



# **RIVERSIDE** **CHRISTIAN SCHOOL**

*Rooted in Christ. Ready for Tomorrow.*

## **Parent ~ Student** **Handbook** **2019 – 2020**

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*[www.riversidechristianschool.com](http://www.riversidechristianschool.com)*



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## SECTION I

### Introductory Information

#### A note from the Superintendent and the Principal

Welcome to Riverside Christian School. It is our desire to serve you as a partner in educating your children.

We are committed to a worldview based on the principles of the only written inspired Word of God, the Holy Bible. We are also committed to providing a Christ-centered, excellent, academic program dealing with the whole person -- physical, mental, and spiritual. The central focus of all that occurs here is God's Word. Its moral and spiritual values are interwoven throughout the academic program. The board, faculty and staff serve as Christian role models and are known for their personal care for the individual student.

This handbook has been provided for your information and convenience. Its purpose is to help you understand the policies and procedures by which we function. Please take time to read and understand the contents. **Referring to this handbook when you have a question will often provide you with the answer.** However, if you need clarification or further help, please contact the school office.

If we can serve you in any way, please do not hesitate to let us know.

Mr. Randy Reynolds  
Principal

Mr. Rick Van Beek  
Superintendent/Athletic Director



## Statement of Core Values

We believe the following objectives and expectations can provide the best educational experience as well as an ideal environment for personal growth and maturity for all students here at Riverside Christian School.

1. Understanding life's purposes.
2. Setting personally held beliefs and standards based on God's Word.
3. Transforming biblically based convictions into everyday reality
4. Knowledge and training in Christ-like attitudes, values, principles, and conduct.
5. A nurturing Christian community wherein student's growth will thrive.
6. An atmosphere conducive to learning.
7. A faculty committed to help each individual student reach full potential.
8. Activities that enrich and develop Christian character within the student body.

## Mission Statement

1. God has given parents the ultimate responsibility for the training and education of their children (Deut. 6).
2. They are joined and assisted by school personnel and local church workers.
3. Parents are held accountable for whom they place in this surrogate role and for what their children are taught (II Corinthians 2:14; Luke 6:40).
4. RCS is committed to providing quality education with Jesus Christ at its center.

We believe that Riverside Christian School's responsibility must begin with a concern for a student's personal relationship with Jesus Christ. It is our desire to lead students to both knowledge and the experience of rich plateaus in their Christian faith...

1. by guiding them to explore and understand life's purpose.
2. by challenging them to set personally held beliefs and standards based on God's Word.
3. by transforming their biblically based convictions into everyday reality.
4. by providing knowledge and training in Christ-like attitudes, values and principles which can be applied to any situation or circumstance.

RCS is grounded in **two basic educational goals** stemming from Christ's mandate to:

*"...love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength,"*

*"to love your neighbor as yourself" (Mark 12:30, 31).*

**High academic standards** in an environment conducive to learning, coupled with a faculty committed to helping each student reach full potential, characterize the RCS classroom.



Riverside Christian School, in its **spiritual objectives**, seeks to develop in students:

1. a Christ-like character and attitude toward God,
2. a Christ-like response to others.

The RCS program is committed to encouraging **Christian community**, according to biblical guidelines, through instruction, personal counseling and Christ-honoring lifestyles.

**The ultimate goal is the development of students prepared academically and spiritually, to serve Jesus Christ and to impact the world through their character and leadership.**

## School Wide Student Outcomes

As we strive to attain our mission and vision, Riverside Christian School will develop curriculum, programs, learning opportunities, and learning environments so that upon graduation:

### Rooted in Christ

1. Students will be committed to a personal and growing relationship with Christ
2. Students will set personally held beliefs and standards based on God's Word
3. Students will exemplify Christ-like character, leading their lives according to biblical standards of virtue and ethics
4. Students will demonstrate their love for God through community service projects, missions, worship, and involvement in a local church
5. Students will know and articulate the difference between Christianity and other worldviews and is able to defend one's own faith

### Ready for Tomorrow

1. Students will demonstrate the academic competence that is required for the next level of academic pursuit
2. Students will accept positions of leadership and influence to serve others readily
3. Students will utilize technology responsibly and effectively
4. Students will work well in community. Understanding that we are all created in God's image
5. Students will demonstrate a strong work ethic and a love for lifelong learning



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## History

Riverside Christian School was begun in 1973 as a ministry of West Side Baptist Church under the leadership of Rev. Hal Campbell. Its original name was West Side Christian School. The school enrolled 35 students in its first year and has since grown to an enrollment of approximately 400. Because of the broad base of interest and projected future expansion, RCS has become an independent corporation, true to its heritage and committed to serving the whole Christian community. In the spring of 2007, RCS became fully accredited with the Association of Christian Schools International. While much has changed since those humble beginnings, the overall mission of the school has remained the same – to assist parents in the education and training of their children, emphasizing spiritual growth and academic excellence.

## Traditions

Over the years, God has been especially gracious in establishing and maintaining an atmosphere in our school that some have compared to a large, caring family. Students, faculty and staff that truly love one another create an educational environment that provides encouragement and requires accountability. It is our desire to practice the admonition to "Bear one another's burdens and so fulfill the law of Christ." (Galatians 6:2 NKJV)

There are annual traditions that help make Riverside Christian Elementary School unique. Most grade levels enjoy one major field trip or activity each year that is unique to that grade. Each grade is involved in a variety of other field trips throughout the year, as well. Each of these trips is generally an extension of the regular curriculum.

Other traditions at Riverside Christian School include community service projects at each grade level, all-school Praise Chapel at Thanksgiving, Easter chapel, two major musical-drama productions each year, an all-day Festival of Fine Arts and open house, weekly chapels, junior high and senior high retreats, 8<sup>th</sup> grade East Coast colonial tour, prom, homecoming and the senior trip.



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## Administration

Superintendent	Mr. Rick Van Beek B.A. Letourneau University M.A. University of San Francisco
Principal	Mr. Randy Reynolds B.A. Central Washington University M.A.Ed./Adm. University of Phoenix
Vice Principal Curriculum & Staff Development	Mrs. Amy Bradford B.A. Central Washington University M.Ed. Central Washington University

## Faculty Elementary

Preschool	Mrs. Kristie Kuhlmann Early Childhood Education Degree Yakima Valley Community College
Pre-Kindergarten	Miss Sabrina Fisher B.A. Western Washington University
Kindergarten	Mrs. Megan Smith B.A. Central Washington University
First Grade	Mrs. Cheryl Whittlesey B.A. Washington State University M.I.T. Heritage University
First Grade	Mrs. Sandy Allen B.A. Alaska Pacific University M.Ed. Western Governors University
Second Grade	Mrs. Deborah Hohmann B.A. Ashford University M.Ed. Ashford University
Second Grade	Mrs. Tori Cunnington B.A. Central Washington University
Third Grade	Mrs. Erin Van Otterloo B.S. John Brown University



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Third Grade	Mrs. Heidi Dobie B.A. Washington State University M.A. Heritage University
Fourth Grade	Mrs. Jill Fry B.A. Washington State University M.S. Walden University
Fourth Grade	Miss Mary Kay Schuller B.A. Northwest University M.Ed. Central Washington University
Fifth Grade	Miss Ginger McIlvanie B.A. Whitworth College M.Ed. Whitworth College
Fifth Grade	Mrs. Cindy Bellamy B.A. Central Washington University
Sixth Grade	Mrs. Sara Bos B.S. Whitworth College M.Ed. Central Washington University
Sixth Grade	Mrs. Lolly Van Beek B.A. Westmont College
Art	Mrs. Karen Tranch B.A. Northwest Nazarene College M.S. University of Oregon
Band	Miss Carol Mourey B.A. Central Washington University
Physical Education	Mr. Joshua Cowin B.A. Western Washington University
Physical Education	Mrs. Jaclynn Bell
Elementary Computer; Physical Education	Mrs. Estrella Knutson ElB.Th.Life Bible College East
Music	Mrs. Tanya Anderson B.S. Northwestern College
Music	Mrs. Emily East B.A. Point Loma Nazarene University
Art	Mrs. Karen Tranch B.A. Northwest Nazarene College M.S. University of Oregon
Special Education	Mrs. Debby Doornink B.A. Washington State University



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## Faculty Junior High and High School

