



Tri-City Adventist School

Student Handbook

Tri-City Adventist School Student Handbook

Approved by the State of Washington

**Accredited by the North Pacific Union
Conference of Seventh-day Adventists**

Tri-City Adventist School in Pasco, Washington, is a Kindergarten through 10th grade Seventh-day Adventist school providing quality Christian education that teaches and supports biblical values for family life and service.

Our vision is to enable all students to achieve their God-given potential in spiritual maturity, academic excellence, social graces, physical development, and emotional well being.

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STAFF AND ADMINISTRATION

All educational personnel are available for individual conferencing before or after school. Please respect the teaching hours between 8:30 a.m. and 3:15 p.m.

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Principal, English 7-10

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Nineth/Tenth Grade Homeroom, Math, IT

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Seventh/Eighth Grade Homeroom, Science, History, PE

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Second Grade

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Director–Small World Learning Center

Keeni Mitchell.....jkbam02@yahoo.com
Board Chair

Principles and Goals

PRINCIPLES

- † God is the Creator
- † The Bible is God's word to people
- † God is Love and He has a purpose for us
- † Jesus gave His life to save us
- † We choose our destiny
- † Nature is God's second book
- † We are called to serve and are most like God while serving others

CHARACTER DEVELOPMENT

- † To know and share Jesus as our guide and Savior
- † To teach all subjects using Biblical principles
- † To create a desire to learn what is good
- † To know we have a divine purpose
- † To desire God's plan
- † To encourage independent thinking
- † To freely share what we have and care for those around us

EDUCATIONAL PHILOSOPHY AND BASIC BELIEFS

Tri-City Adventist School exists to develop spiritual ideals in its students. The ultimate objective of Christian education is the development of character. God wants to be involved in our daily lives. We encourage the development of good habits through self-discipline governed by Christian principles.

BELIEFS ABOUT GOD

Seventh-day Adventists believe in God. In its educational program TCAS seeks to help children discover what God is like and how to approach Him. Among our beliefs about God are the following:

1. God reveals Himself to man through the Holy Scriptures. Here God tells about Himself and His attributes. He reveals how He relates to us and how we can relate to Him.

"Remember the former things of old: for I am God, and there is none else: I am God and there is none like Me." *Isaiah 46:9*

"God is love: and he that dwelleth in love dwelleth in God and God in him." *1 John 4:16*

2. Our studies in science are grounded in nature, where God reveals Himself.

"While the Bible should hold the first place in the education of children and youth, the book of nature is next in importance. God's created works testify to His love and power." *Counsels to Teachers, p. 185*



BELIEFS ABOUT HUMANITY

Seventh-day Adventists believe that humankind has been created by God. Our educational program seeks to help children discover their purpose and destiny, and to recognize their relationship to God.

Among TCAS's beliefs regarding the nature of humanity are the following:

1. Man is a created being

"And the Lord God formed man out of the dust of the ground and breathed into his nostrils the breath of life: and man became a living soul." *Genesis 2:7*

2. Man needs a rebirth experience

"Except a man be born again, he cannot see the kingdom of God." *John 3:3*

BELIEFS ABOUT LEARNING

Seventh-day Adventists believe that the ability to learn is a gift from God. Learning is affected by the continuous interaction of heredity and environment. Through heredity God gives man his intellect and talents. Environment, which is the total of all outside factors that influence one's growth, helps determine the extent to which hereditary factors will be developed and used.

BELIEFS ABOUT CHRISTIAN EDUCATION

Seventh-day Adventist educators at TCAS derive their beliefs from the Holy Scriptures and the counsels of the inspired writings of Ellen G. White. The Bible teaches that since the fall of Adam and Eve all men and women are born with a bias toward evil, and this bias has strengthened with the passing centuries. Children can best achieve the ends for which they have been created through God-centered education, opening their minds to the unseen but all-powerful Spirit of God.

ADMISSION INFORMATION

NON-DISCRIMINATION

Tri-City Adventist School is open to all nationalities and ethnicities. Each student enrolled is entitled to all the privileges, programs and activities available within the school. Students and parents are expected to support the stated philosophy and objectives of the school and students will abide by all conduct expectations.

Application may be done online or via paper application available from the office. A student's admission to TCAS may be subject to review by the Academic Committee. Students whose families are members of constituent churches may be given enrollment preference. TCAS is accredited by the NCPSA, NADSDA, and annually receives a Certificate of Private School Approval by the Washington State Board of Education.

SMALL WORLD LEARNING CENTER

Small World Learning Center is designed for children from infancy to school age. The program is built around a creative curriculum which considers the interest and skill development appropriate to the level of the child. It provides daycare and preschool programs for infants to age five and after-school care for children five to 12. It is licensed by the Washington Department of Early Learning.

