Small School — BIG RESULTS

TWIN CITIES ACADEMY

MIDDLE SCHOOL | HIGH SCHOOL

COVENANT PACKET

(as of June 13, 2018)

The Covenant Packet includes agreements such as Behavioral, Tiger Code of Conduct, Dress Code/Uniform, Computer/Internet Access, and Crime Violence.

Please fill out the forms in the Covenant packet.
Note: that each policy of the Covenant agreement has its own signature page.

Each student and family will meet with a staff member to go over the covenant agreement.

Twin Cities Academy Vision

We serve a diverse student body to succeed in a rigorous college preparatory program.

Twin Cities Academy Mission

To ensure that all students graduate with the skills to achieve in college, to contribute positively to society, and to be accepting of all people.

Twin Cities Academy Parent Covenant Agreement

As a parent or guardian, I will:

- Enthusiastically support and be a part of my child's school education.
- Support homework assignments.
- Attend 3 annual parent/student/teacher conferences and communicate with TCA educators when I have a question or issue about my child.
- Ensure that my child upholds the Student Code of Conduct and a peaceful, disciplined and respectful school environment.
- Support TCA's focus on community service and other projects to benefit the good of the greater community
- TCA MS families contribute through our *family* commitment of **20** hours of volunteer time during the school year.
- TCAHS parents support the contribution through the student's commitment of **20** hours of volunteer time during the school year.

By signing this agreement both parents and student agree to uphold all Twin Cities Academy policies. Parents agree to work as partners and support Twin Cities Academy in holding their student accountable to the uniform policy, discipline policy and academic policies of Twin Cities Academy.

_____ _____

Signature of Parent or Guardian **Date**

TWIN CITIES ACADEMY'S STUDENT & FAMILY VOLUNTEER COMMITMENT
The expectation for each school is outlined below.

The generosity and commitment of our parents and families contribute significantly to the success of the school. We could not accomplish and offer unique experiences to our students without the support of our families.

The **TCA MIDDLE SCHOOL** Covenant agreement includes an obligation and commitment from each family to contribute a minimum of **20 hours** of volunteer time during the school year.

- □ 20 hours for each year of attendance at TCA are required for families.
- □ Friends, relatives and family can assist in fulfilling hours.
- □ In many cases, hours can be scheduled at your convenience (evenings, weekends, etc).
- □ Hours served outside of TCA in which students participate with parents may count for up to 10 hours of the requirement.
- □ Carpool drivers may count 10 hours for the year towards your volunteer commitment.
- □ Conferences, concerts, sports, and other school events should be included.
- □ Donations do not count as volunteer hours.
- □ Hours will be tracked in a notebook kept in the school office. It is your responsibility to log your hours.
- □ Hours will be reviewed periodically to ensure adequate participation.

The **TCA HIGH SCHOOL** Covenant agreement includes a commitment from each Student to contribute a minimum of **20 hours** of volunteer time during the school year.

- □ 20 hours for each year of attendance at TCAHS are required for graduation.
- □ Volunteer efforts must be pre-approved with the school.
- □ Students are required to record and submit hours to the school counselor as completed.
- □ Volunteer hours will be reviewed each marking period to ensure participation and compliance with the requirement.

TCA *Behavioral Policy*

(As of June 13, 2018)

When entering Twin Cities Academy, students sign a covenant agreement stating that they will comply with the behavioral expectations of the school. The following outlines the steps taken by staff and administration when addressing behavioral choices. In an effort to create successful students in our community, TCA uses instructional discipline methods to teach appropriate social skills and encourage our students to do and be their very best.

The following lower-level behaviors will result in corrective-teaching strategies of specific social skills in an attempt to modify behavior*:

- Disruption to the Learning Environment
- Defiant Behavior
- Sleeping In Class
- Dress Code Violation
- Eating & Drinking In Class (Water is an Exception)
- Gambling
- Pushing, Shoving Scuffling
- Public Display of Affection (PDA)
- Inappropriate Language
- Tardy to Class
- Inappropriate Cell Phone/Electronic Device Use
- Refusal to Work as Requested/Insubordination
- Nuisance Object Misuse or Distribution
- Bullying-Type Behaviors
- Classroom Misconduct
- Offensive Behavior

**If behaviors continue beyond a staff member's corrective teaching attempts, a student may receive an office referral. Office referrals are completed by administration and include incident reports, behavioral contracts, and/or comprehensive improvement plans.*

The following behaviors may result in contact home, suspension days, and/or possible police contact:**