Science, Robotics	Mr. Gary Steingas B.A. University of Washington M.Ed. Western Washington University
Mathematics	Mr. Benson B.A. Central Washington University M.A. Central Washington University
English	Mrs. Anne Stoothoff B.A. Central Washington University M.Ed. Washington Governors University
Spanish, Home Ec.	Mrs. Joy Oaks B.A. Pacific Lutheran University M.A. Central Washington University
Social Studies	Mrs. Gretchen Perkins B.A. Warner Pacific College M.Ed. George Fox University
English	Mrs. Megan Boswell B.A. Northwest Nazarene University
English	Mrs. Noel Vincent B.A. California State University M.A. California State University
Bible, Social Studies, Consumer Math	Mr. Tracy Golladay B.A. Azusa Pacific University
Mathematics, Social Studies Digital Photography	Mr. Jason Haines B.A. Central Washington University
Bible, Missions	Mr. Jim Herring B.A. University of Northern Colorado M.A. CA Graduate School of Theology
Bible, Computer Literacy	Mr. Glenn Knutson B.S. Multnomah Bible College
Biology, Chemistry, Guitar	Mr. Mike Emmans B.S. Whitworth College
Mathematics	Mrs. Elizabeth Lawrence B.S. Centenary College



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## Staff

### Office

Mrs. Colleen Bjur	Receptionist
Mrs. Tricia Gilmore	Marketing and Enrollment
Mr. Calvin Howe	Business Manager
Ms. Patty Lee	Administrative Assistant
Mr. John Meinzinger	IT Manager
Mrs. Dani Reynolds	Administrative Assistant
Mrs. Melody Stein	Fund Raising Coordinator and Guidance Counselor
Mr. Eric Stucker	Maintenance

### Library

Mrs. Mary Cowin	Librarian
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### Teacher's Aides

Mrs. Char Conradi	Mrs. Diane Pynch
Mrs. Tonya Faxon	Mrs. Tammy Cherry
Mr. Greg Hata	Miss Erin Cherry
Ms. Donna Peggins	Mrs. Patricia Gage

### Custodial

Mr. Gary Bjur	Mr. Gary Devall
Mr. Dave Fletcher	

### Kitchen Staff

Mr. Tim Frazier	Mrs. Wendy Gravesen
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### Bus Drivers

Mrs. Debra Holloway	Mr. James Johnson
Mr. Jerry Johnson	Mr. Don Kallevig



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## SECTION II

### Admission and Attendance

#### Admission Procedures:

1. An application must be completed for each prospective student including, but not limited to the following:
  - a. Enrollment application
  - b. Certification of immunization status
  - c. Birth certificate or other proof of age, if requested
  - d. School transcript or report card from the previous term of work when appropriate
  - e. Verified church involvement
  - f. Signed Statement of Faith
2. An entrance exam may be administered to each prospective student
3. Preferably, both parents/guardians will visit the school to complete an application with each new student. At least one parent/guardian may be asked to meet with the appropriate principal to determine the eligibility of the student and familiarize the family with the school.
4. Registration fees must be paid to insure placement.

We do reserve the right to deny admission to applicants who are not attending a Bible believing, Evangelical church, which is in agreement with the RCS statement of faith; those with a history of discipline problems; or those whose academic abilities would hinder their success in our school.

#### **NONDISCRIMINATORY POLICY AS TO STUDENTS**

Riverside Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.



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## Schedules

### **Elementary (Grades Pre-K through 6<sup>th</sup>)** **School begins at 8:15 a.m. and dismisses at 3:00 p.m.**

#### **Recess**

Grades Preschool-3  
10:00 a.m. - 10:15 a.m.  
11:40 a.m. - 12:00 p.m.  
1:45 p.m. - 2:00 p.m.

Grades 4-6  
10:15 a.m. - 10:30 a.m.  
12:00 p.m. - 12:20 p.m.  
2:00 p.m. - 2:15 p.m.

#### **Lunch Schedule:**

Grades 1-3; 11:20 a.m. – 11:40 a.m.  
Fridays 11:30 a.m. – 11:50 a.m.

Grades 4-6; 11:40 a.m. – 12:00 p.m.  
Fridays 11:50 a.m. – 12:10 p.m.

#### **Chapel Schedule:**

Grades 1 - 3  
Thursday, 8:40 a.m. – 9:15 a.m.

Grades 4 - 6  
Thursday, 9:25 a.m. – 10:05 a.m.

### **Secondary (Grades 7<sup>th</sup> – 12<sup>th</sup>)** **School begins at 8:15 a.m. and dismisses at 3:10 p.m.**

**Lunch Schedule:** 12:00 – 12:30 p.m. (with the exception of Friday, 12:20 – 12:50 p.m.)

**Chapel Schedule every Friday:**

Secondary 9:15 a.m. – 10:00 a.m.



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## Financial Policy

Tuition and fee payments will be made through FACTS Management online.

Families have the following two options for arranging payment:

1. **ANNUAL:** Tuition paid in full for the year by July 3<sup>rd</sup> will receive a 2% discount on the tuition only.
2. **MONTHLY:** Annual materials, building use, insurance, development fees, and tuition will be added together and divided into a 12-month payment cycle, beginning July 3<sup>rd</sup> and ending June 3<sup>rd</sup>.

Financial stewardship is a core value for us at Riverside Christian School. In order to properly steward the financial resources that we have been entrusted with, our families need to be conscientious and timely regarding meeting their monthly school bill. If a family is unable to meet their obligation they are required to contact the business office at 965-2602 (between 7:30 a.m. and 1:30 p.m.) in order to discuss their situation and make arrangements for payment. If a bill is unpaid for more than three months the student may be asked to un-enroll and not allowed to re-enroll until the financial debt is met.

**No transcripts or report cards will be given until payment or arrangements for payment of the delinquent tuition has been made.**

## Attendance

### **RATIONALE**

Regular and punctual attendance at school is vital to the success of each student. As Riverside Christian School works with parents to instill lifelong habits, being at school and being on time are two commitments that will serve students for a lifetime. Guidelines have been established, both to help ensure that positive habits are being formed and to make certain that students are in compliance with the Washington State Compulsory Attendance Law.

### **PROCEDURE**

Elementary – **preschool through grade 6, roll will be taken by 8:30 a.m. each school day.**

Secondary - **Grades 7 through 12, roll will be taken at the beginning of each class period. It is the responsibility of the parent/guardian to notify the school as early as possible in the morning if the child will be absent from school.** If there is no communication from the parent/guardian **by 9:00 a.m.**, an attempt will be made by the attendance secretary to contact the parent/guardian to learn the reason for the absence. If the attendance secretary is not able to speak to a parent/guardian to verify the absence, it is the **responsibility of the parent/guardian and student to bring a dated note**, signed by the parent/guardian, indicating the reason for the absence. In **elementary** the note is to be given to the classroom teacher, who will forward it to the office. In the **secondary**



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the note must be presented at the secondary office upon return to school. A determination will then be made as to whether the absence is excused or unexcused (RCW 28A.224.005.0). Failure to contact school within **three days** of the return to school will result in an unexcused absence.

If parent/guardian wishes **homework** to be requested from the teacher, this must be **specifically stated** at the time of contact with the school. **Teachers may be unable to honor homework requests that reach their desks later than noon.**

A doctor's note may be required if a student is absent more than three (3) consecutive days due to illness.

The school will recognize three types of absences:

### **Excused Absence**

Excused absences include:

1. Illness
2. Medical or dental appointments that cannot be scheduled outside of school hours
3. Family emergencies
4. Bereavement
5. School sponsored activities

### **Unexcused Absence**

An unexcused absence means that a student was not in school and failed to meet the school's policy for excused or prearranged absence. Five (5) unexcused absences (as defined here) within a calendar month require the filing of a petition with the juvenile court reporting violation of the compulsory attendance laws. Ten (10) unexcused absences (as defined here) within a school year require the filing of a petition with the juvenile court reporting violation of the compulsory attendance laws. RCW 28A.225.020 and 28A.225.030.

**Schoolwork missed due to unexcused absences will not be collected nor given credit.**



**Prearranged Absence**

**APPLICATION FOR PRE-ARRANGED ABSENCE (PAA)**

Sample Only - Obtain form from the office or hold down the control key, and click here to fill out online:

<http://www.riversidechristianschool.com/wp-content/uploads/2018/11/Fillable-Pre-Arranged-Form-2018-19.pdf>

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_ Reason \_\_\_\_\_

Families may apply for up to five days of pre-arranged absences per school year. Failure to complete a PAA form prior to the absence(s) will result in unexcused absence(s). No credit is given for work assigned on days unexcused. PAA requests that are near the end of grading periods, during finals or during SAT testing will usually be denied. Parents should carefully consider the potential impact on the student when planning vacation during the academic year.

