Three Rivers Christian School

School Handbook

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7th – 12 Grade
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www.3riversschool.net

Updated February 2020
Welcome to Three Rivers Christian School and Early Learning Center in Longview, Washington.

Our Early Learning Center serves over 600 children from 4 weeks old through preschool, as well as a before-and-after-school extended care program for elementary students. From the earliest ages, curriculum is designed to deliver age-appropriate experiences to help develop and expand skills.

Our Elementary School located in Longview serves over 140 students in Kindergarten through 6th grade, and our Upper Campus in West Longview is home to 140 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.

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SECTION A: GUIDELINES AND STANDARDS

1. SPONSORSHIP
Three Rivers Christian School is a church-related elementary and secondary school and early learning center corporately owned by Northlake Church. The school is a non-profit organization supported by tuition and gifts.

2. MISSION STATEMENT
The mission of Three Rivers Christian School is to prepare students from infancy through 12th grade to impact the world for Christ.

3. VISION STATEMENT
In continuous alignment with Jesus Christ, TRCS seeks to become the school of choice for families in the Three Rivers Region.

4. CORE VALUES
Three Rivers Christian School operates under a defined set of Core values. As an institution, we strive to be:
- Academically Excellent
- Culturally Relevant
- Joyfully Christian
5. STATEMENT OF FAITH

1. We believe the Bible to be the only inspired Word of God; infallible, authoritative, inerrant in its original manuscripts and our final authority for faith and practice. (2 Timothy 3:16, 17, 2 Peter 1:21).

2. We believe there is only one God, eternally existent in three persons- Father, Son and Holy Spirit (Genesis 1:1, Matthew 29:19, John 10:30).

3. We believe in the deity of Jesus Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 20:30,31), His substitutionary death, burial and resurrection on the third day (John 11:25, 1 Corinthians 15:3, 4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and 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 Jesus Christ and that only by God’s grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8, 9; Ephesians 2:9, 10; Titus 3:5, John 14:6, Acts 4:12, Romans 10:9, 10).

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 condemnation (John 5:28, 29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12, 13, Galatians 3:26-28).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and empowerment for godly service. (Romans 8:13, 14, 1 Corinthians 3:16, 6:19, 20, Ephesians 4:30, 5:18, Romans 12:3-8, 1 Corinthians 2:1-7, 1Peter 4:10, 11)

(derived from original bylaws – Longview Christian School)

6. 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 family 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.
4. Timing of future events.
7. Charismatic gifts such as: tongues, interpretation of tongues and discerning of spirits.
8. Women in church leadership.
10. Versions of the Bible.

7. PHILOSOPHY

The educational philosophy of Three Rivers Christian School is based on the view that all truth is God’s truth. Our aim is to provide an educational experience that helps students discover their gifts and abilities with the realization that they are created in the image of God, and to understand that the use of our gifts is a form of worship.

We believe that in order for students to effectively fulfill the mission of our school, they must learn to live and work among those who differ from them. In all programs, our focus is on the greatest commandment: to love God and love others. Education is collaborative, experiential, and best done in the community of the Body of Christ. (Romans 12:3-8)

In developing a community that seeks and honors God’s truth, we will develop a staff that is committed to our Statement of Faith and who desire to reflect Jesus to our students and families. We will pursue all programs and activities with our highest and best effort, as working for the Lord. (Col. 3:23)

While we serve many students who may come from varying spiritual backgrounds, Three Rivers Christian School is committed to showing that Christianity is far more than what we say; it is a relationship with God that is reflected in the work that we do and the way we interact with one another at this school.

8. EDUCATIONAL GOALS

Educational Goals (How we will fulfill the mission - a “Portrait of our Graduates”)

- **Students will be servant leaders.** A TRCS graduate will give “feet to their faith,” living out the Greatest Commandment in both thought and action, loving and serving others compassionately after Christ’s example.

- **Students will be perseverant.** A TRCS graduate will understand the value of grit and determination in developing their own ability and gifts and relentlessly pursuing growth.

- **Students will be capable communicators.** A TRCS graduate will be prepared to participate in community through winsome and clear communication.
Three Rivers Christian School

- **Students will be relational.** A TRCS graduate will seek to understand and value the individual gifts of themselves and others and see themselves in the collaborative context of their community and the world that they will impact.

- **Students will be discerning thinkers.** A TRCS graduate will be prepared to encounter the world and its philosophies and interpret society's changing thoughts with a solid framework of wisdom grounded in Jesus.

9. **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.

10. **TRANSFERS AND WITHDRAWALS**

If a child is to be withdrawn from school, a withdrawal form must be filled out in the main office. A conference may 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.

11. **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.

