

**Parent ~ Student  
Handbook  
2016 – 2017**



**RIVERSIDE  
CHRISTIAN SCHOOL**

*Rooted in Christ. Ready for Tomorrow.*

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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

- God has given parents the ultimate responsibility for the training and education of their children (Deut. 6).
- They are joined and assisted by school personnel and local church workers.
- 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).
- 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...

- by guiding them to explore and understand life's purpose.
- by challenging them to set personally held beliefs and standards based on God's Word.
- by transforming their biblically based convictions into everyday reality.
- 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:

- a Christ-like character and attitude toward God,
- 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 life long learning



## 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, swimming or skating parties to celebrate the end of each semester, junior high and senior high retreats, 8<sup>th</sup> grade East Coast colonial tour, "tolo", homecoming and senior trip.



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## Meet Our Faculty

### 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. Wendy Schmidt B.A. Washington State University M.Ed. Heritage University

### 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. Amy Bradford B.A. Central Washington University M.Ed. 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. Jocelynn Bohannon B.A. Corban University
Second Grade	Mrs. Tori Cunningham B.A. Central Washington University
Third Grade	Miss Emily Ankney B.A. University of Idaho



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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
Sixth Grade	Mr. Jason Haines B.A. 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. Drew Edgerly B.A. Washington State University M.A. Concordia University
Computer Science	Mrs. Marti Lommers B.A. Washington State University
Music	Mrs. Tanya Anderson B.S. Northwestern College
Librarian	Mrs. Mary Cowin



## 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
Social Studies, Mathematics, Science Drama, Christian Service	Mrs. Sara Bos B.S. Whitworth College M.Ed. Central Washington University
English, Bible	Mrs. Anne Stoothoff B.A. Central Washington University M.Ed. Washington Governors University
Spanish	Mrs. Joy Oaks B.A. Pacific Lutheran University M.A. Central Washington University
Social Studies	Mrs. Susan Emmans B.A. Willamette University M.S. Western Oregon University
Social Studies	Miss Amy Van Beek B.A. Northwest Nazarene University M.A. Liberty University
English	Mrs. Megan Boswell B.A. Northwest Nazarene University
Bible, Social Studies	Mr. Tracy Golladay B.A. Azusa Pacific University
Bible, Spiritual Life, Christian Service	Mr. Jim Herring B.A. University of Northern Colorado M.A. CA Graduate School of Theology
Biology, Chemistry, Guitar	Mr. Mike Emmans B.S. Whitworth College
Mathematics	Mrs. Elizabeth Lawrence B.S. Centenary College



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Physical Education – Junior High

Mr. Drew Edgerly  
B.A. Washington State University  
M.A. Concordia University

Art

Mrs. Karen Tranch  
B.A. Northwest Nazarene College  
M.S. University of Oregon

Computer Science, Home Economics

Mrs. Marti Lommers  
B.A. Washington State University



## SECTION II

# Admission and Attendance

### Admissions Procedure

The process for admissions to Riverside Christian School includes the following:

- 1) completion of all application materials online
- 2) completion of an admittance assessment
- 3) receipt of the verified Church Involvement Form (**involvement in the life of a church is a requirement for admission to Riverside Christian School**) from a Bible-teaching evangelical church.

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.

### 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, 9:30 a.m. – 10:15 a.m.



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**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 p.m. – 12:30 p.m. (except Friday, 12:20 p.m. – 12:50 p.m.)

**Chapel Schedule every Friday:**  
Secondary 9:15 a.m. – 10:00 a.m.

## Financial Policy

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

Families have the following two options for arranging payment:

- **ANNUAL:** Tuition paid in full for the year by July 3<sup>rd</sup> will receive a 2% discount on the tuition only.
- **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>.

As always, RCS will continue to work with families should special circumstances or “hardship” cases arise during the school year. Because RCS maintains the decision-making control, any requests to delay payments need to be made directly to the school by emailing the school at [tuitionhardship@riversidechristian.net](mailto:tuitionhardship@riversidechristian.net) five banking days prior to the scheduled transfer of funds.

**No transcripts or report cards will be given until payment or arrangement 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** 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 284.225.005.0). Failure to bring such a note 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.

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

- 3 or more consecutive days – Due within 7 calendar days from date of return
- 2 days or less – Due first school day following 3 calendar days

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 28.A.225.020 and 28.A.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**

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.

### **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.

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.



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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.**

Early dismissal will be counted as an unexcused absence unless the dismissal involves needed health attention or urgent family needs. Instruction continues until 3:00 p.m. 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 card.

