



Student / Parent  
Handbook

# TABLE OF CONTENTS

District Directory.....	1
School Closure Information.....	2
Letter from the Principal.....	3
<b>INTRODUCTION TO RCHS</b>	
Mission Statement.....	4
Statement of Faith.....	4
Vision.....	5
Ministry Values.....	5
Affiliations.....	6
<b>ADMISSIONS</b>	
Application and Eligibility.....	6
Statement of Non-Discrimination.....	7
Re-Enrollment.....	7
Family Education Rights and Privacy Act.....	7
Withdrawal Procedures.....	7
<b>ACADEMICS</b>	
Graduation Requirements.....	8
Commencement Policy.....	9
Earning Credit.....	9
Scheduling Classes.....	9
Schedule Change Procedures.....	10
Dropping Classes.....	10
Incompletes.....	10
Failing / Retaking Courses.....	10
Honors Classes.....	11
Advanced Placement Classes.....	11
Alternative Course Options.....	11
Community Service.....	12
Grading System.....	12
Grade Point Average (GPA).....	13
Grade Point Weighting.....	13
Homework.....	13
Tests.....	13
Final Exams.....	14
Standardized Testing.....	14
Academic Achievement Recognition.....	14
Academic Probation and Dismissal.....	15
Work Release and Permits.....	15

## **ATTENDANCE**

Definitions.....	16
Attendance Policies and Procedures.....	16
Make-up Class Work.....	17
Excessive Absences.....	17
Pre-Excused Absences.....	17
Early Dismissal.....	18
Early Dismissal Due to Illness During School.....	18
Permanent Early Dismissal or Late Arrival.....	18
Field Trip or School Activity Absence.....	18
Unexcused Absence Policy.....	19
Truancy Policy.....	19
Tardy Policy.....	20
Activity and Athletic Participation Attendance Requirements.....	20
Restricted Campus.....	20
Expulsion, Suspension and Social Probation.....	21

## **BEHAVIOR STANDARDS**

Statement of Conduct Expectations.....	21
Guiding Principles.....	22
Harassment.....	22
Dress Code.....	23
Cheating and Plagiarism.....	24
Tobacco, Alcohol, Marijuana, and Narcotics.....	25
Incendiary Devices.....	25
Threats.....	25
Weapons.....	26
Fire Alarms.....	26
Trespassing.....	26
Vandalism.....	26
Theft.....	27
Non-Traditional Student Situations.....	27

## **HEALTH ISSUES**

Immunization Law.....	27
Illness.....	28
Medication.....	28

## **ORGANIZATIONS AND ACTIVITIES**

Extra Curricular Opportunities.....	29
Assemblies.....	29
Chapel.....	29
Clubs.....	29
Student Council.....	30
Athletics.....	30
Music.....	31

Chaperoned Social Activities.....	31
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**STUDENT LIFE**

<u>Student Identification Card.....</u>	<u>31</u>
Lockers and Personal Property.....	31
Locker Rooms.....	32
Locks.....	32
Lost and Found.....	32
Books and Supplies.....	32
Technology.....	32
Personal Listening Devices.....	33
Cellular Telephones and School Telephones.....	33
Lunch.....	33
Visitors.....	33
Driving and Parking Regulations.....	34
Property Policies.....	34

**SERVICES**

Guidance and College Counseling.....	35
Scholarships.....	35

**PARENT INFORMATION**

Parental Communication.....	36
Parent Teacher Fellowship (P.T.F.).....	36

**Rainier Christian Schools District Office**

16707 174th Ave SE, Renton, WA 98058  
PO Box 58249, Renton, WA 98058  
Phone: (425) 255-7273 Fax: (425) 255-6101

Blair Bryant, Superintendent

[www.rainierchristianschools.org](http://www.rainierchristianschools.org)

Rainier Christian Schools is composed of five campuses: including three Preschool/Childcare Centers (all three are co-located at the elementary campuses), three Elementary Schools, a Middle School, and a High School.

**Rainier Christian High School**  
**Grades 9 -12**

19830 SE 328<sup>th</sup> Place, Auburn, WA 98092  
Phone: (253) 735-1413

Mark Wilson, Principal  
Kim Olson, Guidance Counselor / Registrar

[www.rainierchristianschools.org/RCHS](http://www.rainierchristianschools.org/RCHS)  
Office Hours: 7:30am – 3:30pm



***Home of the Mustangs***



## School Closure Information

Extreme weather conditions and other emergency circumstances sometimes merit a school closure. The decision will be made by the RCHS Administrator.

In case of closure or emergency, please check the school website  
at [www.rainierchristianschools.org/RCHS](http://www.rainierchristianschools.org/RCHS)  
or call the school office at 253-735-1413

Closure or delay will be listed on the following website, radio stations, and television stations:

**Website** [www.schoolreport.org](http://www.schoolreport.org)

### **Radio Stations**

KCMS 105.3 FM  
KCIS 630 AM  
KIRO 710 AM  
KOMO 1000 AM

### **TV Stations**

KING 5 News (channel 5)  
KOMO 4 News (channel 4)  
KIRO 7 News (channel 7)



19830 SE 328<sup>th</sup> Place  
Auburn, WA 98092  
253-735-1413

Dear Students and Parents,

It is my great privilege to welcome you to Rainier Christian High School for the 2010–2011 academic year. RCHS is committed and excited to partner with parents and their local churches *to educate and develop the whole person for the glory of God*. The coming year will present many opportunities, as well as challenges, and we look forward to witnessing the greatness of our God and sufficiency of His Word in the life of each student. May this year testify yet again that *with God all things are possible!* (Mark 10:27)

The following pages outline the parameters in which RCHS functions in order to effectively accomplish the above stated goal. Clarity of purpose, consistency in practice, and compassion throughout the process will ensure the greatest possible unity and profit in our partnership. Please read this handbook carefully and return the signature page at your soonest convenience.

As a final note, I would ask you to posture yourself as an *active participant* in the life of RCHS. Specifically, please pray earnestly for the Lord to accomplish His perfect will in the life of every student. In addition, I ask you to be as involved as possible in the events, activities, and communications throughout the year. You, as students and parents, are critical to the success of this ministry.

By His grace and for His glory!

Mark Wilson, Principal

**“We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ.”**

**Colossians 1:28**

# INTRODUCTION TO RCHS

## **Mission**

The mission of Rainier Christian High School is to educate and develop the whole person for the glory of God.

