



# SCHOOL HANDBOOK



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*Educating for Eternity*

# THREE RIVERS CHRISTIAN SCHOOL

## Welcome

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Welcome to Three Rivers Christian School and Child Development Center in Longview and Kelso, Washington.

The Child Development Center serves over 250 children from 4 weeks old through preschool, as well as a before-and-after-school extended care program for elementary students. Our Elementary School located in Longview serves over 150 students in Kindergarten through 6th grade. Our Junior/Senior High School campus in Kelso is home to over 100 students in 7th through 12th grade. We are a mission and ministry dedicated to children of the Lower Columbia Region. Please read further in this manual to learn what we're all about.

# THREE RIVERS CHRISTIAN SCHOOL

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# THREE RIVERS CHRISTIAN SCHOOL

## Section A: Guidelines and Standards

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### 1. SPONSORSHIP

Three Rivers Christian School is a church-related elementary and secondary school and child development center sponsored by Northlake Baptist Church. The school is a non-profit organization supported by tuition and gifts.

### 2. MISSION STATEMENT

The specific mission of Three Rivers Christian School shall be to glorify God by providing quality, biblically based, Christ-centered education dedicated to developing students with a Christian world view, who are spiritually, socially, physically and academically prepared to impact the world for Christ.

### 3. STATEMENT OF FAITH

1. We believe the Bible to be the only inspired, infallible, authoritative inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is only one God, eternal existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33) His virgin birth (Isaiah 7:15, Matthew 1:23, Luke 1:35) His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11) His vicarious and atoning death (1Corinthians 15:3, Ephesians 1:7, Hebrews 2:9) His resurrection (John 11:25, I Corinthians 15:4) His ascension to the right hand of the Father (Mark 16:19) His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29),
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

### 4. INTER-DENOMINATIONAL POSITION STATEMENT

In order to serve the greater Christian community, Three Rivers Christian School takes no official position regarding the areas listed below. Students are encouraged to seek direction from their parents and church regarding their specific beliefs. In honoring the purpose and community outreach of the school, there shall be no attempt by students, staff or parents to promote a specific denominational position regarding the listed issues within the school setting.

1. Church government-authority, discipline.
2. Time and mode of baptism.
3. Security of the believer.
4. Timing of future events.
5. Second work of grace-baptism of the Holy Spirit.
6. Sinless perfection.
7. Charismatic gifts such as: tongues, interpretation of tongues and discerning of spirits.

# THREE RIVERS CHRISTIAN SCHOOL

## Section A: Guidelines and Standards (continued)

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### 5. PHILOSOPHY

The educational philosophy of Three Rivers Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God, which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Since man is a sinner by nature and choice, he cannot, in his natural state glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship—all grounded in the Christian concept of love. Our responsibility for the student encompasses the spiritual, intellectual, physical and social areas. These are inseparable and through them runs the insistent thread of the spiritual. It is our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The scarlet thread of the principles of the Bible must be woven throughout the total curriculum.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best, integrated curriculum available. We seek God's will above all and choose to honor God in everything we do at our school, including hiring a staff that is committed to our Statement of Faith. It is our desire that our staff express their respect for Christ and all He means to them through their choice of words, their manner with adults and children, their cooperation and care for one another, their support of parents, and their lifestyles. We seek staff who will show respect, encourage positive actions, build a sense of self-worth and being loved, and focus on each child as a special gift from God. As a ministry of Northlake Baptist Church, we provide Godly principles to the children in our care and incorporate Biblical values through daily experiences. Our goal is to show that Christianity is far more than what we say; it is a relationship with God that is reflected in the way we interact with one another at this school.

All activities we employ or permit in the classroom or school program must facilitate our basic philosophy. The spiritual must permeate all areas of school life.

We believe that students learn best by doing. Learning requires active thinking and experimentation to find out how things work. Three Rivers Christian School incorporates a child's senses, real materials, and play to provide a foundation for academic learning. We meet the many needs of the students in our care, including physical, spiritual, cognitive, and emotional needs. We provide a safe and secure environment in which a student's individual physical growth and development is encouraged, as well as a variety of opportunities that stimulate each student's cognitive growth. We create an emotionally secure environment where students feel loved and accepted. As these needs are met, we are building the foundation students need to be successful in their future.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the school.

# THREE RIVERS CHRISTIAN SCHOOL

## Section A: Guidelines and Standards (continued)

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### 6. EDUCATIONAL GOALS

The following goals are the result of our philosophy and will determine the policies and programs of our institution.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15, II Peter 1:20-21).
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7, Galatians 5:22-23).
4. To teach the students how to develop the mind of Christ towards godliness (Philippians 2:5, I Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7, I Corinthians 9:24-27).
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7, Hebrews 13:17, Ephesians 6:1-3).
7. To help the student develop a Christian worldview by integrating life, and all studies with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11, Psalm 1:2).
9. To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4, Ephesians 5:21).
11. To teach the student how to become a contributing member of his/her society by realizing his/her need to serve others (Galatians 5:13, Romans 2:10).
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20),
13. To teach the student biblical attitudes toward material things and his/her responsibility for using them to God's glory (I Timothy 6:17-19, Matthew 6:19-20, I Corinthians 10:31).
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] (II Corinthians 5:20).
15. To teach the student to glorify and worship God through the fine arts (Psalm 149:1-5, 150:1-6).
16. To develop an understanding and appreciation for God's creation through a study of sciences (Psalm 19:1-6, 24:1-2).
17. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
18. To teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14, Romans 12:2).
19. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] (I Corinthians 10:11, Romans 13:1-7).
20. To cooperate closely as servants to the parents in every phase of the student's development, especially as it related to the school program (Mark 10:45).
21. To help the parents to understand the school's purpose and program.
22. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
23. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7, Proverbs 22:6).

# THREE RIVERS CHRISTIAN SCHOOL

## Section A: Guidelines and Standards (continued)

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### **7. CHILD ABUSE AND NEGLECT REPORTING**

State law requires that the school staff report all suspected cases of child abuse or neglect to the proper authorities. Staff is educated about possible indicators of child abuse or neglect, and is directed to be alert for any evidence of such. School staff need not verify that a child has in fact been abused or neglected. Legal authorities have the responsibility for investigating each case and determining the facts.

When there is a reasonable cause to believe that a student has suffered abuse or neglect, a phone contact to the office of Child Protective Services must be made within 48 hours. This is usually done by the School Administrator or his/her designee.

If a Child Protective Services caseworker or other investigative official requests to interview a student, we honor that request, with the provision that a staff member be present as an advocate for the child.

### **8. TRANSFERS AND WITHDRAWALS**

If a child is to be withdrawn from school, a conference should be held between the parent and principal, stating reasons for withdrawal. All records will be sent to the new school by our office provided that all financial accounts are settled.

### **9. ASBESTOS INFORMATION**

As required by law, schools must inform parents if there is asbestos in school buildings. Three Rivers Christian School has asbestos in the older buildings; some ceilings and some floor tile. This is inspected and managed according to law. At this time, the asbestos is completely contained.

### **10. SCHOOL CLOSURES AND EMERGENCY INFORMATION**

In case of snow or icy roads, we may close school or delay starting. Because we do not operate bus runs, we may remain open or on time in some cases when the public schools would not. Any change to our schedule will be announced over local radio stations, KEDO, KLYK, KLOG, KUKN, and KBAM, no later than 7:00 a.m. If conditions are bad in your area, use your own discretion about attempting to come to school. You may also check the website at [www.3riversschool.net](http://www.3riversschool.net) for closure updates.

In any situation when it becomes necessary to close school during the day and we ask you to pick up your child, this will be broadcast on the local radio stations. School students who normally walk home may be released to do so provided it is deemed safe. All day care children and those who do not normally walk home will be kept at school until they are picked up by an authorized person.

As a school and child care center, we are considered a “special population” by the Department of Emergency Services and could receive emergency transportation if needed.

Fire drills are conducted monthly to familiarize students with the procedures in case of a fire. Earthquake drills are held periodically to familiarize students with sheltering procedures.

# THREE RIVERS CHRISTIAN SCHOOL

## Section B: Admissions and School Policies

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### 1. STUDENT ADMISSIONS POLICY

It is the desire of Three Rivers Christian School to provide an education to as many students as possible. Both parents and students must be supportive of the teaching of the Christian Truths outlined in the Parent/Student Handbook. They must also support the rules and regulations outlined in the Handbook. Provided the student has demonstrated an ability to meet the academic and behavioral requirements of previous schools attended and has a positive interview with the administrator, admittance will be based on approval of the administrator. If the student has had difficulty academically or behaviorally at his previous school, in addition to the above requirements, final admittance will be decided by a collaborative decision between the administrator and Board Chairman. If the student has been suspended or expelled from a public or private school, in addition to the above requirements, probationary admittance to TRCS will need to be decided by the School Board.

Three Rivers Christian School admits students of any race, color, age, sex or national ethnic origin to all the rights, priveleges, programs and activities generally accorded or made available to students at the school.

While it is desirable that all of the student body be from Christian homes, children from non-Christian homes are welcomed. However, all students and their parents are expected to abide by and support school policies.

