



TRI-STATE

CHRISTIAN SCHOOL

**Parent Handbook
2016-2017**

**11084 Hwy 20 W
Galena, IL 61036
(815) 777-3800
(815) 777-2991 FAX
www.tscs.org**

WELCOME

It is a joy and privilege to welcome you to Tri-State Christian School. We take seriously the responsibility of teaching students to grow *“in wisdom, stature and in favor with God and man” (Luke 2:52).*

The mission of TSCS is *“to educate students from a biblical worldview for excellence in lifelong learning and Christ-like character.”* We strive to achieve this in partnership with the family and the church.

This handbook has been written to give you a reference to the guidelines at TSCS so that you may partner with us in developing Christian character and academic excellence in your children.

With your help, we can become the school God would desire for us to be. Let us all work together in love and harmony. *“How good and pleasant it is for brethren to dwell together in unity!” (Psalm 133:1).*

Have a wonderful year!

Dr. T. R. Nuce
Principal, TSCS

MISSION STATEMENT

Tri-State Christian School partners with parents to educate students from a biblical worldview for excellence in lifelong learning and Christ-like character.

VISION STATEMENT

Tri-State Christian School will equip students to acquire wisdom, knowledge, and a biblical worldview, and to serve Christ as they integrate all of God's truth into their lives.

2016-2017 YEAR VERSES

“Be kindly affectionate to one another with brotherly love, in honor giving preference to one another.” (Romans 12:10)

SCHOOL VERSE

“Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6)

Table of Contents

STATEMENT OF FAITH	8
PHILOSOPHY OF EDUCATION	8
CORE VALUES	9
TSCS SCHOOL-WIDE LEARNING OUTCOMES	9-10
BIBLICAL MORALITY POLICY	11
TSCS HISTORY	11
TSCS BOARD	11
<u>GENERAL SCHOOL INFORMATION:</u>	12-22
ACCREDITATION & CODES	12
<i>Non-Discrimination Policy</i>	12
ARRIVALS AND DEPARTURES	12
ATTENDANCE	12
<i>Attendance Policy</i>	13
<i>Make-Up Work for Unexcused Absences</i>	13
<i>Make-Up Work for Excused Absences</i>	13
<i>Absence Notification</i>	13
<i>Pre-Approved Extended Absences</i>	14
<i>Partial Day Absences</i>	14
<i>Professional and Doctor's Appointments</i>	14
<i>Truancy</i>	14
BUSINESS OFFICE	14
<i>Re-enrollment</i>	14
<i>Tuition Assistance</i>	15
<i>Withdrawal</i>	15
<i>Withdrawal rates</i>	15
COMMUNICATION	15
<i>Computer Use</i>	15
<i>Newsletters and Memos</i>	15
<i>RenWeb</i>	16
<i>Phone calls and email</i>	16
DISCIPLINE	16-17
EVENTS	18
<i>Back to School Celebration</i>	18
<i>Conferences</i>	18
<i>Excellence in Education Open House</i>	18
<i>Grandparent's Day</i>	18
<i>Musical Programs</i>	18
<i>National Honor Society</i>	18

FIELD TRIPS	19
LOCKERS	19
LOST AND FOUND	19
LUNCH	19
MEDICAL	20
<i>Immunizations and Birth Certificates</i>	20
<i>School Physicals, Dental, & Eye Exams</i>	20
<i>Dyslexia Screening & Tutoring</i>	20
<i>Medications</i>	20
<i>Student Illness</i>	20
MUSIC & ENTERTAINMENT	21
PARENTAL INVOLVEMENT	21
<i>Academics</i>	21
<i>Athletics</i>	21
<i>Resolving Differences</i>	22
SCHOOL DELAYS AND CLOSINGS	22
SECURITY	22
<i>Classroom Visitors</i>	22
<i>Safety Drills</i>	22
<u>ELEMENTARY GRADES:</u>	24-28
ACADEMIC	24
<i>Grading Scale</i>	24
<i>Homework</i>	25
<i>Progress Reports and Report Cards</i>	25
ARRIVALS AND DEPARTURES	25
DISCIPLINE	26
DRESS CODE	26
EVENTS	27
<i>Fourth Grade Conservation Day</i>	27
<i>Fifth Grade Earth Day</i>	27
<i>Sixth Grade Outdoor Education</i>	27
GENERAL SCHOOL INFORMATION	28
<i>Recess and Nonscheduled Time</i>	28
TARDINESS	28
TRANSPORTATION	28

<u>SECONDARY GRADES:</u>	30-45
ACADEMIC	30
<i>Grading Scale</i>	30
<i>Homework</i>	30
<i>Damaged Textbooks</i>	31
<i>Honor Recognition</i>	31
<i>Progress Reports</i>	32
<i>Report Cards</i>	32
<i>Tutoring & Study Halls</i>	32
<i>Physical Education</i>	32
<i>Spiritual Retreat</i>	32
ATTENDANCE	33
<i>Arrivals and Departures</i>	33
<i>Tardiness</i>	33
EXTRA-CURRICULAR ACTIVITIES	34
<i>Interscholastic Athletics</i>	34
<i>Drama</i>	35
STANDARD FOR DRESS	35
<i>General Remarks</i>	35
<i>Modest</i>	36
<i>Neat and Clean</i>	36
<i>Non-distracting and Appropriate</i>	37
<i>Special Events Dress Code</i>	37
STANDARDS FOR BEHAVIOR	38
GENERAL RULES	39
<i>Obedience to Staff and Faculty</i>	39
<i>Stewardship of the TSCS property</i>	39
<i>Truancy</i>	39
<i>Cell Phone & Electronic Devices</i>	39
<i>Obscene/Abusive Language</i>	39
<i>Social Media</i>	40
<i>Sexual Harassment & Bullying</i>	40
<i>Public Display of Affection</i>	40
<i>Lying, False Accusations, Cheating & Plagiarism</i>	41
<i>Damage to School Property, Personal Property, & Vandalism</i>	41
<i>Tobacco, Alcohol, And Substance Abuse Policy</i>	41
<i>Weapons, Fireworks, & Pornographic Materials</i>	41
<i>Sexual Immorality</i>	41
DISCIPLINE	42
<u><i>Discipline Ladder</i></u>	42
<i>In-Class Discipline</i>	42
<i>Demerit Classification</i>	42

<i>Detentions</i>	43
<i>Isolated Study Time (IST)</i>	43
<i>Disciplinary Probation</i>	44
<i>Suspension</i>	44
<i>Expulsion</i>	44
SOCIALS	45
SPIRITUAL	45
<i>Chapel</i>	45
<i>Christian Service</i>	45
<i>Student Prayer Meetings and Bible Studies</i>	45
<u>HIGH SCHOOL ONLY:</u>	46-49
ATTENDANCE	46
<i>Attendance Policy</i>	46
COLLEGE	46
<i>College Days</i>	46
<i>Transcripts</i>	46
COURSE LOAD	47
<i>Drop/Add</i>	47
<i>Semester and Final Examinations</i>	47
<i>Test Schedule</i>	47
DRIVING PRIVILEGES	48
GRADUATION	48
<i>Commencement Activities</i>	48
<i>Valedictorian/Salutatorian</i>	48
<i>Diploma Requirements</i>	49
<u><i>Advanced Track</i></u>	49
WHOM TO ASK	50
CALENDAR	51

This Student Handbook is designed to inform you of Tri-State Christian School's expectations regarding appropriate student behavior. Nothing in this Student Handbook shall be deemed to create contractually or legally enforceable rights. Tri-State Christian School specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in the Student Handbook with or without prior notice.

STATEMENT OF FAITH

- We believe in the Bible, both the Old and the New Testaments as verbally inspired by God and inerrant in the original writing and that it is of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in “that blessed hope,” the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
- We believe in the spiritual unity of all believers under the headship of Jesus.

PHILOSOPHY OF EDUCATION

The mission and vision statements of Tri-State Christian School are based on the following educational presuppositions:

- All truth is God’s truth.
- The Christian Bible, as God’s inspired Word, was given as our guide for faith and practice.
- An effective Christian education integrates biblical truth and principles into all classroom teaching and all school-related activities.

CORE VALUES

CENTRALITY OF SCRIPTURE

- As God’s inspired Word, the Bible speaks as the final authority on all issues of faith, life, and practice.
- As such, Biblical truth is at the core of all our programs and guides our institutional decision-making.
- Our primary responsibility is to provide a biblically integrated, quality education from a biblical worldview.

PURSUIT OF EXCELLENCE

- We endeavor to train the mind through a rigorous program of study designed to enhance knowledge, develop critical thinking skills, and develop life-long learners.
- In response to the biblical injunction to do all things for the glory of God, Tri-State Christian School strive for excellence in all our programs and services

CULTURE OF GODLINESS

- We seek to be a loving community in which relationships and actions are guided by godly character and consistently reflect honesty, integrity, and accountability.
- Following Christ’s model of servant-leadership, our community seeks to be characterized by service and love for one another.

