



**TUCSON BAPTIST
ACADEMY
PARENT / STUDENT
HANDBOOK
2023 – 2024**

1525 S Columbus Blvd

Tucson, AZ 85711

TUCSON BAPTIST ACADEMY (TBA)

PARENT / STUDENT HANDBOOK

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SECTION 1. SCHOOL INFORMATION

Brent D. Armstrong, President

Kimberly Jones, Administrator

School Address: 1525 S Columbus Boulevard, Tucson, AZ 85711

School Phone: 520.748.2277

School Verse: Luke 2:52 *“And Jesus increased in wisdom and stature, and in favor with God and man.”*

School Mission Statement: Tucson Baptist Academy seeks to accomplish its purpose by striving to achieve the following six learning outcomes:

Flourish Spiritually - Be Like Jesus

Advance Academically - Get Smart

Lead through Serving - Serve Others

Create Christ-like Behavior - Do Right

Obey God-given Authority - Socially Refined

Nurture Patriotism - Love for America

School Colors: Royal Blue and White

School Mascot: Falcons

SECTION 2. SCHOOL HISTORY AND PURPOSE

Tucson Baptist Academy was founded in 2013 as an educational ministry of Tucson Baptist Church and consists of kindergarten through high school. Tucson Baptist Academy is designed to assist the home in the responsibility of training the child in a Christ-centered philosophy of life. Tucson Baptist Academy desires to graduate young men and women who are academically sound,

patriotic, socially refined, and so Biblically knowledgeable that they will live their lives based on Biblical principles and, in so doing, discover and do God's will for their lives.

Tucson Baptist Academy is not for everyone. It is only for those who can meet the academic standards and abide by all of the requirements which are set forth by the school.

SECTION 3. STATEMENT OF FAITH AND PHILOSOPHY

The TBA Statement of Faith comes directly from the Tucson Baptist Church Constitution.

ARTICLE II – STATEMENT OF FAITH AND COVENANT

- A. The Holy Scriptures** – We believe the 66 books of the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant in the original writings, infallible and God-breathed, and therefore are the final authority for faith and life. (*Psalm 119:89; John 17:17; II Timothy 3:16-17; II Peter 1:20-21*).
- B. The Godhead** – We believe in one Triune God, eternally existing in three persons – Father, Son, and Holy Spirit – each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (*Deuteronomy 6:4; Matthew 28:19; John 14:10, 26; II Corinthians 13:14*).
- C. The Person and Work of God the Father**
1. We believe that God the Father, who is rich with both wisdom and knowledge, sits on His throne in heaven as Supreme Creator and Sovereign Ruler of all the universe (*Genesis 1:1; Psalm 103:19; Romans 11:33-36; I Corinthians 8:6; Ephesians 4:6; Revelation 4:11*).

2. We believe that God the Father loves the world and has sent forth His Son to be the Redeemer of mankind (*John 3:16; 16:27; 20:21; I John 4:9-10, 14*).
3. We believe that God the Father raised Jesus from the dead, has adopted us as children into His family and has delivered us from the power of darkness (*Romans 6:4; 8:15-16; Galatians 1:1; 4:4-6; Colossians 1:12-13*).
4. We believe that God the Father is the One to Whom we pray and from Whom we receive answers to prayer (*Matthew 6:9; John 16:23; Hebrews 4:16; James 1:7*).

D. The Person and Work of Christ

1. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (*Isaiah 7:14; 9:6; Luke 1:35; John 1:1-2, 14; II Corinthians 5:19-21; Galatians 4:4-5; Philippians 2:5-8; I John 3:5*).
2. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (*Acts 2:18-36; Romans 3:24-25; Ephesians 1:7; I Peter 1:3-5; 2:24*).
3. We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (*Acts 1:9-10; Romans 8:34; Hebrews 5:9-10; 7:25; 9:24; I John 2:1-2*).

E. The Person and Work of the Holy Spirit

1. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (*John 16:8-11; Romans 8:9;*

I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14).

2. We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit (*John 5:18; 14:26; I John 2:20, 27*).
3. We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry (*Romans 12:3-8; I Corinthians 12:4-11, 28; Ephesians 4:7-12*).
4. We believe that the temporary sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, have ceased. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing (*I Corinthians 12:29-31; 13:8-11; I Corinthians 14; Galatians 5:22-23; James 5:14-15*).

F. The Total Depravity of Man – We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (*Genesis 1:26-27; Romans 3:22-23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19*).

G. Salvation – We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (*John 1:12; Ephesians 1:7; 2:8-10; I Peter 1:18-19*).

H. The Eternal Security and Assurance of Believers

1. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever

(John 6:37-40; 10:27-30; Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 24).

2. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (*Romans 13:13-14; Galatians 5:13; Philippians 4:14; Titus 2:11-15; I John 5:11-13*).

I. The Church

1. We believe that the church, which is the body and the espoused bride of Christ, is solely made up of born-again persons (*I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22-23; 5:25-27*).
2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (*Acts 14:27; 20:17, 28-32; Titus 1:5*).
3. We believe that its officers are pastors and deacons whose qualifications, claims and duties are clearly defined in the Scriptures (*Acts 6:1-6; I Timothy 3:1-13; Titus 1:5-13*).
4. We believe in the autonomy of the local church free of any external authority or control (*Acts 13:1-4; 15:19-31; 20:28; I Corinthians 3:4-10, 16; I Peter 5:1-4*).
5. We recognize believer's baptism by immersion and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age (*Matthew 28:19-20; Acts 2:41-42; 18:8; I Corinthians 11:23-26*).

