



Tri-City Adventist School

**Student Handbook
2024-2025**

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 Transitional Kindergarten through 8th grade Seventh-day Adventist school providing quality Christian education that teaches and supports biblical values for family life and service.

Our academic aim is for every student to design a personalized learning plan and achieve their learning goals each year because we exist to enable every student to achieve their God-given potential in spiritual maturity, academic excellence, social graces, physical development, and emotional well-being.

Our Core Values: In the spirit of collaboration, teachers will
Model Growth
Facilitate Growth
Celebrate Growth

Our Motto
To grow, inspire, and serve

4115 W. Henry St. Pasco, Washington 99301

Phone: **509.547.8092**

Fax: **509.547.8516**

Web site: www.mytcas.org

Email: Office@myTCAS.org

TABLE OF CONTENTS

Academy/Recruiters/Invitations	10
Admission Information	6
Appropriate Attire	10
Attendance Policies	8
Before and After School Care	10
Class and Field Trip Guidelines	12
Closed Campus Policy	9
Conduct Expectations	11
Discipline Policy	12
Educational Philosophy and Basic Beliefs	5
Extra Curricular Activities	9
Financial Information	13
Homeschool Partners	14
Music Program Information	14
Principles and Goals	5
School and Office Hours	7
School Closing and Delays	9
Staff and Administration	4
Student Acceleration	7
Transportation/Parking	10
Visitors	10

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.

Gayle Norton, B.A. M.Div M.A principal@mytcas.org
Principal, 7th-8th Grade Social Studies, 7th-8th Grade Bible

Joelle Worf, B.A jworf@mytcas.org
7th-8th Grade English, 7th-8th Grade Math

Kara Lull..... klull@mytcas.org
5th-8th Grade Choir, 7th-8th Grade PE

Mellisa Beedle, B.S...... m.beedle@mytcas.org
5th/6th Grade, 7th-8th Grade Science

Karen Birney, B.Ed. k.birney@mytcas.org
3rd/4th Grade

Jessica Davidson, B.S. j.davidson@mytcas.org
2nd Grade

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1st Grade

Jessica Smith, B.A. j.smith@mytcas.org
Transitional Kindergarten - Kindergarten

Brian Davidson, B.S...... b.davidson@mytcas.org
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Mayra Soltero, B.A, ECE Endorsement..... info@smallworldpasco.org
Director–Small World Learning Center

Keeni Mitchell..... boardchair@mytcas.org
Board Chair

Celeste Graves..... treasurer@mytcas.org
Treasurer

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:

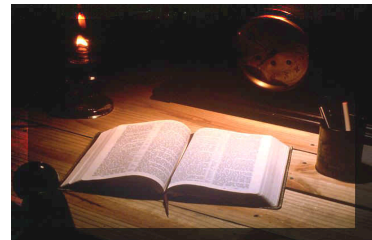
1. God reveals Himself to man through the Holy Scriptures. Here, God tells us about Himself and His attributes. He shows how He relates to us and how we can relate to Him.

"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 God created humankind. Our educational program seeks to help children discover their purpose and destiny and 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, 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 Ellen G. White's inspired writings. The Bible teaches that since the fall of Adam and Eve, all men and women have been 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 students of 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 school's stated philosophy and objectives, and students will abide by all conduct expectations.

Application may be made through FACTS online. A student's admission to TCAS will be subject to review by the Academic Committee. Students whose families are members of constituent churches may be given enrollment preference. The NCPSA and NADSDA accredit TCAS and receive a Certificate of Private School Approval from the Washington State Board of Education annually.

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 considering interest and skill development appropriate to the child's level. It provides daycare and preschool programs for infants to age five and after-school care for children five to 12. The Washington Department of Early Learning licenses it.

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 to bridge the learning gap during months outside 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: info@smallworldpasco.org

Transitional Kindergarten Admission Requirements

The Tri-City Adventist School Transitional Kindergarten program is based on the North American Division Office of Education curriculum for Kindergartens. We offer a half-day program from 8:30 a.m. to 12:00 p.m. Monday through Friday. Children will undergo an Ages and Stages Questionnaire and an Academic Readiness Assessment. They must be five years of age by December 31. Children will be placed on an automatic waiting list. Children will be advanced to Kindergarten the following year.

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 8:30 am – 3:15 pm. The diversity of the program allows for the incorporation of activities appropriate for those in the kindergarten class. It is a structured program that is flexible and comprehensive, providing students with the skills needed to enter the first grade with a solid foundation.

Washington State law states that children five years old by August 31 may be accepted into kindergarten. However, a child's chronological age 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 before the end of the third quarter. The TCAS Academic Committee and the Conference of Education must approve the request.

SCHOOL AND OFFICE HOURS

- School hours for grades K-8 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 3:30 pm, and Friday until 1:30 pm.

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

Students in grades 7-8 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 they participate in a supervised activity or work program. Students who 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 to the 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 an essential aspect of each child's education. We aim to prepare our students academically, mentor them as they grow physically and emotionally, and guide their spiritual experience and character development. Each day is an opportunity to influence and encourage them positively in their growth.

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 classroom by start time each morning. Any student not present at that time will be marked tardy or absent. If a student arrives before 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 must 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 an 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 absences, and the dedication and commitment of the student to complete their schoolwork.

Sick Policy

Tri-City Adventist School will endeavor to prevent the spread of infectious 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) 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. This includes (but is not limited to) arriving at school, after recess, before and after lunch, and when they are dirty.

4) Cleaning surfaces. All surfaces used are cleaned each day. Surfaces that become soiled or dirty are immediately cleaned before being used again. Any object or surface used by more than one student is cleaned between uses.