SPIRIT OF PARTNERSHIP

- Recognizing that God has given the primary responsibility for raising godly children to parents, we desire to partner with them in this all-important role.
- Since God has ordained that His kingdom be experienced and advanced through the local church, we seek to partner with local Evangelical churches in the spiritual development of student.

TSCS SCHOOL-WIDE LEARNING OUTCOMES

The vision of Tri-State Christian School educators is that a maturing TSCS student:

1. Understands and commits to a personal relationship with Christ and pursues ongoing spiritual development
 - understands the gospel and commits to a personal relationship with Jesus Christ
 - knows how to effectively present the gospel to others
 - understands and practices spiritual disciplines such as devotions, personal Bible study, and prayer
 - understands and pursues spiritual maturity and a deepening dependence upon the Holy Spirit
 - is involved in a local church.
2. Understands and articulates a biblical worldview and operates from that perspective in the world
 - understands the Bible as the inerrant Word of God emphasizing its central importance as the rule of faith and practice
 - develops, articulates, and defends a biblical worldview
 - demonstrates application and relevance of a biblical worldview to daily decision making
 - knows and is able to articulate the differences between Christianity and other

TSCS SCHOOL-WIDE LEARNING OUTCOMES cont'd

3. Is academically prepared in all areas (reading, writing listening, speaking, science, math, social studies, languages, Bible, technology and the arts)
 - is a creative and critical thinker who can apply learning to solve real world problems
 - utilizes technology responsibly and effectively
 - can appropriately access and use various types of information resources
 - appreciates and/or participates in the arts and literature
 - demonstrates academic competence which is required for next level of academic pursuit
 - communicates effectively in both verbal and written forms
 - knows the Bible in concept and through memorization
 - understands and maintains the Christian heritage of our country.
4. Develops moral integrity, demonstrated by righteous living and stewardship
 - makes choices based on biblical principles
 - respects human life
 - lives according to biblical standards in family and personal relationships
 - is a wise steward in use of personal, financial, and natural resources
 - understands that he or she has civic responsibilities and that government is ordained by God
5. Is able to relate well and work well with others, including other cultures and respects the worth of every individual as made in God's image
 - can explain being created in the image of God
 - is willing to respect and submit to authority
 - respects individual differences, valuing each person as God's creation
 - able to work both independently and cooperatively
 - can understand and appreciate people of different cultures
6. Is a lifelong learner, prepared for the next stage, including intellectual, spiritual, physical, social, and emotional health
 - pursues ongoing learning as it relates to next stage, including careers
 - applies learning to healthy choices affecting lifestyle
 - develops a love for learning
 - recognizes the spiritual implications of acting upon one's learning
7. Is a servant leader, prepared and motivated for lifelong service and involvement in missions, knows and applies spiritual giftedness
 - can articulate the biblical mandate for service and missions, including responsibility to the poor and lost
 - participates in service experiences
 - understands missions from personal experience or from personal exposure to the message/impact of missions
 - develops leadership skills
 - understands and utilizes spiritual gifts
 - identifies personal strengths and talents
 - applies gifts in leadership/service
 - works within the body of Christ according to the variety of gifts in the body

BIBLICAL MORALITY POLICY

Tri-State Christian School's biblical role is to work in conjunction with the home and church to train students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like lifestyle. TSCS reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

HISTORY OF TRI-STATE CHRISTIAN SCHOOL

Tri-State Christian School began its foundation in 1991 with feasibility studies & parent meetings. In September 1992, we opened our doors for students with an enrollment of 25 in kindergarten through sixth grade. Two teachers and the principal taught all classes. During the first three years, TSCS rented classroom space from the Galena Bible Church and also added junior high grades. In 1995 we moved to our existing building and began adding high school grades one year at a time until 1999. In August of 1998, a high school gymnasium was added to the existing building, and the preschool was established in its own building adjacent to the sports field. In the year 2000, TSCS held its first high school graduation.

Currently, TSCS serves students in grades 4K through high school from Illinois, Iowa, Wisconsin, and around the world.

TSCS BOARD

The school is governed by a self-perpetuating board of directors who volunteer their time, treasure, and talent for the overall good and health of TSCS. These dedicated Christians represent current families, alumni, alumni parents, and members of the civic and business community. Their principle goals are two-fold: first to ensure the fiscal and institutional health of the school and its policies, and second, to hire and support the head of the school. The board customarily concerns itself with the mission of the school and general policies, while the head of the school is responsible for personnel management and the day-to-day operation of the school.

The first 30 minutes is an open board meeting for those who wish to attend. Those desiring to make a presentation to the board must contact the chairman to be added to the agenda.

ACCREDITATION & CODES

TSCS is a member of the Association of Christian Schools International (ACSI) and is recognized by the Illinois State Board of Education (ISBE).

TSCS operates as a non-profit 510 (c)(3) institution and is incorporated in the state of Illinois.

Policy of Non-Discrimination

Tri-State Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to TSCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment at TSCS based on a disqualifying handicap for which TSCS's programs are inadequate, poor past academic achievement, or whose personal or family lifestyle is not in harmony with the stated philosophy of Tri-State Christian School.

ARRIVALS AND DEPARTURES

- 8:05a.m. Outside supervision begins.
Students should not be on school grounds before this time.
- 8:20a.m. Students are allowed in the building.
- 8:30a.m. Tardy bell rings.
- 3:30p.m. School is dismissed.
- 3:45p.m. Supervision ends.
Students should not be on school grounds after this time unless they are in a school-supervised program.

Any student arriving before 8:05 or remaining after 3:45 because of transportation issues needs to see the principal for special permission.

ATTENDANCE

The school believes there is no substitute for the daily attendance of all students in all classes. In order to help support the faculty in their endeavors to educate your child, the faculty and administrator ask that you make daily, prompt, and active attendance at school a priority for your child. Parents can help by scheduling appointments involving students outside the school day and avoiding, whenever possible, having students miss school for non-emergency situations, such as vacations or family trips.

Attendance Policy

An excused absence will be given for absences due to illness, doctor's visit, family emergency, or an extended family vacation out of town. Absences for any other reason will be considered unexcused. While we realize that there are times when it is necessary for a student to be absent, it is TSCS policy that the student is responsible for completing all missed assignments and class work in a timely manner upon returning to school (unless it is a pre-approved extended absence - see p. 14).

Make-Up Work for Unexcused Absences

Make-up work (including tests, quizzes, homework, etc.) resulting from an unexcused absence must be completed; however, a grade of zero will be averaged into the quarter grade for each assignment.

Make-Up Work for Excused Absences

Make-up work (including tests, quizzes, homework, etc.) is the responsibility of the student. Students with anticipated absences, including field trips, must check with their teachers before the absence. Upon the day of their return to school, students should verify all missed work. Students will be allowed one day for each day missed up to ten (10) school days to make up incomplete work (e.g., if three days, the work will be due the fourth day a student returns to school.). At the end of that time, if the work has not been completed, the grade for missing assignments will be recorded as a zero.

If, at the end of a grading period, students have any incomplete assignments, an "I" will be recorded as their temporary grade until the make-up days have ended. At that time, incomplete work will be recorded as a zero.

If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher. If a student was absent only on the day that a test or quiz was given, he/she is responsible to take the test the day of his/her return. The teacher will determine whether the test will be taken during the regular class time or at an alternate time.

Absence Notification

Any time a student is absent from school without prior written notice, the parent is responsible to notify the school before 9:00 a.m. A student should not be the one to notify the school. If we have not heard from the parent by 9:00 a.m., the school receptionist will attempt to contact the parents as soon as possible. The purpose of the notification is to insure the safety of the missing student. We want to be sure any student not at school is accounted for by the parents. It also allows us to keep timely and accurate records of all absences on a daily basis.

Absences due to participation in school-initiated activities will not count against the attendance policy (e.g., sporting events, drama, field trips).

Pre-Approved Extended Absences

If an extended absence for reasons other than illness is anticipated (e.g., family trip or vacation, surgery), parents must notify the school office at least two days in advance for it to be considered excused. The student should pick up the required form in the school office and complete it with the aid of his or her teachers. Students are responsible to keep up with the class tests or projects but not daily homework.

Students are responsible for missed knowledge taught while they are gone.

Partial Day Absences

If a student arrives late or leaves early, he or she should report to the school receptionist. An explanatory note or phone call is required for the partial day absence to be excused.

During school hours, students are not to leave the building or grounds without signing out at the school office. An explanatory note or phone call by a parent is required before the student can leave school. If the student returns to school on the same day, the student must come to the office to sign back in and receive a pass to class.

