

RCS Handbook, 2020-2021

Riviera



CHRISTIAN SCHOOL

1650 Brush College Rd NW

Salem, Oregon 97304

School: (503) 361-8779

rivierachristian@gmail.com

Childcare: (971) 301-5745

childcare_rcsk5@yahoo.com

www.rivierachristian.org

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**** Please note: Items with a single asterisk (*) contain information specific to COVID-19 guidelines and may be further addressed in the COVID-19 Addendum to the handbook.**

General Information

Admissions Policies

1. Attendance at Riviera Christian School is a privilege and not a right. This privilege may be forfeited by any student or family that does not abide by the standards, policies and practices of the school.
2. The school reserves the right, at its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the student or family displays attitudes or behaviors that are inconsistent with the spirit and guidelines of the school.
3. It is the policy of Riviera Christian School to follow the Christian practices of nondiscrimination on the basis of race, color, religion, national or ethnic origin.
4. The school administration has the final responsibility for placing a child in the proper grade.
5. Registration is not complete until the Application, Medical Release, Financial Agreement, and Certification of Immunization are complete and turned into the office with the required fee.

Age for Admission

Children must reach the following ages by September 10th to enroll in school. In rare occasions, exceptions may be made by the administration and confirmed by board approval. In addition to the age requirement, students must also be fully potty trained as a prerequisite for enrollment.

Age	Class
3	Preschool
4	Prekindergarten
5	Kindergarten
6	First Grade

Admission Procedure

1. Complete the following forms:
 - Application for Enrollment
 - Medical Release
 - Financial Agreement
 - Certification of Immunization Status
2. Pay the required registration fee.
3. Attend an interview with parents, child, and school administrator for all new applicants.
4. Allow child to be tested, if required

Financial Policies

In-House Registration

Current students at Riviera Christian School and Childcare and their siblings have the opportunity to register before the general public. Open registration will begin the week after currently enrolled students have had the opportunity to register.

Registration Fees

This is a yearly fee used for ordering curriculum and supplies for the coming year. In addition to the supplies that parents provide, many classroom activities require other materials. The registration fee is nonrefundable unless the student is not accepted for admission.

Grade/Class	Registration Fee
Preschool/Pre-Kindergarten	\$200/student
Kindergarten through 5th Grade	\$300/student

Tuition

Tuition is calculated on an annual basis and tuition payment is an obligation of enrollment for the entire school year. The amount may be paid in a lump sum, or for your convenience, the tuition may be paid in equal monthly payments. Please make all checks payable to Riviera Christian School or RCS. It is very convenient to pay online using PRAXI. The following fees apply:

Payment Type	Fee
Praxi – ACH	FREE
Praxi – Debit or Credit	2.75%

Our teachers are hired on an annual basis and, as a result, we will be unable to provide reduced tuition in the case of prolonged absences. **If a student is withdrawn during the year, tuition must be paid for the entire quarter in which the withdrawal occurred.** Please keep your payments current so we can meet our financial obligations and so your student can remain

enrolled at RCS. We do our best to keep costs down as much as possible. The tuition schedule for the current year is as follows:

Grade/Class	Full Tuition Amount	3% Discount*
2 Day Preschool/Pre-Kindergarten	\$1,800.00	\$1,746.00
3 Day Preschool/Pre-Kindergarten	\$2,205.00	\$2,138.85
Half Day Kindergarten**	\$2,880.00	\$2,793.60
Full Day Kindergarten - 5th Grade	\$4,490.00	\$4,355.30

* 3% discount applies if tuition is paid in full by the Friday before school starts in September

** Half day kindergarten is only available under specific circumstances.

Grade/Class	12 Month (June-May)	11 Month (July-May)	10 Month (August-May)	9 Month (September-May)
2 Day Preschool/Pre-K	\$150.00	\$163.64	\$180.00	\$200
3 Day Preschool/Pre-K	\$183.75	\$200.45	\$220.50	\$245.00
Half Day Kindergarten**	\$240.00	\$261.82	\$288.00	\$320.00
Full Day Kindergarten - 5th Grade	\$374.17	\$408.18	\$449.00	\$498.89

Other Fees

\$25 Returned check fee • \$10 Late payment fee

Tuition Discounts

- **Pre-paid Discount:** 3% tuition discount for paying in full by the Friday before school starts in September.
- **Multi-student Family Discount:** 1st student, none; 2nd student, 5%; 3rd student, 10%; 4th student 15%
- **Referral Credit:** \$50 referral credit for a new family still in attendance in December
- **Preschool Registration Discount:** \$25 if paid by April 1st
- **K-5 Registration Discount:** \$50 if paid by April 1st

Tuition Aid

The Riviera Christian School Foundation provides tuition aid for families who desire to have their children at RCS but require financial assistance to make that possible. Tuition aid is available to qualifying families of elementary students only. All inquiries for tuition aid should

be directed to RCS Foundation. Applications are generally available after February 1st, and the deadline to submit the application with all required supporting documentation is May 1st. The RCS Foundation aims to notify families who are receiving aid for the following year by June 15. *Funds for financial assistance are limited and disbursed based on financial need.* Students requesting financial assistance must be enrolled as a returning student or have a new student application in process at the time of applying for aid.

General Fiscal Policy

1. Due Dates: Tuition payments for both school and childcare are billed on the 1st of each month. They are due by the 8th of each month, after which time a \$10 late fee will be applied. The student(s) will be suspended from school and childcare after the 20th of the month if either account is still past due. Any balance that is more than 60 days past due may be turned over to a collections agency unless a payment plan has been agreed upon and honored between the family and the Riviera Christian School board.
2. Tuition Adjustments: Because Riviera Christian School has an obligation to its employees, students are considered enrolled for the entire school year. No cost reductions can be made for vacations and school holidays. If a student is enrolled after the school year has begun, the tuition may be prorated according to the actual number of months enrolled. No deductions in tuition will be made for absences during the school year, regardless of the cause of absence.
3. Accounts are maintained in the school office. If you are withdrawing your child for any reason, please notify the school in writing. We consider your notice as a 30-day withdrawal. All payments should include that 30-day period. All books and school materials must be returned, and all fees paid before grades and file will be forwarded to the new school.
4. To help RCS keep tuition costs down, each family volunteers time in support of the school.
 - a. **AUCTION VOLUNTEERING** is required for each family. More information regarding auction volunteering is provided by a separate memo coming out in September/October of each year.
 - b. ***CLASSROOM VOLUNTEERING** is strongly encouraged this year and will be required next year as follows: 10 hours for 2-parent families and 5 hours for single-parent families. Grandparents, aunts and uncles can also help with family volunteer hours. Backgrounds checks must be completed before volunteering takes place.