Under no circumstances will a child be released to any persons other than those authorized by the pick-up card 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 that 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 Probation**

A student may be placed on academic probation for a lack of effort or for grades not consistent with the academic standards set by RCS. All students are expected to work at the maximum potential God has given them.

A specific time will be set for the student to demonstrate improvement. Expectations will be outlined in written form. Failure to meet the written expectations will result in implementation of consequences already outlined at the beginning of the probation period. These may include suspension, expulsion or other appropriate action.

#### **Progress Notices**

Through RenWeb 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 Kindergarten use a skill based grading system that is appropriate for early childhood education students. Skills will be evaluated using:

CD = Consistently Demonstrated

P = Progressing

ND = Needs Development

Students in grade 1 will receive grades of:

O = Outstanding

O = 92.5 – 100%

S = 77.5 – 82.49%

S = Satisfactory

O- = 87.5 – 92.49

S- = 72.5 – 77.49

N = Needs Improvement

S+ = 82.5 – 87.49

N = 0.00 - 72.49



### **Grading Procedures (cont.)**

Students in Grades 2-12 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 on RenWeb on a continuous basis. Report cards will be posted on RenWeb after the completion of each academic quarter, except the final quarter, when the final report card will be mailed home, along with TerraNova scores.

#### **Secondary**

Current grade information is available on RenWeb on a continuous basis. Report cards will be posted on RenWeb after the completion of each academic quarter, except the final quarter, when the final report card will be mailed home, along with Terra Nova scores. 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 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 the other activities. Participation in an activity is not an excuse for uncompleted 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. Teachers will post sign-up sheets or will call to schedule your conference. Parents are expected to schedule and attend 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 of Riverside Christian Elementary School.

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

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



## 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 Classes of 2016, 2017 & 2018	Credits required for Class of 2019 and beyond
<b>Bible</b>	4	4
<b>English</b>	4	4
<b>Math</b>	3	3
<b>Science</b>	2 (1 lab)	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	3
<b>Health &amp; Fitness</b> .5 Health taken with 9 <sup>th</sup> grade PE	2	2
<b>Arts</b> (fine/visual arts, drama, band, guitar)	1	2
<b>World Language</b>	2	2
<b>Career and Technical Education</b> .5 Computer Literacy	1	1
<b>Electives</b>	2	2
<b>TOTAL MINIMUM CREDITS:</b>	<b>24</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.*

**Grand Canyon 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 24 credits is required for graduation. Grades are recorded on the transcript and GPA is computed in January and



June. SAT & ACT scores are also recorded on each student's transcripts.

## 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	Civic/CWP
Algebra 1 or Geometry	Geometry or Algebra 2*	Algebra 2	
Spanish I (Class of 2019)	World History	US History	
	Spanish 2 (Class of 2019)		

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

These classes represent 17 credits (19 credits for the Class of 2019) of the minimum required 24 credits (26 credits for the Class of 2019) 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 6 credits may be transferred in from other school or opportunities of study.

For students seeking a more rigorous course option, RCS also offers the following Advanced Placement (AP) courses:

<u>Juniors</u>	<u>Seniors</u>	<u>Red Comet Online</u>
United States History	Calculus AB	Human Geography
	English Lit & Composition	Macroeconomics
	Biology	Microeconomics
	Government & Politics	Psychology
		Statistics

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 24 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.



### **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 Honors**

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

“Crusader List”  
(3.5 – 4.0 GPA)

“Honor Roll”  
(3.0 – 3.49 GPA)

In addition to these, our high school awards Outstanding Student Achievement awards each spring to those students who have demonstrated excellence in various academic departments. Our junior high honors students at the end of the school year with awards, such as “Godly 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.

### **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.

### **High School Courses**

- Freshman:** Bible 9\*  
English 9\*  
Physical Science\*  
Algebra I or Geometry\* (if Algebra taken in 8<sup>th</sup> grade)  
Physical Education\*  
Spanish I\* (class of 2019)  
Computer Literacy\*
- Sophomore:** Bible 10\*  
English 10\*  
Biology I\*  
Geometry or Algebra II\* (if Geometry taken as freshman)  
World History\*  
Spanish II\* (class of 2019)  
Elective (art, music, drama, weight training, home economics, missions, CTE)
- Junior:** Bible 11\*  
English 11\*  
Chemistry\* (class of 2019)  
Algebra II\* or Pre-Calculus (if Algebra II taken as sophomore)  
U.S. History or AP U.S. History\*  
Elective (art, music, drama, weight training, home economics, missions, CTE)
- Senior:** Bible 12\*  
English 12 or AP English\*  
AP Biology  
Civics or AP Civics and Comparative World Views\*  
AP Calculus (if not taken already)  
Elective (art, music, drama, weight training, economics, missions, CTE)

\*Required courses in most instances.