Grade-school students missing more than 1½ hours but less than 5 hours of class time are considered half-day absent. Students missing more than 5 hours are considered full-day absent. Attendance for junior high and high school students is determined on an individual class basis.

Professional and Doctor's Appointments

As often as possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a parent should call or a note should be submitted to the school office receptionist for that appointment. Students will not be permitted to leave campus without parental contact with the office.

Truancy

TSCS places a very high priority on students being where they are supposed to be at all times. Excessive absences during the year will be addressed, and a student may be found truant.

BUSINESS OFFICE

Re-enrollment

All returning students are to fill out a re-enrollment form during the second semester. A \$100 non-refundable re-enrollment fee per student (family maximum is \$200) is due by April 1 for the next school year. This \$100 re-enrollment fee will be applied toward your first payment if received by the April deadline.

Tuition Assistance

Families requesting tuition assistance can obtain information from the front office. After the application has been submitted online, the family's amount of aid will be determined. Financial aid availability is determined by an outside agency (Financial Aid for School Tuition). All information gathered in the process is kept in the strictest confidence.

Withdrawal

When a student transfers to another school during the school year, a withdrawal form needs to be filled out. School will forward unofficial student records within ten days of signed request. A forwarding address must be provided and all financial obligations must be paid in full. Official records will not be released to the new school until all obligations are met.

Withdrawal Rates

Should a student be withdrawn at any point during the school year, a minimum of one quarter's tuition will be required. The remaining tuition charges will be determined by prorating the weeks attended (any portion of a week equals a full week) for the quarter. For example, if a student attends all of first quarter and three of the nine weeks in second quarter, parents would pay for the first quarter plus 1/3 of second quarter's tuition.

COMMUNICATION

Computer Use

With the permission and supervision of a teacher, students may use the computer facilities when it pertains to academics. Students may not use computers to check email, play games or visit social network sites (e.g., Facebook). Students are permitted to browse the internet only for purposes related to completing an assignment. Also, students are not permitted to make any changes to the computers unless directed to do so by the instructor. Students who violate any of these policies may lose the privilege of using school computers.

Newsletters and Memos

TSCS sends memos and newsletters through email. If parents do not have access to email, memos and newsletter will be sent home through the youngest child at TSCS or mailed.

RenWeb

A TSCS computer software program makes it possible for parents to view daily their child's academic progress.

Parents are encouraged to check their child's grades, homework, progress report or report card. They may go to the RenWeb School Management Software web site (www.renweb.com) and click on the ParentsWeb Login button. This will take parents to the login page where they will need to follow the instructions for logging in. The district code for our school is TSCS-IL. Parents will need this code when logging in as well as a valid email address on file with the school.

Phone Calls and Email

A parent wishing to communicate with a teacher during the school day should send them an email. Only in cases of emergencies will teachers be asked to leave classes to answer the phone.

If you need to reach your student during the day with a general message, please call the school receptionist and the message (for grade-school students) will be given to his or her teacher or a note (for older students) will be written and taped to his or her locker. All messages must be received before 3:15 for this to take place.

The office telephones are not to be used by students. The school will call home in an emergency.

DISCIPLINE

Tri-State Christian School believes that parents serve as the primary disciplinarians in a child's life (Deuteronomy 6, 1Timothy 4, Hebrews 12:7). Therefore, we see parents as the FIRST line of corrective action; the school's role is to come alongside the parents to reinforce the disciplinary measures parents implement.

First and foremost, it is important to keep our goal in mind when we discipline. As parents and Christian educators, we discipline students because we love them, and it is our scriptural duty. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help re-direct, guide, heal and restore them. Our goal is that hearts be changed and better choices be made in the future. It is also important that we seek to prepare them to make wise choices when we are not around, not simply to control them while we are with them. Our goal is that self-discipline on the student's part will replace adult discipline. In order to achieve this goal, we are guided by the following principles:

- Work with each student individually – In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers (although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion). We strive to maintain distinctive standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.
- Maintain Standards – We take very seriously the biblical, community, and school standards that each student agrees to live by when enrolling at TSCS. Violations of certain standards or the absence of a repentant heart will not be tolerated.
- Cooperation between Home and School – We believe the home and Christian school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Both are expected to support one another.
- Deal with Forgiveness and Consequences – We differentiate between forgiveness (both God’s and others’) and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident.
- Limits of Our Consequences – Although we are charged with the duty of educating and supervising students for a portion of the day, we are neither the parents nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from TSCS. This does not mean that we are giving up. It is, however, recognition that a change of school environment may be the best for all involved.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. TSCS is committed to humbly seeking God’s wisdom and direction as we implement student discipline that encourages growth and change.

EVENTS

Back to School Celebration

This evening is designed for TSCS families and staff to meet each other and to celebrate the beginning of the school year.

Conferences

Throughout the year, parents and teachers are encouraged to have conferences as needed. Formal parent-teacher conferences will be held during the fall but should be considered only one part of the communication process. This is an opportunity to meet your child's teacher(s) to discuss academic progress. Conferences can be initiated by the parent, teacher, student or principal. Progress reports are sent home with students that have a C- or below midway through each quarter. Parents and/or teachers should assume responsibility to initiate additional communication if needed to encourage and hold the student accountable.

Excellence in Education Open House

This evening in the spring is designed to give the public an opportunity to tour TSCS and learn about our school. In addition, current families are encouraged to attend this program with their children and visit their classrooms.

Grandparent's Day

This event takes place on the Tuesday before Thanksgiving. Invitations are sent out from the school several weeks in advance of this special day. Grandparents and surrogate grandparents are invited to a special program and time with their grandchildren in the classroom. If a grandparent is unable to attend, they are encouraged to write a letter to their grandchild, which will be given to the student on that day.

Musical Programs

Students present musical programs throughout the year. These performances are scheduled for holidays and special events and are announced in the TSCS newsletter and on the school website.

National Honor Society (NHS)

High school sophomores, juniors, and seniors are inducted into the NHS at this special ceremony in January.

Sports Awards Night

These evenings are designed to honor the achievements of our student-athletes and are held twice a year – after fall sports and winter sports have concluded.

FIELD TRIPS

All field trips are direct extensions of the classroom and must have educational value, must be planned by the teachers, and must be approved by the principal.

- The teacher will determine the number of chaperones/supervisors attending each field trip.
- Siblings [not in applicable grades] will not be permitted to attend the field trip.
- Permission slips must be signed and returned to school before the field trip commences.

LOCKERS

Lockers at TSCS are loaned to students to store essential educational materials and supplies during the school day. Because lockers are the property of the school, TSCS reserves the right to inspect lockers at any time with or without notice. Because TSCS cannot be responsible for personal belongings, students are encouraged to only bring essential items to school and take precautions to protect their belongings. If students wish to lock their lockers, keys are available. A deposit of \$10 is required, which will be refunded at the end of the year when the key is returned to the office. Students are expected to keep their lockers clean. Posters, decorations, etc. on the inside should meet appropriate TSCS and Christian standards. The outside of the locker should have nothing attached to it unless it relates to school spirit or special occasions. The hallway is not an appropriate place to store personal belongings. Items should not be placed on the top of lockers. No open food or beverages are to be left in lockers.

LOST AND FOUND

A lost and found box is located in the upper and lower entrance area. At the end of each quarter, lost and found items are displayed on tables for students to view. It is the students' responsibility to check for missing items. Unclaimed items are donated to a mission at the end of each quarter.

LUNCH

Students are to bring their lunches to school.

Hot lunch is offered on Wednesday & Friday. The hot lunch parent coordinator will send information home about the hot lunch program.

Students are to remain in their designated areas throughout the lunch period.

MEDICAL

Immunizations and Birth Certificates

According to Illinois law, no child may be enrolled without a current immunization record, a copy of which must be on file in the school office; however, exceptions to immunizations are allowed for religious reasons. Illinois also requires for all students that our staff make a copy of a your child's official birth certificate to be kept on file.

School Physicals, Dental & Eye Exams

Students entering 4/5 kindergarten, 6^h, & 9th grades require a school physical. A dental examination is also required for students entering kindergarten, 2nd, and 6th grades. An eye exam is required for kindergarten and new students. All forms can be picked up in the school office.

Dyslexia Screening & Tutoring

On a fee basis, TSCS offers private screening and one-on-one tutoring for those with dyslexia. More information is available in the school office.

Medications

All medications must be sent to school in the original container with the pharmacy label showing the name of student, name of medication, dosage, number of times to be given per day, etc. All prescription medications given at the school require a physician's release and the signature of parent or guardian. Medications are kept in the school office and will be monitored and dispensed by the receptionist. NO medications are to be kept in the students' lockers or given out by the classroom teacher. Aspirin, Tylenol and cough drops will be dispensed through the school office. If your child has chronic headaches, etc. that require on-going dispensing of aspirin, Tylenol, etc., please supply the school with a bottle for your child.