12. **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 and television stations no later than 7:00 a.m, as
well as on the school website, Facebook page and via Twitter. 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 website, Facebook page, and sent by email blast and then, if the child is not picked up within an hour, by phone call. 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, and via email blast and then, if your child is not picked up within an hour, by phone call. 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 and Lockdown drills are held periodically to familiarize students with sheltering procedures.
SECTION B: ADMISSIONS AND SCHOOL POLICIES

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 approved by the administrator or principal. 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 Administration.

Three Rivers Christian School admits students of any race, color, age, sex or national ethnic origin to all the rights, privileges, 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 and immunization records. 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

- All billing will be assessed through the TRCS Bookkeeping department. Payments are due on the first of the month with a $35 late fee assessed for delinquent accounts (those ten days past due).
- Financial assistance is available based on need and availability of funds. Families may receive help up to 40% of tuition or less. Early application is important.

4. FINANCIAL AID POLICIES

The TRCS board recognizes that a percentage of families enrolled every year will have a need for tuition assistance. To meet the ongoing need, we have established an annual Tuition Assistance Fund to be used upon demonstration of family need.

**The procedure for qualification and award of financial aid prior to the beginning of the school year is as follows:**

For any tuition assistance awarded at the beginning of the school year, the maximum amount of funding available is 40% of the total family tuition.

1. Donations are collected annually and ongoing toward the Tuition Assistance Fund.
2. The TRCS board will establish the dollar amount to be available in the annual budget.
3. The enrolling family applies for tuition assistance through a 3rd party organization (currently FAST).
4. FAST determines the level of assistance qualification.
5. The board convenes an annual Scholarship Review committee, to be composed of the principal, superintendent, and selected members of the school board.*
6. This committee will determine the allocation of tuition assistance funds in order of priority, based on qualification:
   - Returning TRCS families and families from TRCS ELC Preschool
   - Newly enrolled families
7. Notification is sent to all applicants regardless of their level of assistance.
8. Families that qualify for assistance must accept their tuition assistance in writing.
9. If any family denies use of the tuition assistance, the amount allocated is returned to the tuition assistance fund.

**The procedure for qualification and allocation of financial aid during the school year is as follows:**

1. Remaining Tuition Assistance Fund money (if any) can be used for tuition assistance needs that come up during the school year.
2. Remaining Tuition Assistance Fund money can be used for tuition assistance beyond the 40% level if a demonstrated need is present during the course of the school year.
3. Any requests during the course of the school year must follow the same process (steps 1-8 above) for qualification.
4. Tuition Assistance Fund money can be used until the fund is depleted, at which point the TRCS board would solicit more donations, or increase fund from surplus budget or general savings.
* Scholarship Review Committee members who apply for tuition assistance must disclose the potential conflict of interest, and excuse themselves from voting, participating in discussions and being present during discussion or votes related to tuition assistance for board members.

TUITION ASSISTANCE ACADEMIC/ATTENDANCE REQUIREMENTS

Three Rivers Christian works very hard to keep tuition as low as possible. It is our goal to provide an excellent Christian education. This requires the best teachers, programs and facilities. The goals of keeping tuition low and providing an outstanding program are difficult to balance. Generous donors cover the amount families cannot afford. These contributors sacrifice their finances to help families and honor God. So, when families and students receive tuition assistance, their obligation to the school and donor should be of highest regard. Families and students receiving tuition assistance have these requirements in order to continue assistance for the whole year:

- Students must maintain a 2.0 G.P.A. or lose tuition assistance.
- A student earning an “F” in a class at the quarter/semester, loses tuition assistance.
- Poor attendance or tardiness can also disqualify a student from tuition assistance.
- Tuition assistance can return after the above failures have been rectified at the next quarter/semester.
- Financial accounts must be kept current.

(Tuition assistance includes staff aid and multiple child discounts.)

The administrative team will review requirements on a quarterly basis and enforce this policy as needed.


Addendum to Policy on Financial Aid: Discounts

- TRCS will no longer offer “set” staff or pastoral discounts on tuition, because discounts cannot be accurately budgeted from year-to-year. Those previously receiving a pastoral discount will be in primary consideration for financial aid. For staff, they may apply for aid beginning in February of 2018 by selecting the option on their student enrollment forms. The following policies will apply:
  - Aid awarded will be no more than 50% of the K-12 tuition rate. The percentage of that rate will be based on the hours worked.
  - Staff aid will be the first aid awarded from the financial aid pool each year.
  - Staff aid is only given after 50% of the tuition is paid by the family. (For example, aid is not given to a student taking only two classes at the high school.)
  - The maximum staff aid given equates to one full tuition.
o Aid given is always at the discretion of the scholarship committee and budget requirements.

o Non-payment of tuition may result in the risk of losing staff aid.

Discount addendum adopted by TRCS Board on December 14, 2017.

