athletic uniforms in school during a game day shall be permitted only with the expressed permission of the applicable department director. Uniforms must be worn over dress code conforming shirts.

Students receiving athletic awards shall be dressed in conformance to TCCA's normal dress and appearance code. This will apply to both school time and evening athletic awards assemblies.

EARLY REGISTRATION

Current families re-registering during the month of February will be assured placement for September. The reduced rate Early Registration period will continue after February, through April 15th, but starting March 1st, we will also accept new and transferring students, along with any current students on a first-come, first-serve basis.

EXTRA-CURRICULAR ACTIVITIES

In addition to our school's athletic program, students may participate in our special choral group, piano and other musical instrument lessons, occasional drama productions, yearbook and newsletter activities, and many other less formal social events.

To participate, students must sustain:

- 70% or higher on all core subjects per grading period.
- No more than 6 homework/discipline slips in a grading period.

TCCA drama and musical productions, by their nature, will have a limited number of cast openings. Although all students auditioning for parts will receive some educational benefit from the experience, not every student can be actually selected for a part.

Casting selections must be made with primary consideration being the final success of the production. Hopefully, the number of students not selected for parts will be minimal.

If your student is not selected for the part for which they audition, please bear with us. Communicate any desires you may have for their participation in future TCCA productions, and we will try to accommodate these considerations.

It is also necessary to understand that not every cast slot in all TCCA productions will necessarily be filled by a TCCA student. Occasionally some casting decisions may be questioned due to non-TCCA students receiving roles in the production. Please understand that our drama instructor must be mindful of many factors in casting decisions. Sometimes the necessary talent for a specific role may only be found in someone outside the TCCA student body. We may select actors for certain roles with more professional background than TCCA students may possess. These actors may at times be adults with professional acting qualifications or even home-schooled students or students from other schools – though these cases will be kept to a minimum.

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Parent volunteers are welcomed to assist in supervising many of these activities.

TCCA high school students, when accompanied by their parents, have the opportunity to participate in semi-formal banquet/dance social functions. The annual Christmas banquet, sponsored by Tri-City Covenant Church, and our annual spring banquet, sponsored by Tri-City Christian Academy have proven to be enjoyable and positive occasions for our students.

FIELD TRIPS

Frequent field trips reinforcing curriculum objectives are encouraged. Annual Senior Class trips must be educational and or mission based.

Parents are encouraged to volunteer to chaperone school field trips.

Field trips are occasions in which students must be properly supervised so that they are favorable representatives of Tri-City Christian Academy.

Uniform dress is required on all field trips, unless due to the nature of the excursion the teacher makes an exception and communicates this to the entire class.

All driver-chaperones on TCCA field trips must be a parent or a legal guardian of a TCCA student. They must be at least 21 years of age and hold a valid driver's license. Parents using their private vehicles on school-related field trips shall submit copies of their driver's license and vehicle insurance information to the appropriate school office before using their vehicles for TCCA-related purposes.

Chaperones driving for field trips may be compensated for gas and tolls. These drivers should give the teacher a receipt for gas and tolls used during the field trip

FINANCIAL POLICIES

Registration fees are the only non-refundable fees at the Tri-City Christian Academy. The normal \$75.00 registration fee is reduced to \$50.00 for students transferring or registering during the Second Quarter, and to \$25.00 for students coming to school during the Third Quarter.

Reduced registration and tuition rates are offered to parents registering students between March 1st and April 15th for the following school year. Registration fees are charged to allow TCCA to plan for the upcoming year's enrollment. They are more than a mere processing fee; they are a deposit towards the annual tuition, and thus they demonstrate the family's commitment to sending their child(ren) to TCCA for the coming year.

The first student is considered the oldest student in the family.

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There is no tuition charge for fourth and subsequent students from the same family (from the same household and the same parents).

Families may choose to pay their school bill for next year in two ways: Discounted advance payment options described below, or the automatic monthly payment option using our *FACTS program*.

- A. Full payment of tuition bill by April 15th with a four percent tuition discount.
- B. Full payment of tuition bill by June 30th with a three percent tuition discount.
- C. Full payment of tuition bill by the start of school in September with a two percent tuition discount.
- D. Two half (semester) payments of tuition bill with fifty percent paid by July 15th and the remaining fifty percent paid by January 15th. A one percent discount will be given for such semester payments.

Families making their payments through F.A.C.T.S. will have the option of making payments over ten, eleven, or even twelve months. An annual F.A.C.T.S. administration fee will be charged to all new F.A.C.T.S. enrollments.

For Kindergarten students, absences of up to two continuous weeks per year are permitted without charge provided the school is notified one week in advance. Absences longer than the normal two-week vacation period will be charged on a 40% tuition basis to hold their student's place.

In order to ensure a reservation for September, any unpaid balances must be paid prior to July 10th.

All Before and After School Care charges and miscellaneous charges (sports fees, extra books, etc.) are due by the end of the month in which they are billed. These payments may be either mailed or deposited into the payment box at the school office. Please obtain a receipt for any cash payments. Accounts will be assessed \$10.00 for any returned checks.

A monthly late fee of \$25 will be charged to all accounts with balances over 30 days past due.

Tuition fees will be prorated by the school day for students registering after October 1st, or for students withdrawing before the end of the school year. Any refund due to parents will be paid within 60 days of date of withdrawal computed without any discount rate applied. A percentage of the full-payment refund balance will be charged for administration fees for students withdrawing before the end of the school year.

Tuition refunds or credits are not granted for students under suspension.

Occasionally partial scholarship tuition assistance may be available.

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Any scholarship funds received from New Hampshire's School Choice Scholarship program will first be applied to reimbursing TCCA's scholarship assistance, and then any remaining funds from this program will be applied to the family's tuition account.

Please contact the Finance Director (rdesroches@tcca-nh.com) or Administrator (pedgar@tcca-nh.com) for additional information.

FUNDRAISERS

TCCA fundraisers are strategically planned to provide a quality Christian education offering a wide variety of extracurricular activities, new school equipment, expanded facilities, and faculty training - all while maintaining a reasonable tuition scale.

Fundraisers will be those that best serve TCCA and are therefore guided by the principle of being most agreeable to the parents we serve. All TCCA fundraisers shall be completely voluntary with no parental response mandated. Fundraisers should not require significant work from parents, such as collecting funds and distributing items.

Larger school-wide fundraisers will be conducted to support general school purposes, which benefit all, and smaller individual fundraisers will be conducted to support particular school purposes, which benefit only a part of the TCCA community. The larger school-wide fundraisers will be designed to achieve the secondary purpose of creating unity and enthusiasm for the entire TCCA community. The smaller individual fundraisers will be designed to achieve the secondary purpose of teaching our students the importance of planning and hard work.

Ten percent of the profits of all fundraisers will go into the TCCA Endowment Fund.

Parental support of these fundraisers greatly assists in expanding the program of Tri-City Christian Academy.

FUTURE FUNDS

The TCCA Annual Future Funds Campaign supports two funds: (1.) the TCCA Enhancement Fund and (2.) the TCCA Endowment Fund. Together, these two funds comprise the TCCA Future Funds.

The TCCA Enhancement Fund is designed to "bridge" the gap between tuition revenue and the revenue needed to operate our school. It is further designed to "bridge" the gap between now and the time when the TCCA Endowment Fund will be large enough to assist the school's operating budget.

