

***RCS Handbook, 2023-2024***

**Riviera**  
**CHRISTIAN SCHOOL**



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## Find us on social media!

Public Facebook Page:

<https://www.facebook.com/rivierachristian>

Private RCS Eagles Parent Community: (conditions apply)

<https://www.facebook.com/groups/416307952598870>

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# Guiding Principles

## West Hills Community Church (WHCC)

West Hills Community Church was incorporated in 1891 as the First German Baptist Church of Salem “to advance the cause of the Lord Jesus Christ in accordance with the Word of God.” As stated in the WHCC Constitution and bylaws, the primary purpose of Riviera Christian School and Childcare is to further the interests of the church. The school and childcare staff of RCS participate in the mission of WHCC by living and serving according to the example of Jesus.

## History

Riviera Christian School (RCS) was established in 1965 as a ministry of West Hills Community Church, offering kindergarten and pre-kindergarten classes. Over the next 20 years, the facility and enrollment grew. In 1995, a school board was established, and RCS became a member of the Association of Christian Schools International (ACSI). In 2003 a childcare was added for the specific purpose of providing care for the children of school staff. Eventually, an after-school program was added to provide for school children who needed care for the remainder of the workday. In recognition of this established purpose, the childcare waiting list at Riviera prioritizes the needs of the school and church staff, and the families that attend the preschool and elementary school.

## Employees

All Riviera staff—both in school and childcare—are employed by West Hills Community Church, for the express purpose of furthering the ministry of WHCC. As such, all staff at Riviera communicate and conduct themselves in a manner that is consistent with biblical values as defined in the WHCC Statement of Faith.

## Communication

We believe that effective communication is vital in fostering a strong partnership between staff and parents at Riviera. Inspired by Proverbs 15:22, which states, “Plans fail for lack of counsel, but with many advisers they succeed,” our communication policy aims to promote dialogue that is open, honest, and prompt. By maintaining professional and transparent communication channels, we seek to create an environment where parents feel informed, supported, and actively involved in their child’s education. Together, we nurture their physical, academic, and spiritual growth.

# 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. An interview with the principal will be used to help determine if our school is a suitable match for each student. A student may be permitted to enroll for a specified trial period to help ensure that they have a successful experience at Riviera.
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 makes the final decision about children's placement in their grade level or childcare class.
5. Enrollment is not complete until the Application, Medical Release, Financial Agreement, Interview with the Principal, Certification of Immunization, and any requested evaluations are complete and turned into the office with the required fees.

## 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 3
4	Preschool 4
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. Families applying to school will attend an interview with parents, child, and school administrator for all new students. Families applying for childcare will meet with the childcare director.
4. Bring child in for Reading and Math assessment (K-5 only).

# Financial Policies

## General Fiscal Policy

1. Due Dates: Tuition and childcare payments are billed on the 1<sup>st</sup> of each month. They are due by the 8<sup>th</sup> 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 15<sup>th</sup> of the month if either account is still past due. **Any balance that is more than 30 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 Riviera Christian School.
2. NSF Fees: An account that accrues multiple fees for Not Sufficient Funds (NSF) payments may be limited to paying through cash, money order, or cashier's check. The NSF fee is \$35.
3. Adjustments Due to Absence: Consistent enrollment is essential in order for Riviera Christian School to effectively support our staff.  
**SCHOOL**: As a result, preschool and elementary students are considered enrolled for the entire school year. No cost reductions can be made for vacations and school holidays. No deductions in tuition will be made for absences during the school year, regardless of the cause of absence.  
**CHILDCARE**: Childcare staff are hired based on enrollment, and their daily schedules align closely with the schedules parents request for childcare. Therefore, children on a monthly childcare plan (birth to age two) do not receive discounts for seasonal or temporary absences. Children from three to five years of age are billed hourly according to their attendance except in the case of absences without notification. **Parents will be billed according to the schedule they submitted unless they provide prior notification.**
4. Early Withdrawal: If a child is withdrawn from school or childcare for any reason, parents must notify the office by email. We kindly request that advance notice is provided whenever possible. **Tuition payments are due through the end of the quarter in which the student is withdrawn. For monthly accounts, childcare payments are due through the end of the month in which the student is withdrawn.** All books and school materials must be returned, and all fees paid before grades and student file will be forwarded to the new school.
5. Volunteer Hours: Each family with children enrolled in morning preschool or elementary is required to complete volunteer hours before the end of the school year. These hours may be fulfilled by parents or other members of the extended family. Volunteers in Preschool 3 and Preschool 4 are required to enroll with the Central Background Registry (CBR) to have a background check and be fingerprinted. For details about volunteering, please see Appendix C at the back of this handbook.



