

TEEN CHALLENGE STUDENT HANDBOOK

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A Place of New Beginnings



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Purpose Statement

It is the purpose of Teen Challenge Christian Academy to train youth of every ability in the highest principles of learning, academic achievement, self-discipline, individual responsibility, personal integrity and good citizenship. Through love, personal attention, parental support and consistent direction, we endeavor to make every student's association with the Academy a memorable and positive experience.

We believe that each student learns better in an individualized and controlled environment. Therefore, guidelines are necessary to produce an atmosphere of learning and to meet all individual needs of every one who comes to the learning center. Our education center offers individualized, values oriented, mastery-based curriculum.

Admission Policy

The program of TCCA is open to all qualified students, 14 – 18 years old, regardless of race, sex, national origin, or ethnic background. Parents/Legal Guardians must give permission for their student/students to participate in all activities that TCCA offers, including both religious and non-religious.

TCCA is a Christian Organization and as such provides Christian counseling, 12-Step for addictive behavior, group/individual counseling, daily devotions, weekly chapel and other Christian activities.

As the Parent/Guardian, I _____,
(print Parent/Guardian name)

and give permission for _____ to participate in all
(print student name)

of TCCA's Christian activities and non-Christian activities.

Parent/Guardian Signature: _____

Date: _____

TCCA Learning Center Admissions

The privilege of attending and completing educational requirements in TCCA is granted only after both the student and parent/guardian complete an interview with the director.

During the interview, the standards, policies, and guidelines of the learning center will be addressed. An effort will be made during the interview to determine whether or not the student desires to be in the Academy. Students who desire to be elsewhere or who plan to openly defy the rules will not be granted permission to enroll. TCCA is not as concerned with past history as we are with future desire for growth. Therefore, each student's individual desire is a big part of the admission process. Prior academic achievement does not play a large role in admission policies since learning is individualized and set at a level for each student. Parental support and interaction are vital to the student's success; parental involvement will also be assessed during the interview process.

Programs Offered

Each student will be involved in the total program including (1) academics, (2) contract for personal growth/character development, and (3) physical education.

- The academic program uses the Alpha Omega curriculum and inquiry based units off the computer. Students work daily on academics. Students will be encouraged to excel beyond minimal goals and to reach their full potential.
- Students will work on character development and learn to solve life/growth problems from a Christian perspective. Students, who wish to, may continue to attend TCCA until the time of their high school graduation.
- Students will work independently to complete their physical education component or attend the YMCA (which is \$22.15/month). Proof of PE will be accomplished by having a parent or guardian sign their individualized sheet. Any type of cardiovascular activity for the purpose of PE is acceptable (except chores-cleaning house, mowing the lawn, etc); as long as the parent/ guardian is signing off each day.

Our Academy is accredited by the Northwest Association of Accredited Schools (NAAS), which is an affirmation that the school provides a quality of education that the community has a right to expect and the educational world endorses. Teen Challenge Christian Academy has been accredited since 2005, and received 0 deviation points from the possible 228 points during the on-site visit. Since this is the same accreditation as public schools students are able to transfer credits back to in and out-of-state schools according to their individual guidelines regarding transfer students. Students who attend and graduate from the Academy should have no difficulty in pursuing higher education.

Staff Qualifications

Each staff member at the Academy, at a minimum, either currently holds or is working towards a bachelor's degree or has substantial life experience and ministry experience. In addition to earned degrees, the staff members have been fully trained and experienced on the procedures, curriculum, and programs of the Alpha Omega Publication. Our staff members are dedicated to the academic and spiritual education of each student. The philosophy of our staff is to interact with each individual student based upon that student's needs in a manner that is best for the student and for the rest of the classroom. We personalize the response within the social structure of the classroom.

Medical Guidelines

A record of current immunization is required to attend the Academy. Generally, these records are transferred from the previous school. It is the responsibility of the parent to see that these records are up to date.