Student Illness

For the well-being of your child and the other children, we recommend that you wait for a period of 24 hours before sending your child back to school if they have had fever, swollen glands, sore throat, vomiting, skin irritations or any other type of serious physical discomfort.

In cases of communicable disease, the advice of your family physician coupled with your prudent judgment and the child's recovery rate will determine when your child may safely return to school. The school reserves the right to ask for a note from the treating physician, certifying that it is safe for the child to return, before permitting the student to attend classes.

For instances of conjunctivitis (pink-eye) and strep throat, the school may ask for a note from the treating physician stating that the disease is no longer communicable.

A student who becomes ill during the day should go to the school office. If a student who is ill needs to use the restroom before coming to the office, he/she should come to the office as soon as possible thereafter. Parents will be called if the student needs to go home. Any time spent in the office because of illness is considered an absence from class.

MUSIC & ENTERTAINMENT

Tri-State Christian School respects each individual family's feelings and decisions about the music and entertainment that they enjoy at home or in the car. Because they are potentially divisive and offensive, a standard of acceptable music and entertainment within the context of the school and its activities is necessary. It is in this spirit that the following guidelines have been established:

- The lyrics must be centered on God's Word and be easily understood.
- The focus of the music is the message – not the form or style.
- Entertainment should be free of profanity, graphic violence, inappropriate dress, sexual innuendo and content, and themes contrary to the mission of TSCS.

Although not bound to one particular style, TSCS does acknowledge that some musical styles do not edify our minds nor draw the listener closer to our God of Peace. Therefore, some styles (e.g., Heavy Metal or Hard Rock) are not acceptable at TSCS or TSCS events.

PARENTAL INVOLVEMENT

Parents are the first and primary educators of their children (Deut. 9). TSCS seeks to work in partnership with parents and their church as students progress through formal schooling. For this reason, parents are encouraged to become involved in the life of the school through volunteerism.

Academics

Studies show that students experience greater academic success and personal satisfaction when their parents are active participants in the educational process. Reading to your child, showing an interest in schoolwork, fostering good work habits, and demonstrating a commitment to life-long learning show your child that you value education.

Athletics

Athletic contests are excellent opportunities for parents to interact with other parents while supporting their children and TSCS. Athletic schedules are distributed at the beginning of each season and are available on the website. Parents are invited to support the athletic program at TSCS by helping with concessions and as assistant coaches when needed. Please contact the athletic director to discuss opportunities to volunteer.

Resolving Differences

Parents should attempt to resolve differences with others (teachers, other parents, and principal) by following the biblical pattern “*If a brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’*” (Matthew 18:15-17).

Step One: Parents meet personally with teacher, in a spirit of reconciliation, to seek a resolution.

Step Two: Parent meets personally with teacher and principal, in a spirit of reconciliation, to seek a solution.

Step Three: If a grievance is not resolved, either the parent or the principal can bring it to the chairman of the board, who calls upon the parties involved, as seems appropriate, to resolve the issue in a spirit of reconciliation.

Step Four: The chairman presents the situation to the entire board who calls upon the parties involved, as seems appropriate, to resolve the issue in a spirit of reconciliation.

SCHOOL DELAYS AND CLOSINGS

In the event that school is cancelled due to inclement weather, an announcement will be made on the following radio & TV stations: KATF-92.9 FM and KWWL TV and online at www.katfm.com and on our school website, www.tscs.org. If school is in session and a storm is eminent, parents will be notified by phone in addition to the radio stations announcements.

SECURITY & SAFETY

In order to maintain campus security, it is extremely important that all doors be locked so the school knows who is on campus at all times. All visitors are required to enter through the front door of the school and check in with the receptionist in the school office. All visitors will receive a visitor’s pass to wear while in the building. Parents are not allowed to come to the classrooms to pick up students for early dismissal or lunch. Please stop at the office and sign your child out, and the office will call the student to the office.

Classroom Visitors

The school office must be informed of all school visitors. Classroom visitors must have permission from the principal. Students interested in attending TSCS are allowed to shadow another student all day. Classroom visitors are expected to conform to the TSCS guidelines while on campus.

Safety Drills

Emergency fire, lockdown, and tornado drills are held in accordance with the recommendations of the Galena Fire Department and Galena Police Department.

TRI-STATE

CHRISTIAN SCHOOL

ELEMENTARY

KINDERGARTEN – 6th GRADE



Elementary Grades

The elementary grades consist of two departments: Primary (4/5K-3rd) & Intermediate (4th –6th).

At Tri-State Christian we believe that each child is a unique and special creation of God. Because of that, we recognize that children learn in different ways and at different rates. We desire to provide a rich learning environment, through interactive learning experiences and age-appropriate, teacher-directed activities. Students will be encouraged in their spiritual, intellectual, physical, emotional, and social development. *“My son, do not forget my law, but let your heart keep my commands . . . and so find favor and high esteem in the sight of God and man” (Proverbs 3:1).*

ACADEMIC

Grading Scale

Kindergarten:

- M MASTERED
Student has a complete understanding of the subject area.
- P+
- P PROFICIENT
Student is able to perform well in the subject matter.
- P-
- E EMERGENT
Student is making good progress in understanding the subject.

Primary Grades (1st-3rd grade):

E+	100 – 97	E=Excellent
E	96 – 93	G=Good
E-	92 – 89	S=Satisfactory
G+	88 – 85	U=Unsatisfactory
G	84 – 81	
G-	80 – 77	
S+	76 – 73	
S	72 – 69	
S-	68 – 65	
U	64 – 0	

Intermediate Grades (4th-6th grade):

A+	100-98
A	97-95
A-	94-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76-74
D+	73-71
D	70-68
D-	67-65
F	64-0

Homework

At Tri-State Christian School, we believe that homework is an important part of an effective education since it reinforces classroom instruction; however, we try to keep it from interfering with family and church time. Therefore, homework is not assigned on Wednesday night, which for many is a church night; we respect this family time. We also encourage parents to take an active role in supporting their children's learning by encouraging them to complete all assignments in a timely fashion.

Primary Department (kindergarten - third grade):

Kindergarten is not assigned homework. When homework is assigned in the first through third grade, it should take between 10-30 minutes per night for the average student. In addition, we strongly encourage parents to read to their children each night.

Intermediate Department (fourth through sixth grade):

When homework is assigned in the fourth through sixth grade, it should take between 30-60 minutes per night for the average student.

Progress Reports and Report Cards

Progress reports for first through sixth grade are issued quarterly for students with grades S- or below in primary and C- or below in intermediate. The 4/5 kindergarten teacher will communicate with parents throughout the year.

ARRIVALS AND DEPARTURES

Elementary students, K-6th grade, enter and leave through the front door of the school building, not the lower level or side exits. Exceptions are made for younger students who are riding with a high-school student. They may enter and leave through the lower level doors.

In inclement weather, K – 6th will be allowed in the upper entrance area.

DISCIPLINE

If a student misbehaves or fails to follow procedures, corrective action will be taken.

- Discipline starts in the classroom with the teacher and the student.
- Disciplinary matters will be discussed with the student and if warranted his or her parents will be notified.
- Parents may also receive an anecdotal note describing the nature of the infraction.
- The student may be denied recess time, given special tasks to do, or required to stay after school.
- Students will be sent to the principal as needed.
- Conferences with the parents, teachers, students, and principal will be held to resolve frequent or serious problems.

DRESS CODE

Our goal is to help students learn to glorify God in all they do, including their dress. TSCS is a place for learning. Consequently, our appearance should encourage concentrated study and should not distract from the learning process. We want students to be comfortable, but we also expect that a student's appearance should meet basic standards based upon biblical principles: modest, neat & clean, and non-distracting & appropriate. Therefore, we ask that parents be proactive in supporting the teachers and administration by addressing potential problems before children leave for school. We also ask for your understanding and support as we endeavor to consistently enforce the dress code on a daily basis.

If grade school teachers identify dress code or personal hygiene issues with students, they will consider the severity of the problem (e.g., affect on other students) and determine whether an immediate fix is required, which may necessitate correcting the student or sending them to the office. However, when possible, grade school teachers will communicate directly with parents to address dress code issues. In practice, grade school teachers often consult with each other and administration before enforcing the dress code.

The school's philosophy on dress is that it should be clean, neat and modest.

- No clothing should give off an offensive odor or be noticeably soiled.
- No see-through material, cut offs, frayed ends, or holes (intentional or otherwise).
- Shorts must be of modest length (i.e., no shorter than two inches above the top of the kneecap). No shorts may be worn from November 1 to March 31.