### 2. THESE STEPS MUST BE COMPLETED PRIOR TO ADMISSION:

- All forms must be completed and returned. These include: General Registration Forms, Immunization Form, Financial Agreement Form
- Non-Refundable Registration Fee must be paid
- Testing may be required unless adequate, current test scores are available.
- All records from previous schools must be submitted including confidential and special education files. If distance causes a delay, phone calls may help; however, records must be received prior to final admission.
- Prior to starting school, parents or legal guardians and the student must be interviewed.

### 3. FINANCIAL STANDARDS

- The “Smart Tuition” program must be participated in by all families. All late fees and interest assessments will be according to the policies outlined by the “Smart Tuition” program.

### 4. RE-ENROLLMENT

Returning students will be given an opportunity for early enrollment one week prior to opening registration for new students. Enrollment after one week will be on a first-come, first-served basis. Academic or behavioral concerns which have a significant detrimental effect on the individual’s progress or the classroom climate must be dealt with adequately before a student will be accepted for re-enrollment. (No student will be permitted to begin the new school year unless the account is paid in full for the previous year or adequate arrangements have been made with the school office.)

# THREE RIVERS CHRISTIAN SCHOOL

## Section C: Christian Conduct

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### **1. POLICY REGARDING CONFLICT RESOLUTION**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (I Corinthians 6:1-9, Matthew 18:15-20).

1. Matters of concern should first be handled in accordance with the Lord's commands in Matthew 18. Individuals should communicate on the matters directly with the person(s) involved.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the Administrator.
3. Further examination may be requested from the Board of Directors in cases involving serious disagreement, so as to determine the necessity of external mediation
4. External mediation will be conducted in accordance with the Rules of Procedures for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook [(406) 256-1583], available in the school office.

### **2. PROCEDURE FOR HANDLING CONCERNS ABOUT TRCS:**

In light of Statement 1 above under Board policy regarding conflict resolution, it is imperative that anyone who has a grievance with another go directly to that person in order to discern the truth and resolve the issue.

- It is wrong to bear false witness, and in gossiping, to spread rumors about another student or family in the school or the school itself. The damage to reputations done in a few moments of concern can take months to overcome (Romans 1:29-30, II Corinthians 8:19-20, Proverbs 6:19).
- It is human nature to have our perceptions colored by what others have told us, including students. For this reason, it is important to see and experience things first hand. Visitors are welcome to observe, sit in on classes, and talk with teachers and staff. Simply arrange a time with the office.

### **3. POLICY REGARDING CONTROVERSIAL ACTIVITY**

Because Three Rivers Christian School enters into training and nurturing partnerships with parents and churches of various backgrounds, Three Rivers Christian School attempts to avoid activities and programs, which would cause division among our students, parents and churches. Though we realize it is virtually impossible to please everyone, Three Rivers Christian School will nevertheless endeavor to keep to a minimum those activities and programs which would cause or bring dissension among our school families.

# THREE RIVERS CHRISTIAN SCHOOL

## Section C: Christian Conduct (continued)

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### 4. STUDENT SEXUAL HARASSMENT POLICY

Three Rivers Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion. Materials defining sexual harassment and outlining procedures to report sexual harassment will be reviewed and distributed at orientation conducted for new students at the beginning of each quarter, semester or summer session, as applicable.

### 5. DISCRIMINATION POLICY

Three Rivers Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Further, Three Rivers Christian School will not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, athletic or other school administered programs. Three Rivers Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

### 6. ATTITUDE

The Bible has much to say about the believer's mental attitude and its effect upon speech and actions. All observant Christians are well aware of the prevalence of non-Christian attitudes and resulting actions displayed throughout our society. These attitudes and actions often have a very powerful influence in the lives of Christian people.

Therefore, an attitude of contempt toward others should never characterize one of God's people (Psalm 1:1). A person with such an attitude causes conflict wherever they go. Such behavior is displayed by expressions of contempt, disobedience, pride, superiority, a disregard for those in authority, and a disregard for the direction or advice of God's Word. Such behavior will not be tolerated.

God tells us that when a person continues to display these attitudes and behaviors of an unrepentant spirit, they are excluded from the rest of the Body of Christ (Proverbs 9:7-12).

### 7. LANGUAGE

In a society where cruel and profane language has become the norm, it is imperative that the Christian school, home and church unite in promoting Christ-like character and attitudes toward appropriate speech.

Speech is the major means of communicating ideas. A Christian's speech must be Christ-like and considerate. Profanity, gossip, filthy words and unkind words proceed from an unclean heart and grieve the Holy Spirit of God (Proverbs 12:20, Matthew 12:33-37, Matthew 15:16-20).

### 8. MATERIALS

Any items considered to be pornographic or suggestive of mores not in harmony with the philosophy of the school are not allowed.

# THREE RIVERS CHRISTIAN SCHOOL

## Section C: Christian Conduct (continued)

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### 9. SEXUAL BEHAVIOR

The Biblical and philosophical goal of Three Rivers Christian School, is to develop students into mature, Christ-like individuals who will be able to exhibit Christ-like behavior. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify Christ-like behavior. Even though parents may personally believe differently, while enrolled at TRCS, all students are expected to exhibit the qualities of a Christ-like behavior as defined by scripture and to refrain from certain activities or behavior. Inappropriate public displays of affection, premarital heterosexual activity, or homosexual activity are unacceptable on campus. Thus, Three Rivers Christian School, retains the right to refuse enrollment to or to expel any student who engages in sexually immoral behavior as defined in the Bible. (Ephesians 5:3, Galatians 5:16-26, Leviticus 20:13, Romans 1:27).

Based upon a case-by-case review, a redemptive policy (policy where intervention is intended to be restorative in nature rather than being punitive) is available to family/student desiring to be repentant.

# THREE RIVERS CHRISTIAN SCHOOL

## Section D: General Policy for the Elementary School

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### 1. CLASSROOM VISITATIONS

For the safety of the students, all visitors must check into the office before going to the classroom. In order to minimize interruptions to the classroom, if a parent needs to bring something for a student, it should be left at the office to be delivered.

Class visitations by parents are encouraged and welcomed. Please make an appointment with the teacher before or after school, via email, or by calling the office.

### 2. STUDENT RELEASE

In order for a child to be released during the school day, the parent or guardian must come to the school office and sign out the student. The child may not be picked up from the classroom or playground. Please send a note to the teacher on the morning of the early dismissal.

### 3. CHILD CARE

Child care is available on an as-need basis for students up through age 12 on school vacation days as well as before and after school. Current rates and registration forms are available in the office. Students who arrive at school before 8:15 or remain more than 15 minutes after school will be taken to child care and the parents will be charged accordingly.

### 4. EAGLE'S PARENT PARTNERSHIP

The purpose of the Eagle's Parent Partnership is to promote fellowship and communication among parents and school staff, and to be of service to the school. The EPP works in cooperation with the administration to facilitate special events and projects for the benefit of the school.

### 5. LOST AND FOUND

Label your child's clothing and other belongings with first and last names. Please check our "Lost and Found" located in the gym frequently. Articles left at school past the last day of school will be given to a charitable organization.

### 6. USE OF PHONE

As a basic rule, the telephone is not to be used by students except in an emergency. Arrangements for visits and playing after school should be made before students leave home and may not be made over the school phone.

# THREE RIVERS CHRISTIAN SCHOOL

## Section D: General Policy for the Elementary School *(continued)*

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### 7. LUNCHES

The school contracts with the Longview School District for elementary hot lunches, which are prepared at their central kitchen and delivered to us. We must order these lunches each morning before 9:30. If your child will be arriving late and wants a lunch or milk, please call no later than 9:15 to order. Per health department guidelines, lunchroom attendants may not warm up food for the children, but a supervised microwave is in place for students who wish to heat their own lunches.

Occasionally, parents find it necessary to bring a “fast food” lunch to school for their child. We ask that this be kept to a minimum since this can be a distraction to the rest of the class.

### 8. PARTIES

Party invitations must not be passed out at school unless the entire class is invited. A small treat may be furnished by the parent to celebrate birthdays. Please check with the teacher as to the number of students and appropriate time to share the treats.

### 9. SCHOOL CLOSURES AND EMERGENCY INFORMATION

In case of snow or icy roads, we may close school or delay starting. Because we do not operate bus runs, we may remain open or on time in some cases when the public schools would not. Any change to our schedule will be announced over local radio stations, KEDO, KLYK, KLOG, KUKN, and KBAM, no later than 7:00 a.m. If conditions are bad in your area, use your own discretion about attempting to come to school.

In any situation when it becomes necessary to close school during the day and we ask you to pick up your child, this will be broadcast on the local radio stations. School students who normally walk home may be released to do so provided it is deemed safe. All day care children and those who do not normally walk home will be kept at school until they are picked up by an authorized person.

In case of severe flooding, you will be asked through radio announcements to pick up your children. At such time that the Department of Emergency Services directs us to evacuate our location, any remaining students will be transported to Columbia Heights Assembly of God Church, 3609 Columbia Heights Road, Longview.