### **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.
- Once the above criteria has been met, student 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.

### **Athletics**

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

soccer	baseball	volleyball
basketball	golf	track & field
cross country	cheerleading	

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 RenWeb 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 or in the use of profane, crude, abusive or disrespectful language, as each of these is counter-productive to education and violates biblical principles.
- 2) 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.
- 3) 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.
- 4) Elementary students, PS – grade 6, may not bring electronic devices to school, including CD players, iPods, Game Boys, etc. Cell phones must be turned off and in a backpack for the entire school day.
- 5) Outward displays of affection or attraction beyond normal friendship are not permitted.
- 6) There is a dress code at RCS to help maintain a level of excellence.
- 7) 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.
- 8) **Cheating or plagiarism** in any form will not be tolerated. Plagiarism involves taking information from another source and presenting it as your own.
- 9) 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.
- 10) Eating is allowed only in supervised rooms by permission of the classroom teacher.
- 10) Assembly, field trip or activity behavior is the same as classroom behavior.
- 11) 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



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student must assume responsibility for the care of any personal item brought to school.

- 12) 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 will lovingly confront students and encourage them 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 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, 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.**

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

All clothing must be clean, not tattered or 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 backless clothing of any type. No article of clothing may contain immoral, suggestive or disrespectful words, pictures, graphics or logos. All shorts must be hemmed and may not extend more than 4 inches above the top of the kneecap: OR the bottom edge of the shorts must meet fingertips 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.

### **Guidelines - Division Specific**

*Elementary Students* must wear shoes or sturdy sandals with a back. No flip-flop type shoes or bare feet at the elementary level. Shorts may be worn by elementary students from April 1 to October 31 only as all elementary students will participate in recess.

*Secondary Students* must wear shoes, sturdy sandals, or flip flop type shoes. No bare feet at the secondary level. Shorts may be worn year round at the secondary level only. Please see the aforementioned guidelines for appropriate shorts.

### **Guidelines - Boys**

Hair length will be maintained to the following guidelines in a conventional style: *Front* – Above the eyebrows and out of the student's eyes at all times. *Back*-Above the collar of a collared dress shirt. *Sides*- Above the middle of the ear. Hair will be maintained at these lengths without the aid of clips, braids, pins, or bands. All facial hair must be neat and trimmed. Hair color must be a natural tone (no green, blue, orange burgundy, etc.). No tails of any kind. 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. No tattoos. All pants or shorts must be hemmed. Boys are encouraged to wear belts with pants that have belt loops. Tank tops or sleeveless shirts must be worn with appropriate undershirts. They may not be worn by themselves.



## Guidelines - Girls

Clothing must be modestly cut at the neckline, shoulders and hem. For a top to be acceptable its neckline must be no more than 4 finger widths below the collar bone (clavicle) and the wearer needs to be able to extend her arms above her head without any bare midriff or underwear showing. No strapless tops on blouses or dresses. All bra and camisole straps (or other underwear type clothing) must be covered. Appropriate undergarments should be worn and covered. Straps on any top must be at least two fingers in width. For skirts and dresses, hem length, slits in sides, front or back, may not extend more than 4 inches above the top of the kneecap. Yoga pants or leggings must 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.). No tattoos. 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, and the parent will get a copy of the warning and a letter from the principal.
- The second time a student is out of compliance he or she will receive a regular detention, and maybe sent home to change. **Any** noncompliance after will result in a detention.

### 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 unauthorized 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 to explore possible future enrollment, 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.

**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.

### 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.

### **Special Privileges**

- Only SENIORS are allowed off campus at lunch, not at break.
- 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.
- 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.

### **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, 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. A phone call home will be made or a Behavior Concern Report will be sent to parents.

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

Conference with parents and student to determine discipline plan, if needed. Disciplinary Report filed. Depending on the offense, restitution by the student may be required.

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

Suspension from school (1 day). Disciplinary Report filed. 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). Disciplinary Report filed. Conference with parents required. Student will be referred to Admissions Committee of the Riverside Christian School Board to determine 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.

**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:

- a) 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.
- b) 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.

### **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, eating or drinking in class, borderline disrespect, series of minor offenses.

- 1<sup>st</sup> Detention—student serves—Discipline policy mailed home
- 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, meeting will be scheduled with 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 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.