- Pants and shorts should not be tight or form-fitting (e.g., jeggings or skinny jeans). Leggings and spandex are only permitted with skirts and dresses (see below).
- Skirts and dresses of modest length (i.e., no shorter than the top of the kneecap) may be worn provided girls wear leggings, spandex, or shorts underneath.
- Spaghetti straps, tube tops, tank tops, and sleeveless shirts are not permitted.
- All shoes must be appropriate for school activities (i.e., recess and gym). No flip/flops, backless shoes or sandals.
- No distracting hair styles and hair colors (hair should be one of four natural colors).
- Boys' hair length should not exceed their shirt collar, bottom of the ears, or eyebrows.
- No hats or other headgear-male/female.
- The school dress code is in effect at all school activities, including plays, concerts, and sporting events held at the school.

EVENTS

Fourth Grade Conservation Day

In the fall, 4th grade students visit different science related stations at Palisades State Park.

Fifth Grade Earth Day

In April, 5th grade students participate in a county wide 5th grade Earth Day celebration that includes storytelling and a live raptor presentation.

Sixth Grade Outdoor Education

Outdoor Education is a unique experience for our 6th grade students. Designed to supplement our hands-on science learning and to connect with our novel study, *My Side of the Mountain*, the students have the opportunity to spend three days and two nights at Living Waters Bible Camp in Westby, Wisconsin. They will participate in true "outdoor education" with programs covering such topics as rocks and geodes, soil erosion, archery, gold panning, trout habitat and a planet journey. The cost will be determined on a year to year basis but is approximately \$100 per student, which covers all expenses. Students are encouraged to begin raising money early for the trip, which is scheduled in late April or early May.

GENERAL SCHOOL INFORMATION

Recess and Nonscheduled Time

All students in K-6th have a daily outdoor recess (weather permitting). Please make sure that your child is dressed appropriately for cold weather conditions (i.e., snow pants, hats, mittens, and boots). Student must have appropriate outerwear to play on the playground. Parents of elementary students dressed inadequately for recess may be called to bring appropriate clothing. All students will go outside for recess unless they have a note from home.

During recess and lunch, students are expected to stay in assigned and visible areas and not leave campus. All students are expected to follow the direction of the playground supervisor. When weather permits, students may play on the soccer field and the playground. Students should not play in or near any building or near any parked vehicles.

The following activities are specifically forbidden on the playground: snowball throwing, tackling (including tackle football), and other forms of aggressive behavior

TARDINESS

Being at school on time is very important for students to begin their day properly.

When a student is late to school, the student must check in at the school office. The school office will issue a tardy pass for the student. The following would then apply for excessive tardies per quarter.

- Five unexcused/excused tardies per quarter results in a letter sent home to parents.
- Continued tardies per quarter results in contact from the principal to establish a plan of correction.

TRANSPORTATION

Your child's safety is important to us, and we want to insure that all students are leaving the school property with the right designated driver. Teachers walk their students outside at the end of the day, so if there are any changes to your plans, please notify your child's teacher.

TRI-STATE

CHRISTIAN SCHOOL

SECONDARY

7TH-12TH GRADE



Secondary Grades

**The secondary grades consist of two departments:
Junior High (7th-8th) & High School (9th-12th).**

At Tri-State Christian we believe that each child is a unique and special creation of God. Because of that, we recognize that children learn in different ways and at different rates. We desire to provide a rich learning environment, through interactive learning experiences and age appropriate teacher-directed activities. Students will be encouraged in their spiritual, intellectual, physical, emotional, and social development. *“My son, do not forget my law, but let your heart keep my commands . . . and so find favor and high esteem in the sight of God and man” (Proverbs 3:1).*

ACADEMIC

Grading Scale

7th-12th Grades

A+	100-98
A	97-95
A-	94-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76-74
D+	73-71
D	70-68
D-	67-65
F	64-0

Homework

At Tri-State Christian School, we believe that homework is an important part of a college preparatory education since it reinforces classroom instruction; however, we try to keep it from interfering with family and church time. Therefore, homework is not assigned for most students on Wednesday night, which for many is a church night; we respect this family time. We also encourage parents to take an active role in supporting their children’s learning by encouraging them to complete all assignments in a timely fashion.

- For extended family absences, the student will not have graded homework assigned. Students should read the textbook on pages they have missed to keep up in the class.
- Late homework may result in a grade reduction.
- Missing homework may result in a zero.

When homework is assigned in the secondary department, the total for all classes should be between 60-75 minutes per night for the average student in 7th and 8th grade, 75-90 minutes per night for 9th and 10th grade, and 90-120 minutes for 11th and 12th grade. However, for students in the secondary grades, one study hall per day is generally available, which should reduce homework amounts by approximately 40 minutes.

Students taking advanced science and math classes in 11th and 12th grade may average more than two hours of homework per night and may have homework assigned on Wednesday night.

Damaged Textbooks

Students are required to provide covers for their textbooks during the first two weeks of school. TSCS anticipates normal wear and tear on textbooks, but students are responsible for any damage to the textbooks issued to them. Fines will be assessed by the teacher at the end of the course, if necessary. Such fines need to be paid prior to the release of report cards.

Honor Recognition

7th-12th grades are recognized based on their quarterly grades for honor roll.

A student will receive *Principal's Honor* recognition if his/her quarterly GPA is at or above 4.0 with no grades lower than an A-.

A student will receive *Academic Honors* recognition if his/her quarterly GPA is at or above 3.67 with no grades lower than a B-.

A student will receive *Honors* recognition if his/her quarterly GPA is at or above 2.67 and no grades lower a C-.

Progress Reports

Progress reports are sent home approximately halfway through each quarter for those students receiving C- or below in a class subject.

Report Cards

Report cards are issued for each quarter. Semester grades are cumulative for the semester, are issued at the end of the second quarter and fourth quarter, and include the semester examination score. Report cards are emailed following each quarter grading period. Students are expected to be aware of their ongoing grades, and parents are strongly encouraged to monitor academic progress by accessing RenWeb.

Tutoring & Study Halls

All students in grades 7th-12th may be assigned to supervised study halls when they are not in class. The study hall supervisor will maintain a quiet atmosphere, and students are expected to read or study without disturbing others.

With a note from his/her classroom teacher, a student may be excused to work with a teacher. When the student is finished, he/she must report back to the study hall class.

Physical Education

Students must wear athletic shorts (with an elastic waistband and no belt loops) and a school-issued shirt with non-marking tennis shoes. A student who fails to dress properly for PE will have his/her grade reduced and additional physical exercise to complete. PE shirts may be purchased at the beginning of the school year and cost \$10.00. The PE shirt may not be altered in any way. Replacement shirts cost \$10. Students will be issued a lock for locker-room lockers.

When a student needs to be excused from PE for more than two days, a written statement may be required from a physician stating the reason for the excuse and its duration must be presented to the PE teacher.

Spiritual Retreat

Junior high and high school students attend a three-day spiritual retreat at a local Christian camp every fall. The purpose of the retreat is to encourage spiritual growth and strengthen student relationships. For many students, this retreat is the highlight of their year. The cost will be determined on a year to year basis but is approximately \$100 per student, which covers all expenses. Attendance is required.

ATTENDANCE

Arrivals And Departures

Before school starts, junior high and high school students may enter the school through the lower level where they are required to wait in the connecting link between the gym and main building until the 8:20 bell. Students should leave the school property by 3:45 unless participating in a school-sponsored activity or accompanied by a parent.

Tardiness

While problems such as inclement weather or traffic tie-ups may occur in getting to school on time, every effort should be made to be in first period before the 8:30 bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, Tri-State Christian School does not distinguish between excused and unexcused tardies to homeroom. Instead, students are allowed six tardies to homeroom each semester without penalty to allow for unforeseen problems (e.g., late car pools, weather problems, running out of gas, train delays, unintentional oversleeping, traffic accidents). After six tardies, students will receive a penalty of two demerits per tardy. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student. *Any time a student arrives late to school, he must check in with the school office receptionist and receive a pass before proceeding to class.*

It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurring situations.

EXTRA-CURRICULAR ACTIVITIES

Definition

Extra-curricular activities are defined as something that does not necessarily provide academic credit.

Purpose

Our purpose is to create a system of cooperation among teachers, coaches, sponsors, students, and parents to insure satisfactory classroom performance and an all-around effort by students to live according to the standards and conduct outlined in the handbook. We also intend to assure the TSCS family and prospective parents that the school maintains distinctive standards of academic excellence and mature Christian behavior.

To Be Eligible

Participation in extracurricular activities is a privilege and opportunity to represent Jesus Christ, Tri-State Christian School, the families of students, and the students themselves in the best possible way. Failure to appropriately represent our standards will result in a loss of the privilege. Eligibility will be based not only on academic standards but also upon whether or not a student is abiding by the Standards of Conduct. Issues of dishonesty, disrespect, disobedience, reoccurring tardiness, or classroom disruption may result in loss of eligibility. In addition, attitudes displayed within extracurricular activities should exhibit mature Christian behavior.