As a school and child care center, we are considered a “special population” by the Department of Emergency Services and could receive emergency transportation if needed.

Fire drills are conducted monthly to familiarize students with the procedures in case of a fire. Earthquake drills are held periodically to familiarize students with sheltering procedures.

### 10. CAMPUS CONDUCT

1. Running, yelling, whistling, throwing or shooting anything is prohibited in all school buildings.
2. No student shall in any way cut or deface or otherwise damage books, buildings, furnishings, or equipment of the school. Parents of such students shall be liable for the cost of repair or replacement.
3. Students who use alcoholic beverages, tobacco, or drugs (other than those prescribed by a doctor) are liable for suspension and/or expulsion. Gum chewing is not allowed at school.
4. Students are not allowed to bring guns, knives, or any kind of weapon or other unsafe objects to school or any school related function. State law requires that students who bring weapons to school be expelled for the remainder of the school year. *(continued, next page)*

# THREE RIVERS CHRISTIAN SCHOOL

## Section D: General Policy for the Elementary School *(continued)*

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5. Other items not allowed include skateboards, scooters, regular playing cards, tape or CD players, iPods or MP3 players, and electronic games unless permission is given by a teacher for a specific situation.
6. Students are not allowed to leave the school grounds during school without permission.
7. Students are not allowed to use the telephone at school without permission.
8. Playground equipment is provided by the school. Additional equipment may be brought from home, but only by permission.
9. Bicycles must be “walked” to and from the street and parked in the bike rack. There should be no bicycle riding, skateboard or scooter riding, roller-blading, or skating on school property.

### **11. PARKING LOT PROCEDURES**

In the morning a drop-off lane is set up to allow parents to drop off students without having to find a parking place. If you do not use the designated drop-off lane, please be sure to pull into a parking spot before you let students out. After school the 5th and 6th grade students will be serving as crossing guards. Please watch for them at each crosswalk and cooperate with their directions. There is no drivethrough lane for pick-up, so you will need to find a parking space. Kindergarten students should be picked up at their classrooms. Parent volunteers will also help with morning traffic patrol.

### **12. THREE RIVERS CHRISTIAN “SCHOOL - HOME AGREEMENT”**

#### **Student Expectations:**

1. Maintain a courteous, grateful, respectful and cooperative attitude, to exercise restraint, and to freely forgive.
2. Work responsibly and independently in the classroom, without unnecessarily distracting others, and to walk quietly on the school grounds. No talking in the Quiet Zone.
3. Share, take turns, love and serve one another, refrain from teasing, name calling, bad language, pushing, pulling and fighting while at work, at play or on the bus.
4. Be punctual and regular in attendance, and in all assigned work. Illness, medical appointments, family emergencies and trips may be acceptable reasons for absence. Whenever possible, these absences should be prearranged through the school office.
5. Remain at home if ill until all signs of fever or contagion are gone (24 hours is recommended).
6. Refrain from wearing any apparel that undermines the educational environment in the classroom:
  - All clothing must be clean, neat and modest.
  - Good hygiene demands that a student’s body be clean, hair trimmed and well-groomed.
  - All pants should be hemmed.
  - Writings, slogans and pictures must not be dishonoring to the Lord.
  - Shorts must be hemmed and of modest length.
  - No tank tops, halter tops, cut-off shirts or bare midriffs.
  - No excessive make-up will be allowed.
  - Any clothing deemed representative of gang-related paraphernalia will not be allowed.

#### **Parent Expectations:**

1. Encourage a courteous, grateful, respectful, cooperative and forgiving attitude, along with proper self-control in thought, words, actions and attitudes.
2. Encourage habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading and study. *(continued next page)*

# THREE RIVERS CHRISTIAN SCHOOL

## Section D: General Policy for the Elementary School *(continued)*

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3. Encourage participation in school projects, programs, parties, and playground activities to develop skills and friendships.
4. Provide a positive, quiet homework environment and encourage the completion of all homework daily. Make sure all books and completed assignments are returned to school the following day.
5. Encourage school staff by your cooperation, prayer support, participation in school activities and communication (in writing, when possible).
6. Read and discuss the contents of this handbook with your child.
7. Follow the designated traffic patterns on school grounds.
8. Arrange your home schedule so that your child will arrive at school on time. Students should not arrive before 8:30 and should be picked up by 3:30. After 3:30 students will be taken to child care. Please call the school if an emergency should arise and you will be late picking up your child.

### **You May Expect Your School To:**

1. Clarify to all our students our expectations, and to commend, counsel or correct as occasion demands.
2. Cooperate with you in every way possible to encourage your child in the development of the above attitudes, habits and skills.

## **13. ABSENCE AND TARDINESS**

Classrooms will be opened at 8:30. Students should have all personal business taken care of and be in their seats ready to begin the day by 8:45. Students arriving after 8:45 must check in at the office before going to the classroom.

When possible, please call the school office in the morning if your child will be late or when not attending. Students who are absent must bring a note from a parent or guardian when they return to school, regardless of whether or not the school was notified by phone. Students are responsible to make up work missed in a timely manner. Specific deadlines will be determined by the classroom teacher.

If you know in advance that your child will be absent, please contact the classroom teacher. The parent and teacher together should decide if it would be helpful to get work in advance. Several factors should be considered in that decision, including the length and purpose of the absence, age of the student, and nature of the current assignments. Parents should make a request for assignments at least two days in advance in order to allow time for duplicating and gathering material.

While there is no specific number of days a student must attend school during the year in order to be promoted, parents must remember that attendance and achievement are inseparably linked. Students who are absent miss instruction and learning activities that cannot be made up by simply completing work. It is critical that discretionary absences such as family vacations be kept at a minimum.

# THREE RIVERS CHRISTIAN SCHOOL

## Section D: General Policy for the Elementary School *(continued)*

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### **14. ADMINISTERING MEDICATION AT SCHOOL**

1. In order to comply with Washington State school regulations, students who require medications while at school must have a letter from the parent and physician instructing the school to administer the medication. The parent's letter should state the student's name, the medication name, specific amount to be given, the times, frequency and duration of administration, and signature of the physician.
2. Any medication (prescription and non-prescription) brought to school must be in the original pharmacy container, with the pharmacy label stating the student's name, medication name, doctor's instructions and medication expiration date. All medications must be kept in the office and administered and recorded by the office staff. (For long-term medication administration, a new letter will be required each year).
3. While the office staff will make every effort to see that the student receives his/her medication, it is the student's responsibility to come to the office to get it.
4. Students may not keep prescription or non-prescription medications in their lockers.
5. No student is to give another student medication of any kind.

# THREE RIVERS CHRISTIAN SCHOOL

## Section E: Academic Policy for the Elementary School

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### 1. CURRICULUM

The curriculum of Three Rivers Christian School includes all topics and activities normally found in an elementary and secondary school program, such as math, language arts, science, social studies, p.e., health, computer education, music and art. In addition, there are some areas of instruction which can only be offered in a private school. Children receive daily Bible instruction, and prayer is made a part of their daily lives. The development of Christian ethics and loyalty to God and country are stressed. The school also offers “Powerline,” a small group reading program for students needing remedial help. Additional tuition is required for this program.

### 2. REPORT CARDS AND CONFERENCES

Three Rivers Christian School operates on a trimester schedule at the elementary level with a written progress report being issued at the midpoint of each trimester and report cards at the end of each trimester. A parent/teacher/student conference is held at the end of the first trimester in November. At that time, the first report card is presented and goals are developed for the next trimester. Subsequent report cards will be sent home. The final report card will be withheld until the total tuition is paid or specific arrangements are made with the office. Parents should feel free to request a conference with the classroom teacher or principal as needed by contacting the teacher before or after school or calling the school office.

### 3. WEB-BASED COMMUNICATION BETWEEN FAMILY AND SCHOOL

Parents may find current academic information via the Sycamore system. Assignments, homework, missing work, as well as student grades, will all be available via this web-based portal. Access is 24/7. Teachers will keep the information current and useful.

# THREE RIVERS CHRISTIAN SCHOOL

## Section F: Discipline for the Elementary School

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### 1. STUDENT CONDUCT AND DISCIPLINE

We believe in the Biblical principle of self-control: that is, we are responsible for our own actions and with God's help we can learn to control our behavior. Our goal then is to help students develop self-control and to provide the kind of learning environment that they need and deserve. In order to help do this, we have adopted a "Self Manager" program.

Students have the opportunity to become "Self Managers" by consistently following the 5 ABCs of self-management:

- Always try to please the Lord in word and deed.
- B**ehave safely.
- C**ooperate with others.
- D**o your best.
- E**veryone deserves to be treated with respect.

Teachers have a system of positive rewards and negative consequences for all students to reinforce these standards. Serious offenses are dealt with by the principal. The principal may place students on probation or suspend them from school. Serious misconduct may result in dismissal from the school by action of the School Board.