## **Statement of Faith**

Rainier Christian School was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by Rainier Christian High School:

1. We believe the Bible to be the God breathed, verbally inspired and only infallible, authoritative, inerrant Word of God, the final authority for faith and life. (II Timothy 3:16-17, II Peter 1: 20-21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, John 10:37-38)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:23-25, John 2:11, Heb. 9:12, Eph. 1:7-8, Col. 1:13-14, John 11:25, Acts 1:11, Rev. 19:11-16)
4. We believe that man is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace, and through faith alone we are saved; and that man is exceedingly sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Rom. 3:10, 19, 23 & 24, John 3:16-19, John 5:24, Eph. 2:4-10, Tit. 3:5-6)
5. We believe in the sanctifying ministry of the Holy Spirit, by whose indwelling, filling, and empowering the Christian is enabled to live a Godly life. (I Pet. 1:2, John 16:13-15, Acts 1:8, Eph. 1:13-14, Eph. 5:18b, Eph. 4:30, I Cor. 3:16, I Cor: 6:19-20, Rom. 8:9-11)
6. We believe in the resurrection of both the saved and the lost, those who are saved eternal life and those who are lost eternal damnation. (John 5:28-29, Rev. 20:11-15)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:12-13, Eph. 4:1-6, Gal. 3:26-28)
8. We believe in the creation of man, who has stewardship over all things, by the direct act of God. (Gen. 1:26-28, Gen. 5:1b-2, Col. 1:16-17)

## Vision

Rainier Christian High School will be a place of excellence that produces a student of excellence who serves God with excellence.

## Ministry Values

- **CHRIST-CENTERED** – Faith in Christ is the foundation to everything we do.
- **OBEDIENT TO SCRIPTURE** – We will be in obedience to the fullness of God's Word.
- **GOD'S MINISTRY** – We strive to do God's will and be His servants for His purposes.
- **PRAYER** – Prayer is vital to our ministry and seeking the Lord's will.
- **CHRISTIAN EDUCATION** – Christian Education is an integral part of the Church.
- **FAMILY** – The family has the primary responsibility for educating their children.
- **CHRISTIAN SCHOOL** – Our school will wholeheartedly assist the family in educating and developing their children.
- **CONGREGATIONS** – We seek the active support, prayer, partnership, encouragement and involvement of local churches.
- **STEWARDSHIP** – We will use God given resources for God's intended purposes.
- **COMMUNICATION** – We seek to communicate openly and honestly in all our conversation and correspondence.
- **MISSION OUTREACH** – Outreach to the world outside our own is vital to growing in the Lord.

Our school programs are designed to educate and develop each student for the glory of God. This is done by encouraging and strengthening each student's personal relationship with Jesus Christ. Furthermore, the educational focus integrates God's Word into all aspects of the learning experience. Our commitment to educating students in a Christ-centered environment is whole-hearted. We are fully supportive of uniting the efforts between the home and school to train up the child to be the man or woman that God has called them to be. We strive to nurture a Christian worldview so that each child can become a true servant-leader, impacting the world for Christ through the family, church, work, and world around them.

## **Affiliations**

Rainier Christian High School is fully approved by the State Superintendent of Public Instruction as a private Christian school and complies with all requirements of the applicable state laws and regulations for academic excellence.

We are a member in good standing with the Association of Christian Schools International (ACSI). As a member we fully subscribe to the standards of spiritual and academic excellence which have been a part of the Christian school movement for many years.

## **ADMISSIONS**

### **Application and Eligibility**

Rainier Christian High School is open to any student interested in securing a Christian education from ninth through twelfth grade whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Rainier Christian High School's rules. Parents and students must understand that attendance at Rainier Christian is a privilege and not a right. Any student who does not conform to the school's standards of conduct and is unwilling to adjust to our environment must forfeit this privilege.

Students desiring acceptance into Rainier Christian High School must request an admissions packet from the school or the Rainier Christian Schools District Office. Completion of the required forms and fees and an interview are necessary for an evaluation of a student's eligibility for admission.

Required Forms and Fees:

- Student Application / Family Form
- Registration Fee
- Health Information / Parental Agreement Form
- Medical / Surgical Consent and Field Trip Permission
- Secondary School Guidelines
- Parent Questionnaire
- Last Report Card
- Immunization Form

Rainier Christian High School reserves the right to interpret and assign all transfer grades into our grading system. The administrative staff determines the grade placement for all students.

Upon acceptance to Rainier Christian High School, the new student will be provided with class schedule information. Scheduling of students into elective class choices will be determined based on availability of space, teacher approval, and the student's academic ability.

### **Statement of Non-Discrimination**

It is the policy of Rainier Christian High School not to discriminate on the basis of race, color, national origin, sex, age, or disability in the admission and access to, or treatment of employment in its programs or activities. As a religious educational institution, Rainier Christian High School is permitted and reserves the right to prefer students, prospective students, employees, and prospective employees on the basis of religion.

## **Re-Enrollment**

During the months of February and March, applications for re-enrollment of presently enrolled students will be accepted. A yearly registration fee and application fee will be charged. The registration fee will be waived for those families who complete the re-enrollment process before the designated deadline.

A returning student will not be considered enrolled for the coming school year until the re-enrollment application and fee(s) have been received.

## **Family Education Rights and Privacy Act**

The Family Education Rights and Privacy Act of 1974 requires school districts to notify parents/guardians that schools maintain official records regarding their child, which include information deemed necessary to the welfare of the students and the orderly operation of schools, or information required by law and regulation. Student records are the property of the school district. However, parents/guardians and students eighteen years of age or older may inspect the records by contacting the Registrar and Principal for an appointment. Copies of school records may be provided upon a written request for a charge of ten cents per sheet. Concerns about the information included in the student's records are to be discussed with the Principal. If the concern cannot be resolved between the parents and the Principal, a fair and impartial hearing with the high school board members, upon receipt of a written request from the parent/guardian, will be convened to review the matter.

## **Withdrawal Procedures**

Any student withdrawing from Rainier Christian High School must notify the Guidance Counselor and complete a Withdrawal Form. The form must be signed by each of the student's teachers indicating that books have been returned and fees paid. Teachers will also give a grade at the time of withdrawal. The withdrawal is complete when the form is returned to the Guidance Office with a parent's signature provided all tuition and fees are paid in full. Records will be forwarded to the student's new school upon request when the withdrawal is complete.

# ACADEMICS

## Graduation Requirements

The required courses for graduation shall include those required by the state statute, those required by the State Board of Education Rules and Regulations, and those required by the Board of Directors of Rainier Christian High School. Twenty-four (24) units of credit above the eighth grade shall be required for a general high school diploma. One-half credit is earned for each semester course successfully completed.

**Students are responsible for being aware of all academic requirements and should plan their high school schedules in such a way that school requirements are fulfilled. Counselors are available to assist with this planning.**

### **Diploma Requirement: 24 credits**

A minimum of 24 credits must be completed in 9<sup>th</sup> – 12<sup>th</sup> grades. Each regular course is equal to a .5 credit unit per semester.

**COLLEGE PREP PLAN:** This plan will allow a student to meet Rainier Christian High School's and Washington State's educational requirements for graduation. It is designed to provide entrance requirements to a four-year college or university. However, each college has its individual admission standards. Students should check with the Director of Admissions at the college of their choice well in advance of their senior year.

A student must successfully complete the following:

8 semesters of English	2 semesters of US History
6 semesters of Mathematics	2 semesters of World History
6 semesters of Bible	2 semesters of US Government
6 semesters of Science	3 semesters of Physical Education
4 semesters of Foreign Language	1 semester of Health
2 semesters of Fine Arts	4 semesters of Electives
2 semesters of Occupational Ed.	

**48 total semester courses = 24 total credits**

The daily schedule incorporates seven class periods which allows for seven credits to be earned each school year. After four years of study, a student could potentially earn twenty-eight credits. Study hall, although a non-credit class, is recommended especially for students in upper division classes.