SWLC also offers a summer camp program for school age children. The program is based on weekly themes and includes field trips and other activities which are intended to bridge the learning gap that occurs during months outside of the regular school year.

Inquiries regarding the Small World Learning Center and its variety of available programs may be directed to the Small World Learning Center by calling 509.380.5600. You may access the SWLC website at: tejasmallworld.com

KINDERGARTEN ADMISSION REQUIREMENTS

The Tri-City Adventist School, Kindergarten program, is based on the North American Division Office of Education curriculum for Kindergartens. We offer a full day program from 8:30am – 3:15pm. The diversity of the program allows for the incorporation of activities which are appropriate for those in the kindergarten class. It is a structured program, but flexible and comprehensive in providing students with the needed skills to enter into the first grade with a solid foundation.

Children who will be five years old by August 31 as stated by Washington State law may be accepted into Kindergarten. However, the chronological age of a child may not be a valid predictor of success as much as the child's emotional, physical, mental and social development.

Student Acceleration

Requests for acceleration/skipping grades must be processed with the administration prior to the end of the third quarter. Approval must be granted by both the TCAS Academic Committee and the Conference of Education.

SCHOOL AND OFFICE HOURS

- School hours for grades K-10 are from 8:30 am - 3:15 pm, Monday through Thursday.
- Dismissal on Friday (including Kindergarten) and any other early dismissal day is at 1:00 pm.
- Office hours are Monday -Thursday, 8:00 am to 4:00 pm and Friday until 1:30 pm.

It is important for students to arrive promptly for start of the school day. Education is about teaching responsibility in all things. Late arrivals and unnecessary absences are detrimental to student's academic success.

Students in grades 7-10 are to leave the school premises within 15 minutes of the dismissal of the day's classes. They are not to remain on the school premises unless participating in a supervised activity or work program. Students who wish to seek help from a teacher after school may do so, with the teacher's permission. Teachers are responsible for checking students out at the end of the school day. Students in grades K-6 will be walked over to Small World Learning Center, 15 minutes after the school dismissal, if they are not picked up. All K-6 students must complete the SWLC Application supplement.

ATTENDANCE POLICIES

We at Tri-City Adventist School, consider regular attendance to be an important aspect of each child's education. It is our goal and desire to prepare our students academically, to mentor them as they grow physically and emotionally, and to guide their spiritual experience and character development. Each day is an opportunity to provide a positive influence and encourage them in their growth.

In our desire to make this happen we have developed this attendance policy which provides record keeping, accountability, and where necessary, intervention regarding a student's attendance at TCAS. This policy is defined as follows:

Attendance Codes –

P –	Present
E –	Excused Absence
A –	Unexcused Absence
TE –	Excused Tardy
T –	Unexcused Tardy
O –	School Activity

Attendance is done at the beginning of the day and the student receives one mark for each day.

Attendance

Students are expected to be present in their own classroom by start time each morning. Any student not meeting the expectation of the teacher at that time will be marked tardy or absent. If a student arrives prior to lunch they will be marked tardy rather than absent. If they arrive after lunch, they will be marked absent for the day. The absence or tardiness will be unexcused unless communication is received by the teacher and/or the office within three days. Students/parents who are chronically tardy or miss more than 10% of the requisite school days will need to meet with the school administration to address and resolve the issues.

15% Policy

If a student misses 15% or more of a class, during either semester, they will lose credit for that class because of their absenteeism and the grade on the report card will be recorded as a NC – No Credit. The student may appeal to the Curriculum Committee for credit reinstatement. Issues considered by this committee upon appeal, will include, unexcused vs. excused absences, reasons for extensive number of absences, dedication, and commitment of the student in completing their schoolwork.

Sick Policy

Tri-City Adventist School will endeavor to prevent the spread of communicable diseases by:

- 1) Expecting children to stay home when ill. Illness includes but is not limited to the following symptoms: a temperature of 100 degrees or greater, cough, runny nose, congestion, muscle aches, nausea, vomiting, diarrhea, and/or feeling ill.
- 2) Isolating sick students. If a student becomes ill while at school, the student will immediately be isolated from other students until parents can arrive to take the student home. The area(s) that the student had contact with will be cleaned and disinfected.
- 3) Washing hands. Students will be asked to wash their hands frequently throughout the day. These include (but are not limited to) arrival at school, after recess, before and after lunch, when they are dirty.
- 4) Cleaning surfaces. All surfaces that are used are cleaned each day. Surfaces that become soiled or dirty are immediately cleaned before being used again. Any object or surface that is used by more than one student is cleaned between uses.
- 5) Disinfecting. All high-risk areas such as door handles, bathrooms, kitchen, sinks, drinking fountains, and athletic facilities are disinfected using an EPA registered disinfectant each day. Disinfecting is done when students are not present.