### 2. PROBATION

Occasionally, a student falls short of his potential, or jeopardizes the privilege of continuing to attend Three Rivers Christian. Such students are placed on probation for a period of four weeks by the principal with the School Board being informed. Parents will be informed of the reasons for this action at a parent, teacher, and principal conference. Goals will be set and consequences stated at that time. A probation committee will be formed consisting of a School Board member, a teacher other than the student's homeroom teacher and the principal. Each week for the duration of the probation a written report of the student's progress will be mailed home. At the end of the probation period, progress will be reviewed by the committee for the purpose of restoring the student to good standing. Insufficient progress at the end of a probation period will be grounds for expulsion by action of the School Board.

The following are reasons for a student being placed on probation:

- Behavioral
  1. Continued borderline behavior or deliberate disobedience.
  2. Failure to respond to counseling regarding a rebellious spirit or scornful attitude.
  3. A negative attitude towards the standards of the school, or an influence toward activities that undermine Christian witness.
  4. Continued interference with the teaching or learning activity in the classroom. (*continued, next page*)

# THREE RIVERS CHRISTIAN SCHOOL

## Section F: Discipline for the Elementary School

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- Academic
  1. Insufficient academic progress, which may be evidenced by: failing grades, continual late work, not working up to one's academic potential.
- Parental
  1. Failure of parents to provide recommended help for students with special needs; such as testing, tutoring, etc.
  2. Failure of parents to cooperate in enforcing the standards of the school.
  3. Further examination may be requested from the School Board in cases involving serious disagreement, so as to determine how to best resolve the issue.

## Section G: General Policy for the Junior/Senior High School

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### 1. TEXT BOOKS

1. All textbooks (unless purchased by the student) are the property of the school; however, they are the responsibility of the student during the period of issuance.
2. Textbooks must be covered within the first week of issuance and remain covered all year.
3. Rental Fees – due to the high cost of textbooks (most cost \$40 - \$50 to replace) books issued to parents, tutors or students which are to be used for tutoring purposes will be assessed a \$30.00 rental fee; \$25.00 of which will be refunded to the borrower when text is returned in good condition.
4. Textbook Fines – All textbooks issued to students should be numbered and this number recorded by the teacher. Upon the issuance of textbooks, the teacher will also give each student a form upon which the condition of that textbook is noted. The student is asked to review the teacher's assessment of the book, make comments and return the form to the teacher.
5. At the end of the year when textbooks are returned, the teacher will review the textbook and evaluate whether or not any excessive damage beyond normal wear and tear has occurred and a student will be fined accordingly. Students may be fined up to a maximum of replacement cost of the textbook if the textbook is beyond use or lost.
6. While it is difficult to objectively assess damage to a textbook in order to charge for excessive wear, the following guidelines may be used by the teacher:
  - Torn, written upon, soiled or otherwise damaged pages \$1.00/page
  - Excessive wear/damage to text cover \$5.00
  - Text no longer suitable for another's use Replacement cost of text  
(Damaged text become property of student)
  - Damage assessment may not exceed replacement cost of text.

### 2. BAND COMPETITION FEES

Band competition fees are considered separately, and are \$100 to include the cost of travel, meals and lodging.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### **3. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In order to comply with the prescriptions of the Family Educational Rights and Privacy Act of 1974, Three Rivers Christian School employs the following policies:

1. To secure the student's and family's right of privacy within the school, only the Principal and designated school personnel, in the fulfillment of their respective functions, may have access to student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Principal in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, and initials of personnel handling conference.
3. With the exception of "directory" type information- name, address and phone number, the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
4. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

### **4. STUDENT ATTENDANCE POLICY**

Washington Laws require parents to see that students attend school between the ages of eight and sixteen years. Parents are legally responsible to see that their students are in regular attendance in school. Three Rivers Christian School, faculty, administration and the school board place a high priority on regular school attendance. Students cannot have more than ten (10) non-school related absences (doctor appointments, parents' request, etc.) in a class to obtain credit. School-related absences (sports, activities, college visits, approved mission trips, etc.) require make-up work, but do not count as one of the ten. Please encourage your son or daughter to attend school regularly. If your son or daughter has more than the (10) absences, he/she can make up the work and time with teachers before and/or after regular school hours. Failure to make up the time and work will result in "no credit" for the class.

### **5. EXCUSED ABSENCES**

Three Rivers Christian School and the State of Washington recognize three categories of excused absences:

1. Illness
2. Administratively approved prearranged absences (these include parental requests, field trips, athletic trips and any other school sponsored functions for which a student will be missing a class).
3. Emergency absences, such as death of a family member, etc.
4. A dated excuse from a parent or guardian is required when a student returns to school after an absence

### **6. MAKE-UP WORK FOR ABSENCES**

The student must make arrangements to do all work missed in all classes, and is responsible for getting all make-up assignments. In the case of prearranged absences, an effort should be made to obtain the work before leaving.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### **7. PENALTY FOR UNEXCUSED ABSENCES**

1. Upon the fifth unexcused absence in any combination of classes in any one quarter, the student may be expelled from school.
2. Parents will be notified about each unexcused absence. Students with an unexcused absence any part of the day will not be allowed to participate in any extra-curricular activity that day.
3. Any assignments or tests missed during unexcused absences will receive an “F” unless waived by the teacher.

### **8. TARDIES**

1. Definition: Students must be inside the door of the classroom when the bell rings. Some teachers require students to be in their seats and ready to work when the bell rings.
2. Students tardy to first period or arriving late to school anytime during the day must report directly to the office, and are not to be admitted to class without a pass.
3. Students late to other periods (as between classes), report directly to the teacher who will decide whether or not to excuse the tardiness.
4. If a student is detained by a teacher, a written excuse must be secured from that teacher before reporting to the next class.
5. Students tardy 15 minutes or more to a class will be counted as absent from that class unless the student receives an excuse from the Administrator. The absence may be excused or unexcused.

### **9. PENALTY FOR UNEXCUSED TARDIES**

It is important that students get to class on time so that class time is maximized and class disruption is held to a minimum. Unless there are extenuating circumstances, a student arriving late to class is unexcused unless a note is presented from their previous teacher or office. Unexcused tardies will be dealt with as follows:

Upon the third unexcused tardy, the student will receive a minimum of one-half ( $\frac{1}{2}$ ) hour detention during lunch or one (1) hour detention after school depending on principal's recommendation.

Each additional three unexcused will result in the penalty doubling each time (6 = 2 hours, 9 = 4 hours, etc.). In addition, the student will be placed on behavior probation.

### **10. WITHDRAWALS FROM SCHOOL**

1. Any parent wishing to withdraw their student from school shall contact the Principal stating reason for the withdrawal.
2. The student shall be given a Checkout form signed by the Principal, which must be taken to each of the student's teachers.
3. Each teacher will sign the Checkout form indicating a withdrawal grade in the class and that the student has turned in all texts and properly checked out of laboratories, lockers, etc.
4. When completed, the checkout form must be returned to the school office for proper clearance of accounts.
5. Records, transcripts and report cards will be withheld if such clearance is not made and if accounts are unpaid or proper arrangements are not made.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### **11. HEAD LICE POLICY**

The effective control of spreading the “nuisance disease” lice (pediculosis) in the classroom is a school concern. Repeated cases of lice can adversely affect the learning environment for the infested student as well as non-infested students. Repeated infestations by a student increase the risk of additional students becoming infested. To control the spread of infestation, the following shall apply to students with lice:

1. When detected, a student with infestation shall be kept out of school until treated properly. Siblings from the same household, attending TRCS should also be examined for infestation, as well as any other students who have been in contact or been exposed
2. After treatment for first time infestation, the student must make steady progress toward nit removal and be completely nit free by the beginning of the second week. Failure to do so will result in removal of the student from school.
3. A student re-infested within one month of an infestation will be kept out of school until the student is nit free.
4. “Out of school” excludes the student from use of school facilities or grounds.

### **12. AUTOMOBILES**

1. Cars are to be parked in designated areas only.
2. Students may not eat lunch in cars and are not to remain in parked cars before school or at any time during the school day.
3. Driving on campus is a privilege, which can be revoked at any time by the Principal.
4. Speeding on school property will not be tolerated. If you are found to have been driving faster than is safe (over 10 miles per hour until safely on the street) you will lose your privilege to be on school property with your vehicle for one week. If a second occurrence happens, you will lose your privilege for the rest of the school year.
5. Any driving on school property which endangers the driver, other persons or property may result in immediate loss of privilege to drive on school property for the rest of the year. If this involves other students, the incident may immediately result in expulsion until the Principal can conduct an investigation and notify police of the occurrence.
6. When on campus or in the vicinity of the immediate neighborhoods, radios/stereos must not be audible beyond the confines of the automobile.

### **13. BUILDING ACCESS**

1. Students are allowed in the building during regular hours 7:30 a.m. to 5:00 p.m.
2. All students are expected to be picked up by 3:15 p.m. Failure to do so will result in the student’s being sent to academic study hall at a cost of \$3.00/hr.
3. Early morning, evening and weekend access is allowed only when a school official is on hand to supervise the student activity.
4. After school hours, students must remain under the supervision of a staff person.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### 14. CHAPELS AND ASSEMBLIES:

1. The chapel service is a time set aside each week for faculty and students to worship together.
2. All students are expected to be in chapel. If there are scheduling conflicts on a quarterly basis, students must appeal in person to the Board and show good cause why he/she should be allowed to be exempt.
3. Additionally, student assemblies will be held from time to time to inform the student body of special events and/or to encourage school spirit and unity through pep rallies, etc.