Students who miss part or all of a school day for un-related school activities will not be permitted to participate in any school activity that take place that day. Also, students not in attendance on the last day of the week cannot participate in weekend events.

However, in both cases, the coach/sponsor may make exceptions to this policy with the approval of the principal if the circumstances of the absence justify the decision. Factors to be considered when making an exception should include the following: (1) how essential the role of the student is to the activity/team, (2) that the absence was for legitimate reasons (e.g., doctor's visit), (3) that the attendance history and grades of the student are excellent. Exceptions should not be made for students who are chronically ill, who miss school to recuperate for the activity, or whose participation will likely result in additional absences.

Interscholastic Athletics

TSCS students may participate in interscholastic athletics beginning in the 5th grade. TSCS is a member of the Northern Illinois Christian Conference (NICC) for high school athletic teams in girls' volleyball, boys' soccer, boys' & girls' basketball, & co-ed golf (see the athletic handbook).

High school students who participate and successfully meet all requirements of a TSCS fall, winter or spring sport will receive 3, 5, and 2 PE credits respectively. (See athletic handbook for details).

All students who participate in interscholastic athletics must have all necessary athletic forms on file with the AD, pay all fees associated with the sport, meet all academic eligibility requirements, and read and agree with the athletic manual before participating.

Students must have a GPA of 2.0 with no failing grades when progress reports or report cards are issued to meet academic eligibility requirements. Students with a GPA below 2.0 or a failing grade will be ineligible to play in games until the next progress reports or report cards are issued. In other words, eligibility will run from progress report to report card, and then from report card to the next progress report.

Drama

Drama is an art form and is not meant to necessarily be a reflection of our statement of faith. Occasionally it is necessary to portray lifestyles different from our own during our dramatic productions. Although we do not condone activities such as drinking, it should be remembered that we are portraying people in a different time and culture. The Christian principles of the school will be applied with sensitivity.

Students who want to participate in a school drama or musical production must have a minimum GPA of 2.0 with no failing grades from the previous semester. Students with a GPA below 2.0 or a failing semester grade will be ineligible for the following semester and will not be able to participate in the drama or musical for that semester. This includes both practices and the production.

STANDARDS FOR DRESS

Our goal is to help students learn to glorify God in all they do, including their dress. TSCS is a place for learning. Consequently, our appearance should encourage concentrated study and should not distract from the learning process. We want students to be comfortable, but we also expect that a student's appearance should meet basic standards based upon biblical principles: modest, neat & clean, and non-distracting & appropriate. Therefore, we ask that parents be proactive in supporting the teachers and administration by addressing potential problems before children leave for school. We also ask for your understanding and support as we endeavor to consistently enforce the dress code on a daily basis.

General Remarks

- In some cases, teachers may ask students to fix a dress code problem (e.g., buttoning a shirt or pulling up pants). However, “fixes” that only last for a few minutes or occur repeatedly may result in demerits.
- A student who wears a prohibited article of clothing or fails to comply with the dress code will be sent to the office where they may be required to contact their parents to bring approved clothing to the school. In some cases, students may be able to fix the problem by wearing TSCS clothing provided by the office.

- Students will not be permitted to return to class until they are in dress code. Any class time missed may be considered unexcused.
- In all cases where a student is sent to the office for a dress code issue, parents will be notified.
- If a student wears the same prohibited item or style repeatedly, he/she may be given demerits for disrespect/disobedience.
- The school dress code is in effect at all school activities, including plays, concerts, and sporting events held at the school.
- Leggings or spandex may be worn only under skirts and dresses of acceptable length (i.e., no shorter than the top of the kneecap).
- No writing or images are allowed on the seat of shorts or pants.
- Ultimately, the principal will make the final decision on questionable matters of dress, including anything not mentioned in this handbook.

Modest

- Students may wear navy, black, or khaki-colored, straight-leg pants or shorts of modest length (no shorter than two inches above the kneecap). **No skinny, cargo, jogger, or denim style pants or shorts are allowed.**
- Students may wear collared shirts, polos, or Tri-State issued sweat-shirts and t-shirts (e.g., class shirts, team shirts, etc.). All shirts must have sleeves and only the top button may be unbuttoned.
- Shirts must be long enough to cover the back and midriff when sitting or reaching.
- Girls may wear dresses and skirts of modest length (no shorter than the top of the kneecap). However, skirts will require an approved top (see above). No spaghetti straps, tank top, tube top, form-fitting, or low cut dresses are permitted.
- Clothing should not be made of see-through material.

Neat and Clean

- All students are expected to practice good hygiene habits (e.g., bath daily, wear deodorant, clean and comb hair).
- Boys' hair length should not exceed their shirt collar, bottom of the ears, or eyebrows.
- Any facial hair must be well groomed and non-distracting.
- No clothing should give off an offensive odor or be noticeably soiled.
- All clothing should be in good repair. Students should not wear clothing with holes or frayed edges.
- All pants, shorts, and skirts must fit at the student's natural waist line.

Non-distracting and Appropriate

- No distracting hair styles and hair colors are permitted; hair should be one of four natural hair colors.
- Make-up is to be used moderately; no excessively pale, black or extreme make-up should be worn.
- Girls are to have no visible body piercings or tattoos.
- Boys are not permitted to wear earrings or have visible body piercings or tattoos.
- Appropriate shoes must be worn at all times. No flip/flops, backless shoes or sandals.
- No hats or other headgear-male/female
- No shorts may be worn from November 1 to March 31.
- Students may wear Tri-State issued sweat-shirts/hoodies in place of a collared shirt or polo. However, no other sweatshirts or hoodies will be permitted.
- Inappropriate wording, pictures, or symbols are not allowed on clothing or anything else a student brings to school (e.g., book bags, book covers, notebook folder covers).

Special Events Dress Code (e.g., Banquet, Senior Dinner, Graduation)

- Boys are required to wear dress clothes (i.e., dress shoes, slacks, collared shirt, and tie - not jeans & tennis shoes) to formal activities such as banquets and the senior dinner.
- Girls should wear dresses of modest length (i.e., no shorter than the top of the kneecap) that are neither low cut nor revealing. Dresses should have straps and should cover most of the back.
- Girls should wear a wrap, jacket, or sweater if a dress is potentially too revealing.

STANDARDS FOR BEHAVIOR

Standards of Biblical Conduct: Guidelines for Christian Living

We believe the Word of God provides insights for daily living. Our lives will be enriched by applying these truths in a consistent manner. We, as a staff, cannot legislate beliefs/thoughts but expect certain standards and behavior.

1. Actively work at building and nourishing a personal relationship with Jesus Christ (2 Timothy 2:15).
Studying God's Word, maintaining an active prayer life, worshipping with fellow believers, being personally accountable to others, and sharing one's faith are vital components of a growing relationship.
2. Think about things that are true, noble, right, and pure (Phil. 4:8).
Avoid influences that distract one's mind, recognizing that what occupies the mind will sooner or later determine one's speech and actions.
3. Choose your friends and associations carefully (Psalm 1:1).
One tends to become like the people with whom one associates. Understand the progressive nature of sinful activities.
4. Encourage one another and build each other up (1 Thess. 5:11).
Avoid destructive, unkind, and unnecessary words or deeds. Take care that one's attitudes and actions positively influence others, and do not become a stumbling block (Romans 14:13).
5. Communicate directly with one another in the spirit of love (Matthew 18:15-17).
Avoid gossip, talking behind one another's back or holding bitterness.
6. Respect authority (1 Peter 2:17).
Honor God, obey and respect the laws of our country, the standards of one's parents, and the expectations of one's school and communities.
7. Be honest and above reproach (Proverbs 8:7).
Always speak the truth and avoid even the appearance of dishonesty. Refrain from stealing, lying, cheating and gambling.
8. Care for your body as a "temple of God" (1 Cor. 6:19).
Refrain from the possession and use of alcoholic beverages, tobacco, illegal drugs, abusing prescription drugs or any other harmful substance or activities. Students are expected to flee from the presence and association of any inappropriate or illegal activities.
9. Maintain biblical standards of morality (1 Cor. 6:18; Mark 10:6-9)
Save sex for what and when God intended – within the sanctity of marriage between a man and woman. Maintain sexual purity in your thoughts, communications, and actions.
10. Demonstrate self-control (James 1:19).
Be quick to listen, slow to speak, and slow to become angry. When you sin, seek forgiveness and make amends.
11. Maintain a biblical standard of appearance (Genesis 3:7 & 1 Timothy 2:9).
Be modest and decent in your dress, hairstyle, & make-up thus reflecting Christ's likeness. Students should dress in conformance with their biological gender.

Students are expected to always conduct themselves in a responsible and becoming manner consistent with these biblical truths so as not to damage their testimony as Christians or the integrity and reputation of TSCS. All school rules apply on all field trips and on all school-sponsored events both on and off the school campus. The school reserves the right to take disciplinary action for conduct injurious or dangerous to the student, to others, or to the good name of the school even if this conduct occurs off campus. This code of conduct will be in effect so long as the student is enrolled at TSCS, whether school is in session or not.

