

RIVERSIDE
CHRISTIAN SCHOOL

360.835.5600 | 463 N. SHEPHERD RD, WASHOUGAL, WA, 98671 | RIVERSIDESCH.COM

**A Seventh-day Adventist
PreK-8 Elementary School**

And what does the Lord require of us....
but to do Justly,
to love Mercy,
and to walk Humbly with our God.

Student Handbook

PO Box 367
463 N. Shepherd Rd
Washougal, WA 98671
Phone 360-835-5600
Fax 360-835-7276
www.riversidesch.com

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Mission Statement

Our mission is to serve our families in a Christ centered community, expanding the thrill of discovery through academic excellence while building leaders for life.

Educational Philosophy

We foster students' love of their Creator and creation.

We believe students are unique individuals able to reach their personal goals.

We maintain academic excellence through challenging and engaging classrooms.

We instill and demonstrate principles of scripture through modeling and instruction.

We strive to have our parents, teachers, and community actively involved in our students' learning.

We are committed to being a Christian example in the community.

The staff believe that effective learning can be accomplished only through the combined efforts of the church, home, and the school. Every teacher is dedicated to the task of supporting these three institutions, which have been ordained by God. We seek the prayers and cooperation of every parent and church member in providing an education that will help each student to become an effective citizen of this country and a candidate for heavenly citizenship.

We also believe that Riverside Christian School should provide an atmosphere favorable to developing Christian characters; that the students attending will learn to be thinkers, not mere reflectors of others' thoughts, and in so doing will develop into Christian men and women ready to fill the place God has for them.

We further believe that patrons of our school desire and expect those who attend to follow the rules and regulations of the school as detailed in this bulletin.

As an elementary school operating under the jurisdiction of the Oregon Conference of Seventh-day Adventists, Riverside Christian School administers all education and financial policies on a racially nondiscriminatory basis. Students who qualify are admitted without regard to race, color, gender, religion, national and ethnic origin and are accorded rights and privileges pertaining to facilities and general activities.



Accreditation

Riverside Christian School is accredited by the National Council for Private School Accreditation, The Board of Regents of the General Conference of the Seventh-day Adventists, the North Pacific Union Conference of the SDA, and is registered with the state of Washington. Our teachers are certified by the state of Washington and the North American Division of Seventh-day Adventists.

School Calendar

For current calendar, check website.

School Hours

Pre-K	
Monday-Friday	8:00am-11:30pm
Kindergarten – Grade 8	
Monday – Thursday	8:00am – 3:00pm
Friday	8:00am – 12:00pm
Half Day Dismissal	8:00am – 12:00pm
Late Start	10:00am – 3:00pm

For all students, school doors open at 7:45am. It is important that students do not arrive at school before 7:45am. If you need to drop off your students earlier than 7:45am, please make arrangements with Riverside Enrichment Program. R.E.P. is the only area of student supervision prior to 7:45am. Students who have not been picked up within 15 minutes of school dismissal will be sent to R.E.P. Please make prior arrangements if your child will be picked up later than 15 minutes after dismissal. For more information on our before and after school enrichment program, please pick up a Riverside Enrichment Program registration packet.

Attendance Policy

Tardies

Students will be marked tardy if not in their classroom by 8:00am. It is important for the learning of all students to arrive on time.

Absences

- If your child is unable to attend school for any reason, please call the school and leave a voice message by 8:00am. If we don't hear from you by writing or by phone, the absence will be recorded as unexcused.
- If your child has an appointment that will cause him/her to be tardy/leave early, please notify the teacher in writing beforehand.
- If your child will be absent for family vacations please let your teacher know in writing the dates the student will be gone.
- If your child is sick for 3 or more days, please bring in a doctor's note.
- For any absences please contact your teacher regarding work that will be missed.
- A student that is absent for 20% of each quarter, for whatever cause, may forfeit his grades unless it is evident to the teacher that work has been satisfactorily made up.

Admission

Riverside Christian School accepts students of any race, ethnic background, gender, or religious beliefs who are in agreement with its purposes, objectives, and willing to support the principles and regulations of the school.

Age Requirements

It is highly recommended that all students entering first grade have at least one year of kindergarten experience. Kindergarten students must be at least five years of age by September 1st. Students registering for

First Grade must be at least six years of age by September 1st. Age is not the only criteria and student readiness is also considered prior to enrollment. Tests to ensure student readiness may be administered.

Placement Tests

A placement test may be required if students have not attended Riverside Christian School the previous year.

Testing and Evaluation

Yearly achievement tests are administered to each student. Kindergarten through second grade exams are given in the spring, while third through eighth grade are administered during the first quarter of the school year.