### 15. EMERGENCY PROCEDURES AND DRILLS

1. The school is required to hold monthly fire drills.
2. The school will hold periodic earthquake drills.

### 16. FREEDOM OF EXPRESSION

Students of Three Rivers Christian School are allowed, within the context of biblical principles on attitudes and language, to exercise freedom of expression as an important element in the learning process. Students may gather, with the permission of the Principal and in the presence of an advisor, to discuss issues and concerns. They may gather for the express purpose of prayer and worship. Any and all student publications, flyers, etc. must be seen by the Principal before distribution to members of the student body.

### 17. MEDICAL CONCERNS

1. All staff is required to observe and screen students for signs of illness. When a student is suspected of being ill, he/she will be sent to the office for a temperature check. Students will be isolated from others and the parent will be notified to pick him/her up immediately for any of the following symptoms: temperature of 100 degrees or higher, diarrhea, communicable infestation (i.e. head lice, nits), vomiting, excessive coughing, a draining rash, eye discharge or pink eye, fatigue that prevents participation in regular activities, or any signs of a communicable disease.
2. Students who have been ill must have a normal temperature and absence of vomiting or diarrhea for 24 hours before returning to school. Students who have had a communicable disease or infestation must be non-contagious before returning to school.
3. Minor first aid treatment will be provided in the office.
4. If the injury is considered to be serious, parents will be called so that the student may receive the care of his/her physician.
5. Students may be excused from participation in PE for medical reasons for up to one week with a written note from his/her parent. Students who must be excused from PE for more than one week will need a note from a physician.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### 18. MEDICATION ADMINISTRATION AT SCHOOL

1. In order to comply with Washington State school regulations, students who require medications while at school must have a letter from the parent and physician instructing the school to administer the medication. The parent's letter should state the student's name, the medication name, specific amount to be given, the times, frequency and duration of administration, and signature of the physician.
2. Any medication (prescription and non-prescription) brought to school must be in the original pharmacy container, with the pharmacy label stating the student's name, medication name, doctor's instructions and medication expiration date. All medications must be kept in the office and administered and recorded by the office staff. (For long-term medication administration, a new letter will be required each year).
3. While the office staff will make every effort to see that the student receives his/her medication, it is the student's responsibility to come to the office to get it.
4. Students may not keep prescription or non-prescription medications in their lockers.
5. No student is to give another student medication of any kind.

### 19. CLOSED CAMPUS

No student may leave campus during school hours without permission from the office and parental permission.

### 20. LOCKERS

1. No decorations of any kind may be attached to the outside of lockers. Students defacing lockers will be assessed a \$25.00 fine.
2. Stickers, writing, contact paper or anything that is not easily removed may not be put on the inside of the locker or on the walls.
3. Each student will be assigned a locker at the beginning of the school year, which provides a place for keeping books, coats and personal items. Lockers are to be kept clean. Students may not use any other locker without permission from the office.
4. Lockers are the property of the school and provided for the student's convenience. The Principal or staff may search them at any time.
5. The school cannot be responsible for articles taken out of lockers.
6. Only combination locks may be used on the lockers.

### 21. LOCKER SEARCH

1. While each student will be assigned a locker and is entitled to privacy with respect to that locker, the locker remains in possession and control of the school. Students are to expect that lockers may be inspected from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose.
2. Any prohibited items found in the locker will be held by the Principal as long as is necessary. Students will be given receipts for confiscated items.

### 22. LOST & FOUND

1. All found articles are to be turned in to the office.
2. Students are to inquire at the office for any articles, which may have been lost and promptly report any valuables missing to the office.
3. Periodically all articles in the Lost & Found will be removed from the office.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### **23. PROHIBITED ITEMS**

1. The following items are not allowed at school: pocket knives, paintball guns, hand-held video games, walk-man-type players with headsets, radios, skateboards, inline skates and tape recorders. Confiscation will result from infraction.
2. There are to be no electronic devices (cell phones, hand held games, all types of music devices, and personal digital assistants) visible or audible during the school day, which includes both lunch periods. The school day is from the first bell to the last bell of the day.
3. Some of these items may be allowed on officially sponsored school functions only at the discretion of the faculty member in charge. Students will be informed in advance.
4. Any items confiscated by the administration will be kept in the office. A receipt will be given to students for these items.
5. Students are subject to suspension or expulsion for repeated offenses.

### **24. PHONE CALLS**

Except in cases of an emergency, students will not be excused from class to make phone calls.

### **25. STUDENT SEARCH**

1. If the Principal has reason to believe a student has on his or her person any prohibited item, the student may be searched. This will be done in the privacy of the Principal's office and always with a staff member present as a witness. Parents will be notified when a student has been searched.
2. A woman staff member in the presence of a female witness will search female students. A male staff member in the presence of a male witness will search male students.
3. Any confiscated item will be kept in the Principal's office. A receipt will be given to the student.

### **26. VISITORS**

Any person entering the building must check in at the school office.

#### 1. STUDENT VISITORS

- Must sign in at the office upon arrival and receive a guest pass for the day
- Non-prearranged visitors may stay on campus only with permission from the Principal.
- Must follow school guidelines, including personal appearance code.

#### 2. ADULT VISITORS

- Adults are welcome to visit the classrooms.
- We ask that visits be prearranged through the office in advance whenever possible. This enables us to notify teachers and find out their activity schedule for the day.
- All visitors are to check in at the office and are to receive a Visitor's Pass.

# THREE RIVERS CHRISTIAN SCHOOL

## Section G: General Policy for the Junior/Senior High School *(continued)*

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### **27. FINANCIAL RESPONSIBILITIES**

Tuition payment plan options are available through the “Smart Tuition” program. More information can be given by calling the school office.

# THREE RIVERS CHRISTIAN SCHOOL

## Section H: Academic Policy for the Junior/Senior High School

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### 1. **GRADES AND GRADING**

Report cards are distributed every 9 weeks. Students are issued standard grades and conduct grades. Regularly updated information can be found by using the Sycamore system.

### 2. **GRADING STANDARDS**

The following chart lists the grading standard to be used in the school program:

Letter Grade	Percentage Range	Numerical Equivalent
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 and below	

#### **Conduct Grades**

E - Excellent

S - Satisfactory

M - Marginal

U - Unsatisfactory

Students will receive a “M” marginal conduct grade when their behavior or attitudes indicate an emerging trend which falls below acceptable standards. The specific behavior(s) or attitude(s), if continued, will result in full probation.

The above percentages may vary depending on a specific class. Parents and students will be informed during the first week of school of any variations.

Between the 4th and 5th week of each grading period, deficiency notices will be filled out by teachers for all students whose work is below C-.

# THREE RIVERS CHRISTIAN SCHOOL

## Section H: Academic Policy for the Junior/Senior High School (Continued)

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### 3. HONOR ROLL

The Honor Roll will be compiled at the end of each quarter and will reflect that quarter's grades. To be on the Honor Roll, a student must have a grade point average of 3.25 or above.

### 4. HONOR SOCIETY

Three Rivers Christian School is a member of The National Honor Society. For students to be eligible they need to maintain a minimum GPA of 3.5 and demonstrate qualities of leadership and community service. Induction ceremonies are generally held in the Spring. Students are evaluated for inclusion during their high school years (9-12 grades).

### 5. HOMEWORK

The purpose of homework is to complete basic assignments begun in the class, to give a better understanding of material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time or facilities.

Homework assignments will be left up to the discretion of each teacher. The parents have a responsibility to assist the student with their homework by providing time and place with an atmosphere that encourages concentration upon the work to be done. Parents should not do the homework for the student, but they should give proper supervision.

Students who learn quickly and apply themselves during the school day may have comparatively little homework except for special projects such as book reports, compositions, special research and inquiry designed to enrich the program. Some students will find it necessary to spend more time in homework to keep up to grade level. Additional homework may be necessary when the student is behind in his/her work due to illness. The amount of work a student must take home can be greatly minimized by using study time given in class.

### 6. ASSIGNMENTS

Some courses require more homework than others: however, all students are expected to have assignments completed on the date due. The teacher reserves the right not to accept late assignments. If late assignments are accepted, they may receive serious grade penalty. For prearranged absences such as athletic trips, dental appointments, etc., it is the student's responsibility to obtain assignments given and turn in work before leaving unless otherwise indicated by the instructor. Students will not be given assignments to be done specifically during Thanksgiving, Christmas or Spring Vacation.

Parents should call the office the day of the student's absence to request missed assignments. Assignments may be picked up in the school office between 3:15 and 3:45 p.m. Requests should be made between 8:00 a.m. and 8:30 a.m. to assure assignment availability that day.

A parent may come to the school at any time and request permission to access their student's locker so they might obtain any necessary textbooks, notebooks, or other materials their student might need in order to complete assignments at home.