- Skipping Class or Leaving Campus without Permission
- Potentially Dangerous Item Possession Only
- Trespassing
- Photo or Recording Device Misuse
- Technology/Internet Misuse
- Verbal Abuse (obscene, threats of violence, intimidation, etc.)
- Disorderly Conduct
- 2nd Offense of Gambling
- False Reporting
- Records or Identification Falsification
- Harassment/Retaliation (regarding race, color, creed, religion, sex, status, disability, sexual orientation, age, etc.)
- Profanity/Vulgar Language
- Fighting
- Verbal and/or Physical Abuse of Teacher
- Sexual Harassment
- Fireworks Possession, Distribution, or Use
- Assault (intent to inflict harm on another)
- Breaking and Entering

- Vandalism (Minor <$500)
- False Fire Alarm
- Threatening Group Activity (including graffiti, symbols, hand signs, slang, tattoos, jewelry, clothes, discussions, etc.)
- Medication Misuse (over the counter medications)
- Tobacco Use or Possession
- Fire Extinguisher Unauthorized Use
- Security System Tampering
- Theft, Receiving or Possessing Stolen Property
- Under the Influence of Alcohol or Drugs
- 2nd push, shove, scuffle

The following behaviors may result in contact home, police contact, 10+days of suspension, and/or expulsion recommendation:**

Repeated Occurrences of Offenses Listed in Previous Levels
Alcohol/Chemicals Possession or Use
Alcohol/Chemicals Possession with Intent to Sell
Medication Misuse (prescription medication)
Robbery or Extortion
Aggravated Assault
Firearm Possession
Weapons, Explosives, Ammunition, or Other Dangerous Item Possession or Use
Sexual Misconduct
Arson
Vandalism (Major >$500)
Bomb Threat
Threats of Physical Harm to Students, Employees, and/or Other Persons

**Suspension- The length of the suspension is at the discretion of administration depending on the offense.

I have read and understand the TCA Behavioral Policy. I will comply with and support its implementation.

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

TCA *Tiger Code of Conduct Agreement*

At Twin Cities Academy, we serve a diverse student body to achieve in a rigorous college preparatory program.

We ensure that all students graduate with the skills to achieve in college, to contribute positively to society, and to be accepting of all people.

As TCA Tigers, we value...

Respect

- Be respectful of myself and others in the TCA community
- Be respectful of personal, school and community property
- Be respectful in my use of language and tone
- Show respect for self through proper dress
- Listen thoughtfully to others when speaking
- Accept differences in others and include all
- Accept decisions of those in authority
- Disagree or share concerns constructively

Optimism

- Have a positive attitude, be enthusiastic and have fun in my new school environment
- Smile and greet staff, friends, and guests
- Assume best intentions
- Encourage others to do their best
- Compliment and support friends
- Maintain confidentiality
- Show empathy to those having difficulty and offer to help
- Express appreciation for kindnesses

Achievement

- Continually challenge myself to learn something new every day
- Give my best effort at everything I attempt, even when difficult
- Exhibit academic integrity (try as hard as I can to learn the subject or material I am studying)
- Set goals, value correction, and strive to improve
- Approach assignments thoughtfully
- Use time wisely; complete work and homework on time
- Seek help when needed
- Use your unique talents and abilities to shine

Responsibility

- Attend school each day and be on time
- Come to class prepared and ready to learn
- Follow school procedures and expectations
- Be truthful with self and others
- Keep your word and commitments
- Own decisions and actions
- Do the right thing, even if difficult
- Admit mistakes and apologize
- Help in maintaining the cleanliness of the school
- Arrive on time and always be prepared for class
- Honor the school dress code
- Leave the building only with the supervision of an adult
- Follow cell phone expectations at all times, in all locations.
- Inappropriate use of cell phones will result in confiscation. The office is a cell free zone; students may only use their cell phone in the office with prior permission.
- Earbuds and headphones are not allowed during the school day unless at designated times/locations. Earbuds and headphones are not allowed in hallways during passing time.

<u>TCA Tiger Creed</u>

Honoring others strengthens us.
We value **RESPECT**!

Life is full of friends and opportunity.
We value **OPTIMISM**!

Seeking success calls us to be the best we can be.
We value **ACHIEVEMENT**!

Being productive brings satisfaction to our lives.
We value **RESPONSIBILITY**!

We are TCA TIGERS!
Hear us ROAR!

Tiger Code of Conduct Agreement

I have been informed of the Tiger Code of Conduct expectations and Behavioral Policy consequences at Twin Cities Academy. I commit to respectful, honest, and responsible behavior. I will not behave in a manner that interferes with the learning process and/or endangers the safety of myself or others.
I also understand that TCA may not be the appropriate or ideal learning environment for every student accepted. If I repeatedly misbehave or continuously contribute negatively to the school community, I may be asked to seek another school.