RCS Childcare

Registration and Tuition

Riviera Christian School Childcare is state certified with qualified staff. Before your child can enroll in the RCS Childcare program, you must talk with the childcare director and pay the \$100 registration/supply fee. Space is limited so please make your arrangements as early as possible.

For the 2020-2021 School year, the childcare will be providing the physical care and supervision of school-age students during regular school hours. This will enable the school to continue providing for your child's academic needs.

Class	Age	Tuition
Infants	8 weeks – 12 months	\$1050 / month
Wobblers	12 months – 24 months	\$850 / month
Toddlers	24 – 36 months and potty trained	\$750 / month
Preschool – School Age	3 years old and potty trained – 5 th grade	\$4.50 / hour

Schedules

Schedules are to be turned in by the 20th of each month for the upcoming month. Schedules can be sent via email to childcare_rcsk5@yahoo.com. If the schedule is not turned in on time, care may not be provided. We are limited by teacher-to-student ratio and number of children per classroom. Childcare for 5th graders is only available to them until the last day of 5th grade.

Cancellations

You may cancel for the day with no fee charged if you call or email before 7am. If you cancel between 7:00 and 8:45 am, there is a \$20.00 cancellation fee. If you cancel after 8:45am or not at all you will be charged for the time scheduled. You may call and request drop-in care if there is space available. Please don't assume there is room for your child if you have not turned in your schedule on time.

Snacks and Meals

Snacks are provided, but if your child is in childcare during lunch time, you must provide them with a healthy lunch (protein, fruit, vegetable, and other goodies). Please do not send candy. We do provide milk.

For additional details on RCS Childcare policies, please see the childcare director.

General Student Policies

Absences

When your child is going to be absent, please call the office **before** 9:00 AM to request homework, and it will be available in the office after school.

For absences due to illness, medical appointments, or family emergencies, please notify the teacher and the RCS office. The teacher will work closely with the student to make arrangements for making up missed assignments. We understand that situations arise during the school year when parents desire to have their child excused for reasons other than those stated above. In those cases, we ask you to ensure that your child completes missed assignments within a reasonable time as determined by the teacher.

Association of Christian Schools International (ACSI)

Riviera Christian School has been a long-standing member of ACSI. RCS staff attend most of their regional conferences and are involved in several of their academic activities. When student activities are available we participate in those as well. We take two elementary students from each grade level to be in the ACSI Spelling Bee. Many of our 3rd through 5th graders compete in the ACSI Math Olympics. We participate in their elementary Speech Meet, as well.

For the 2020-2021 school year, ACSI will conduct the Math Olympics and Speech Meet online. The spelling bee has been canceled due to the uncertainty and restrictions caused by Covid-19.

*Classroom Visitation

Under normal circumstances, parents and visitors are welcome to visit and observe our classrooms. While emergency COVID-19 measures are in effect, we are unable to have visitors in the classroom. If you need to discuss school matters with a teacher, please make an appointment with the teacher before or after school or by calling the RCS office. ***All visitors and volunteers must first call the school office. If possible, office staff will assist you over the phone. Essential volunteers for recess breaks must check in by calling the RCS office for***

security reasons and sign-in assistance. Our safety plan will not be effective if we do not follow protocol.

Communication

We strive to keep parents informed of school news and events. You will receive a monthly school newsletter (one per family) in addition to updates and calendars from the individual classroom teachers. Please check your child's backpack daily to find the red homework folder that contains this information.

Using your email address in Praxi, we will also send home reminders and needs in that form of communication as well. If you need to discuss something with your child's teacher by phone, call the school office and the teacher will be informed to contact you at their earliest convenience. If other family members need to receive these emails, please be sure you have added their contact information on Praxi.

If staff members choose to give you their personal phone numbers, please be respectful of their personal and family time. Do not call late in the evening or on weekends unless there is an emergency. Teachers do not answer their phones during regular school hours.

Please do not approach teachers with questions or concerns immediately before or after school. Be aware that it is **very difficult** for a teacher to discuss your suggestions or concerns when there are children present in the classroom. The teacher must be able to greet the children as they arrive and prepare them to leave for the day without being distracted by personal conversations.

Dress Code

As fads and fashions change, some guidelines are difficult to include and update each year. Therefore, the RCS staff reserves the right, upon their discretion, to prohibit any clothing, accessory, hair style or coloring, and tattoo type imprints that may become a distraction in the classroom. If a student comes to class or a school activity in attire that contradicts any of these guidelines, parents may be contacted. We believe it is important to teach our students the virtue of modesty. Any challenges to the guidelines may be brought before the school board.

Parents will be notified by email or phone call when clothing does not follow the dress code.

1. **Footwear** should ensure safety and comfort both in the classroom and on the playground. Therefore, rubber or flimsy "flip flop" style sandals and heels more than one-inch high are not allowed. If open shoes/sandals are worn, they must have a strap across the heel. Tennis or running-type shoes should always be worn on scheduled P.E. days.

2. **Headgear** is acceptable for outdoor recess times but is not to be worn inside the school building. This includes, but is not limited to, baseball caps, hats, bandanas, scarves, stocking hats, berets and sweatshirt hoods. This guideline will be excluded for medical reasons, as well as school spirit days that encourage the students to dress up.
3. **Clothing with logos, text, and/or pictures** must be in good taste (as deemed by the school staff) and not in opposition to Biblical values. This includes, but is not limited to, references to violence, drugs or alcohol, wizardry, skulls and crossbones, disrespectful and inappropriate behavior, whether by musicians, animated characters, movies, or television shows.

4. **Girls**

- Shorts and hemlines and/or slits in skirts or dresses may be no shorter than fingertip length. Any tight, body-hugging attire such as leggings, Spandex and Yoga pants are allowed, and must be worn under a dress, skirt or loose-fitting shorts that are fingertip length. We request that if a girl wears a skirt or dress, she wears shorts, tights or leggings underneath.
- Shirts and blouses must be long enough to cover the midriff area, even when arms are raised above the head.
- Attire with low and revealing necklines are not allowed. This includes strapless dresses and tops. All tank tops and sundresses should have straps that are **at least** 1" wide unless a blouse or shirt is worn underneath or over the top. No undergarments should be exposed at any time.