Transferring

Cumulative records must be requested from the students' previous school for all students transferring to Riverside Christian School. These include all academic, testing, behavior/discipline, and attendance records. Two letters of recommendation are also required before enrollment.

Probationary Period

All student applications will be reviewed before students are accepted or attend class. New students are admitted on a six-month probationary status which will be reviewed on the completion of period.

Immunization/Documents

All applicants must complete all registration documents, immunization records, and health records. Documentation of a complete medical examination is also required for all new students at registration.

Students are expected to be current with state immunization requirements. Parents of new students must submit a copy of immunization records, as well as verification of a recent, within the last six months, physical exam. A volunteer nurse will conduct periodic head lice, scoliosis, eye, and ear exams.

Special Needs

Riverside Christian School is not equipped to serve students who have special educational or behavioral needs. Students with academic problems, poor behavioral records, or who have been suspended or expelled from another school will need further review before admission.

Tuition

Outstanding Balance

No student will be admitted whose account from a former school or previous year has not been paid in full. Any request in exception to this policy will be considered on an individual basis by the school board.

Financial Agreement

A written financial agreement is required of all school patrons.

School Funding

Riverside Adventist Christian School is funded through three sources:

1. Student Tuition
2. Subsidy from the constituent Seventh-day Adventist churches.
3. Subsidy from the Oregon Conference of Seventh-day Adventists

The total cost of the establishment and operation of the school is not covered in full by the tuition charges. Members of the constituent churches invest a large amount yearly in order to equip and maintain the school properly. Patrons who are not members of one of the constituent churches are asked to pay slightly higher rates for tuition so that they may share in a small way this extra cost.

Registration Fee: Grades K-8: \$150.00 (applied to students tuition in the first month)

- Registration fees are due no later than August 1. Reservations are not guaranteed without these fees. No student will be allowed to attend school without the registration fees paid in full.
- Registration fees are non-refundable after August 1. These fees are used to purchase books, supplies, and insurance to prepare for each student. The Registration Fee will only be returned if a student's application is denied.
- If a student applies for school enrollment at any time past March 15, the Registration Fee will be discounted by 50% for the present school year only.

Fee Schedule (see current on website)

Discounts: apply to K-8th grade only.

Payment in full discount:

A 3% scholarship is applied to the tuition if the full-year is paid for prior to the end of the first full week of the school year.

Multi-Student Discounts:

Qualifying families are defined as living in the same household, and paid for by the same parent(s)/guardian. A scholarship of 3% will be given on each additional child's tuition.

Tuition Payments

Yearly Tuition Plan

The entire tuition amount is due and payable on September 1 of the school year.

Monthly Tuition Plan

This plan allows for 12 equal monthly payments due on the first day of the month, beginning July 1 and continuing through June 1.

Alternative Tuition Plans

The treasurer may allow other payment plans, such as quarterly, on a case-by-case basis. Payments must still be received on or before the 5th of the month due.

Late Payments and Fees

- A late fee of \$10 will be added to any account not current as of the 10th of the month due.

- In the event a payment is 20 days late the school may suspend the student until the account is brought current. In the event a student is suspended for non-payment, the parent/guardian must submit an acceptable written financial commitment plan. If the account has a pattern of serious delinquency, the student may be permanently dismissed.
- A \$35 fee will be levied (in addition to other applicable fees) for payments returned by the bank for Non-Sufficient Funds.
- If a student withdraws during the school year, all accounts must be brought current through the end of the month of final attendance. In the event of a credit balance, the remaining portions will be reimbursed once all charges have been satisfied.
- Washington State Law (RCW 28A.195.070) authorizes private schools to withhold official transcripts for unpaid accounts. Riverside Christian School may, at its discretion, withhold official transcripts until accounts are brought current. In the event a student transfers to a public school, Riverside is required to transmit information regarding academic performance, special placement, immunization records, and disciplinary action, but is still allowed to withhold official transcripts.
- For students transferring to Riverside, records transfer request will include a request for financial history from a previous school. Riverside will also share financial history with another school to which a student may be transferring. This pertains to payment history only, not personal financial data.

Other Policies and Information

- All parents and legal guardians for a student are authorized to access the student's records including academic, disciplinary, and medical information. In the event of delinquency in financial issues regarding the student, all financially responsible parties will be notified of the delinquency prior to actions being taken regarding the student's attendance.
- In the event of split accounts (two or more parties providing financial support for the student's attendance), a letter will be sent to the delinquent party on or about the 10th of the month. If the account is not brought current and acceptable arrangements have been made by the 20th of the month, letters will be sent to all interested parties regarding the delinquency. As mentioned in the above financial policy, action may be taken, such as suspension and dismissal, if an account is not brought current by the 30th (or last day) of the month.
- Riverside reserves the right to use all legal means to collect payments owed.

