



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

*Rooted in Christ. Ready for Tomorrow.*

## **Parent ~ Student** **Handbook** **2023 – 2024**

*721 Keys Rd. · Yakima, WA 98901 · (509) 965-2602 · Fax (509) 966-7031*  
*[www.riversidechristianschool.com](http://www.riversidechristianschool.com)*



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## SECTION I

### Introductory Information

#### A note from the Superintendent and the Principals

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

Mrs. Amy Bradford  
Vice Principal

Mr. Todd Lundberg  
Superintendent



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## 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.

## Spiritual Development

### **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.

**DAILY PRAYER:** Each day is opened with school-wide prayer.

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

**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:** Students are given opportunities to be involved in Christian service projects,



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## SECTION II Policies

### 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.

### **Financial Policy**

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 5<sup>th</sup> and ending June 5<sup>th</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 – **First Steps through grade 6, roll will be taken by 8:20 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.** Please email [attendance@riversidechristian.net](mailto:attendance@riversidechristian.net) to let us know your student will be absent. 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 to email** indicating the reason for the absence. 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 is required if a student is absent more than five (5) 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.**

## **Excessive absences for Grades 9-12**

At the secondary level, in order to receive credit for any class or subject, in addition to other requirements, a student **must not exceed 10 total days** (in any class) of the semester for any reason. This includes all reasons for absence, except school-sponsored activities. When a student goes beyond the **10 days** of total absences, they may not receive credit for those classes. When extenuating circumstances exist, an appeal may be made to administration. The administration will review to determine the validity of the circumstances.

## **Excessive absences for Grades K -8**

In order to be promoted to the next grade, in addition to other requirements, a student must not exceed 20 total days of the year for any reason. This includes all reasons for absence, except school-sponsored activities. When a student goes beyond the 20 days of total absences, they may not be promoted to the next grade level. When extenuating circumstances exist an appeal may be made to administration. The administration will review to determine the validity of the circumstances.



**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>

2017

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

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

Grade \_\_\_\_\_ Reason for Absence \_\_\_\_\_

**Parents should carefully consider the potential impact on the student when planning vacation during the academic year.** 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 an 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 standardized testing will usually be denied.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please check one of the following 5 options for the above named student:

|  |
|--|
| <p>If requesting 2 days or less, please check one of the following 2 options:</p> <p><input type="checkbox"/> I am requesting a PAA and my student's school work at least <b>3 days prior to our absence</b>. I understand any school work given prior to the absence is <b>due the day my student returns to school</b>.</p> <p><input type="checkbox"/> I am requesting a PAA <b>less than 3 days</b> from our absence. I understand school work will be provided, but only on the day my student returns to school. The <b>school work will be due the first school day following 3 calendar days</b>.</p>  |
| <p>If requesting 3-5 days in succession, please check one of the following 3 options:</p> <p><input type="checkbox"/> I am requesting a PAA and my student's school work at least <b>3 days prior to our absence</b>. I understand any school work given prior to the absence is <b>due the day my student returns to school</b>.</p> <p><input type="checkbox"/> I am requesting a PAA <b>less than 3 days</b> from our absence. I understand school work will be provided, but only on the day my student returns to school. The <b>school work will be due within 7 calendar days</b>.</p> <p><input type="checkbox"/> I am requesting a PAA, <b>but choose not to request school work in advance of our absence</b>. I understand school work will be given the day my student returns to school. The <b>school work will be due within 7 calendar days</b>.</p> |

- PROCEDURE:**
1. Parent request a PAA form for each child.
  2. **Elementary** parents, please submit form to office. Office will submit to teacher.  
**Secondary** students, for homework requested in advance - take form to each teacher for completion and then present to secondary office.

| Teacher's Initials | Class | Assignments/Homework |
|--------------------|-------|----------------------|
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |
|                    |       |                      |

Date Submitted: \_\_\_\_\_ Date Due: \_\_\_\_\_ (Classroom late policy applies after this date.)