_____ _____

Signature of Student **Date**

I have read the TCA Tiger Code of Conduct and understand the expectations for my child.

_____ _____

Signature of Parent or Guardian **Date**

TCA *Dress Code/Uniform Policy*

We require a **TCA monogrammed** top which can be purchased from Donald's Uniform Company.
www.donaldsuniform.com
972 Payne Avenue, St. Paul, MN 55130. Toll Free: 1-800-728-8082

Twin Cities Academy is a uniform school; students are to comply with the dress code colors and selected items agreed upon. A reasonable regulation concerning dress, hairstyle, and cleanliness is vital to the individual student and to those with whom a classroom is shared. **School uniforms must be free of brand name logos and designs.** Students must also comply with the following:

- All TCA monogrammed tops must have the current logo.
- Shorts and skirts must meet the fingertip of the middle finger; with relaxed shoulders and straight fingers.
- State law requires that shoes must be worn in a public building.
    - Religious head-coverings are permitted.
    - Headbands must be no more than 2 inches wide. Spirit wear headbands sold at TCA.
    - All Headwear must be a solid color.
- Hooded sweatshirts are **no longer part of the uniform** on any day of the week.
- Undershirts must be solid white, black, navy, or gray.
- HS only: track jackets will no longer be available for sale. Students may wear track jackets with the current TCA logo if owned from previous years.

Top Item Choice:

MS Color Choices: Navy or White
HS Color Choice: Black or Gold

- Monogrammed Polo Shirt Banded Bottom
- Monogrammed T-Shirt - short or long-sleeved (Sold at TCA)
- Monogrammed Polo Shirt Straight Bottom
- Monogrammed Fleece Vest - MS only
- Monogrammed Crewneck Sweatshirt
- Monogrammed track jacket with current TCA logo - HS only (no longer for sale)
- Monogrammed ¼ zip up sweatshirt

Shirts worn under TCA Monogrammed uniform must be uniform colored. (Black, gray, white, or navy)

Bottom Item Choice:

MS Color Choices: Navy or Khaki/Tan
HS Color Choices: Black or Khaki/Tan

- Dress Slacks
- Dress Shorts (must meet fingertip test)
- Skirts (must meet fingertip test)
    - Tights and/or leggings worn under skirts MUST be solid colors and black, navy, white, khaki, or gray..
- Skorts (must meet fingertip test)
- Black/Khaki Jeans - HS only

Shoe Choice:

- Tennis/Athletic Shoes
- Dress Shoes – loafers, flats, etc.
- Closed-toe/heel strap sandals
- Boots

WHAT NOT TO WEAR! (Not in compliance with TCA's uniform policy)

- **Jeans on any day but Friday**
- **Leggings/Jeggings/Yoga pants/Sweat pants - Leggings MAY be worn under skirts and must be black, navy, white, or khaki.**
- **Baggy or sagging pants**
- **Bandanas of any color**
- **Durags of any color**
- **Headbands/Scarves etc. not in uniform colors and over 2 in. wide**
- **Open toed sandals**
- **Slides – shoes must have a back**
- **Wedge or high heels**
- **Flip flops or backless sandals**
- **Wheelies shoes**
- **Outer clothing –hats, jackets, etc.**
- **Sport shorts/Athletic shorts**
- **Blankets**

Students in violation of the dress code will be sent to the office until proper attire is acquired. If behavior continues, students may receive an office referral.

****FRIDAYS ARE SPIRIT WEAR DAY - Students may wear BLUE jeans or joggers on Fridays. Jeans must NOT have holes or rips that are above fingertip length. In addition, they may wear any of the following top options: spiritwear t-shirts (sold at TCA); old maroon/green uniform shirts; old CRISP TCA shirts; TCA sports shirts - both new or old, including STARS shirts; letterman jackets. Students may also choose to wear their current uniform tops.**

Non-Uniform Day Attire:

On days designated by TCA as "non-uniform" days, students are expected to demonstrate good judgement in their non-uniform choices. All clothing must be appropriate (fingertip length, belly, and chest covered) for school wear. Students found to be wearing inappropriate clothing (as deemed by the school) will receive an office referral and/or be sent home to change, and/or need to have appropriate clothes brought to school.

Physical Education Attire

Students may wear the following appropriate athletic dress during gym:

- Tennis shoes
- Shorts (no wording/displays on backside of shorts)
- T-shirt of any color/logo/etc. that is school appropriate
- Jacket or sweatshirt for going outside in cooler weather

Please be considerate and remember to wash and replace PE clothes weekly, if not more often.

I have read and understand the TCA Dress Code. I will comply with and support its implementation.

_____ _____

Student Signature Date

I have read the TCA Dress Code and understand the expectations for my child.

