



# **RIVERVIEW CHRISTIAN SCHOOL**

PARENT/STUDENT HANDBOOK

# 2025-2027

A Ministry of Riverview Christian Fellowship | Coos Bay, OR



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## STUDENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that as students and parents of Riverview Christian School (the “School”), we are asked to support the School and its mission and to acquaint ourselves with and abide by the School’s policies and procedures.

We understand that this Handbook is for informational purposes only and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the enrollment contract signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2024-2025 Student/Parent Handbook and agree to abide by the School’s policies and procedures, as outlined in the Handbook.

I understand that this Acknowledgement may be electronically signed, and by indicating my assent below, I agree to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

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Parent/Guardian Signature

Date

---

Parent/Guardian Signature

Date

---

Student(s) Signature – **All students in grades 6-12 must sign**

Date

---

Print Full Name of Student(s).

Date

**Please sign and submit this Acknowledgement by September 21, 2024.**



## WELCOME

Dear Parents:

Please review the Student/Parent Handbook with your child(ren). It contains important information that will assist and support your family's success at Riverview Christian School.

After signing the Parent and Student Acknowledgement Form, included in this Handbook, please have your child return it to his/her classroom teacher or advisor as soon as possible, but no later than September 20.

Please be aware that RCS Admin reviews and revises the Handbook each year (and often makes changes during the course of the school year), so a number of the policies contained in this Handbook differ from those that returning families reviewed last year.

Thank You,

Cody J. Carlson

Administrator

# INTRODUCTION TO RIVERVIEW CHRISTIAN SCHOOL (RCS)

## MISSION AND VISION

Riverview Christian School's mission is to educate students in **Service, Relationships, and Academics**.

Our students will be...

- Expected to demonstrate a servant's heart.
- Expected to assist in keeping our facilities clean.
- Encouraged to apply biblical principles to all relationships.
- Encouraged to pray in every setting.
- Inspired to push themselves in academic achievement.
- Educated in biblical truth and academic rigor.

## PHILOSOPHY

The Bible states that parents are to raise up their children in the way they should go, and when they are old, they shall not depart from it (Proverbs 22:6). At Riverview Christian School our purpose is to assist the parents in meeting this objective (through the ministry of teaching and furthering the Christian mission), to point their children toward Jesus Christ as their Lord and Savior and give them a morally upright approach to life.

Our aim is to provide an education:

- That is in accord with the sixty-six books of the Bible, which we believe to be the verbally inspired, infallible, and inerrant Word of God.
- That promotes academic excellence, spiritual growth and moral integrity, and to see it demonstrated in the lives of our students.
- That prepares students for Godly participation in society.

RCS exists as a nondenominational, coeducational, preschool through high school. The goal of the School is to lead each student to a voluntary commitment of his/her life to the Lordship of Christ. We desire to develop each student's God-given spiritual, physical, mental, social, and creative gifts to their fullest potential; and thereby glorify God.

## STATEMENT OF FAITH

### FOUNDATIONAL BELIEFS AND TEACHINGS

We believe in the creation of mankind by a direct act of God (Gen. 1:26-28; Gen. 5:1, 2).

We believe that God wonderfully and immutably creates each person as male or female, and those distinct, complimentary genders each and together reflect the image and nature of God. (Gen. 1:26-27.)

We believe in God's covenant of marriage between one man and one woman. We believe God established the family as the primary means by which children will grow in the discipline and instruction of the Lord (Gen. 2:18-25; Deut. 6:4-7; Eph. 6:1-4).

We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (II Tim. 3:16; II Pet. 1:21).



We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Rom. 3:19, 23; John 5:24; Eph. 2:8-19; Titus 3:5,6, John 3:16-19).

**Grace Alone:** God loves the people of the world, even though they are sinful, rebel against Him and do not deserve his love. He sent Jesus, His Son, to love the unlovable and save the ungodly (Eph. 2:8; Gal. 2:21).

**Faith Alone:** By his suffering and death as the substitute for all the people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life it offers. God creates faith in Christ and gives people forgiveness through Him (Rom. 1:17, 3:22a, 3:28, 5:1, 2).