Administrator Signature: \_\_\_\_\_ Days Used \_\_\_\_\_ 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.

### **Absences and Make-up Work**

Schoolwork for grades First Steps -12 for students who have an excused absence 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 an excused 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**

A student arriving late 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.

### **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.

**\*Elementary students must be picked up 3:2pm each day unless they are in After School Club**

**\*Secondary students must be off campus by 3:30pm each day unless they have sports practice or Another school sponsored event**



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## SECTION III

### Academic

#### **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. Ten percent of the semester grade will a final exam in most classes.

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



### **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 all levels will occur at the end of first semester. An additional conference for Preschool -6<sup>th</sup> grade will occur after second semester. 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.

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

Schedule changes must be completed within the **first school week of any new semester** in order for the student to receive credit for the added class. Classes dropped after the first week 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)



## 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><br><b>World History</b><br><b>US History</b><br><b>Civics / CWP</b><br><i>WA St History is a non-credit graduation requirement</i> | 3  |
| <b>Health &amp; Fitness</b><br>.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>  | 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.*

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





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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 will not physically or verbally assault other students or adults.
- 2) Students are not to use profane, crude, abusive or disrespectful language. This includes but not limited to any slanderous statement or joke with regard to race or gender.
- 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) At the Elementary level cell phones, smartwatches and all other personal technology must be turned off and in their backpack during school hours.
- 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. Any proven incident of cheating/plagiarism will result in a zero for the assignment with the possibility of a detention or suspension.
- 10) Assembly, field trip or activity behavior is the same as classroom behavior.

**\*7<sup>th</sup>-12<sup>th</sup> grade students will also be asked to sign an annual student commitment form the first week of school.**



## 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, 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.

### **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 lewd 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.

**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.**

### 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.**

### 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 clothing must be clean, not sheer, and fit appropriately. No bare midriff clothing of any type. Your top must touch the waist band of your pants/skirt/shorts at all times.
- All undergarments must be covered.
- No article of clothing may contain immoral, suggestive, disrespectful words, pictures, graphics or logos.
- All shorts, skirts, or dresses must meet fingertips in length when arms are extended straight down
- No article of clothing may have rips or tears between the waist and mid-thigh unless shorts are worn underneath
- Hair must be out of the student's eyes.
- Tattoos must be appropriate. If tattoos become a distraction to the learning environment the student may be asked to cover them.
- 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**

- All facial hair must be neat and trimmed.
- Jewelry that is worn as a result of body piercing will not be allowed with the exception of a small stud worn on the ear(s)
- 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 and hem with no cleavage showing.
- No strapless or backless tops on blouses or dresses.
- Jewelry that is worn as a result of body piercing will not be allowed with the exception of earrings worn on the ear or small nose stud/ring.

Mothers of RCS students are asked to comply with these dress standards when volunteering at school.

### **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**

Must be approved and sign in on one of the school office clipboards.



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## Cell phones and Personal Technology (Smart watches, earbuds)

**High School:** Cell phones, earbuds, and smartwatches must be turned off and deposited in the receptacle at the classroom entrance each class period.

**Junior High:** Cell phones, earbuds, smartwatches and other personal technology must remain in lockers with the exception of lunch time during school hours.

**Elementary:** Cell phones, smartwatches and all other personal technology must be turned off in backpack during school hours.

### **Consequences:**

- 1<sup>st</sup> offence – confiscated for rest of school day; stored in office
- 2<sup>nd</sup> offense – loss of phone privilege for a week, checked in daily in secondary office before school, detention issued
- 3<sup>rd</sup> offense – loss of phone privilege for a month, checked in daily in secondary office before school, detention issued
- 4<sup>th</sup> offense—student will not be allowed to have phone on campus

### **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.

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.**



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## SECTION V Discipline

### **Discipline Policy Classroom & Playground (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 procedures may occur depending on the situation:
  - 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.
  - 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.
  - 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.
  - 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.**



## **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. All offenses will be weighed and determined whether they are in a Yellow Zone or RedZone. For more explanation, please see below.