5. **Boys**

- Shorts must not be shorter than fingertip length.
- Shirts should be long enough that the midriff is not showing when hands are raised above the head.
- The waistline should be at or near the waist and not sagging. Underwear should never be visible because of sagging pants or shorts.

Emergency Information

- Please make sure the school office has current information regarding emergency contacts. Daytime phone numbers, including work and cell numbers, need to be updated and on file in the school office at all times. We must have a contact number available from an authorized person that can pick up your child, if needed, within 30 minutes or less.
- Students are instructed to report all accidents or injuries immediately to the staff on duty. In cases of a serious accident or illness, the school will make every effort to contact the parents or guardian as soon as possible. If, in the opinion of the school staff, the injury or illness is serious enough that immediate treatment is necessary and parents cannot be reached, a staff member may summon emergency assistance, transport to Salem Hospital

Emergency, or contact the physician listed on the Medical Release Form (included with the application form).

Homework

The following is a list of the primary reasons why homework is assigned to students:

- Students often need extra practice with new concepts, skills, and/or facts. In certain subjects there is not enough time in a school day to do as much practice as may be needed for mastery.
- Repeated short periods of practice or study of new information is often a better way to learn than one long period of study. We do not assign busy work.
- Since Riviera Christian School recognizes that parental involvement is critical to a child's education, homework may sometimes be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep parents informed as to the current topics of study in the class. Examples of this could include reading with your child, helping them practice spelling words and math facts, or working on a class project.
- Homework may also be the result of students who have been given adequate time to complete assignments in class but did not use their time wisely.

We believe that family time and outdoor activities are a priority, and that definite limits should be followed for homework time. The necessity for doing homework will vary from grade to grade and even from student to student. There may sometimes be projects or assignments due to absences that may take additional time at home to complete. Normally, homework will not be assigned over the weekend or over holidays and vacations. If the assignment is not completed during the specified time, attach a note to the assignment making the teacher aware of their effort. The guide below should be regarded as maximum times, **not as required minimums**.

Kindergarten:	Very minimal, only as needed
1st – 3rd grade:	Approx. 30 minutes per weeknight
4th – 5th grade:	Approx. 45 minutes per weeknight

*Illness

We ask that you **keep your child home** from school if they have any of the following symptoms:

- ***Fever over 100.4 degrees in the past 24 hours.***
- ***Diarrhea or vomiting in the past 24 hours.***
- ***Severe cough or persistent cough that keeps them from participating in the class and/or physical activities.***
- ***Nasal discharge that is anything but clear.***
- ***Difficulty breathing and/or abnormal wheezing.***
- ***Any rash/skin condition present unless deemed non-contagious by a physician.***

PLEASE SEE ADDITIONAL COVID-19 GUIDELINES AT THE END OF THIS HANDBOOK

If a child develops any of these symptoms while at school or in childcare you will be notified promptly. Typically, if a child is too ill to participate in physical activity, they are more than likely too ill to be at school. It is difficult for staff to keep one child in from recess due to illness as staff members are busy during those times. If a child needs to be excused from P.E., a written note from the parent or guardian must be sent to school to excuse them, and they will stay in the school office.

Immunizations

The Oregon Immunization law requires that **all** children have a current immunization form on file at school. Forms are available in the school office. If the parent or guardian does not present evidence of updated vaccinations or meet the required guidelines to qualify for a medical or religious exemption, the child will be excluded from school. **For information on how to obtain an exemption, please see the office manager or childcare director.**

Inclement Weather and School Closures

In case of inclement weather, please stay tuned to local radio and television stations for information regarding school closures. We will follow the decision made by Salem-Keizer schools. If they are closed, we are closed as well. If there is a 2-hour delay, we will cancel our preschool, prekindergarten, and ½-day kindergarten classes. The all-day kindergarten and elementary will begin at 11:00 am.

School closures should be posted on www.statesmanjournal.com and on our website at www.rivierachristian.org. We will also list any updates, including childcare hours, on the school message machine that morning. If there is a decision made to close school early during the school day for any reason, we will do our best to communicate the details with parents as quickly as possible, whether by phone or email.

Childcare follows the same policy. You **MUST** call and confirm availability of space. Please do not assume there is room for your child in childcare during weather delays, even if they were scheduled for earlier that morning. We highly recommend having an alternative childcare plan for unexpected events such as this.

Lost and Found

Personal items, such as coats, sweaters, sweatshirts, backpacks, lunchboxes, and water bottles must be clearly marked with your child's name on them. **When belongings are clearly marked, students can avoid arguments over ownership, and their belongings are less likely to go missing!**

Lunches

Due to COVID-19 requirements, students will bring a packed lunch to school. Microwaving will not be available in the classrooms. **Parents are strongly encouraged to volunteer for lunch recess duty, since teachers will have students in their classrooms during lunch times.**

Parent-Teacher Club (PTC)

We believe that educating your children is a joint responsibility between home and school. To accomplish this, we encourage active parent support through the Parent-Teacher Club. All parents are welcome and encouraged to attend the monthly meetings. We offer free childcare and strive to keep the meetings to an hour in length. The Parent-Teacher Club is designed to provide enriching and educational activities and opportunities for the students through various fundraisers and volunteer help.

Besides supplying the teachers with funds to help with the needs in their classrooms, the PTC helps provide assemblies, guest speakers, our end-of-the-year celebration party, and other needed supplies and equipment that are not within the school budget. The PTC is a great way to meet other parents, share ideas, and make Riviera stronger through your service.

RCS Foundation Auction

Each year in the spring we hold our annual RCS Foundation Auction. This is our largest event and fundraiser of the year. The majority of the funds are designated for tuition aid as we strive to help make quality education available to those who cannot afford it. Because it is such a big undertaking, we need a lot of volunteer help! We expect **all** of our families to be involved in some way. Our Auction Committee and our PTC will be working together to create volunteer expectations that make it a blessing to be involved and make a difference at RCS.

School Hours, Monday to Friday

Office hours	8:30 am – 3:30 pm
Childcare hours	6:45 am – 5:30 pm
Preschool class	9:00 am – 11:30 am
All-day kindergarten	9:00 am – 3:15 pm
Grades 1-5	9:00 am – 3:15 pm

Students must not arrive to class more than 15 minutes before class begins. If they are dropped off earlier, they will need to join the childcare students if space is available, and you will be expected to pay the hourly childcare fee (\$4.50 per hour). Prompt pick-up of your child is also important. Children must be picked up within 15 minutes of the dismissal time. Unless prior arrangements have been made, children who are not picked up within the allotted time will join the childcare until you arrive, and you will be billed a \$10 late fee.