5. RE-ENROLLMENT

TRCS utilizes continuous enrollment - “Once enrolled, always enrolled.” As the enrollment season begins each year, returning students will be given priority registration and be automatically enrolled for the next school year. With Automatic Enrollment, enrollment fees will automatically be added in $50 increments (per child) to your monthly bill for four months beginning in February. You can also choose to pay-in-full or let us know that you do not intend to re-enroll by visiting the office. 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.)
SECTION C: CHRISTIAN CONDUCT

1. POLICY REGARDING CONFLICT RESOLUTION

The founding leadership of TRCS believes 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 principal or superintendent.

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 and get permission from the superintendent or principal.
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.

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 at the high school level. Elementary students will use the “Second Step” materials to introduce this understanding.

5. DISCRIMINATION POLICY

Three Rivers Christian School admits students of any race, gender, 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.
THREE RIVERS CHRISTIAN SCHOOL

6. 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).

7. LIBRARY POLICY

THREE RIVERS CHRISTIAN ELEMENTARY SCHOOL
LIBRARY MATERIALS SELECTION POLICY
Created August, 2012

I. PHILOSOPHY AND POLICY OF THREE RIVERS CHRISTIAN SCHOOL LIBRARY

The library is an integral part of Three Rivers Christian School. Its primary purpose is to support the mission and philosophy of the school. The library is designed to assist in educating our students in a Christian world and life view, according to the truth of God’s Word, and in equipping them to be disciples of Christ, impacting His world.

The purpose of materials in the collection is threefold:
1. The first, as mentioned above, is to support the mission and philosophy of the school.
2. The second is to promote, supplement, and enhance the curriculum of the school.
3. The third is to encourage a love of reading and development of reading skills by providing students with a wide range of materials in a multitude of subject areas.

The term “materials” is not limited to books, but may also include items such as magazines, encyclopedias, computer software, videos and DVDs.

II. RESPONSIBILITY FOR SELECTION OF LIBRARY BOOKS

A. The TRCS Superintendent under the direction of the school board manages the daily operations of the school library as with all areas of the school.

B. The Superintendent delegates the responsibility for selection of library materials to the TRCS Librarian or teacher in charge of the library areas.

C. The Librarian/teacher encourages suggestions for selection of materials from the staff, students, and other parties. As much as possible, faculty requests will be honored. However, the final authority for selection will reside with the Librarian/teacher.

D. TRCS recognizes that parents may have different opinions concerning appropriateness of materials, therefore the librarian encourages parents to actively discuss reading material with
each of their children. Some may decide to avoid certain titles; while others will need to respect the restrictions placed by the librarian on specific materials and communicate that respect to their children.

III. CRITERIA FOR SELECTION OF MATERIALS

A. A sufficient quantity and quality of materials will be obtained to support and enhance the curriculum.

B. Selection will be based upon the needs of students as determined by their varied backgrounds, reading abilities, maturity levels, and interests.

C. Availability of materials from other facilities may be a factor in selection.

D. Consideration of literary quality, factual accuracy, readability, format, price, lasting importance, or current value will be used in determining what materials will be placed in the collection. A selection need not excel in each of the above mentioned areas.

E. In order to encourage students to become intelligent Christian young people, an effort will be made to present both sides of an issue with an emphasis on the Christian approach to life. The Librarian will select books which will help to make young people sensitive to good and evil in the complexities of modern life, without enticing them to experiment in evil. There will be an emphasis on students exercising discernment which will be useful for decisions throughout life.

IV. DONATIONS OF MATERIALS

Donations are accepted with the understanding that the Librarian will select those materials which are suitable for and needed in the collection. The remaining items may be returned to the donor (at his request) or donated to other libraries or non-profit organizations.

V. EVALUATIONS OF THE COLLECTION

Continuous evaluation of a collection is necessary to remove materials that are no longer appropriate for the collection. Many of the items removed will be due to duplication, condition, and obsolescence.

VI. PROCEDURES FOR RECONSIDERATION OF CHALLENGED MATERIALS

When an objection is received for material:

1. The individual should address his complaint directly to the Librarian/teacher. The individual must have read the material in question.

2. The party will be thanked for his/her interest in the school and the library. The Librarian/teacher and the party will discuss a mutually acceptable resolution.
3. If the individual is still dissatisfied by the outcome, he/she is to contact the Principal.

8. SEXUAL BEHAVIOR

SEXUAL BEHAVIOR: The biblical and philosophical goal of a Christian education is to develop in students a deep understanding of the Bible and a personal relationship with Christ, as demonstrated through thought and deed. Even though parents may personally believe differently, while enrolled at Three Rivers Christian School, all students are expected to strive to exhibit the qualities of Christ and a Christian life. All behavior promoting inappropriate sexual desires and actions should be avoided (1 Thess. 4:1-8).

