STUDENT HANDBOOK
2026 - 2027

THUNDERBIRD ADVENTIST ACADEMY

ADVENTIST EDUCATION SINCE 1920

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Accredited with the
Western Association of Schools & Colleges
Association of Seventh-day Adventist Colleges & Secondary Schools

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INTRODUCTION

MISSION STATEMENT

Our mission is for each student to **EXCEL:**

- **Experience Jesus.**
- **Communicate clearly and think critically**
- **Embrace service and citizenship**
- **Live healthfully in body and mind**

VISION & EXPECTED SCHOOLWIDE LEARNING RESULTS

Our vision is for our students and staff to ***"increase in wisdom and stature, and in favor with God and man."***

BIBLICAL INSPIRATION: *"And Jesus increased in wisdom and stature and in favor with God and man."* Luke 2:52

EXperience Jesus by...

- **Connecting** – by participating in Christian worship and developing relationships within the church, school, and community
- **Understanding** – core Biblical concepts and their practical application
- **Ministering** – to others through worship and community service
- **Equipping** – themselves to be lifelong leaders within the school, church, and community

Embrace service and citizenship by...

- **Increasing** – appreciation for service in the community
- **Exhibiting** – positive, respectful actions and attitudes
- **Demonstrating** – diligent work ethic
- **Expressing** – respect for diverse points of view
- **Developing** – responsibility for self-development, by performing at personal best, choosing to do honest work and progressing towards self-goals for the future

Communicate clearly and think critically by...

- **Analyzing and evaluating** – data and symbols
- **Problem solving** – using creative skills, reasoning, technology, core knowledge and models
- **Communicating** – through spoken/written word and other media, following guidelines of proper English and Christian ethics
- **Creating** – fully developed ideas, by the synthesis and application of ideas and information

Live healthfully in body and mind by...

- **Participating** – in regular physical activity
- **Increasing** – standards of physical fitness
- **Choosing** – healthy options of food and drink
- **Maintaining** – habits that promote health and avoiding self-destructive behavior
- **Recognizing** – the connection between the body and mind

Philosophy & Goals

Thunderbird Adventist Academy embraces a philosophy that maintains education is a preparation for life – life in its present and eternal context, recognizing God as the source of all knowledge and wisdom. Thunderbird Adventist Academy believes in the uniqueness and value of the individual and is committed to challenging each student to:

- Experience a personal relationship with Christ that permeates every aspect of their life, and learn to share that relationship
- Understand the teachings of the Seventh-day Adventist Church, and identify their distinctive role within its mission
- Recognize God as their Creator, and care responsibly for their body
- Develop physical skills and an interest in achieving life-long optimal, vibrant health
- Experience successful social interaction through a positive self-worth based on their identity as a child of God
- Assume greater personal responsibility as members of a family unit and society
- Learn to communicate effectively by word and action
- Think critically in all aspects of academics and life

ADMISSION POLICIES

Application Eligibility

Students must provide the following documentation to the Registrar before the candidate is considered for entrance:

- Results from a national or state recognized standardized achievement test
- 8th grade English and Math grades or their current GPA from an approved secondary school

The Application Process

1. Applicants and their parents must:

- READ the Student Handbook and other policy materials
- SIGN an agreement to uphold Thunderbird Adventist Academy policies
- COMPLETE a financial plan that covers expenses for the year and have financial clearance from the previous school attended

2. Before the application is taken to the Admissions Committee, the registrar must receive:

- The student application form completely filled out and properly signed by parent and student
- One school report completely filled out and signed by a principal, math or English teacher, or school counselor (if homeschooled, need from two individuals non-related who have known the students long term)
- Two personal reference forms from individuals non-related who have known the student long term
- Standardized test scores
- Transcript from previous school(s) or completed homeschool forms
- Discipline and attendance records from previous school(s)
- Financial information forms

3. The Admissions Committee will review the applicant's file and make their decision. The applicant will be notified of the decision by mail or email.

4. If the applicant is accepted by the Admissions Committee, they will receive an official Acceptance letter and be referred to the Finance Department to complete their financial agreement. Students will not be permitted to attend school until finances have been arranged and the Registrar has been notified of financial clearance by the Finance Department.

The application process requires some time and must be completed before a student moves into the dorm or attends classes.

REGISTRATION POLICIES

Registration & Late Registration

Students are expected to register on or before the day indicated on the school calendar in order to begin regular classes and work at the opening of the school year.

Those who must register more than two weeks late for either semester will be admitted at the discretion of the Academic Standards Committee. Courses and extracurricular activities may be limited for those enrolling late.

Documents Required

- Birth certificate or passport
- Current immunization certificate that complies with The State of Arizona Department of Health Immunization Requirements
- Recent physical examination
- A valid social security number for the business office (for work purposes)

Student Pledge

Each student who applies for admission to Thunderbird Adventist Academy pledges to willingly observe all its regulations, maintain a positive attitude, and uphold the Christian principles upon which the school is founded, at all times, both on and off campus, while enrolled at TAA.

ACCEPTANCE POLICIES

New Freshman

Appropriate academic placement of the learner is a fundamental principle of education. TAA recognizes this principle and values its students on the following before starting their high school experience *(PUC Ed. Code C15-108)*

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement

TAA only accepts 9th grade students who have finished a full academic 8th grade year. Students may appeal this if they meet the following criteria:

- Have turned 14 before the start of their freshman year
- Have met the minimum requirements for an 8th grade diploma
- Completed all 8th grade course work
- Exceptions for 9th grade acceptance will be reviewed on a case by case basis.

International Students

In addition to completing the general student application form, International Students (except students from Canada) must submit the following information before consideration can be given for acceptance *(Pacific Union Ed Code C22- 104 to C22-120)*:

- English proficiency scores demonstrated by a TOEFL or Duolingo language exam. Alternatively, a personal interview may suffice. To be admitted into regular academic coursework a student must have a minimum TOEFL score of 550 (paper-based), 213 (computer based) or 80 (internet-based) or a Duolingo score of 110 or B2. Students with scores below these marks will be considered on a case-by-case basis and will be required to be enrolled in ESL for at least the first year of enrollment.
- An international student must have a guardian on the United States mainland. The name, address and telephone number of the United States guardian must be sent in with the application.
- TAA requires that non-United States high school transcript/grades must be evaluated and translated by AERC Inc. as recommended by the Pacific Union. Secondary students' transcripts should be evaluated through a "DETAILED EVALUATION REPORT," while students who have not yet begun high school and are just completing the 8th grade may do a "GENERAL EVALUATION REPORT". : www.aerc-eval.com. The evaluation fee is the responsibility of the incoming student/family. An extra fee may be incurred for translation to English.
- Medical:
    - A current immunization record including baby records and a tuberculosis skin test result must be sent to the academy. The physical exam form must be completed by a physician and sent to the academy.
    - Required to have and provide proof of medical insurance.

Homeschool Credits

Entering Freshmen - must provide information showing that they have completed a full academic year at the 8th grade level. Such information should be recorded on a transcript or a Course Verification Sheet (available from the Registrar) and may also include standardized test scores, report cards, evidence of teacher lesson plans or a curriculum outline, portfolios with samples of student's work, list of textbooks used, materials used, etc.

Any Other Grade Level - must provide transcripts from an accredited homeschool program. Thunderbird Adventist Academy may request that the student take additional testing to determine grade equivalency at the parents' expense. Secondary grades from homeschools may be recorded as passing with no letter grade applied.

Acceptance on Academic Probation

Students who have failing grades** from prior schools or have a national standardized test score that falls below the 25th percentile can be admitted to Thunderbird Adventist Academy on an academic probation status. Students may have limited class loads and must attain regular standing during the first semester, with a formal review at nine weeks. Students who are not performing at a satisfactory level may be asked to withdraw from TAA.

**Failing classes is defined as having an F in any non-elective or fine arts course.

Non-Discriminatory Acceptance Policy

Thunderbird Adventist Academy reserves the right to admit or deny admittance based on the information obtained during the admissions process. Students will not be denied entrance based on the guidelines of the Arizona Conference of Seventh-day Adventists non-discriminatory acceptance policy. People of all races, faiths, languages, etc. are welcome to attend Thunderbird Adventist Academy so long as adherence to the mission and policies set forth in this document are followed.

Thunderbird Adventist Academy is currently not equipped to meet the needs of students with significant behavioral or academic problems. Admission of students with an IEP or 504 plans will be reviewed individually to see if accommodations can be made.

COURSE SEQUENCE & ACADEMIC INFORMATION

The following courses by class, plus electives sufficient to equal at least 60 credits per year, are recommended in order to graduate in four years. Approval of the Academic Standards Committee must be obtained for a change in sequence and must be made by request before the start of the school year.

Scholastic Credits

Credits are recorded in semester periods. Ten semester periods are equal to one Carnegie Unit; five semester periods equal one-half Carnegie Unit.

Freshmen	**Sophomores**	**Juniors**	**Seniors**
Religion I	Religion II	Religion III	Religion IV
Algebra I	Geometry	Algebra II	Pre-Calculus
English I	English II	English III	English IV
Physical Science	Biology	Chemistry *	Physics *
Computer Applications	World History	U.S. History	U.S. Government
Health	Physical Education	Spanish I *	Economics
Physical Education		French I **	Spanish II *
			French II **

* College Preparatory Class ** French I and II are offered in alternate years

Electives

Aviation Ground School	Concert Band	Photography	Varsity Sports
Cert. Nurse Assist. (CNA)	Handbells (Beg./Adv.)	Videography	E-Sports
DC Med. Terminology	Chorale	Yearbook Production	Acro Gymnastics
DC Music Apprecation	Concert Choir	3D Design	Golf
DC Calculus		Sketching	Physical Education

AP & Dual Credit Enrollment

Students interested in taking AP and Dual Credit courses should be in good academic standing and will be admitted to the course by instructor and Academic Standard Committee decision. Students are responsible for any fees relating to these courses, including drop or test cancellation fees.

Student Class Load

A student must carry a minimum of 25 credits throughout each semester except by permission of the Academic Standards Committee. Two music classes equal one academic class for class load purposes.

