

# Thrive Christian Academy Policy Manual

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## General Policies

### 1. Code of Conduct

- Students and staff are expected to uphold Christian values, including respect, kindness, honesty, and self-discipline, in all interactions.
- Bullying, harassment, or disruptive behavior will not be tolerated and will result in disciplinary action determined by the school administration.

### 2. Dress Code

- Students are expected to dress modestly and appropriately for a learning environment, reflecting Christian principles. Specific guidelines will be provided at the start of each school year.

### 3. Attendance

- Regular attendance is mandatory. Excused absences require prior notification from a parent or guardian. Excessive unexcused absences may result in academic consequences.

### 4. Parental Involvement

- Parents are encouraged to partner with the school in their child's education through volunteering, attending school events, and maintaining open communication with staff.

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## Safety and Security Policies

### 1. Background Checks

- All staff and volunteers must undergo and pass a comprehensive background check prior to any official contact with students. This requirement ensures the safety and well-being of students and must be completed and verified before any interaction or participation in school activities.

### 2. Staff/Student Interactions

- Staff will ensure that they are never alone with individual students except where security cameras are able to fully record any interactions.
- Staff will not enter the opposite gender restroom except for emergencies. In the event of an emergency, staff will have an older student of the appropriate gender enter the restroom with the staff member.
- If a student requires supervision while using the restroom, the supervision will be done from outside the bathroom with the outer door open.
- If a student requires assistance while using the bathroom, a written plan will be made, with the approval of the parents, to best serve the needs and protect the student.
- In the event of an emergency requiring a staff member to go off-camera with a student, the staff member must write and sign a report of the incident as soon as possible, but no later than 24 hours after the event. The report must also be signed by at least two witnesses. It will be submitted to the board of advisors and retained on file for a minimum of 10 years.

### 3. Student Pocket Knife Policy

- Students in 6th grade and above are permitted to carry folding pocket knives on school premises.
- Pocket knives must remain folded and concealed when not in use.

- Use of a pocket knife is permitted only for appropriate, practical purposes (e.g., outdoor activities or projects) and must be supervised by a staff member.
- Misuse of a pocket knife, including threatening behavior or reckless handling, will result in immediate confiscation and disciplinary action, up to and including suspension or expulsion.

#### **4. Employee Firearm Policy**

- Employees who possess a valid concealed carry license or enhanced concealed carry license issued by the state of Idaho may carry firearms on school property for the purpose of protecting themselves and others.
- Firearms must remain concealed at all times unless their use is deemed necessary in a life-threatening situation.
- The decision to use a firearm or other deadly weapon during a life-threatening incident inside the school or on school property lies solely with the individual school employee and is a personal decision.
- The mere possession of a firearm and concealed carry license or an enhanced concealed carry license does not mandate a school employee to take armed action. Employees are neither required nor obligated to intervene in any situation beyond their personal judgment and discretion.
- Employees choosing to carry a firearm must notify the school administration in writing and provide proof of their valid concealed carry license.

#### **5. Emergency Procedures**

- Thrive Christian Academy will conduct regular drills for fire and other emergencies to ensure preparedness.
- In the event of a threat, staff and students will follow the instructions of school leadership and, when applicable, local law enforcement.

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### **Academic Policies**

#### **1. Curriculum**

- The curriculum will integrate biblical principles with core subjects, including reading, mathematics, science, history, and language arts, tailored to the needs of a multi-grade classroom.
- Students will receive individualized instruction and opportunities for group learning.

#### **2. Grading and Assessment**

- Progress will be assessed through a combination of assignments, projects, and periodic evaluations. Parents will receive regular updates on their child's academic standing.

#### **3. Discipline**

- Minor infractions will be addressed through redirection and discussion. Serious or repeated offenses may result in parent conferences, loss of privileges, or suspension, as determined by the school administration.

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### **Health and Wellness**

#### **1. Illness Policy**

- Students who are ill (e.g., fever, contagious conditions) must remain home until symptom-free for 24 hours without medication. Parents must notify the school of absences due to illness.

## **2. First Aid**

- Basic first aid supplies will be available on-site. Staff will handle minor injuries and contact parents for serious incidents requiring medical attention.
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### **Miscellaneous**

#### **1. School Hours**

- The school operates from 8:30 AM to 2:30 PM, Monday through Thursday, following a traditional academic calendar with holidays and breaks communicated annually.

#### **2. Visitors**

- All visitors must check in with school staff upon arrival and state their purpose for visiting. Unauthorized individuals are not permitted on school grounds.

#### **3. Property Use**

- School property, including indoor and outdoor areas, is to be respected and maintained by all students and staff. Vandalism or misuse will result in disciplinary action and/or restitution.
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### **Acknowledgment**

This policy manual is subject to revision by the Thrive Christian Academy administration as needed.

Parents, students, and staff will be notified of any updates. By enrolling at or working for Thrive Christian Academy, individuals agree to abide by these policies.

### **Thrive Christian Academy Administration**