The focus of our program is education, and sexual behaviors or the promotion of sexual behavior of any kind is not allowed and will be addressed through a disciplinary process. In all disciplinary matters we seek to be redemptive in the lives of the individuals involved, working with compassion and taking into account the student’s desire for growth. Ultimately, Three Rivers Christian School retains the right to refuse enrollment or to expel any student who engages in sexual immorality, defined as sexual behavior outside the biblical definition of marriage between one man and one woman. (Ephesians 5:3, Galatians 5:16-26, Romans 1:27).

TRCS acknowledges that some students may struggle with or express that they have issues related to gender identity and sexual orientation. We believe that students are best supported if they are able to share their questions, struggles or self-understanding with trusted individuals, including faculty, chaplains, administrators, and staff. In all such personal issues, TRCS attempts to respond with compassion, respect, grace, and the love of Christ. In all such personal issues, TRCS staff are committed to discretion, sensitivity, compassion, and redemption.

Should a student approach a staff member and communicate that they are struggling with inappropriate (as deemed by school leadership) heterosexual behavior, same-sex behavior, same-sex attraction and/or gender identification issues, we aim to offer safety that promotes openness. Slurs and other forms of derogatory speech have no place in a Christian community. In living consistently with Christian convictions, we recognize the difference between a person’s attractions and a person’s behaviors. We pledge to extend compassion and care, communicating personal acceptance while providing accountability and assistance supporting those who desire to live consistently with Christian teaching. We lament any insensitive or callous treatment that people working through these issues have received from the Christian community or the world at large. We believe, in accordance with Scripture, that we are all broken. With that understanding in mind, we will help students find and walk with God in light of their unique struggles and history, seeking redemption. All members of the TRCS community are expected to treat one another with respect and compassion.
9. SOCIAL MEDIA POLICY

Students are responsible for using common sense and ethical standards when online or texting. “Online” includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites and applications.

Do not assume anything sent through these methods is private communications. Even social networking sites and apps marked as private are not always private.

Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion.

Unacceptable communication is forbidden at all times and includes:
- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative or explicit pictures
- Smoking or vaping pictures and/or involvement

Statements to or about another student that may be interpreted as
- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative or explicit
- Threatening or disrespectful
- Bullying
- Knowingly post false or defamatory information about a person or organization

If you are asked by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

10. FACILITIES GENDER USE POLICY

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological gender shall only be used by members of that biological gender. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological gender. Biological sex or biological gender is defined as the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level. (Adopted 10/20/15, TRCS Board)
SECTION D: GENERAL POLICY FOR THE ELEMENTARY SCHOOL

1. CLASSROOM VISITATIONS

For the safety of the students, all visitors must check into the office and obtain a visitor’s badge 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 and get permission from the principal 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. Middle school students over 12 years of age must have an alternate plan for pick up.

4. RESOURCE ROOM

A Resource Room is available for students requiring additional assistance. Services include tutoring, Title I, reading assistance, Barton and study hall. Some of these programs have a monthly fee.

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. Articles left at school after the last day of school will be given to a charitable organization.
6. USE OF PHONE

As a basic rule, the telephone (including cell phones and other electronic devices) 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. Student cell phone use is prohibited in the classrooms.

7. LUNCHES

Our school lunch program prepares lunches in-house, and need to be purchased in advance via monthly pre-order. A limited number of lunches will be made available each day on a first come, first served basis, and can be purchased in the office for a premium rate. If your child will be arriving late and wants a premium lunch or milk, please call no later than 9:30 to order. Charges for hot lunch will be assessed an additional fee, and will not exceed $20. Milk and snack tickets can be purchased in the office. 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. CAMPUS CONDUCT

Conduct that is respectful and in compliance with our statement of faith is expected of all students:

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. Use of alcoholic beverages, tobacco, vaping, or drugs (other than those prescribed by a doctor) is prohibited.
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.
5. Electronic devices may be brought to school but only used appropriately as the teacher requests.
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.
10. Heelys must not be worn with wheels inserted on campus. Students will be asked to remove the wheels if they are worn. Wheels can be collected from the office at the end of the day if the student chooses to disregard the rules.

10. 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 drive through lane for pick-up, so you will need to find a parking space. Kindergarten through 2nd grade students should be picked up at their classrooms.

11. STUDENT AND FAMILY EXPECTATIONS

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. (Please see Playground Rules, Addendum #1)
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:
   • Students should strive for an appearance that is clean, neat and modest.
   • Writings, slogans and pictures must not be dishonoring to the Lord.
   • Shorts must be hemmed and of modest length. No “short” shorts.
   • No spaghetti strap 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.
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.