Students who wish to take more than 80 credits per year must petition the Academic Standards Committee. Should the request be granted, a grade point average of 2.5 must be maintained. The Registrar and/or the Academic Standards Committee reserve the right to make adjustments in a student's load based on grades, workload, and health.

Adding & Dropping Classes

Adding or transferring a class may occur during the first two weeks of each semester. A student may drop a class, without penalty, within the first two weeks of the semester. Classes dropped after the first two weeks of the semester will be given a Withdraw Pass (WP) or Withdraw Fail (WF). Any change to a student's class schedule must include permission from the student's parents/guardians and taken to the Registrar for approval. **Students cannot withdraw from any class after the first twelve weeks of the semester,** with the exception of performance classes (see below).

Performance-oriented classes—such as choir, select choir, band, drama, publication classes, or gymnastics—**dropped after the first six weeks of the first semester will be given a grade of F. There is NO DROP option during the second semester for these performance-oriented classes.**

Accelerated Program

The general policy is to require four years of education at the secondary level for graduation. An exception may be made to accommodate outstanding academic ability as well as social, emotional and spiritual maturity. Unless otherwise approved, if a student chooses to attend summer school or carry more than a normal load during the regular school year, it is regarded as an enrichment of their education rather than as an accelerated program.

Permission to accelerate is requested through the Academic Standards Committee. The application must include the written consent of the parent(s) or guardian(s). To qualify a student must:

- Make a written request to the Academic Standards Committee prior to the beginning of the second semester of the student's sophomore year. The request is to be accompanied by the written consent of the parent/guardian.
- Have a cumulative GPA of at least 3.5.and a composite score at the 90th percentile on the Pacific Union Conference adopted standardized achievement test battery, the MAPs test.
- Demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
- If a student reaches an age of 20 years prior to graduation, the above requirements will be waived.

To remain in the accelerated program, the student must:

- Continue to maintain a grade point average (GPA) of at least 3.5
- Continue to demonstrate satisfactory evidence of academic, emotional, and social readiness
- Meet the graduation requirements that apply to all graduating seniors.

Grades

A	4.00	**C**	2.00	**AU**	Audit
A-	3.70	**C-**	1.70	**I**	Incomplete
B+	3.30	**D+**	1.30	**W**	Withdraw
B	3.00	**D**	1.00	**P**	Passing
B-	2.70	**F**	0.00	**NM**	No Mark
C+	2.30				

Grade Reports

The academic year is divided into two semesters. Only semester grades are recorded on the student's permanent transcript. Current grades are available via Jupiter on a 24/7 basis.

- Quarterly reports indicate the current level of academic performance and may guide the student in completing the course requirements. These grades are not recorded on the permanent record nor do they affect the cumulative GPA
- Final grades are given at the end of each semester and are recorded on the student's transcript. It is from these grades that the student's cumulative GPA is figured

Incompletes

A grade of incomplete (I) may be given when, for legitimate reasons such as illness or death in the immediate family or the student has been unable to satisfactorily complete the requirements of the course as determined by the instructor of the course. The instructor will establish a deadline for making up the incomplete, which may not exceed three weeks from the time the grade is given. It is the student's responsibility to make arrangements with the instructor to complete the course requirements. At the end of the three weeks, a grade will be computed on the completed work.

Poor Grades – Academic Probation

GENERAL ACADEMIC PROBATION: Students receiving 2 Ds, or 1 F at the end of a quarter will be placed on General Academic Probation for the following quarter. Students on General Academic Probation will be required to complete an Academic Probation Contract and meet with the Registrar on a scheduled basis.

The goal of academic probation is to see improvement in the students' grades and the faculty of Thunderbird Adventist Academy is committed to the success of all students. If a student continues to fail multiple courses, he/she may be asked to withdraw from school.

GRADUATION REQUIREMENTS

A minimum of 240 semester credits must be successfully completed to qualify for a standard diploma. A minimum of 270 semester credits and a minimum MAPs test score of 240 in math and 225 in English for the advanced diploma. Changes to these requirements may be announced by the Pacific Union Conference Board of Education, the Arizona Conference Board of Education, or the Arizona State Board of Education. Graduation requirements listed are the graduation requirements for the current school year.

Freshmen not completing the reading and math competency test at a satisfactory level may be required to enroll in appropriate remedial classes or seek additional tutoring.

Most classes receive 10 credits per school year

	General Diploma	College Preparatory Diploma
Religion	40 credits	40 credits
English	40 credits	40 credits
Mathematics*	20 credits	40 credits
Lab Science (Biology, Chemistry, Physics,)	20 credits (Biology required)	30 credits (Biology required)
Modern Language*		20 credits
History	30 credits	30 credits
Physical Education	30 credits	30 credits
Health	5 credits	5 credits
Computer Applications	5 credits	5 credits
Fine Arts	5 credits	20 credits
Electives	45 credits	10 credits
Total	240 credits	270 credits
Minimum MAPs Test Score		240 Mathematics & 225 English
Community Service	25 hours per year in attendance	25 hours per year in attendance

*** TAA recommends taking four high school math courses to meet the high school requirement of the Arizona Department of Education, as well as one or more foreign language courses.

Graduating with Honors

Students with a cumulative GPA of 3.5 – 3.74 through the first semester of their senior year will be graduated with honors. Those with a GPA of 3.75 or higher will be graduated with high honors.

Class Membership

The number of credits the student has earned determines class membership. Students who successfully complete the graduation requirements will be granted a high school diploma.

SENIORS: To be eligible to join and continue in the senior class the student must:

- Be in full-time attendance the first semester of the senior year or by permission from Academic Standards Committee
- Meet the school's graduation requirements
- Submit all credits from other schools to the Registrar's Office
- Remove all incompletes
- Complete all correspondence work and submit final grades to the Registrar's Office on or before May 1 of the senior year
- Exhibit satisfactory conduct and attendance in classes and work

JUNIORS, SOPHOMORES, AND FRESHMEN: To be eligible to join and continue in these classes the student must:

- Take enough class work to have earned a minimum of 150, 100, or 50 credits by the end of the junior, sophomore, or freshman year, respectively. Students working toward the Preparatory diploma should have a minimum of 180, 120 or 60 credits by the end of junior, sophomore, or freshman year, respectively, to remain on track.
- Have an official transcript of previous coursework on file in the registrar's office (including any correspondence courses).

LEADERSHIP, CLASS OFFICE, SPORTS, & TOUR ELIGIBILITY

School Elected Office & Leadership Eligibility

Thunderbird Adventist Academy emphasizes the development of leadership and offers opportunities for students to grow that skill. In order to be eligible for an elected office, students must have a minimum of 2.50 GPA. All school elected officers must maintain at least a 2.50 GPA to retain their offices. Moreover, their citizenship grade should be a B (4 points or less) or higher. The rule applies to all NHS, school and dorm offices, alike. The student's status in meeting this criteria will be reviewed each semester.

If a student is put on an attendance contract (see the attendance policy) from the registrar, or if the student reaches 5 points in disciplinary write-ups (ex. 5 dress code infractions), the student will be removed from the office.

Eligibility & Grade Policy for Interscholastic Sports Teams

Students who are interested in playing interscholastic sports must meet the following requirements:

- Pay the applicable sports fee, which is non-refundable.
- At the beginning of each school year, all students are eligible to play.
- The student must attend more than 50% of their scheduled academic and elective classes in order to be eligible to play for games and/or practices.
- The ineligibility list will be checked each Monday morning, beginning the 3rd full week of each semester.
- Any students with a current grade of F in any class, or has a GPA less than 2.0 at the time of the Monday check will be on the ineligibility list for that week.
- Students on the ineligibility list are allowed to attend practices, but not play in games or travel to away games with the team.
- Students who are ineligible (4) four times, will be removed from the team.
- If a student is put on an attendance contract (see the attendance policy) from the registrar, the student will be removed from the team.
- All Canyon Athletic Association (CAA) eligibility policies apply for students.
- For winter and spring sports, at the time of tryouts, if a student is ineligible, they may not try out for a team.
- *Should a student be ineligible for tryouts in the Winter or Spring, they have a ONE-TIME appeal in their time at TAA. The decision to tryout is at the discretion of ADCO, prioritizing a student's academic success.

Failure to meet any one of these conditions may result in the loss of the privilege of participating in the sports program for the remainder of the school year and, if deemed necessary by the administration, into the next year.

Tour Policy

Students may be restricted from attending various non-curricular trips. The following reasons:

- Financial issue – any student whose account is not current
- Citizenship issue – any student who is on citizenship probation in the semester of the tour

SUMMER SCHOOL & TESTING INFORMATION

Correspondence Courses & Summer School

Sometimes students get off the standard academic track for their grade. This can happen for any number of reasons including failure of a course or transfer from a school that has different classes. Thunderbird Adventist Academy does offer remediation or course work through some affiliates that have been chosen and vetted by the Academic Standards Committee. If a student needs to take coursework from any of these affiliates the following must be taken into account:

- The academic records on file with Thunderbird Adventist Academy must reflect the students need to take additional coursework through an affiliate.
- A request must be formally submitted to the Registrar before the coursework begins.

Thunderbird Adventist Academy reserves the right to not to accept correspondence, summer school, or other non-resident credit taken by any enrolled student if the above conditions are not met prior to a student enrolling in a course. Courses taken from our affiliates may not be taken in place of regular courses offered by Thunderbird Adventist Academy unless approved due to an unavoidable conflict in a student's program. In such cases, the course will count as part of the regular class load.

Correspondence courses taken during the student's senior year must be completed by April 1st. Exceptions will be on a case by case basis.

Foreign Language Credit by Examination

Students who are native speakers of, or who have had extensive exposure to, the foreign language(s) in the Thunderbird Adventist Academy curriculum may challenge those courses. If the student chooses to test for college credit through our approved University test, there will be **a $50 fee charged for this examination.** Generally, the student will take a one-time examination and receive Pass/Fail credit. The student must pass the examination with a grade of 75% or better to receive credit. Students wishing to take this test must submit a petition through the Vice-Principal of Academics.