Scholarship assistance, teacher professional development, technology advances, capital improvements, fine arts, and accelerated debt retirement are all critical school needs addressed by the TCCA Enhancement Fund.

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The TCCA Endowment Fund will eventually provide substantial financing to the school through interest generated. Money will be continually added to the principal by various means, but the principal shall never be diminished by accessing it for any school expenditures.

Although future, the TCCA Endowment Fund will someday help TCCA to get beyond the constant demands and limitations of tuition dependence. Competitive salaries, improved facilities, new programs, state-of-the-art educational equipment, and the freedom to provide funded scholarship assistance, rather than non-funded assistance, to needy and deserving students will all be made possible by the providential advance planning, sacrifice, and discipline, which we do today.

To learn more about the TCCA Endowment Fund, please contact the Administrator.

GRANDPARENT'S DAYS

Each TCCA Department shall hold special Grandparents' Days during the month of October. Grandparents will be invited to share in all or part of the special day's activities in order for them to gain additional appreciation for their grandchildren's school.

HARBINGER

The "Harbinger" is our school yearbook created by senior high students each year. When enough parents become patrons of the "Harbinger," Tri-City Christian Academy is able to provide each student in all grades a complimentary paperback copy of the yearbook. Those who wish a hardcover copy may purchase one.

HIGH SCHOOL HONORS COURSES

TCCA will provide honors courses for advanced students in all senior high (grades 9 – 12) core classes using an Individual Research Project (IRP) integrated with individualized faculty instruction and guidance. Core classes are Theology, English, History, Science, and Mathematics classes.

Standard Independent Research Project Formative Evaluation Rubrics, differentiated by academic quarters, shall be used for evaluating and grading student progress in their IRP's during the first three academic quarters. Each IRP shall incorporate a faculty advisor relationship. The faculty advisor may delegate some or all of the IRP advisory responsibility to someone having specialized competency in the chosen field as he or she determines may be appropriate. Such delegations must be approved by the High School Department Director.

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The student shall have primary responsibility for maintaining his or her IRP progress and in ensuring benchmark requirements are properly documented. Students successfully completing their quarterly IRP benchmarks will receive extra course credit for the applicable quarterly grading period according to the course grading policies of the individual course teacher and documentation of the applicable Quarterly IRP Formative Evaluation Rubric.

Students successfully completing all four quarterly IRP benchmark requirements and having their progress documented with the Fourth Quarter IRP Summative Evaluation Rubric (earning a minimum score of 80%) will receive course honors designations through TCCA's MMS and transcript system.

HIGH SCHOOL PARENT ORIENTATION

The purpose of the High School Parent Orientation is to facilitate fellowship and specific communication between teachers and parents regarding their students' courses.

Parents follow their students' daily schedules adjusted to 10-minute class periods during which they meet teachers, receive an overview on courses, and have opportunity to ask questions. Attending this orientation provides the best possible insight into the students' daily school experience.

HIGH SCHOOL PROGRAM

Students in this senior high program will be taught the doctrines of God's sovereign grace according to the articulation given in the Westminster Confession of Faith. These doctrines have historically been termed "Calvinistic" doctrines and are summarized in the Westminster, Heidelberg, and other Reformed catechisms.

The whole counsel of the Word of God will be used to emphasize God's covenant dealings with mankind. This teaching has historically been termed "Covenant Theology."

All instruction will be approached with the first presupposition being that the Bible is truth. Students will be taught that the Word of God sits in judgment over us; we do not sit in judgment over the Word of God. This teaching has been commonly termed "Biblical Presuppositionalism."

An optimistic eschatological view will be taught whereby students will be instructed that God controls history and has definitively established, is progressively establishing, and will finally establish His Victorious Kingdom upon the earth. The Lord Jesus Christ's bodily return will occur after He has subdued His enemies. This teaching has historically been termed "Postmillennialism." There will be an emphasis on studying the "family" history of the Christian church that will reflect this view.

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The binding nature of biblical law to all areas of life and thought will be presented using Dr. R.J. Rushdoony's *Institutes of Biblical Law* as a text. This teaching has been termed "Theonomy."

Tri-City Christian Academy was founded upon the foundational principle that Jesus Christ is Lord over every area of life. His laws, as summarized in the Ten Commandments, are to be the moral standard for all people of all nations in all ages. We need to saturate our students with a biblical worldview in an attempt to train them to take dominion of the creation in Christ's Name.

Our total high school capacity consists of forty-eight student slots. Tri-City Christian Academy is not designed to please everyone. Many reject the premises stated above and would only encounter personal frustration while possibly even hindering the work of Tri-City Christian Academy by their attendance. But many do adhere to these premises, and it is our hope and prayer that we will have opportunity to advance these students in the Christian faith. Academic achievement and Christian character training remain our goals.

The profile of all successful TCCA students, not only high school students, would be one who readily submits to authorities in his or her life, who has a charitable disposition towards neighbors, who is chaste, courteous, industrious, and truthful in all dealings. It also expected that the TCCA student would be a faithful member of his or her local church community. Beyond these specific imperatives, it is expected that the TCCA student would display proper Christian deportment in all settings both in and out of school. That is why TCCA reserves the right to deny, suspend, or rescind admission to any student that is judged to cause any negative effect upon the student body. While perfection is not possible in this life, students having these inclinations have been well served by TCCA in past years.

The Admissions Committee must annually interview high school applicants of Tri-City Christian Academy before admission.

Completing the application form with both the parent and student statements of understanding, submitting the admissions committee letter and the two required character references, the Internet Use Agreement, and finally completing the financial form will begin the application process. A records release form must also be signed for transferring students.

Completed application packets received by the end of April will result in an admissions interview scheduled during the month of May. Packets received by the end of May will result in a June interview. Those received in June, a July interview. Those received in July, an August interview. And completed application packets received in August will result in an admissions interview scheduled before the end of September. No student will be admitted into the TCCA high school student body before successfully completing the required admissions interview.

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Alternative work-study programs and vocational courses at the Somersworth High School Career Technical Center are available to qualified high school students in the areas of business, trades, early childhood education, culinary arts, and other fields. Requests for possible modification of graduation requirements shall be submitted to the School Board for approval.

To fully prepare our students for the changing world of higher education, it is recommended that TCCA high school students have some experience with TCCA approved online courses. Students in our General and College Preparatory curricula should take at least one TCCA approved online course during their four-year high school career. Students in our Advanced College Preparatory curriculum should take at least one AP course offered through TCCA approved online courses.

Some courses will be taught utilizing a computerized, multi-media curriculum. The computerized curriculum will serve to broaden elective choices, allow for credit recovery, and provide remedial instruction.

HIGH SCHOOL STUDENT ORIENTATION

Although most student orientation is accomplished during the first weeks of school in the classroom, special orientation classes for high school are held during the first week of school. School policies, organization and study skills, and proper conduct standards for the Christian school are presented during these classes. Students will receive schedules for these classes on the first day of school. Parents are welcome to attend these classes.

HOLIDAYS

As a Christian school, TCCA will strive to exalt the Name of the Lord Jesus Christ as explicitly as possible during the Christmas, Easter, Ascension, Pentecost, and all other Christian holy days (holidays).