J. Separation – We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (*Romans 12:1-2; 14:13; II Corinthians 6:14 - 7:1; II Timothy 3:1-5; I John 2:15-17; II John 9-11; James 4:4*).

K. The Second Advent of Christ – We believe in that "blessed hope," the personal, imminent return of Christ Who will

rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return with His saints, to establish His earthly millennial kingdom which was promised to the nation of Israel (*Psalm 89:3-4; Daniel 2:31-45; Zechariah 14:4-11; I Thessalonians 1:10; 4:13-18; Titus 2:13; Revelation 3:10; 19:11-16; 20:1-6*).

L. The Eternal State

1. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (*Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-13*).
2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (*Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16-17; Revelation 20:4-6*).
3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment (*Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15*).

M. The Personality of Satan – We believe that Satan is a person, the author of sin and the deceiver of mankind; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (*Job 1:6-7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; Revelation 12:9; 20:10*).

N. Creation – We believe that God created the universe in six literal, 24-hour periods. We believe that the Genesis record of creation is literal, and not allegorical or figurative, that God personally created the heaven and the earth, that He miraculously brought forth all original matter out of nothing, that He actually fashioned all organic forms as specific

creations subject to limited changes, that He definitely ordained each to bring forth after its kind, that He formed man (Adam) out of the dust of the ground, not by any process of evolution but by instant action, and breathed into his nostrils the breath of life, and man immediately became a living soul, that He created man in the image and likeness of God, that every creative act was complete and perfect in itself and that not one of His creations was conditional upon preceding changes naturally wrought over interminable periods of time. We reject evolution, the gap theory, the day-age theory, and theistic evolution as unscriptural theories of origin (*Genesis 1 - 2; Exodus 20:11; John 1:1-3, 14; Colossians 1:16; Hebrews 11:3*).

- O. Civil Government** – We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are to be governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other (*Matthew 22:21; Acts 4:19 – 5:29; Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-14*).

P. Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (*Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:20-24; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4*).
2. We believe that the only legitimate marriage is the joining of one man and one woman (*Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23*).
3. We believe that men and women are spiritually equal in position before God but that God has ordained distinct

and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church (*Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12*).

- Q. Family Relationships** – We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline (*Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalm 127:3-5; Proverbs 19:18; 22:15; 23:13-15; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; Hebrews 13:4; 1 Peter 3:1-7*).
- R. Abortion** – We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (*Exodus 21:22-25; Psalms 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; Luke 1:44*).
- S. Euthanasia** – We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus, we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment (*Exodus 20:13; 23:7; Matthew 5:21; Acts 17:28*).
- T. Missions** – We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation

(home and abroad), tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (*Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20*).

- U. Giving** – We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel (*Genesis 14:20; Proverbs 3:9-10; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6-7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17-18; I John 3:17*)

SECTION 4. OBJECTIVES IN EDUCATION

The objectives of Tucson Baptist Academy in the education of young people are as follows:

1. *To lead children to a personal knowledge of Christ as true Savior and Lord.*
2. *To disciple children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.*
3. *To prepare children to serve God effectively.*
4. *To encourage them to think clearly, logically, and independently.*
5. *To offer an instructional program that meets the academic needs of children.*

6. *To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.*
7. *To achieve mastery in the tools of learning and communication and to instill a lifelong love of learning.*
8. *To develop a sense of responsibility in each child as a Christian and as a citizen.*
9. *To develop a moral, ethical and spiritual sense which will aid them in appreciation of their own personal worth and that of others.*
10. *To provide them with opportunities to develop an understanding and appreciation for the arts as well as contributing to them.*
11. *To provide opportunities for developing skills necessary to making a living.*
12. *To offer opportunities to participate in wholesome forms of recreation.*
13. *To prepare each child for an outstanding position in life, to prepare for spiritual leadership in school, home, church, community, state, nation, and the world.*

SECTION 5. ACHIEVEMENT TESTS

All students in K5 through 12th grade are given achievement tests in the spring of each year to measure their academic progress in the areas of English, math, science, and social studies. A Cognitive Abilities Test is also given to measure the way the individual student learns in the classroom. TBA uses the Iowa Achievement Tests in both of these segments.

SECTION 6. ADMISSION PROCEDURES

1. All students in K5 – 12th grades must want to attend Tucson Baptist Academy.
2. An interview will be held with the student and at least one parent. *The administrator will explain our philosophy regarding our Baptist heritage and distinctives. As a Christian school, the parent must understand and be willing to embrace our biblical worldview philosophy.*
3. Parents will meet with our scholarship advisor. It should be understood that any tuition not covered by scholarships is the financial responsibility of the parents.
4. Before a student is accepted into TBA, ALL paperwork applications must be completed and turned in with the registration fee.

NOTE: Parents **will not** be allowed to enroll a child in Tucson Baptist Academy if they still owe money to a previous Christian School, or if they still owe Tucson Baptist Academy or the Tucson Baptist Preschool for past tuition.

Also, it is understood that Tucson Baptist Academy does reserve the right to refuse admission to anyone it so chooses.

SECTION 7. AGE REQUIREMENTS

Students must be five years old by December 31, for the current school year for K5, unless approved by the administration. To qualify for the ESA Scholarship, they must be 5 years old by January 1 of the current school year.

SECTION 8. ARRIVAL AND DISMISSAL

Please have your child arrive no earlier than 7:30 A.M. and remain no later than fifteen minutes at the end of the school day. If your child needs care prior to 7:30 a.m. there will be a teacher on duty each day from 6:30-7:30 A.M for before care. All students arriving **before** 7:30 A.M. will be charged the early care fee, \$8.00.