**GENERAL PLAN:** Students are strongly encouraged to pursue the College Prep Plan to meet their diploma requirements as it will provide full options and opportunities upon graduation. However, a General Plan track is available upon approval by the Guidance Office.

## **Commencement Policy**

Senior students who meet requirements are invited to participate in the annual commencement ceremony in June. Seniors will only be allowed to participate in the graduation ceremony if they have satisfactorily met all required credits, completed community service hours, turned in all textbooks, and are paid in full for all fines, fees, and tuition.

Seniors will be evaluated at the end of the first semester to determine if they are in jeopardy of failing any required subjects necessary for graduation. Community service hours will also be verified. Students at risk of failure will be placed on academic probation. At the end of the third quarter, if failing grades are not redeemed, a parent conference will be held. Academic advising will be provided by appointment for student and parent.

## **Earning Credit**

The school year is divided into two semesters with two nine week quarters in each semester. Grade reports are issued every nine weeks. Progress reports will be mailed home and posted on Edline (parent link) if a student falls below a C- average in a class. Final grades and credit are given at the end of each semester. Final grades are posted on the student's transcript and determine the student's grade point average (GPA).

All graduation requirements must be met in grades 9 – 12. Courses repeated during 9<sup>th</sup> grade because of failure in 7<sup>th</sup> or 8<sup>th</sup> grade do not apply towards graduation.

All seniors must take a minimum of five courses per semester regardless of the number of credit units accumulated in prior grades.

## **Scheduling Classes**

A six to seven credit schedule per academic year will be the standard course load unless approved by the Guidance Office.

The Guidance Office reviews credits yearly with each student. In the spring of each year students choose classes for the following school year using a course selection worksheet. The Guidance Office arranges a schedule for each student taking into consideration the course selection worksheet, pre-requisites, which classes are needed for graduation, and what credits are needed for college entrance. Parents and students will be notified of the date and time when schedules can be picked up at the end of August.

## Schedule Change Procedures

Students interested in schedule changes must first contact the Guidance Office. At the start of each semester students have one week to make schedule changes through the Guidance Office. After the first week of the semester, a request form is used to make changes and signatures are required.

After the first week of the semester, schedule changes are permitted only:

- after the counselor and all teachers involved have reviewed the request and found it to be in the best interest of the student
- if there is an available slot in the class requested
- after the request form has been signed by the teacher and the parent

## Dropping Classes

Classes may be dropped without academic penalty during the first week of the semester only for reasons deemed legitimate by the counselor, teacher, and/or principal.

A student who drops a class after the tenth day of the semester will receive a failing grade for the class dropped unless a medical review warrants the change. Students taking upper division classes will not be permitted to drop a year-long class (band and choir included) at the semester break unless they are failing the class.

## Incompletes

All semester incompletes must be made-up within two weeks of the end of the semester. Failure to make-up the work will result in an “F” recorded for the course.

## Failing / Retaking Courses

**(Permission is required to retake a course)**

Students who have failed a class are required to make up the course credit during summer school or through an outside institution approved by the Guidance Office. Make-up of all failed courses must occur by the end of May of the senior year. When failure occurs, the student's transcript will reflect both classes and both grades. However, only the higher of the two grades is calculated into the student's GPA. Students do not receive credit for both classes if they are both passing grades.

## Honors Classes

Rainier Christian High School offers Honors English to freshman providing they receive approval from the English Department. The Honors English program is a more rigorous, fast-paced course and is a prerequisite for AP English. Summer reading is required.

## Advanced Placement Classes (AP®)

Rainier Christian High School participates in the Advanced Placement Program (AP®) which gives motivated students an opportunity to take college level courses and exams while they are still in high school. Students enrolled in advanced placement courses complete college level work and prepare for nationally scored exams. Students take a test at the end of the school year to qualify for college credit. Students will need to pay the AP fee the first week of class.

The following advanced placement classes are offered:

- AP English Literature and Composition
- AP US History
- AP US Government
- AP Calculus
- AP Statistics

AP courses are weighted classes. They are weighted on a five-point scale: “A” – 5.0, “B” – 4.0, “C” – 3.0. In order to receive AP credit students must maintain a “C” grade or above. Those receiving below a “C” grade will only receive regular credit for the course on a four-point scale. Students must take the AP test at the end of the school year.

For more information on the Advanced Placement Program please contact the Guidance Office.

## Alternative Course Options

### Courses Taken Outside Rainier Christian High

A student who is deficient in credit units may take one course per semester for make-up credit from other approved schools or institutions. Such courses must be approved by the Guidance Office prior to being taken.

## Community Service

Fifteen (15) hours of community/ministry service is the minimum requirement for students each year. Extra hours earned may not be carried over from one year to the next year. Seniors must have a total of sixty (60) hours of service. The Guidance Office must approve proposed service/ministry opportunities. Students may serve in their community, in their church, in care groups, etc. Hours will not be awarded for service performed for the student's family. Progress will be monitored and completion will be signed off by the sponsoring agency. These requirements must be completed before graduation and/or grades and records are released. If a student is lacking CS hours prior to graduation and/or release of grades or records, a \$10.00 per CS hour administration fee will be charged.

CS hours are recorded at RCHS and students are encouraged to continue to turn in forms with completed hours for yearly recognition and future college inquiries.

PERCENTAGE	LETTER GRADE	GRADE POINT	AP GRADE PT.
100 – 98.5	A+	4.33	5.33
98.49 – 92.5	A	4.0	5.0
92.49 – 89.5	A -	3.7	4.7
89.49 – 86.5	B+	3.3	4.3
86.49 – 82.5	B	3.0	4.0
82.49 – 79.5	B -	2.7	3.7
79.49 – 76.5	C+	2.3	3.3
76.49 – 72.5	C	2.0	3.0
72.49 – 69.5	C-	1.7	
69.49 – 66.5	D+	1.3	
66.49 – 62.5	D	1.0	
62.49 – 59.5	D-	0.7	
59.49 and below	F	0.0	

## Grading System

**I = Incomplete:** Incomplete grades will only be carried for two weeks following a grading period. Students will receive a failure if grades are not made up within the two-week period.

**P = Pass:** The Pass grading system must be approved by the administration and teaching staff for a specified reason. Any P grade earns a credit designated by the class, but no grade point will be averaged for the GPA on the transcript.

**Disputed Grades:** A grade that is disputed may only be changed by the supervising teacher and must be signed off in the Guidance Office within two weeks of posting on the grade report or transcript.

## Grade Point Average (GPA)

A student's grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credits attempted. For instance, if a student has completed seven credits and has earned three A's, three B's, and one C, then the student has a total of twenty-three grade points. Dividing the twenty-three grade points by the seven credits earned indicates the student has earned a GPA of 3.29. Only the final mark given at the end of each semester is calculated into the student's GPA on his or her official transcript.

## Grade Point Weighting

All Advanced Placement courses (AP) are weighted classes. They are weighted on a five-point scale: "A" – 5.0, "B" – 4.0, "C" – 3.0. In order to receive AP credit, students must maintain a "C" grade or above. Those receiving a grade below a "C" will receive regular credit for the course on a four-point scale. No other classes at Rainier Christian High School are weighted. It is up to the discretion of each individual university's admissions board to decide whether or not to acknowledge the weighted GPA.