## NON-DENOMINATIONAL POSITION

Riverview Christian School acknowledges the trust placed in the School by its enrolled families, and holds in high regard the authority of the home to teach those distinctive doctrines held in esteem by a family. The RCS Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

## OFFICE AND SCHOOL HOURS

Office Phone: (541) 435-7908

Riverview Christian School is open from 7:30am to 3:30 pm, Monday through Friday during the school year. Every second Friday of the month is a teacher workday, with no school for students.

Our school day for all classes begins at 8:00 with Morning Routines and Bible class to begin each day. Dismissal times for our students are:

**Pre-school – 12 noon**

**Kindergarten – 12<sup>th</sup> grades – 3:00 p.m.**

Please make every effort to be timely in picking up your child. If late pick-up times become a pattern, it may result in a conversation with Administration. The building is open at 7:30 a.m. and closes at 3:30 p.m.

## ACCOUNTING

GRADES	ANNUAL TOTAL	12-MONTH PLAN	10-MONTH PLAN
PRE-K	\$3,300	\$284/month	\$330/month
KINDERGARTEN – 12 <sup>TH</sup>	\$5,600	\$461/month	\$560/month

Tuition may be paid either by check, cash, or through Stripe via Quickschools. All accounts are expected to remain current and need to be settled with a zero balance by June 30, 2025. Payments are due according to the installment commitment you signed at orientation or prior to. For students to begin the school year, any outstanding payments from the previous school year must be paid unless other arrangements have been made directly with the Financial Director. Should tuition be unpaid **60 days** after the due date according to the installment you committed to, your child or children may be unable to attend RIVERVIEW CHRISTIAN SCHOOL until payments become current. It is essential that you communicate with the Financial Director, Amanda Looney (amanda@riverviewcf.church), before your account gets to this point.

## GRADE PLACEMENT

Based on the RCS academic intake assessment results and/or other evaluations, the Administration will determine the appropriate grade placement within our school. To be admitted to Preschool (K4), a student must be 4 years old by October 1st of that school year, and able to toilet themselves. Preschoolers are expected to have an extra change of clothes in case of an accident. To be admitted to kindergarten, a student must be 5 years old by October 1st of that school year and have passed the Kindergarten Readiness Assessment given by our teaching staff.

## WITHDRAWAL

If a student withdraws from RIVERVIEW CHRISTIAN SCHOOL prior to August 20th, all fees and tuition payments are completely refundable. After this date, there is a withdrawal fee of \$455. If a student is later voluntarily withdrawn or dismissed due to discipline, the full tuition for that month is still due.

Additionally, RIVERVIEW CHRISTIAN SCHOOL reserves the right to dismiss a student from attendance for any reason that does not align with our core values. This may be based on student behavior or may be parental in nature. If the student and/or family does not support the values of the school, a conference with Administration may take place where a recommendation of no longer attending RIVERVIEW CHRISTIAN SCHOOL may be rendered. Every effort will be made to abide by the biblical principles set forth in Matthew 18.

## CUSTODY PAPERWORK

It is the parent's responsibility to make sure that RIVERVIEW CHRISTIAN SCHOOL has the most up-to-date information: i.e. custody plan, parenting plan, custody agreement, etc. RIVERVIEW CHRISTIAN SCHOOL will maintain unbiased support for the child in all custody situations. Additionally, if the Administration deems it necessary, all communication may be limited to email only in an effort to protect all parties involved. Please note, it is not the responsibility of RCS to be the "go-between". Parents should be communicating with each other about any changes that need to be made that involve school.

## HIGH SCHOOL GRADUATION REQUIREMENTS

RCS operates on a 2-semester system. Each semester offers 0.5CR for students who complete the semester with a 70% or better. Anything 69.4% or lower does not qualify as a "passing grade." Administration reserves the right to waive a requirement if necessary, assuming that requirement is fulfilled by another class offered by RCS or a college/university. To graduate from Riverview Christian School, students are required to complete 25+ High School Credits. See the following:

Bible	4 credits	Social Science	3+ credits
English	4 credits	PE	3+ credits
Math	4 credits	Health	1.0 credits
Science	3+ credits	Foreign Language	1.0 credits
Life Skills	1.0 credits	Speech/Apologetics	1.0 credits

## **HOMEWORK**

Students absent due to illness, excused absences, suspension, or other valid reasons will be allowed to make up all the missed work. The responsibility for missed work lies totally with the student. Generally, one day for each day absent should be allowed for the completion of the work. Parents are expected to encourage and monitor the completion of all homework assignments and that the completed work is turned in to the teacher.