Parents are asked to pick up their children promptly at the time school is dismissed, 3:00 P.M. At 3:15 P.M. Students not picked up will be taken to aftercare and parents will be charged \$8.00 per hour per child.

All student drivers must leave campus at 3:15 unless meeting with a teacher or participating in a school-sponsored athletic event

IF SOMEONE OTHER THAN YOU WILL BE PICKING UP YOUR CHILD, PLEASE LET US KNOW! WE WANT TO TAKE EVERY PRECAUTION IN THE PROTECTION OF YOUR CHILD. They will not be released to anyone not on your approved pick up list unless you call and inform the school office ahead of time.

SECTION 9. ELECTRONIC DEVICES POLICY:

Studies have shown that students who do not have access to phones during school hours spend more face-to-face hours interacting, their concentration levels increase and their grades improve (<https://digitalcommons.wku.edu>). As a result, Tucson Baptist Academy has decided to implement the following policy: students **may not** use electronic devices, cell phones or ear buds before, after or during school hours. **All devices** will be collected by teachers when school starts and returned at the end of the school day. If a student needs to call a parent, they will be sent to the office to use the phone. If a parent needs to speak to a student, please call the school office and arrangements will be made for the

student to call. If it is not an emergency, please leave a message and the school secretary will get the message to the student.

SECTION 10. ATTENDANCE AND TARDY POLICIES

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. It is important that the habits of good attendance and punctuality be stressed at an early age. Regular attendance at school is the responsibility of the parents.

In general, the following reasons for school absence are acceptable:

1. Verified illness of the student
2. Bereavements
3. Verified medical appointments

Absences for family trips (5 school days per year) are excusable, provided they are known and APPROVED BY THE ADMINISTRATION IN ADVANCE and provided the student has no current F's in any subject.

A student who has been absent from school should **present a parental note on the day of his return to school**, unless the parent has called the school to report the absence. The note should contain the following information:

1. Dates of absence
2. Clear reason for absence
3. Signature of parent

In K5 – 12th grades, this note should be presented to the school office by 8:00 a.m. on the day of return to school.

Two Important Notes Concerning Absences:

1. To be counted present at school for the day, a student must be present in class until 11:30 a.m. In order to be excused, the reason for missing classes must meet the excusable requirements.
2. A student who **misses more than nineteen days of school in the year will meet with the administrator, and it will be determined whether that student should be retained.** This includes excused absences, unexcused absences, or doctor's notes. If your child has a diagnosed chronic illness, please bring documentation from your physician and the absences won't be held against them. Any middle/high student missing an individual class more than nineteen times may fail that class. The determination will be made by the Administration. Any student not in class for a minimum of thirty minutes will be counted as absent for that class.

Tardiness for Middle/High School

Any student coming to school after 8:00 AM **must check in through the school office before going to class. Every 9 tardies in a quarter (including tardies accrued between classes during the school day) will result in an at-home suspension. After the third at-home suspension issued for tardies (27 tardies), the parents will meet with the administration.** Parents are responsible to sign their student in with the school secretary. All students leaving early must sign out in the office. A student returning to school must sign in at the school office before returning to class.

SECTION 11. AWARDS

Academic: First and second place ribbons are awarded to the top two students in each core class in each grade level.

Principal's Honor Roll: A principal's roll is compiled after each grading period. To be included in this roll, a student must make all A's.

Honor Roll: An honor roll is compiled after each grading period. To be included in this roll, a student must make all A's or B's.

Character: Each student will receive a distinct character award chosen by their homeroom teacher at the end of the school year.

Falcon Award: This is given to the student who has displayed the character and characteristics of Jesus, on a consistent basis, on campus and off campus in their personal life. This award may or may not be given each year depending on if there is a student who displays the above criteria.

SECTION 12. BEFORE AND AFTER SCHOOL CARE

Before Care is available from 6:30 AM – 7:30 AM, at \$8.00 per day.

After Care is available from 3:15 – 5:30 PM, at \$8.00 per hour, per student; students picked up after 5:30 will be charged \$5.00 for the first 15 minutes, then \$1.00 per minute thereafter.

*All students K-12th grade should be picked up by 3:15. Students who drive should be off-campus unless they are staying for academic or athletic reasons. Those students who are not picked up by this time will be sent to After Care and charged the hourly rate, \$8.00.

All students arriving **prior to 7:30 AM** must go to the Falcon's Nest until the teacher dismisses the students to go to their classrooms, an \$8.00 fee will be charged.

SECTION 13. BIBLE

Bible is a required subject and is taught daily in every grade. Every day, all students must have the King James Version of the entire Bible with them at school. All students are required to attend this class, no exceptions.

SECTION 14. BOOK POLICY

All textbooks are purchased by the parents as a part of tuition. Any textbook damaged or lost during the course of the school year will be the parent's financial responsibility to replace. An invoice will be sent to the parent at the time of payment.

SECTION 15. CARE OF PROPERTY

Tucson Baptist Academy is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by TBA.

Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to, or destruction of, school property will not be tolerated. All damage must, of course, be paid for if willfully done.

All students are expected to immediately report, to the office, any damaged furniture or other school property.

SECTION 16. CHANGE OF ADDRESS OR PHONE NUMBER

Parents **MUST** inform the school office when there is a change of address or telephone number. Please do this immediately so our records are always up to date for emergency purposes.

SECTION 17. CHAPEL

Chapel will be held one time per week for elementary and middle/high school. The day and times are given at the beginning of the year. All students are required to attend, no exceptions.

SECTION 18. CHURCH ATTENDANCE

Faithful church attendance, at the church of your choice, as a family is a vital part of the child's education. Without faithful cooperation from the parents concerning this matter, the student will most likely encounter serious difficulty in the educational process of Tucson Baptist Academy.