All student medications including over-the-counter medications, will be kept in the office and will be dispensed and recorded by a staff member.

If a student requires medical attention during the school day parents will be contacted by the school staff and family physician, if necessary. If medical transport is required, the hospital will be called and the student will be transported at the expense of the parent.

Attendance Policy

Students are expected to be in the learning center ready for the start of the day by 7:55 a.m. Students should not arrive before 7:30 and should be dropped off at the Teen Challenge Administration office. The staff is not responsible for students not in the facilities. Students need to be picked up by 3:00 p.m. Students not picked up by 3:00 p.m. will need to be picked up at the office. **If the student is not picked up by 3:30 p.m. a “late pickup fee” of \$20.00 will be assessed.**

Students who arrive after 8:05 a.m. will be considered tardy. Only tardiness due to automotive trouble, family emergency or illness will be considered excused. **A note or phone call from the parent** must confirm the reason for the tardy. Three excused or unexcused tardies equal one absence.

Students arriving after 9:00 a.m. or leaving before 2:00 p.m. will be considered absent for the day. Appointments, job interviews, counseling sessions, etc. should be scheduled after school hours. In accordance with the policies of the State of Idaho, students who miss ten percent of the total school days in a quarter will not be considered actively enrolled. Because the 10 week quarter consist of approximately 50 days a student missing more than 5 excused or unexcused days in a quarter will be on provisional enrollment. (Students must make up work over the break to complete the missing days to get back to 90% attendance). Only illness or family emergency will be considered an **excused** absence. **A note or phone call from the parent** must confirm the reason for the absence. This applies to “free days” and off campus activity days also.

Student Appearance and Dress Code “Dress for Success”

Students enrolled in the academy are expected to abide by the dress code whenever they are on site or offsite with Teen Challenge. This is to help ensure that the community’s perception of the Academy and our students is one of high integrity and character. A degree of modesty and good hygiene is required.

1. Hair must be clean and well groomed. Extreme hairstyles and

- unnatural colors are not permitted. Any hairstyle decision is up to staff discretion as to whether the hairstyle causes a distraction.
2. Hats, caps, can be worn to school and checked in upon arrival.
 3. No facial or body piercing are allowed on male or female students. Earrings or plugs may be worn; however they must be plain.
 4. Attire must be clean, neat, approved khaki or navy colored slacks or jeans. Summer term: fingertip length shorts or capris will be allowed.
 5. Pants are to be worn around the waist with a belt. No saggy baggy pants, excess pockets or frayed jeans.
 6. Students are allowed to wear button down dress shirts or any plain colored polo shirt long enough to tuck in. No writing is allowed on the shirts. Either one may be short or long-sleeve without writing. Sweatshirts may be worn as long as they are plain in color without writing.
 7. Students are required to wear shoes at all times in the academy. During the summer term, back strap sandals are allowed.
 8. No apparel which identifies gangs, hate groups, or anti-social organizations.
 - 9. All clothing is subject to staff approval.**

Ladies-tops must cover to the neck and cannot be tight, revealing, or shear/see-through. Skirts/dresses must be below the knee, not tight not slitted (above knee), nor see-through. Pants must not be tight or see-through.

Your own writing, drawing or cutting on clothing or skin in not acceptable.

If the clothing standards are not met the student will be asked to change their clothes with clothes in the office or the parent will be called to pick the student up and bring them back with the proper clothing starting with the first violation.

A second violation will result in the student being required to wear a uniform for the remainder of the term or 8 weeks whichever is longer.

If clothing standards cause a hardship due to cost the office has a supply of complying clothing that is available without cost. Please inquire. Your cooperation is essential as the staff does not need to police the clothing issue. If you have questions, please call and we can discuss your concerns.

Miscellaneous Information

Student Drivers

Students who drive themselves to the Academy must have staff permission prior to driving on campus. To obtain permission the student must fill out the necessary paperwork which can be obtained in the office and returned along with a copy of the student's driver's license, insurance information, and registration.