## **HEALTH PROCEDURES**

The administration should be notified of medications that your child will be taking during school hours. A completed Medication Form, signed by a parent and physician, must be given to administration before any medication may be distributed. All medications should be brought to the school by a parent. Medication will be stored in a locked cabinet and distributed to the student at the appropriate time by a school staff member. \*\*\*Student vaccination records and/or exemption paperwork needs to be filed with the RCS office by December 31<sup>st</sup> of that year.

## **RIGHTS AND EXPECTATIONS**

### **STUDENT'S RIGHTS**

1. To be provided with a safe environment most conducive to learning.
2. To have teachers who will provide positive support of a student's appropriate behavior and clear rules and procedures to limit his/her inappropriate behavior.

### **TEACHER'S RIGHTS**

1. To have a classroom that provides the optimal learning environment.
2. To expect and request appropriate behavior from students.
3. To ask for help from parents, the administrator, and other personnel when assistance is needed for a student.

### **PARENT/GUARDIAN RIGHTS**

1. To receive timely communication regarding their student's behavior.
2. To be informed about school policies and procedures.

### **PARENT PARTICIPATION**

Parents are to understand that RCS, its teachers, support staff, and volunteers will do everything in their power to educate the students that attend RCS. However, RCS has limited staffing resources and no additional budget to support any specialized staffing to meet the educational needs of some students. It is expected that RCS parents will support, uphold, and offer additional support when an educational need is brought to their attention. This is in addition to homework that may be sent home. This follow-through ultimately falls on the parents, not school staff. If RCS cannot adequately meet a student's needs, they may be asked to seek alternative education avenues, per Admin decisions. Additionally, parents are requested not to "air dirty laundry" (frustrations) on social media to protect the mission and ministry of RCS. Should this not be upheld, parents may be asked to seek alternative education, per Admin request.

## ATTENDANCE

It is important that you make school attendance a priority. Your child, in turn, will see school as important. This will also help to establish the positive traits of responsibility and dependability. Students should also arrive in their classrooms on time where attendance will be taken. Promptness is important to the smooth operation of our program and to the development of each child's personal habits. An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. Twenty-one (21) or more absences is considered excessive. Absences exceeding this limit may result in consideration for dismissal from school. A parent conference will be held with the Administration to attempt to correct the situation.

## ASSIGNMENTS

When a student is absent, an "E"-excused will be put into the gradebook for that assignment if the student was sick, had a doctor appointment, or other prearranged reason. Those assignments will not hurt or help a student's grade. An "A"-mark is used in the gradebook for unexcused absences or other situations (no communication, work not turned in on time. "A" grades are counted as zeroes until completed by the student. Students will be given the same amount of time to complete an assignment as the amount of time they were excused. This does not necessarily align with the expectations for student-athletes. Admin discretion is the final say in all situations. *"And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father by Him." Colossians 3:17*

## GUIDING PRINCIPLES

- Do all things as unto the Lord (Colossians 3:23)
- If it causes someone to stumble, don't do it (1 Corinthians 8:9-13)
- We have liberty in Christ, but not everything is good for us (1 Corinthians 10:23-24)
- Treat each other with godly love (1 John 4:7-8)
- Be helpful (Galatians 6:2)
- Be kind and forgiving (Ephesians 4:32)
- Be patient and understanding (Ephesians 4:2)
- Don't give up! God will help you get it done! (Philippians 4:13)

## ETHICS AND MORALITY

Riverview Christian School expects its students, families and staff to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – *to love God above all and to love our neighbors as ourselves* (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other. Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. The following Scripture should guide us in this policy: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8).