SECTION 19. CLOSED CAMPUS

Tucson Baptist Academy operates on a closed campus principle. This simply means that attendance at school is required from 8:00 a.m. until 3:00 p.m. No visitors are permitted on the TBA campus without permission from the Administration. All off-campus lunches must be cleared with administration at least one day in advance.

SECTION 20. COMMUNICABLE DISEASE POLICY

While it is not the desire of Tucson Baptist Academy to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to highly communicable illness.

We recognize also that Tucson Baptist Academy with its limited finances is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and well child, it will be the policy of Tucson Baptist Academy to deny admission or to require dismissal from the school for a child with a serious and continuing **communicable disease**. The concern is twofold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled or seeking to be enrolled at Tucson Baptist Academy who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission or dismissed from school.

They will not be permitted to enroll or re-enroll in regular Tucson Baptist Academy classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to **all infectious diseases** such as, but not limited to, and including acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus), who are infected with ARC (AIDS Related Complex),

Students diagnosed with COVID-19 are required to quarantine for 5 days from the time of diagnosis or start of symptoms before returning to school.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing

communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy Tucson Baptist Academy recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

SECTION 21. CONDUCT

Tucson Baptist Academy wants its students to grow spiritually and achieve academic excellence in an atmosphere which is Christ honoring.

We insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which these goals are reached is through discipline which is administered in LOVE.

The principal is present not only to administer correction when needed but to counsel with students, parents, and teachers. The administration is staffed with experienced personnel, trained in meeting the needs of young people and helping them to be found "in favor with God and man." (Luke 2:52) Effective discipline for the betterment of our young people requires courage, consistency, conviction, diligence, and enthusiastic effort on the part of parents and school personnel. To help in this area, Tucson Baptist Academy has adopted certain standards of conduct which must be upheld.

1. The teacher is in full control of the classroom. All misconduct of a general nature will be handled by the teacher. This type of misconduct includes deliberate disobedience, disrespect, lack of courtesy, incomplete homework, chewing gum, note passing, and other misdemeanors.

NOTE: The administration of Tucson Baptist Academy places much confidence in the judgment and ability of its teachers. All parents and students should understand that the administration will support the teachers in matters of discipline.

Any parent or student with a legitimate complaint about a disciplinary procedure or method should **talk to the teacher first** before contacting the principal, supervisor, or president. It is understood that the administration will have no comment on a matter until the teacher has been contacted.

2. Tucson Baptist Academy places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think only on those things which are godly. Therefore, Tucson Baptist Academy does not endorse attendance at movie theaters, rock and country music, ungodly television programs, dancing or attendance at dances, and inappropriate literature.
3. The possession or use of drugs (any form except prescription for that student), any amount of intoxicating beverages (on or off campus), or the use of any tobacco products, including vaping, (on or off campus) will result in the immediate expulsion of that student. Any act of immorality will also result in expulsion.
4. An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr., or Brother should

be given respectfully regardless of time or place. Students should always answer with “ma’am” when talking to ladies and “sir” when talking to men.

5. Romans 13:14 teaches us that we should avoid situations that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid this temptation, Tucson Baptist Academy does not permit displays of affection such as hand-holding, walking arm-in-arm, or any other act of physical contact that is intentional. Any students who abuse this rule will be separated, while at school, for a definite time period.
6. Profanity will not be tolerated. Any student who is guilty of violating this rule will be disciplined and possibly suspended. If repeated offenses occur, then the student will be expelled. Colossians 3:8 teaches us that filthy communications should not be allowed.
7. Fighting will not be tolerated. The teacher’s or principal’s discretion shall be used to determine the punishment. Colossians 3:5 teaches that we should put off anger.
8. Stealing is a common problem in schools everywhere. A student who steals will be suspended or expelled, depending on the number of demerits at that point.
9. Pornographic literature, including that viewed on the Internet, will result in a suspension or expulsion.

In addition to the above items, Tucson Baptist Academy has instituted a Student Covenant for all 7th-12th graders. This covenant must be signed by the student in order to attend TBA. The Student Covenant reads as follows:

SECTION 22. COURSE CHANGES

Middle and High School students may make changes to elective courses within two weeks after the start of school. However, they must attend the class for three days to give themselves the opportunity to be exposed to new subjects. Only one change per elective can be made.

SECTION 23. CURRICULUM

Abeka curriculum is used for all subjects in all grade levels.

All students are taught in person by a qualified teacher for all subjects.

SECTION 24. DISCIPLINE

The Administration of Tucson Baptist Academy feels that discipline, according to the Scriptures, is necessary. We recognize that this should be administered in the home; however, we realize the responsibility which is ours in having your child in our care.

As part of the registration process, of the child, a statement of cooperation must be signed. This statement gives the Administration the right to discipline the child. If a parent refuses to give this permission, the child cannot be registered. The methods of discipline are as follows in Kindergarten and Elementary: standing in the corner, revoking recess, other privileges. Should a child become a great problem, the parent will be asked by the principal to come for a conference to try and resolve the problem. If the child continues to not cooperate, withdrawal from school will be necessary for the benefit of the class.

Our Middle and High School discipline system uses a combined detention hall and Point System and is outlined in the Tucson

Baptist Academy Points System document. This document will be given to the 4th – 12th grade students at the beginning of the school year enumerating the offenses and the number of points for each. Detention will be scheduled for either lunch time (4th and 5th grades only) or after school on Wednesdays, depending on the infractions.