HOME SCHOOL SUPPORT PROGRAM

It is the position of Tri-City Christian Academy to support Christian home school parents. In addition to providing a reporting function to the State of New Hampshire and facilitating annual achievement testing, home school students will be also welcomed to participate in our chapel services, field trips, field day, and athletic programs. Home-school students attending these functions may be required to have a parent present with them.

Home school families are encouraged to sign up for “TCCA Connect” so they can be informed of applicable school activities.

On a case-by-case basis, when space is available, home school students participating in selected regular or elective classes can be considered. A pro-rated tuition charge, with a special introductory discount rate for the first year, would apply.

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A Tri-City Christian Academy Home School Diploma will be available to home school students who meet established criteria.

HOMEWORK

Homework is an integral part of the school program; therefore, each teacher will give homework to aid students to advance in their studies. Homework is given for drill, for remedial activity, and for special projects.

As a general rule, daily homework time should average approximately one-half hour in the lower elementary grades, approximately one hour in the upper elementary grades, and approximately two hours per night in the middle and high school grades. Senior high students planning to attend college should average over two hours per night on their homework. Each student is required to complete homework assignments on time. Parents can greatly assist the educational process by consistently seeing that all homework is completed properly and turned in when due. Parents should encourage neat legible handwriting on all homework papers.

Possible delinquent homework penalties:

- 1st offense - homework due the next day with consideration given to a reduced grade for the assignment.
- 2nd offense - homework due the next day and extra work is assigned (equivalent of the homework given).
- 3rd offense - The student shall be sent to the Department Director if the delinquent homework issue is not resolved.

At the middle school or high school grade levels, teachers may decide that an immediate visit to the Administrator or a detention penalty may be more appropriate than following the above sequence.

A student who has an excused absence is expected to make up all missed work after returning to school within the amount of time equal to the time elapsed during the actual excused absence.

Uniform headings on all papers shall be used:

NAME

DATE

SUBJECT

ASSIGNMENT

(skip one line)

HONOR ROLL

Highest Honors - All grades must be A's with no un-satisfactory (U) or (I) grades.

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High Honors - All grades must be A's with only one B allowed and no unsatisfactory (U) or (I) grades.

Honors - All grades must be B's with only one C and no unsatisfactory (U) or (I) grades.

Note: Pupils who have pronounced motor control difficulty will be recommended by their classroom teacher to the Administrator for a waiver of the A and B requirements in handwriting. Every such case will be reviewed each quarter for improvement shown and re-evaluated.

Students transferring into our school must have had six weeks of our grading period to be eligible for the honor roll.

The Booster Committee (first quarter only) will supply homeroom teachers with (one parent and one grandparent) bumper stickers for their honor roll students. After the first quarter marking period, they will ensure that a supply of honor roll bumper stickers is maintained at both Receptionists' desks. Homeroom teachers will provide honor roll bumper stickers to any additional students attaining honor roll status after the first quarter. Parents are encouraged to request additional honor roll bumper stickers at any time.

IMMUNIZATIONS

Parents must supply the school office with the necessary immunization documentation for their children before the start of school. Your pediatrician will know the latest New Hampshire immunization requirements. Our school nurse will contact parents of students with incomplete immunization records.

INCLEMENT WEATHER

Although our school closing announcements due to inclement weather will be aired on WOKQ (97.5 FM), WTSN (1270 AM), and WMUR (Channel 9 TV) we will usually follow the Somersworth Public School system in all school cancellation decisions concerning weather, unless notification is given otherwise.

In cases where the Somersworth Public School system may have a specified time delay in starting their school day, we will usually have a normal daily schedule on those days. Parents will use their discretion regarding their children's transportation to school on Somersworth's delayed-start days. Students will not be marked tardy on such days. This policy allows both parents who must get to their places of employment on time and parents who have concerns over road safety conditions to make their own best decisions.

In cases where the Somersworth Public School system dismisses early due to weather, we will make our own decision regarding possible early dismissal and have this decision announced on the above radio stations. Parents may pick up their children early on these days if they choose to do so, but we will always keep our after-school care program open until 6:00 P.M. regardless of weather for parents who require this service.

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INSURANCE

Supplementary student accident insurance applications are sent home at the beginning of each school year. For a moderate fee, parents can ensure that their children will be insured in the event of an accident at school, or even at home, if the 24-hour option is selected. Please contact the school office if you would desire this additional insurance and you need the application form. This insurance is required for students not covered by family medical insurance policies.

INTERNET ACCEPTABLE USE POLICY

We are very pleased to offer Internet access at Tri-City Christian Academy and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Tri-City Christian Academy has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (TCCA) firmly believe that the valuable information and interaction available on this worldwide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in the appendix so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Tri-City Christian Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Infractions could also lead to other negative consequences including discharge from TCCA. (See appendix)

Strict disciplinary measures will be taken in cases in which employees' or students' Internet postings may be construed to reflect negatively upon TCCA faculty, administration, other students, or the school itself.

LOCKERS

When students have lockers, it is the homeroom teacher's responsibility to make periodic locker inspections. This helps ensure the protection of health and property. Students are responsible to provide a lock for their lockers and give the combination of

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that lock(s) to their homeroom teacher. All homeroom teachers must have combinations or duplicate keys to any lockers for which they are responsible. (See Safety).

To minimize disruption of classes already in session, high school students may only go to their lockers between the 2nd and 3rd periods and the 4th and 5th periods once the school day has begun. Tardy students may be allowed to go to their lockers with a blue admittance slip or with a pass from another teacher.

LOST AND FOUND

The school Lost and Found is kept in a cabinet in the second-floor hallway across from Room 24. Please inform the school office of any property lost by your children.

LUNCH PROGRAM

Feeding our students high quality meals that are nutritious and delicious is a priority at Tri-City Christian Academy. We will be using the services of an outside provider who will maintain a link on our website for all pertinent information.

- **SNACK/DRINK PRICES:** Vending machine snacks are available from .75-\$1.25. Drink machines are also available \$1.50.
- **MICROWAVE LUNCHESES:** Microwaves are available in our **West High Street Campus Cafe** for our middle school and high school students to use to heat-up their lunches.

Please visit www.tcca-nh.com for more information.

In order to teach students that mealtimes require our best behavior, proper table manners are required. Students are not to sit on tables. Students may not push, hit, or cut in the lunch line. Students will not share food for reasons of sanitation and allergies.

MASTER OF DOMINION ARTS AWARD

The Master of Dominion Arts (MDA) award is TCCA's highest award. It is given to graduating seniors, who over their senior high school years at TCCA have demonstrated a superior working understanding of the Dominion Mandate given in Genesis 1. MDA award recipients must demonstrate Christian character and academic attainment, but chiefly the criteria for this award shall be the presentation of an approved MDA project, which shall be accomplished and evaluated according to the MDA grading rubric during the student's senior high school years.

Collaboration with parents and others is encouraged, however, the student must do the majority of the project.