Testing

Thunderbird Adventist Academy uses NWEA MAPs Testing, a national standardized test where students are tested three times throughout the year. MAPs testing is required for each student enrolled during the year. Students who are enrolled but absent for these tests will be given time to make up these tests outside of normal testing times.

Thunderbird Adventist Academy is a designated Sunday Test Center for the SAT and ACT. Students wishing to continue on to college are encouraged to take tests at our facility according to the times and dates listed on the testing website. Information will also be supplied for all our eligible students from the school registrar. In addition, sophomores and juniors are required to take the PSAT in October. Juniors are encouraged to take the ACT and/or SAT in the spring. Seniors are encouraged to re-take either standardized test depending on how well they did on the tests during their junior year.

FINANCIAL POLICIES & INFORMATION

Basic Financial Policies

Thunderbird Adventist Academy reserves the right to change the rates charged at any time in order to meet government regulations and/or changing economic conditions. To keep the tuition costs as low as possible and

to furnish the funds necessary for the school to meet its operating expense, the following policies have been adopted:

- The applicant's account and sibling accounts from previous years at Thunderbird Adventist Academy must be paid in their entirety before the student is permitted to enroll for the current school year.
- A student transferring from another school must make arrangements to pay the account at that school in full before being admitted to Thunderbird Adventist Academy.
- There must be a balanced financial plan for the current school year and the account must be kept current.
- Monthly payments are due on the 15th of each month.
- Monthly balances, or other approved financial agreements, must be paid within 60 days of the agreed date or the student may be suspended until payment is made.
- All accounts must be paid in full before taking semester or final examinations. Participation in graduation is not allowed unless the account has been settled.
- Official transcripts will not be issued if accounts have not been paid in full.
- A student receiving academic credit will be expected to pay full tuition despite entering the course late or being absent for any reason during a portion of the course.
- Arizona resident parents are encouraged to enroll their child in the AZ Tax Credit or AAA (Academic Achievement Accessible Scholarship Foundation) upon enrolling at Thunderbird Adventist Academy.

Students with delinquent accounts (60 days or more) are prohibited from participating in extracurricular activities that require additional participation fees (examples include: sports, tours, trips, etc.).

Tuition Rates and Fees

2026 - 2027 Tuition Rates	**Village**	**5-Day Dorm**	**Full-Time Dorm**
Tuition - Annual Cost	$14,230	$20,860	$23,400
Tuition - 10 Monthly Payments	$1,423/month	$2,086/month	$2,340/month
Family Discount			
Two Children - 5%	$(711.50)	$(1,043)	$(1,170)
Three Children - 10%	$(1,423)	$(2,086)	$(2,340)
Other Costs			
Uniforms (approx. $150)	Third Party Provider	Third Party Provider	Third Party Provider
PE Uniform	$20	$20	$20
Music Uniform	$100 - $150	$100 - $150	$100 - $150
Meals (cost per meal)	N/A	Included	Included
Lunch	$11.50/meal	Included	Included
Transportation (Glenview Bus)	$150/monthly	N/A	N/A
Athletic Fees (per sport)	$250	$250	$250

Wings Acrobatics	$350	$350	$350
AP Course Fee	$150 per class	$150 per class	$150 per class
Dual Credit Course Fee	$300-550/class	$300-550/class	$300-550/class
Aviation Program	$200	$200	$200
Ground School	$100	$100	$100
3D Design	$50	$50	$50
International Tuition Rates			
Yearly Tuition/Fees (other fees may apply)		$16,230	$25,400
I-20 Fee		Waived	Waived
Insurance		Parent Responsibility	Parent Responsibility

Items not included in the tuition package include:

➢ Application fee ➢ Class dues (dorm and village students) ➢ Refrigerator or microwave fee (dorm students) ➢ School supplies & workbooks ➢ Varsity sports participation & tournament fees	➢ Acro & music group uniforms ➢ Music instrument rental ➢ Private music lessons ➢ Lab Fees ➢ School photo package ➢ Vocational, art supplies	➢ Class shirt, sweater, or jacket ➢ Special transportation ➢ Club dues (non-dorm students) ➢ Chromebook & Textbook Fee ➢ Graduation announcements	➢ Graduation cap & gown ➢ ACT/SAT test fees ➢ Property damage ➢ Doctor's office visits ➢ Medical prescriptions

Charges For Tuition, Room, and Food

Thunderbird Adventist Academy has adopted a flat-rate fee for dorm students that addresses tuition, cafeteria, and dormitory costs.

Scheduled Charges & Statements

The flat-rate fee for the school year is divided into ten equal charges. The first month's charges are due on or before July 1 and the other nine billings are charged monthly, August 1 through April 1. If accepting ESA, a quarterly payment plan will be adopted in which parents are required to pay the quarterly cost, less ESA funds for that quarter. Billings, which will show that month's tuition and all credits/charges made to the student's account, are sent out at the beginning of each month.

All checks, drafts, or money orders should be made payable to Thunderbird Adventist Academy. The business office does accept Visa, MasterCard, Discover, and American Express payments, with an additional 3% service fee.

Thunderbird Adventist Academy reserves the right to ask for cash, money order, or bank checks if more than one check is returned unpaid by the bank during the school year. There will be a charge of $30 for checks returned due to non-sufficient funds (NSF).

Medical Care Charges

There is limited medical care if the student becomes ill while in attendance. School insurance covers only school accidents. A copy of medical insurance and prescription cards (front and back) must be on file for student medical treatments when the student is ill and is taken to the doctor.

Co-payments are the responsibility of the student or parent at the time medical treatment is provided.

International students must have international health insurance coverage or sufficient funds available to pay for medical services.

Accident Insurance Coverage

Charges for student accident insurance are included in the entrance fee and covers students during all school activities. This is only accident insurance and does not cover illness or previous medical problems. Parent health insurance is primary and school accident insurance is secondary.

This insurance is in effect from the opening day of school, or students' first day of attendance, until the end of the school year or students last day of attendance.

Work Policies and Information

Thunderbird Adventist Academy work policies apply to all students (day and dormitory students).

Work experience is an integral part of the curriculum at Thunderbird Adventist Academy. Students who commit to a work position are expected to faithfully meet their work assignments. Communication and cooperation are essential for the success of this program.

The goals of Thunderbird Adventist Academy work program are for each student:

- To learn good work habits to equip him/her for success in life.
- To learn responsibility, consistency, and perseverance.
- To defray part of his/her expenses while at school.

Please see **Appendix I** for detailed work policies.

Financial Assistance

Financial assistance, which comes in a variety of forms, is granted to families and may be based on any of the following factors, including family income, number of children in the family, number of children in church school, student GPA, and funds available. An appointment should be arranged with the finance office to discuss a student's needs as early in the application process as possible. A copy of the current federal income tax forms or W-2s are required as part of the application process. Funds are limited. To be eligible for most of these options, students meet specific criteria and fill out application materials.

The following requirements must be met to be eligible for any of Thunderbird Adventist Academy's financial aid programs including scholarship assistance, church or summer work matching, and all other financial aid programs:

- Academic: The student must maintain at least a 2.0 GPA and may not be on two consecutive D, F and I lists
- Attendance: The student must have fewer than 18 attendance points at all times
- School Citizenship: The student must maintain a positive citizenship record, and not be involved in any major discipline issues (Major discipline is any issue that is reviewed by the Administrative Council - ADCO.)

- Work: The student must work at least 15 hours per month. If the student cannot work the minimum of 15 hours per month due to scheduling conflicts they may appeal jointly to ADCO and the Business Office to lower this requirement.
- Parental Commitment: The parent (or responsible party) must stay current with their monthly financial commitment to Thunderbird
- Financial aid recipients will be reviewed on a quarterly basis to assess qualifications.
- Aid may be retroactively adjusted, depending on integrity and responsibility in maintaining financial agreement requirements.

Scholarship & Tuition Assistance Programs

2-Way Matching Scholarship
The 2-way matching scholarship is available to qualifying students who attend Thunderbird Adventist Academy. Families must complete a Financial Aid Application and provide income and tax documents to apply for the discount. The 2-way match program is made up of matching funds coming from the student's home church and Thunderbird Adventist Academy. Family income, family size, dorm or village classification, and additional resources are factors considered. Funds are limited, so early application is important. This scholarship is limited to baptized members of the Arizona Conference. Students must apply at their home church.

Family Discount
Family discounts apply when there is more than one student in attendance at Thunderbird Adventist Academy from the same immediate family. The appropriate discount will be credited on a basis that aligns with the family's selected payment plan and will be based on the number of students still in attendance at that time.

- Two students in attendance - 5% discount per year
- Three or more students in attendance - 10% discount per year

Conference-Sponsored Summer Work Match
The school will match a student's summer earnings up to $1,000 when a student works for a Seventh-day Adventist youth camp or other conference–sponsored summer work program, such as Literature Evangelism.

Summer Employment
There are limited summer jobs on campus available to students who live in the community. A willing worker spending 8-12 weeks working will be able to earn a substantial amount toward school expenses. Dormitories are closed during the summer months. Students desiring summer work must make their own housing arrangements.

Arizona Tax Credit
Any Arizona resident can designate the Arizona Tax Credit to sponsor a student at a private school. There are restrictions on this scholarship such as a parent may not donate to their own child or swap with another parent. The Arizona State Income Tax Credit for youth in private Christian schools not only helps our students — it gives the donor a direct tax credit. Call the school for details.

Deadlines & Re-Qualifying
Applications for Financial Aid & Tuition Discount must be completed before the 1st Friday of July. Otherwise, it is unlikely that the student will be able to complete enrollment by the start of school. All financial assistance, scholarship awards, and matching amounts require continued enrollment and re-qualification each year.

GENERAL STUDENT INFORMATION

Student Behavior

A student's behavior reflects their pride towards themselves, peers, and school. The purpose of rules and regulations is to promote respect for self and others, maintain general cooperation, and foster an open and friendly atmosphere and positive learning environment. All school rules and regulations apply at all school activities whether on or off campus and throughout the student's enrollment at Thunderbird. It is further understood that the conduct of the student off campus may affect the student's standing and/or attendance at Thunderbird Adventist Academy.