# THREE RIVERS CHRISTIAN SCHOOL

## Section H: Academic Policy for the Junior/Senior High School (Continued)

### Core Curriculum and Course Offerings Junior High Program

Seventh Grade	Eighth Grade
Bible	Bible
English	English
Math	Math
Life Science	Earth Science
Washington State History	American Republic
History of the 20th Century	Computer Keyboarding
Physical Education	Physical Education
*Elective	*Elective
<i>*Electives may include Band, Home Economics, Journalism or Art</i>	

### Core Curriculum and Course Offerings High School Program

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
Bible	Bible	Bible	Bible
English	English	English	English
Math	Math	Math	Math
Basic Science	Biology	US History	CWP
World History	Physical Education	Physical Education	Physical Education
Physical Education			
* Elective	* Elective	* Elective	* Elective
<i>* Electives may include Art, Band (1 year course), Spanish, French, Journalism (1 year course), Drama/Choir, Home Economics or Teacher's Assistant</i>			

## 7. CHANGE OF SCHEDULE

Students may not change their schedule after the first two weeks of the semester. Any change of schedule after the first day must be approved by the Administrator. The student must secure the permission of all teachers concerned, after first securing approval of the Administrator. After the teachers have approved a change, the Change of Course form must be returned to the office so that the permanent record may be changed. Withdrawal after the first three weeks (except by Administrator's approval) will result in a grade of WF – Withdrawal Failing.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School

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### **PROBATION AND DISMISSAL POLICY**

#### **1. ACADEMIC PROBATION**

Students are placed on academic probation:

1. Students receiving a “Deficiency Notice” between grading periods will be put on a “Weekly Progress Report.” The report will be completed by each of the student’s teachers on Friday, it will be taken home to be signed by their parent(s)/guardian(s), and returned to the administrator on Monday before school starts for the day. The administrator will evaluate the “Weekly Progress Report” to determine if the student will be responsible for “Academic Study Hall.” Failure to complete the report will result in “Academic Study Hall” until the report is completed and returned to the administrator.
2. At the grading periods for the quarter or semester, any student failing one or more classes or receiving a GPA under 2.00 will be placed on Academic Probation. They will follow the process outlined in (1) above for the completion, return, and evaluation of the “Weekly Progress Report.” They will be responsible for “Academic Study Hall” based on the administrator’s evaluation
3. Academic Study Hall is charged at a rate of \$3.00 per hour
4. Any student failing more than one required course at the end of a semester may be subject to dismissal from Cornerstone.
5. “Academic Study Hall” will consist of students working on jobs designated by the detention supervisor- which may include performance of manual tasks.

#### **2. BEHAVIORAL PROBATION**

It is the desire of Three Rivers Christian School to help all of our students be good citizens of the community and in the school. Both real life experience and Biblical principle tells us that every human being will make mistakes. Some may be serious mistakes. Every attempt will be made to assist students who are in violation of ethical or school regulations, to understand that they are in error and to give them the tools they need to correct their behavior. Behaviors or incidents which will require school intervention, include, but are not limited to, the following: *(continued, next page)*

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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- Possession of contraband as listed in the student handbook
- Use of Tobacco, Alcohol, or illegal drugs on campus.
- Being under the influence of Alcohol or illegal drugs on campus.
- Endangering others or one-self.
- Repeated violations of school behavioral standards.
- Cheating.
- Excessive absences or tardies, as defined in the student handbook.
- Failure to maintain a satisfactory cumulative GPA

Students who are found in violation will:

1. Be sent immediately to the Principal.
2. Parent(s) or Legal Guardian will be contacted.
3. The student will not be allowed to return to class until the Principal has met with the parent(s) or legal guardian.
4. A contract for correction of the problem will be developed in this meeting. This contract will include behavior expectations and goals, as well as length of probation.
5. The student will meet with the Principal once a week to review progress being made.
6. Parents will be sent a progress report at least once a month.
7. Any further violations will result in suspension until the matter can be taken up by the School Board. This will occur within a maximum of one week after suspension.
8. It will be the decision of the school board, upon the advice of the Principal, what further action needs to be taken, including expulsion.
9. Parents wishing to appeal any decisions made in this process, may appeal by written statement or personal appearance, to the school board. This process may be activated through parent contact with the Principal, Administrator, or the school board President.

The exception to the above protocol: Students who are endangering others through the possession of firearms, or threatening someone with any kind of weapon, will suffer immediate expulsion. They may not be reinstated any sooner than the following school year, and then only after consultation with the student's parents, and with the permission of the Principal, Administrator and the School Board.

Non-payment of tuition may also be a cause for a student to be expelled from TRCS. Every effort will be made by the school to correct this problem before this final step is taken.

### **3. POLICY REGARDING CONTRABAND**

While possession of some of the following items may not be illegal, the items have only a negative influence at school and will not be allowed.

#### **Disruptive Toys/Materials**

Disruptive toys, devices, or materials including party poppers, water balloons, squirt guns, eggs, etc.

One or more corrective actions are recommended at the secondary level:

Possession or use—suspension.

Parent contact.

Short-term suspension

Long-term suspension

Intimidation through the possession and/or use of a disruptive toy, such as a “look-alike” gun, shall qualify as “Exceptional Misconduct.”

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **Obscene Materials**

Obscene materials include any books, magazines, pictures, Internet sites, etc., that are considered objectionable, offensive, or disruptive by school officials. One or both of the following corrective actions are recommended at all levels:

- Confiscate material and inform parents
- Treat repeated offenses as insubordination

### **Tobacco**

Students may not use tobacco products of any kind, including chewing tobacco, on school grounds or at school-sponsored activities. Students will be considered to be smoking or chewing even if they are just holding a lighted cigarette or have the above mentioned items in their possession. Possession of tobacco products by a person under the age of 18 is a class 3 civil infraction and shall be referred to law enforcement authorities.

Any of the following corrective actions are recommended at the secondary level for possession or use in violation of laws of the State of Washington:

- Confiscation.
- Parent contact.
- Referral to law enforcement.
- In-School Suspension.
- Short-term suspension.

### **Weapons**

A weapon is any device that causes or can cause bodily harm or property damage. These items are not allowed on school property or in personal vehicles. One or more of the following corrective actions are recommended at the secondary level:

- Removal from student's possession.
- Parent contact.
- Referral to police
- Short-term suspension for first offense.
- Emergency expulsion, long-term suspension\*, or permanent expulsion.

\*In the event that the school semester/term ends before a long-term suspension can be served, a short-term suspension may be imposed.

### **Firearms**

A firearm means a weapon or device from which a projectile may be fired by an explosive such as gunpowder. Expulsion is required under RCW 28A.600.420, with notification to law enforcement.

### **Headwear**

No hats, caps, stocking caps, headbands, or bandanas may be worn in the building between first and last bell of the day.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **Electronic Devices**

There are to be no electronic devices (cell phones, hand held games, all types of music devices, and personal digital assistants) visible or audible during the school day, which includes both lunch periods. The school day is from the first bell to the last bell of the day. Listed below are the consequences of having an electronic device: Device is confiscated and turned in to the office. The device will not be available for retrieval until after school the Monday following the infraction.

A second violation will result in parents being required to pick up the electronic device in the school office after school the Monday following the infraction.

A third violation will result in not being able to pick up the device until the end of the month.

### **Self-Mutilation** (cutting, burning, self abuse, etc.)

Students who purposefully self-mutilate themselves will be required to do the following:

Knife or object used to inflict injury will be removed from student's possession

Short-term suspension for first offense (5 days); Long-term suspension for repeated offenses (15 days).

Referral to either Emergency Mental Health (425-6064) or Lower Columbia Mental Health (423-0203) depending on the seriousness of the situation and if a repeated offense.

Re-entry to school dependent on a plan developed by qualified counselor and approved by Student Evaluation Team (SET).

## **4. EXCEPTIONAL MISCONDUCT/PROHIBITED STUDENT CONDUCT**

Any conduct which materially and substantially interferes with the educational process is prohibited. The following acts are specifically prohibited on school grounds, on school sponsored transportation, and at school events off school grounds and will lead to disciplinary action. This list is not intended to be exclusive.

The conducts marked with an asterisk (\*) have been judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s), that students may be subject to a long-term suspension for a first-time offense. Any elementary or secondary student who is determined to have carried a firearm on to, or to have possessed a firearm on school premises, school provided transportation or areas of facilities while being used by school shall be expelled from school for not less than one year under RCW 28A.600.01 RCW 281.600.420

### **\*A. Alcohol/Drugs or Paraphernalia—Possession or Use**

A student shall not possess, use, or be under the influence of any narcotic drug(s), mood altering chemicals, alcoholic beverages, anabolic steroids, stimulants, hallucinogenic drug(s), amphetamines, barbiturates, marijuana, inhalants, caffeine pills, diet pills, sleeping pills, or any substance purported to be one of the above, or any substance, legal or illegal, that induces mood or behavior changes. A student shall not possess any paraphernalia (equipment, materials, or apparatus used for drug use). These restrictions apply during school time, on school property, during school-sponsored events, or while in transport under district supervision to or from school and/or any school-sponsored activity.