Student Medications

If any medications, prescription or over the counter, need to be administered to a student during the day, you must fill out a Medication Authorization form available in the office. If your child needs an EpiPen, you will need to provide one to leave at school for them.

Tardies and Early Dismissals

It is important that classrooms not be interrupted during instructional time. If your child is late, and there is no staff member in the upper parking lot please **call the school office, and a staff member will meet you in the parking lot.**

If it is necessary to pick up a child early due to an appointment, please send a written note or email to the teacher and call the office that morning. **Please call the school office when you arrive to pick up your child and sign them out. School staff will bring your child to you; please do not go to the classrooms.**

Vacations/Holidays

We observe the same federal and state holidays as the Salem-Keizer school district. We also coincide with their Christmas and spring breaks. All holidays, vacation days, grading days, and teacher in-service days will be posted in the monthly newsletters, on our online calendar and on teacher calendars. Please note the dates childcare is closed. No fee adjustment will be made for Christmas, spring, or family vacations, as tuition is based on a yearly total. ***Please make every effort to not schedule a lengthy family vacation during the school year unless it is during a scheduled school break.***

General Guidelines

We expect the highest in Christian behavior and attitude at RCS. We do not expect everyone to live under a lengthy system of burdensome laws; however we do expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the Spirit. (Galatians 5:22)

The following "laws" are given simply as a "tutor" to the greater law of love.

1. Respect for Authority
2. Respect for Other Students
3. Respect for School Property

These are the three laws from which all others are derived. They should be discussed at home, so our students feel safe and supported at school. They also will be discussed within the classroom early in the year. In addition to these three, **the following specifics are necessary to help the school run smoothly, safely, and in a godly manner.**

1. Students are not to damage or deface school property; this includes textbooks. Damaged property will be repaired or replaced, and the cost charged to the student's account.
2. Students are not to use profane or vulgar language, or act in a disorderly manner.
3. Students are not to steal, cheat or lie (misrepresent the truth).
4. Skateboards, knives, articles resembling weapons, matches or lighters, firecrackers or other types of incendiary devices or explosives are not allowed.
5. Students are not to fight, kick, hit, shove, bite or spit on each other. Students are expected to keep their hands and objects to themselves and respect others' personal space and privacy.
6. Verbal or implied threats will not be tolerated.

General classroom standards:

1. Be ready for class with all the materials you will need.
2. Be respectful of the teacher and all other adults in authority.
3. Be respectful of all other students (keep hands and objects to yourself).
4. Speak with kindness and respect to all other students.
5. Stay in the assigned area.
6. Pay attention to the person who is speaking (including peers).
7. Work diligently and without disruption to others
8. Wait for permission to speak and refrain from interrupting the speaker.

Any other conduct that would bring dishonor or discredit to the student, the student's testimony, to the school or school's testimony or otherwise violate expectations that students demonstrate a Christ-like life is prohibited. Additionally, the school prohibits either the promoting or encouraging of others to violate the school's standards.

Eagle Code of Conduct

"Let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:16

"...but those who hope in the Lord will renew their strength, they will soar on wings of eagles; they will run and not grow weary, they will walk and not be faint" Isaiah 40:31

- E** Engage in learning with enthusiasm and responsibility
- A** Accept instruction and listen to the adults at school
- G** Give respect to your teacher, your parents, and your friends always
- L** Learn from your mistakes and become a responsible citizen
- E** "Everything your do or say, then, should be done in the name of the Lord Jesus Christ"
Colossians 3:17

Anti-Harassment/Non-Violence

RCS expressly prohibits any form of sexual, racial, or other harassment, when involved in school functions on or off campus, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator. The school will initiate an investigation into any complaints and, based upon the investigation, contact parents and/or initiate disciplinary action.

The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

1. Verbal harassment includes offensive comments, jokes, slurs, graphic verbal comments about an individual's body, graphic verbal comments of a sexual or racist nature.
2. Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, and gestures.
3. Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement, bullying or intimidating others with name calling or threats to physically harm or destroy another's property.
4. In today's age of technology, it is important that students also respect others and refrain from any cyber-bullying tactics, messaging inappropriate photos or derogatory messages.
5. RCS also expressly prohibits, when involved in school functions on or off campus, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy are expected to report the violation to a teacher or administrator.

A statement of intent in which a student says they are going to bring a weapon of any kind to school, even without the intent to use it, will result in a minimum out-of-class suspension for the remainder of the school day. Parents will be notified immediately and will meet with the principal and student together before the student may return to class.

Cell Phones

Cell phones may not be used by students during the school day. A student may bring a cell

phone to school if deemed necessary to the child's welfare by his/her parents; however, the phone must be turned off and kept in the student's backpack. If cell phone use is necessary, it can only be used as a phone (not a camera or for games, etc.) and may only be used in the school office with teacher permission. If the phone is used in violation of school policy it will be confiscated and taken to the RCS office where it can be picked up by the parent at the end of the day. RCS will not assume liability for loss, damage, or theft of a cell phone after it has been confiscated. Repeat offenses will lead to escalating consequences for disrupting the school environment.

Class Parties

Class parties are part of the fun of school but must be held in moderation. There will occasionally be scheduled parties in each classroom as determined by the teacher. The only parties where invitations can be handed out in class or sent home is in cases where all the students in the classroom are invited. If that is not the case, parents should refer to the school directory for home contact information and contact families at their residence or home cell. Regardless, any communication needs to be approved by the teacher and if the teacher is uncomfortable with the situation, they should notify the administration immediately. If parents are in doubt, they should contact the administration before making any plans.

Discipline

RCS is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We appreciate your confidence in asking our staff to assist you in training your child. We maintain discipline that is firm, consistent, just, and tempered with love. Our faculty upholds standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out with good judgement and understanding.

The primary responsibility for discipline resides with the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is our hope that there will be appropriate parental follow-through should this occur. It is impossible to be of any real help to your child unless you are in active support of our disciplinary efforts. (Proverbs 19:18, I Timothy 3:4-5)

We believe that good classroom behavior and citizenship is vital for a healthy learning environment. If one student or a small group disrupts that environment, it steals learning opportunities from their fellow students. To that end, our elementary discipline policy includes the use of classroom warnings, office referrals, and removal from daily classroom activities including lunch and recess activities for a time period. This helps us keep students accountable for their actions and will be useful in keeping parents informed of any problems related to their child's behavior.