Student drivers are expected to enter and exit the parking lot in an orderly manner, park only in designated areas and drive on designated roads. **No peeling out, goofing off or loud music will be tolerated.** Once a student arrives on campus, their car is off limits until they are dismissed for the day. No student is allowed to take another student in their car. If this privilege is abused, the student will no longer be allowed to drive to school.

Ride Sharing

No parent or student is allowed to take another student in their car from school. Any exceptions must be cleared through the administrator.

Conferences

The academy is an extension of, rather than a replacement for, the home; and as such, we are open to the parents on a need basis. If there is a need to contact a staff member, please call the office and we will arrange a phone or personal conference as soon as it is practical. The staff member may not be called at home unless prior arrangements have been made. A parent-teacher conference will be scheduled for each parent at the end of the first and third term of every school year.

Inclimate weather

There may be days during the academic year when snow or ice could prevent the safe transportation of students to the academy. It is school policy to suspend school whenever the Ada County school districts close due to snow/ice conditions. Information on school closings are generally carried on all major television stations and, for example, radio KTSY (89.5 FM). Do not call the staff at home. You may call the office after 7:30 a.m. to determine if school will be in session. See handout "snow days" for telephone numbers and stations to contact.

School Lunches

Students are required to bring lunches from home. There is a vending and soda machine available.

Grading

Because TCCA uses a mastery based curriculum, the Academy does not record grades that are below a 70%. Students scoring below a 70% on a test will be required to retake the test and will be issued the alternate test. If the student does not score higher than 70 % on either the test or alternate they will be required to repeat one or more of the previous lessons at the staff's discretion.

The grading scale of the Academy is:

90 -100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

Graduation Requirements

- (1) High School Graduation: As students reach graduation, the Academy will set a time to award the diploma. Students may earn 1 of 3 diplomas:
 - A General diploma
 - A College Preparatory diploma
 - An Honors diploma

To obtain the next grade level students must complete the following:
Sophomore minimum 6 credits completed (.5 = semester and 1.0 = year)
Junior minimum 12 credits completed
Senior minimum 18 credits completed

GENERAL COURSE OF STUDY LEADING TO A DIPLOMA

This course of study is the minimum course of study for a standard high school diploma. Students earning this diploma must complete at least 6 full semesters after age 14, satisfy all course requirements, and earn a minimum of 23 units. (Using Carnegie Unit System)

SAMPLE GENERAL COURSE OF STUDY

Required = (R), Optional = (O) *.5 = semester 1.0 = year
 7th/8th class counts for HS credits *or graduating prior to Jan 1, 2013

Subject Category **Min. Credits Reqrd.** **(08-09)***** **(09-10)+** **(year entered)**

Bible	(2).....	(2)	
Bible Elective 1 (R)			
Bible Elective 2 (R)			
Language Arts	(4).....	(4)	
English 9 (R)			
English 10 (R)			
English 11 (R)			
English 12 (R)			
Mathematics	(2).....	(3)	(1 credit in last year of h.s.)
Algebra I (R)**			
Geometry (O)			Geometry(R)
Algebra II (O)			
Consumer Math (R)			
History/Social Studies	(4).....	(4)	
World Geography (O)*-unless not taken before high school			
Citizenship (R)*			
World History (R)			
U.S. History (R)			
Civics (R)*			
Economics (R)*			
Active Citizenship(R)*			
Science	(2).....	(3)	(must take 3 credits in h.s.)
Biology I or II(R)(lab)			(even if 7 th /8 th count)
Physical Science or Physics (R)(lab)			
Earth Science (R)** (lab)			
Chemistry (O)			
Foreign Language (O)**	(0).....	(0)	
General Requirements	(2.5).....	(2.5)	
Computer Skills (demo proficiency)			
Health (R)*			
Art (R)*			
Speech (R)*			
Humanities (R)			
Career Focus Electives	(.5).....	(.5)	
College Planner (R)*			
Physical Education	(2).....	(2)	
Electives	(4).....	(2)	(May be from any category above)
ISAT (proficiency score).....	Reading....(220).....	(220)	--ISAT scores subject to change
	Language Usage....(226).....	(226)	by the SDE/BOE of ID
	Math....(238).....	(238)	
	Science.....(TBA)		
Senior Project	(09-10+).....		(Oral presentation, project & written report)
College Entrance Exam	(09-10+).....		(ACT, SAT, or COMPASS by 11th grade)
MINIMUM TOTAL CREDITS	(23).....	(23)	