Thunderbird Adventist Academy is dedicated to the development of students who will exemplify a Christian lifestyle. Students, by choosing to enroll, agree to live within the parameters of the school's philosophy and policies as described in this bulletin, both on and off campus, during the time they are enrolled at Thunderbird. Students 18 years old or older waive the rights accorded to adults while enrolled. *Disciplinary action, when necessary, is designed to be REDEMPTIVE, remedial and corrective rather than punitive (PUC Ed. Code A23-136)*.

Rules are a means of ensuring the best possible environment for education. The student behavior policy is based on the following four principles:

1. Any behavior that detracts from a teacher's ability to teach, or from a student's opportunity to learn, will not be tolerated.
2. All students have a right to attend school without threat to their health and safety.
3. All persons on campus should be treated with courtesy and respect.
4. The property of Thunderbird Adventist Academy and others should be respected.

As such, students are expected to:

- ➢ Show respect for the religious teachings of the Seventh-day Adventist Church which includes following a lifestyle that promotes vitality and health.
- ➢ Speak and behave in a way that is consistent with Christian principles.
- ➢ Develop qualities of tolerance, courtesy, and unselfish service.
- ➢ Practice honesty and integrity.
- ➢ Treat all administration, faculty and staff respectfully and cooperatively.
- ➢ Treat all school property—whether the school's or an individual's—respectfully.
- ➢ Treat all classmates with respect and dignity.
- ➢ Dress in a manner that incorporates standards of health, modesty, appropriateness, and attractiveness.
- ➢ Adhere to the policies and philosophy of Thunderbird Adventist Academy.

Discipline

Disciplinary action, when necessary, is designed to be REDEMPTIVE, remedial and corrective rather than punitive (PUC Ed. Code A23-136).

"In addition, a student may be expelled when the principal, appropriate school committee, or school board, considering the totality of circumstances, include the history of parental or guardian conduct, determines: 1) that a parent or guardian's misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, and/or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable to improving behavior" (PUC Ed. Code A23-152).

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Thunderbird Adventist Academy has established standards of consequences that range from verbal warning to expulsion from school.

Citizenship

Citizenship Grading Policy – All demerits listed in the handbook are referring to those listed here in the citizenship section along with the appropriate consequences.

Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration. Demerits will affect the citizenship grade as listed above. The administrative committee deals with major offenses. This list is a guide and is not intended to be exhaustive or prescriptive:

A or B = 0-4 Demerits (A = 0-2 Demerits, B = 3-4 Demerits) Warning (meeting with vice-principal, possible community service, written assignment or contract)	**D = 9-12 Demerits** On or off campus suspension and/or on campus community service (type and length determined by ADCO), possibly any combination of Level II consequences disciplinary probation contract that could include counseling or community service, liability for damages, failing grade, loss of office, ineligible to participate in extracurricular activities for a determined length of time and possible withdrawal or expulsion.
C = 5-8 Demerits Disciplinary probation contract, liability for damages. On campus community service (type and length to be determined by ADCO), loss of office, and possible on or off campus suspension and/or any combination of Level I consequences, and possible ineligibility to participate in extracurricular activities for a determined length of time.	**F = 13+ Demerits** Student is asked to withdraw from school or is expelled, possibly earning a failing grade. Poor performance in Citizenship may result in loss of privileges and could make students ineligible to run for elected offices or jeopardize the status of an officer. Finally, students with unsatisfactory Citizenship may be denied recommendations from faculty and staff to colleges and universities.

Level I - 1-4 demerits
In addition to demerits, consequences may include one or more of the following: some form of community service activity, written assignment, or contract.

Level I infractions are generally minor violations that are usually first-time offenses and are considered warnings. Examples of Level I infractions include but are not limited to:

- Dress Code Violations
- Use of cell phone in class
- Classroom behavior detrimental to the teaching environment
- Student vehicle policy violation
- Public display of affection (will also result in social)
- Talking back to or disrespecting a teacher
- Use of profanity
- Attendance policy issues - truancy

Level II - 5-8 demerits
In addition to demerits, consequences will include one or more of the following: any combination of Level I consequences, loss of office, on or off campus suspension, on campus community service, disciplinary probation contract, or liability for damages

Level II infractions are generally major violations of TAA's rules, regulations, and policies. Examples of Level II infractions include but are not limited to:

- Multiple of flagrant Level I infractions
- Major classroom disruption
- Willful disrespect toward a student or teacher
- Insubordination
- Attendance policy issues - truancy
- Plagiarism or cheating
- Possession of or involvement with pornographic material
- Language, gestures, or behavior that is vulgar or obscene
- Fighting, hostile action, hazing, or any willful act that may cause injury
- Theft and/or vandalism
- Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by TAA administration

Level III - 9-12 demerits
In addition to demerits, consequences will include one or more of the following: any combination of Level II consequences, suspension, disciplinary probation contract, loss of office, ineligible to participate in extracurricular activities and possible withdrawal or expulsion.

13+ demerits will result in the student being asked to withdraw from school

Level III infractions are serious violations of TAA's rules, regulations, and policies. Examples of possible Level III violations include but are not limited to:

- More than 18 unexcused absences for classes that meet 5 days a week
- Multiple, flagrant and serious Level II infractions
- Immoral or scandalous conduct (ex. speech, writing) on/off campus at any school function at any time
- Defiance of authority and/or school policies of a serious nature
- Theft of destruction of another's property
- Possession/use of any weapon, including but not limited to knives, firearms, etc.
- Possessing, furnishing, using, distributing, selling, purchasing, transporting, or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, etc.) on or near school property or at any school function
- Direct involvement as principal or accessory in any malicious mischief; or any crime where student arrest or arraignment takes place
- Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts
- Any sexual or aggravated assault on or near school property, at any school function on or off-campus
- Serious harassment (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person
- Cheating, plagiarism or academic dishonesty (2nd or 3rd offense)
- Cheating or plagiarism on final exam, AP exam, or placement test
- Construction and use of websites or social media sites that defame students, school personnel, or other entities as deemed inappropriate by TAA administration

Special Note: *in some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.*

Suspension & Expulsion

Discipline matters deemed severe enough to warrant action by ADCO are serious and may begin a process that would lead to the student's dismissal. Moreover, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary. Students placed on suspension shall not participate in any school-related or school sponsored activities. They will be subject, but not limited to the following -

- Dorm bound (for dorm students at TAA)
- In-school suspension
- Off-campus suspension (may not come on campus for any reason during this time. This restriction indicates that a student must make a major change in actions or attitude, and that the next time any major discipline occurs, he/she will be asked to withdraw from Thunderbird Adventist Academy).
- Expulsion (The student may not return to campus without specific permission from Administration).

ADCO determines the length of suspension when a student is suspended by the deans or the school administration. The Administration reserves the right to refuse or accept application for readmission after the student has satisfactorily completed the dismissal period.

Redemption

Each student will start each school year with **zero demerit points.** Demerit points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes six weeks while school is in session without receiving further demerits following an incident, the total number of demerit points will be cut in half by the administration. If a student continues another nine weeks without any demerits, the number will be cut in half again, and continue to be cut in half until the number reaches zero.

Appeals of Decisions

At Thunderbird Adventist Academy, faculty, staff, and administration generally make policies and decisions. Academic policies are generated by the Academic Standards Committee; administrative policies by ADCO. ADCO determines discipline for infractions. There are times when parents or a student may feel these decisions are unfair. In such cases, they have the right to appeal decisions. In the case of a decision made by an individual teacher, the decision may be appealed in person to the principal or vice-principal. In the case of policies or judgments rendered by a committee, an appeal may be made in person to the chairman of the committee or in writing to the committee as a whole. In the event that the conflict isn't resolved on these levels, the issue may be appealed to the Thunderbird Adventist Academy School Board.

Entry To Academy And Student Property

Thunderbird Adventist Academy reserves the right of entry into dormitory rooms, student lockers, or other school-owned property for the purpose of inspecting, cleaning, repairing, or enforcing school regulations. In addition, TAA reserves the right of entry into student's personal property such as cell phones and backpacks for the purpose of enforcing school regulations.

Illegal Substances & Drug Testing

Students enrolled at Thunderbird Adventist Academy pledge to have nothing to do with any illegal substance – including alcohol, drugs, or drug paraphernalia. Students who have in their possession, or who use or distribute illegal drugs, drug paraphernalia or alcohol, on or off campus, may be given the option of withdrawing or being expelled from Thunderbird Adventist Academy. Possession and/or use of illegal substances will be reported to law enforcement agencies.

By enrolling at Thunderbird Adventist Academy, students and their parents agree to the student's drug and/or alcohol screening and testing as the school deems necessary.

Per Arizona law, it is illegal to possess, use, or sell marijana or narcotic drugs within 300 feet of school property.

Drug Testing

Students enrolled at Thunderbird Adventist Academy may be tested for drug or alcohol use when there is suspicion that the student has violated the drug and alcohol policy. The school will cover the cost of the test and will escort the student to the lab for testing. If the test results indicate drug or alcohol use, the

parent/guardian will cover the cost. If a student tests positive for alcohol or illegal substance(s), he/she will face disciplinary action, which may include suspension or expulsion.

If a parent/guardian wishes to contest the results, he/she may request that the student be re-tested at the parent's expense. If the student tests positive a second time, the student may be given the option of withdrawing or being expelled from school for the remainder of the school year.

Intervention
Adolescents who experiment with drugs or alcohol run a risk of addiction that is 50% higher than addiction stemming from experimentation at an adult age.

Students who test positive for drugs or alcohol, or who possess or use drugs, and who wish to re-enroll at Thunderbird Adventist Academy, will be required to complete a substance abuse intervention program performed by trained professionals selected by the parent/guardian and student. Results of this evaluation must be submitted to the academy in writing. The student and his/her parent or guardian must agree to any counseling and/or treatment suggested by the evaluation.