Disciplinary Action

Suspension is removal of a student from participation in the normal course of school activities. We consider suspension to be a serious disciplinary action, which is imposed only after student and faculty perspectives have been voiced. Parents will receive verbal and written notification of the decision, complete with explanation and consequences, and a copy will be placed in the student file. The administration will determine the length and conditions of the suspension. Students with a suspension must follow the same rules for make-up work as for excused absences. As suspension is a serious consequence for inappropriate behavior, and we desire that students learn from the discipline.

Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled member of RCS. The duration of the expulsion shall be for a minimum of the remainder of the academic year. Based upon the particular facts and circumstances, the school may, but is not obligated to, in its sole discretion, permit the student to re-apply for admission at a later date. Expulsion may result when there has been a violation of the law or serious infraction of our handbook. It is imposed on those rare instances when a student demonstrates persistent and/or otherwise inappropriate behavior that threatens the academic, social, or spiritual integrity of the school. Such behavior includes, but is not limited to, the following: stealing, lying, cheating, sexual misconduct, harassment, threats of violence, violence directed to another person, damaging of school or another student's property, possession and/or use of drugs, alcohol, or controlled substances weapons, or the reluctance to behave in a manner that is consistent with highest principles of Christian faith and practice as determined by the administration, faculty, staff, and school board. The school also reserves the right to remove or dismiss any student based upon the failure of a parent or guardian to adhere to their parental commitment to cooperate with the school or otherwise support the philosophy, ministry, policies, procedures, and decisions of the school.

The following are some reasons and causes for suspensions and expulsions. These guidelines are not meant to be an exhaustive list. The school reserves the right based upon the seriousness of the offense, as determined by the school, and based upon the particular facts and circumstances, the history of misconduct by the student, the contrition of the student, and what is in the best overall interest of the school. Students are advised that their consequences for any violation may also include loss of student privileges and activities, including participation in extracurricular activities.

1. Suspension:
 - a. Stealing, lying, cheating, forgery
 - b. Truancy, which includes leaving school grounds without permission
 - c. Fighting, inappropriate language, sexual misconduct, defacing school property
 - d. Harassment or bullying of fellow or younger students
 - e. Bringing any kind of weapon (real or toy) to school

2. Expulsion:
 - a. Stealing, lying, cheating, forgery
 - b. Sexual misconduct
 - c. Fighting
 - d. Damaging school property or another student's personal property
 - e. Possession and/or use of a weapon
 - f. Persistent evidence of a reluctance to behave in a manner that is consistent with the highest principles of Christian faith and practice.
 - g. Possession, use, sale, and furnishing tobacco, alcohol, or drugs
 - h. Harassment or bullying of fellow or younger students

Disciplinary Probation

Disciplinary probation will be based on continued deliberate disobedience, repetition of office referral, or committing a serious breach of the student conduct code, which may have an adverse effect on the school's testimony in the community. This applies to school functions on or off campus. A lack of parental support in dealing with a student's disciplinary problems may also result in disciplinary probation.

A student on disciplinary probation may not participate in any extracurricular activities. The length and terms of the probation will be determined by administration. If the student does not meet the terms of the probation within the required time, the student may be expelled from RCS. Parents are expected to support the school by helping to curb inappropriate behavior when notified.

Electronics

No home game electronics of any kind are allowed on campus. Special exceptions may be made for specific circumstances with teacher and administrative approval.

Field Trips

While Emergency Childcare Guidelines are in place, RCS will be replacing field trips with other on-site enrichment activities. When Fields Trips can be resumed, the guidelines are as follows:

Any time students leave the campus for field trips or any other school activity, they are expected to maintain the same responsible behavior as on campus. Teachers, parents and other chaperones are in charge and should be obeyed at all times, but it is important to note that the supervising teacher is the final authority on all matters. The parents and chaperones are under the same expectations as outlined under parents' expectation in this document.

Before going on field trips, parents must supply the school with documentation showing that they have successfully passed a background check. This can be done by going to www.criminalinfo.com, paying \$11, and applying online. You will receive your document in the mail.

All adults must comply with the Keeping All Eagles Safe guidelines in the handbook. It is up to the supervising teacher to make certain these expectations are clearly understood by chaperones and are always followed.

First Aid

First aid for minor injuries will be administered at the school. In case of more serious accidents or sudden illness, the parent will be notified. It is essential that the emergency number is available and that it is always up to date with the RCS Office staff. We would encourage the parent to have two or more emergency numbers. The school office is very limited on what it can treat, for example RCS cannot treat any of the following:

1. old wounds, cuts, splinters
2. sunburn, skin diseases, poison oak, impetigo
3. pink eye
4. pain relievers
5. diagnose illness - only obvious symptoms will be communicated

Additionally, students must be readmitted through the school office after being absent for any contagious diseases or conditions such as flu, chicken pox, head lice, pink eye, measles, impetigo, etc. Non-prescription or prescription medication cannot be dispensed at school without explicit doctor direction and a physician and parent release form declaring school personnel are cleared to give the medication. Students should never have any medication with them unless a doctor states it is necessary; for example, an inhaler may need to remain with the student at specific times.

Parent Conduct

We uphold the highest standard in Christian behavior and attitude at RCS. As with our students we expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the spirit (Galatians 5:22). In the spirit of modeling Christ-like behaviors and attitudes for our students, we ask and expect that parents will abide by a set of norms designed to create community within our school and reflect the beliefs that we uphold for our students. For example, we ask that you respectfully support our dress code and other school policies that guide our behavior at school functions.

The following is not intended to be an exhaustive list and RCS reserves the right at any time to remove any student at RCS whose parent chooses to persistently go against the norms and expectations set forth in the handbook.

Norms for Parent Conduct

1. Parents set the example of respecting others at all times on campus and at RCS activities.
2. Parents will respect the classroom environment and not disrupt the flow of instruction for personal reasons. **Important:** Parents, visitors, guest speakers, etc. must check in at the office during the school day. Teachers are instructed NOT to answer the door during class time, so please do not knock on the door during school hours. Even if a parent is a volunteer on a regular basis, you will always check in with the office and get a pass. This helps school and church staff to easily recognize our visitors and volunteers as approved by the RCS office, **and allows RCS to comply with contact tracing and physical distancing guidelines.**
3. We value our community at RCS. It is a precious resource for the success of our school. However, we encourage parents to keep the parking lot clear while children are being dropped off or picked up. For the safety of everyone, it is important to avoid congestion. **Most importantly, please use caution when driving through the parking lot. Please observe a 5-mile-per-hour speed limit.**
4. Gossip is the enemy of any organization or community. Ephesians 4:29 states, "let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear". Our staff uses this verse to guide our words and conversations. We ask that our entire community adopt it to govern their own conversations.
5. No parent will be allowed to confront any student at school for any reason. Approaching a student with intent to work through conflict or to admonish for any reason will not be tolerated and could be grounds for immediate dismissal from school or restrictions to campus access. Our staff and administration are capable of handling any behavioral or disciplinary issues and parents are to respect that authority.
6. If parents are participating in activities on campus or on field trips, a background check must be completed ahead of time (see field trips for more information).