Parents please sign **one** of the following 5 options for the above named student:

**If requesting 3 to 5 days in succession, please sign next to one of the following 3 options.**

\_\_\_\_\_ 1. I am requesting a PAA **and** my student’s school work at least 3 days prior to our absence. I understand any school work given prior to the absence is due the day my student returns to school.

\_\_\_\_\_ 2. I am requesting a PAA less than 3 days from our absence. I understand school work will be provided, but only on the day my student returns to school. The school work will be due within 7 calendar days.

\_\_\_\_\_ 3. I am requesting a PAA, but choose not to request school work in advance of our absence. I understand school work will be given the day my student returns. The school work will be due within 7 calendar days.

**If requesting 2 days or less, please sign next to one of the following 2 options.**

\_\_\_\_\_ 4. I am requesting a PAA **and** my student’s school work at least 3 days prior to our absence. I understand any school work given prior to the absence is due the day my student returns to school.

\_\_\_\_\_ 5. I am requesting a PAA less than 3 days from our absence. I understand school work will be provided, but only on the day my student returns to school. The school work will be due the first school day following 3 calendar days.

**Procedure:**

- Parent request a PAA form for each child, and signs the option on PAA Form
- Elementary parent submits form to office. Office submits to teacher.
- Secondary students take form to each teacher for completion and then present to secondary office.

**Below this line is filled out by school personnel**

Date Submitted \_\_\_\_\_ **Due Date:** \_\_\_\_\_ Classroom late policy applies after this date.  
Impact: high medium low Excused Unexcused

**Administrator’s Signature** \_\_\_\_\_ PAA Days Used \_\_\_\_\_  
Days Remaining \_\_\_\_\_



### **Absent the day of student activities**

A student who has been absent from school during the day of an extracurricular activity will not be permitted to participate in the activity unless the absence is excused. If the absence is because of illness, participation will not be allowed in the activity unless an administrator grants permission.

### **Excessive absences for Grades 7-12**

At the secondary level, in order to receive credit for any class or subject, in addition to other requirements, a student must not exceed ten (10) days of absence in any semester. This includes all reasons for absence, except school-sponsored activities. On the eleventh absence, a student will automatically lose credit. When extenuating circumstances exist, an appeal may be made to administration. The administration may convene an Attendance Waiver Committee to conduct a hearing to determine the validity of the circumstances. This absence policy only applies to work assigned on the missed day.

### **Absences and School Work**

Schoolwork for grades PS-12 for absences is due according to the following:

- 3 or more consecutive days – Work is due within 7 calendar days from the date of the student's return to school
- 1 or 2 days – Work is due within 3 calendar days from the date of the student's return to school

The above policy only applies to schoolwork the student missed because of absence. Prior assigned work, for example, projects, presentations or scheduled tests, must be turned in or taken the next time the student is in the class.

If a student misses individual classes during the day for something like a doctor's appointment or athletic contest, work that was due the day of their absence is due the next time student is in class.

### **Tardiness in the Elementary**

**Punctuality is important to your child because:**

- 1) It is good training in responsibility and courtesy.
- 2) Children should not miss instruction time.
- 3) The child is saved the embarrassment of arriving late.
- 4) The class is not disrupted by the child's late arrival.

**A student is tardy if he/she is not in his/her classroom when class begins at 8:15 a.m.** Failure to provide an acceptable excuse for the late arrival will be noted and may result in corrective action.

A student arriving late must **report to the office** and obtain an admittance slip before reporting to the classroom.



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A tardy may be excused due to a medical/dental appointment, extreme weather conditions, car trouble, etc.

Five unexcused tardies in one semester will result in a detention assignment. The accumulation of another three tardies (total of eight) within the same semester will result in an additional detention assignment. Because of the limited number of detentions that are allowed for enrollment at RCS, it is possible for a student to be expelled for habitual or excessive tardiness.

### **Tardiness in the Secondary**

Tardiness is defined as a student not being in his/her classroom when the tardy bell rings. A student arriving late to school or a particular class must report to the office and obtain an admittance slip before reporting to the classroom. A tardy may be excused due to a medical/dental appointment, extreme weather conditions, car trouble, etc.

When a student receives a fifth tardy in the quarter, the student will be assigned a detention. Should a student get three more tardies in the same quarter, the student will be assigned another detention. Because of the limited number of detentions that are allowed for attendance at RCS, it is possible for a student to be expelled for habitual or excessive tardiness.

### **Excusing Students during the school day**

Withdrawing children from the building during the school day **MUST** be done through the office. At no time are students to be dismissed from the classroom without prior notice to the school office. **Please stop by the office and sign your child out. Office staff will then locate your child and have them brought to the office.**

Students who are not signed in or out during the school day will receive a detention unless extenuating circumstances determined by administration apply.

Early dismissal will be counted as an unexcused absence unless the dismissal involves needed health attention or urgent family needs. Please do not ask that your child be regularly dismissed before this time.

Students may **NOT** be released to persons other than parents or legal guardians unless:

- 1) the school has prior written notification by the parent or guardian that the student is to be released to a specific party. Identification may be required.
- 2) written permission is given by the parent on the student pick-up list.

Under no circumstances will a child be released to any persons other than those authorized by the pick-up list or through **written** notification. These rules are designed for the safety and protection of your children. Your cooperation in helping us keep your children safe is appreciated.



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## SECTION III

### Academic Procedures

#### **Academic Expectations**

Riverside Christian School is committed to academic excellence. With such commitment comes a responsibility on the part of students to take advantage of the opportunities and apply themselves diligently to do the best they are capable of doing. Students are expected to be in class on time, prepared and ready to learn, and to have the self-discipline necessary to be a positive addition to the classroom. Continual tardiness, disruptions of the class and other behaviors and attitudes not conducive to the educational environment will result in classroom discipline and, if continued, administrative correction.

#### **Academic Intervention**

Excessive missing assignments and/or failing of a class(es) will usually result in a student being assigned to specifically designated classes to help them get back on track for graduation.

#### **Progress Notices**

Through the **My Riverside Portal**, families with internet access will be able to view grade records for their children at any time. This tool will greatly enhance communication between the school and families. It is suggested that families without Internet access at home request access at work for this information. Another option is the use of a Riverside computer, either in the library or in the computer lab. Families unable to access the internet should contact the school so alternate methods of academic notification can be arranged.



## **Grading Procedures**

Students in Preschool through 3<sup>rd</sup> Grade use a skill based grading system that is appropriate for early elementary education students. Skills will be evaluated using:

- 1 = Below Standard
- 2 = Approaching Standard
- 3 = Meeting Standard
- 4 = Consistently Meeting Standard

Students in Grades 4-12 will be assigned grades A, B, C, D, F based on a percentage taken from the number of items on a graded assignment. Students who fail to complete an assignment or who exhibit a lack of effort may receive a percentage of 0. Percentages will receive a letter grade as follows:

Letter Grade	Decimal Equivalent	Numerical Equivalent
A	4.00	94-100.00
A-	3.67	90-93.99
B+	3.33	87-89.99
B	3.00	83-86.99
B-	2.67	80-82.99
C+	2.33	77-79.99
C	2.00	73-76.99
C-	1.67	70-72.99
D+	1.33	67-69.99
D	1.00	60-66.99
F	0.00	0-59.99
I (Incomplete)	0.00	0-00.00

## **Report Cards**

### **Elementary**

Current grade information is available in the **My Riverside Portal** on a continuous basis. Report cards will be posted on the Parent Portal after the completion of each academic quarter.

### **Secondary**

Current grade information is available in the **My Riverside Portal** on a continuous basis. Report cards will be posted on the Parent Portal after the completion of each academic quarter. It will contain information on that quarter's grade, plus a semester transcript grade at the completion of each semester. The semester transcript grade is based on the following formula:

$$\text{Each Quarter} = 40\% \qquad \text{Semester Exam} = 20\%$$

In Bible classes, a Christian service grade will also count for 10% of that semester's grade.

No transcripts or report cards will be given until payment or arrangement for payment of any overdue tuition has been made.



### **Semester Exams (Secondary only)**

Semester final exams are given twice each year at the end of each semester. These semester exams count for 20% of the semester grade, which is the grade recorded on your final transcript. A special final exam schedule is put together, which allows for optimal performance on the exams. All classes in grades 9-12 and 8 Algebra I will have semester final exams, with the exception of some activity courses (music, drama, PE, etc.), at the discretion of the teacher.

All seniors will be exempt from second semester final exams, unless their grade for a class, without the final, would result in failure to graduate.

Students missing a scheduled exam due to an absence will take the exam the first day they return, unless new material covered in the exam was presented while they were absent. Individual teachers may adapt this rule to ensure fairness to the student. Students whose absences were unexcused will not be given extra time.