COLLEGE PREPARATORY COURSE OF STUDY LEADING TO A DIPLOMA

This course of study is the minimum course of study for students preparing for college. Some subjects may vary among students depending on the entrance requirements of the colleges they plan to attend. College catalogs should be referenced by students to select specific courses that need to be completed in high school to meet specific college entrance requirements. (Using Carnegie Unit System)

SAMPLE GENERAL COURSE OF STUDY

Required = (R), Optional = (O) **7th/8th class counts for HS credits ***or graduating prior to Jan 1, 2013

Subject Category Min. Credits Reqr. **(08-09)*** (09-10)+ (year entered)**

Bible.....(2).....(2)

Bible Elective 1 (R)

*.5 = semester

Bible Elective 2 (R)

1.0 = year

Language Arts.....(4).....(4)

English 9 (R)

English 10 (R)

English 11 (R)

English 12 (R)

Mathematics.....(4).....(4) (1 credit in last year of h.s.)

Algebra I (R)**

Geometry (R)

Algebra II (R)

Trigonometry/PreCalculus (O) recommended

Consumer Math (R)

History/Social Studies..... (4).....(4)

World Geography (O)*-unless not taken before high school

Citizenship (R)*

World History (R)

U.S. History (R)

Civics (R)*

Economics (R)*

Active Citizenship(R)*

Science.....(3).....(3) (must take 3 credits in h.s.)

Biology II(R)(lab)

(even if 7th/8th count)

Physics (R)(lab)

Earth Science (R)** (lab)

Chemistry (R)

Foreign Language (O).....(2).....(2)**

Two years of the same language (R)**

General Requirements.....(2.5).....(2.5)

Computer Skills (demo proficiency)

Health (R)* (7th-95h health does not count for this credit)

Art (R)*

Speech or Debate (R)*

Humanities (R)

Career Focus Electives.....(.5).....(.5)

College Planner (R)*

Physical Education.....(2).....(2)

Electives.....(1).....(1) (May be from any category above)

ISAT (proficiency score).....Reading....(220).....(220) --ISAT scores subject to change

Language Usage....(226).....(226) by the SDE/BOE of ID

Math....(238).....(238)

Science.....(TBA)

Senior Project.....(09-10+).....(Oral presentation, project & written report)

College Entrance Exam.....(09-10+).....(ACT, SAT, or COMPASS by 11th grade)

MINIMUM TOTAL CREDITS.....(25).....(25)

HONORS COURSE OF STUDY LEADING TO A DIPLOMA

The Honors program includes the standard college preparatory courses plus additional attainment of the very highest quality preparation for a college education. The courses must be completed with a 90% overall average, a score of 22 on the ACT or 1000 on the SAT I, and 12.9 GE on a standardized achievement test. (Using Carnegie Unit System)

SAMPLE GENERAL COURSE OF STUDY

Required = (R), Optional = (O) **7th/8th class counts for HS credits ***or graduating prior to Jan 1, 2013