6. School 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	<b>FREE</b>
Praxi – Debit or Credit	3%

### 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 Fee

This is a yearly fee used for ordering curriculum, supplies and digital subscriptions. 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
Childcare (all classes)	\$100
Returning Preschool	\$215/student
Returning K through 5th Grade	\$325/student
New Preschool Student	\$235/student
New K-5 <sup>th</sup> Grade	\$325/student + \$65 new student fee

Students entering preschool from childcare are considered returning students.

## Tuition

Our teachers are hired on an annual basis and, as a result, we are unable to provide reduced tuition in the case of prolonged absences. Please keep your payments current so we can meet our financial obligations and so your student can remain enrolled at RCS. The tuition schedule for the current year is as follows:

Grade/Class	Full Tuition Amount	With 3% Discount*
2 Day PS3 / PS4	\$2,178	\$2,113
3 Day PS3 / PS4	\$2,718	\$2,636
Kindergarten - 5th Grade	\$5,445	\$5,282

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

The following monthly payment plans are available:

Grade/Class	12 Month (June-May)	11 Month (July-May)	10 Month (August-May)	9-month* (September-May)
2 Day PS3 / PS4	\$182	\$198	\$218	\$242
3 Day PS3 / PS4	\$227	\$247	\$272	\$302
Full Day Kindergarten - 5th Grade	\$454	\$495	\$545	\$605

\*Students who are enrolled during the school year will pay the 9-month rate.

### Other Fees

\$25 Returned check/NSF fee • \$10 Late payment fee  
Late Pick-up Fee: \$5 for the first 5 minutes; \$5 PER minute thereafter

## Tuition Discounts

- Tuition discounts apply to students in preschool through fifth grade.
- **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
  - 2<sup>nd</sup> student, 5%
  - 3<sup>rd</sup> student, 10%
  - 4<sup>th</sup> student, 15%

- **Referral Credit:** \$50 referral credit for a new family still in attendance in December. Parents must indicate on the registration forms which family is to receive the referral credit.
- **Preschool Registration Discount:** \$25 if paid by April 1<sup>st</sup>
- **K-5 Registration Discount:** \$50 if paid by April 1<sup>st</sup>

## 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 the 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. **Families receiving tuition aid must keep their account current at all times; tuition aid may be withdrawn from accounts with repeated late fees.**

# RCS Childcare Rates & Schedules

## 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 meet with the childcare director, complete the online application, and pay the \$100 registration/supply fee. Space is limited so please make your arrangements as early as possible.

Class	Age	Childcare Tuition
Infants	8 weeks – 12 months	\$1,328 / month
Wobblers	12 – 24 months	\$1,088 / month
Toddlers	24 – 36 months	\$988 / month
Preschool – School Age	3 years old - 5 <sup>th</sup> grade	\$5.35 / hour

## Shared Monthly Space

Daily rates are not available. Occasionally, it is possible for two families to share a monthly space for a limited period of time. The cost of a shared space will be based on the percentage of use by each family. For example, if one child needs care on Mondays and Fridays, and another child the same age needs care on Tuesdays and Thursdays, the families can share the monthly space, and pay 50% each. The shared space only lasts while both children are enrolled in that particular class. When one child ages out, the other family is responsible for the full cost of the space. A Shared Space Agreement must be signed by both families.

**Shared spaces cannot be guaranteed when a child ages out to another class.**

## Schedules

Childcare is available from 7:00 a.m. to 5:30 p.m. We are limited by teacher-to-student ratios and number of children per classroom. To ensure that adequate staffing is available, all childcare schedules are to be turned in by the 20<sup>th</sup> of each month for the upcoming month. Schedules can be sent via email to [childcare@rivierachristian.org](mailto:childcare@rivierachristian.org) or dropped off at the office. If the schedule is not turned in on time, care may not be provided. If you need additional time, and your child is already enrolled, you may call ahead to see if there is space available. Childcare for fifth graders is only available to them until the last day of 5<sup>th</sup> grade.