12. 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. Tardies are marked excused or unexcused. Excused tardies are determined by parents/staff at the time of the tardy and may include traffic issues, family emergencies, illness, etc. Unexcused tardies are marked and 5 unexcused tardies are equal to one absence. (See page 23 for further explanation.)

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.
13. 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. This includes both “chapstick” and cough drops.

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.

14. 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 noninfested 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. A student with an infestation will be kept out of school until the student is nit free. Office staff must inspect the student and give approval before the student may return to school.

3. “Out of school” excludes the student from use of school facilities or grounds.
SECTION E: ACADEMIC POLICY FOR THE ELEMENTARY SCHOOL

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 Title I, a small group reading program for students needing remedial help. The Barton program is offered for an additional charge.

2. REPORT CARDS AND CONFERENCES

Three Rivers Christian School operates on a quarter schedule at the elementary level with a written progress report being issued at the midpoint of each quarter and report cards at the end of each quarter. A parent/teacher/student conference is held in November. At that time, the first report card is presented and goals are developed for the next quarter. 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 RenWeb 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.
4. HOMEWORK

Homework will consist of exceptional projects, or uncompleted work from the regular class. Bible memory and spelling work may also be assigned. Individual students may require more practice at home and homework may be added or removed at the teacher’s discretion.

5. CLASS SIZES

Generally, classes of 18 to 24 students are the ideal as we are able to meet all of the needs of the students with one teacher. However, enrollment varies. When classes are less than and for those more than 24, the administration may need to create blended grade classrooms. If the number exceeds 24, an applicant pool will be created until the enrollment reaches 30, when a split may be recommended.
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. 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.

3. 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.
4. 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.

5. 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.

6. PENALTY FOR UNEXCUSED ABSENCES

1. Upon any unexcused absence in any combination of classes in any one quarter, the student may be suspended or 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.

7. 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.
8. 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 (½) 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.

9. 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.

10. 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 noninfested 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. A student with an infestation will be kept out of school until the student is nit free. Office staff must inspect the student and give approval before the student may return to school.
3. “Out of school” excludes the student from use of school facilities or grounds.
11. 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.

12. 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 $5.00/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 inside the building.

13. 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 to the Principal 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.

14. EMERGENCY PROCEDURES AND DRILLS

1. The school is required to hold monthly fire drills.
2. The school will hold periodic earthquake drills.
15. 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.

16. 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.

17. 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.

18. CLOSED CAMPUS

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

19. 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. Locks may be used on the lockers.

20. 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.

21. 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.
22. PROHIBITED ITEMS

1. The following items are not allowed at school: pocket knives, paintball guns, skateboards, and inline skates. 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. However, lunch periods may be excluded from this rule at the discretion of the Principal. 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 or in class only at the discretion of the faculty member in charge.
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.

23. PHONE CALLS

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

24. 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.
25. 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. Prearrangement must be made.
   • 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.

26. FINANCIAL RESPONSIBILITIES

• All billing will be assessed through the TRCS Bookkeeping department. Family accounts can be accessed 24/7 through RenWeb. Payments are due on the first of the month with a $35 late fee assessed for delinquent accounts (those ten days past due).
SECTION G: ACADEMIC POLICY FOR THE 8TH-12TH GRADES

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 RenWeb system.

2. GRADING STANDARDS

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>62 and below</td>
<td></td>
</tr>
</tbody>
</table>

Grade updates go out weekly through RenWeb. Parents are encouraged to use the RebWeb app to monitor grades more frequently if they desire.

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 3:00 and 3:30 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.
Core Curriculum and Course Offerings
Middle School Program

<table>
<thead>
<tr>
<th>Seventh Grade</th>
<th>Eighth Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>Bible</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Life Science</td>
<td>Earth Science</td>
</tr>
<tr>
<td>Washington State History</td>
<td>American Republic</td>
</tr>
<tr>
<td>World Studies</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>*Elective</td>
<td>*Elective</td>
</tr>
</tbody>
</table>

*Electives may include Band, Home Economics, Journalism, or Art

Core Curriculum and Course Offerings
High School Program

<table>
<thead>
<tr>
<th>Ninth Grade</th>
<th>Tenth Grade</th>
<th>Eleventh Grade</th>
<th>Twelfth Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>Bible</td>
<td>Bible</td>
<td>Bible</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Basic Science</td>
<td>Biology</td>
<td>US History</td>
<td>CWP</td>
</tr>
<tr>
<td>World History</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Physical Education</td>
<td>*Elective</td>
<td>*Elective</td>
<td>*Elective</td>
</tr>
</tbody>
</table>

*Electives may include Art, Band (1 year course), Spanish, French, Journalism (1 year course), Drama/Choir, Home Economics, etc.

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.