GENERAL RULES

Obedience of Staff and Faculty

Students are expected to follow directives given by faculty and staff in a courteous and respectful manner. Disrespect or disobedience will be corrected immediately.

Stewardship of the TSCS Property

Students should value, respect, and care for the campus buildings and their furnishings. Students are expected to maintain order and cleanliness in classrooms, school lockers, and public areas where they congregate.

Truancy

Students are under the supervision of TSCS during the school day and at school-sponsored events. Students are expected to be in assigned places and should not leave the campus without permission. Leaving the campus or missing scheduled or announced activities without permission are serious offenses.

Cell Phones & Electronic Device

Cell phones are to be turned off and in lockers or cars between 8:30 and 3:30. If students need to use their cell phones during the school day, they must get permission from their teacher and make the call as instructed by the teacher. The use of cell phones without permission results in demerits and confiscation.

Other electronic devices (i.e., anything that can play music or videos) should be turned off and in lockers or cars while on school property. The use of these devices on school property will result in demerits and confiscation.

Obscene/Abusive Language

Any student using inappropriate or obscene words or phrases may receive demerits. *Our definition of inappropriate and obscene language includes using the Lord's name in vain, swearing (this includes purposely substituting words in place of swear words), and using crude, sexually explicit or suggestive language.*

Social Media

Tri-State Christian School, in an effort to serve as a godly testimony to the community, may discipline students if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or biblical values. A student's home and personal Internet use can have an impact on the school, staff, and other students. For this reason, postings on social websites like Facebook, Twitter, Instragrams, Snapchats, and MySpace that are deemed inappropriate by TSCS administration (see Standards for Behavior, p. 38) are subject to disciplinary action. If a student's personal Internet expression includes a threatening message to another student, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline, and if applicable the proper authorities will be notified. In addition, TSCS may require inappropriate content or posts to be removed before allowing a student to return to school.

Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline, up to and including dismissal, and in the notification of local law enforcement when appropriate. Students are required to immediately report any such activities to a teacher or the principal.

Sexual Harassment & Bullying

In keeping with our mission statement to love others sacrificially, anything contrary or incompatible with that goal will not be permitted. Harassment of any type – verbal, physical, sexual – is diametrically opposed to the mission of Tri-State Christian School and will not be tolerated. A student who feels that he or she has been subjected to harassment should notify a staff member immediately. The matter must also be reported to administration, and an investigation will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. This also includes any form of cyber-bullying.

Public Displays of Affection

School provides a place where strong friendships between members of the opposite sex will develop. It is the responsibility of parents to teach their children biblical principles concerning such relationships. However, public displays of affection such as kissing, extended embracing, and holding of hands are not permitted during school hours or at school-sponsored events.

Any violation of this policy will be addressed in a conference including both students, the principal, and the staff or faculty member who observed such a

violation. The principal shall have the responsibility to assess the situation and determine the appropriate disciplinary measures. At the discretion of the principal, the parents of the students may be included in that conference.

Lying, False Accusations, Cheating & Plagiarism

It is expected that students will be honest in all aspects of school life. Therefore, lying, false accusations, cheating, and plagiarism are unacceptable.

Situations involving lying will be handled on a case by case basis. The more deliberate, repeated, and destructive the lie, the more severe the consequences will be. Students caught cheating or plagiarizing will receive a zero for the assignment or test involved and may be given demerits as well. Repeated offenses will result in more severe consequences.

Damage to School Property, Personal Property, & Vandalism

Any student who intentionally damages school property (or the property of others while on school property), or who shows carelessness or neglect for it, will be responsible to reimburse the school (or individual) for the property damages and/or labor costs required to correct the damage or replace the object. The student may also be expected to work alongside maintenance to fix damaged property. Such activity may be considered grounds for suspension or expulsion from school.

Tobacco, Alcohol and Substance Abuse

Whether on school property or not, the use or possession of tobacco, alcohol, or drugs by a TSCS student will lead to serious disciplinary action, possibly even dismissal from TSCS. A student involved in the selling or procuring of illegal drugs will be expelled from TSCS. In addition, the police will be notified. (Parents should also remember that it is illegal for adults to serve alcoholic beverages to minors, and serious liability issues arise when this occurs.)

Weapons, Fireworks, & Pornographic Materials

For the safety of all students, TSCS considers the possession of any weapon (e.g., guns, knives, brass knuckles) on school property or at a school-related activity to be a serious offense and it will be considered grounds for suspension or expulsion. In addition, Illinois law requires the school to notify the police in the case of a firearm.

Bringing to school or a school-related activity fireworks, pornographic material, or any other item deemed harmful to the physical or spiritual well-being of TSCS students is prohibited and may be considered grounds for suspension or expulsion.

Sexual Immorality

Students must maintain biblical standards of morality. Sexual activity may be grounds for dismissal.

DISCIPLINE

It is recognized that students may sometimes use poor judgment and behave inappropriately. On those occasions, the school will exercise what it considers to be prudent disciplinary action.

Discipline Ladder

In-Class Discipline

The teacher, within the framework of each class, will handle disobedience of school rules, disrespect, lack of courtesy, general disturbance, and other such misbehavior. Corrective actions may include a verbal correction, loss of privileges, or demerits. Situations, which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling (e.g., fighting, stealing, vandalism, etc.), will be referred to the principal who will partner with the parents on disciplinary action.

Demerits Classification:

A demerit system is used for most disciplinary infractions in the junior high and high school. (*The numbers that follow are guidelines at the teacher's discretion.*)

Cheating	1 st time: 10 2 nd time: 30
Lying	10
Disrespect to another student	3-5
Coming to class unprepared	1-3
Disrespect/Disobedience to staff	10
Disruption in classroom or hallway	2
Dress code violation (determined by principal)	3-5
Cell phones/electronic devices/ear phones	5-10
Parking violation	1-5
Chewing gum	5
Possessing any food product or drink (other than water) in the classroom	3
Public Display of Affection (PDA)	5-10*
Reckless driving on school property	5-20*
Returning to locker during class	1
Skipping class	20
Sloppy/Inappropriate Locker	1 - 5
Retaliation or Striking another student	20*
Tardy to class	1-5

Tardy to school	2
Missing/skipping detention	10
Defacing property	5*
Inappropriate language	5-10

*Additional disciplinary measures may be given.

Detentions

- A student receiving 10 demerits will be required to serve 1 hour of detention on a subsequent Monday or Thursday after school. In addition to time served, there is a \$10 penalty for the student. If a student is involved in extracurricular activities, they may attend practice only after serving the detention.
- If a student receives 20 demerits, he/she will serve another hour of detention, pay another \$10 penalty, and if involved in extracurricular activities, be required to sit-out the next regularly scheduled activity.
- If the student receives 30 demerits, he/she will serve another hour of detention, pay another \$10 penalty, and if involved in extracurricular activities, be required to sit-out the next regularly scheduled activity.
- A student receiving 40 demerits will serve a 2-day IST, 50 demerits will result in 3 days of IST, and 60 demerits will result in a 5 day suspension.
- Late arrival to detention will be treated as a class (i.e., for every minute late, 1 demerit will be given). Students who forget to pay their fine will be given an additional two demerits a day until the fine is paid. (*Demerits are cumulative per semester and start over each semester.*)

Isolated Study Time (IST)

A student may be assigned to IST by the principal for serious disregard of school guidelines and standards of the school or for excessive demerits.

IST is a time of isolated study during school hours. A student in IST is not allowed any visitors and will only be allowed to leave the IST room three times each day. Students must bring all of their books and supplies, including lunch, to the IST location. Grades on all work completed during IST will be reduced by 20 percent. Students must complete all work assigned prior to returning to the classroom. If a student fails to comply with IST rules, he/she will be suspended.

Students are not allowed to attend any TSCS functions, including athletic events, stage productions, or school socials on days they are serving IST.

Disciplinary Probation

If deemed necessary, the principal may place a student on disciplinary probation for repeated misbehavior or following a suspension. This is a period where any further disciplinary situations may result in an expulsion. Probation periods may run from one month to a full semester, depending on the situation. While on probation, a student will be ineligible for participation in athletics or other activities; any exception would be at the discretion of the principal. If the behavior has not been satisfactorily remedied by the end of the probation period, the student may be expelled or the parents asked to withdraw the student from TSCS.

Suspension

If the principal determines that a student has engaged in behavior or activities which constitute serious or repeated misconduct, the principal may suspend that student for up to ten days. The principal will notify the student's parents or legal guardians of the suspension as soon as possible or practicable, either by telephone or by email, and will explain the reasons for the suspension. In addition, the principal will make a written report detailing the situation and the reasons for the suspension to be placed in the student's file.