Student disciplinary offenses will be dealt with by RCS administration in light of the type of offense recurrence, and repentant disposition, or lack thereof, of the student(s) involved. Discipline may include, but is not limited to lunch detention, after-school detention, suspension, written contract language, or expulsion depending on the severity and/or recurrence of the offense in question.

### **MINOR INFRACTIONS**

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, disrespectful attitude, series of minor offenses.

### **MAJOR INFRACTIONS**

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, derogatory or belittling language including but not limited to race and gender, insubordination and flagrant disrespect toward any school personnel.

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

### **Detention**

THE STUDENT WILL SERVE DETENTION AFTER SCHOOL FOR 30 MINUTES FROM 3:15– 3:45 PM. STUDENTS WILL BE NOTIFIED WHAT DAY THEY WILL SERVE DETENTIONS.

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 detention day.
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.





## **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 school staff.

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.



## SECTION VI

### Information for Parents

### Parental Contract

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 denominationalism, ideological differences 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 with juvenile authorities during the past three years may be cause for immediate dismissal.
8. I/We understand that payments are to be paid monthly. 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 administration 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 administration. 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

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 included, 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 parent 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

#### Jog-A-Thon

Our fall Jog-A-Thon, held on Riverside's campus, is fun time of fitness, family fellowship, and fundraising! Students raise money by asking sponsors to donate per lap or a flat fee. At the Jog-A-Thon, students, families, and staff walk, run, or push a stroller around our parking lot "track" raising needed funds for our school. Volunteers make this day a success!

Contact: [Fundraising@riversidechristian.net](mailto:Fundraising@riversidechristian.net)

#### Poinsettia Sale

Riverside offers quality poinsettias to our community for an excellent price. Poinsettias are pre-ordered in early November for the holiday season then distributed to local businesses and individual buyers the first week of December. Volunteers are needed to take orders, unload trucks, organize the poinsettias, and make deliveries. This is a great opportunity to gift poinsettias to employees, friends, and family or to decorate your church! Contact: [Poinsettia@riversidechristian.net](mailto:Poinsettia@riversidechristian.net)

#### Annual Auction

The Riverside Auction is our school's largest fundraiser occurring annually on the second Saturday in March. Preparations begin in January with many volunteer opportunities. Each school family is asked to contribute items or services for the auction and Service Hours are earned by value-in-kind. Our Online Auction and In-person event are well attended with generous community support! Join the fun! Contact: [Auction@riversidechristian.net](mailto:Auction@riversidechristian.net)

#### Gift Card Fundraising Program (SCRIP)

Need Amazon, Arco, Starbucks...?? Purchase your gift cards at Riverside and the school gets a percentage back! A wide variety of Gift Cards may be purchased at the RCS Office at any time or pre-order for specific items. All gift cards are FULL FACE VALUE – you get exactly what you pay for – no fees. Families earn Service Hours based on the percentage of profit earned. Painless way to fundraise! Contact: [Scrip@riversidechristian.net](mailto:Scrip@riversidechristian.net)

#### 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 20 hours of service for one student and 30 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 10 hours per year per half day student enrolled at RCS, with a maximum requirement of 15 hours. Families who wish to forgo service hours may instead contribute financially with a unique charitable donation (not as part of an already established RCS fundraiser) in the amount of \$1,500.



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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<br/>(cups)</i>            | 2.5               | 3-5                |
| <i>Vegetables<br/>(cups)</i>        | 3.75              | 4-5                |
| <i>Grains<br/>(oz. each)</i>        | 8-9               | 10-12              |
| <i>Meats/Protein<br/>(oz. each)</i> | 8-10              | 10-12              |
| <i>Fluid Milk<br/>(cups)</i>        | 5                 | 5                  |



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## 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    |                |
| Covid             | Monkey Pox  |                |

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.



## SECTION VIII

# 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 assigned location, where they will quietly line up by classroom and await instruction.

### **Student Supervision**

In the event of an emergency requiring the evacuation from the school, 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.

### **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.