Extended Absences

When students are to be absent from school or when parents remove students from school for an extended period of time (vacations), these are considered unexcused absences.

In the case of planned extended absences, teachers should be notified in advance, and when possible, may share with the student the schoolwork and assignments that will be given during this time. While the absences will not be excused, the student will be permitted to turn in the assignments. The time allowed to turn in this work will be two days allowed for each one school day missed, up to five days of missed school. Requests for more than five days will be processed on a case-by-case basis. Assignments not turned in according to this policy will receive a zero. Tests, quizzes, and laboratory work may or may not be made up depending on the needed information required to complete a given assignment. (Ex: invited speaker giving information over which students may be quizzed. This policy also applies to the excused absences.)

CLOSED CAMPUS POLICY

TCAS is a closed campus. Students are not to leave the school premises during school hours without permission from the parent/guardian or other authorized individuals.

SCHOOL CLOSING AND DELAYS

TCAS follows the Pasco Public School District policy in weather matters. Information regarding school closure, delayed start (10:30 am), or early dismissal due to severe weather or other emergencies will be

communicated through the “Remind” texting system to notify families of any special circumstances. If we have a delayed start on a Friday, we will operate school from 10:30 am until 2 pm.

EXTRA CURRICULAR ACTIVITIES

Participation will be dependent upon the student’s academic standing and attendance record. Students are required to maintain passing grades in all subject areas with work completed in a timely manner. Failure to comply with this policy may result in a student’s ineligibility for school-sponsored extracurricular activities. Several sports clubs and other organizations on TCAS campus may have dues which will not exceed \$150.00.

BEFORE AND AFTER SCHOOL CARE FOR STUDENTS AGE 12 AND UNDER

Supervised care is available to students, ages 12 and under, at the Small World Learning Center, beginning at 6:30 am. Students who are 12 and under, and arrive at school before 8:15am., should be cared for at the Small World Learning Center. If students are not picked up after school, they will then be walked over to the Small World Learning Center after 3:30 M-Th and 1:15 F. There is a fee for this supervision.

VISITORS

Visitors to the school are to sign in at the office upon arrival. Students, who wish to bring visiting students into their classrooms, must contact the principal and classroom teacher prior to the visit. Parents are welcome to visit the school at any time (lunch time is encouraged) but need to contact the teacher before the date of the visitation and should sign in at the time of their arrival and upon their departure.

ACADEMY/RECRUITERS/INVITATIONS

Upper Columbia Academy and Walla Walla Valley Academy are welcome to visit and recruit our 10th grade students.

TRANSPORTATION/PARKING

Students who drive to school are asked to park alongside the fence on the south side of the soccer field.

Parents and volunteers who come into the building may park across the street from the school or along our sidewalk. Please take care in leaving the neighbors’ driveways and mailboxes clear.

The area directly in front of the school with painted edge is not for parking. This is a designated loading and unloading zone for students during arrival and dismissal.

APPROPRIATE ATTIRE AND APPEARANCE

Our outward appearance may affect our conduct and our influence on others in life. Modest, school appropriate clothing is required. The following are specific guidelines to follow for school and school-related functions for students:

From the start of school through November 1 and again from the Monday, after spring break, until the close of the school year, students may wear to-the-knee style shorts.

- All clothing is to be sized to fit, not too large or too small
- Clothing should be free of holes and graphics
- Necklines should be of modest cut
- Shirts/tops should have a collar, such as polo or button shirts
- TCAS t-shirts are permitted to be worn to school
- The torso is to be covered when reaching or bending
- Underclothing should not be seen at anytime
- Girl's dress/skirt hemlines should be at or near the knees
- All tights or other types of leggings must be accompanied by a long top or dress
- Athletic attire is only to be worn when participating in athletic activities
- Hats are not to be worn in the school or during school programs
- Hoodies may be worn in the school as long as the hood remains off and is free from graphics
- Hair is to be kept neat and clean and out of students' eyes
- Make-up and hairstyles are to avoid the extreme
- No jewelry is to be worn on the face (lips, nose, eyebrow, etc).
- Shoes for PE are to be non-marking for the gym floor
- Appropriate shoes must be worn at all times.