School Board

The school board meets monthly, and is open for all parents to attend, unless it is in executive session. Items must be presented to the principal and chairman at least one week prior to convening.

Home and School Association

The purpose of the Home and School Association is to provide support for the school, students, and parents. Many avenues of communication between home, school, parent, teacher, and the church are available. These include social and civic activities, informative programs and classes, open house, picnics, and school fund-raising projects.

Parent Teacher Conferences

Student goals are best achieved by addressing them under conferences and cooperative planning. Regular times are scheduled for conferences to evaluate the students' progress and how best to meet student goals and needs.

Computer and Internet Use

Computers/iPads are to be used for educational purposes. Prior to computer use or internet access, students and parents or guardians will be required to sign a computer and internet consent form.

Visitors and Volunteers

Riverside Christian requires all school volunteers to complete a criminal history background check. Parents are invited to visit student's classrooms. Friends of a student must make arrangements with the school prior to the visiting. Student visitors must meet Riverside Christian School's dress and conduct standards.

Weekend School Events

Required weeknight or weekend events are kept to a minimum, though several are scheduled each year. Student participation is appreciated.

Field Trips

Riverside Christian School may take a number of field trips each year. In some instances, a fee may be necessary to cover expenses, payable by the parent or guardian. Written parental permission will be required for these trips. Students without a signed permission statement granting consent will not be allowed to participate in the field trip.

Field Trip Driver

Any individual who drives for a field trip must complete a criminal background check, a field trip driver form, a copy of driver's license, and proof of insurance. The driver's insurance must have a coverage of \$100,000/\$300,000 or higher.

Pickup Policy

If a student will be picked up by someone other than a parent or guardian, a signed note must be presented to the teacher before the student will be released for safety concerns.

Property Damage

If a student is willfully responsible for destruction or defacing school property the parents or guardians will be held responsible for repair and replacement costs of that property.

School Closures or Inclement Weather

In the event of an emergency or extreme weather conditions, information may be obtained through the internet, website, local newscasts or local radio stations. Riverside Christian School will follow the Camas and Washougal Public School District's mandate on school closure. Both districts must be closed in order for Riverside Christian School to have a closure. If the school must close early for any reason, the parents or guardians will be notified by telephone. The Riverside Childcare Center will attempt to remain open during school closures but please call ahead to determine whether they are able to remain open.

Emergencies

In the event of an emergency, such as a flood, fire, earthquake, tornado, or landslide, parents or guardians will be informed through radio, television, or if possible a personal phone call if there is any danger to the students. In case a parent or guardian cannot be reached by phone, the school will call the supplied emergency numbers. Teachers will remain with students until arrangements have been made to pick them up.

Citizenship

The objective of Riverside Christian School is to promote a Christian environment where the following behaviors are considered unacceptable and constitute grounds for serious discipline, suspension, or dismissal:

1. Profane, obscene, or unkind language or discourteous conduct toward teachers or peers.
2. Dishonesty, including stealing, cheating, gambling, and willful deception.
3. The possession or use of tobacco, drugs, drug paraphernalia, or alcoholic beverages in any form.

4. Willful destruction or defacing of school property including desks and books.
5. Possession of fireworks, knives, and firearms.
6. Constant and obstinate violation of any school regulation which constitutes insubordination.
7. Negative attitudes that may be detrimental even if there is no specific violation of other school regulations.
8. Offensive conduct or racial, ethnic, religious, age, or sexual harassment of any employee or student.
9. Possession of a firearm or weapon or involvement in a weapon related incident.
10. Disobedience of any rule announced and explained by the teacher not written in this policy.

These regulations apply to students, at all school events. School visitors are also expected to follow these regulations. Riverside Christian faculty members reserve the right to search student desks, cubbies, notebooks, backpacks, etc. while remaining in compliance of state laws and regulations.

Dress Code

To encourage student excellence, school attire must reflect the serious nature of learning and be different from clothing worn during play or leisure. Our standard is that student appearance must be clean, modest, safe, non-disruptive, and reflect Christian values. Therefore, Riverside

Christian School has chosen uniforms to be the appropriate school attire. Students are expected to dress according to these guidelines while on campus or any school sponsored activity.

Uniforms

Boys

Bottoms: Uniform pants or shorts in khaki or navy blue.

Polo Shirts: Long or short sleeved in any solid color.

Field Trips: Navy blue t-shirt with school logo and uniform bottoms.