In addition, the student will be tested for illegal substances by Thunderbird Adventist Academy prior to re-application and re-acceptance, and if re-enrolled, will be re-tested at regular intervals and randomly. The evaluation, treatment, counseling, and tests shall be at the expense of the student's family. Should the student test positive at any time, he/she will be denied re-acceptance or be asked to withdraw from Thunderbird Adventist Academy.

Compliance with these conditions will encourage the Admissions Committee to consider a re-application more favorably, but in no way represent a guarantee of re-acceptance. Re-acceptance is at the sole discretion of Thunderbird Adventist Academy's administration and administration council, and will take into consideration the student's total program.

Damage to School Property

The student must pay the cost of damages made to school property. If promptly reported, only actual cost will be charged. If it is necessary to locate the offender, a fine will be assessed in addition to repair costs.

Unauthorized Entries

Unauthorized walking on a roof or illegally entering a building will be subject to a $100 fine or cost of repair for any damage, whichever is greater, and disciplinary action. Heavier fines are assessed for tampering with fire or safety equipment, for illegally climbing the water tower, or illegally entering the swimming pool area. Students entering areas unauthorized or tampering with fire/safety equipment will be subject to disciplinary action and may be subject to additional fines.

Harassment

Thunderbird Adventist Academy is committed to providing a school environment free from harassment for all students. Incidents of harassment should be reported according to the following procedures so that school authorities may take appropriate action. Students who harass others are subject to discipline up to and including expulsion.

Definition of Harassment: Harassment, intimidation or bullying means any repeated intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- ➢ Physically or emotionally harms a student or damages the student's property; or
- ➢ Has the effect of substantially interfering with the student's education; or
- ➢ Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

Harassment can also be unwelcome sexual advances or requests and other conduct that is offensive. It can be spoken, written—including texting, email, blog, or any Internet social media—or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment also occurs if submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Reporting Procedures: Students who have experienced harassment shall report the incident to: the principal, any vice-principal, dean, any faculty member, or the conference superintendent of education as soon as possible.

Investigation Procedures: Prompt action will be taken to investigate and insure the safety of all. Academy administration will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. Additional witnesses may be interviewed as deemed appropriate. All written findings and conclusions will be reported to the Thunderbird Adventist Academy ADCO, who will determine discipline which may include expulsion. Arizona Conference Office of Education will handle any investigation that includes a complaint against a staff member of the academy.

Racically Charged & Discriminatory Language

The use of racial slurs, racially charged language, offensive stereotypes, derogatory jokes, hateful symbols, or any verbal, written, electronic, or nonverbal communication that insults, threatens, or devalues another person because of their race or ethnicity is not acceptable. Students are also expected to refrain from repeating or sharing such language, even if it is presented as a joke, a quotation, or without the intent to cause harm. Words have the power to either build others up or cause deep hurt, and our community is called to use language that reflects grace, truth, and love.

When incidents occur, the school will respond promptly, thoughtfully, and fairly. Our first priority is to address the harm caused, restore relationships whenever possible, and help students grow in Christlike character. Consequences will be appropriate to the severity and frequency of the behavior and may include:

- ➢ Parent/guardian notification.
- ➢ Meeting with school administration.
- ➢ Biblical reflection, restorative conversations, or educational assignments.
- ➢ Loss of school privileges.
- ➢ Detention or suspension.
- ➢ Expulsion in cases of severe or repeated misconduct.

The school will investigate reports of discriminatory language or conduct with care and fairness. In determining an appropriate response, school administration will consider the level of understanding, the intent of the behavior, the impact on others, prior disciplinary history, and the students willingness to accept responsibility and pursue restoration.

Cheating Policy

Cheating is a form of dishonesty that will not be tolerated. Cheating may include, but is not limited to:

- ➢ Copying homework or assignments
- ➢ Using notes of any kind during a quiz or exam when not given teacher permission to do so
- ➢ Communicating with another student through any means during quizzes or exams
- ➢ Claiming papers from another student, source, etc. as your own
- ➢ Plagiarizing (using any non-original material without proper citation, documentation, or any AI generated material, etc.)

Cheating will result in one or all of the following repercussions, depending on the severity and situation:

First Offense

- ➢ Teacher-student consultation and notification to parents
- ➢ A zero for the assignment
- ➢ Conference with an administrator

Second Offense (one or all of the following repercussions above plus . . .)

- ➢ Suspension (duration to be determined by ADCO)
- ➢ Any additional redemptive actions required by ADCO

Third Offense

- ➢ Automatically dropped from the class in which the offense took place.

Weapons Policy

It is an offense to possess or use a dangerous instrument or weapon on school property, school vehicles, or at any school function or activity. Violations will result in:

* Confiscation of the instrument or weapon
* Notification of parents
* Notification of authorities
* Suspension from school
* Possible expulsion

Examples of weapons not allowed include, but are not limited to: guns of any kind, either handguns or rifles (whether toy, air, CO2, paintball, pellet, or bullet); crossbows, slingshots, throwing weapons, fighting weaponry, and knives.

Closed Campus

Thunderbird Adventist Academy has a closed campus, which is the property enclosed by Smith Circle plus the academy church and athletic facility. Students are not permitted to leave campus during the school day without approval from parents and administration. No dormitory student shall leave campus at any time without permission from the dormitory dean. While faculty housing is on campus, students are not permitted to go there during the school day.

Village students are to remain on campus from the time they arrive at school until they are ready to go home for the day. A student needing to leave campus must first make arrangements with the school office to check out and then check back in when the student returns to the campus community.

Non-dorm students on campus past 7:30 p.m. or after a school-sponsored event, will wait for their parents in the student center. After 7:30 p.m., parents will pick up their students by the curbside between the administration building and building 600. After the 1st quarter hour, parents/guardians who do not pick up their children on time will be charged at the rate of $1 per minute.

Social Conduct

Thunderbird Adventist Academy adheres to a "hands-off" social policy, meaning that students should refrain from affectionate physical contact with one another. This "hands-off" policy allows for greater consistency in avoiding inappropriate sexual conduct. These social guidelines will be enforced while students are on campus, or on any school-sponsored activity on or off-campus, and apply to interactions between students whether they are dating or not.

Students must abide by the following:

- When sitting on the lawn or benches with the opposite sex, one of the two individuals should always be sitting, rather than reclining or lying down (ex. students are not to recline with their heads in each other's laps).
- Students will be asked to separate and go to their respective dormitories at the conclusion of a school program or function, including evening recreation
- **Students are not to be in any unsupervised area**
- If students violate the above policy, they will be placed on "social holiday," which is a holiday or break from each other with no communication.
    - **1st Offense** - students will be placed on social for one week from the moment of the incident; to be confirmed by ADCO.
    - **2nd Offense (or subsequent offenses)** - students will be placed on social from the moment of the incident and it will be recommended to ADCO for discipline and possible suspension.

Spiritual Life

By design and practice, Thunderbird Adventist Academy is a Christian school and has for its definite purpose the development of spiritual ideals. All students are welcome provided they show due respect for the Bible and maintain a reverent attitude during spiritual activities.

The Sabbath is observed from sundown Friday to sundown Saturday. The sanctity of this day requires conduct characterized by dignity and respect. Only that music which is appropriate to the Sabbath should be played or sung. Secular materials and activities should be laid aside and the mind and conversation directed to themes suited to the sacred spirit of the day.

Dormitory students are required to regularly attend dorm worships, vespers, Sabbath school, church services, chapels, and other spiritual activities. Village or community students are required to attend chapels that occur during normal school hours, and are encouraged and invited to attend other religious activities and programs.

Involvement in spiritual activities is encouraged of all of our students. A variety of opportunities for involvement are provided, such as:

- Outreach activities
- Mission trips – domestic and out of the country
- Student-led ministry and service projects
- Sabbath services and programming of religious activities

STUDENT TECHNOLOGY INFORMATION

Network Policies

Thunderbird Adventist Academy offers students access to the school network for electronic mail (email) and the Internet. Students are to use the Internet in structured educational settings at TAA. The intent is to make Internet access available to further educational goals and objectives. It is expected that users will comply with the Thunderbird standards and will honor the agreement signed. Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. The benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceeds any disadvantages, but the use is a **privilege** dependent on proper use of, and respect for, that privilege.

Thunderbird Adventist Academy exercises the right to monitor and restrict both the amount of time online and the sites visited. Random safety checks of on-campus computers owned by students may be performed. Students who refuse to cooperate will lose network access and may also incur other disciplinary or legal action.

The following list gives examples of unacceptable behavior:

- Causing damage to computers, computer systems, or computer networks whether through hacking or attempting to hack or sending of malicious code.
- Any contact with or distribution of material that contains sexual content or activity.
- Using devices to inflict harm on others through harassing, insulting, or attacking others.
- Distributing contact information about yourself or any other person or trespassing in another person's folders, works, or files.
- Sending or displaying offensive messages or pictures (including graphic violence or 1st-person killing games)
- Recording any classroom activity, or out-of-class meeting with a staff member, without the express permission of Thunderbird Adventist Academy personnel

Computer Passwords
The deans, administration, and/or computer personnel may require students to share their passwords for random safety checks of on-campus computers owned by students. Violations will result in a loss of access and may also result in other disciplinary or legal action.

Technology & Chromebook terms of Use Policy

The mission of the Chromebook 1:1 program at Thunderbird Adventist Academy is to create a collaborative learning environment for learners and to support cross-curricular technology engagement. This environment will enable and support students, parent-teachers, and Advisory Teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Chromebooks will help students transition from consumers of information to creative producers and owners of knowledge.

Thunderbird Adventist Academy Technology is an important component in education at TAA. Technology has become an increasingly important component in helping our students develop a skill set that will help them function in future responsibilities. The academy's Acceptable Use Policy (AUP) is therefore set up to help guide students into appropriate use of technology both in and out of the classroom.

Because technology is constantly evolving our acceptable use policy is a living document that may undergo changes as situations, technologies, and the methods our students use evolve. TAA reserves the right to modify this document to address changes that develop over time.