_____ _____

Parent/Guardian Signature Date

Middle School Uniforms Guidelines

High School Uniform Guidelines

TCA *Student Computer and Internet Access Agreement*

TERMS AND CONDITIONS

I) Acceptable Use

a) I agree to use TCA's computer services only in support of my education and research consistent with the educational objectives of TCA. I will not download or install software or files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about computer use, I will ask my teacher.

b) I will respect and adhere to all of the rules governing access to TCA computing resources and the rules of any other network or computing resource to which I have access through TCA equipment.

c) I understand transmission (sent or received) of any material in violation of any regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.

d) I will not publish the name, photograph, home address, or telephone number of myself, another student, faculty, or any other person

e) I understand using TCA's computer equipment for commercial use, product advertisement or political lobbying is prohibited and may be illegal.

f) I will access only files I have created or files I am authorized to use. I will not change, copy, rename, delete, view, or otherwise access file unless I have permission from the creator.

II) Internet Etiquette

a) I will be polite and use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, disrespectful or abusive language in my messages to others.

b) I will not participate in direct electronic communications such as chat rooms, bulletin boards, and instant messaging.

c) I will not misrepresent myself or use an alias.

d) Illegal activities are strictly forbidden.

e) I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.

f) I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.

g) I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters" or "broadcast" messages to lists or individuals.

III) No Warranties

a) I understand that TCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. TCA is not responsible for any damage I may suffer. This includes loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by my errors or omissions.

b) I understand the use of any information obtained via TCA is at my own risk. TCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

c) I understand TCA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of TCA computer resources or violations of any U.S. or foreign laws.

IV) Security

a) I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.

b) I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.

c) I will respect network security and not attempt to bypass it. I may be denied access to the network if I am identified as a security risk.

V) Vandalism

a) I understand vandalism will result in a cancellation of privileges.

b) I will not maliciously attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

c) I will treat all equipment with care and respect. I will not have food or drink near any equipment.

TCA *Computer and Internet Access Agreement*

Student Acknowledgement

I, _____ understand the ***Computer and Internet***
Student's Name *(please print)*
Access Terms and Conditions and agree to adhere to the principles and procedures detailed within.

I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

I also understand TCA does not authorize the use of the school's Internet service for personal use inconsistent with the Terms and Conditions, commercial activity, cyber bullying, or acts of vandalism.

Should I breach the guidelines, I understand that I may lose all network privileges on the TCA network, and that school disciplinary and/or appropriate legal action may be taken.

_____ _____
Student's Signature **Date**

Parent Acknowledgement

I have read the TCA ***Computer and Internet Access Terms and Conditions***.

I understand that network access is designed for educational purposes, which includes use for classroom activities and educational research. TCA has taken precautions to eliminate controversial material. However, I recognize it is impossible for TCA to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

_____ _____
Parent/Guardian Signature **Date**

TCA *Crimes of Violence Report*

Student Name: _____ **Entering Grade:** _____

Have you ever been asked to leave or have you been expelled from another school because of a violent act of behavior?

- ☐ No
- ☐ Yes

Are you currently being adjudicated for any kind of felony crime?

- ☐ No
- ☐ Yes

Do you have a probation officer?

- ☐ No
- ☐ Yes If yes, please provide name and phone number:

Probation Officer's Name _____ Phone _____

If you answered yes to any of the questions above, please explain: _____

_____ _____

Signature of Student **Date**

_____ _____

Signature of Parent or Guardian **Date**

Please note: TCA's principal or counselor may contact the District Attorney's office and/or the Probation Office for further information. It shall be the decision of the principal as to whether the student's placement in the school may be detrimental to the health, welfare, and safety of other students based on any information received from either source. Students who fail to provide accurate information on this form may be denied admission to TCA.

TCA *Family Questionnaire*

Student's Name_____

Parent / Guardian's Name _____

Email Addresses _____

Are there concerns you have about the school year and your child's success? (about your involvement, your child's adjustment, school programs and activities, etc.)?

_____

_____

Volunteer Opportunities

Below are some suggested volunteer opportunities here at TCA. Please check any/all that would be of interest to you:

- ☐ Food for Conferences
- ☐ Front Office Support
- ☐ Mailings
- ☐ Media Center Support
- ☐ Uniform Sorting and Stocking
- ☐ School Supply Closet Organizing
- ☐ Field Trips
- ☐ Lunch Duty Support
- ☐ Hallway Duty Support
- ☐ Volunteering in Classrooms or for Teachers
- ☐ Event Set Up and Take Down (Band Concerts, Plays, etc.)
- ☐ Field Trip Chaperoning

Other areas where you can volunteer:

_____