Possible MDA projects could include, but are not limited to:

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1. purchasing and/or improving a piece of real estate property, which could be visited and examined
2. creating and/or performing a musical work
3. creating an artistic work in the visual art field, which could be displayed
4. creating or expanding a financial portfolio, which could be documented
5. raising a livestock animal for judging at a local fair
6. raising plants or agricultural produce for judging at a fair
7. restoring a car or motorcycle, which could be shown or driven
8. obtaining a private pilot's license (the interview board could go on a flight)
9. writing a work of literature, which could be read and evaluated
10. conceiving and conducting a science-related project
11. developing a technology application for experimental or practical use
12. accomplishing a community service project, which could be photographed and evaluated
13. delivering a sermon or Bible class lesson (or a series), which could be recorded and evaluated
14. overcoming a significant handicap
15. accomplishing a sales goal in some specific market setting
16. teaching a class in TCCA, Cross Road, or in another school, which could be observed and evaluated
17. Etc., etc., etc.!

Students wishing to participate in the MDA process will meet with a committee of faculty members no later than November 30th of their senior year to ensure their project has relevance to the Dominion Mandate (Genesis 1:28). Participating students are encouraged to seek additional guidance from faculty members during the course of their projects' completion. Completed MDA projects must be submitted by March 1st of the students' senior year. They will be evaluated by the faculty committee using the MDA grading rubric, taking advantage of faculty and staff input.

Possible academic credit for successful MDA project completion may be considered.

It is important that MDA Awards be presented to all students qualifying on a particular year, and that this award not be arbitrarily limited to only one student. There will be significant diversity between students' MDA projects, making objective ranking difficult or impossible. Further, the presentation of the MDA Award should be seen as an occasion to maximize recognition and good will, not as an occasion to minimize these benefits to TCCA, which could occur if any qualifying students were not presented this award.

MISCELLANEOUS

The school colors are blue and white.

The school mascot is the eagle.

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The school hymn is "Lead On, O King Eternal."

The school newsletter is TCCA Connect

The school Scripture verse is Isaiah 40:31.

The school yearbook is "The Harbinger."

MISSION STATEMENT OF TRI-CITY CHRISTIAN ACADEMY

“To advance the dual propositions that Jesus the Christ is Lord over every area of life and thought and that man’s chief end is to “glorify God and enjoy Him forever,” Tri-City Christian Academy strives to guide students in academic achievement and in Christian character maturation, as these aspirations are derived and articulated from the Word and Sacrament ministries of the Church Universal.”

MISSION STATEMENT and EXPLANATIONS

All TCCA parents should be familiar with the school’s statement of mission to achieve the greatest progress within our school community. Even students, at an age-appropriate level, should have some understanding of TCCA’s stated mission. The following attempts at providing greater clarity concerning TCCA’s mission will hopefully be helpful.

For Parents:

“To advance the dual propositions...

Tri-City Christian Academy exists to proclaim two essential truths.

...that Jesus Christ is Lord over every area of life and thought...

The first of these is that Jesus the Christ, the specially anointed Second Person of the Holy Trinity, has all authority in both Heaven and Earth; that He rules all creation; that no part of human culture has existence apart from Him; and that all facts and true knowledge has been created by Him and has meaning only in terms of Him.

...and that man’s chief end is to “glorify God and enjoy Him forever,” ...

The second truth is that our purpose is to obey, serve, follow, and know Him for all our time here in this life and also forever with Him in eternity. This phrase is in quotes because it is taken from the Westminster Shorter Catechism, one of the important statements of the Christian faith from the time of the Reformation.

...Tri-City Christian Academy guides to instruct students in academic achievement...

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Intellectual mastery of knowledge presented in the school's curriculum, with consideration given to the unique gifts, challenges, and callings of each individual student, is the goal of TCCA's program. Study, work, and accountability are essential parts of student life at TCCA.

...and in Christian character maturation...

Beyond attaining knowledge, the TCCA student is taught to follow the Ten Commandments – with God's gracious help, not relying on our own efforts. This will result in the student's inner character becoming increasingly devoted to God and increasingly respectful and kind towards people in the full range of life's relationships.

...as these aspirations are derived and articulated from the Word and Sacrament ministries of the Church Universal.”

True knowledge and power for properly following Jesus comes to us through the Christian Church's teaching the Bible, baptizing people into covenant with Jesus, and regularly providing Jesus to us during the Lord's Supper. This is not limited to churches from any particular sectarian denomination, but rather for all churches loyal to the Lord Jesus. This is why all teachers at TCCA must be active members in good standing in their respective local churches.

For Students:

“To advance the dual propositions...

Our school teaches two main things.

...that Jesus Christ is Lord over every area of life and thought...

First, Jesus is king over all the world; He created everything; He rules everything; and He is even the Master of all the subjects we study in school.

...and that man's chief end is to “glorify God and enjoy Him forever,” ...

Second, Jesus wants us to give Him our whole lives both now and forever.

...Tri-City Christian Academy strives to instruct students in academic excellence...

Students are to learn all they can in their school subjects. They are to study and to work very hard to earn the best possible grades on their papers and report cards. Students should try to learn even more than what is in the school textbooks.

...and in Christian character maturation...

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We not only learn to get good grades, but we also must learn to love God with all our hearts and to love our neighbors as we love ourselves – in school and at home.

...as these aspirations are derived and articulated from the Word and Sacrament ministries of the Church Universal.”

We learn about Jesus from our churches teaching us the Bible. We become a part of Jesus’ family when we are baptized. And we become stronger and stronger as Jesus gives us His special bread and wine during His Supper with us. This is why chapel and Matins worship is the most important part of our program at TCCA.

A simpler version of TCCA’s Mission Statement might be more suitable for teaching children - not as a replacement for our existing statement, but as a supplementary teaching tool. Teachers of our younger students can use this abridged version in their classrooms. It can also be given to parents as a handout when appropriate

TCCA’s Mission Statement (for Children)

“Tri-City Christian Academy teaches that Jesus is King over all creation and that we have been made to serve Him always by learning to the best of our ability and by becoming like Him, obeying His teachings in the Bible, following Him in Baptism, and joining with Him and other Christians in the Lord’s Supper.”

MOTOR VEHICLES

Students are not allowed in vehicles while on school property between 6:30 A.M. and 6:00 P.M. unless they are arriving or departing.

An exception to the above policy will be that seniors will be allowed to leave school property in motor vehicles during their lunchtime when they have written permission from their parents and proof of insurance on file at the school office. This privilege may be revoked for students failing to comply with school policies. Students must sign out and in at the school office when leaving and returning to school during the day.

Students operating motor vehicles in an unsafe manner on school property will not be permitted to park on school property for the remainder of the school year. No students shall operate motor vehicles on school property between 6:30 AM and 6:00 PM without a valid operator's license.

No students will be allowed to drive on any school-sponsored field trips, any athletic events requiring departure from school, or any school-sponsored trips of any nature.

Students must not park their cars in front of the school building during school hours (6:30 A.M. to 6:00 P.M.). They are not to park in the visitor spaces, spaces near

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steps at side entrance, and in the spaces at the top of the loop near the flagpole during school hours at WHS.

Cars should not be parked in front of the school doors for longer than the few seconds required to pick up or discharge your children. Please avoid leaving your car blocking the driveway at West High Street while going in to speak to your child's teacher or to stop at the school office. If you do have additional school business, please park in the lower parking lot. Please avoid parking in the basketball courts if possible.

Tri-City Christian Academy will not be responsible for damage to or loss of property from vehicles while on school property.