Subject Category Min. Credits Reqrd. **(08-09)*** (09-10)+ (year entered)**

Bible.....	(4).....(4)	
Bible Elective 1 (R)		*.5 = semester
Bible Elective 2 (R)		1.0 = year
Language Arts.....	(4).....(4)	
English 9 (R)		
English 10 (R)		
English 11 (R)		
English 12 (R)		
Mathematics.....	(4).....(4)	(1 credit in last year of h.s.)
Algebra I (R)**		
Geometry (R)		
Algebra II (R)		
Trigonometry/PreCalculus (O) recommended		
Consumer Math (R)		
History/Social Studies.....	(4).....(4)	
World Geography (O)*-unless not taken before high school		
Citizenship (R)*		
World History (R)		
U.S. History (R)		
Civics (R)*		
Economics (R)*		
Active Citizenship(R)*		
Science.....	(3).....(3)	(must take 3 credits in h.s) (even if 7 th /8 th count)
Biology II(R)(lab)		
Physics (R)(lab)		
Earth Science (R)** (lab)		
Chemistry (R)		
Foreign Language (O)**.....	(2).....(2)	
Two years of the same language (R)**		
General Requirements.....	(2.5).....(2.5)	
Computer Skills (demo proficiency)		
Health (R)* (7 th -95h health does not count for this credit)		
Art (R)*		
Speech or Debate (R)*		
Humanities (R)		
Career Focus Electives.....	(.5).....(.5)	
College Planner (R)*		
Physical Education.....	(2).....(2)	
Electives.....	(1).....(1)	(May be from any category above)
ISAT (proficiency score).....	Reading....(220).....(220)	--ISAT scores subject to change
	Language Usage....(226).....(226)	by the SDE/BOE of ID
	Math....(238).....(238)	
	Science.....(TBA)	
Senior Project.....	(09-10+).....	(Oral presentation, project & written report)
College Entrance Exam.....	(09-10+).....	(ACT, SAT, or COMPASS by 11th grade)
MINIMUM TOTAL CREDITS.....	(27).....(27)	

Academy Rules

Cuss Fines

Inappropriate language, cuss words, slang terms and obscene or profane gestures are not allowed at school or any school related activities. Infractions will result in the following: .10/.30/.50 cents per cuss word depending upon the word, 10/30/50 staff-approved cardiovascular exercises, or loss of break time. If there are more than five words said within the day, this will result in automatic loss of break for each subsequent word. Payment or exercise is to be completed the day of the infraction and is the student's responsibility to resolve. Fines not taken care of on the day of the infraction will result in the doubling of the fine each subsequent day until taken care of by the student.

Merits

Merits are earned by complying with the rules of the Academy. At the end of each quarter students may use the merits they have earned to purchase items. Merits may be given for helping to clean up the classroom, test scores, doing something positive in the classroom, volunteering, etc. (at the discretion of the Teen Challenge staff). Our level system is also a way of helping them earn privileges.

Level System

The level system is broken down into four levels. The level system is designed to teach students appropriate behavior, as well as getting their assigned courses completed in a timely manner. In order to advance to the next level, the student must apply by completing a petition. This level petition is then either accepted or denied by staff majority. If a student is denied their level, they have a chance to re-petition within a few weeks. This is also designed to help improve their outside communication skills as well as possible job training.

Level System for Teen Challenge Academy

Level 1:

- Your breaks will be limited to 5 minutes. You will have a break at 9:00am, 10:00am, and 11:20am.
- You must complete at least 4 lessons/quizzes/tests per day. A total of 20 lessons must be done by the end of the week. This number can also be changed according to your individual treatment plan.
- These expectations are to be met on a daily basis. You must be on Level 1 for at least 2-3 weeks to petition for level 2. Petitioning for Level 2 must be submitted in writing. The staff team will meet and decide to accept or deny your request. Overall expectations of the rules must be met. If you are denied your level, you may re-petition in 2 weeks.