Pets

Pets are not allowed inside the buildings. If an animal is for show and tell or a certain activity, it must be cleared through the RCS office and have teacher approval.

Riviera Christian School Policy or Procedure Modification

The school reserves the right, in its sole discretion to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and parents agree to abide by any such future changes or modifications to school policies and procedures.

Additional COVID-19 Guidelines

Introduction

We are blessed to be able to meet our families' needs by providing physical care and academic support and enrichment for our children during the COVID-19 pandemic. Our Emergency Childcare License provides a comprehensive plan for how we can be safe while our staff helps our children grow and learn. This plan includes instructions for physical distancing through physical distancing, stable groups of students (cohorts) and careful record keeping to support contact tracing if needed.

Riviera Christian School and Childcare will also ensure that every child continues to grow academically throughout the school year. They will have a wide variety of opportunities to learn, both in-person and online. They will spend time indoors and outdoors, learning with others and independently.

What is NOT changing?

Families that are enrolled at Riviera Christian School and Childcare can be confident that their child will continue to receive excellent care and high-quality learning opportunities. Students will have opportunities to interact with each other within the classroom through a variety of learning experiences. Interactions between classes will take place through Google Meet, private Facebook groups, and/or email.

As was the case last year, children who are in childcare before 8:45 or after 3:15 will be transferred by childcare staff. Each parent/guardian may remain in their vehicle **for pick-up** if they choose to do so.

Drop-Off and Pick-up

We will start by using the following plan and make adjustments to it as necessary. Changes will be noted on Praxi and through email notifications.

- 1) **Because of the high traffic during drop-off and pick-up times, we ask that everyone please wear a face covering.**
- 2) Each class will use their assigned ramp / stairs going up to their classroom door. Modulars 1 and 3 (Kindergarten and grades 2 and 3) will use the LEFT SIDE of the porch to enter their classroom. Modulars 2 and 4 will use the RIGHT side of the porch to enter their classroom.
- 3) Please observe six feet of physical space between families while waiting to drop off your child.

Schedule

Group	Drop-Off Times	Pick-Up Times
YOUNGER GROUP: Kindergarten and 1st Grade	8:40 - 8:50	3:10 to 3:20
OLDER GROUP: Grades 2 to 5	8:50 - 9:00	3:20-3:30
Families with students in BOTH GROUPS	Aim to be here close to the end of the earlier time, or the beginning of the later time. Please provide feedback to the principal if adjustments are needed.	

Checking in at Drop-Off

Adults dropping off students in the morning will bring them to the door of the classroom where the teacher or an aide will have a clipboard, thermometer, and other supplies for check-in. Before a child enters their classroom, the adult dropping them off will answer two brief questions:

- 1) Has anyone in your household had close contact with a confirmed COVID case in the last 14 days?
- 2) Does anyone in your household have symptoms of respiratory illness, such as fever, cough shortness of breath).

If you answer “yes” to either of these questions, you will not be able to drop off your child(ren) at school. You will need to initial the class log to verify your answers. A childcare staff will take your child’s temperature and record the time, then your child can go into their classroom.

Please DO NOT knock on the classroom door if your child is late. Call the office to request assistance.

Pick-Up Procedure

We will provide laminated cards to put on the visor of your vehicle so we can see the child(ren)’s last name and grade(s) as you drive up. If you walk up to the pick-up area, please hold up your card so it can be seen by the staff member with the megaphone.

Someone will call students one at a time from each classroom and record the time they left the room as well as the name of the person picking them up. If the person is not a primary caregiver, they will need to give the staff their name so it can be recorded on the class log.

What if somebody at RCS gets COVID-19?

It is important that every family member does their part to minimize the possibility of exposure to COVID-19. If a student or staff member tests positive with COVID-19 OR has a confirmed

exposure to COVID-19, RCS will fully cooperate with the guidance of the Polk County Health Department to facilitate a response to the situation. This may include individuals or a whole class being required to stay home for 14 days.

Throughout the summer, RCS has not had any confirmed cases, and continues to maintain exemplary safety standards and precautions. We are confident that we can continue to do so by the continued collaboration between our parents and staff.

Classroom Visitors & Volunteers

Because of increased safety measures due to COVID-19, classrooms will be unable to have visitors during the school day. Essential volunteers and substitutes will be screened by answering a couple of questions upon arrival and having their temperature taken, to ensure limited exposure for our students. Facemasks or face shields are required for all volunteers, both outdoors, and inside.

Communication

Whenever possible, communication between staff, parents, and the school will be conducted electronically. We will try to keep the transfer of materials between home and school to a minimum. Monthly newsletters will be sent by email and posted on the RCS web page.

Dress Code

Although headgear of any sort is usually not permitted in the classrooms, changes have been made for this year. Face coverings are required for students in kindergarten through 5th grade.

Illness

If, during the day, a child develops symptoms associated with COVID-19 (including, but not limited to, fever over 100.4, dry cough, loss of sense of smell, difficulty breathing), parents will be called for pick-up. The child must be kept home from school for 72 hours (3 full days) after symptoms have resolved without the use of medicine.

Communicating with RCS Administration

If you have questions or concerns, we are happy to talk with you over the phone or meet in person if needed. For questions about emergency childcare guidelines during COVID-19, please contact Chrissy Metcalf at childcare_rcsk5@yahoo.com. For questions about your child's academic development, please contact Faith Gerber at faith@rivierachristian.org.

Appendix A: Statement of Faith

Statement of Faith

West Hills Community Church / Riviera Christian School

Section 1 - The Scriptures We believe the Holy Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity (2 Timothy 3:16). It is trustworthy, sufficient, without error - the supreme authority and guide for all doctrine and conduct (1 Peter 1:23-25; John 17:17; 2 Timothy 3:16-17). It is the truth by which God brings people into a saving relationship with Himself and leads them to Christian maturity (John 20:31; 1 John 5:9-12; Matthew 4:4; 1 Peter 2:2).