MOTTO

“Tri-City Christian Academy: *A Christian school for families of all faiths!*”

An organization’s motto is a short phrase which expresses some primary characteristic of the organization succinctly stating the organization’s purpose with intent to promote it in the market context. A motto should express the guiding principle of the organization, and similar to a tagline, a motto should readily catch attention and be memorable in an advertisement.

Tri-City Christian Academy desires to convey a *welcoming* spirit to the community we serve. When religious beliefs are so often associated with division, argumentation, and strife, we want Tri-City Christian Academy to be perceived in sharp contrast as a learning community of tolerance, harmony, and healing. Without in any way compromising the actual teachings of the Lord Jesus Christ, Tri-City Christian Academy seeks to instruct children from families of all backgrounds in the glorious truth encapsulated in the familiar Scripture passage of John 3:16:

“For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him shall not perish, but have everlasting life.”

NEWSLETTER

Parents who indicate their email address on their student registration form will receive e-newsletters providing information about our school.

NOTEBOOKS

Students will record all homework assignments in their homework assignment book, and keep the assignment book with their notebook(s). Because the student assignment book is so essential to a successful academic year, lost student assignment books must be replaced and accounts will be billed accordingly.

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Elementary & middle school students will record their homework assignments in their assignment books.

Long-term assignments (those assignments not due the next day) should be recorded in red ink in the assignment book.

All elementary students' homework is checked for completion daily by the teacher, and we request that parents assist the teacher by checking and then initialing each assignment.

The teacher checks all middle & high school homework for completion daily, and parents' initials will be required for assignments when a special request is made by the parent, department director, administrator, or teacher.

High school students (grades 9-12) will be required to use large three-ring loose-leaf binders for all their high school subjects. Spiral bound notebooks shall not be used because papers removed from spiral notebooks are messy and do not reflect professional scholarly standards. In addition, the paper fragments contribute to a messy classroom environment. Students will record all homework assignments in their homework assignment book, and keep the assignment book with their notebook(s). Quizzes and tests will be filed in the last sections of the notebooks for all subjects.

NURSING/ FIRST AID OFFICE (See Immunizations)

The Nursing /First Aid Office is open from 8:00 AM to 3:00 PM, Monday through Friday.

Tri-City Christian Academy will provide for the reasonable medication needs of students during school hours. However, parents should make every effort to schedule medications for time periods other than school hours and to medicate their child for common ailments prior to coming to school.

Students are not allowed to carry medications on their person during school. The parent must drop off (or pick up) medications with the Before and After School Care Supervisor or the School Nurse.

The school cannot give medications (prescription or over-the-counter) to a minor without the parent's written permission. Verbal permission (by phone) is valid for one day only.

Students will automatically be excluded from school for the following reasons: oral temperature of 100°F, diarrhea, vomiting, rash with fever or behavior change, conjunctivitis, and head lice. Students should remain home for 24 hours after temperature returns to normal without medication or 24 hours after the last vomiting spell.

Students with chronic illnesses must have a health assessment form on file in the Nursing Office.

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OPEN HOUSE

Tri-City Christian Academy holds two Open House events during each year, in August and March. These evenings provide an excellent opportunity for parents to meet with their children's teachers to discuss the upcoming year or students' progress during the academic year.

Parents may come to the Open House events anytime during the hours of 7:00 and 8:30 PM. Please check with your child's teacher concerning possible special classroom meetings during the Open House.

Our Open House events are times for parents and teachers. If you must bring your children, please be responsible for them while they are here. Our staff is not prepared to supervise children on these occasions.

PARENT/ALUMNI ASSOCIATION (changes approved 5/13/17)

The Tri-City Christian Academy Parent/Alumni Association (PAA) is a volunteer group that provides a forum for parent communication and input, a source of volunteers for committee service, campaigns to increase enrollment, and an oversight of committee finances and school funds. Volunteer forms are available on the school's web site and at the two campus offices.

Committee chairpersons are appointed by the Administrator and must be ratified by the School Board. Notification of any Parent/Alumni Association and the various committee meetings are provided throughout the year as the meetings take place. Faculty and staff members are encouraged to attend these meetings to learn how to more fully support Tri-City Christian Academy.

The Parent Alumni Association oversees the following committees, which all contribute to our school's mission in various ways:

The Accreditation Committee steers our school's preparation and submission of the Self-Studies required for our periodic NEASC Visiting Committee visits, and it oversees the preparation and submission of the required Two and Ten-Year Interim Reports.

The Athletic Committee generates funds to augment TCCA athletic programs, organizes parents to assist TCCA athletic director and coaches, and administrates community use of TCCA facilities.

The Auction Committee conducts our school's Annual Auction, which is a fun opportunity for fellowship for the Tri-City community and a major contributor to our School's Annual Future Funds Campaign.

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The Booster Committee conducts fundraisers to supplement TCCA's classroom equipment budget.

The Construction Committee (when major projects are undertaken) consults with the TCCC Board of Elders and the TCCA School Board concerning design and materials for new construction and renovation, obtains competitive cost quotations for new construction and renovations, and provides communication to direct contractors.

The Performing Arts Committee provides support for our school's drama and musical programs.

The Safety Committee surveys our school properties and policies and makes recommendations to enhance the safety of our students. This committee is responsible for drafting and maintaining the school's Emergency Response Plan.

The Technology Committee systematically determines TCCA's technology-related needs for both school administration and classroom instruction, and it then drafts and maintains the school's Technology Plan.

PARKING (See Motor Vehicles)

PHILOSOPHY OF CHRISTIAN EDUCATION

In His Word, God provides loving instruction to us for every area of life. Certainly, in His infinite wisdom and mercy, He has not failed to include His requirements for the education of our children.

Both the Old and New Testaments give us explicit instruction for this most crucial area. Deuteronomy 6:5-7 and Ephesians 6:4 both specify the two foundational principles of Christian education. First, we see in these verses that all education is to be God-centered. God is the absolute sovereign over all things. Every fact in the universe is a God-created, God-interpreted fact, and therefore all instruction is to be given in terms of God. There can be no neutral areas. There are no subjects in which God can legitimately be excluded. As He is Lord and King over all creation, so He is to be central in all the instruction we give to our children - if this instruction is to be truly Christian.

Second, we see from each of the above Scriptures that the education of children is a parental responsibility. God has actually delegated a portion of His authority to parents in the area of their children's education. Therefore, parents must maintain control over what their child is taught because it is they who will have to give account to God. This control can be in effect whether the child is in a Christian home school or a Christian school. It is virtually impossible, however, to control the child's education in the state (public) school. It is nowhere specified in Scripture that the civil magistrate (the state) is to have responsibility for the education of our children.

Our task as Christian educators and parents is a great one, but we are not left without clear guidelines in the Word of God. We are to attain Biblical ends (God-

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centered education) by Biblical means (education where the parent is in control). Any education deviating from these two foundational principles is not Christian education.

PHYSICAL EDUCATION

Physical education is included in the curriculum for the kindergarten, elementary, and middle school grades. It is also an elective in the 9th – 12th grades. Students in the 1st – 12th grades may also participate in the President's Challenge during the months of September through November. Students should dress properly for physical education classes. (See Athletic Dress Code)

PLACEMENT DECISIONS

Students may enter the Tri-City Christian Academy in pre-kindergarten (students must be potty-trained) if they will be three years old by October 1st of the school year.