Acceptable Use Policy
All students, and all electronic devices, which can be defined as any device that contains a microprocessor or microchips, including but not limited to computers, tablets, cell phones, cameras, iPods and other music playing devices, etc. whether student-owned or school-owned, are subject to the following acceptable use policies and procedures. These policies and procedures govern student use of electronic devices while at school and while on school-sponsored trips and events. All electronic devices are covered by this policy at all times and in all places.

Use of Computer Resources
The technology, network, and Internet resources provided by the school for the use of its students are expressly for the purpose of advancing the educational mission of the school. Students should refrain from downloading or accessing videos, music, games, and other multimedia elements unless these elements are directly related to instruction as directed by and under the supervision of TAA faculty. Technology resources should not be used for personal, non-academic purposes. The Academy reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any TAA computer to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

NOTE: The term "TAA computer" also applies to any off-campus storage device or company which the Academy uses for electronic storage.

Consequences of Violations
Any use of TAA's computer resources which violates the Academy's policies and procedures involving the use of computers and networks may result in disciplinary actions, including, but not limited to, the Academy removing data and programs that are found to be inappropriate, terminating the computer privileges of the violating user, suspension, or expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

In addition to violating TAA policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, illegally gaining access to data, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct may be reported to appropriate law enforcement.

No Guarantees
TAA makes no guarantees of any kind, whether expressed or implied, for the service it is providing. TAA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Modifications
TAA reserves the right to make any modifications to this policy document as the need arises. Any modifications to this document will be posted on the school's website at www.thunderbirdacademy.org.

Chromebook Checkout Procedure:

- ➢ Parents and students must read, agree, and sign the **Chromebook Use and Digital Citizenship Agreement.** Note: It is the school's intention that each student will be assigned the same Chromebook for the duration of their enrollment at Thunderbird Adventist Academy.
- ➢ Students will be given a charging cable to accompany their chromebook.
- ➢ Chromebooks will be collected at the end of the school year for maintenance, cleaning, and software installations. Every attempt will be made for students to retain their original Chromebook each year that they attend the school. All Chromebooks are the property of Thunderbird Adventist Academy and are subject to the same guidelines as other school property. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items.
- ➢ Students must check in Chromebooks at the end of the year where their condition will be evaluated.

Please see **Appendix II** for Chromebook Care & Expectations

Campus Wide Yondr Pouch Program - Use of Cell Phones & Personal Electronic Devices

To support a focused and respectful learning environment, students may not use phones or personal electronic devices—including earbuds, headphones, smartwatches, tablets, personal laptops, smart glasses, and gaming devices—during the school day.

Every student is issued a personal Yondr pouch (school property) to secure these devices. It is each student's responsibility to bring their pouch daily and keep it in good condition. When not in use, the pouch must remain locked.

Daily Process

When arriving at school:

1. Turn off your phone.
2. Place your phone and other personal electronic devices, including smart watches, earbuds, smart glasses, etc. into your Yondr pouch and secure it in front of staff.
3. Store your locked pouch in your backpack or locker.

At the end of the school day:

1. Unlock your pouch, remove your phone or device, and re-lock the empty pouch
2. Place the locked pouch back in your backpack Students who arrive late or leave early must secure or unlock their devices in the front office.

Violations & Consequences Pouch Damage / Lost Pouch / Using Phone During School

1. If a student uses their phone or personal electronic device(s) during school hours, administration will collect it and record the violation in Jupiter Ed.
2. **The collected items will then need to be picked up by the parents during normal office hours.**
3. If a phone is not silent and goes off in the pouch, the phone will be collected and held at the office. **The parent will need to come and pick up the confiscated item(s) during normal office hours.**

3. Lost, damaged, or stolen pouches must be replaced. **A $50 replacement fee will apply.** Using phones or personal electronic device(s) responsibly helps everyone stay present, focused, and connected to our school community.

	Examples of damage: ➢ Deep scratches on the globe and/or the green ring around it ➢ Intentional pen marks on the inside of the Pouch ➢ Bent pitton not fully recessing, due to pin damage ➢ Holes in pouch ➢ Metal plate bent in ➢ Pin and button do not move smoothly

STUDENT DRESS CODE

The underlying goal of the Thunderbird Adventist Academy dress code is to create a culture for learning. Research shows that when students wear uniforms, they often perform at higher academic levels and display better behavior. The dress code is intended to inspire a professional identity that is both modern and modest. These guidelines are meant to avoid distractions and help promote good decorum in the classroom, and are not published as a moral standard of right or wrong.

The staff has the final word on dress code issues. It is possible that some outfits may be technically in code, but not appropriate; for example: when students wear recreational attire during school hours.

Overall Guidelines

1. **Clothing worn at Thunderbird should not only be neat, clean, and modest, but also in good condition**.
2. **Clothing should be in harmony with Christian principles.**
3. **The Dress Code applies to both day and dormitory students while on campus and at school events**. Students and parents can expect that this dress code will be enforced on campus, when traveling in school transportation to or from school, at school functions or at off-campus functions. All students are welcome to attend weekend service and activities but are required to honor the published and/or announced school dress guidelines.

In each instance the student must correct their attire prior to being allowed back in the classroom. Because it is the student's choice to be in violation of dress code, teachers may not be required to provide make-up work or make-up teaching for students who are out of class due to dress code violations.

(students can be sent to the office, and as a result of leaving the classroom, students may accrue a tardy and/or an absence for that class period if they are unable to rectify their dress).

At ALL TIMES on Campus

- Jewelry must be simple and safe for the appropriate activities. Spacers are not allowed. The jewelry policy is in effect at all school-sponsored events on and off campus.
- Tattoos should not be visible on any part of the body while on campus or at school-sponsored activities.
- Clothes should not have holes.
- Undergarments should not be visible, including underneath clothing.
- Clothes should not advertise or refer to alcohol, cigarettes, or drugs; or have slogans or pictures that are offensive or suggestive.
- Hair must be neat, well groomed, and of natural color.
- Hats and hoods are not to be worn in classrooms, the cafeteria, the chapel, or at religious services.

Classroom Attire

All students are required to follow the classroom attire dress code while on campus during the academic day, whether in class or working.*

All Students:

Shirts: Polo or Oxford shirts with the Thunderbird Adventist Academy logo are to be worn during the academic day*. No bare midriffs.

Pants: 4 Pocket (left, right, and 2 in the back) Black, Navy or tan/khaki color are to be worn during the academic day*. Pants must fit at the student's natural waist and be the appropriate size for the student. Jeans, denim, tights, cargo pants, leggings, stretch pants, and sweatpants do not meet the classroom attire dress code.

Shorts: 4 Pocket (left, right, and 2 in the back) Black, Navy or Tan/Khaki color Bermuda shorts (should reach the top of the knee) may be worn during the academic day*. Shorts must fit at the student's natural waist and be the appropriate size for the student. Jorts, denim, cargo shorts, spandex, and stretch shorts, do not meet the classroom attire dress code.

Outerwear: Solid color black or navy blue sweatshirts & hoodies (with or without TAA Logo), or any Thunderbird Adventist Academy long sleeve, jacket, sweatshirt, or hoodie (ex. TAA Chorale sweater, Storm Ministries Sweater, class sweatshirt/jackets, athletic warm-ups, etc.) If uniform shirt collars are not visible, it is a dress-code write up.

Shoes: Shoes are to be worn at all times. Sandals with back straps are permitted. Crocs or "croc style", flip flops, sport slides, and house slippers are not school attire.

Game days: Athletes may wear their jersey tops and school uniform bottoms on the first and last home games of the year.

Casual Friday: Students may wear appropriate blue jeans** or uniform pants and officially sanctioned Thunderbird shirts (polos, t-shirts, etc.).

Teachers will be able and should be expected to enforce these rules.

* The academic day is defined as the time a student steps onto campus until the end of school-wide academic classroom instruction.

** Appropriate jeans are defined as jeans that fit comfortably and are not too tight or too loose, and do not have holes, slashes, cuts, or frayed ends.

Non-Classroom/Recreational Attire

Non-Classroom/Recreational attire rules apply to all students on campus during non-academic day hours.

- Sweatshirts and t-shirts with appropriate advertising may be worn
- No crop tops
- Shorts must have a 6-inch inseam
- Spandex (must have 6-inch inseam) may be worn in the gym (for gymnastics and volleyball) only
- Pants and jeans should not have holes, slashes, or frayed ends, and should not be skin-tight
- One-piece swimwear for ladies or tankinis that cover the midriff and back are acceptable
- Trunk style swimwear for men
- Flip flops and sport slides are permitted during recreational time

Work Attire
Classroom attire guidelines apply while at work unless the work departments require specific dress and shoe guidelines.

Special Occasion Dress Policy
Dress guidelines apply for banquets, graduation, and other special events. The administration reserves the right to make the final decision regarding appropriateness of attire.

Ladies choosing to wear dresses must ensure the dress reaches the top of the knee, includes a modest neckline in the front and back with no open midriff.

Uniform Polo - Light Blue 	**Uniform Polo - White** 	**Uniform Polo - Royal Blue** 	**Uniform Polo - Black**
Uniform Pants ***Khaki, Navy & Black** 	**Uniform Shorts** ***Khaki, Navy & Black** 	**Outerwear - Pullovers/Hoodies** ***TAA Logo or <u>Plain</u> Black or Navy blue** 	**Outerwear - Jackets/Zip-Ups** ***TAA Logo or <u>Plain</u> Black or Navy blue**

STUDENT VEHICLES & TRANSPORTATION

Vehicles on Campus

Licensed drivers may request permission from the administration to drive a vehicle on-campus. The following regulations must be followed to maintain the privilege:

- All vehicles driven by students must be registered in the office. Registration is to include parental consent, car license number, a copy of student's driver's license, and proof of insurance meeting state requirements.

- Abide by all state traffic laws. Students are to drive at a slow, safe speed. No squealing of tires, fast corners, crooked parking, honking the horn and/or blocking off the flow of traffic will be allowed.

- Student cars must be parked in assigned parking spaces during school hours. The vehicle must be locked and left unattended from the time the village student arrives on campus until he/she leaves for the day. Village/Community students are to park only in the Admin building parking lot in their assigned space.

- Students are not permitted to ride motorcycles on the campus or athletic fields.