8. ONLINE POLICY

Classes offered on campus may not be taken online. Rare exceptions may be made for educationally sound circumstances.
1. STUDENT CONDUCT AND DISCIPLINE

“Grace isn’t for the deserving.”
— Brant Hansen, Unoffendable: How Just One Change Can Make All of Life Better

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. We strive to be “EAGLES”;

Engage in all things with a positive attitude. (1 Thessalonians 5:16-18, Philippians 2:14-15)
Always do what is right. (Deuteronomy 6:18, James 4:17, Colossians 3:17)
Give your best effort. (Colossians 2:23)
Love one another. (John 13:34-35)
Encourage and serve one another. (Galatians 5:13, 1 Thessalonians 5:11)
Show respect always. (1 Peter 2:17, Luke 6:31)

Serious offenses are dealt with by the principal or administrative staff. The principal may place students on probation or suspend them from school. Serious misconduct may result in dismissal from the school.

PROBATION AND DISMISSAL POLICY

2. ACADEMIC PROBATION

Students are placed on academic probation:

1. Weekly progress reports are sent every weekend via RenWeb. Any upper elementary to high school student with an “F” in any class at grading periods cannot participate in any extra-curricular activity. Students must have a minimum GPA of 2.0 weekly/quarterly semester basis.
2. Any student having an “F” in any class at any time in the school year is ineligible to participate in student activities or athletics until passing grade is achieved.
3. 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. 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:

- 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 or administrative staff.
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 may result in suspension to be determined by the High School Principal.
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 meeting with the superintendent. If dissatisfied, the appeal may be directed to the school board.
10. Lack of cooperation and progress may result in expulsion. This is a school board decision upon recommendation from the principal.

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, superintendent 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.

4. EXPELLED STUDENTS
Students who have been expelled from TRCS programs are not allowed to attend events on campus without specific written permission of the Principal or Superintendent.

5. 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.

*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
6. 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.
7. 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.
8. 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

9. Bullying Policy

Everyone at Three Rivers Christian School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. We define bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. We recognize that as students play and interact with one another, there may be circumstances where classmates may unintentionally hurt one another’s feelings. We understand the difference between bullying on the one hand, and unintentional harm or occasional disagreements on the other.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person’s things.
- Ganging up on someone
- Name calling or teasing someone in a hurtful way.
- Using put-downs, such as insulting someone’s race or making fun of someone’s appearance.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students to do so.
- Cyber-bullying
10. 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.

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.

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 specifically designed to be worn as nightwear or undergarments are not to be worn as outerwear.

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, clean, and modest.
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.

11. PUBLIC DISPLAYS OF AFFECTION

At TRCS, the focus of our program is education. Believing that it is an inefficient use of time and energy to have our staff police affectionate behaviors, we ask that public displays of affection not happen on campus during school or school events.

Couples who display inappropriate public affection shall be subject to disciplinary action.
12. 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. Redemptive grace is at the discretion of the principal and administrative staff.
SECTION I: GRADUATION REQUIREMENTS

1. GRADUATION REQUIREMENTS

GENERAL DIPLOMA

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CREDIT</th>
<th>SUBJECT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>4</td>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>(Students do not need to</td>
<td></td>
<td><em>To include:</em> US History (1), WA State</td>
<td></td>
</tr>
<tr>
<td>make up for Bible classes</td>
<td></td>
<td>History (1), taken in 7th grade, World</td>
<td></td>
</tr>
<tr>
<td>or credits missed while in</td>
<td></td>
<td>Problems (1), World History (1)</td>
<td></td>
</tr>
<tr>
<td>attendance at another school</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>Occupational Education</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Fitness/Health (PE)</td>
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</tr>
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<td>Science</td>
<td>3</td>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>Electives- Arts</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>24</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 136 & 137 (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.)
2. GRADUATION POLICY

1. No student shall graduate in less than four years without special action from the administrative staff.
2. Any student excused from Physical Education with a doctor’s excuse must make up the credit in an elective.
3. Dual sport athletes may receive 0.5 credits per year for participation.
4. Seniors may earn up to one credit in an appropriate off campus work study program approved by the Administrator.
5. 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.
6. 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.
7. No student owing fines, fees or tuition will be allowed to participate in graduation exercises without special permission from the administrative staff.
8. 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.
9. Students may be denied participation in graduation ceremonies due to circumstances such as incomplete credits (on-campus or online) or major disciplinary issues.
10. Students must be enrolled in a minimum of two on-campus classes at TRCS in order to receive a Three Rivers Christian School diploma and participate in graduation ceremonies.
3. HONORS AT GRADUATION

Honor graduates are recognized at commencement as follows:

- Valedictorian
- Salutatorian

The following criteria will be used in the event of a tie:

1. GPA
2. Number of credits earned (i.e. 90 credits of LCC with a 4.0 GPA will break the tie against someone with less credits. 90 credits with a 4.0 GPA > 89 credits with a 4.0 GPA.)
3. If two or more with 4.0 GPA at LCC both having same number of credits we will have 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 High School Administration from those achieving Highest Honors.
SECTION J: RUNNING START

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, have a minimum GPA of 3.00, have a “B” average in completed English courses. To be eligible to take math through LCC, the student will need to have completed Algebra 2 at TRCS.