According to the Scriptures, discipline is a must in a child's life. We at TBA feel it is necessary to discipline in order to train a child efficiently. Teaching and learning are impossible without discipline.

Please remember that Tucson Baptist Academy is an educational institution and not a reformatory; therefore, please help us by giving full cooperation.

Tucson Baptist Academy reserves the right to dismiss from school any child whose attendance is detrimental to the school. Tucson Baptist Academy also reserves the right to deal with any conduct or attitude in whatever manner necessary.

SECTION 25. DRESS STANDARDS

The standards of appearance for the boys and girls of Tucson Baptist Academy are based upon Biblical principles. The Bible definitely teaches that there is to be a distinction between the sexes. We expect the girls to be, act, and look like the Lord made them - feminine. We expect the boys to be manly in actions and appearance. The Bible also teaches that our appearance should be in keeping with modesty. Not only should revealing, tight-fitting, and sensual clothing be avoided, but also students should not wear those things which draw attention to self. This is also immodesty. Our appearance is always to glorify Christ (I Corinthians 10:31).

The standards of appearance are to be obeyed by all students. The following procedure will be used in dealing with these standards:

Boys Dress Code

1. Navy, black, or khaki colored pants or shorts are to be worn at all times. No jeans, including colored jeans, athletic shorts, and sweat pants are allowed.
2. Any **solid** color polo or collared shirt is acceptable.
3. Shirts must be tucked in at all times.
4. A belt must be worn with pants with belt loops.
5. No “flip-flops” or sandals are to be worn. Socks and shoes are required at all times.
6. No t-shirts are to be worn unless otherwise specified.
7. Approved jackets and sweatshirts are not to be worn in the classroom or in place of the school uniform unless it is approved by the teacher or administration.
8. On chapel days, pants are to be worn with a solid color polo shirt and K-4th grades may wear tennis shoes and regular school uniforms. All other grades should wear nice dress shoes. (Students may change into tennis shoes after chapel for recess times.)
9. Students who have PE on chapel days should come to school in their chapel clothes until after chapel, at which time they may change into their PE clothes.
10. Middle/High school boys must wear a shirt and tie on chapel days with dress shoes. Ties may be taken off after lunch.
11. **On PE days the PE shirt and shorts provided by the school should be worn with athletic shoes, grades K-5. Any student not in their PE uniform will be given a dress code violation and parents may be called to bring a change of clothes (unless they have already been cleared by the administration due to particular circumstances).** Middle/High school students will wear their school uniforms to

school and change at the appropriate time for PE on the designated days.

12. Boys should not wear jewelry such as necklaces or earrings, etc.

Boys' Hair

1. Boys hair may be full but not over the ears or collar or on the eyebrows.
2. It should not be bushy or flipped up in the back. If the hair has reached a point of violation, then the student will be told to correct the problem. If the hair has not been brought to standard after three school days, then he will not be allowed to return to school until the problem has been corrected. Failure to obtain a haircut appointment is no excuse.
3. Faddish haircuts, such as bowl cuts or a shaved head, and extreme hair colors are not permitted at TBA.

Girls Dress Code

1. Navy, black, or khaki colored relaxed fit twill pants are permitted. No skinny pants.
2. Any **solid** color polo or collared shirt is acceptable.
3. Skirts and dresses must come to the top of the knee for girls in Kindergarten – 3rd grade.
4. Skirts must come to the middle of the knee, when standing, and cover the knee when sitting, for all girls from 4th grade – 12th grade.
5. No jeans, colored denim, sweatpants, jeggings, leggings or yoga/spandex pants will be permitted for girls.

6. Leggings may not be worn in place of pants. They may be worn under skirts, but the skirts must still meet the required standard as stated above.
7. No tight-fitting, see through or low-cut tops will be permitted.
8. No tank tops, spaghetti straps, or strapless dresses are permitted.
9. On chapel days, elementary girls should be in school uniform but should wear a dress or a skirt instead of pants or shorts.
10. **On PE days the PE shirt and shorts provided by the school should be worn with athletic shoes, grades K-5. Any student not in their PE uniform will be given a dress code violation and parents may be called to bring a change of clothes (unless they have already been cleared by the administration due to particular circumstances).** Middle/High school students will wear their school uniforms to school and change at the appropriate time for PE on the designated days.

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S	E	P
11. Girls may not wear “flip-flops” or any shoe that has a strap between the toes, unless the shoe has a strap on the back.
12. Parents should understand that they may be called to the school during the day to take a student home, or bring a change of clothes, if her clothing fails to meet school standards. Persistent problems in this area will result in dismissal from school.

NOTE: Navy, khaki, black, or grey pants that have front zippers, side pockets and belt loops are acceptable pants for girls to wear. Yoga “pants” are not acceptable

as part of the school uniform or PE uniform and should not be worn.

Boys/Girls: Only approved jackets or sweaters are to be worn in the classroom. Sweatshirts and hooded sweatshirts must be plain-colored and not branded. These items are seasonal and will not be allowed during the warm/hot seasons. While in any building on the TBA campus, no hoods are to be worn up.

No tattoos, tongue piercing, nose piercing or body piercing are permitted for boys or girls, including piercings on the upper ear. Unnatural hair colors will not be permitted on male or female students. Students will not be permitted to attend class until such unnatural hair colors are returned to a natural hair color.

Tucson Baptist Academy places the responsibility for the daily appearance of each child on the parents. We reserve the right to make any necessary changes in order to maintain a proper testimony for the Lord.

SECTION 26. EARLY DISMISSAL FROM CLASS

Parents wishing to take their children from school anytime during the school day must send a note, to this effect, to the school office advising us of the reason for the planned early dismissal. The reason must meet the requirements to be excused. Parents should come to the office to sign their child out for an early dismissal.