Students without an exam scheduled should stay home during that morning or afternoon exam period.

Students who are office or teacher aides are responsible to be available during their study and exam time to assist if the teacher sees fit.

### **Homework**

Students are expected to complete every homework assignment given throughout the school year. Students should take the responsibility of knowing when assignments are due and how extra-curricular activities may dictate when they do them. It is the responsibility of parents to help their young students in this area. Teachers do consider extra-curricular activities when making assignments and scheduling tests and endeavor to allow sufficient time to complete assignments. Nevertheless, academic responsibilities take precedence over other activities. Participation in an activity is not an excuse for incomplete homework.

### **Conferences**

Formal parent-teacher conferences at the elementary level are scheduled twice during the school year. They occur at the end of the first and third quarters. Formal parent-teacher conferences at grades 7-9 are scheduled at the end of the first quarter. Parents are expected to schedule conferences online and attend the conferences. Other conferences may be scheduled by the parent or teacher, as needed. Communication between school and home is essential for the success of students; therefore, parents are encouraged to keep in contact with the classroom teacher.

### **Bible Memorization**

The New King James Version Bible is the official memorization version at the elementary level of Riverside Christian Elementary School.

### **Adding or dropping a class (Secondary only)**

Schedule changes must be completed within the **first five school days of any new semester** in order for the student to receive credit for the added class. Classes dropped after the five-day period and up to the thirtieth day of the semester will have no transcript notation. All drops made



after the thirtieth day of the semester will receive an “F” grade, which will be recorded on the transcript.

**Secondary Honors**

Various honors are awarded to students who have demonstrated academic excellence. We have three honor roll designations at Riverside Christian School:

“Crusader White”  
(3.0 – 3.49 GPA)

“Crusader Blue”  
(3.5 – 3.99 GPA)

“Crusader Gold”  
(4.0)

Our junior high honors students at the end of the school year with awards, such as “Friendship”, “Perseverance and Diligence” and “A Heart after God”. Two students from each class, who have best demonstrated these qualities throughout the year, are presented with the awards.

**RIVERSIDE CHRISTIAN SCHOOL  
High School Graduation Requirements**

These requirements meet or exceed course work necessary to be accepted to most WA State colleges or universities.

SUBJECT	Credits Required for Graduation from RCS
<b>Bible</b>	4
<b>English</b>	4
<b>Math</b>	3
<b>Science</b>	3 (2 lab)
<b>Social Studies</b>  World History US History Civics / CWP  <i>WA St History is a non-credit graduation requirement</i>	3
<b>Health &amp; Fitness</b> .5 Health taken with 9 <sup>th</sup> grade PE	2
<b>Arts</b> (fine/visual arts, drama, band, guitar)	2
<b>World Language</b>	2
<b>Career and Technical Education</b> .5 Computer Literacy	1
<b>Electives</b>	2
<b>TOTAL MINIMUM CREDITS:</b>	<b>26</b>

*1 credit represents one full year of course work in a subject.*

**ONLINE Electives:** Red Comet Online provides a variety of electives (application required)

For potential college credit:

**Advanced Placement (AP):** Biology, Calculus, Civics, English, U.S. History.

*AP is an open-enrollment program; teacher recommendation & parent approval required.*

*Rooted in Christ. Ready for Tomorrow.*



**Grand Canyon University Dual Credit Program** (College & HS credit)  
**Colorado Christian University Dual Credit Program** (College & HS credit)  
**Cornerstone: College in the High School** (CWU credit)

### GRADING & RANKING

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	F	0.00
B	3.00	C-	1.67		

*Each class is ranked based on cumulative grade point average. Grades are un-weighted.*

### Grade Point Average (GPA) Calculation

GPA is computed using the previous quality points. Beginning with grade nine, all subjects, whether passed or failed, are included in the computation. A minimum of 26 credits is required for graduation. Grades are recorded on the transcript and GPA is computed in January and June.

## Graduation Requirements

To graduate from Riverside a student who starts as a freshman must take and pass at Riverside the following core classes. In addition, they must be enrolled in the core courses appropriate for their year in school. For students entering after their freshman year, exceptions to the core course requirements may be made by the administration following review of transcripts.

<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Bible	Bible	Bible	Bible
English	English	English	English
Physical Science	Biology	Chemistry/Environmental Science	Civic/CWP
Algebra 1 or Geometry	Geometry or Algebra 2*	Algebra 2	
Spanish I	World History	US History	
Comp Lit	Spanish 2		

\*While not recommended, it is possible that math requirements could be completed after the sophomore year if a student has taken Algebra 1 in 8<sup>th</sup> grade.

These classes represent 19 credits of the minimum required 26 credits to complete high school course work. We believe this protects the integrity of a diploma that says a student has received a Riverside Christian High School education. The remaining minimum 7 credits may be transferred in from other schools or opportunities of study, which includes RCS electives.

For students seeking a more rigorous course option, RCS may offer Advanced Placement (AP) courses, college in the classroom courses, or dual credit courses.

While enrolled at Riverside, classes taken outside of Riverside must be approved **beforehand** by administration. At the conclusion of the class, an official transcript must be provided to Riverside to support and receive credit toward the minimum 26 units required for graduation. The classes **will not appear on the student's official Riverside transcript**. When requested or required by other schools or colleges, transcripts representing outside coursework will be attached to the



Riverside transcript. Said transcripts must be in place before graduation activities and recognition will be considered.

### **Valedictorian and Salutatorian**

The following criteria must be met before a graduating senior may be considered for the honor of valedictorian or salutatorian:

- The student must have been a full time student freshman, sophomore, junior, and senior years at RCS
- The student must have taken and passed at least one Advanced Placement course or at least one college in the classroom course
- Once the above criteria has been met, students must rank first (valedictorian) or second (salutatorian) based on cumulative GPA through the 1<sup>st</sup> semester of the senior year.
- In the event two or more students have qualifying criteria, the sharing of the academic honor(s) will be at the discretion of administration.

### **Spiritual Development**

One's social and emotional development as a person standing before the Lord are just as important in school as one's academic performance. Students should learn how to live as Disciples of Christ while they are in school. Our part is to create an environment that promotes such learning. Chapel and Christian service are a vital part of that environment.

The role of parents is critical in the spiritual development of children as they model and teach biblical values and lifestyles at home. The spiritual goals we have for students will only be met through partnership with parents.

**DEVOTIONS:** Time is set aside for classroom devotions each morning.

**BIBLE CLASS:** Each grade covers different areas of the Bible through discussion, projects, book work and personal journaling.

**DISCIPLING:** Opportunities are made available for students to be disciplined by high school students or staff members.

**CHAPELS:** All students in grades one through twelve meet once a week for a time of worship through song, prayer and special speakers.

**CHRISTIAN SERVICE:** All students will be involved in Christian service projects, giving them an opportunity to put their faith into practice. Projects in the past have included:

- Students using their abundant energy in helping to clean the Union Gospel Mission's Youth Center, housed at Madison School
- Adopt – A – Grandparent. Students have gone to Summitview Manor to minister to elderly patients without families. The opportunity to share and show love to these lonely people benefits both students and residents.
- Serving in various project needs that the Union Gospel Mission may have.



### **Secondary Christian Service**

We believe very strongly that as Christians we need to put feet to our faith and practice with our lives what we are learning from God's Word in the classroom. Each high school student is involved in some form of Christian service. This requirement may be fulfilled in his/her local church, here at school, or through some other community ministry approved by the coordinator. The minimum requirement is eight hours per semester. A letter grade is given for effort and constitutes 10% of the Bible grade.

Periodically throughout the year, other groups (classes, clubs, or the entire high school) participate in Christian service days to assist some local ministry.

### **Athletics**

Riverside Christian School is a member of the Central Washington 1B League, and competes in the following athletic programs:

soccer	baseball	volleyball
basketball	golf	track & field
cross country	cheerleading	wrestling

Our junior high students compete against those of local schools in the same sports.

A specific handbook regarding athletic participation is available at the secondary office.

Athletic fees apply.

### **Tutoring**

The coordination of student tutoring is to be arranged by the family and the interested teacher. All on-campus tutoring will be billed through FACTS at a rate of \$35 per hour.