In recognition of the uniqueness of each child, exceptions may be made to the general October 1st placement policy after consultation between the parents, the Administrator, the Department Director, and the concerned teacher.

The Peabody Individual Achievement Test will be used to assist in making accurate placement decisions when registering students who are transferred from another school.

In situations where more than one class is offered in a particular grade, the school requests that parents accept the placement decision for their child made by the school administrative staff.

Sometimes the TCCA teacher and Department Director will determine that retention in a particular grade may be in the best interest of a student. In these rare cases, parental support for such decisions is expected.

PROGRESS REPORTS

Student progress may now be monitored via the school's online Parent Portal (MMS) using your email address and your student's school ID number. Please make sure your current email address is on file at the school's office. Please contact Mrs. Lewis at clewis@tcca-nh.com or 692-2093 with any questions.

Progress reports will be sent home via the MMS system on the mid-quarter dates indicated on the School Calendar to all parents.

REPORT CARDS

Report cards will be emailed to parents after each quarter has ended.

Kindergarten, elementary, and middle school students will receive letter grades. High school students will receive numerical grades.

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For purposes of determining honor roll students, the following correlation between letter and numerical grades will be used:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62
			F 0-59

Incompletes must be made up within three weeks, or the grade will be computed with any incomplete work given a zero grade. Special exceptions can be made upon consultation between parents, teacher, and administrator.

Teachers shall have the option of allowing seniors with cumulative grade of 90 or above to be exempt from their final exams.

RESTRICTED AREAS

To protect our students from harm, and to respect the property rights of others, students will not be allowed in the following areas:

- On or around the altar area (beginning at the steps to the altar) in the church auditorium
- The piano in the sanctuary
- Beyond the chain link fence and the open area between the chain link fence and the backstop fence
- On or near neighbors' property
- In the vicinity of the brook (especially during winter months)
- The picnic area in the rear of our property is for the use of 9th- 12th grade students only.

SAFETY

Students are to be released only to those people whose names are listed on the student's registration form. Please inform the school office of any additional people that you would authorize to pick up your children.

All faculty, staff members, and volunteers at Tri-City Christian Academy must have appropriate background checks before having contact with students.

All children below the ninth grade must be under direct adult supervision at all times when they are in our school parking lot and driveway areas. Please assist us in maintaining a safe environment for all our students by adhering to this policy.

During cold weather, please ensure that your children are adequately dressed to participate in outdoor recess activities. No provision can be made for students unable to join their class for outdoor recess due to lack of proper clothing.

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There will be no hard ball playing unless a faculty or staff member is present to directly supervise the activity and ensure that all protective equipment is worn and that safe sportsmanship practices are followed.

At our WHS campus, students are not allowed to use skateboards, roller skates, inline skates, or bicycles near the driveway loop and hill during school hours. They may be used on the level parking lot, away from cars and other students.

All students are required to wear a safety helmet whenever they use skateboards, roller skates, inline skates, or bicycles on school property.

Basketball and all other sports shall not be played in our WHS parking lot between 7:45 AM and the start of school and also between school dismissal at 2:15 PM and 3:30 PM.

No weapons of any kind will be allowed in school or on school grounds during school hours. This will include all knives, ammunition, and even the various components of weapons. Students found in violation of this policy will be immediately referred to the discipline committee.

Teachers will periodically inspect all desks and lockers in their classrooms. They must be given the combinations to the locks for any student lockers in their rooms. Teachers, school staff, and/or civil authorities may also search students' persons, backpacks, and other belongings under special circumstances.

Due to safety concerns, high school students may carry their backpacks to class, or they may leave their backpacks in their lockers after arriving each morning. Backpacks must not be left unattended at any time or anywhere. Students are expected to retrieve books for their classes from their lockers at breaks and lunchtime.

With the exception of the before and after school care side entrance doors, all building doors shall be secured prior to 7:00 AM and after 5:00 PM each day

SCHOOL RINGS

As a token of the school's support for our seniors, Tri-City Christian Academy will pay one half of the cost of senior school rings, which are designed for Tri-City Christian Academy and are awarded to high school seniors during a Ring Presentation Ceremony in December.

SCHOOL HOURS

Kindergarten students begin their day at 8:30 A.M. and end their day at 2:30 P.M.

Elementary students (grades 1- 6) begin their day at 8:30 A.M. and end their day at 2:45 P.M.

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Middle and high school students (grades 6-12) begin their day at 8:00 A.M. and end their day at 3:00 P.M. Students present in the building at 7:50 A.M or after are to go to their homerooms to prepare for the start of their day.

All students must be under direct supervision of school authorities at all times while they are on school property. Unless an explicit exception is made, this means that no students may remain on school property after 6:00 pm.

SECURITY OF PROPERTY

Please label your student's belongings. Students are required to put their names in the upper right corner on the first page of all textbooks. We will do our best to locate and recover stolen property, but Tri-City Christian Academy cannot be held responsible for lost or stolen personal property.

SENIOR CLASS TRIPS

Senior class trips shall be organized around the primary objectives of education, missions, or community service. Care must be exercised to avoid trips which are so costly that they are beyond the means of some students. In some cases, senior class trips may eligible for academic credit or Independent Research Assignment credit.

Seniors and their families may independently decide to organize vacation trips also, but these trips will not be considered school-sponsored trips.

SENIOR PRIVILEGES

Seniors will be allowed to leave school property in motor vehicles or by walking during their lunchtime when they have written permission from their parents and proof of insurance on file at the school office (when applicable). This privilege may be revoked for students failing to comply with school policies.

SKI/SNOWBOARD PROGRAM

Tri-City Christian Academy provides an opportunity for students to attend ski OR snowboard lessons during the school year. These lessons usually occur on six consecutive Fridays. Teachers will assign any work to be done by the students attending ski lessons on the Thursday before each ski trip. Progression in courses will not be halted during the ski days. Skiers/snowboarders will be responsible to obtain notes and complete any work assigned in class during those days.

Senior high students successfully completing the ski/snowboard instruction shall earn physical education credit.

SOMERSWORTH HIGH SCHOOL CAREER TECHNICAL CENTER

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The Somersworth High School generously allows selected TCCA students to participate in some of their Career Technical Center courses on a space available basis. TCCA students participating in these courses must comply with Somersworth attendance, dress code, and course standards, but TCCA may on occasion impose even stricter standards for our students participating in these programs. TCCA may revoke CTC attendance privileges if it is deemed in the best interest of the student or for TCCA.

It is very important that TCCA students attending CTC courses represent TCCA favorably at all times, and that our relationship with the Somersworth public school district be cultivated positively so that access to this program may be enjoyed by future TCCA students.

Parents of TCCA students participating in the CTC program, who may have concerns or questions requiring communication with a Somersworth CTC instructor, must first communicate their concerns or questions through the TCCA High School Director or Guidance Counselor

STRATEGIC PLAN

The Administration, School Board, and School Board Strategic Plan Committee will develop and periodically update a Strategic Plan, which builds upon the school's strengths and focuses resources on emerging opportunities. The process for developing the plan will consist of four phases:

1. Gathering of data to assess the school's strengths, weaknesses, opportunities, and Threats;
2. Analysis and discernment to establish goals and objectives;
3. Development of strategies and tactics to achieve the goals and objectives and apply appropriate metrics;
4. Affirmation of the plan by the school's constituencies.