Level 2:

- Your breaks will be extended to 7 minutes.
- You must complete at least 4 lessons/quizzes/tests per day. A total of 20 lessons must be done by the end of the week. If 20 are completed, you will be able to leave 15 minutes early from school on Friday. This number can be changed according to your individual treatment plan.
- These expectations are to be met on a daily basis. You must be on Level 2 for at least 4 weeks to petition for Level 3. Petitioning for Level 3 must be submitted in writing. The staff team will meet and decide to accept or deny your request. Overall expectations of the rules must be met. If you are denied your level, you may re-petition in 3 weeks.

Level 3:

- Breaks are extended to 10 minutes.
- You must complete at least 8 lessons/quizzes/tests per day. A total of 40 lessons must be done by the end of the week. If 40 are completed, you will be able to leave 30 minutes early from school on Friday. This includes perfect attendance, no negative reports, and compliance in being a positive peer. This number can be changed according to your individual treatment plan.
- Other privileges at this level may be earned, as long as you are staying on task and completing assignments.
- These expectations are to be met in a daily basis. Level 4 can only be attained when you are in your last year/semester of school. The staff team will decide to accept or deny your request. All expectations of the rules must be met. If you are denied your level, you may repetition in 4 weeks. You will be given other privileges within this level if you are consistently meeting these expectations.

Level 4:

- You must complete at least 10 lessons/quizzes/tests per day. A total of 50 lessons must be completed by the end of the week. If 50 are completed, you will be able to come in 30 minutes later on Monday. This also includes being able to leave 30 minutes early on Friday. This includes perfect attendance, no negative reports made throughout the week, and compliance in being a positive peer.
- Expectations are high in this level. You will be given other privileges within this level if you are consistently meeting these expectations.

Chores/Cleaning

Students are expected to keep their desk areas in a neat and organized. They should check their area for trash and tidy up each day before leaving. Each week the students are expected to complete chores such as sweeping, vacuuming, cleaning restrooms, kitchen area, yard work, etc. These are designed to teach life skills, responsibility, and pride in their school. If the student is not present the day the chores are completed, the student is expected to complete the chore on the next day they attend.

Staff Directives

During the course of the day a student may be asked by staff to do something that is outside their regular duties. If a student refuses to follow a staff directive, it will be a demerit or a policy violation depending on the severity of the offense.

Policy Violation

In the event that a student receives a policy violation, that student will be removed from the classroom and work in the in-school suspension room for the remainder of the day. The parent will be notified with a phone call and/or a note sent home- first strike. If a student receives 2 policy violations a phone call home will be made and in-school suspension will be given- second strike. If a student receives 3 policy violations a student parent-conference will be called-third strike. Upon receiving 5 policy violations that student will earn a one-week suspension; upon receiving 10 policy violations the student will earn a two-week suspension and if a student receives 15 policy violations they will be removed from the Academy. Steps may be skipped depending upon the severity of the offense and is left up to the discretion of the Teen Challenge staff.

Communication

During the academic and personal study times at the Academy, students are not allowed to communicate with each other. This includes, but is not limited to, talking, mouthing words, passing notes, and hand gestures. During breaks, students may communicate as long as their discussions do not involve negative messages like drugs or promiscuity. Negative discussions regarding Teen Challenge Academy or the staff will not be permitted.

Due to the past problems of our students and the fact that the majority that attends our school are at-risk and/or delinquent, friendships outside of Teen Challenge are prohibited. It is the student's, as well as the parent/guardian's responsibility to enforce and abide by this rule.

Food and Beverage

Food & drinks are not allowed out of the break room except at the additional eating/break table or at school sponsored special events. Any food, drink or candy found at student desks will be confiscated.

Cheating & Plagiarism

Cheating is an attempt to get something for nothing, robbing students of a valuable part of the learning process. Students found cheating on a test will be given a **Policy Violation** and reissued a new test. Cheating includes but is not limited to: having notes at the test computers, talking, writing answers on hands or using a calculator without permission.

Plagiarism is a piece of writing that has been copied from someone else and is presented as being your own work. Students found plagiarizing for projects, essays, or any other work will be given a **Policy Violation** and will be given another comparable assignment to complete.