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## SECTION IV

### Student Conduct

#### Conduct

As a unique community of believers, whose mission is to instruct and encourage young people to be ambassadors for Christ, we have certain expectations for student conduct:

- 1) Students are not to be involved in fighting.
- 2) Students are not to use profane, crude, abusive or disrespectful language.
- 3) The possession, selling, giving away or using of alcohol, illegal drugs, hazardous substances, tobacco or pornographic material in any form will result in immediate suspension and subsequent referral to the proper authorities for further action, which may result in expulsion.
- 4) Students will learn to be responsible and to take pride in the school and its facility. Carelessness, neglect or vandalism is not appropriate and will be met with severe penalties and restitution. Students will be financially responsible for damage to school property or materials beyond normal use.
- 5) Elementary students, PS – grade 6, may bring electronic devices to school but they must be turned off and stored in backpacks for the entire school day. This includes Smart Watches that can access the internet and/or receive texts.
- 6) Outward displays of affection beyond normal friendship are not permitted in elementary or junior high. We do not allow students at the high school level to demonstrate affection toward one another beyond the holding of hands outside of class and assembly times.
- 7) There is a dress code at RCS to help maintain a level of modesty.
- 8) It is the responsibility of students to be prepared for class. This includes completed homework, necessary supplies on hand and preparedness for quizzes and tests.
- 9) **Cheating or plagiarism** in any form will not be tolerated. Plagiarism involves taking information from another source and presenting it as your own.
- 10) Students must be attentive and respectful while following through on the expectations of the teacher and the limits of the activity or lesson. Students are responsible to read the Parent/Student Handbook for more specific explanations.
- 11) Eating is allowed only in supervised rooms by permission of the classroom teacher.
- 12) Assembly, field trip or activity behavior is the same as classroom behavior.
- 13) Students who bring personal items to school, which are not required for study, must obtain permission from a faculty member to be in possession of said article. The student must assume responsibility for the care of any personal items brought to school.
- 14) Students will not physically or verbally assault other students or adults.



### **Lifestyle Policy**

The biblical and philosophical goal of Riverside Christian School is to develop students into mature, Christ like individuals who will be able to exhibit a Christ like life, as defined by the Holy Bible. Of necessity, this involves the school's understanding and belief of what qualities of characteristics exemplify and Christ-like and biblical Lifestyle. Even though parents may personally believe differently, while enrolled at Riverside Christian School, all students are expected to refrain from certain activities or behaviors. Thus Riverside Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality as stated in the Holy Bible. This includes but is not limited to, any student who identifies himself or herself as a sexually active heterosexual, practicing homosexual, bisexual, or identifies as transgender. Furthermore, Riverside Christian School retains the right to refuse enrollment to or to expel any student who promotes such unbiblical lifestyles in any way deemed disruptive or divisive.

### **Discipline**

Discipline as applied at school is expected to be a reinforcement of the discipline applied at home. Discipline is an essential part of the educational process, the goal of which is to lead students from outward control to self-control.

The classroom teacher is the authority in each classroom. Students are expected to be obedient and attentive in class. Teachers have the responsibility to use professional skill, judgment and creativity to maintain order in the classroom. Teachers may assign detention, extra assignments, clean up sessions; may remove privileges; or may use other means of applying disciplinary principles when a student breaks any rule. The involvement of parents in any disciplinary action is strongly urged.

Students who do not respond positively to discipline at the classroom level may be sent to the principal, at which time a formal discipline plan may be established. **School Board Policy # 4101**

### **Relationships**

It is wonderful to see God work in the lives of our students as He builds friendships and relationships based on principles found in God's Word. We encourage our students to get to know one another and to establish friendships. Students who have an interest in one another beyond friendship have both a responsibility and a privilege to build that relationship based on purity. Out of concern for them, as well as for others who observe, we do not allow students in our elementary to engage in boyfriend/girlfriend relationships while at school. Students at the junior high level may not have any boyfriend/girlfriend physical contact, including the holding of hands. We do not allow students at the high school level to demonstrate affection toward one another beyond the holding of hands outside of class and assembly times.

### **Conflict Resolution**

It is not uncommon for students to become angry at one another over perceived or actual wrongs. We expect our students, as Christians, to learn how to resolve these issues, as Christ would have us to. Gossiping, name-calling, snubbing, mocking, making fun and harassing one another are definitely not God's standard and will not be tolerated. When conflict occurs, we encourage students to accept, care for and forgive one another. Students unwilling to resolve difficulties may be subject to disciplinary action.



## Respect

The distinguishing mark of a Christian is his or her love for God and for others. That love is best demonstrated by respect for others, as well as for their property and reputation. We expect our students to respect one another, the staff, visitors to our school and school property.

### Respect for property

Respect for school property is crucial, as is obedience to building rules. Students must remain conscious of restricted access areas, conduct expectations and noise considerations.

- Use of the kitchen is on a pre-arranged basis only. Students are not to be in this area without permission.
- All on site fundraisers must be pre-approved by administration.
- Visitors are to be treated with the highest respect, showing consideration for their needs above one's own.

Misuse or abuse of property will be dealt with from a disciplinary standpoint, as well as a financial one, if repair or replacement is required.

### Respect for people

Respect for people is essential. Students are to treat one another with respect and to refrain from abusive, slanderous or impure comments and actions, either verbalized or gestured. Students must address all adults with proper respect and submit to proper authorities. **Overt disrespect to any adult may result in immediate suspension. Foul language will not be tolerated for any reason, and engaging in such language could result in immediate suspension.**

Students represent our school and our Lord at all times on campus, as well as when they attend school functions or activities away from our campus. Behavior guidelines apply during all of these times.

### Social Media

Social media online postings, communications or social networking, deemed contrary to the Riverside Christian code of conduct, will result in disciplinary action to the student. Discipline will occur if a student types, sends, or shares inappropriate messages or images, as well as if their device is used for any such communications. Students engaged in such activities are subject to state law and notification of law enforcement may result. This includes the aforementioned behaviors outside of normal school hours and functions if the actions materially or substantially affect the education process and/or well-being of the Riverside Christian community at large.

### School bus conduct

Conduct on the school bus or any school-sponsored transportation is regulated both by school guidelines and by state law. Girls and boys are not to sit in the same seat, unless permission is granted by the supervisor; aisles need to stay clear; nothing is to be put out a window; movement within the vehicle is to be kept to an absolute minimum; and the noise level is to be kept within the bounds of the driver's expectations. The bus driver is the final authority on the bus. **Repeated misconduct on the bus may lead to revocation of riding privileges.**



## Dress Code

The purpose of the RCS dress code is to have all people on campus dress so as not to draw inappropriate attention to self or disrupt the educational setting, bearing in mind we are ambassadors of the Lord Jesus Christ. Be considerate of your fellow classmates who are desirous of keeping their attitudes and thought life pure before the Lord.

**Note:** It is the responsibility of parents or guardians to see that their students leave home properly dressed and groomed for school and school sponsored events.

All students at Riverside Christian School are expected to be aware of the dress code and to follow it meticulously. Students in violation may be sent home to change. Repeated, willful violation may result in suspension or expulsion. **Any specific issue not addressed in this policy is left to the discretion of the school administration. In all situations of questionable clothing, the administration will make the FINAL decision regarding the appropriateness of the item in question.**

### **General Guidelines - Boys and Girls**

- All clothing must be clean, not sheer, and fit appropriately, no bare midriff clothing of any type
- Students must be able to extend their arms straight above their heads and still have the top cover the midriff and underwear.
- No article of clothing may contain immoral, suggestive, or disrespectful words, pictures, graphics or logos.
- All shorts, skirts, or dresses must meet fingertips in length when arms are extended straight down. No spandex type shorts (bicycle, volleyball, etc.) are allowed. P.E. clothes are not appropriate for classroom wear, except for team uniforms or at the P.E. teacher's request.
- No article of clothing may have rips or tears between the waist and mid-thigh.
- *Secondary Students* must wear shoes. No bare feet at the secondary level. Shorts may be worn year round.
- *Elementary Students* must wear shoes or sturdy sandals with a back. No flip-flop type shoes or bare feet. Shorts may be worn by elementary students from April 1 to October 31 only as all elementary students will participate in recess.

### **Guidelines - Boys**

- Hair must be clean and combed. Hair must be out of the student's eyes and no longer than the earlobe on the side and off the shoulders in the back. No tails of any kind.
- All facial hair must be neat and trimmed. Hair color must be a natural tone (no green, blue, orange burgundy, etc.).
- Boys will not be allowed to wear earrings, pocket chains, or inappropriate jewelry.
- Jewelry that is worn as a result of body piercing will not be allowed.
- Tattoos must be covered.
- Tank tops or sleeveless shirts must be worn with appropriate undershirts. They may not be worn by themselves.
- Fathers of RCS students are asked to comply with these dress standards when volunteering at school.