Girls

Bottoms: Uniform pants, shorts, skirts, skorts, or jumpers in khaki or navy blue.

Polo Shirts: Long or short sleeved in any solid color.

Field Trips: Navy blue t-shirt with school logo and uniform bottoms.

Shoes

Daily: Dress or athletic shoes in any color.

PE/Recess: Athletic shoes in any color.

Unacceptable: Flip-flops, open toed shoes, heellies, or military style boots.

Accessories

Hats: May be worn only outside the buildings.

Jewelry: May not be worn for safety and security reasons.

Cosmetics: Excessive, conspicuous unnatural cosmetics, and nail polish may not be worn.

Outerwear

Sweatshirts/Fleece Jackets: Navy blue sweatshirts or fleece jackets may be purchased through the school.

Jackets/Parkas: Jackets and parkas are acceptable in any color or style.

Parents and Dress

The primary responsibility for ensuring that a student's attire meets the dress code resides with the student and his/her parents. If there is ever any question as to whether an article of clothing, footwear, cosmetic, hairstyle, etc. meets the dress code guidelines please contact the school or err on the side of caution.

Suspension and Dismissal

Any teacher may temporarily suspend a student from class, but only the principal may temporarily suspend a student from school. A student may be suspended for repeat offenses where other procedures have not been effective. The school board has the authority to issue extended suspensions or dismissals upon recommendation from the principal.

Illness

Please keep your child home when infected with an illness. Illnesses include coughing, fever, running nose, sore throat, rash, vomiting, or diarrhea. The school will administer first aid as needed and parents will be notified of more serious injuries.

Medication

Any medication of any kind cannot be administered at school at any time, unless we receive a signed note from a physician stating specific instructions.

School Insurance

The premium for insurance included in the entrance fee provides limited coverage for accidents while the student is engaged in any school sponsored and supervised activity. Any accident must be reported to the teacher immediately to qualify for insurance coverage. Claim forms are available in the office.

Telephone Use

The school telephone is for business hours only. Please do not call

students or teachers during school hours except in cases of emergency. If a cell phone is brought to school, it must remain off during school hours and only used by permission of the teacher.

Personal Belongings

Students should not bring valuables to school such as video games, cd players, mp3 players, or collections. The school does not assume responsibility for damage or loss for any items that are brought on campus. If your child desires to bring a valuable collection to show and tell, please notify their teacher.

Playground

For safety, students must not wander from the designated play area. The playground and playfield areas are not to be used by any student or visitor at any time unless a Riverside Christian staff member is directly supervising.

Parking Lot

Vehicles are to drive with a maximum of 5 mph when entering or exiting the school parking lot for students' welfare.

Media Waiver

Riverside Christian School takes pictures of school activities and events throughout the school year. The photographs are not for unrelated school use or monetary gain. Enrolling your student in Riverside Christian School indicates your acceptance of the conditions of this waiver, unless otherwise indicated in writing.

Responsibility of Parents

Success or failure of each student's academics is greatly determined by the dedication and cooperation of the parents/guardians. Riverside Christian recommends the following guidelines.

Parents are asked to:

Uphold the Christian ideals taught in the school.

Support the school with your prayers and volunteer service.

Participate and volunteer in the Home and School Association activities.

Discuss criticisms or concerns directly with the teacher rather than with the students or other parents.

Uphold the teacher in the presence of the students.

Attempt to arrange all appointments outside of school hours. If appointments must be made during the school day, please make arrangements with the teachers in advance.

Pay tuition on time.

Pick-up and drop-off students on time.

Read all school notes and return notes to the school in a timely manner as needed.

Follow through with vision, hearing, and medical recommendations.

Parental Concerns

It is imperative that there be genuine unity of purpose and practice between parents and teachers. Parents, as well as teachers, are encouraged to bring their concerns regarding school-oriented situations into proper focus by taking the following steps as outlined in Matthew 18:15-20.

Pray about the matter and ask for God's wisdom and direction.

Speak to the person as soon as possible. If needed, the principal may accompany you. If these steps do not solve the issue, the school board chairman will be available to help. Further steps may include the Oregon Conference Superintendent.

Harassment

No staff member, student, or any other person associated with Riverside Christian School shall concur with, or cooperate with, permit, or participate in any act that, or tends to, injure, degrade, or disgrace any student attending school or other person.

Harassment includes such conduct as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's race, religion, national origin, age, gender, or physical challenges.

Sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive school environment.

Incidents of harassment shall be reported in writing to the principal or school board chairperson. To the greatest extent possible, such complaints will be treated in a confidential manner. If, after appropriate investigation, it is determined that policy has been violated, prompt corrective action will be taken in accordance with the applicable policy and or state law.