The Strategic Plan shall include a plan on diversity and difference derived from the school's mission and core values, which shall be used to evaluate the status of the school in this regard and to guide planning to achieve goals.

STUDENT CONDUCT

Christian character training is a vital aspect of the education students receive at Tri-City Christian Academy. Students are taught to respect and obey those in authority over them, and they are taught to respect the person and property of others.

Students who destroy school property or the property of others will make restitution either by repairing the damage or by monetary means.

Students will not be allowed to chew gum in school; exceptions may be made at the teacher's discretion.

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Students will not eat or drink in the building except in the cafeteria unless it is during an authorized party. The locker rooms, hallways, library, and computer labs are not designated eating areas. Bottled water is allowed throughout the building.

There will be no physical contact between students.

Students will not have any recorded music or recorded music playing devices on school property or any school activities including field trips and athletic events unless the person in charge gives specific permission. Any such material being used without permission or which is deemed inappropriate for a Christian school shall be immediately confiscated and turned in to the Department Director or Administrator. Parents may then see the Department Director or Administrator for reclaiming any property.

Any involvement with the use, sale, possession, or transportation of any illegal drugs, including marijuana, either on or off school property will result in the immediate expulsion of the student(s) concerned. Subsequent re-registration would then only be possible after a meeting between the School Board, the student(s), and the parents.

No weapons of any kind will be allowed in school or on school grounds during school hours. This will include all knives, ammunition, and even the various components of weapons. Students found in violation of this policy will be immediately referred to the Discipline Committee. Violating the above may result in the immediate expulsion of the student(s) concerned. Subsequent re-registration would then only be possible after a meeting between the School Board, the student(s), and the parents.

STUDENT SCHOOL SUPPLIES

All student supply lists will be provided before the beginning of the school year for all students.

SUGGESTION BOX

A suggestion box is provided to give parents and students the opportunity to let us know of any ideas, which might improve our safety, efficiency, or general operation. Communications placed in the suggestion box do not have to be signed, but sometimes doing so can result in better follow-up to the suggestion.

SUSPENSION

Suspended students will be scheduled to meet with the Discipline Committee at the committee's next scheduled monthly meeting.

Teachers may be requested to supply suspended students with their assignments.

When in-school suspension is chosen as a method of discipline, parents may be billed for any additional expenses incurred for the supervision of their student.

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TCCA Motto

“Tri-City Christian Academy: *A Christian school for families of all faiths!*”

Tri-City Christian Academy desires to convey a welcoming spirit to the community we serve. When religious beliefs are so often associated with division, argumentation, and strife, we want Tri-City Christian Academy to be perceived in sharp contrast as a learning community of tolerance, harmony, and healing. Without in any way compromising the actual teachings of the Lord Jesus Christ, Tri-City Christian Academy seeks to instruct children from families of all backgrounds in the glorious truth encapsulated in the familiar Scripture passage of John 3:16:

“For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him shall not perish, but have everlasting life.”

TELEPHONE/ELECTRONIC DEVICES (Approved 4/22/17)

Cell Phone Usage

Students are encouraged not to make phone calls during school hours, but occasionally, a call home is necessary. Students desiring to make a call home for school-related business may do so using the office phone with written permission from the classroom teacher. Likewise, students may make a call on a cell phone with permission from a teacher or administrator. Students bringing cell phones to school must keep their phones off and in their lockers from 8:00 AM – 12:30 PM and from 12:55PM – 3:00PM. At no time may a cell phone or pager be on inside the building during these hours, except with the direct permission of a teacher or administrator.

iPod / Music Policy

Students may bring an iPod or other types of radios or recorders to school, but they must be left in lockers. At no time may they be used on campus without express permission of the supervising teacher or coach. Because the selection of music is considered part of family choice, students may listen to music with headphones while on the bus, but they may not share headphones or otherwise allow other passengers to listen to their music.

Teachers have the authority to limit or deny audio equipment use on buses during field trips.

Failure to comply with this policy may result in the removal of the child’s listening privileges.

Laptops, Tablets, and Other Electronic Devices

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If a student is identified as needing an electronic device as a learning aid within the scope of their individualized learning plan, they may use them with the permission of the teacher. Laptop computers may be used in class for school-related work; however, they may not be used to access the Internet without express permission from the teacher (e.g. marketing, Yearbook, athletics, and student government). Students who have been identified by the department director as having purchased eBooks may access them from a **tablet or laptop**. At no time during the school day may students use electronic devices during testing, for games, or text messaging. Inappropriately used electronic devices may be confiscated from students. Arrangements for the return of such confiscated items must be made with the teacher or administrator by the parent.

Consequences

If students are caught using any electronic devices during classes, other than as allowed by this policy, they shall be confiscated, and they will be returned at the end of the day. After the second offense, parents will be called to pick up the device, and after a third offense, the student will lose the privilege of using any electronic device for the remainder of the academic quarter. If the student continues to violate this policy, the student will lose the privilege of using any electronic device for a length of time to be determined by the appropriate department director.

TEXTBOOKS

All kindergarten students shall receive their books and materials as needed. All kindergarten student accounts will be billed a monthly book/supply fee for each kindergarten student.

Parents will be responsible to order and purchase their students' textbooks. Tri-City Christian Academy will be responsible to order all test materials.

Parents may order their students' textbooks through www.classbook.com. They may also choose to order books through other websites such as, www.amazon.com, EBay, or they may wish to order directly from the publisher.

A book list will be published on our website for parents to help when ordering books. Accounts will be charged a miscellaneous fee which includes fees for all test booklets, assignment booklets, worship booklets, Terranova Achievement testing, etc. All miscellaneous fees will be charged to accounts on July 1st and must be paid by August 15th so that we can order the testing supplies needed.

A letter from Classbook.com explaining the ordering process through their company is available at our West High Street office or can be downloaded from the TCCA website.

It shall be the student's responsibility to bring their already-purchased books to class as needed. All textbooks are to be clearly marked with the student's name.

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Some used books are available for sale through the office during the summer months. These books are sold at half price, and are usually in good condition.

Books can be turned in to the office at the end of the school year to be sold. Credits for books sold will then be applied to the students' school accounts.

TRI-CITY COVENANT CHURCH

Tri-City Covenant Church (TCCC), a branch of the Christian Church in Somersworth, New Hampshire, founded in 1972, is the sponsoring organization for Tri-City Christian Academy. The church elders assist the TCCA School Board in providing governance and oversight for our school.

TCCC is a member of the Communion of Reformed Evangelical Churches.

Although church membership is not some admissions criteria for TCCA families, TCCC invites you to visit and participate in our Sunday worship services (10 AM) at any time. If you do not currently have a church home, we invite you to be our guests for as long as your search may continue. Please contact a member of our Pastoral Staff, or the TCCA Administrator, if you would like any additional information concerning our church.

There are no differing or preferential policies, tuition rates, or admissions criteria for TCCC members at TCCA.

VISION STATEMENT

"Tri-City Christian Academy strives to be a Christian school in which all students are equipped for service in Christ's everlasting Kingdom by learning to love God with all their hearts, souls, minds, and strength and by learning to love their neighbors as themselves."