## Guidelines - Girls

- Clothing must be modestly cut at the neckline, shoulders and hem with no cleavage showing.
- No strapless or backless tops on blouses or dresses.
- All bra straps (or other underwear type clothing) must be covered. Any part of a bra except for straps that accidentally fall out cannot be showing.
- Appropriate undergarments should be worn and covered.
- Straps on any top must be at least two fingers in width.
- Yoga pants or leggings should be accompanied by a shirt that covers your front and back entirely. Use the fingertip rule if in doubt.
- Jewelry that is worn as a result of body piercing will not be allowed with the exception of earrings worn on the ear.
- Hair color must be a natural tone (no green, blue, orange burgundy, etc.).
- Tattoos must be covered.
- Mothers of RCS students are asked to comply with these dress standards when volunteering at school.

### **Disciplinary procedures for dress code violations:**

- The first time a student is out of compliance he or she will receive a written warning.
- The second time a student is out of compliance **for the same offense** he or she will receive a regular detention, and may be sent home to change. **Any** noncompliance after will result in further detentions.

### **Field Trips, Special Activities, and School Sponsored Events (including games and formals)**

Regular school attire should be worn on field trips, unless permission is given otherwise. Special event clothing will be addressed prior to each occasion; this includes formal attire for prom and similar events.

### **Closed Campus**

Riverside Christian School is a **closed campus**. *To leave school prior to the end of the day, a student must have a written excuse from his/her parent/guardian.* Students needing to leave campus for any reason must sign out in the school office and sign back in when they return. Permission to leave early may be denied if the reason is frivolous. Students who leave campus without authorization will receive a detention and may be suspended.

**Seniors** may leave for lunch within the following stipulations:

- 1) A parental release slip is on file in the office; this applies to drivers and passengers.
- 2) Tardiness to after-lunch classes due to this privilege will result in a warning for the first offense, a two week suspension of the privilege for the second tardy and loss of the privilege for the third tardy.



**NOTE: LUNCH PRIVILEGE IS EXCLUSIVE TO SENIORS.**



## **Visitors**

Students **not** enrolled in Riverside Christian School, but seriously interested in visiting the school, must receive prior permission from the principal before visiting. The request should be made several days before the planned visit. These visitors must abide by all school rules, attend class with a host and check out through the office if they leave prior to the end of the day. **Students should not invite friends or relatives to school simply because they are out of school elsewhere or visiting from a distance.**

## **Telephone usage**

Student use of the telephone for school-related calls is restricted. Student calls will be limited to legitimate needs to communicate with parents or other responsible parties. It is not to be used for frivolous reasons, such as asking permission to have a friend over. Elementary students must politely ask permission of the classroom teacher to use the telephone.

**If a student is being disrespectful or raising his/her voice or talking in a way that is inappropriate, his/her phone privilege will be ended immediately and he/she may have the privilege taken away for a period of time.**

## **Cell phones**

**High School:** Cell phones are not to be seen nor heard during class unless the classroom teacher approves, for educational purposes only.

**Junior High:** Cell phones are to remain in lockers. JH students may have them out only at lunch time.

**Elementary:** Cell phones are not to be seen or heard of any time during the school day; including pick-up line. If elementary students need to contact home they will be able to use the phone in the classroom or office with permission.

### **Consequences:**

- 1<sup>st</sup> offense – warning issued
- 2<sup>nd</sup> offence – confiscated for rest of school day; detention issued
- 3<sup>rd</sup> offense – confiscated until contact and meeting with parent(s) to develop and implement a plan of action to help student comply with policy; detention issued

## **Lost and found**

Items left unattended at the end of the day may be located in our lost and found. Please ask at the school office for access to the lost and found box. Lost and found items will be disposed of on a bi-weekly basis.

## **Secondary lockers**

Lockers are for the convenience of our students but do not become their personal property. All items are to be kept off the outside of the lockers (with the exception of temporary communications), and the insides are to be kept clean, as well. Items not easily removed from the interiors of lockers or items that leave any marks or residue when removed are not allowed. If the custodial staff must take time at the end of the year to clean or repair lockers, families will be billed for the labor expended. Students may not occupy lockers not assigned to them. P.E. or coaching staff will assign locker room lockers for those students currently participating. They should be used for P.E. and athletic clothes only, not for permanent storage of other items.



## **Lunchtime**

All students are expected to eat their lunch in the **cafeteria**, unless otherwise instructed by school personnel.

With the exception of parties or other teacher approved special events, ***no food or pop is to be consumed by students at any time other than break, lunch and after school.*** No opened pop or food is to be left open in lockers to snack on between classes.

Parents may take their students to lunch, with the understanding that students must be back in time for their next class, unless an absence is prearranged. **Students must be checked out at the appropriate office.**

## **Discipline Policy (Elementary)**

1. The individual teacher or supervisor will handle minor offenses in the classroom or on the playground and may give detentions as deemed appropriate.
2. Should a student be sent to the principal's office for a major offense, the following procedure will occur:

### **1<sup>st</sup> Offense:**

Discussion with student concerning why the problem occurred and strategies to deal with the problem. Communication with parents may occur given the severity of the infraction.

### **2<sup>nd</sup> Offense:**

Conference with parents and student to determine discipline plan, if needed. Depending on the offense, restitution by the student may be required and a regular or in house detention may be issued.

### **3<sup>rd</sup> Offense:**

Suspension from school (1 day). Conference with parents to confirm the course of action. Depending on the offense, restitution by the student may be required.

### **4<sup>th</sup> Offense:**

Suspension from school (3 days). Conference with parents required. Student may be referred to the Admissions Committee of the Riverside Christian School Board to determine the status of future enrollment.

Sixth graders are subject to either elementary or secondary discipline policies, as deemed appropriate for the situation.

**Depending on the severity of the offense, suspension or expulsion could result on any offense. This action will be taken at the discretion of the principal in conjunction with the Admissions Committee of the School Board.**



## **Discipline Policy (Secondary)**

1. The individual teacher or supervisor will handle minor offenses in the classroom or on the campus.
2. A series of minor offenses, a more serious breaking of the rules, disrespect or willful disobedience in the classroom or on the campus will result in issuing the student a detention slip. All offenses will be weighed and determined whether they are in a Yellow Zone or Red Zone. For more explanation, please see below.

### **Sequence of Disciplinary action for the year**

#### **YELLOW ZONE – Detentions Issued**

Yellow Zone offenses are generally minor offenses, or a culmination of minor offenses that will be handled by detention at the teacher level. Examples of Yellow Zone Offenses: Disruptions, breaking classroom rules, inappropriate behavior, excessive talking, borderline disrespect, series of minor offenses.

- 1<sup>st</sup> Detention—student serves— Notice mailed to parents with letter
- 2<sup>nd</sup> Detention—student serves—Notice mailed to parents
- 3<sup>rd</sup> Detention—student serves—Notice mailed to parents
- 4<sup>th</sup> Detention—student serves—Notice mailed to parents
- 5<sup>th</sup> Detention—student serves—Parent conference
- 6<sup>th</sup> Detention—1-day suspension—generally the next day
- 7<sup>th</sup> Detention—Student invited to withdraw before expulsion
- 8<sup>th</sup> Detention—Automatic Expulsion

#### **RED ZONE – Referral issued**

Red Zone offenses are more serious in nature and represent attitude or action that must stop immediately. Depending on the severity of the offense, detention, disciplinary probation, suspension or expulsion could result on the first offense. Examples of Red Zone offenses include: cheating, unsafe driving on campus, forgery (signature of parent/guardian, teacher or another person), fighting, assault, extortion, intimidation, hazing, vandalism, theft, profanity, abusive language, insubordination and flagrant disrespect toward any school personnel.

- **1<sup>st</sup> Referral** – Principal or teacher calls parent to explain incident. Contact noted on referral form. Teacher submits referral to principal. Principal administers discipline (detention, suspension, expulsion). Referral mailed to parent. Principal will meet with student. If necessary, a meeting will be scheduled with the teacher, principal, student and parent.
- **2<sup>nd</sup> Referral** – Same as #1.
- **3<sup>rd</sup> Referral** – Teacher submits referral to principal. Student placed on disciplinary probation. Principal contacts parent to set up conference that includes teachers, parents(s), student and principal to draw up terms for probation. Probation will last for 10 weeks. Any violation of the terms of probation will result in immediate suspension until another parent conference can be convened. Two options will be given at that meeting -- either the student withdraws immediately or the student will have one more opportunity to correct behavior. If the family chooses to remain at Riverside Christian School, it is with the understanding that any subsequent violation will automatically forfeit enrollment at Riverside Christian School.
- **4<sup>th</sup> Referral** – Automatic Expulsion



**Students can expect to be expelled immediately for the following:**

Pregnancy out of wedlock or being the father in a pregnancy; assaulting a teacher; possession at school of harmful weapons or materials that can be used as weapons; arson; use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises; use, possession, selling or under the influence of narcotics, marijuana, dangerous drugs or other harmful substances. This is not an exhaustive list but addresses major infractions that are reasons for expulsion on the first offense.