5) Disinfecting. All high-risk areas, such as door handles, bathrooms, kitchens, sinks, drinking fountains, and athletic facilities, are disinfected daily using an EPA-registered disinfectant. 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 (vacations), these are considered unexcused absences.

In the case of planned extended absences, teachers should be notified in advance and, when possible, may share the schoolwork and assignments given during this time with the student. While the absences will not be excused, the student can turn in the assignments. The time allowed to turn in this work will be two days allowed for each 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 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 may only leave the school premises during school hours with permission from their parents/guardians 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 a.m.), 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 a.m. until 2 p.m.

EXTRA CURRICULAR ACTIVITIES

Participation will depend on the student’s academic standing and attendance record. Students must maintain passing grades in all subject areas and complete work promptly. 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 the TCAS campus may have dues that do 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 a.m. Students who are 12 and under and arrive at school before 8:15 a.m. should be cared for at the Small World Learning Center. If students are not picked up after school, they will be walked 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 must sign in at the office upon arrival. Students wishing to bring visiting students into their classrooms must contact the principal and teacher before the visit. Parents are welcome to visit the school at any time (lunchtime 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 8th-grade students.

TRANSPORTATION/PARKING

Parents and volunteers entering 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 a painted edge is not for parking. It is a designated loading and unloading zone for students during arrival and dismissal.

APPROPRIATE ATTIRE AND APPEARANCE

Our outward appearance significantly influences our conduct and how others perceive us. Therefore, it is crucial to adhere to the following specific guidelines for school and school-related functions:

- TCAS students will wear TCAS-issued t-shirts or long-sleeved shirts (black, grey, blue, red) to school.
- TCAS students have the flexibility to wear jeans, khaki-style pants, skirts, skorts, or shorts. These must be blue, black, or tan in color. Shorts must reach the bottom of the extended fingertips.
- Girls must wear leggings or legging-type shorts under skirts or loose-fitting skorts for modesty. The leggings or legging-type shorts must be solid blue, black, or tan.
- All clothing is to be sized to fit, not too large or too small
- Clothing must be free of holes
- Underclothing should not be seen at any time
- Only TCAS-issued hoodies may be worn. The hood must remain off whenever the student is indoors.

- When TCAS athletic uniform is required for 5th-8th grade, it may only be worn when participating in athletic activities.
- Hats may not be worn in the school or during school programs
- Hair is to be kept neat and clean and out of students' eyes
- Avoid extremes in make-up, hairstyles, and jewelry.
- No jewelry is to be worn on the face (lips, nose, tongue, eyebrows, etc.), and earrings must be only studs.
- Shoes for PE are to be non-marking for the gym floor
- Appropriate shoes must be worn at all times. This includes back straps.

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
7-8	Change into gym wear

When TCAS athletic uniform is required for 5th-8th grade, it may only be worn when participating in athletic activities.

CONDUCT EXPECTATIONS

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

Since Christian character is demonstrated by conduct, students are expected to conduct themselves as Christians and caring citizens. Students should uphold the moral principles outlined 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 expected 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 seated, ready to work at 8:30 a.m. When passing between classes, endeavor to move quietly and efficiently, be prepared for the upcoming class within the two minutes allowed for pass time, 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

DISCIPLINE POLICY

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

If the following actions do not modify classroom behavior: verbal reminders or reprimands, seating changes, 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 or out-of-school suspension, or engage the church pastor in addressing the problem.

If these actions do not resolve the problem, a staff review may be initiated with the 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.

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 before the trip. Additional paperwork is required if an adult is driving for the field trip.
- All school trip drivers 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 may not 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 overnight trips, students are not to be in the designated living area of the opposite gender without a sponsor being present.
- Curfew times will be enforced, with students remaining in their designated sleeping areas.

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.

COURSE OFFERINGS

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

Grades 1-8

Art
Band 5-8*
Choir 5/8 *
Mathematics
Language Arts
 • English
 • Handwriting/Spelling
Social Studies
 • Northwest History
 • US History
 • World
Music 1-8
Physical Education
Science-Health
Life Skills
Technology

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, book rental, curriculum enrichment material, media, student accident insurance, testing, school annual, lab fees, and field/class trips.

- Families need to create a FACTS account and set up a payment plan.
- An eighth grader may only participate in graduation or receive a diploma once 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.

BANKRUPTCY

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

Referral Program

Tri City Adventist School recognizes that our students and families are vital in helping us grow. When you share the positive experience at TCAS, which results in a new student, we will show our appreciation with a \$50 tuition credit for you and the family 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 appreciation for referrals made by non-TCAS families with a \$50 gift card.

MUSIC PROGRAM INFORMATION

MUSIC LESSONS (DEPENDENT ON AVAILABILITY)

A strong music program is fundamental to the Christian educational experience. Therefore, the TCAS's music instructor may also teach private lessons. Financial arrangements are to be made directly with the music teacher where an interest exists.

All private lessons should be scheduled during after-school hours.

HOMESCHOOL PARTNERS

TCAS recognizes the importance of a Christ-centered education. We are honored to assist families who homeschool their children by providing classes that 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 available courses*.

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 the 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 McMurray Ave, Richland, WA 99354
Pastor Sergio Manente

Riverview SDA Church 547-4998
605 Road 36, Pasco, WA 99301
Pastor Jason Worf

OFFICE OF EDUCATION

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

SENIOR ACADEMIES

Upper Columbia Academy, Spangle (509) 245-3600

Walla Walla Valley Academy, College Place (509) 525-1050