## Homework

Homework is an integral part of the school program and each teacher is at liberty to give homework to advance the academic progress of students. Each student is required to complete and turn in his or her homework assignments on time. We encourage parents to take an active part in their student's education by determining each evening what homework assignments their child has been given and then assuring that the assignments are completed on time.

Repeated delinquency in completing and submitting assigned homework could result in grade reduction or even failure of a class. Parents are expected to communicate with teachers when they sense that their child is having serious challenges with homework.

## Tests

**Tests:** A student may request postponement of a test if the student has been assigned either of the following on a given test day:

1. three tests scheduled for that same day
2. a combination of four tests, quizzes, or major projects scheduled for that same day

The student should discuss the problem with his or her last assigning teacher at least two days

## Final Exams

**Final Exams:** Final exams for each class occur during the last few days of each semester. Testing times depend on class schedules. Students are not expected to take more than two final exams on any given day.

No students may take early or late final exams except in the case of illness, uncontrollable family emergencies (such as a death in the family) or other Principal-approved situations. Unapproved absences during the final exam schedule may result in an “F” grade on the final exam.

## Standardized Testing

Rainier Christian High School administers the PSAT (Pre-College Test) to sophomores and juniors during the month of October. It is the responsibility of juniors and seniors to schedule SAT and ACT exams at off-campus locations. Juniors should plan to take their SAT and/or ACT exams after the first semester of their junior year. For additional information and assistance, students should make an appointment with the college and career counselor.

## Academic Achievement Recognition

We recognize students for their outstanding academic achievements while attending Rainier Christian High School.

**High School Honor Roll:** Placement on the High School Honor Roll is based on a student’s grade point average (GPA) at the end of each semester.

Honor Roll Status	
Exceptional Honors	4.00 – 4.33
Principal Honors	3.85 – 3.99
High Honors	3.50 – 3.84
Honor Roll	3.20 – 3.49

**High School Department Awards:** At the end of spring term, the faculty of each academic department selects the top academic students in each subject area. Awards are based on outstanding achievement and are presented at an academic awards ceremony. Parents are notified and invited to attend the awards ceremony.

**Scholar-Athletic Awards:** During each sports season the WIAA (Washington Interscholastic Activity Association) will recognize individual students as scholar-athletes for their respective sports.

**Graduation Honors:** Graduation Honors are granted to those seniors who have achieved one or more of the following qualifications: an accumulated GPA of 3.85 and above, membership in the National Honor Society, or status as Valedictorian or Salutatorian.

## Academic Probation and Dismissal

If a student receives a failing grade in any required class or drops below a 2.0 grade point average, the student will be placed on academic probation. Parents/Guardians will be notified by letter when their student has been placed on academic probation. The student then has the following grading period to correct the deficiency. Grading periods are nine weeks in duration and take place four times during the school year.

Students who, for any reason, are deficient in credits at the end of a year must go to summer school to make up that deficiency prior to fall enrollment. Questions regarding this policy should be referred to the Registrar or to the Principal.

If a student remains on academic probation longer than one term, or fails a class at the term, he or she is subject to dismissal. Teachers will communicate poor academic progress and cooperation to the parents/guardians by means of progress reports, phone calls, and personal conferences as schedules permit. When parents/guardians are unsure of their student's progress, they are encouraged to contact the teacher.

## Work Release and Permits

Students will be approved for work release or volunteer positions during their junior and senior year if they are on track to complete the twenty-four (24) required credits necessary for graduation. Work release will not qualify for academic credit. However, volunteer hours may qualify for legitimate community service hours necessary for graduation. The Guidance Office must give approval for all work release or volunteer release positions.

If the student is in jeopardy of failing any classes required for graduation, a parent/student conference will be held with the Guidance Office to evaluate the work situation. P.E. credits may not be waived for students on work release.

**Work Permits:** According to state law, anyone under the age of eighteen working regularly for an employer on a part-time basis during the school year or a part/full-time basis during vacation periods must secure a work permit. For validation of the permit by the school, the student must show some evidence of birth date and have the work permit form filled in by the employer.

# ATTENDANCE

## Definitions

Quality education requires commitment to regular attendance in classes. Rainier Christian High School, recognizing that achievement in life is closely tied to habits of punctuality and consistent attendance, teaches those habits by making attendance in classes a requirement. Since the classroom is a setting where spiritual, intellectual, and interpersonal exchanges take place, the student's education is enhanced by being present for those experiences. Additionally, attendance is essential to maintaining academic standards for earning credit in the classes taken. Regulations imposed by the state as well as the school permit absences from school only in the cases of illness or personal emergency.

### Definitions:

**Excused absences** are absences due to personal illness, family emergency, or unavoidable health appointments. Student must provide a note from parent/guardian to be 'excused'.

**Unexcused absences** are absences for all or part of the regular school day that occur without a valid reason as defined by the school administration.

**Pre-excused absences** are those absences which are taken for a trip, a college visit, or a job visit with parental and school permission. Such absences must be excused prior to the occurrence and are included in the count of total absences in a nine-week period.

**Tardy** is being late to class or arriving to class unprepared for that day's instruction/activity. Unexcused lateness beyond ten minutes is generally counted as an unexcused absence.

**Truancy** is skipping school without parental or school knowledge and approval.

**Detentions** are assigned for attendance-related matters such as tardiness and unexcused absences. A detention must be served during lunch or by arrangement.

## Attendance Policies and Procedures

Upon returning to school after an absence, it is the student's responsibility to bring a written note from home. If a parent/guardian notifies the school of a student's absence by telephone, it must be followed with written notification within three school days. In each marking period one late note will be accepted. Additional late notes will result in detention being assigned as a reminder to take care of school business in a timely manner.

Notes must be written by a parent/guardian and must explicitly state the reason for the absence in addition to the date(s) the absence occurred. If the absence is for part of the day, the excuse must also contain the exact time involved.

The school reserves the right to accept or reject an excuse. An explanation for an absence is not necessarily an excuse for an absence. Excessive absences and/or excuses may result in grade reduction, loss of privileges, and possible expulsion.

## **Make-up Class Work**

Students are responsible for tests and work missed because of an absence or tardy. Students have two days for every one day of school missed to make up assignments unless special arrangements have been made with the teacher. The timeline for make-up work begins the first day the student returns to school.

Students missing classes for a school-related activity should see their teachers on the day of the activity, so that they may complete homework in a timely manner. Pre-arranged absent forms must be completed prior to the student participating in a school-related activity that requires them to miss classes.

## Excessive Absences

**Six Absences:** If a student accumulates six (6) absences (excused, unexcused, or pre-excused) in any class during a semester, the parent will be sent a warning notification.

**Eight Absences:** A second warning and request for a conference will be sent when a student accumulates eight (8) absences in a class during a semester.

**Ten Absences:** Ten (10) or more absences in a class during a semester can result in forfeiture of credit for the semester. Special consideration **may** be given for cases of unusual illness or accident.