Section 2 - God and the Trinity We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love (1 Timothy 1:17; Psalm 86:15; Deuteronomy 32:3-4). He exists eternally in three coequal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence and redemption (Genesis 1:26; 1 Peter 1:2; Hebrews 1:1-3).

A. The Father reigns with providential care over all life and history in the created universe; He hears and answers prayer (1 Chronicles 29:11-13; Matthew 7:11). He initiated salvation by sending His Son, and He is Father to those who by faith accept His Son as Lord and Savior (1 John 4:9-10; John 3:16; John 1:12; Acts 16:31).

B. The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of the virgin Mary (John 1:14; Matthew 1:18). Being fully God and fully man, He revealed God through His sinless life, miracles and teaching (John 14:9; Hebrews 4:15; Matthew 4:23-24). He provided salvation through His atoning death in our place and by His bodily resurrection (1 Corinthians 15:3-4; 2 Corinthians 5:21; Romans 4:23-25). He ascended into heaven where He rules over all creation (Philippians 2:5-11). He intercedes for all believers and dwells in them as their ever present Lord (Romans 8:34; John 14:23).

C. The Holy Spirit inspired men to write the Scriptures (2 Peter 1:21). Through this Word, He convicts individuals of their sinfulness and of the righteousness of Christ, draws them to the Savior, and bears witness to their new birth (James 1:18; John 16:7-11; 1 Thessalonians 1:5-6; Romans 8:16). At regeneration and conversion, the believer is baptized in the Holy Spirit (1 Corinthians 12:13). The Spirit indwells, seals and gives spiritual gifts to all believers for ministry in the church and society (Romans 8:9-11; Ephesians 1:13-14; Romans 12:5-8; 1 Peter 4:10). He empowers, guides, teaches, fills, sanctifies and produces the fruit of Christlikeness in all who yield to Him (Acts 4:31; Romans 8:14; 1 Corinthians 2:10-13; Ephesians 5:18; 2 Thessalonians 2:13; Galatians 5:16; 22-23).

Section 3 - Angels We believe God created an order of spiritual beings called angels to serve Him and do His will (Psalm 148:1-5; Colossians 1:16). The holy angels are obedient spirits ministering to the heirs of salvation and glorifying God (Hebrews 1:6-7, 13-14). Certain angels, called demons, Satan being their chief, through deliberate choice revolted and fell from their exalted position (Revelation 12:7-9). They now tempt individuals to rebel against God (1 Timothy 4:1; 1 Peter 5:8). Their destiny in hell has been sealed by Christ's victory over sin and death (Hebrews 2:14; Revelation 20:10).

Section 4 - Man We believe God created man in His own image to have fellowship with Himself and to be steward over His creation (Genesis 11:26-28). As a result, each person is unique, possesses dignity and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation (Genesis 3; Romans 5:12-21; 8:22). Therefore, everyone is born with a sinful nature and needs to be reconciled to God (Romans 3:9-18, 23). Satan tempts people to rebel against God, even those who love Him (Ephesians 4:27; 2 Corinthians 2:11; Matthew 16:23). Nevertheless, everyone is personally

responsible to God for thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator (Romans 14:12; I Timothy 2:5).

Section 5 – Salvation We believe salvation is redemption by Christ of the whole person from sin and death (2 Timothy 1:9-10; 1 Thessalonians 5:23). It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ (1 Timothy 2:4; Ephesians 2:8-9; Acts 20:21). An individual is united to Christ by the regeneration of the Holy Spirit (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit enables them to understand and obey the Word of God (2 Peter 3:18; Ephesians 4:15; 1 Thessalonians 3:12).

Section 6 - The Church We believe the Church is the body of which Christ is the head and all who believe in Him are members (Ephesians 1:22-23; Romans 12:4-5). Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service and the proclamation of the Gospel of Jesus Christ to the world (Acts 2:41-42, 47; Luke 24:45-48). Each local church is a self-governing body under the lordship of Christ with all members sharing responsibility (Acts 13:1-3; 14:26-28). The form of government is understood to be congregational (Matthew 18:17; Acts 6:3-6; 15:22-23).

The ordinances of the local church are baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). It is an act of obedience symbolizing the believer's identification with the death, burial and resurrection of the Savior Jesus Christ (Romans 6:3-5). The Lord's Supper is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns (1 Corinthians 11:23-26).

To express unity in Christ, local may churches form associations and a conference for mutual counsel, fellowship and a more effective fulfillment of Christ's commission (Acts 15; 1 Corinthians 6:1-3).

Section 7 - Religious Liberty We believe religious liberty, rooted in Scripture is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God (Genesis 1:27; John 8:32; 2 Corinthians 3:17; Romans 8:21; Acts 5:29). Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other (Matthew 22:21). Christians should pray for civil leaders, and obey and support government in matters not contrary to Scripture (1 Timothy 2:1-4; Romans 13:1-7; 1 Peter 2:13-16).

Section 8 – Christian Practice We believe Christians, individually and collectively, are salt and light in society (Matthew 5:13-16). In a Christlike spirit, they oppose greed, selfishness and vice; they promote truth, justice and peace; they aid the needy and preserve the dignity of people of all races and conditions (Hebrews 13:5; Luke 9:23; Titus 2:12; Philippians 4:8-9, 1 John 3:16-17; James 2:1-4). We affirm the family as the basic unit of society and seek to preserve its integrity and stability (Genesis 2:21-25; Ephesians 6:1-4). Marriage is defined by God as being between one man and one woman (Genesis 1:27-28, 2:24; Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9).

Section 9 – The Last Things We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth (Ephesians 1:9-10; Revelation 21:1). The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally and visibly in glory according to His promise (Titus 2:13; Revelation 1:7; 3:11; John 14:1-3) The dead will be raised and Christ will judge mankind in righteousness (John 5:28-29) The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels (Matthew 15:41, 46; Revelation 20:10). The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord (Philippians 3:20-21; 2 Corinthians 5:10; 1 Thessalonians 4:13-18).

Appendix B: Keeping RCS Eagles Safe

Members of the RCS staff assume responsibility for keeping students and staff safe on campus or on school related activities, such as field trips. Recognizing that each child and staff member at RCS is precious in God's eyes, we will be vigilant in making certain that students are safe at all times. Staff members have read and understand the expectations of being a staff member at RCS. We are committed to treating students and staff professionally, responsibly, and with care at all times. If at any time we believe a child or staff member is not safe, appropriate action will be taken immediately.