## COMMUNICATION

Riverview Christian School provides access to our online school management system (Quickschools) for all students and parents. It is the responsibility of students and parents to check Quickschools regularly to ensure student performance.

## EARLY PICK-UP

All students are expected to remain in school until dismissal at the end of each school day. Any students picked up early should be signed out with the Office by a parent or legal guardian. Students should only leave early if they have a scheduled doctor and/or dentist appointment, or family emergency. Early pick-up for other reasons is strongly discouraged and should be very limited throughout the year. Students miss valuable teaching time, as well as important announcements, assignments, closing instructions, and reminders. Before opting to pick up your child early, please consider the following: Is it essential to take my child out early? What subjects will my child be missing? Will my child miss valuable teaching time or a scheduled test?

## SICKNESS/INJURY

A student should be symptom free for 24hrs and/or follow the instructions given by your family doctor.

You should not send your child to school if he/she has:

- Fever at or higher than 100° in the past 24 hours. (Your child should be fever free for 24 hours without the use of fever-reducing medication before returning to school.)
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night or has caused difficulty breathing.
- Head lice – until your child has been treated according to the doctor's instructions.
- Any diagnosed, or suspected, contagious condition (including but not limited to viral or bacterial in nature) that could be passed to other students or faculty.
- \*\*\*Please contact the school with any questions that you have\*\*\*

If your child becomes ill while in school, he/she will be given attention by a staff member who will contact you if your child needs to be sent home. A doctor's note may be requested at any point.

## SPIRITUAL LIFE AND CONDUCT

Each student should understand that attending RIVERVIEW CHRISTIAN SCHOOL is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By attending RIVERVIEW CHRISTIAN SCHOOL, the student indicates the desire to become a sincere, cooperative member of the student body. This is important to provide the best setting for growing spiritually, physically, socially, and academically. Spiritual life is never the result of superimposed rules; therefore, the RIVERVIEW CHRISTIAN SCHOOL standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ. Scripture exhorts believers not to abuse their liberty in Christ. We are to behave in a manner that will not cause others to stumble or be hindered in their growth. "We should help others do what is right and build them up in the Lord" (Romans 15:2). "Abstain from all appearance of evil." (1 Thessalonians 5:22). **Students' personal relationships should be above reproach.** Boys and girls should be able to be friends without compromising each other's integrity or reputation. Inappropriate affection can happen even in elementary grades. As a result, students are discouraged from affectionately holding hands, kissing or hugging, passing notes, etc.

# **DISCIPLINE**

## **PROCEDURE**

Our total program is designed to support parents in developing their student's spiritual, academic, moral, physical and social character. To carry this out, we believe it is necessary to follow the scriptural admonition to correct a student when his/her behavior is in violation of school rules. We seek to develop high standards of behavior, problem solving skills and self-discipline among the students. We want to equip them with social and moral attitudes, which are necessary if they are to become responsible adults.

## **MINOR INFRACTIONS**

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all the rules. Parents will be advised of student infractions via phone and/or email. In the interest of creating an orderly environment and wholesome atmosphere, the following are not permitted:

1. Class disruption (talking, rowdiness, etc.)
2. Infringement on the safety of others
3. Failure to complete assignments
4. Verbal disrespect towards others

The above infractions may result in loss of privileges and/or a phone call home.

## **MAJOR INFRACTIONS**

Students are expected to live by a standard of behavior that is consistent with the Word of God. While enrolled at RIVERVIEW CHRISTIAN SCHOOL, students must, at all times, refrain from:

1. Extreme insubordination or disrespect
2. Fighting or physical harassment
3. Verbal harassment (excessive teasing, gossip, slander, lying, etc.)
4. Profanity, vulgarity, inappropriate stories or jokes (written or verbal)
5. Stealing
6. Vandalism or graffiti
7. Cheating
8. Possession of a weapon or dangerous object (gun, knife, etc.) on campus with intent to hurt another person that poses no threat.
9. Drug, alcohol or tobacco involvement or possession
10. Multiple minor infractions in a short amount of time, with no change in behavior
11. Sexual misconduct

# **CONSEQUENCES**

## **MINOR INFRACTIONS**

(one or more of the following)

1. Reminder – The student will say and/or write the rule or procedure that they disobeyed.
2. Redirection – The student will be asked to re-do the action correctly.
3. Restoration – The student will apologize and/or clean up the area and/or repair the damage to the best of their ability.