The student is expected to complete any missed work before returning to the classroom; however, the student will receive no credit for daily work missed during the suspension. If assignments are not completed by the end of the suspension, the student will be placed in IST until all work is finished.

During this time, students are not allowed to attend any TSCS functions, including athletic events, stage productions, or school socials. Absences due to a suspension will be considered unexcused and will count against a student's attendance requirement.

Expulsion

Expulsion of a student from school is the final resort of disciplinary measures or reserved for the most serious infractions of school rules. However, if the situation warrants it, requesting the withdrawal or the expulsion of a student from school is an option available in lieu of the stated disciplinary procedures. The decision to expel a student must be made by the principal with the school board's approval.

When possible, if it is deemed necessary to permanently remove a student from the school, the parents shall first be given the opportunity to voluntarily withdraw the student. This opportunity should particularly be offered when the problem would be considered much less serious if the child were in another school instead of a Christian school. If the parents refuse to withdraw the student, the student shall be expelled.

Whenever parents are requested to withdraw a student or when it is necessary to expel a student, the principal will make a written report of the circumstances and the reason for such action. That report shall be filed in the student's file.

A student who has been withdrawn or expelled from school as a result of disciplinary action may be considered for re-admission in a subsequent school year upon approval of the principal.

SOCIALS

School-sponsored entertainment will seek to nurture healthy Christian activities. All activities/events must be pre-approved by the supervising faculty sponsor and the principal. A variety of activities (formal and informal) are encouraged.

Parents who host socials that are school related are expected to maintain the school standards. However, TSCS cannot be responsible for non-school sponsored/non-school chaperoned social gatherings, even if the majority of students are TSCS students

SPIRITUAL

Chapel

Chapel will meet once a week in the gym. The purpose of chapel is to have students meeting together for spiritual edification. Special speakers will be asked to share along with students and faculty.

Christian Service

Every Christian is "God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do" (Ephesians 2:10). There will be opportunities for students, both in groups and individually, to serve others both at school and away from school. Those students in 7th grade through high school will be involved in small-groups service projects in the Tri-State area throughout the year. TSCS desires to see our students put God's truth into action. Each student is also encouraged to serve Christ on their own by attending a local church or neighborhood ministry each week.

Student Prayer Meetings and Bible Studies

Students are encouraged to form and participate in prayer groups and Bible studies during the school year. Peer accountability groups are an important help to spiritual growth.

High School Only

Guidelines that relate to high school students.

ATTENDANCE

Attendance Policy

Attendance in high school is especially important. To discourage unnecessary absences, any student missing more than 10 percent of a course's classes during a semester will have the semester grade reduced by one letter grade. For example, if a student misses a M-F class 10 times and has a *B*, they would receive a *C* instead.

Students whose attendance for a class drops below 80 percent of the class meetings will have their semester grade reduced by two letter grades (less than 70 percent attendance would be a three letter-grade reduction, and so on).

Special exemptions to this policy may be given for students with a physician-verified, long-term illness, or students whose families are dealing with a family emergency. However, if a student has unexcused absences (e.g., skipping school, suspensions) or has missed days for a family vacation, an exception is unlikely.

COLLEGE

College Days

Students are strongly encouraged to visit a variety of colleges with their parents. Two regular absence days per year are given to junior and senior students to visit colleges or universities of their choice. An Absence Notification form must be received two days prior to the day the student will miss or the absence will be considered unexcused. Students are responsible for missed work.

Transcripts

Requests for "official senior transcripts" may be made in writing and requests must include the mailing address of the institution(s) or recipient for which the transcript is requested. All official transcripts must be mailed directly to the college. Only unofficial student copies may be sent to your home. The first two "official transcript" will be sent for you free. There will be a charge of \$5 per transcript for subsequent transcripts.

Final report cards and transcripts will not be released until all financial obligations to the school have been satisfied.

COURSE LOAD

Students normally carry a course load of 25 to 30 credits per semester in addition to physical education and elective classes. Although TSCS awards credit for classes where a D is earned, a D in a sequential program could jeopardize the student's progress to the next course in the sequence.

Drop/Add

A student may drop or add a course with the approval of his/her teacher, parent, and the principal within the first two days of each semester.

Semester and Final Examinations

At the end of each semester, final assessments are mandatory for every class. Written exams will be given over a two or three day period at the end of the semester for all academic classes. A final speech or project can be part of the written exam but cannot replace it. The only exception is for senior privileges when the second semester exam is waived and if the student meets the requirement of a cumulative grade point average for 7 semesters of 3.33 or above and is not absent more than 4 days per semester during the senior year. This excludes pre-arranged college visits and extreme circumstances excused by the principal.

Test Schedule

Tests may be scheduled during the week of a tournament, play, or other busy time of the school year in order to avoid an overload the week(s) following these activities. Teachers will try to be sensitive to the academic load, but this sensitivity does not imply academic education ceases during these busy times. Students are encouraged to plan ahead to effectively handle their total responsibilities. Parents should take these opportunities to help their students see and understand the correlation to adult life expectations and pressures.

Since tests are an important opportunity for students to demonstrate their understanding of the material covered in class, it is expected that students will spend adequate time in preparation. Faculty will keep in mind the workload of the student when scheduling tests. Teachers will use a test board to schedule tests in advance. Ideally, no more than two tests will be scheduled for students on the same day; however, at the end of quarters, teachers may find it necessary to schedule additional tests.

High school students who fail a semester class will need to make it up over the summer using one of several approved summer school programs (contact the office for details) or they risk not graduating with their class.

DRIVING PRIVILEGES

Please note that student driving on the TSCS campus is a privilege, not a right. Because the operation of a motor vehicle has serious safety implication, both for the passengers as well as all others on campus, deviation from the following standards will not be accepted. Each driver must observe the following rules.

- Drive and park in a safe, courteous, and responsible manner.
- All vehicles are to enter TSCS grounds from Route 20 only. This also includes extra-curricular activities and sporting events (even practices). All vehicles are to exit onto Chetlain Lane. Students must drive one way through parking lot. DO NOT exit going toward GBC.
- Speed must be kept under 10 M.P.H. at all times on school property. (Spinning or squealing tires is not acceptable.)
- When arriving at school each morning, the student should park behind the gym.
- Students should never be in their cars or parking lot during school hours. Cars are not lockers or lounges. Students may not go back and forth to their cars during the school day.
- Inappropriate conduct in the parking lot (disrespect, loud music, unsafe)
 - 1st Offense- demerits may be given
 - 2nd Offense-may result in loss of parking privilege for the remainder of the semester

GRADUATION

Commencement Activities

Seniors are required to attend all commencement activities (rehearsals and graduation). Failure to attend rehearsals could result in restriction from participation in the graduation ceremony. All high school students are encouraged to attend graduation, appropriately dressed for the occasion.

Valedictorian/Salutatorian

Tri-State Christian School will determine valedictorian and salutatorian designation based upon the following criteria: Only graduates who have been inducted into the National Honor Society, have completed the advanced track, and have finished the final two years of their high school education at TSCS will be eligible for valedictorian or salutatorian. Other students who matriculate at TSCS, who may have otherwise been considered, but who do not meet the preceding requirement, may receive special recognition at the graduation ceremony.

Diploma Requirements

TSCS requires at least 260 credits of high school coursework and eight semesters of high school. A student's diploma will not be issued if his/her tuition is delinquent. The principal may modify on a case-by-case basis graduation requirements for students who transfer into TSCS.

Advanced Track:

Eight semesters of English (40 credits)

Eight semesters of Mathematics to include Algebra I & II, Geometry & electives (40 credits)

Eight semesters of Science to include Physical Science, Biology, Chemistry & electives (40 credits)

Eight semesters of Social Sciences to include World History, Geography, & American History I & II, (40 credits)

Eight semesters of Bible (40 credits) or one semester of Bible for every semester a student attends TSCS.

Two semesters of a Foreign Language (10 credits)

One semester of Speech (5 credits) and one semester of Advanced Composition (5 credits) OR an additional two semesters of a Foreign Language (10 credits).

*Four semesters of Physical Education/ Health (20 credits)

Completion of ACT or SAT test.

260 course credits (which includes 240 required courses and 20 elective courses)

*Maximum of 25 credits toward total graduation requirements.

WHOM TO ASK

Academic /student concerns or questions...	The classroom/subject teacher
Administration.....	Tad Nuce, Principal
Athletics.....	Chris Fransman, Athletic Director
Attendance.....	School Office
Billing/Tuition.....	Barb Block, Bookkeeper
Transportation.....	School Office
General school questions.....	Karen Hullinger, Office Manager

All guidelines are intended to help promote healthy Christ-like living and character. The principal has the right to change, alter, or delete any item in the TSCS handbook with school board approval.