## Pre-Excused Absences

Pre-excused absences for non-academic reasons are strongly discouraged by the school. However, parents may request that the school excuse a student provided the request is made at least three (3) days prior to the date of the absence by use of a pre-excused absence form. The school reserves the right to withhold permission for pre-excused absences based on the student's prior attendance record.

Pre-excused absences will be limited to a maximum of five (5) days per school year. Families requesting more than five days must receive written approval from the administrator.

All pre-excused absences are counted in the total number of absences in a nine-week period. Additionally, teachers may require the student to complete tests, quizzes, and assignments **prior** to the pre-excused absence.

It should be noted that the responsibility for making up missed work is solely that of the student. The teacher is under no obligation to provide additional help for the student.

Pre-excused absences are not permitted during exams and the last three weeks of classes at the end of the school year.

## Early Dismissal

Students should arrange in advance any absence for part of the school day. A note from the parent/guardian stating the time and reason for the dismissal request is required. For emergencies, a parent/guardian may call the school and the student will be allowed to leave. However, a written note is required upon the student's return to school.

Students must sign out at the office before leaving the campus. Students who are dismissed during the school day and then return to school the same day must check in at the office before returning to class.

### **Early Dismissal Due To Illness During School**

Students who need to miss a class during the school day for health reasons should notify the teacher whose class they will miss prior to going to the health room.

If a student needs to leave school for health reasons, the student must report to the attendance office prior to leaving campus. Consistent with the restricted campus policy, failure to report to the office may result in those penalties being imposed as well as an unexcused absence being recorded for the classes missed. Before the student is allowed to leave the school because of illness, a parent/guardian will be contacted. If the school is unable to contact the parent/guardian, the student will remain in the health room.

### **Permanent Early Dismissal or Late Arrival**

Special arrangements for a permanent early dismissal or late arrival are available on a limited basis to seniors and in special circumstances to juniors. To request a permanent early dismissal or late arrival, students should contact the Guidance Office. Approvals for all permanent early dismissal and late arrival requests are effective for one semester with a new request and approval required for the next semester. A student may not have permanent early dismissal or late arrival if a required class occurs at the same time.

### **Field Trip or School Activity Absences**

Rainier Christian High School provides many opportunities throughout the school year for field trip activities. Notices of such events are given in advance, and a signed parental permission slip is required for students to participate.

Students that are away from classes for a field trip, sporting event, or any other school activity are required to complete a pre-arranged absence form prior to the event. Students are also accountable for all required work in their classes from the day that was missed.

School events will be treated the same as sporting events; students must be at school at least 4 hours or will not be allowed to participate.

## **Unexcused Absence Policy**

Unexcused absences are calculated per semester. The penalties for unexcused absences from regular classes are as follows:

**First Offense:** An attendance zero will be recorded for the class(es) missed and written notification with a warning of future penalties will be sent home.

**Second Offense:** An attendance zero will be recorded for the class(es) missed and written notification with a warning of future penalties will be sent home. The student will also meet with an administrator.

**Third Offense:** An attendance zero will be recorded for the class(es) missed and written notification will be sent home. An administrator will contact the student and the parents/guardians.

**Fourth Offense:** The student will be removed from the class with an “F” recorded as the final grade.

### **Attendance Zero Defined**

Because a student's grade is in part related to classroom attendance, grade penalties are imposed for an unexcused absence.

- For each attendance zero applied for an unexcused absence, the student's nine week grade will be lowered one step (e.g. B+ > B). In addition, work missed during an unexcused absence must be made up, unless the teacher chooses to cancel it. No further penalty will be imposed on cancelled work.
- Penalties for consecutive days of unexcused absences will be determined on an individual basis.

## **Truancy Policy**

Truancy is subject to suspension or expulsion with no exceptions.

## Tardy Policy

Tardies are calculated per semester. Tardies are recorded by the teacher and are dealt with by the office. The penalties for being tardy to a class are as follows:

**First and Second Offense:** The student will be notified of the tardies.

**Third Offense:** The student will meet with an administrator and notification will be sent to the parent/guardian.

**Fourth Offense:** The student will serve thirty (30) minutes of lunch detention and pay a \$5 fine.

**Fifth Offense:** The student will serve thirty (30) minutes of lunch detention and pay a \$10 fine.

**Sixth Offense:** The student will attend Saturday School for four (4) hours and pay a \$40 fine.

**Subsequent Offenses:** Cases with students who have over six (6) recorded tardies during a semester grading period will require administrative intervention.

**Three Unexcused Tardies = One Absence**

**Five Excused Tardies = One Absence**

## Activity and Athletic Participation Attendance Requirements

In order for a student to participate in any extracurricular activity, practice or event, the student must be in attendance at school for a minimum of the last four (4) hours during the day of the activity, practice or event. Exceptions to this requirement are a doctor's appointment, college visit, or funeral. Students should clear these absences with the office prior to missing school.

## Restricted Campus

Once students arrive on campus they are to remain on campus until the conclusion of the school day. This means no walking or driving off the premises of Rainier Christian High School during the school day including break times. If students need to leave for special circumstances, they must check-out in the school office. Penalties for violating this policy are:

**First offense:** The student will spend three (3) consecutive noon breaks in the office.

**Second offense:** The student will serve a one-day suspension with regular suspension penalties imposed.

**Third offense:** The student will serve an extended suspension with a parent/guardian conference necessary for resolution.

## Expulsion, Suspension, and Social Probation

Rainier Christian High School reserves the right to withhold educational services in those cases where a student refuses to follow school regulations or where the presence of a particular student is judged to be a danger or a disruptive force.

Suspension may take place in school or at home as deemed appropriate by the school administration. Although students may work independently on their course work, the teachers' obligations to forward class work are limited. In many circumstances, students who are suspended may expect the following academic consequences:

- **In-School Suspension**: 25% grade reduction; all work must be completed
- **At-Home Suspension**: 0 credit for work during suspension period; all work completed and due before student is allowed back in school.

The school may also impose social probation as a means of discipline; social probation limits the student's attendance or participation in school-related functions outside the classroom or regular school day. The terms and length of time for such probation will be determined on an individual basis.

In all cases of expulsion, suspension, or social probation, the student and the parent/guardian will be informed of the reasons for the disciplinary action. If a disagreement exists as to the appropriateness of such action, the matter may be referred by the student, parent/guardian, or administrator to the Rainier Christian School Board.

## BEHAVIOR STANDARDS

### Statement of Conduct Expectations

Rainier Christian High School is committed to the philosophy of providing excellence in education within a Christian environment. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students. Our behavior standards have been established to assist the school in fostering personal integrity and responsibility among our students.

RCHS students are expected to meet high standards of personal, ethical and moral conduct. Students shall not engage in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of the Lord Jesus Christ.

Attending Rainier Christian High School is a privilege that is extended on the condition that students and parents/guardians accept and support the school's behavior standards. If any student violates these behavior standards, there will be a disciplinary response by the school. Rainier Christian High School will make the final determination of whether there has been a violation of the school's standards of behavior. Each student at RCHS is responsible for his or her willful behavior.