4. Reinforcement – The student will prepare a Behavior Improvement Plan, which will be signed by the student and their parent(s).

## **MAJOR INFRACTIONS**

1. The student will be sent to the office.
2. The administrator will contact the student's parents and may lead the student through the steps above.
3. The administrator will determine the best course of action based on the infraction, which may be to put the student on probation for a period of time, require an in-school or out of school suspension, or they may choose to seek the advice of the Board.
4. If the student involved is already on probation, the administrator will compile all pertinent information available and seek the above counsel on what course of action to take. If the student is to return to the classroom, a conference will be scheduled that requires parent and student attendance to outline the next course of action and conditions for return. The returning student will be placed on probation for a period deemed necessary by the administrator and the team.

## **SUSPENSION/EXPULSION**

Each case will be handled on an individual basis depending on the specific nature of the offense, and always with an attitude of Christian concern.

## **CHEATING AND PLAGIARISM**

Plagiarism (to steal or pass off the words of another as your own) and cheating are serious offenses in school. Cheating includes:

- Looking at another student's test or quiz paper.
- Using a cheat sheet (i.e. Quizlet)
- Aiding or allowing cheating.
- Stealing a test or the distribution of a stolen test.
- Doing another student's homework, paper/project, or copying another student's work.
- Any form of using AI to write a paper. (AI will tell us if it was used!)

The consequences for cheating or plagiarizing are (subject to Admin discretion):

- **FIRST OFFENSE:** Results in a zero on the quiz, test or paper and a Parent meeting.
- **SECOND OFFENSE:** Results in a zero on the quiz, test or paper, a parent conference with the administration, and a three-day suspension.
- **THIRD OFFENSE:** Results in expulsion.

## **ACADEMIC PROBATION**

A 7th-12th-grade student with a grade below a C- may be placed on an Academic Probation Plan. The teacher, parents, student, and administrator will meet to discuss and implement the plan. Students who are on Academic Probation are considered to be no longer in "good-standing". Should sufficient improvement not take place within six weeks of being placed on academic probation, the student may be withdrawn from the school. If the low grade occurs at the end of the school year, the student may be asked to do one of the following:

- Be retained at the same level for the following school year.
- Be withdrawn from the school.

## ACTIVITY and EXTRA-CURRICULAR ELIGIBILITY

Participation in any activity or program, including School trips Abroad, must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community. If this is not met, the student will not be permitted to attend the function. Students/parents also need to be aware that when a student-athlete needs to miss school for an extra-curricular activity, they are a "STUDENT" first and the activity they are participating in is "EXTRA". In this regard, students will be required to stay up to date on all assignments while participating in their extra-curricular activity. Grace and understanding may be given at the teacher's discretion but should not be expected. Students must have a cumulative grade point average of 2.30 with no grades below a C- to participate in a school activity. If the student has a GPA lower than a 2.3, the academic probation policy (see above) will be followed.

## CELL PHONES

RIVERVIEW CHRISTIAN SCHOOL students **are not permitted** to use cell phones in school from 8:00 am to 3:00 pm. Use of a cell phone during school hours is subject to discipline. They must be kept out of sight and turned off. If it is deemed necessary by the Administration, students may come to the School Office and will be allowed to use an office phone. Should a student become sick during the school day, a school staff member will call home. If you wish to contact your student during the school day, please do so by communicating with the school office.