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 administrative staff for approval before registering for college classes each quarter with the public school and LCC counselor. The administrative staff 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.

**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 136 & 137 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:**

<table>
<thead>
<tr>
<th>For courses numbered 100 and above</th>
<th>For courses number 100 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCC Credit + TRCS Credit</td>
<td>LCC Credit = TRCS Credit</td>
</tr>
<tr>
<td>1 = 0.20</td>
<td>1 = 0.10</td>
</tr>
<tr>
<td>2 = 0.40</td>
<td>2 = 0.20</td>
</tr>
<tr>
<td>3 = 0.60</td>
<td>3 = 0.30</td>
</tr>
<tr>
<td>4 = 0.80</td>
<td>4 = 0.40</td>
</tr>
<tr>
<td>5 = 1.00</td>
<td>5 = 0.50</td>
</tr>
</tbody>
</table>

Three Rivers Christian has been approved for inclusion in the math transcript placement agreement with LCC for incoming students in fall 2014 as follows:

Algebra 2 at Three Rivers is equivalent to Algebra 2 at the other local schools and therefore an A or A- in that course would qualify a student for placement into a first tier math course.

Trigonometry at Three Rivers is most closely equivalent to Math Analysis at the other local schools and therefore a B+ or higher in that course would qualify a student for placement into a first tier math course.
Addendum #1: Elementary Playground Rules

Playground supervisors are at recess to help students and to make sure all TRCS students are safe.

1. **Access to the grass fields:** dry weather is preferred, avoid the parking lot.
2. **Slides:** Students must go down the slides, feet first and one at a time on their bottoms only. Slides are not to be climbed on. No jumping off the side of the slide.
3. **Remember:** no digging, playing with sticks or throwing bark chips. No kicking balls on the bark. No tree climbing or standing on the table.
4. **Games:** Be honest and a good sport in all activities. When playing games that require contact, use a light touch only. No pushing, grabbing or holding. Hands must be kept to yourself. Agree on the rules before playing the game.
5. **Bars:** No sitting on top of the monkey bars. No standing on the higher bars or jumping off.
6. **Swings:** Front to back, with one person on a swing at a time, bottoms only. Hold on with two hands and lean forward. No underdogs, swinging from side to side or jumping off. Don’t go between students swinging on the swings.
7. **Tire Swings:** Hold on with two hands, lean forward with feet inside the tire, bottoms only. Do not stand in the middle of the swings.
8. **Children may not leave the playground without asking a playground supervisor.** A “buddy system” will be used when sending children to the office.
ADDENDUM #2: BUS RULES

1. The bus driver is responsible for the safe arrival of all passengers to and from a destination.
2. Students and staff must support that effort by:
3. Show respect to driver through adherence to bus safety rules and directions.
4. Remain seated at all times while bus is moving.
5. Keep windows at designated opening level with hands and heads inside the bus at all times.
6. Cooperate and listen to all instruction from driver and teacher/leader.
7. Maintain control of volume of speaking voice.
8. Keep seating area clear of personal items and clean up at the end of the trip.
9. Use property respectfully by keeping from defacing seats or walls of bus. The bus driver will instruct the group about emergency exits and protocols to be used in emergencies. Adult leaders should request the same information before the trip, noting first aid kit and bus rules and then enforcing those rules. The bus driver has the final decision about acceptable behaviors within the bus.
ADDENDUM #3: CHART OF PROGRESSIVE DISCIPLINE