PHYSICAL EDUCATION DRESS CODE

Dressing appropriately for PE activities is a part of a healthy lifestyle. As such, the following guidelines will be required for all PE classes. Each group has the additional minimum requirements of the preceding age group:

- | | |
|------|----------------------|
| K-2 | proper gym shoes |
| 3-6 | pants or shorts |
| 7-10 | change into gym wear |

CONDUCT EXPECTATIONS

These expectations exist while students are at school, or on school-sponsored activities.

Since Christian character is demonstrated by conduct, students are expected to conduct themselves as Christians and as caring citizens. Students should uphold the moral principles as set forth in the Bible and affirmed by the Seventh-day Adventist Church. Students of TCAS are expected to follow the ‘Golden Rule’ found in Matthew 7:12 ***“Do for others the same things you want them to do for you.” ICB***

- TCAS encourages social development in group settings and through participation in appropriate activities. Dating is discouraged and public displays of affection are not acceptable.
- As a Christian school, proper reverence is to be evident during prayer, Bible class, religious services and other spiritual experiences.
- Address others with courtesy
- Respond to and obey instructions
- Follow directions and ask permission
- Show respect for yourself and others
- Take responsibility for the care and cleanliness of all school property. Students will be held financially responsible for damaged school property, including textbooks.
- Be on time and in seats, ready to work at 8:30am. When passing between classes endeavor to move quietly, efficiently and be prepared for the upcoming class within the two minutes allowed for pass time and please be respectful of learning that is taking place in other classrooms and maintain a quiet atmosphere.

Unacceptable behavior at TCAS and on school sponsored activities. These are actions that are subject to discipline/dismissal.

- Use of belittling, vulgar, or profane language or behavior
- Abusing or misusing school property
- Possessing, using or distributing tobacco, alcohol or other harmful materials
- Possessing, viewing, or sharing pornographic materials
- Lewd conduct or obscene gestures
- Bullying, threatening comments, or threats with real or pretend weapons
- Harassment or intentional harm to others
- Plagiarism or deliberate use of another’s thoughts, answers, or ideas

CLASS AND FIELD TRIP GUIDELINES

Students are asked to remember they are representing TCAS and its reputation as a Christian school. All school policies and regulations apply throughout the trip.

- School sponsors are responsible for supervision and decisions during the trip and must be current on the ‘Sterling’ program prior to the trip. If an adult is driving for the field trip, additional paperwork is required.

- All drivers for school trips must have a valid driver's license, no more than two tickets, and no at fault accidents within the past three years. They also must have current insurance that meets state requirements.
- Dress appropriately in on-campus wear suitable for the occasion.
- Personal electronic devices (example: Gameboys, CD players, iPods) are not to be taken on any trip without the principal's and/or sponsor's permission.
- Students are to remain with the group during all activities; relationships are to be kept positive.
- On over-night trips, students are not to be in the designated living area of the opposite gender without a sponsor being present.
- Curfew times are to be enforced with students remaining in their designated sleeping area during those times.

Inappropriate actions or verbalizations are not to be tolerated and as a result the student may be sent home. The decision would be made by the sponsor in consultation with the principal. In such a case, the parents would be notified and the trip home would be at the parent's expense.

DISCIPLINE POLICY

Self-discipline is the desired action for all students. When an individual fails to adhere to the rules and standards of behavior in a Christian manner, external discipline is required. If a student's conduct or attitude is out of harmony with the expectations of the school in general and whose influence is found to be detrimental, he/she may be asked to withdraw or may be dismissed. This may occur even though there has been no specific violation of a school regulation.

If classroom behavior is not modified by any of the following actions; verbal reminders or reprimands, seating change, isolation or loss of privileges, the student may be removed from class and referred to the principal.

The principal may conference with the student and/or parent, enforce in-school suspension or out-of-school suspension or engage the church pastor in addressing the problem.

If these actions do not resolve the problem, staff review may be initiated with result of possible loss of credit. At this time a referral to the Academic Committee Review would be made which could be followed by a School Board Action of expulsion.

COURSE OFFERINGS

*Yearly offerings depend on available staffing and/or student needs.

Grades 1-8

Art
 Band 5-8*
 Bible
 Choir 7/8 *
 Mathematics/Algebra I
 Language Arts

- English
- Reading/Phonics
- Handwriting/Spelling

 Social Studies

- Northwest History

 Music 1-6
 Physical Education
 Science-Health

Grades 9 and 10

Core Subjects

Algebra I & II
 Bible I & II
 Biology
 English I & II
 Geography
 Geometry
 Personal Finance
 Physical Education/Health
 Physical Science
 World History

Electives*

Art
 Band
 Choir
 Digital Photography
 Drama
 Handbells

FINANCIAL INFORMATION

Tuition & Fees

All tuition and fees are combined into one charge/payment. This total school fee is billed on a 10-month (August-May) cycle. All students receiving financial assistance from one of our constituent churches will be billed on a 10-month cycle.