SECTION 27. ELEMENTARY PROGRAM

The elementary program is designed to develop the learning skills in all subject areas, including daily instruction in the Bible. The reading program is based upon a phonics approach. Our music program develops the character and aesthetic tastes of the student.

English, spelling/vocabulary, reading/literature, math, science, social studies, and Bible are taught in grades 1 - 12. Chorus, poetry, art, creative writing, and penmanship are also an important part of the program. Standardized testing will be given during the year at the discretion of the administration.

SECTION 28. COLOR RUN/FUNDRAISERS

Tucson Baptist Academy conducts a few fundraisers throughout the year. This is done to help offset the cost of tuition and other supplies for the school so that we can provide for the needs the school has with each growing year. Please help us keep the cost of tuition and fees down by participating with your child in the specific fundraisers.

Our annual Color Run is scheduled in October every year. All students are required and parents requested to be involved in these annual fundraisers. Proceeds are used to enhance the classrooms and purchase new equipment for the school.

SECTION 29. FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The Tucson area abounds in places of special interest and benefit for the school. The students are required to maintain the same level of discipline away from the school as is required at school.

SECTION 30. FINANCIAL INFORMATION

Tucson Baptist Academy partners with several scholarship organizations and all families are encouraged to apply to them to help mitigate the cost of tuition. Any residual amount of tuition not covered by scholarships is the sole responsibility of the family and must be paid by the end of the school year. A quarterly rate of tuition will be billed to the school family due to the scholarship funding times.

All accounts are due and payable by the due date stated on the invoice. Any student whose account is more than 30 days in arrears may not be allowed to attend Tucson Baptist Academy until such time as the account is paid in full and up-to-date. If financial difficulties arise, please **see the School Administration** and we can try to work out a payment plan.

All records and report cards will be withheld until all tuition costs, book fees, or other official school fees are paid.

SECTION 31. FIRST DAY OF SCHOOL

The first day of school will be a regular schedule. Class starts at 8:00 a.m. Students should be **in their seats** by 8:00 a.m. to avoid receiving a tardy. All students will gather in the Falcon's Nest on the first day of school, and each Monday only thereafter, for pledges and prayer. Once prayer is over, all students will go with their teachers to their classes. Parents are welcome to stay for the opening on Mondays, but once it is complete, all parents should leave for the day. Tuesday through Friday, students will go directly to their classrooms with their teachers for pledges and prayer.

SECTION 32. GENERAL PRACTICES

No visitor or outsider may speak or perform on any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.

No student may use the name of the school on any radio or TV program or any other publication without prior authorization from the school administration.

The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

For all school-sponsored functions, conduct and dress standards apply.

SECTION 33. HANDBILLS OR SALES

No handbills or literature of any kind are to be passed out in the school without approval from the principal. There will be no sale of such items as greeting cards, seeds, etc., without the principal's approval.

SECTION 34. HEALTH SERVICE

If a student must take medicine during the school day, that medicine, along with the doctor's directions, is to be given to the school secretary as soon as the student arrives at school. The only exceptions are epi-pens and asthma inhalers. Students will be called to the office to take their medicine so an accurate administration log can be kept. Additionally, all over-the-counter medications will be administered from the school office and no medications will be given to students without parental permission indicated on the student emergency information form.

No student with a temperature of 100 degrees or above, vomiting or diarrhea will be allowed to remain in school. The student must be free of these symptoms for 24 hours prior to returning to school. Parents will be called to pick up the student at school. Students who are unable to participate in physical education class must have a note from the parents or a doctor's excuse.

SECTION 35. HOMEWORK

Homework is a part of Tucson Baptist Academy's academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered as busy work. It will be given by classroom teachers for specific purposes; to be an extension of the day's lessons or to complete assignments and

enrichment. Each student will be expected to complete the assigned homework. Please encourage and help your child with this important part of their education. The average for homework time is grade level x 10 minutes per night. This means, some nights there will be more, some nights there will be less, to average the amount for the formula above.

In order to encourage church attendance, it is the policy of the school that teachers **will not give homework on Wednesday**. In keeping with the spirit of this rule, **no tests will be given on Thursdays** unless approved by the administration and the students and parents are properly notified in advance. These occasions will not be common but some exceptions may apply.

During special revival services and missions' conference, limited homework may still be given, but may be turned in Friday of that week if the student attended the services.

SECTION 36. INSURANCE

School Time accident insurance is required for every student and has been included in the registration fee. The insurance is secondary coverage only and covers only the amount not covered by parent's personal insurance.

SECTION 37. KINDERGARTEN

The five-year-old kindergarten program is designed to prepare the student socially and mentally for first grade. The student begins many of the basic learning skills. Reading readiness, Bible memorization, and math readiness are some of the skills learned in five-year-old kindergarten. The reading program is based upon a phonics approach. A regular chapel program emphasizes personal salvation, patriotism and character development. A child who has

not made enough progress to be successful in the first grade will not be promoted. TBA does not socially promote students.

SECTION 38. LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds without permission from the office during the day. When students are given permission to leave, they must report back to the office upon returning. No student will be allowed off-campus for lunch unless a parent comes and signs them out for a special occasion. It is requested that they be returned by the time school resumes. Parents are welcome to come to school to have lunch with their children on special occasions but must sign in at the school office before going to the lunchroom.

SECTION 39. DATING

Tucson Baptist Academy believes that young people should socialize in groups, not individual couples, in order to remove temptation and develop healthy relationships. Therefore, dating couples are never to be unchaperoned in the school or on the grounds. Couples may not sit together in chapel or special assemblies.