The following pages explain the discipline procedures for both the Elementary and High School campuses. This chart has been put together with great thought and care in order to better our students and create a safe learning environment. Our administration does its best to determine what level of disciplinary action should be taken with each case brought forward.
TRCS Students will HONOR God, our school and our staff.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption of the learning environment</td>
<td>Level 1 for initial violations.</td>
</tr>
<tr>
<td>Disobeying classrooms rules or direction from staff</td>
<td>Level 2 or higher for repeat violations.</td>
</tr>
<tr>
<td>Passing notes</td>
<td>Clear defiance of staff will always be Level 3 or above.</td>
</tr>
<tr>
<td>Not showing respect for teachers or staff</td>
<td>Level 1 for initial violations.</td>
</tr>
<tr>
<td>(e.g. eye-rolling, argumentative behavior, talking out of turn)</td>
<td>Level 2 or higher for repeat violations.</td>
</tr>
<tr>
<td>Inappropriate language, profanity, dirty jokes, cursing or harassing another student.</td>
<td>Level 1 for initial violations.</td>
</tr>
<tr>
<td>Failure to participate in class in a timely manner (tardiness, incomplete assignments) or leaving class without authorization.</td>
<td>Level 2 or higher for repeat violations.</td>
</tr>
<tr>
<td>Violation of dress code</td>
<td>Level 1 for initial violations.</td>
</tr>
<tr>
<td>Inappropriate public displays of affection</td>
<td>Level 2 or higher for repeat violations.</td>
</tr>
<tr>
<td>Theft</td>
<td>Level 1 to 4.</td>
</tr>
<tr>
<td></td>
<td>Parents will be called and clothes changed or covered.</td>
</tr>
<tr>
<td></td>
<td>Level 1 to 4.</td>
</tr>
<tr>
<td></td>
<td>Parents will be called immediately.</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF LEVELS:**

**Level 1:** Warning and/or in-class consequences from the teacher according to established classroom rules.

**Level 2:** Sent to Principal for in-school detention or community service. Student may be asked to call parents immediately. Restoration.

**Level 3:** In-school suspension or community service. Restoration.

**Level 4:** Out of school suspension. Restoration.

**Level 5:** Expulsion.

**Definition of Community Service:**
This refers to age-appropriate assigned tasks given to students, and may include picking up litter, collecting garbage or recycling, cleaning restrooms, sweeping sidewalks, or similar actions.

**Definition of Restoration:**
This refers to the Biblical principles of Matthew 18. The student will be confronted with his/her offense. They must accept accountability and personally ask forgiveness from the person who has been hurt. This must occur alongside any assigned consequences.

"Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father? If you are not disciplined—and everyone undergoes discipline—then you are not legitimate, not true sons and daughters at all. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of spirits and live? They disciplined us for a little while as they thought best; but God disciplines us for our good, in order that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

-Hebrews 12:7-11

Created 3/2015
<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pushing, hitting, overly rough play or taking part in an unsafe activity.</td>
<td>Level 1 to 4. Possible level 5 if aggressiveness continues.</td>
</tr>
<tr>
<td>Teasing or insulting others.</td>
<td>Level 1 to 4. Possible level 5 if bullying continues.</td>
</tr>
<tr>
<td>Intentionally striking another student. Engaging in a fight rather than choosing to walk away.</td>
<td>Level 1 to 4. Possible level 5 if aggressiveness continues.</td>
</tr>
<tr>
<td>Starting a fight, especially without provocation.</td>
<td>Level 1 to 4. Possible level 5 if aggressiveness continues.</td>
</tr>
<tr>
<td>Bringing knives, explosives or guns to school.</td>
<td>Level 4 or 5, at discretion of administration.</td>
</tr>
<tr>
<td>Lying</td>
<td>Level 1 to 4.</td>
</tr>
<tr>
<td>Cheating on tests or plagiarizing work.</td>
<td>Level 1 to 4. Parents will be called immediately.</td>
</tr>
</tbody>
</table>
| Inappropriate use of cell phones during the school day.                 | Level 1: Cell Phone will be taken for the day.  
Level 2: Parents will be called - no phone for the week. Level 3: Phone must be left home for a month. |
| Inappropriate use of technology or social media towards other students or staff. | Level 1 to 4. Possible level 5 if misuse continues. |
| Distribution or use of any controlled or illegal substances.             | Level 4 or 5, at discretion of administration.     |

**ADMINISTRATIVE OVERSIGHT:**
These levels are established to provide a disciplinary baseline at TRCS, but in some instances, the administration may choose a different level of discipline. That will be at their discretion and in cooperation with the family to insure the best for the student, family and staff.

**PARENT & STAFF INVOLVEMENT:**
It is the goal of TRCS to work in partnership with parents to effectively and lovingly discipline students. Parent involvement is essential in the discipline process.

Parents will be notified of any Level 2 or above offenses. At Level 3 or above, parents will be invited in to discuss behaviors and make a plan for correction and restoration with the teacher and/or principal. The principal will administer consequences on a step basis, and parents will be notified of each step.

A principal may suggest a behavior contract be put in place for any Level 2 or above offense. This plan would provide written information about past offenses and outline a future agreement for consequences.

In the case that all five levels have been exhausted, expulsion from school will be the final step.
ADDENDUM #4: POLICY OF RECEIVING CREDIT FROM NON-TRCS CLASSES OR PROGRAMS

The awarding of additional credit for Non-TRCS Classes or Programs shall be left to the discretion of the administration. Generally, any class or program must be taught by a certified instructor and have a provable number of hours attended.