1. If a child, staff member or parent is in imminent danger, call 911 immediately. A staff member does not need permission to call 911 if a child, staff member or parent is in danger. Just make the call and then communicate with your administrator as soon as possible.
2. If at any time an RCS staff member suspects a child is being abused physically, emotionally, sexually, by threat of harm, or by neglect, the staff member must report it to either Child Welfare or Law Enforcement.

What to do: Call Child Welfare or Law Enforcement and report what you know

Child Welfare Services: (503) 378-6704
Salem Police Department: (503) 588-6123
Polk County Sheriff: (503) 623-9251

After making the call to Child Welfare or Law Enforcement, inform your administrator. Do not be an investigator after you have determined abuse may have occurred. Report what you know and allow the authorities to investigate. If a staff member is uncertain whether to make a call, they may consult with their administrator. Informing the administrator does not relieve the staff member of their obligation to call if abuse is suspected. However, the administrator can sit in with the staff member and support them through the process.

3. Developing strong and healthy relationships between RCS staff and students is a critical component in the educational process. Protecting the integrity and propriety of those relationships is equally critical. The following are rules to make certain our students and staff are always safe and protected.
 - A. **Adults should never be in a situation where they are alone with a child outside the line of sight of another RCS adult, while at school or on a school activity.**
 - Definition of **RCS adult**: An RCS staff member or an RCS parent who was asked to chaperone on a field trip or activity. If an RCS chaperone is going to be the second adult, it is good practice to invite them or inform them, so they know they are in that role.

What to do: If an adult is going to be with students, there are two golden rules to apply to each situation to make sure everyone is safe. Either solution below is considered safe.

- If a single adult is going to a place that is out of "line of sight", take at least three students with you. Three students to one adult practice is widely accepted as a safe policy when an adult takes kids out of the line of sight.
- As stated above, when an adult has to take a child out of the line of sight, ask another qualified RCS adult to go with you.
- There will be times that circumstances dictate we need to have an adult go with a child that does not meet our prime criteria. If that were to occur, communicate with another adult, and then get to a situation where either more students are present, or another adult is present as soon as possible. If time allows, brainstorm the best solution with another adult, before putting a staff member in that situation.

B. Avoid transporting students in your private vehicle without making sure all the criteria to keep staff and student safe have been met.

What to do when transporting a student:

- Parents sign the permission slip
- If only one student is riding along, then two RCS adults need to be present
- If there is only one RCS adult, then there must be a minimum of three students in the vehicle. Each student must have signed parent permission slips.

C. Avoid physical contact that could be perceived as inappropriate such as extended touching, squeezing when touching, and touching below the shoulders.

What to do: handshakes, high fives, fist bumps, a pat on the shoulder or upper back are fine as long as the student finds them acceptable. Please watch for verbal and nonverbal responses which can give us the cues we need to keep everyone safe.

D. Avoid inappropriate language, pictures, or controversial symbols.

What to do: Choose language, pictures, and symbols that promote healthy interactions between staff and students or staff and staff. Be sure to consider the parents perspective when making choices.

E. Avoid electronic communications of any kind with an individual or small group of students. Never have private chats with students. Transparency at all times is critical.

What to do: All electronic communications including texts, email, Facebook, etc. must be done so parents and all students have access to the communication. If a private conversation needs to take place, involve another qualified adult or the student's parents.

F. Avoid getting into a situation where students come into contact with other people not associated with RCS when going off campus, such as field trips.

What to do: Make sure you have plenty of supervision when you take trips off campus. All adults need to fill out the blue volunteer / background check form, pay the fee, **and** be given clearance before going on the trip. Constantly monitor adult and student behavior. Make certain we always have line of sight with all students and adults. When exceptions need to be made, three students minimum, must be together with an adult or another adult needs to go along.

G. Avoid using the gym bathrooms, and do not allow two students to use the bathroom at the same time without supervision.

What to do:

- Adults will use the bathrooms off the library.
- When taking the students to the bathroom, if at all possible, have them use the restroom one at a time.
- If time is an issue, have three or more use the restroom at once and monitor the sounds and time elapsed carefully.

4. When correcting, redirecting, refocusing or disciplining students, staff will refrain from using angry outbursts, physical force, or unkind language such as shaming, belittling, humiliating, or name calling.

What to do: Staff will use age-appropriate language in a mature, caring, capable, and responsible manner as if the parents were always standing beside us.

5. Summary: Communication is critical in keeping students and staff safe. Every staff member is essential to our success. Speak up and ask questions if at any time we are not following our expectations. It is also critical to involve our parents in making sure we are all working together for the benefit of our children. Each child and staff member is too important not to stay vigilant at all times in keeping us safe.

Appendix C: Process for Addressing Parental Concerns

Please follow the procedures below if you have an issue you would like to address:

Step 1: If a rule is broken or there is a suspicion a rule has been broken, please report directly to the principal through email to arrange for a conversation by phone or in person.

Step 2: If a rule has not been broken, but you have a concern, please address it with the staff member most closely related to the concern first. Try to clear up any misunderstandings at the lowest level possible.

Step 3: If you have made an attempt to resolve your concern with the staff member most closely associated with the concern and you were not able to come to a resolution, please describe your concerns in writing and bring them to the office addressed to the principal.

Step 4: After completing the written explanation, please talk with our office staff to arrange a meeting with the principal.

Step 5: Through discussion with the principal, and possible other staff members, work out a resolution.

Step 6: Please write a review of this process and let us know if and how your concern was addressed.

Step 7: If you are not satisfied with the resolution presented in your meeting(s) with the principal, ask our office staff to put you on the agenda to meet with the RCS Board. RCS has a strong and supportive school board that believes every child should have a great experience at Riviera.

RCS Handbook Acknowledgement Form

After reading the RCS Handbook, please discuss relevant information with your student(s). Please sign the acknowledgement below (both parents/legal guardian and students) and return this page to the school office. This document is also available through your Praxi account. Printed copies will be available upon request through the RCS office.

Parent Acknowledgement

- ✓ As a parent or guardian of a Riviera Christian School student, I acknowledge the RCS Handbook is available on the Riviera Christian School website.
- ✓ I have reviewed the RCS Handbook with my student in an effort to promote a better understanding of RCS policies and expectations.
- ✓ I have read these materials and understand all rules, responsibilities and expectations. I understand that the RCS Handbook may be amended during the year.
- ✓ I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with RCS rules, policies, and procedures.

Signature of Parent / Guardian: _____

Date: _____