SECTION 40. LOST AND FOUND

Each student is responsible for his personal possessions. Tucson Baptist Academy does not assume responsibility for any items which are lost or stolen. Students should be very careful about leaving their valuables in a place where they could be easily stolen. At the end of each quarter, any unclaimed lost and found items will be donated to Goodwill.

SECTION 41. LUNCH

Due to several students having severe allergies to nuts, we are a nut-free campus. *Please do not send anything that has nuts or has been made with nuts in your child's lunch This includes peanut butter and Nutella.* Students may bring items to heat up at lunch time. They will have a 2-minute limit per item. Hot lunches may be purchased from Jason's Deli for \$ 6.00 per day. They can be purchased as often as you would like through the school website. Just click on the drop-down menu and then click on lunches. Payment can also be made at the time of ordering. **Please, no lunch orders after 9:00 AM.** Students who bring sack lunches may purchase beverages or snacks from the vending machine.

The school will not tolerate any misconduct or horseplay in the lunchroom. Teachers will seek to uphold and teach the proper manners during the lunch period. Students are to enter the lunchroom in an orderly fashion.

SECTION 42. MAKE-UP WORK

When a student is absent for several days, the teacher may gather materials to send home so that the student will not be so far behind the class when he returns. If there is no family member at school who can deliver this work, the parent may pick it up at the end of the day.

When the student returns to school after having been absent, it is his responsibility to check with the classroom teacher immediately in order to get all assignments missed. He needs to organize a time with his teacher for timely completion of each assignment or test, usually in a free time during the day or after school.

Generally, students are allowed one day for each school day missed, to make up any work. In the event of an extended illness,

an alternative make-up schedule will be organized by the teacher and the student. Work that is not completed within the specified amount of time will be recorded as a zero.

When a student is given an at-home suspension the work must be made up and credit may be given. Middle school and high school students are responsible to contact their teachers to make up any work missed. Failure to take this responsibility may result in a failing grade.

SECTION 43. OPEN HOUSE AND PARENT-TEACHER ORIENTATION

Parents, upon registration, agree to support TBA. This includes attendance to all Open House and Parent-Teacher Orientation meetings. The first PTO meeting will be the Back-to-School Night, which is held at the beginning of the school year. This meeting is very important as essential information and materials will be given out. Parents will be introduced to the faculty and will be given a presentation in the classrooms of their children.

Other PTO meetings will be held regularly throughout the year to enable parents to follow the progress and development of their children. Programs in which the students are participants may also be presented at these meetings.

SECTION 44. OUTSIDE READING MATERIAL

To encourage the Biblical admonition in Phil. 4:9, to think on things that are true, honest, just, pure, lovely and of good report, the only books allowed on the person of any student will be the following:

1. The Bible and related study helps for personal devotions, etc.
2. Books directly connected to the school curriculum.

3. Tucson Baptist Academy library books.
4. Public library books which have been specifically assigned by Tucson Baptist Academy teachers for reading or reference.

SECTION 45. PARENT CHAPERONES

There are times throughout the school year when parents may be asked to serve as chaperones or will desire to do so. The school requires parents to follow the same standard of dress and conduct as is required of the students (*See Dress Standards*). Parents not meeting the standards will not be permitted to act as chaperones. This includes such activities as class picnics or parties in the classroom as well as field trips. **No younger or older siblings will be allowed on class field trips.**

SECTION 46. PARENT-TEACHER COMMUNICATION

TBA teachers desire to keep parents informed of their children's academic progress. To help facilitate this smooth communication, TBA utilizes **FACTS** for school-wide communication and record keeping. **FACTS** will be utilized for individual daily communication between teachers and parents. Classroom schedules/newsletters will also be provided through your FACTS Family Portal.

Parents can access their child's records at any time. We encourage every parent to take full advantage of these tools. Additionally, a weekly folder of papers completed by elementary students will be sent home. Parents should carefully go over these papers with their children, especially if there seems to be any problem. All "D" or "F" papers must be signed and returned in the folder the next school day. Parents are kept informed of any homework or discipline

difficulties through phone calls or notes sent home with the students from the teacher.

SECTION 47. PARENT-TEACHER CONFERENCES

TBA recognizes the importance of the home and the school working together to ensure the child's spiritual and academic growth. Two conferences will be scheduled; one in the fall and spring semesters respectively.

Parents should feel free to consult with the school office regarding any problems or questions that concern their children. It is the desire of TBA administration and faculty to be of service to both parent and student, and the teacher welcomes a visit from any parent. It is requested, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

Any parent, who needs to talk with school personnel, should call the school office between 8:00 a.m. and 4:00 p.m. The call will be returned as soon as possible after school.

SECTION 48. PARTIES

Elementary grades generally have three or four class parties per year. The Thanksgiving and Christmas parties are usually held the last day before the holidays. A Valentine's Day party will be celebrated on or near February 14th. Parents may bring or send in treats to be shared by the class at lunchtime. All food must be purchased from a vendor. No homemade class-wide food may be brought to campus.

Middle/High school will be allowed to participate in the school Thanksgiving lunch and organize a Christmas and end-of-year

party which can be coordinated with the Middle/High School teachers.

SECTION 49. PROMOTION AND RETENTION

In kindergarten through fifth grade a student's report card will contain a notation as to whether the student has been promoted or retained. Students receiving a D in three academic subjects must meet with the administrator, parents, and teacher prior to a decision regarding promotion. Students receiving an F in three academic subjects are automatically retained. Students receiving an F in English or math will be retained. No students will be socially promoted.