VISITORS

Any visitor to the school, including parents, vendors, former students and prospective students, must first report to the school office for signing in and obtaining a visitor badge before visiting classrooms or students. Any students wishing to bring prospective students to school to see what our program is like must first obtain permission from the department director or administrator and then have written permission from their parent or guardian given to the school office along with a registration form with only the contact information section completed. To provide sufficient time for the school to prepare for their visit, former students and prospective students must notify the front office at least one day prior to their visit. Non-adult visitors must be under direct parental or faculty/staff supervision while they are on school property.

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Parents of enrolled students are welcome to visit the school at any time unannounced. However, they are requested to stop in at the school office before going to their child's classroom during school hours.

WAITING LIST

Whenever parents wish to register their student into a class that is already full, they may submit a completed registration form and a \$10 waiting list fee to the school office. They will be contacted when an opening becomes available, and the \$10 fee will then be applied towards registration.

The \$10 waiting list fee is refundable at any time before the registration becomes finalized.

WEBSITE

The TCCA website, www.tcca-nh.com, keeps our school families informed of current school special events, field trips, athletic schedules, cafeteria menus, etc.

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APOSTLES' CREED

I believe in God the Father Almighty, Maker of heaven and earth;

And in Jesus Christ, His only begotten Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; He descended into Hell; the third day He rose again from the dead; and sitteth at the right hand of God the father Almighty; from thence He shall come to judge the quick and the dead.

I believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. AMEN.

NICENE CREED

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible; And in one Lord Jesus Christ, the Only Begotten Son of God; Begotten of His Father before all worlds, God of God, Light of Light, Very God of very God; Begotten, not made; Being of one substance with the Father; for by whom all things were made:

Who for us men and for our salvation came down from heaven, and was incarnate by the Holy Ghost of the Virgin Mary, and was made man: and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again according to the Scriptures: and ascended into heaven, and sitteth at the right hand of God the Father: And He shall come again, with glory, to judge both the quick and the dead; Whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord, and Giver of Life, who proceedeth from the Father and the Son; Who with the Father and the Son together is worshipped and glorified; Who spake by the Prophets:

And I believe one Catholic and Apostolic Church: I acknowledge one Baptism for the remission of sins: and I look for the Resurrection of the dead: and the Life of the world to come. AMEN.

LORD'S PRAYER

Our Father which art in heaven,
Hallowed be thy name.

Thy kingdom come.

Thy will be done in earth, as it is in heaven.

Give us this day our daily bread.

And forgive us our debts, as we forgive our debtors. And lead us not into temptation, but deliver us from evil:

For thine is the kingdom, and the power, and the glory, for ever.

AMEN.

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PLEDGES

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path,
I will hide its words in my heart that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag
And to the Saviour for whose kingdom it stands
One Saviour, crucified, risen, and coming again
With life and liberty to all who believe.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America
And to the republic for which it stands
One nation, under God, indivisible, with liberty and justice for all.

SCHOOL HYMN

LEAD ON, O KING ETERNAL

Lead on, O King Eternal, The day of march has come!
Henceforth in fields of conquest Thy tents shall be our home;
Thru days of preparation Thy grace has made us strong,
And now, O King Eternal, We lift our battle song.

Lead on, O King Eternal, Till sin's fierce war shall cease
And holiness shall whisper The sweet Amen of peace;
For not with swords loud clashing Nor roll of stirring drums
With deeds of love and mercy The heav'nly kingdom comes.

Lead on, O King Eternal, We follow not with fears!
For gladness breaks like morning Where'er Thy face appears;
Thy cross is lifted o'er us - We journey in its light:
The crown awaits the conquest - Lead on, O God of might.

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STATEMENT OF CHRISTIAN FAITH

Tri-City Christian Academy affirms:

the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21)

there is one God, eternally existent in three persons -Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)

the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His present Lordship over every area of life and thought (Matthew 28:18, II Corinthians 10:5); His personal return in power and glory (Acts 1:11, Revelation 19:11)

the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

the resurrection of the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)

that children are a gift of the Lord and are entrusted to parents, who are accountable to God to provide them with godly training and discipline (Deuteronomy 6:1-9, Psalms 127:3, Ephesians 6:4)

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HIGH SCHOOL GRADUATION REQUIREMENTS

1. Graduation from the Tri-City Christian Academy will require the successful completion of at least twenty-two credits earned during Grades 9 through 12. Completing additional credits is encouraged.
2. Students not attending the Tri-City Christian Academy all four senior high school years must successfully complete a minimum of five credits per year while they are a student at TCCA.
3. Students not attending the Tri-City Christian Academy all four senior high school years will receive counseling before the senior year to ensure compliance with graduation requirements.
4. To apply for early graduation, students must submit a written request, with parental endorsement, to the High School Department Director at the end of their sophomore year. The request must state the student's specific plan to complete their graduation requirements.

General Curriculum (Business and Vocational) (22 credits)

- 4 credits in Bible
- 4 credits in English
- 3 credits in mathematics
- 3 credits in the sciences
- 3 credits in History, Government, or Economics
- 2 credits in voc ed
- 1 credit in physical education
- 2 elective credits

College Preparatory Curriculum (23 credits)

- 4 credits in Bible
- 4 credits in English
- 3 credits in mathematics
- 3 credits in the sciences
- 3 credits in History, Government, or Economics
- 1 credit in foreign or classical language
- 1 ½ credits in art, music, or theater
- 1 credit in physical education
- ½ credit "College Planner" (junior year or earlier)
- 2 elective credits

Advanced College Preparatory Curriculum (26 credits)

- 4 credits in Bible (at least two Honors)
- 4 credits in English (at least two in Honors)
- 3 credits in mathematics (including one advanced math course)
- 3 credits in the sciences
- 3 credits in History, Government, or Economics (at least two Honors)
- 1 credit Symposium on Modern Problems
- 2 credits in foreign or classical language
- 2 ½ credits in art, music, or theater
- 1 credit in physical education
- ½ credit "College Planner" (junior year or earlier)
- 2 elective credits

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TERMS AND CONDITIONS OF INTERNET USE

1. **Acceptable Use** – The purpose of Tri-City Christian Academy’s use of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research consistent with the educational objectives of Tri-City Christian Academy. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Privileges** – The use of the Internet at Tri-City Christian Academy is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may deny Internet use at any time as required. The administration, faculty, and staff of Tri-City Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

3. **Internet Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Illegal activities are strictly forbidden.
 - d. Do not reveal your personal address or phone number of the addresses or phone numbers of students or colleagues.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the Internet in such a way that you would disrupt the use of the Internet by others.
 - g. All communications and information accessible via the Internet should be assumed to be private property.

4. Tri-City Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tri-City Christian Academy will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via the Internet is at the student’s own risk. Tri-City Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a student feels that they can identify a security problem on the Internet, the student must notify a system administrator. The student may not demonstrate the problem to other users. Students may not use another individual’s account. Attempts to logon as a system administrator or as another student will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or the school’

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Tri-City Christian Academy's Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted, up to and including loss of employment or attendance at TCCA.

User's Full Name: _____
User's Signature: _____ Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Tri-City Christian Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Tri-City Christian Academy to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____
Parent or Guardian's Signature: _____

SPONSORING TEACHER: _____

(Must be signed if the applicant is a student) I have read the Internet Use Agreement and agree to promote THIS agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____
Teacher's Signature: _____