**THE STUDENT WILL SERVE DETENTIONS AFTER SCHOOL FOR 40 MINUTES. DETENTIONS WILL BE HELD ON TUESDAYS AND THURSDAY FROM 3:20 – 4:00PM**

The following rules will govern detention:

1. Students arriving late for detention, without a written excuse from a teacher or other school personnel, will have their detention postponed to the next Tuesday or Thursday.
2. Students failing to report to detention on the given day at the given time will be ineligible for any school activity (parties, games, practices) unless other arrangements have been made with administration until the detention is served. Students allowed an exception prior to the detention time may be eligible.

**Detentions supersede all other school activity. Carpools or transportation needs may have to be rearranged. Detention time may include: sitting quietly in a classroom, Disneyland Duty (picking up trash with broom and trash scoop), cleaning grease and blackboards, cleaning desks or tables, hoeing weeds, moving chairs, dumping trash cans, washing windows or sweeping walks. This is not an exhaustive list, as various needs may arise around campus that will serve our school community.**

**Elementary Playground Disciplinary Procedure**

In most cases, playground discipline will be administered as follows:

1. First offense – Official warning is given
2. Second offense – time out/wall time/work time; minutes determined by supervisor
3. Third offense – Three infractions of same offense will result in loss of privilege for an extended period.
4. Fourth offense –  
Grades 4, 5, 6: Official detention will be issued.  
Grades P – 3: Visit to principal, resulting in written report or a call home.  
Further discipline may be administered.

In certain cases, supervisors may use judgment/discernment in administering immediate, appropriate discipline outside of the above procedure in order to relevantly adapt the discipline to the infraction. Accumulation of incidents on discipline record sheet will result in conference with the TA Supervisor and may culminate in principal consultation, at which time further action will be determined. **Repeat offenses could result in in-house detention.**



### **Harassment Policy**

Riverside Christian School is committed to maintaining a safe academic environment in which all individuals are treated with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. We are prepared to take action to prevent and correct any violations of this policy. Violators will be subject to discipline, up to and including, termination or expulsion.

Students who feel they have been subjected to conduct of a harassing nature are encouraged to report the matter to a designated school official. Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the designated school officials.

Designated school officials authorized to receive complaints and to respond to questions regarding harassment are:

Mr. Rick Van Beek, Superintendent  
Mr. Randy Reynolds, Principal  
Mrs. Amy Bradford, Vice-Principal  
Rev. Jim Herring, School Chaplain

A complete and fair documented investigation shall be conducted upon notice of any reported incidents of harassment. Parents will be notified of any investigation involving their child.

Upon completion of the investigation, the administration shall promptly take, if necessary, corrective measures, including, but not limited to, the expulsion, dismissal, reprimanding or counseling of persons engaging in such conduct. The matter will be documented for possible future reference and the charging party will be notified of the results of the investigation.

RCW 28A.640.020

### **Sexual Harassment Policy**

Riverside Christian School is committed to a positive and productive educational environment, free from discrimination, including sexual harassment. Sexual harassment of students, employees, and others involved in school activities is prohibited.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic or employment status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis of academic or work decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic or work performance or of creating an intimidating, hostile or offensive environment.
4. Submission to or rejection of the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through this school.



### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct, such as making or using derogatory comments, epithets, slurs and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct, such as touching, assaulting, impeding or blocking movements.
8. Sexual harassment can occur student-to-adult, student-to-student, adult-to-adult, adult-to-student, male-to-female, female-to-male, male-to-male and/or female-to-female. All forms of sexual harassment are prohibited.

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

It is against school policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

WAC 392-190-056

### **Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once.

Bullying includes, but not limited to, actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student who engages in bullying may be subject to consequences such as, but not limited to, detention, suspension or expulsion.



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## **Weapons Policy**

Riverside Christian School (RCS) desires a safe environment for our students, families, volunteers, and employees. We understand that evil and lawless individuals are one threat to that goal and we also desire to submit to legal authorities. Accidental loss of life or injury should be prevented wherever possible. With this philosophy in mind:

Weapons, firearms or any other dangerous weapons are not allowed at RCS or at any RCS sponsored event with few exceptions as defined by our state legislature.

From **RCW 9.41.280**

**“Possessing dangerous weapons on school facilities—Penalty—Exceptions.**

It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:....”

Please refer to the entire RCW (Revised Code of Washington) law for definitions and exceptions.

RCS will discipline students when weapons are involved and this may include contacting legal authorities, prosecuting, and expulsion from RCS.



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## SECTION V

### Student Activities

Student activities in and outside of the classroom are encouraged for students throughout the school year at Riverside Christian School.

On any given year these student activities may include:

- National Geography Competition
- Robotics Competitions
- Knowledge Bowl

Riverside Christian School is a very active place, with something always going on. Many opportunities are available for extra-curricular activities for our secondary students. These include:

- Class Activities
- Student Council
- Field Trips
- Worship Team
- Spiritual Emphasis Retreats
- Drama
- Missions
- Christian Service
- 8th Grade East Coast Tour
- Discipleship
- Band
- Mission Trip
- Chapel Council
- Tech Team

#### **Senior Trip**

Senior year-end trips must be planned with, approved by, and chaperoned by the class advisors and school administration. Locations are limited to the Pacific Northwest.



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## SECTION VI

### Information for Parents

#### **Parental Covenant**

Riverside Christian School's educational mission and Biblical role is the development of students prepared, both academically and spiritually, to serve the Lord Jesus Christ through their character and leadership. The school requires parents enrolling their children, or to maintain enrollment, to affirm their commitment to this covenant. **No student will be accepted into RCS unless their parents/guardians sign, without reservation, the following agreement laid out according to current policies and procedures:**

1. I/We appreciate the standards of the school and will not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, or disrespect to the personnel of the school. I/We also agree to support the school with my/our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle.
2. I/We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times. Each student (and parent) enters with the awareness that all teaching will be based upon Riverside Christian School's Statement of Faith (Rom 13:8-10, I Cor 12:12-14; 13:1-13, Gal 5:13-15; 25-26).
3. I/We agree to uphold and support the high academic standards of the school by giving our child encouragement in the completion of any homework or assignments.
4. I/We agree that, if our child should become involved in any trouble with other children in the school, we will, in the love of Christ and with prayer, visit as appropriate with the child's parents, teachers or principals (Matt 18, Gal 6).
5. I/We agree to support all regulations of the school in the student's behalf and authorize this school to employ such discipline, as it deems wise and expedient for the training of our child (Prov 22:6).
6. I/We understand that assessments will be made to cover damages to the school or school property, including breakage of windows and abuse of other personal property.
7. I/We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
8. I/We understand that payments are due on the third of each month and become delinquent if not received by the 20th. If a quarter ends while an account is delinquent, the student will not be accepted for the next quarter until payment has been made or an arrangement for payment has been made.
9. I/We agree to abide by the terms of the Service Hour Commitment Form.
10. I/We agree to demonstrate a commitment to the local church by regular attendance and involvement. I/We understand that the school reserves the right to dismiss any student who does not: 1) respect and observe spiritual and/or behavioral standards and 2) cooperate in our educational goals.



11. I/We understand when the family leadership is unwilling or unable to support the moral principles of the school, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes but is not limited to, heterosexual immorality, or any parent or guardian who identifies himself or herself as a practicing homosexual, bisexual, or identifies as transgender (I Tim 1:10, 1 Cor 5:9-13, Gal 5:19-24, Rom 1:21-28, Jude 1:7, Lev 20:13).

### **Parental Concerns**

Riverside Christian School desires to handle all concerns in a Biblical, efficient manner. Please help us handle problems or concerns effectively in a Christ-like manner by following the scriptural guidelines of Matthew 18.

1. **All classroom situations should be discussed with the teacher first.** If the situation is not resolved, be sure to return to the teacher a second or third time. Sometimes issues and concerns need further clarification.
2. Complaints against specific individuals should be handled with that individual. If the situation is not resolved, be sure to go back again in a sincere effort to resolve the conflict.
3. Concerns about school policy or operations should be expressed directly to the person in charge of the department with which you have a complaint.

Unresolved concerns may be taken to the principal after all appropriate avenues have been utilized. Situations involving serious, unresolved disagreement may be referred to the relevant committee of the Board of Trustees by the principal. This is appropriate only when all other avenues of resolution have been exhausted.