Middle/High School student who receive an F in any core class will be required to attend summer school for that class in order to be eligible for graduation. TBA will provide information as to where summer school can be taken.

SECTION 50. RE-ENROLLMENT

Current students may enroll for the fall term beginning in January of each year. The general public may enroll beginning February 1 each year. All enrollment should be done through your FACTS Family Portal to ensure that all information is current and up-to-date. Parents are encouraged to enroll early to secure placement for their children. Space is limited, and a seat is only secured after the enrollment fee is paid. There is a re-enrollment discount from January 1 to March 31.

SECTION 51. REPORT CARDS

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, which is being made. Each student is evaluated in two areas; academic work and effort made. The academic grade is based upon the actual work

done on homework, quizzes, tests, etc. The effort grade is a number.

The following scale is used to determine the effort grade:

- | | |
|--------------------|------------------------------|
| 1. Superior effort | 3. More effort needed |
| 2. Good effort | 4. Little or no effort shown |

Academic grading is based on a 100-point scale:

100 – 96	A+	78 – 76	C+
95 – 92	A	75– 72	C
91 – 89	A-	71 – 69	C-
88 – 86	B+	68 – 66	D+
85 – 82	B	65 – 62	D
81 – 79	B-	61– 59	D-
		58 – 0	F

You can track all of your child’s grades through your FACTS Family Portal (K-12) at any time day or night. If you have any questions pertaining to your child’s grades, behavior, or activities; then please, contact your child’s teacher.

SECTION 52. SCHOOL OFFICE

All parents are welcome in the school. However, when a visit to the classroom is necessary, the parent **must** check in through the office first. **NO PARENT MAY GO DIRECTLY TO THE CLASSROOM!**

This is in order to keep classroom disruption to a minimum.

If a parent wishes to talk with his/her child’s teacher, he should arrange for a private conference with that teacher through the school office. They are unable to conference during the school day and may not be able to have a lengthy conference without notice

after school as they may have meetings or appointments off campus. Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless an interview has been scheduled for that time.

Lunches, homework, books, and other items may be left in the school office to be delivered to the child. School phones are for business use only. A parent wishing for his child to stay after school or to meet him at a different time should notify the school office so that these arrangements can be properly made. Calls of this nature must be received before 2:00 p.m. Please do not ask for your child to come to the phone. Please use these services as sparingly as possible.

SECTION 53. SCHOOL-SPONSORED TRIPS

The same standards of conduct required of students at school are also required of students on school-sponsored activities. When a school vehicle is used to transport a mixed group of students to an activity, there must be two adult chaperones aboard. Separate seating will be required for boys and girls.

A written policy, established by the school administration, regarding the supervision of students on overnight stays away from school will be strictly followed to ensure the safekeeping of all participants. This policy will be reviewed with parents, sponsors and student participants before such activities.

SECTION 54. STUDENT DRIVERS

All students who are qualified to drive to school must register their car and provide a driver's license and proof of insurance in the school office. All student drivers must park in the back parking lot in a parking space and **may not park** in a covered parking space. The

speed limit through the parking lots is 10 mph. Any student who is caught exceeding the speed limit or driving in an unsafe way will lose the privilege of parking in any of the TBA/TBC parking lots. No students may have passengers in their cars who are not on an approved list of passengers provided by the parents of both.

SECTION 55. TRAFFIC PATTERNS

Tucson Baptist Academy has a one-way traffic pattern. To ensure the safety of all students, parents and staff should use the north entrance parking lot and drop off students at the back gate by the preschool and exit the south driveway. Parents should not park or block the entrance or exit lanes. Parents must observe the traffic patterns in order to pick up and drop off students. Parents must also observe the posted speed limit (10 mph) while on school property.

Parents are not allowed to park at Naylor Elementary and Middle School to drop off or pick up your student(s). The south door by the Academy school office is only to be used when picking up a student for an appointment.

If you are tardy, dropping off your child, or picking up your child from Before and After Care, you must park and enter the back gate.

SECTION 56. WHEN PROBLEMS ARISE

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the Matthew 18 process in dealing with problems.

The following procedure should be followed:

1. Do not go to the pastor or administrator first, see your child's teacher.
2. Call the school to set up an appointment with the teacher to discuss the problem.

3. Do not call the teacher at home unless the teacher requests you do so.
4. If you are not able to get the problem solved, you may call the school and request a conference with the administrator.
5. If you are not satisfied with the administrator's decision, he/she will be glad to accompany you to a meeting with the pastor.

Parents who do not follow the above chain of command may jeopardize their child's privilege of attending TBA. Furthermore, parents who display a negative, uncooperative spirit, become verbally or physically abusive, or threaten a faculty or staff member may be asked to withdraw their child from TBA.

NOTE: It is never appropriate (and sometimes even compounds the problem) to discuss any problem with other parents. Please follow the above-described chain of command. We believe this is a scriptural method of solving any difficulties.

SECTION 57. WITHDRAWAL / DISMISSAL

Withdrawals from school must be made by the parent, in person, in the office. Records will not be released until all bills are paid and all materials have been returned. If you are paying your account by check, the check must be cleared by the bank before your records will be released. Students who are dismissed from Tucson Baptist Academy will not be considered for re-enrollment for a minimum period of six months from the date of dismissal. Parents must meet with the administrator before re-enrollment will be considered.

SECTION 58. ATHLETIC PROGRAM

Each student who participates in the athletic programs of TBA must maintain a grade point average of 2.0 or higher. An "F" in any core subject will result in removal from the team. Each student is

responsible to pay the athletic fee \$150.00 for High School and \$75.00 for Middle School, and any other monies required. Each athlete will receive a handbook with all policies and expectations of participation.