## OTHER RESTRICTED ITEMS

Students are not allowed to bring the following items to school:

- Radios, iPods, MP3 players, CD players, electronic games, Kindles, walkie-talkies or any other electronic device. (These items may be used after 3:00 pm, or when an after-school event has been completed.)
- Knives, guns, squirt guns, weapons (even toy replicas)
- Matches, lighters, laser lights
- Toys
- Roller blades, skateboards, Heelys
- Comic books, magazines, non-school books (these must first be approved by the teacher)
- Pets or other live animals

**\*Exceptions to the above list would be for a specific situation or project, and only with Administration approval.**

## HOLIDAY POLICY

The primary focus of all our holiday celebrations at school is to glorify our Lord and Savior Jesus Christ. The way a family chooses to celebrate holidays outside of school (such as Halloween, Christmas, Easter, etc.) is, of course, a personal choice. Christian parents vary greatly in what they feel is acceptable for any given holiday. We do not wish to intentionally or unintentionally cause others to stumble. Therefore, please do not bring in or distribute items or merchandise that are often related to these holidays such as witches, skeletons, jack-o-lanterns, Santas, Easter Bunnies, etc., unless given approval by your child's teacher. If in doubt, please ask the Administration for clarification. Your cooperation and sensitivity are deeply appreciated!



## COMPUTER USE

Computers are for the benefit of RIVERVIEW CHRISTIAN SCHOOL students, to use for God-honoring purposes. Students are expected to ensure their computer use fits within the confines of this handbook. Admin discretion may be utilized in certain circumstances that are not specified by the wording in this handbook. Students may use the Internet only for the purpose of research for a class, or for other special purposes permitted by the Administration. Students who fail to comply with this policy will lose computer privileges and are subject to disciplinary action.

## DRESS CODE

The dress and appearance of the students at RIVERVIEW CHRISTIAN SCHOOL should be consistent with the school's Biblical emphasis. Therefore, we seek to glorify God with our appearance. Dress should be characterized by neatness, moderation, and modesty. Students are expected to follow the Dress Code with an attitude of compliance, not attempting to push every boundary. The following applies to the staff and students:

- Students may not be barefoot. Shoes, sandals, boots, or sneakers must be worn. Shoes with rollers and bedroom slippers are not allowed.
- Sneakers/tennis shoes are needed for PE classes.
- Low-cut tops are not allowed. No shirts or blouses with sheer material. No spaghetti straps.
- Shirts must cover the waist completely at all times. No skin should be showing when one bends over or reaches up. If the outer shirt is not long enough, then a longer undershirt must be worn to cover the skin at the waist. (Please test this out at home!)
- Shorts and skirts may not be higher than fingertips with arms down to the sides.
- No pajamas. Blankets are also not allowed unless previously approved.
- No underwear showing. Excessively baggy pants are not allowed.
- Overly tight or form-fitting clothing is discouraged.

Writing on hands, arms or other areas of the body is not permitted. Any questionable outfits or items are subject to administrative discretion.

We reserve the right to interpret the dress code in a way that is consistent with our mission and purpose. Should there be articles of clothing worn by a student that seem inappropriate or distracting, we reserve the right to ask that they be changed. If an outfit is in violation, the student will be sent to the office to wait for a change of clothing from home. Parents are asked to be proactive in monitoring what their children wear. Thank you for your cooperation!

## FIELD TRIPS

Class field trips are intended for the students of the designated class or classes. Since field trips are a part of school, RIVERVIEW CHRISTIAN SCHOOL rules and guidelines are still in force on these outings. It is always expected of students to leave a place better than how they found it. We are grateful for parents who can drive for field trips! Field trip drivers are expected to help chaperone the class. Drivers may include any of their own children who are not enrolled at RIVERVIEW CHRISTIAN SCHOOL, space permitting. (It is important, however, that the event is age appropriate for them and that they are well supervised.)

## **CHILD PROTECTION**

Under the Oregon State Child Protective Service Mandated Reporter section of the Child Protective Services Act of 1973, teachers and staff of schools and churches are considered MANDATORY REPORTERS. If there is any suspicion of child abuse, the RIVERVIEW CHRISTIAN SCHOOL staff is obligated by law to report it. Of course, we pray that this situation will not arise.

## **ANTI-HARASSMENT / NON-DISCRIMINATION POLICY**

RCS is committed to providing a workplace that is free of verbal, physical and visual forms of harassment so that everyone can work in a productive, respectful and professional environment. Harassment based on gender, race, national origin, denomination, age, disability or any other basis prohibited by federal, state or local law is strictly prohibited. Employees and/or students who violate this policy are subject to discipline, up to and including termination.