When expressing a concern, please follow these guidelines:

1. Express it promptly. Failure to do so can cause ill feelings and friction, which diminishes our effectiveness as Christians.
2. Express it clearly. Make sure the person to whom you are expressing your concern is aware of all the details related to the situation and exactly why there is concern. Misunderstanding of complaints can lead to further complications.
3. Express your concern only to the person who is an immediate part of the solution. Discussing complaints with persons other than those directly involved is gossip and causes dissension.
4. Pray about the matter. Ask God to direct proceedings in a way that will result in the betterment of our school and that will be to the glory and growth of His kingdom.



### **Lifestyle Policy – Parents**

Riverside Christian School’s biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not limited to, heterosexual immorality, or any parent or guardian who identifies himself or herself as a practicing homosexual, bisexual, or identifies as transgender. In cases where the family leadership is unwilling or unable to support the moral principles of the school, the school reserves the right, in its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **Parental Involvement Opportunities**

Riverside Christian School encourages parents to be involved with their children in the school setting. Research shows a higher success rate exists among students whose parents are involved in school. There are many opportunities for parental involvement at RCS.

### **Fund-Raising**

Riverside Christian School presents four major fund-raising events each year to help defray the cost of tuition and operations.

### **Jog-a-Thon**

Before the event, participants will have enlisted sponsors who have committed to support them for a particular amount of money per lap. The amount of money per sponsor can vary, and the participants can get as many sponsors as they can find.

### **Poinsettia Sale**

This event occurs between Thanksgiving and Christmas. Poinsettias are pre-ordered for the holiday season, then distributed to area merchants and businesses, as well as to individual buyers, by given dates. Volunteers are needed to take orders, to unload trucks, to organize the poinsettias and to make deliveries.

### **Annual Auction**

This is a huge event that occurs in the spring. Preparations begin right after Christmas. Each school family is asked to contribute items for the auction. These items are to be new or like new, not rummage or garage sale fare. Many volunteers are needed for the success of this event.



### **SCRIP Program**

The SCRIP program is a project in which each family can be involved with little effort or time investment. SCRIP is paper money that is used at the store just like cash. It can be purchased at the school office. Its value is exactly that of the money you invest. If you purchase \$100 worth of SCRIP, you have \$100 worth of value to spend at participating stores. The school receives a cash return on all SCRIP spent. Inquire at the SCRIP office about service hours available through your purchase of SCRIP.

#### **EXAMPLES OF PARTICIPATING MERCHANTS**

BURGER KING	RED ROBIN
SAFEWAY	WRAY'S THRIFTWAY
BED, BATH AND BEYOND	FRED MEYER
AMAZON	THE HOME DEPOT
MCDONALD'S	OLIVE GARDEN
RED LOBSTER	PIZZA HUT
KENTUCKY FRIED CHICKEN	ROSAUERS
OLD NAVY	MACY'S
STARBUCKS	ARCO GAS

**AND MANY MORE!!**

### **Service Hour Program**

Riverside Christian School is dedicated to holding down costs of tuition and fees as much as possible. To aid in this endeavor, opportunity is provided for families to invest service hours. Each family is expected to contribute a minimum of 30 hours of service for one student and 45 hours for two or more students over the course of the school year. Families with students ONLY in half day programs (preschool, pre-kindergarten, and kindergarten) are expected to contribute a minimum of 15 hours per year per half day student enrolled at RCS, with a maximum requirement of 45 hours.



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## SECTION VII

### Nutrition, Health and Emergency Issues

#### **Lunch Program**

The Riverside kitchen offers a balanced lunch menu containing all the elements of a well-rounded meal. Students are offered an entrée, vegetables, fruit, and dairy item, which may be purchased at a reasonable price. The school strives to meet the guidelines set forth by the state of Washington for the public education lunch program.

Amounts of each item per week  
(Our goal amount to serve to each student)

<b>Meal Pattern</b>	<b>Grades P-3</b>	<b>Grades 4-12</b>
<i>Fruits (cups)</i>	2.5	3-5
<i>Vegetables (cups)</i>	3.75	4-5
<i>Grains (oz. each)</i>	8-9	10-12
<i>Meats/Protein (oz. each)</i>	8-10	10-12
<i>Fluid Milk (cups)</i>	5	5



## Health

### **Accidents**

Riverside Christian School attempts to prevent accidents from occurring; but if an accident does occur, appropriate first aid will be administered.

Personnel trained in first aid/CPR include, but are not limited to, playground aides, administrators, physical education teachers, coaches, some teachers, and office personnel.

Parents will be notified immediately in case of serious accidents.

It is of the utmost importance that we have current emergency information for each student on file in the school office. If parents cannot be reached, the person designated as the emergency contact will be called.

If no one can be reached and if the child's condition is judged to warrant medical attention, administration will make the decision regarding the welfare of the child. Depending upon the circumstances, the child may be taken to the local emergency room.

### **Sickness**

**Students are not to be sent to school if they are experiencing signs of illness, such as fever, vomiting, and unusual pain. Please keep your student home if they have experienced any of the above symptoms within the last 24 hours.**

Should students become ill during the school day, parents will be contacted to pick them up immediately. Please be sure all contact telephone numbers are kept up to date in the **My Riverside Portal** in order to facilitate this process. Students should not return to school until they have been fever free with no vomiting for 24 hours.

If a student comes to school, he/she should be well enough to participate in the total school program, including recess and physical education. Children not well enough to play outside with their class should be kept home. It will be assumed if a student is to be excused from physical education activities, the student should not participate in other physical activities during the school day, including recess.

Continuous requests for students to be excused from physical education classes or recess will require a doctor's statement.



## Medications

**No over-the-counter medications** will be administered to students during the course of the school day, **unless prescribed by a physician.** Prescription medications and physician-prescribed, over-the-counter medications will be dispensed under the following conditions:

1. Written parent authorization for school assistance in administering medication to a student. Forms are available in the school office.
2. Written physician/dentist request and instructions for administering medication. Forms are available in the school office.
3. Medication to be administered by office personnel is to be brought to school by parent or guardian. The medication must be in the original container and have the prescription label with the student's name on it. In the case of pills, the prescription should be accompanied by a note stating how many are in the container. It must also be accompanied by the school's Medication Administration Permission form, signed and dated by a health care practitioner.
4. All medication must be delivered to office personnel by a parent or guardian. It is not to be sent on the school bus or with students.

*It is the responsibility of students to go to the office for medication.*

## Contagious Conditions

In order to protect the health of all students, those with the following conditions will be excluded from school:

Scabies	Chicken Pox	Whooping Cough
Impetigo	Ringworm	Measles
Poison Oak or Ivy	Pink Eye	

Other communicable diseases will be addressed on an individual basis, as determined by the Yakima Health District. Yakima Health District directives will always be followed.

## Emergency Procedures

### Safety Drills

Safety drills occur during the school year to practice for emergencies, including fire, earthquake, intrusion, and bomb threat as prescribed by Washington State law.

WAC 180-41.035

All students are required to participate in drop and cover classroom drills. Evacuation is sometimes included in these drills. All evacuation drills for fire, earthquake, bomb threat, or any major disaster result in the children reporting to the same location until the danger is over. Students will proceed to the west field, where they will quietly line up by classroom and await instruction.



### **Student Supervision**

All school officials, teachers, administrators, office personnel, maintenance personnel, aides and all others will stay with your children and care for them until they are picked up. As children are picked up by parents or guardians, some school employees will be released to leave the campus to be with their own children, who may be at other locations. Your children will be well supervised and injuries cared for in the best possible manner.

**All students, unless in school sanctioned activity not be on campus after 3:45 p.m.**

### **Lockdown**

Lockdown procedures will occur if any situation arises which can be perceived as potentially dangerous to students, staff, faculty and others on the school premises. This type of situation might include a dangerous intruder on campus. When lockdown mode is instituted, building access may be denied or limited based on the situation until the lockdown mode has been recalled. This can be instituted as a precautionary measure and does not necessarily indicate imminent danger.

### **Emergency Dismissal, closure and late start**

Should inclement weather necessitate a change in the normal school day schedule, check the school website at [www.riversidechristianschool.com](http://www.riversidechristianschool.com). Information may also be obtained through:

- **AP Notify** – Must have a cell phone to receive texts regarding delays and closures.
- **Facebook**
- **Email to families through the My Riverside Portal**
- **Local TV stations**

If there is a delay in the start time of school, please do not drop your child off until the delayed start time. Staff will not be available to supervise students.

Should there be an emergency early closure of school, the school will also attempt to contact parents.

To God be the Kingdom, and the Power,  
and the Glory forever! Amen.