Childcare is open until 5:30 pm. After that time, a late pick-up fee will be applied - \$5 flat rate for the first 5 minutes; and \$5 PER MINUTE thereafter.

## Cancellations

**This section applies to hourly childcare only.** If a child’s schedule is cancelled for the day, the following billing procedures will apply:

<b>Time of Cancellation</b>	<b>Billing</b>
Before 7:00 a.m.	No cost for the day
Between 7:00 and 8:45 a.m.	\$20 cancellation fee,
After 8:45 or not at all	Hourly rates apply for scheduled hours

If you are already enrolled for the current year, you may call to 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. Milk will be provided. For preschool age childcare (3- to 5-year-olds) hot lunches may be purchased in advance through our hot lunch program, which operates during the school year. See page 19 for details.

## Parent Communication

All communication between parents and staff regarding childcare enrollment and schedule changes must be conducted through Riviera email or a childcare app that has been formally adopted at Riviera. Childcare communication between parents and staff should never take place through text.

**For additional details on RCS Childcare policies, please contact the childcare director at [childcare@rivierachristian.org](mailto:childcare@rivierachristian.org).**

# General Student Policies

## Absences (PS3, PS4, K-5)

When your child is going to be absent, please contact the school office AND your child's teacher before 9:00 AM to request homework, and it will be available in the office after school. Homework requested after 9:00 AM may not be available until the following school day. If your child is scheduled to receive a hot lunch, you must cancel that as well by emailing [cafeteria@rivierachristian.org](mailto:cafeteria@rivierachristian.org).

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 and parent(s) 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. Students participate in some of their regional activities, and staff may attend ACSI conferences or online training.

## Classroom Visitation

Parents and visitors are welcome to visit and observe our classrooms. If you wish to visit, please call the office to schedule a date and time at least 24 hours in advance. To minimize disruptions to our classrooms, a staff member will accompany guests, and visits will be limited to 15 minutes. If you need to discuss school matters with a teacher, please make an appointment with the teacher before or after school or by emailing the teacher directly. **All visitors and volunteers must first check in with the school office. Even our regular volunteers must check in each time in the RCS office for security reasons, and to ensure you get credit for your volunteer hours.**

## Communication

**Office.** The office phone number can be used for both calls and texts: (503) 361.8779)

**Red School Folders.** We strive to keep parents informed of school news and events. You will receive school newsletters (one per family) in addition to updates and calendars from the individual classroom teachers. Please check your child's backpack regularly to find the red homework folder that contains this information. Your child's teacher will notify you about when the folder will be sent home (daily or weekly).

**Phone.** If you need to discuss something with your child's teacher by phone, you may email the teacher directly to arrange a time or call the school office and the teacher will be informed to contact you at their earliest convenience. Staff members are strongly discouraged from giving

parents their personal phone numbers, except in very specific circumstances, such as a child with unique medical needs. Teachers do not answer their phones during school, except when receiving a call from their direct supervisor or the front office.

**E-mail.** Each elementary classroom teacher can be reached at the following email address:

Kindergarten	<a href="mailto:Kinder@rivierachristian.org">Kinder@rivierachristian.org</a>
1 <sup>st</sup> Grade	<a href="mailto:Grade1@rivierachristian.org">Grade1@rivierachristian.org</a>
2 <sup>nd</sup> Grade	<a href="mailto:Grade2@rivierachristian.org">Grade2@rivierachristian.org</a>
3 <sup>rd</sup> Grade	<a href="mailto:Grade3@rivierachristian.org">Grade3@rivierachristian.org</a>
4 <sup>th</sup> Grade	<a href="mailto:Grade4@rivierachristian.org">Grade4@rivierachristian.org</a>
5 <sup>th</sup> Grade	<a href="mailto:Grade5@rivierachristian.org">Grade5@rivierachristian.org</a>

**Text.** Communication between staff and parents will be conducted by email or by such apps as designated beforehand by RCS administration. Parents are not to call or text teachers or aides directly. In case of an emergency, please call or text the office phone, and your message will be relayed as promptly as possible.