Physical Contact

Because of the nature of the Academy, physical contact (P.C.), whether intended as horseplay or intended to hurt, will not be tolerated. At staff discretion, P.C. will be a warning, a demerit, or a policy violation depending on the staff's view of the intent and severity of the contact. Harassment will also not be tolerated. This includes threats actually stated or veiled.

No Pairing Off

As the Academy serves youth with many past relational hurts and rejections students are not allowed to "pair off" so as to have "exclusive" relationships with the opposite sex. However, the Academy practices open accepting, inclusive relationship among all students.

Public Displays of Affection

Since the academy does not allow relationships between students and we strive to present a professional image, public displays of affection (P.D.A.) will not be tolerated.

Stealing

Stealing is defined as having the possessions of others without their permission. This is **not** borrowing. **Students who steal may be suspended from school.**

Telephone Use

The telephone in the Academy may only be used by the staff during class hours, 8:00 a.m. until 2:00 p.m. If students have an emergency, they may use the phone in the office with staff permission. Rides should be arranged before class begins. Students will only be allowed to make phone calls to their parent/guardian and are limited to three minutes. If a parent/guardian needs to speak with their child, please call the office and the student will call back during their break so it does not interfere with their work or disrupt the class. If there are any extenuating circumstance as to a call the student needs to make (e.g. Doctor's Office), students must bring in a note from their parent/guardian.

Prohibited Items

Students will not be allowed to have any of these prohibited items in their possession on TCCA property.

- 1 Fireworks, explosive weapons, knives, guns, chains, toy guns, baseball bats, razors, video games, loud noise-makers, stink-bombs, tobacco products, lighters, drugs and/or paraphernalia, magazines, non-Christian CD's, CD players/walkmans, cell phones or pagers, and any other item deemed inappropriate and/or not conducive to the learning environment. Special circumstances can be arranged to allow CD players or MP3 players. This is a privilege and must be searched though (for inappropriate music/ content). Non-Christian CDs will be permanently confiscated if found.

- 2 Students are subject to random searches for prohibited items (defined above). The searches will include a search of all personal property at the school premises together with a body search. Any illegal item(s) will be confiscated and turned over to the Police. Students will be required to submit to the search as a condition of attendance to the Academy.

Having any prohibited items in the Academy will result in the item being confiscated by staff. **Only cell phones, pagers, and electronic devices will be returned to the parents after a conference with the parent and student. A second violation will result in the cell phone, pager, and electronic device being confiscated until the end of the term or 30 days whichever is longer.** If your student must have a cell phone or pager, they must be turned into the academy staff before the start of the school day and will be returned only after school dismissal.

Some prohibited items will result in the police being called to issue a ticket and possible suspension from the Academy. Weapons, tobacco, alcohol and drugs and/or paraphernalia are examples of ticketing offences.

Random Drug Screening

TCCA reserves the right to require students to submit to random urinary and/or saliva analysis tests for drug screening by any staff member. Parents/Guardians will be responsible for the cost of this screening. Any positive results from drug testing will be the basis of automatic suspension of student for two weeks, or other intervention as deemed necessary by the Director.

Learning Center Procedures

Students are expected to come in and begin working immediately once school begins at 8:00. As soon as any classroom tasks are completed, students will go to their desks and start working on their goals for the day.

Goals signify the amount of lessons the student plans to achieve during the day. Student's assignments will be checked throughout the day. Goals will be set daily, weekly and for the 10-week term. **Non-completion of goals will result in homework assignments.** If term goals are not met the student will be required to complete work over the term break, so as not to fall behind.

Students will be awarded merits for passed tests.

Student Supplies

The following items are considered general supplies for all students in the Academy:

- Blue or black ball-point pen
- Two #2 pencils
- Eraser
- Calculator (optional)
- Ruler, compass and protractor (if applicable)
- Bible
- 1" Binder (3 ring type) with tabbed dividers for each subject to be used for note-taking.
- 1 box of tissues for class use

New supplies should be brought at the beginning of each term.