## Guiding Principles

Rainier Christian High School is guided by certain principles in the administration of discipline. These guiding principles include the following:

- All sanctions and consequences imposed should be fair, redemptive, and instructive.
- The attitude, repentant spirit, and cooperation of the student and parents/guardians involved are considered in the imposition of sanctions and consequences.
- Sanctions may include counseling, community and/or school service, and restitution.
- While RCHS has no control over and accepts no responsibility for the behavioral choices RCHS students make when off-campus, the school reserves the right to discipline a student for off-campus misconduct.
- The school reserves the right to consider any attempt to commit a violation of its behavior standards as a completed violation. Accomplices may be considered as violators and face similar consequences. We strongly recommend that students avoid situations where others are violating the school's conduct policies. When students find themselves in such situations, they should remove themselves immediately to avoid being implicated.

## **Harassment**

Harassment is a violation of Rainier Christian High School's behavioral standards. RCHS will respond to harassment, whether intentional or unintentional, isolated or persistent, individual or corporate, in a redemptive, yet resolute, manner. Harassment, in any form, will result in corrective action and penalties which may include suspension or expulsion. Threats against the welfare of students or school personnel are grounds for immediate expulsion.

If harassment takes place, and the student is unable to resolve the problem privately, the student should report it to a teacher, counselor or administrator in order to ensure a targeted and timely resolution.

## **Public Display of Affection**

Inappropriate displays of affection are not allowed at RCHS. This includes, but is not limited to, kissing, prolonged hugging, or any other physical or verbal act interpreted as such.

## Dress Code

Rainier Christian School reserves the right to decide what is proper and fitting for school wear in accordance with Rainier Christian Schools' policy.

- For both males and females, clothing must be appropriate, modest, clean, and in good repair.
- Clothing which is too short, too skimpy, too tight, or too bizarre is inappropriate for school.
- Top garments must be shoulder-covering. Bottom garments for girls must be worn no shorter than just above the knee. Bottom garments for boys should stay on the hips. Bare midriffs or exposed undergarments are unacceptable for boys and girls. No holes above the knees are allowed in pants.
- Clothing which is suggestive, offensive, or advertises alcohol, tobacco, or other inappropriate-for-high-school messages is prohibited.
- Hats may not be worn when the students are in the auditorium for chapel.
- Shoes must be worn at all times.
- Standard piercing for girls is acceptable in the ears only. Ear lobe spacers and other body piercings are not allowed. No piercing (body or ears) is allowed for boys.
- Tattoos are not permitted. Existing tattoos must be concealed.

Students who choose to violate the Dress Code Policy will be required to change into school-issued clothing and may be held out of classes. The consequences of each offense will be commensurate with the intent and response of the individual. General guidelines are:

**First Offense:** verbal warning, change of clothing will be required

**Second Offense:** written warning signed by student and parent/guardian to be recorded in student's file, student meeting with administrator, change into school-issued clothing required

**Third Offense:** student and parent/guardian meet with administrator in addition to the above

**Fourth Offense:** one to three days of suspension

**Fifth Offense:** possible expulsion

**STUDENTS SHOULD ENTER AND EXIT SCHOOL GROUNDS  
IN DRESS CODE COMPLIANCE**

## Cheating and Plagiarism

Our policy on academic integrity and honesty is much more than a set of rules and guidelines that bind us to a certain standard of behavior. It is a statement on what is valued at Rainier Christian High School. Without integrity and honesty, we lose credibility, no matter how successful our academics, activities, and athletic programs may be.

## **Definitions**

### **Cheating is:**

- using unauthorized notes, study aides, or information on an examination
- altering a graded work after it has been returned, then submitting the work for re-grading
- allowing another person to do one's work and submitting that work under one's own name
- submitting identical or similar papers for credit in more than one course without prior permission from the course instructors
- falsifying or inventing any information
- stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor

### **Plagiarism is:**

- failing to attribute to the correct source(s) any submitted material that is not entirely one's own work, whether in part or in whole

## **Consequences**

**First Offense:** Parents/Guardians will be notified. Student will receive a zero grade recorded for the assignment.

**Second Offense:** Parents/Guardians will be notified. Student will receive a zero grade recorded for the assignment (and possibly the course) and in-school suspension.

**Third Offense:** Parents/Guardians will be notified. Student will receive a zero grade recorded for the course and will be subject to possible expulsion.

All cheating and plagiarism offenses will be reviewed by the Principal and can result in more serious penalties if the situation warrants.

## **Tobacco, Alcohol, Marijuana, and Narcotics**

The use or possession of tobacco (in any form), alcohol (any level alcohol content), marijuana, or narcotics during the school day or at school functions is prohibited and may result in a five-day suspension, social probation, and parental/guardian contact. If a student comes to school or a school function having used any of these substances, the same discipline will be imposed.

A second offense of the use or possession of these substances during the school day or at school functions will result in an indefinite suspension and possible expulsion. Professional assessment and services may be required as a condition of remaining in school.

In addition, students found with any form of drug paraphernalia at school or school functions will be subject to school discipline.

In cases where deemed appropriate, the school may require that a student's continuance in school be based upon the student's involvement in therapeutic counseling.

The distribution, sale, or receipt of tobacco (in any form), alcohol (any level alcohol content), marijuana, or narcotics at school or at a school function is grounds for expulsion. If the student is not expelled, the student will receive indefinite suspension with a required referral for a professional assessment. Following all recommendations for further assistance from the assessment is a necessary condition to be permitted back into classes.

Law enforcement authorities may be contacted in cases of distribution, sale, receipt, possession, or use of these substances.

## **Incendiary Devices**

Use of any incendiary or explosive devices (including lighters and fire crackers) at school or school functions is strictly forbidden and may result in suspension or expulsion.

## **Threats**

Threats against the school or the welfare of students and/or school personnel are grounds for expulsion.

## **Weapons**

The possession of any weapon, including but not limited to guns or knives, is not allowed in or around the school campus or at any school function. Any object, including replicas of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violation of this rule will result in suspension and is grounds for expulsion. Additionally, law enforcement authorities may be notified.

## **Fire Alarms**

Activation or tampering with the school fire alarm system in any way during a non-emergency situation is prohibited and will result in suspension.

## **Trespassing**

Rainier Christian School requires students to refrain from trespassing or littering on the property surrounding the school. A student who violates this policy may be suspended from school and a parental/guardian conference will be required before the student is permitted to return to classes.

Students and others are not permitted on the premises during non-school hours without administrative permission. Presence on the school premises while the school is closed is considered trespassing. The school will respond to such trespassing (whether for pranks, vandalism, or hanging out) with school disciplinary procedures and/or lodging charges with law enforcement authorities.

## **Vandalism**

Vandalism to school property, property of school personnel and students, or property of the school's neighbors is prohibited and will result in disciplinary action. School discipline may include restitution, suspension, or expulsion. Additional disciplinary actions may be imposed if the acts of vandalism are judged to be forms of intimidation or harassment. Law enforcement authorities may be notified.

## **Theft**

Taking, receiving, or being in possession of another person's property without permission of the owner, regardless of monetary value, is theft. Theft of personal property at school or around the school campus is prohibited. Student(s) involved in theft will receive a minimum one-day suspension and be expected to make restitution to the owner(s). Any additional offense of this nature during the student's tenure at Rainier Christian High School will result in indefinite suspension. Continuation of the behavior is grounds for expulsion.