**In Person.** 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 conversations. Parent teacher conferences can be scheduled at the end of every quarter, and other meetings with the teacher can be arranged as needed.

**Brightwheel.** Childcare has adopted the Brightwheel app to provide a convenient and effective means of communication between parents and staff in childcare. As staff and parents become more familiar with the app, we may adopt additional components as well. To provide feedback on your experience with Brightwheel at RCS, please email [childcare@rivierachristian.org](mailto:childcare@rivierachristian.org).

## Dress Code

As a Christian school, RCS is committed to upholding a dress code that seeks to reflect Biblical values. Students will wear clothing and hairstyles that reflect their biological gender at birth and are age appropriate. 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 dress is not satisfactory.

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. **Shorts & Pants** need to be at least fingertip length. Jeans should not have holes.
5. **Shirts/Tops/Blouses** should be long enough that the midriff is not showing when hands are raised above the head.
6. **Girls**
  - Any tight, body-hugging attire such as leggings, Spandex and Yoga pants 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.
  - Attire with low and revealing necklines or strapless dresses and tops are not allowed. 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.
7. **Boys**
  - Any tight, body-hugging attire should be worn looser shorts or shirt over top.
  - The waistline should be at or near the waist and not sagging. Undergarments should never be visible because of tight or sagging pants/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.**



- Please update your Praxi account to include your cell phone carrier so we can have immediate emergency contact by text.
- 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.
- Fifth grade students will have assigned homework to help them prepare for the requirements of middle school.

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.

<b>Kindergarten:</b>	<b>Very minimal, if any</b>
<b>1<sup>st</sup> – 3<sup>rd</sup> grade:</b>	<b>No more than 30 minutes per weeknight</b>
<b>4<sup>th</sup> – 5<sup>th</sup> grade:</b>	<b>Approx. 45 minutes per weeknight max</b>

## Illness

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

- ***Fever of 100.4 degrees or more in the past 24 hours.***

- *Diarrhea or vomiting in the past 24 hours.*
- *Severe or persistent cough.*
- *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.*

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 during PE time.

### 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 documentation of a medical or religious exemption, the child will be excluded from school as per state guidelines. **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 and prekindergarten. The kindergarten and elementary will begin at 11:00 am.

School closures should be posted on [www.statesmanjournal.com](http://www.statesmanjournal.com) and on our Facebook page. We will also notify parents of these updates, including childcare hours, via text message and email through Praxi and Brightwheel. 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, both by phone and 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

Lost and found items will be turned in at the office and placed out for parents to look through at regular intervals throughout the year. If your child is missing an item, you may check in at the office to see if it was turned in.

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

### Lunches: (School and Childcare)

Students from preschool through 5<sup>th</sup> grade (including childcare preschoolers) may bring a nutritional lunch from home in a clearly labeled container or have a purchased hot lunch from school. If you choose to purchase hot lunches, you may do so online, through the parent portal on Praxi, at the prices that are posted with the menu. Menus will be posted each month, and orders will be closed out by the last Thursday in the month.

If you need to cancel a hot lunch that has been ordered, you must notify the school office by 9:00 am that morning. The classroom or childcare teacher is not obligated to relay the message to the office. If a call has not been made directly to the school office to cancel, you will be charged for the lunch. Childcare students may participate in our hot lunch program, as well. Check in the school office for details.

You can also email [cafeteria@rivierachristian.org](mailto:cafeteria@rivierachristian.org) to cancel lunches. If an unexpected need arises for an additional hot lunch, you can check to see if there is one available. Providing more than 24 hours' notice is very helpful.

With your help, we can continue to serve efficiently with the most cost-effective service for our families. You can support us in the following ways:

1. If food need to be warmed up, please send it in a microwaveable container.
2. **There is a 1-minute limit on microwave time, so food can only be WARMED, not COOKED.** Food items like macaroni and cheese or noodles must be cooked ahead of time.
3. Please send cutlery with your child if it will be needed for their packed lunch. Hot lunches include plastic cutlery as needed.