Student Desks

Students are assigned desks by the staff when they first enter the Academy and may move desks only with the permission of the staff. Students may display items at their desk as long as they are not over-decorated and items are cleared through the Academy staff. Nothing may be permanently affixed to the equipment or desks (including stickers).

Students who deliberately deface or destroy Academy furnishings will be

reprimanded and billed accordingly. Students will not be allowed to lean back in chairs as it causes stress on the furniture and can result in injury to property as well as to the person. This includes chipping or peeling paint from classroom surfaces, taking the roller ball out of the computer mouse, etc.

COMPUTER POLICY

The following “Appropriate use Policy” must be completed before students will be allowed to use the computer and thus utilize the AOP curriculum.

Teen Challenge Christian School

Appropriate Use Policy

-For Computers and Computer Systems-

The following uses of school provided computers and computer system activity are not permitted:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene or sexually explicit material. (Searches indicating attempts to access such material is considered a violation.)
- b. Transmitting obscene or sexually explicit language.
- c. Violating any local or federal statute.
- d. Vandalizing, damaging, or disabling the property of another person or organization.
- e. Accessing another person’s material, information or files without the direct permission of that person.
- f. Violating copyrights or otherwise using another person’s intellectual property without their prior approval of proper citation.
- g. Revealing the address, phone number, or other information of yourself or others.
- h. Communicating a credit card, bank card, or any other financial number.
- i. Using school provided computer system access for commercial activities by for-profit organizations, product promotions, political lobbying, or illegal activities.
- j. Internet access will not be used for student entertainment. This includes games, chat-rooms, downloading music or e-mails.

Any violation of school procedures or rules results in loss of school provided access to

electronic information services, which may result in loss of credit in certain classes. Additional disciplinary action may be determined. First offense student will be warned & reprimanded. Second offense student will be removed from the class and parent will be notified to come take the student home. Third offense will be expulsion for 2 days. When and where applicable, law enforcement agencies may be involved.

Internet access and/or computer access will not be allowed unless the appropriate form is completed and signed by both student and parent.

***Idaho Code states:**

Section 18-2202. Computer crime

- (1) Any person who knowingly accesses, uses, or attempts to access or use any computer, computer system, computer network, or any part thereof for the purpose of: devising or executing any scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representations, or promises, or committing theft, commits a computer crime.
- (2) Any person who knowingly and without authorization alters, damages or destroys any computer or computer network commits a computer crime.
- (3) Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system or computer network described in section 18-2201, Idaho Code, commits a computer crime.
- (4) A violation of the provisions of subsection (1) or (2) of this section shall be a felony. A violation of the provision of subsection (3) of this section shall be a misdemeanor.

Our computer workstations already have all necessary software installed in order to provide access to our curriculum. The students may not install, download, or upload any software via disk, CD or internet without permission from Teen Challenge staff.

Teen Challenge of Idaho Christian School

*Electronic information, services and network agreement
& parent permission form.*

As a user of the Teen Challenge of Idaho Christian School computer network(s), I have read and hereby **agree to comply** with the Teen Challenge of Idaho Christian School Policy on school provided access to electronic information, services, and networks.

Student Signature: _____

Date: _____

Student Name (Please print): _____

Grade: _____ Date of Birth: _____

As a parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services. I have read the contract, and I understand that I may be held responsible for violations by my child. I understand that some materials on the internet may be objectionable; therefore I agree to accept responsibility for guiding my child, and conveying to him/her that they must abide by Teen Challenge's appropriate standards for selecting, sharing and/or exploring information and electronic media.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name (Please print): _____

Street Address: _____

Home Phone: _____ Day Phone: _____

Individual computer use will be monitored.

We, the undersigned, have read the Student Handbook and agree to abide by it.

Parent/Guardian

Date

Student

Date