## **Non-Traditional Student Situations**

Policies at Rainier Christian High School are predicated on the assumption of parent-school cooperation and shared parent-school authority. Therefore, particular policies are in effect for those students who have altered ties with parent/guardian authority, or whose home relationships vary from the usual parent-child relationships.

- Students must reside with parent or guardian, or in a home approved by the parent or guardian. The school retains the right to deny continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the school.
- Students who become married, are parents, or are parents-to-be must face new roles and responsibilities. Therefore, school policy requires that the student and/or family member inform the school administration of the situation. The school will strongly encourage counseling.
- Students may remain at RCHS if permission is granted by the Principal with the support of the school board. Participation in school-sponsored extra-curricular activities may be suspended for a specific period of time. If the student desires placement in an alternative educational setting, the school will provide advice and necessary assistance to accomplish that.

## **HEALTH ISSUES**

### **Immunization Law**

In order to protect students from infectious childhood diseases, Washington State law requires that all students enrolled in public and private schools in the state must have signed certificates of immunization status forms on record with their prospective schools. Students will not be allowed to attend school unless required immunizations are up to date. Required immunizations include: diphtheria, tetanus, pertussis, (whooping cough), polio, measles, rubella (German measles), and mumps.

## Illness

A student who becomes ill during the school day should notify the teacher whose class he or she will miss prior to reporting to the office. Students, who are feeling ill, will be allowed to lie down in the health room for one period. If the student is unable to return to class for the next period, his or her parent/guardian and/or emergency contact will be notified to pick up the student from the school. If no one is available, the student will remain at school.

An injured student should immediately notify a teacher or staff member to insure that proper care is given.

**Parents should keep the Emergency Contact form current by calling in any changes to the school office as soon as the change is in effect.**

## Medication

Whenever possible, the parents/guardians and physician are urged to design a schedule that allows for administering any prescribed or no-prescribed medication to a student outside of school hours. Exceptions to this involve special conditions where it is deemed necessary for a student to have the medication in order to remain in school.

If a student must take medication at school during the day, the following information must be on file at the school office:

- A completed and signed Medication Authorized Form identifying the name of the student, the specific medication, the dosage, the time(s) of day and the duration the medication is to be administered, and any visible side effects of the medication. This form will authorize RCHS to administer the medication to the student. For medication that is to be administered for fifteen (15) days or longer, a physician's signature is also required. The Medication Authorization Form is available on the school's website.

The medication must be in the original container, and delivered to the school office immediately upon arrival to the school, along with the required authorization form.

Students in possession of medication in violation of the above guidelines may be subject to disciplinary consequences. No medications may be passed between students.

The school office does keep both Ibuprofen and Acetaminophen on hand for students whose parents/guardians have signed permission on the Student Health/Emergency Number Form. This form is available on the school's website.

# ORGANIZATIONS AND ACTIVITIES

## Extra-Curricular Opportunities

Extra-curricular activities and organizations are a vital part of a quality education. At Rainier Christian High School this includes musical and drama productions, ASB, yearbook, volunteerism groups, clubs, athletics, academic contests, mission trips, school sponsored events, etc. The purpose of these activities is to encourage special interests and abilities and to promote positive social experiences for participants.

Participants in extra-curricular programs are required to be passing all classes and must maintain a current GPA of 2.0 or better. The current GPA is considered to be the one recorded on last quarter's report card and current academic performance in courses will be considered.

## Assemblies

Assemblies are arranged by a faculty-student committee. When the event is during the school day, attendance is mandatory and skipping it is equivalent to skipping a class.

## Chapel

An important part of each week at RCHS is Chapel on Wednesdays. Chapel is a time for students and faculty to come together to praise and worship God. Parents are welcome to attend chapels following check-in at front office. A worship committee plans chapels. Devotions are led by guest speakers, members of the faculty, or members of the student body.

Chapel is part of the school day and attendance is required. Skipping chapel is equivalent to skipping a class and could result in suspension.

## Clubs

Groups of students with special interests or common aims may be organized into clubs with specific purposes and programs. The number and character of the clubs offered at RCHS vary from year to year with changes in interests and demand. Clubs are composed of students who are interested in such things as Christian service, recreation, particular hobbies, and special academic activities.

No group of students is permitted to initiate an organization or activity under the jurisdiction of the school, or use the school name, without making a request for such an organization to the administration. A faculty/staff sponsor must also be appointed.

## Student Council

Each class at Rainier Christian High School selects representatives from their class members to serve on the Associated Student Body (ASB). The ASB is responsible for providing leadership, serving as contact between the students and the administration, and encouraging school-wide activities.

Sophomore, junior, and senior students interested in being elected to ASB must complete an application packet in the spring. Students who submit completed ASB applications will have their names placed on the ASB election ballot. Each grade level votes for its own ASB representatives. The incoming freshman class members are offered the opportunity to participate in ASB at the start of the school year.

## Athletics

Athletics are an important part of the school's extra-curricular program. Rainier Christian High School believes that properly conducted interscholastic athletics can promote Christian values and can be educational as well as recreational. That is our goal.

The RCHS athletic program is governed by the Athletic Director and the Principal. The program is conducted under the guidelines of the school, the SeaTac 2-B League, and the WIAA (Washington Interscholastic Activity Association).

Guidelines regarding an athlete's eligibility, training, and conduct are outlined in the *Handbook for Athletes, Parents, and Coaches* which is distributed to every athlete at the beginning of each sport season.

Interscholastic Athletics		
FALL	Girls:	Volleyball Soccer Cross Country Cheer Squad
	Boys:	Soccer Cross Country Football
WINTER	Girls:	Basketball Cheer Squad
	Boys:	Basketball
SPRING	Girls:	Fast Pitch Softball Golf
	Boys:	Baseball Golf

## Music

The school musical groups are part of the regular curricular program. Because of the corporate responsibilities each member has to the group, participation in concerts and festival performances is mandatory. Special organizational rules can be obtained from the conductors.

## **Chaperoned Social Activities**

Many of the social activities for RCHS students are conducted under the jurisdiction of the Student Council and are held in school or at other locations for special events.

Student conduct at the social activities is the concern of the school. Conduct contrary to regular school expectations will result in disciplinary action, and attendance at future social activities will require permission from the administration.

## **STUDENT LIFE**

### **Student Identification/Library Cards**

Student ID cards will be issued to all students at the beginning of the school year. These cards must be kept by the students on their persons at school and at all school functions. It will serve as a pass to certain school activities and as a means of identification at public functions with other schools and can be used as the students library card. Students who lose their ID cards must pay a \$5.00 replacement fee.

### **Lockers and Personal Property**

Lockers are available to all students. Although a locker is for the personal use of the individual student, all lockers remain the property of the school. The school administration reserves the right to check lockers and contents.

While students are not permitted to access another student's locker, the school cannot guarantee the security of the lockers. Students are encouraged to use locks to secure the lockers to which they are assigned.