The use of medication, prescribed for the individual student and used in accordance with the specific directions of the student's licensed medical practitioner, shall not be considered a violation of this policy. Prescribed medications must be secured and provided by staff in the school office as stated elsewhere in school policy.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **\*B. Alcohol or Drugs—Sale or Delivery**

Students shall not offer, distribute and/or sell any narcotic drug(s), mood altering chemicals, alcoholic beverages, unlawful drugs, anabolic steroids, stimulants, hallucinogenic drug(s), amphetamines, barbiturates, marijuana, inhalants, caffeine pills, diet pills, sleeping pills, or any substance purported to be one of the above, or any substance, legal or illegal, that induces mood or behavior changes, during school time, on school premises, or during school-sponsored activities.

## **5. DRUG AND ALCOHOL USE/ABUSE SANCTIONS**

The possession, use, and/or selling of drugs and alcohol and paraphernalia are considered to be exceptional misconduct and therefore, the sanctions for violations under this regulation shall be cumulative from school year to school year: violations will be cumulative from grades K-6, and for grades 7-12. Student discipline records indicating violations of the drug and alcohol policy will be shared between the junior and senior high school.

A student shall not possess, use, or be under the influence of any narcotic drug(s), mood altering chemicals, alcoholic beverage, anabolic steroids, stimulants, hallucinogenic drug(s), amphetamines, barbiturates, marijuana, inhalants, caffeine pills, diet pills, sleeping pills, or any substance purported to be one of the above, or any substance, legal or illegal, that induces mood or behavior changes. A student shall not possess any paraphernalia (equipment, materials, or apparatus used for drug use). These restrictions apply during school time, on school property, during school-sponsored events, or while in transport under district supervision to or from school and/or any school-sponsored activity.

Also, violations for possession, use, transfer, transport, exchange, sale of, and/or being under the influence of the above listed drugs, anabolic steroids, or alcohol shall be reported to the new school of record when a student, grades 7-12, transfers from the district, under authorization of the Washington Interscholastic Activities Association Handbook, Rule 23.30 and RCW 69.41.020-69.41.050. Sanctions for possession, use, and/or sale of narcotic drug, mood altering chemical, alcoholic beverage, anabolic steroid, stimulant, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine pill, diet pill, sleeping pill, or any substance purported to be one of the above or any paraphernalia associated with the use of illicit drugs by students participating in WIAA activities/athletics is cumulative from grades 7-12.

The use of medication, prescribed for an individual student and used exclusively by the same student in accordance with the specific directions of the student's licensed medical practitioner, shall not be considered a violation of this regulation.

Students found in violation of this regulation shall be afforded due process and have the right of appeal to the School Board.

Under this regulation, the parent(s) and/or students are responsible for any and all costs incurred for student assessments and any recommended treatment in which the student participates

The student follows the conditions set forth by the Student Evaluation Team (SET).

Failure to follow these conditions will result in the student serving the remaining suspension days.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **6. POSSESSION OR USE OF ALCOHOL AND/OR ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA (GRADES 7-12)**

#### **First Offense**

The student will be placed on long-term suspension for twenty (20) school days. The suspension will be imposed in the following manner:

The student will serve only the first five (5) days of the suspension if:

The student participates in a screening conducted by a qualified dependency counselor as defined by WAC 440-22-010; and

The parent(s)/guardian(s) sign a consent for an exchange of information between the qualified dependency counselor; and

The students and parent(s)/guardian(s) meet with a Student Evaluation Team (SET) to discuss conditions for re-entry into the school at the conclusion of the suspension. The SET is to be composed of at least a qualified dependency counselor, principal, and a staff member; and the student follows the conditions set forth by the Student Evaluation Team (SET).

Failure to follow these conditions will result in the student serving the remaining suspension days.

#### **Second Offense**

The student will be placed on Long-term suspension for the remainder of the semester or forty-five (45) school days, whichever is longer. The suspension will be imposed in the following manner:

The student will serve only the first ten (10) days of the suspension if:

The student participates in a screening conducted by a qualified dependency counselor as defined by WAC 440-22-010; and

The parent(s)/guardian(s) sign a consent for an exchange of information between the qualified dependency counselor; and

The students and parent(s)/guardian(s) meet with a Student Evaluation Team (SET) to discuss conditions for re-entry into the school at the conclusion of the suspension. The SET is to be composed of at least a qualified dependency counselor, principal, and a staff member; and\

The student follows the conditions set forth by the Student Evaluation Team (SET).

Failure to follow these conditions will result in the student serving the remaining suspension days.

#### **Third Offense**

The student will be expelled from Three Rivers Christian School.

To be considered for re-entry to TRCS, the student must complete a formal assessment conducted by a qualified dependency counselor, as defined by, 440-22-010 sign consent for exchange of information form, and then meet with the SET Team to determine conditions for re-entry into TRCS.

The student follows the conditions set forth by the Student Evaluation Team (SET).

Failure to follow these conditions will result in the student serving the remaining suspension days.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **7. SELLING OR DISTRIBUTING ALCOHOL AND/OR ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA OR SUBSTANCE REPRESENTED AS SUCH (GRADES 7-12)**

#### **First Offense**

The student will be placed on long-term suspension for a period of time from twenty (20) school days up to ninety (90) school days or will be expelled.

#### **Second Offense**

The student will be expelled from school.

Legal References: RCW 28A.170.075, Substance Abuse Prevention and Intervention

28A.210.310, Prohibition on use of tobacco products on school property

28A.600.410, Alternatives to suspension encouraged

28A.600.420, Firearms on school premises, transportation, or facilities

70.155.80, Purchasing or obtaining tobacco by persons under the age of 18

WAC 180-40-245, Short-term suspension—Conditions and limitations

WAC 180-40-260, Long-term suspension—Conditions and limitations

### **8. PERSONAL APPEARANCE GUIDELINES**

#### **Philosophical Basis For Personal Appearance Code**

Because it is the desire of Three Rivers Christian School to maintain an appropriate educational environment, modesty, neatness and cleanliness are basic goals. Clothing or hairstyles that distract from the educational process are not appropriate. Christians are encouraged in the Bible to observe the principles of modesty, the avoidance of showiness in their appearance and to glorify God in all their behavior. Emphasis should be placed on appropriate clothes rather than extreme fashions or fads. Extremes in fashions are considered inappropriate and distracting. Examples: hair that is dyed extreme colors (green, blue, purple), large pieces of jewelry, chains on pants, excessively baggy pants on boys or girls, any clothing worn specifically to make a social statement, etc. Visible tattoos are prohibited.

Note: Parents are expected to monitor student dress and not leave it to the school. In cases where parents have questions or have not monitored the student's dress, leading to violation of the dress code by their student, the administration will be the final authority.

#### **General Guidelines**

1. The dress code shall apply to all students while on campus.
2. The responsibility for compliance with these guidelines is primarily with the home.
3. The Administration, staff and teachers will ensure compliance with the guidelines.
4. When classes, teams or musical groups travel as representatives of Three Rivers Christian School, the Administrator and advisor shall be responsible for maintaining a standard of dress appropriate for the occasion.
5. Appropriate dress for PE and after-school athletic practices is expected.
6. Coaches will be responsible for maintaining the basic goals of modesty, neatness and cleanliness. For example, tight fitting or short-shorts are not modest and torn or baggy shirts are not neat.
7. It is understood that there will be occasions when exceptions to these guidelines can be made, such as: field trips, drama projects, etc. These exceptions must be approved by the administration.
8. Clothing with lettering and/or pictures not in accordance with school principles must not be worn.
9. Caps/hats may not be worn indoors.
10. All attire must fit modestly.
11. All attire is to be neat and clean and must not be torn, patched, frayed, fringed, unhemmed or badly faded.
12. Any clothing deemed representative of gang related paraphernalia will not be allowed.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### Girls

1. Dresses or skirts, pants or shorts of modest length may be worn during classroom hours.
2. The hemline of a girl's attire (dresses or skirts) must be below mid-thigh in length.
3. Tight-fitting tops and attire with low and revealing necklines shall not be worn. Strapless dresses, sun dresses with narrow straps are also not appropriate classroom attire.
4. Clothing must not be excessively tight fitting.
5. Clothing specifically designed to be worn as nightwear or undergarments are not to be worn as outerwear.
6. Formal attire: Girls attending formal events may wear a dress with spaghetti straps but cannot show cleavage and/or have a low backline. A shawl or jacket will be a required addition to their outfit should they choose a dress with spaghetti straps. Strapless dresses and slits that are above the knee are not appropriate. When in doubt as to whether a dress is appropriate, have approval gained by showing it to the formal committee.

### Boys

1. Classroom attire during school hours shall be shirts, sweatshirts or sweaters with pants or jeans. Shorts must be of modest length.
2. Shirts must be neat and clean. Tank tops are not appropriate.
3. Pants, jeans or walking shorts that are excessively tight fitting are not acceptable.