### **Elementary Playground Disciplinary Procedure**

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

- 1) First offense – Official warning is given and incident entered on record sheet.
- 2) Second offense – time out/wall time/work time; minutes determined by supervisor; incident entered on record sheet
- 3) Third offense – Three infractions of same offense will result in loss of privilege for an extended period of time.
- 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. Wendy Schmidt, 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 the 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 the 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.

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

### **Weapons**

In providing a safe learning environment, Riverside Christian School will have zero tolerance for any kind of weapon at school. Weapons or firearms are prohibited. Violation of this policy may result in immediate expulsion.

A weapon is defined as:

- 1) Any firearm.
- 2) Any device, such as a sling shot, sand club, blackjack, billy club, metal knuckles, knife, especially any double sided knife, any spring loaded knife such as a switchblade, any knife that opens by force of gravity or centrifugal thrust, any knife with a fixed blade, saber, sword or dagger.
- 3) Any device commonly known as a "nun-chu-ka stick" consisting of two or more lengths of wood, metal, plastic, or similar substances connected with wire, ropes, or other means.



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- 4) "Throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect.
  - 5) Any air gun, air pistol or air rifle designed to propel a BB, pellet, or other projectile.
  - 6) Disabling items such as electric stunning/shocking devices, mace or pepper spray.
  - 7) Any explosives or incendiary components, which by themselves or in conjunction with other items can result in an explosion or fire.
  - 8) Any object used in a threatening manner or used as a weapon that could reasonably be perceived as being able to cause bodily harm to someone.
  - 9) Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

Possession of any of these objects will be grounds for immediate expulsion from school. Law enforcement personnel and parents or legal guardians will be immediately contacted concerning any possession of weapons at school.

RCW 9.41.280

RCW 9.41.250

RCW 9.41.010

School Board Policy # 4105



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## SECTION V

### Student Activities

#### **Competitions**

A variety of activities are provided for students throughout the school year at Riverside Christian School, both within and without the regular curriculum.

We participate in two academic competitions sponsored by the Association of Christian Schools International. The purpose of these competitions is as follows:

- 1) To develop specific skills in content area.
- 2) To expand the students' ability to express themselves.
- 3) To encourage students to develop the ability to remain calm under the pressure of competition and maintain clear thinking, as well as good recall.
- 4) To provide opportunity for fellowship with students from other Christian schools.

#### **ACSI Spelling Bee**

This competition begins in the classroom. The top two competitors from each grade in first through eighth grades earn the privilege of competing on the Riverside district level spelling team. This team travels to the district competition. Students compete for grade level trophies and ribbons. Students in grades five through eight compete for the privilege to attend the regional competition. Regional competitors may earn the right to move on to the national level of competition.

#### **National Geography Competition**

Grades four through eight compete annually in the National Geographic Society sponsored National Geography Competition. The winner of each classroom level competition advances to the all school competition. The winner of this level of competition advances to the next level, a written exam. A number of state level competitors are chosen from among those who score highest on the written exam. Contestants have the opportunity to compete for the privilege of moving on to the national level, which involves a \$25,000 scholarship.

#### **Student Activities**

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 to Haiti



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## SECTION VI

# Parental Involvement

### **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.

#### **Moms in Prayer**

This prayer group meets weekly to uphold our children and teachers in prayer. Information is presented at Back to School Night each year as to time, place and purpose.

#### **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.



## PARTICIPATING MERCHANTS

BURGER KING	RED ROBIN
SAFEWAY	WRAY'S THRIFTWAY
SHOPKO	BLOCKBUSTER
FRED MEYER	ALBERTSON'S CARD
BASKIN ROBBINS	THE HOME DEPOT
MCDONALD'S	OLIVE GARDEN
RED LOBSTER	PIZZA HUT
BLACK ANGUS	KENTUCKY FRIED CHICKEN
OLD NAVY	MACY'S
STARBUCKS	ROSAUERS

AND MANY MORE!!

## OTHER FUND-RAISING OPPORTUNITIES

BOX TOPS FOR EDUCATION	CAMPBELL SOUP LABELS
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### 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.

### 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.

- **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.
- 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.
- 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, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.



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## SECTION VII

### Health and Emergency Issues

#### 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 on the emergency card will be contacted.

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 12 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 main office 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	
Poison Oak or Ivy	Pink Eye	
Measles	Head Lice	

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.

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.



## **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:

- **KIT Radio 1280 AM** - This station will normally be notified by 6:30 a.m., should there be a closure or delay in opening school.
- **Facebook**
- **Email to families through RenWeb**
- **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 above radio station will be notified. The school will also attempt to contact every parent.

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