- No dormitory student is allowed to ride in or on a village student vehicle.

- Thunderbird students should not be seated in, transported in, or around a visitor's vehicle unless a dormitory dean or other member of the administration has given prior permission

- Music played from your vehicle must not be heard outside of the car.

- Infractions involving violation of vehicle rules may result in the student being asked to submit his/her vehicle keys to the academy office upon arrival on campus or asked to discontinue bringing the vehicle. Any additional infractions may result in further disciplinary action.

- Due to insurance regulations, this form must be filled out and filed in the school office before permission is given to drive a vehicle on campus. The vehicle is to be used only for driving to and from school unless special permission is given by the parent for medical/dental appointments. Thunderbird Adventist Academy DOES NOT INSURE OR GUARANTEE STUDENT VEHICLE COVERAGES.

- Each driver will receive an assigned parking spot and a parking placard for his/her vehicle that must be on display at all times the vehicle is parked on campus. The number on the parking placard will coincide with the number on the driver's assigned parking space.

The Administration reserves the right to enter and search a student vehicle at any time.

CAMPUS VISITORS

Parents and other visitors are welcome on the campus. Such visits should not detract from the student's work or study program.

At no time should a student leave campus without first obtaining permission from a dormitory dean for dormitory students, or from an administrator for community students. Parents are asked to make arrangements with a dean or administrator prior to taking a student or students off campus.

During school hours all visitors are to report and sign into the main office. After hours all visitors are required to report to a dormitory dean or administrator when they arrive on campus, and are further asked to limit their time on campus to recreation and other activity periods, and religious services. Visitors should not expect to be on campus during class time or for an entire weekend without making prior arrangements. A visitor's pass is required of those visiting a classroom.

All visitors are expected to cooperate in upholding the standards and regulations of the school, including the social conduct policy.

Guests are asked to respect the privacy of dormitory students. All visitors should have permission from the dean before entering the dormitory room areas. Guests of the opposite gender will be asked to visit with students in the dormitory lobbies only. No guest is allowed in a dorm room with a student with the door closed. No guest should plan to stay overnight unless arrangements have been made in advance with the dean.

A former student not in good and regular standing when they terminated enrollment at Thunderbird must receive permission from the administration prior to each visit to the campus.

Elementary or middle school students are not allowed on campus unless accompanied by their parents/guardians.

Dorm visitors are subject to the following regulations:

- ➢ Only staff adults may stay overnight in the dorm, except for special circumstances or events
- ➢ Only current Thunderbird students may stay overnight in the dorm
- ➢ Under age (elementary) students may not stay in the dorm unless accompanied by parents and/or under specific circumstances (Academy Day for example)
- ➢ Visitors must pay $30 per night. This fee does not include meals

CAFETERIA INFORMATION

The cafeteria serves a vegetarian diet consisting of three meals (two on Sunday) a day for dormitory residents. The cafeteria staff does their best to accommodate special dietary needs. Dorm students are not charged separately for meals because it is part of the dorm & lodging fee. Lunch for day students is optional at a cost of $11.50 per meal.

VILLAGE STUDENT INFORMATION

Students that live with their parents, guardians, grandparents, aunts, or uncles within reasonable driving distance may register as a non-resident (or village) student. Village students are invited and encouraged to participate in all academy activities and functions. All school policies apply to village students. Even though they do not live on campus, village students need to be familiar with the dorm policies in addition to those in this policy book. In addition, the following policies specifically apply to village students:

Village students:

- ➢ Must make arrangements (with 3 days notice) with the respective Dean in advance for overnight stays in the dormitory *(TAA Dorm Handbook, p. 13).* Charges are as follows -
    - $20/night
    - $50/includes food during the stay (includes dinner, breakfast, and lunch)
    - Lack of prior approval may result in denying this privilege.
- ➢ May, and are encouraged to, attend weekend services at the academy.
- ➢ Must participate in services and scheduled activities when present on campus.
- ➢ Must comply with the dress code and other regulations that apply to dormitory students.

DORMITORY STUDENT INFORMATION

See the Dormitory Handbook

ATTENDANCE POLICIES

Thunderbird Adventist Academy believes that students should exercise self-discipline and responsible behavior. One of the ways this is demonstrated is through regular, punctual classroom attendance. Students who attend classes regularly get better grades – since this is when and where the educational experience is provided. In addition, Thunderbird is frequently asked to provide recommendations for former students. The attendance record is often requested. Class attendance records can be the open door for future opportunities.

Attendance is the responsibility of the student and parents/guardians working in conjunction with the school. Both parents and students need to monitor the student's attendance record on Jupiter. If there is a record that needs to be corrected, the student may ask for a correction within one week of the date of attendance in question by filling out a tardy/absence resolution sheet and having it signed by the appropriate teacher(s). Once signed, the form should then be submitted to the Office.

State law requires Thunderbird Adventist Academy to maintain regular attendance and punctuality records. ***According to the Arizona Conference Department of Education, if a student misses more than 10% of class time in a semester due to unexcused absences, or a total of 15% time missed due to combined excused and unexcused absences, they will not receive credit for that class for that semester.*** School related absences do not count towards any absence percentages. ***Please note:*** *A student under the age of 16 may be cited as truant and reported to the courts if their unexcused absences totals more than 10% or 18 days of the school year (A.R.S. 15-802; A.R.S. 15-803).*

10% Rule: Any student who is absent from a class for more than 10 percent of the periods in a semester due to unexcused absences and tardies will not receive credit for that class and will forfeit any leadership roles (class, dorm, SA, NHS officer). If a student is dropped from more than one class due to unexcused absences/tardies, the Administrative Committee will determine if the student is eligible for continued enrollment at Thunderbird.

15% Rule: Any student who is absent from a class for more than 15 percent of the periods in a semester for any reason (excused or unexcused), except for school-related activities, will not receive credit in that class. Where special circumstances exist (e.g. prolonged illness), a student may petition the Administrative Committee for reinstatement to the class.

Attendance Notice/Contract: Students who reach the threshold of half the allotted absences in a given class will be given an attendance notice/contract. As a result of this contract, the student will be held accountable and asked to be dismissed/future eligibility from the following - class, form, SA, or NHS officer positions, leadership roles, and sports teams, etc.

All attendance consequences are subject to change at the discretion of the Academic Standards Committee and nature of absences (prolonged illness, prior arrangement, etc.).

Class :	10% of class time/semester	15% of class time/semester
240 min/wk (sciences)	9 absences	13 absences
200 min/wk (core)	7 absences	11 absences
100 min/wk (electives)	4 absences	6 absences

Terms To Know

1. **Excused Absence** is an absence due to illness, a medical appointment, a court appearance, a funeral in the immediate family, or any other **emergency** approved by the Administrative Committee to miss a class or work appointment.
   Consequences: The student will be allowed to make up school work according to the specific time frame of individual instructors as outlined in the class syllabus. These absences will count towards the 15% of missed class time.

2. **School Event** is an absence or tardy to a class or work assignment due to a school related activity.
   Consequences: The student is able to make up all classwork, and does not count towards any absence percentages.

3. **Pre-Arranged Absence** is an absence of classes or work assignment due to a planned family or religious outing/trip that has been pre-approved by the Administrative Committee. A pre-arranged absence sheet must be submitted to the Administrative Committee prior to the requested dates or it will be considered an unexcused absence.
   Consequences: General class work, tests and quizzes can be completed, however, learning experiences such as discussions, group projects, and laboratory experiments are difficult to make up. Teachers are not expected to provide the missing work ahead of the pre-arranged absence. These absences will count towards the 15% of missed class time.

4. **Unexcused Absence** is an absence where the student has not attended class without having received permission from the Administrative Committee and does not qualify for any of the above categories. This also counts for students who do not attend field trips, class trips and whole school events such as Community Service Days. These events are not optional and are counted as part of the instructional time.
   Consequences: The student **cannot** make up the missed work. These absences will count towards the 15% of missed class time, possibly causing the student to not earn credit for a class.

5. **Excused Tardy** is when a student is late to the next class or work appointment due to a meeting with another staff member.
   Consequences: The student must obtain a tardy slip from the staff member they are meeting with and present it to the teacher for whose class they are tardy.

6. **Unexcused Tardy** is when a student arrives at class after the scheduled class start time. If a student arrives to class 10 minutes or more after the start time, this will be considered an absence for the class and will be recorded as such by the teacher. Three unexcused tardies = one absence.

7. **Chapel/Assembly Absences and Tardies** – Since this worship period is core to the mission of Thunderbird and short in length, being late to the worship period is counted the same as being absent.

8. **Community Service Days are required school days.** – Community service is an integral part of our citizenship and Christian calling; therefore, all community service days count as school days.

WHAT TO DO WHEN A STUDENT IS . . .

Late to class
If a student is late 1st period, the transporting adult must sign the student in at the office to sign the student in. If the student drove to school, they also sign in at the office, but it will not be excused without a call or note from a parent/guardian. Rare tardies due to transportation problems or accidents on the freeway may be excused. **Repeated 1st period tardies will not be excused.**

If a student is late for another class period because they were meeting with a staff member, the staff member must communicate with the teacher of the class impacted. Tardy passes are not issued for students who are late due to changing clothes after PE class.

Sick
A parent/guardian or dean should notify the school office by 9:00 a.m. that their child is sick. They may contact the office by email at info@taaschool.org or by phone at 480-948-3300. Although the absences are excused, the student will still need to meet with each teacher to get any assignments, readings and notes that were missed while the student was gone. This absence will count towards the 15% of missed instructional time. As far as possible, a doctor's note should be provided upon return.

Should a student become sick during the day, they should go to the dean (dorm students) or the office (village students) to be put on sick list. Sick village students will wait in the office until a parent/guardian can come and sign them out at the front office.

Gone from class for a doctor's appointment
As much as possible, doctor's appointments should be scheduled during the long weekend leaves. Parents or guardians should notify the office of the appointment with the date and time or submit a written notice from the doctor's office. Students should meet their parent/guardian in the office and have them sign the student out. A doctor's appointment is considered an excused absence and students will be able to make up assignments. This absence will count towards the 15% of the missed instructional time.