The total school fee covers annual tuition as well as the following: book rental, curriculum enrichment material, media, student accident insurance, testing, school annual, lab fees and field/class trips.

- TCAS accepts Visa, Master Card, checks, and/or cash for payment.
- A year's payment in full, by check or cash, receives a 3% discount.
- A \$15.00 late charge is added monthly on any unpaid balance.
- When special testing is required a \$25.00 per hour fee is charged, plus material.
- For returning students all pending charges on their account must be paid.
- A \$20.00 fee will be charged for checks returned from the bank. Two-party or post-dated checks will not be accepted.
- An eighth grader may not take part in graduation or receive a diploma until satisfactory financial arrangements have been made for past due accounts.

Transcripts of academic credit will be withheld until satisfactory financial arrangements have been made for past due accounts.

EQUALIZATION

A \$200.00 discount per semester is offered to 9th and 10th grade students who commute 25 miles or more, one way each day, to attend TCAS. This will be prorated monthly.

BANKRUPTCY

Recognizing that the discharge of a debt through bankruptcy proceedings prohibits a creditor from subsequently pursuing the collection of the debt, TCAS, upon notification of such discharge of a student's current school or loan account(s), complies with this legal prohibition.

Referral Program

Tri City Adventist School recognizes that our students and families are key to helping us grow. When you share the positive experience, you are having at TCAS, and it results in a new student we will show our appreciation with a \$50 tuition credit for not only you but the family that you have referred. Referred families currently or previously enrolled in SWLC or TCAS do not qualify for this incentive. Incentives will be paid out on the 6th billing cycle that the new student is enrolled. We will show our appreciation for referrals made by non TCAS families with a \$50 gift card.

MUSIC PROGRAM INFORMATION

MUSIC LESSONS (DEPENDENT ON AVAILABILITY)

We believe that a strong music program is fundamental to the Christian educational experience. Therefore, besides offering band and choir, we also encourage instrument lessons. Private lessons may also be taught by the TCAS's music instructor. Financial arrangements are to be made directly with the music teacher where an interest exists.

It is recommended that students in beginning band take private lessons. Priority for lessons is given to the beginning band students when there are more students than available lesson time.

All private lessons should be scheduled during after school hours.

INSTRUMENT RENTAL

- Instrument rental will be charged for all school-owned instruments used by students for either private lessons or band. **All instruments will rent for \$18/month.** Exceptions may be made if the music teacher specifically requests a student to play a certain instrument needed to help fill out the band. This request will be approved by the administration.
- While 5th and 6th grade students do not pay an instrument rental fee, they will pay a refundable \$50.00 fee the first semester per instrument. While the second semester fee is nonrefundable, if students have taken care of their instruments in the first semester, their \$50 can roll over to the second. This fee helps students learn to take responsibility for the care of their instruments. It also helps pay for the annual maintenance of the instruments.

HOMESCHOOL PARTNERS

TCAS recognizes the importance of a Christ centered education. Here at TCAS we are honored to assist families that choose to homeschool their children by providing classes that can expand their homeschool experience.

The following are the features of this program:

Yearly Registration of \$100 per family. This registration fee allows students to participate in the following:

- Enroll in elective courses
- Enroll in academic courses when space is available
- Attend Chapel and Spiritual Emphasis Week
- MS/HS Sports: Fees for each sport will apply
- Class Fieldtrips: Parents must participate and cover any required fees**
- Receive the School Newsletter

Contact the TCAS office to inquire about courses available*.

Grades 1-6

Music and PE \$300 per student/school year

Grades 7-10

Electives including Music and PE \$175 per student/quarter

Academic courses \$300 per student/quarter

*Space may be limited based on classroom size. Inquire with the TCAS office about registration.

**Parents must complete volunteer screening

COMMUNITY INFORMATION

CONSTITUENT CHURCHES

- Kennewick SDA Church 783-8731
7105 W. 10th, Kennewick, WA 99336
Pastor Cary Fry
- Richland SDA Church 946-8807
1807 Wright, Richland, WA 99352
Pastor Sergio Manente
- Riverview SDA Church 547-4998
605 Road 36, Pasco, WA 99301
Pastor Jared Spano

OFFICE OF EDUCATION

- Upper Columbia Conference (509) 838-2761
3715 South Grove Rd.
Spokane, WA 99224
Brian Harris, Superintendent

SENIOR ACADEMIES

- Upper Columbia Academy, Spangle (509) 245-3600
- Walla Walla Valley Academy, College Place (509) 525-1050