### 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.

Every PTC meeting fulfills one hour of the nine hours of volunteer time that we request.

### RCS Foundation Banquet

Each year in the spring we hold our annual RCS Foundation Banquet. 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 require all of our families to be involved in some way. Our Banquet 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	7:00 am – 5:30 pm
Preschool class	9:00 am – 11:30 am
Kindergarten to 5 <sup>th</sup> Grade	9:00 am – 3:30 pm

Students need to be in their seats and ready to learn no later than 9:00 am. Classroom doors will open 15 minutes before class begins. **Please wait with your child until they go inside, as there is no adult supervision during that time.** If they are dropped off earlier, they will need to join the childcare students if space is available, and you will be billed the rates that apply to late pickup.

Children must be picked up within 10 minutes of the dismissal time. Unless prior arrangements have been made, children who are not picked up within the allotted time will be billed the standard childcare 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 Epi-pen, you will need to provide one to leave at the school office for them.

### Student Teachers

As a part of our school's contribution to the furtherance of Christian education, we welcome a few college students into our classrooms each year for one semester. Students just starting their training will observe and learn from our teachers. Those who are further along in their training may do some teaching, in alignment with their program of study. These college students are always with the classroom teacher, and never have unsupervised contact with RCS students. They have been background checked and fingerprinted in accordance with the requirements of the Teacher Standards and Practices Commission (TSPC).

If a college student is unable to attend in person due to special circumstances, we may provide them with access to observe through Google Meet. These sessions will not be recorded, and no one but that college student will be viewing the meeting.

### Tardies and Early Dismissals

It is important that classrooms not be interrupted during instructional time. If your child arrives at 9:00 am or later, the classroom door will be closed. Please bring them to the school office and a staff member will take them to class. Teachers are instructed not to answer knocks on the door during school hours. Please respect the instructional time of our students!

If it is necessary to pick up a child early due to an appointment, please notify the teacher in writing and call the office that morning. **Please come to the school office to meet your child and sign them out.**

### Vacations/Holidays

We observe most of the same federal and state holidays as the Salem-Keizer school district. We also observe the same Christmas and spring breaks, with an additional day off for Good Friday. 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

Students at Riviera are expected to demonstrate behavior and language that is respectful and considerate in the following areas:

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

The following guidelines 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 and safely.**

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

Conduct is prohibited if it brings dishonor or discredit to the student or to the school, or if it does not align with the Christian values. 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, Smart Watches, etc.

Cell phones and smart watches 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 or smartwatch 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 kept within reason. Invitations to a personal party can only be handed out at school if all the students in the classroom are invited. If a teacher is uncomfortable with the how personal invitations are handled, 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 that there will be supportive 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.

Restricted recess for preschool and elementary students allows students to have recess with tighter boundaries. Students with restricted recess must stay within 6-8 feet of a staff member at all times. Students may do various activities, including talking with friends, and may respectfully

request to move to a different location on the playground. Restricted recess may apply for 1-5 days, depending on the nature of the offense.

## 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 significantly unacceptable 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 refusal to behave in a manner that is consistent with 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 administrator reserves the right to make disciplinary decisions based upon the seriousness of the offense, as determined by the school staff, 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. Smart watches must be left in backpacks, and never worn in the classroom.

### Field Trips

When 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 as volunteers, parents must fill out the volunteer application on our website. Volunteers will pay a \$10 background check fee. The RCS office will notify volunteers of the background check results. Volunteer opportunities may be restricted, based on the results of the background check (e.g. Not allowed to drive other students with a DUI in the past 15 years).

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 or at RCS activities.
2. Parents will respect the classroom environment and not disrupt the flow of instruction for personal reasons.
3. **Important:** Parents, visitors, guest speakers, etc. must check in at the office during the school day. Even regular parent volunteers will always check in and get a pass. This helps school and church staff to easily recognize our visitors and volunteers, and provides additional safety in case of an emergency.
4. Please follow the guidelines for drop-off and pick-up as explained at parent orientation. For the safety of everyone, it is important to avoid congestion. **Most importantly, use caution when driving through the parking lot.** Please observe a 5-mile-per-hour speed limit.
5. 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 school community adopt it to govern their own conversations.
6. No parent will be allowed to confront students other than their own at school. 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.
7. If parents are assisting with 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 administration 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.