Gone on a school sponsored event (field trips, music performances, athletic contests, etc.)
Students will be responsible to collect all homework and missing materials from their teachers. The time frame for turning in missed work will be based upon the syllabus of the teacher. This absence does not count towards any absence percentages.

Gone on a family event
Students should go to the school office and ask for a "Request for Permission to Leave" Form. It is their responsibility to complete this form with signatures of the teachers of the classes and work they will be missing. They should also obtain the signature of their parents and their work supervisor. This form must be submitted to the office by the Monday prior to the dates the student will be missing class. If it is not received prior to the requested dates, it will not be approved and will be considered an unexcused absence. The Administrative Committee will meet on Tuesday afternoon to acknowledge each request. Since this type of absence does count towards the 15% of missed instructional time, parents should take into consideration all of the issues when scheduling an event that requires a student to miss school.

GENERAL INFORMATION

Asbestos Management

An approved inspection and management plan for asbestos-containing building materials, as required by the federal government, is on file in the school office and is available for review upon reasonable notice.

Appendix I – Work Policies

The work coordinator reserves the right to assign all work positions. Work positions are intended to be permanent and are in effect for the entire school year. However, the work coordinator reserves the right to change student jobs to alternate areas as need dictates. Students who wish to change to a different job during the year must follow the guidelines for changing their work position. (See "Job Changes" below.)

Job positions will be determined as quickly as possible after students are enrolled. Because preferred jobs fill quickly, the earlier students apply, the more work choices available to them. Student preferences for work are considered, but the work coordinator cannot promise everyone his/her first choice of job position. Students are encouraged to contact the work supervisor to request a specific position. Making a request through a supervisor does not guarantee that a student will receive the requested job, and Thunderbird Adventist Academy cannot guarantee on-campus employment for every student who might desire it. Students who are cooperative, industrious, teachable, and dependable will receive priority job placement.

To be eligible to work, a student must:

- ➢ Be at least 14 years old
- ➢ Have a Social Security card on file with the business office (or proof of having applied for one)
- ➢ Complete the federal I-9 and W-4 forms
- ➢ Complete the work agreement
- ➢ Present a copy of their valid US Visa and I-20 form (International students only)

Work expectations
Students are expected to perform assigned duties in cooperation with their work supervisors, who will assist student workers in developing work skills and a work ethic that will help them be successful both now and in the future.

Students will sign a contract with each department for which they work. This contract will include the student's daily work schedule and basic expectations.

Job Termination
Supervisors may fire students for the same reasons they would be fired when working in the community, including but not limited to:

- ➢ Failing to report for work (unexcused absences), being late for work, or failing to clock in
- ➢ Demonstrating unwillingness, in action or attitude, to cooperate with their supervisor
- ➢ Failing to satisfactorily perform the duties assigned

A student can be fired immediately in the event of gross negligence and/or insubordination. If a student is fired from a work assignment, he/she may be given a three-day work suspension. A second firing (or failure to meet work suspension requirements) may earn suspension from school, pending a conference with the student, a parent/guardian, the principal, the work coordinator, and the work supervisor. As employment is necessary for the receipt of financial aid, the student's financial plan may also be jeopardized.

Job Changes
In special circumstances where it is determined that a different job position would be beneficial—such as personality/atmosphere clashes, extended illness, or academic difficulties—the work coordinator may approve a change of jobs. The coordinator will consider this change only if students have an existing positive work ethic report from their supervisor. No job changes will be considered for workers who perform their duties poorly.

Students may also apply for a transfer when other jobs become available. The work coordinator and supervisor will consider a student's job performance and work attendance prior to authorizing any job change.

Students must give at least two weeks' notice before quitting a job or they will be subject to disciplinary action and may not qualify for further employment.

Students who are terminated from their jobs due to their own poor work habits or disciplinary problems may not be given other Academy sponsored employment.

As one of the student's daily appointments, work attendance is mandatory. Three unexcused work absences (three unexcused tardy equal one absence) will result in termination.

For a work absence to be excused the student must:

- ➢ Personally notify their work supervisor prior to the start of the work shift
- ➢ Have a valid reason for a tardy or absence

Students are expected to meet their work obligations and to make arrangements with their work supervisor when they must be absent. Failure to make prior arrangements will result in an unexcused absence. Tardy and absences from work will be recorded on the student's attendance record. Work absences greater than 10 percent of the hours of employment assigned per semester may result in termination.

Student labor earnings are to help defray expenses at Thunderbird Adventist Academy. All earnings for on-campus labor must be applied to the student's account and cannot be paid in cash unless the parent has paid for the school year in advance. In this case, the parent may request to have the student labor credit handled as a check withdrawal by the student. The current campus wage complies with federal and state minimum wage laws

Student Worker Discipline
The following steps will be taken when a student habitually performs unsatisfactorily at work:

Level 1—The work supervisor will talk with the student. This is considered a verbal warning and notification will be sent to the work coordinator and to the parent/guardian.

Level 2—A conference is held with the student, work supervisor and work coordinator. This includes a telephone call to the parent/guardian and documentation of expectations for the student.

Level 3—A written notification of possible termination is given to the student, with a copy sent to the parents.

Level 4—Termination of employment. The student may be subject to disciplinary action by the Administration.

Student Worker Grievance
If a student feels that he/she has been treated unfairly the following steps must be taken prior to reassignment. These procedures are intended to provide a fair and orderly means for addressing and resolving complaints by students. In every case, a good faith attempt will be made to resolve the complaint at its source, i.e., between the student worker and the student's immediate supervisor.

1. The student will speak with the supervisor and attempt to find a resolution to the problem. (The student may request the assistance of a faculty advocate)
2. If the matter is not successfully resolved, the student may file a formal written complaint with the work coordinator.
3. The work coordinator and the student will meet with the supervisor and attempt resolution
4. If resolution is not possible the student may request permission to transfer to another available position. Every effort will be made to meet the student's request. Reassignment will be based in part on job availability.

Available work opportunities

- Administrative offices
- Dormitories—Boys or Girls
    - Resident Assistant
    - Front Desk
- Food service
- Maintenance/grounds
- Teachers' offices as lab assistants, graders, janitors, etc.

School sponsored off campus employment may be available in the future through special arrangements. Dormitory students wishing to work off campus must have parental approval and receive administrative approval. Students may not skip classes for work and may not work on the Sabbath or miss required school activities. The Principal must meet with the work supervisor prior to making a work agreement.

Appendix II – Chromebook Care & Expectations

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the Office as soon as possible. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

- **General Precautions:**
  - No food or drink should be near a Chromebook
  - Cords, cables and removable storage devices must be inserted and removed carefully with Chromebooks.
  - Chromebooks should not be stored near pets or where baby brothers or sisters can reach and damage.
  - Never leave Chromebooks unattended.
  - Never leave Chromebooks inside a car where high temperatures can damage them or they can be easily stolen.
  - Take care when Chromebooks are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port.
  - Do not personalize Chromebooks-no writing, drawing, stickers, labels, etc. unless placed there by the school.
  - Do not use or install any software or operating systems. Virus protection and updates are built in and require no actions on students' part.
- **Moving Chromebooks around**
  - Always transport or store Chromebooks inside their cases. Although cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. Students must care for and protect their devices.
  - Never carry Chromebooks while the screen is open.
  - Never lift or move Chromebooks by the screen.
- **Screen Care**
  - Heavy objects should not be placed on top of Chromebooks.
  - Do not store Chromebooks with the screen open.
  - Do not place anything in the protective case that will press against the cover.
  - Make sure there is nothing on the keyboard before closing the lid (like pens, pencils, etc).
  - Clean screens with soft, dry microfiber cloth or anti-static cloth-no cleaning solvents.

Using Chromebooks At School

Students are expected to bring a fully charged Chromebook to class each day.

- **Charging Chromebooks**
  - Chromebooks must be brought to school with a full charge.
  - Students should charge their Chromebooks at home every evening.
  - Chromebooks should keep their charge for the entire day but just to be safe, chargers may be brought to school.
- **Sound**
  - Sound must be muted at all times unless permission is obtained from the class teacher.
  - Headphones may be used at the discretion of the teachers.
  - Students must provide their own headphones.
- **Printing**
  - Students will be encouraged to digitally publish and share their work with their teachers and peers
  - Students cannot easily print directly from their Chromebooks. However, files can be shared or emailed to a computer for printing. Printers are available on site if students cannot accomplish this at home.
  - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn
- **Logging into A Chromebook**
  - Students will log into their Chromebooks using the school issued TAA Email account credentials.
  - Students should never share their account passwords with others.
- **Managing and Saving Digital Work**
  - Student work will be stored in the TAA Drive - Google Cloud and can be accessed from any computer with an Internet connection.
  - Some files may be stored on the Chromebook's hard drive.
  - Students will be instructed on using some Google applications offline.
  - The school is not responsible for the loss of any student work.

Chromebook Use Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WIFI connection is required for the majority of Chromebook use.
- Students are bound by the TAA Acceptable Use policy, Chromebook agreement and all other guidelines in this document whenever they use their Chromebooks.
- Content Filter
  - The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the TAA. If a website is blocked in school, then it will be blocked out of

school. All school devices are monitored and filtered 24/7. Any attempts to access inappropriate content will result in disciplinary action.

- **9th-12th grade students have the added option of file sharing and email services that extend beyond the TAA environment. <u>NOTE:</u> Parents will need to opt student in for this experience.**

Software

- Google Apps for Education
  - Chromebooks seamlessly integrate with all of Google productivity and collaboration online tools including Google docs for word processing, spreadsheets, presentation, drawings and forms.
  - Web based applications and tools will also be available.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for TAA-related or personal purposes, other than as specifically provided by law. The School may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school using installed monitoring software. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Cost of Repairs

Parents will be held responsible for damage to their student's Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (approx. $350). Lost items such as a charging cable ($49) will be charged the actual replacement cost.

Appropriate Uses and Digital Citizenship

TAA-issued Chromebooks should be used for educational purposes and students are to adhere to the TAA Digital Citizenship Agreement at all times.