### Application Of Personal Appearance Guidelines

1. If a teacher feels that a student's attire is not appropriate, the student will be sent to the office to see the Principal. If the attire is unacceptable, the student will not return to class until appropriate clothing is available. Class periods missed for dress code violations are counted as unexcused.
2. While it is possible a student's attire meets the dress code as stated above, this attire may not be appropriate as worn, particularly while sitting and walking.

## 9. GENERAL GUIDELINES FOR DISCIPLINE

### Discipline Philosophy

Discipline is established and maintained by Three Rivers Christian School with the intent to "train" each student (Proverbs 22:6). We desire to be fair, yet firm, loving, but not sentimental, and caring, not just "doing our job". Discipline can be best defined as training that corrects shapes, strengthens, and completes the student. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to think and live biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external control to self-control to, ultimately, Spirit control.

It is expected that students will:

- Behave appropriately (misbehavior is a matter of choice).
- Accept responsibility for their behavior.
- Respect the rights of the teacher to teach and fellow students to learn.
- Be obedient to all those in authority.

# THREE RIVERS CHRISTIAN SCHOOL

## Section I: Discipline for the Junior/Senior High School *(Continued)*

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### **Classroom Discipline**

In the event a student interferes with the teaching and learning process by being disrespectful or disobedient:

1. The teacher will speak directly to the student about their behavior. (If necessary the teacher may arrange a private conference).
2. If the unacceptable behavior persists, the teacher will inform the parents of the student's problem.
3. If these two actions do not produce the desired results, the Principal shall be informed of the situation. The Principal will meet with the student and then inform the parents and the student of further disciplinary action to be taken, if needed.
4. Special circumstances may require the teacher to circumvent the above by sending the student directly to the office.

### **General Discipline**

1. Disruptive behavior in the halls including running and pushing at lockers, in the lunchroom, etc. is not allowed.
2. Students who cut, deface or otherwise vandalize buildings, furnishings or equipment of the school shall be required to make full restitution for the vandalism.
3. Students who do not show respect for people and property by using profanity, stealing or vandalizing will be disciplined.
4. Students who practice intimidation or threaten physical harm to other students or teachers will be disciplined.
5. Couples who display inappropriate public affection shall be subject to disciplinary action.

In each of the above, disciplinary action may include detention, suspension, expulsion or notification to proper authorities.

## **10. POLICY REGARDING CHEATING**

It is our desire for the students of Three Rivers Christian School to conduct their lives with integrity. Therefore, cheating and/or plagiarizing will not be tolerated. The student will receive a failing grade for the assignment.

# THREE RIVERS CHRISTIAN SCHOOL

## Section J: Graduation Requirements

### 1. GRADUATION REQUIREMENTS

#### COLLEGE PREP DIPLOMA

SUBJECT	CREDIT	SUBJECT	CREDIT
Bible <i>(Students do not need to make up for Bible classes or credits missed while in attendance at another school)</i>	4	Social Studies <i>To include: US History (1) WA State History (taken in 7th grade), World Problems (1), World History (1)</i>	3
English	4	Occupational Education	1
Mathematics	4	Physical Education	2
Science	3	Fine Arts	1
Electives <i>College/ Career Guidance Class Required (.5)</i>	2	Foreign Language	2
		TOTAL CREDITS REQUIRED	26

#### GENERAL DIPLOMA

SUBJECT	CREDIT	SUBJECT	CREDIT
Bible <i>(Students do not need to make up for Bible classes or credits missed while in attendance at another school)</i>	4	Social Studies <i>To include: US History (1) WA State History (taken in 7th grade), World Problems (1), World History (1)</i>	3
English	4	Occupational Education	1
Mathematics	3	Physical Education	2
Science	2	Fine Arts	1
Electives <i>College/ Career Guidance Class Required (.5)</i>	3	Foreign Language	1
		TOTAL CREDITS REQUIRED	24

#### APPROVED RUNNING START CLASSES:

**English:** Any English class above the 100 series -- College Success, film, drama classes, etc., are not allowed to meet this requirement

**US History:** History 156 & 157 (Both classes are required to meet this one class requirement. Credit will be posted at .5 History and .5 Elective for each class.)

**CWP:** One economic and one political science class required to meet this requirement. (Credit will be posted as .5 CWP and .5 elective for each class.)

# THREE RIVERS CHRISTIAN SCHOOL

## Section J: Graduation Requirements

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### 2. GRADUATION POLICY

1. No student shall graduate in less than four years without special action from the Board.
2. Any student excused from Physical Education with a doctor's excuse must make up the credit in an elective.
3. Seniors may earn up to one credit in an appropriate off campus work study program approved by the Administrator,
4. A student will not be allowed to take part in senior high school graduation ceremonies unless all graduation requirements have been fulfilled. Any senior failing a required course(s) at the end of the third quarter will be required to meet with his/her parents, teacher(s) and the school Principal. The result of this meeting will produce a written contract outlining what the student must accomplish during the fourth quarter to be eligible to take part in graduation ceremonies. This contract will require the signature of the student, their parents and the school Principal.
5. No student shall be graduated from Three Rivers Christian School with a cumulative GPA of less than 2.00 unless the Administrator and the Board grant permission.
6. No student owing fines, fees or tuition will be allowed to participate in graduation exercises without special permission from the Board.
7. Each student is entitled to one free transcript sent to the college or university of their choice. All additional transcripts will be \$1.00 each, payable in advance.

### 3. HONORS AT GRADUATION

Honor graduates are recognized at commencement as follows:

- Valedictorian
- Salutatorian

These two awards are decided, based upon #1,GPA, #2,SAT scores in case of a tie.

- Additionally, we honor the top 5% as they would place in their district school.

It is the policy of the board to require students to have received a minimum of 50% of their high school credits from Three Rivers Christian School in order to be eligible for graduation honors (Valedictorian/Salutatorian). This policy may be waived upon the recommendation of the administrator and with a majority vote of the board.

The class speaker(s) is chosen by the faculty from those achieving Highest Honors.

# THREE RIVERS CHRISTIAN SCHOOL

## Section K: Running Start

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Running Start is a unique partnership with Lower Columbia College allowing high school juniors and seniors to take college classes as all or part of their high school program. Running Start students attend regular LCC classes during the day or in the evening. Upon satisfactory completion of the course requirements, college credit is granted. Credits may also apply to TRCS graduation.

Running Start is not for everyone. Approximately 300 local high school students participate in the Running Start program every year. The college level classes are academically challenging and demand a more independent approach to learning. However, for mature students that are ready for the challenge, it offers an opportunity for a greater variety of upper level classes and a chance to gain college credit at no tuition cost.

To begin Running Start in the fall of the junior year, the TRCS student must be on course to receiving the “College Prep Diploma”, have earned at least 12 high school credits, and have a minimum GPA of 3.00.

Before registering for college, the TRCS student must attend (with parent or guardian) the TRCS Running Start informational meeting and fill out a TRCS Running Start application form. The student also meets with the local public high school counselor as part of registration for the Running Start program.

Running Start students must submit a TRCS/LCC class schedule form to the TRCS counselor for approval before registering for college classes each quarter with the public school and LCC counselor. The TRCS counselor is available to provide guidance in selecting those LCC classes that are eligible for high school graduation credit.

Students must also maintain a 2.00 quarterly grade point average for their LCC classes, or they will be placed on academic probation. If the student does not bring their GPA up during the following quarter they will be dropped from the program.

Students must be enrolled in a minimum of two classes at TRCS in order to receive a Three Rivers Christian School diploma. All classes taken at LCC, whether required for high school graduation or elective, will be posted to the student’s high school transcript and will become part of the cumulative GPA.

Three Rivers Christian School will not be able to provide parents with information regarding their student’s progress in courses taken at LCC. The student’s public high school receives final transcripts at the end of each quarter; it is the student’s responsibility to present transcripts to the TRCS counselor within three weeks of the end of each quarter. Students will need to pick up their grades from L.C.C., as they are not mailed home. Final grades may be accessed online with the use of a P.I.N. at the LCC Kiosk.

Listed below are approved LCC classes that meet TRCS graduation requirements. See the TRCS student counselor for a complete list of LCC classes that meet high school diploma requirements.

# THREE RIVERS CHRISTIAN SCHOOL

## Section K: Running Start *(continued)*

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**English:** Any LCC English class above the 100 series applies to the TRCS graduation. College success, film, drama classes, etc. do not meet this requirement.

**US History:** History 156 & 157 This two-course sequence is required to meet this graduation requirement. Credit will be posted as 0.5 history and 0.5 elective for each class.

**CWP:** Two LCC classes are required to meet the CWP credit: one economic and one political science class. Credit will be posted as 0.5 CWP and 0.5 elective for each class.

**TRCS Credit conversion is as follows:**

<b>For courses numbered 100 and above</b>	<b>For courses number 100 and below</b>
<b>LCC Credit = TRCS Credit</b>	<b>LCC Credit = TRCS Credit</b>
1 = 0.20	1 = .0.10
2 = 0.40	2 = 0.20
3 = 0.60	3 = 0.30
4 = 0.80	4 = 0.40
5 = 1.00	5 = 0.50