# Appendix A: Statement of Faith

## Statement of Faith

### West Hills Community Church / Riviera Christian School & Childcare

**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 144:1-5; 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 churches may 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 and report what you know, or you may report to a local police department, or the county sheriff.

Child Welfare Services: (855) 503-SAFE (7233)

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 volunteer, or an RCS parent who was asked to chaperone on a field trip or activity. If an RCS chaperone is designated as 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. Any 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. The ratio of three students to one adult 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 are alone 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 Volunteer Application form, pay the fee, **and** be given clearance before going on the trip. Constantly monitor adult and student behavior. Be

certain to 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 near 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 to make sure we are all working together for the benefit of our children. Each child and staff member is very important; we must stay vigilant at all times.

## Appendix C: Volunteering

### Volunteer Hours:

While volunteer hours are nothing new for Riviera Christian School, these are the revised hour recommendations based on school and PTC needs as well as the variety of avenues available to meet the requirements. All hours will be tracked through Praxi – either submitted by the parent (confirmed/approved by RCS staff) or entered by RCS staff from sign-in sheets.

### ***Required hours per family: 12***

	<i>Options Details</i>	<i>Potential Hours Earned</i>
1	Attend PTC Meetings	1 hour per regular meeting; 2 hours for annual meeting (May) – total potential is 10 hours.
2	Classroom Parent	Since this position has PTC attendance requirement (at least to most meetings) it will fulfill the volunteer hours requirement as long as they are fulfilling the duties of the role. No classroom time required.
3	Classroom Volunteering	Can arrange with the teacher to come in and volunteer in the classroom for various projects or activities.
4	At-Home Volunteering	Teachers may have projects that can be done at home. The teacher will estimate the approximate hours that the task should take and that will be the “hour value” of the task.
5	Miscellaneous Volunteering – Jog-a-Thon, Fundraisers, End-of-Year Party, Field Day, etc.	There will be several opportunities throughout the year to volunteer. Hours will be tracked via sign-in sheet that will be sent to the office.
6	Buy-out Option	Buy-Out will be assessed for any hours not completed by the close of the school year. Families can also opt to do this at any point during the year to absolve of any hours. Cost is \$50 per hour.

## Banquet Points:

Each family will be required to fulfill 12 banquet points through the various options below. Overall points will be tracked on a shared document of the Banquet Committee which will be a compilation of the Ticket Sales document and the Banquet Committee's general shared document. This will be submitted to the school after the banquet to assess any unfulfilled point buy-out fees.

### ***Required points per family: 12***

	Option Details	Points Earned
1	Buy Tickets to attend and sell tickets to friends/family members.	1 point for every ticket bought/sold designated to the family's name.
2	Sponsor a Table	9 points - 8 points for every ticket plus 1 additional point for buying in bulk. Tickets can be donated back for staff tickets until the need is satisfied.
3	Donate (or procure) an item or service valued at \$100 or more.	1 point for every \$100 in value for a donated/procured item.
4	Volunteer to help with the Set up (Friday night) or clean-up of the event (Saturday).	5 points available for <b>each</b> night.
5	Volunteer to do the Classroom Project Auction Item (limited availability).	7 points earned.
6	Join the banquet planning committee – this entails regular meetings to plan the various components as well as other performing other tasks involved in making our event a success!	10 points earned for active participation. Must attend at least 75% of committee meetings.
7	Buy Out Option	If unable to fulfill the points requirement through volunteering/attending, the family can "buy out" at the rate of \$30 per point (\$450 to satisfy the 12-point requirement in its entirety).

## RCS Handbook Acknowledgement Form (School and Childcare)

After reading the RCS Handbook, please discuss relevant information with your elementary student(s). Please sign the acknowledgement below and return this page to school office. To access an online copy of this handbook, see the Resources page on Praxi. Printed copies will be available upon request.

### Parent Acknowledgement

- ✓ As a parent or guardian of an RCS student, I acknowledge the RCS Handbook is available on the Riviera Christian School website.
- ✓ I will review relevant portions of the RCS Handbook with my elementary 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 guidelines, policies, and procedures.

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_