Students are responsible for the locker to which they are assigned. Any problems with the locker must be reported to the office at once. Defacing or other abuse of the locker will be the financial responsibility of the offender to the extent it costs to repair.

Inappropriate displays or materials in or on a locker may warrant disciplinary action.

## Locker Rooms

The boys' and girls' locker rooms in the gym are off-limits to students except during the hour they have physical education class or during the time their sports team has a practice. Students caught in the gym locker room outside of those times may face suspension from school.

## Locks

Students are responsible for caring for their property and locking up their valuables. They are expected to use locks on the lockers in the gym locker rooms and encouraged to use locks on their hallway lockers. Locks for hallway lockers are available in the office. A \$10 fee will be charged for lost locks.

In order to provide school officials access to locker contents where problems may be suspected or when a student is ill and needs materials sent home, only school locks may be used. Personal locks are not allowed and will be removed.

## Lost and Found

Although the school is **not** responsible for items that are lost or stolen, students should check with the office when looking for a lost item and report any possible thefts to the administration immediately. Students should not bring items of value or excessive amounts of money to school.

## Books and Supplies

The school provides one copy of all necessary text books and workbooks. Lost or damaged books beyond normal wear and tear will be replaced at the student's expense. Each classroom teacher will supply a list of needed school supplies required for the class. Students are expected to have adequate supplies of paper, pencils, and etc. at all times in order to accomplish their work.

## Technology & Media Ethics Policy

Computer software, equipment, and internet connectivity are to be used for educational purposes and school business. Students are expected to respect the confidentiality of passwords and school files.

Classroom computers have restricted access and are not for student use without supervision. Each student bears full responsibility for his/her actions as they relate to use of RCHS' technology resources and electronic media viewed or transmitted thereon.

Failure to comply with the rules or 'spirit' of this policy will result in disciplinary action, including fines, loss of privileges, and possible suspension as determined by the Principal.

## **Personal Listening Devices**

The use of personal radios, tapes, MP3, or CD players is not allowed in classes, on school grounds, or on buses. Violation of this rule will result in the confiscation of the device.

## **Cellular Telephones and School Telephones**

Students carrying cellular phones or pagers must have them turned off and out of sight during class time and chapel. Violation of this policy may result in the device being held by the administration until parental/guardian contact is made.

Cellular phones may be used during break, lunch, before school, and after school only.

School telephones are to be used only for school-related business. Exceptions can be made in emergency situations. Any emergency phone calls that must be made during class or chapel times will be made from the office phone.

## **Lunch**

RCCHS has a closed campus, and students are not permitted to leave school grounds during lunch. Students may either bring a sack lunch or participate in the school lunch program. Microwave ovens are available to heat food.

The school gym may not be used during lunchtime unless a teacher or school staff member is present.

## **Visitors**

Students wishing to bring a visitor to school must receive approval from the Principal prior to the day of the planned visit.

Permission may be granted to visiting students interested in enrolling at RCCHS with a half-day visit; otherwise a lunch and/or chapel visit is all that will be granted. Permission to visit will not be granted unless the Principal receives a parental/guardian request at least two days in advance of the planned visit. On the day of the approved visit, the student and visitor must report to the school office to pick up a visitor pass and sign in.

All visiting students coming on to the campus must abide by all the rules in the student handbook including the school dress code. Failure to abide by the rules will result in a meeting with the Principal and a request to leave campus.

## Driving and Parking Regulations

All students who drive to school are responsible to know and abide by the restrictive driving and parking regulations at RCHS and Camp Berachah. Because of limited space and safety considerations, these restrictions include regulation of who may drive, use of vehicles during the school day, registration of vehicles, and parking rules. A \$30.00 (non-refundable) parking fee and registration paperwork will need to be collected prior to receiving a parking spot.

Violation of driving and parking policy will result in penalties that include fines, loss of privileges, suspension from school, towing of vehicle at owners expense.

Because of severe limitations on parking space, sophomores and freshmen are required to get administrative permission before driving to school.

Copies of the driving and parking policy are available in the school office.

## Property Policies

To maintain order and discipline in the school and to protect the safety and welfare of students and staff, the RCHS administration may search students, their personal effects, and student lockers.

Students should not expect privacy regarding items placed in school property, stored on school disks, or stored in the school's computer network. School property is subject to search at any time by the school administration. Searches may take place for any reason, at any time, without notice, and without student consent. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to the proper legal authorities for ultimate disposition.

## Campus Boundaries

During school hours campus boundaries for students are from the cafeteria to the gym and classroom portables. No student may access their vehicles in the "Junior" parking lot, or outside the noted boundaries, during the school day without prior permission of the school office. The gymnasium is off limits during lunchtime unless a teacher or staff member is present. Students may not go beyond or behind the cafeteria or gym during school hours.

Rainier Christian High School is a **closed campus**. No outside visitors are allowed on campus without a one-day prior approval by the Principal. Approved guests are only allowed to be on campus during lunch and/or chapel and must abide by RCHS rules or will be asked to leave.

# **SERVICES**

## **Guidance and College Counseling**

All students at RCHS will meet with the guidance counselor yearly in regards to their high school schedules and credits needed for graduation. This is an exciting time for students to be involved in creating their schedules based on availability and desired classes. The guidance counselor is also available to students and parents with academic and performance concerns.

All students will also meet with the career and college counselor for future college plans, scholarships, and job shadowing opportunities.

A student should feel free to contact his/her counselor at any time.

## **Scholarships**

All students are encouraged to meet with the career and college counselor to discuss awards and scholarship opportunities that are available not only to graduating seniors but the entire student body at RCHS.

All students and parents are encouraged to find outside scholarship opportunities through reputable websites such as collegeboard.com, fastweb.com, and scholarship.com

### **NCAA ELIGIBILITY CENTER**

Students desiring to practice and compete their freshman year at a NCAA Division 1 or Division II College must satisfy the requirements of NCAA Bylaws 14.3, commonly known as Proposition 48. Athletes need to get a packet from the Career Center in the spring of their junior year to register with the NCAA Initial-Eligibility Clearinghouse. Contact the Career Center for complete and current information and eligibility requirements.

# PARENT INFORMATION

## Parent and School Communication

It is the desire of the administration and the faculty of Rainier Christian High School to be of service to our families who entrust their children to us for training and teaching during the school day. We value and encourage communication between parents/guardians and the school. There are several ways families of students can stay in touch with our school:

**Parent / Teacher Conferences:** A scheduled opportunity to meet with your student's teachers is offered after the first and third grading periods. These conferences are scheduled through email or through the office. Families are notified in advance of the specific date.

**Edline:** Edline is an online service that allows students and parents/guardians to review grades on tests, quizzes, and assignments any time during the school year. Directions on how to log in to Edline are available on the RCHS website.

**Newsletter:** RCHS creates a newsletter that can be sent directly to an email address. Reading the newsletter is a great way to stay current on all of the news and upcoming events at the high school.

**Email:** A directory of email addresses for the faculty at RCHS is available on the school's website.

## Parent Teacher Fellowship (PTF)

The RCHS Parent Teacher Fellowship is a parent organization established to help support the overall vision of our high school. All parents of Rainier Christian High School students are invited and encouraged to attend the general meetings of the P.T.F.