All forms of unlawful harassment, including sexual harassment, are strictly prohibited. Sexual harassment is generally defined as un-welcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or continuation at school; or
- Submission to or rejection of such conduct affects employment opportunities or academic progress; or
- The conduct interferes with an employee's or student's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes harassment based on another person's gender or upon pregnancy, childbirth or other related medical conditions. It also includes harassment of another employee or student of the same gender as the harasser.

RCS is committed to taking reasonable steps to prevent harassment from occurring and will take immediate action when unlawful harassment is reported.

*“Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.” (Matthew 18:3-6)*

#### **Questions?**

*Contact the Office during school hours at (541) 435-7908, or email [info@riverview.school](mailto:info@riverview.school)*



# **RIVERVIEW CHRISTIAN SCHOOL**

PARENT/STUDENT HANDBOOK

# 2025-2027

A Ministry of Riverview Christian Fellowship | Coos Bay, OR



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## STUDENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that as students and parents of Riverview Christian School (the “School”), we are asked to support the School and its mission and to acquaint ourselves with and abide by the School’s policies and procedures.

We understand that this Handbook is for informational purposes only and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the enrollment contract signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2024-2025 Student/Parent Handbook and agree to abide by the School’s policies and procedures, as outlined in the Handbook.

I understand that this Acknowledgement may be electronically signed, and by indicating my assent below, I agree to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

---

Parent/Guardian Signature

Date

---

Parent/Guardian Signature

Date

---

Student(s) Signature – **All students in grades 6-12 must sign**

Date

---

Print Full Name of Student(s).

Date

**Please sign and submit this Acknowledgement by September 21, 2024.**





## WELCOME

Dear Parents:

Please review the Student/Parent Handbook with your child(ren). It contains important information that will assist and support your family's success at Riverview Christian School.

After signing the Parent and Student Acknowledgement Form, included in this Handbook, please have your child return it to his/her classroom teacher or advisor as soon as possible, but no later than September 20.

Please be aware that RCS Admin reviews and revises the Handbook each year (and often makes changes during the course of the school year), so a number of the policies contained in this Handbook differ from those that returning families reviewed last year.

Thank You,

Cody J. Carlson

Administrator

# INTRODUCTION TO RIVERVIEW CHRISTIAN SCHOOL (RCS)

## MISSION AND VISION

Riverview Christian School's mission is to educate students in **Service, Relationships, and Academics**.

Our students will be...

- Expected to demonstrate a servant's heart.
- Expected to assist in keeping our facilities clean.
- Encouraged to apply biblical principles to all relationships.
- Encouraged to pray in every setting.
- Inspired to push themselves in academic achievement.
- Educated in biblical truth and academic rigor.

## PHILOSOPHY

The Bible states that parents are to raise up their children in the way they should go, and when they are old, they shall not depart from it (Proverbs 22:6). At Riverview Christian School our purpose is to assist the parents in meeting this objective (through the ministry of teaching and furthering the Christian mission), to point their children toward Jesus Christ as their Lord and Savior and give them a morally upright approach to life.

Our aim is to provide an education:

- That is in accord with the sixty-six books of the Bible, which we believe to be the verbally inspired, infallible, and inerrant Word of God.
- That promotes academic excellence, spiritual growth and moral integrity, and to see it demonstrated in the lives of our students.
- That prepares students for Godly participation in society.

RCS exists as a nondenominational, coeducational, preschool through high school. The goal of the School is to lead each student to a voluntary commitment of his/her life to the Lordship of Christ. We desire to develop each student's God-given spiritual, physical, mental, social, and creative gifts to their fullest potential; and thereby glorify God.

## STATEMENT OF FAITH

### FOUNDATIONAL BELIEFS AND TEACHINGS

We believe in the creation of mankind by a direct act of God (Gen. 1:26-28; Gen. 5:1, 2).

We believe that God wonderfully and immutably creates each person as male or female, and those distinct, complimentary genders each and together reflect the image and nature of God. (Gen. 1:26-27.)

We believe in God's covenant of marriage between one man and one woman. We believe God established the family as the primary means by which children will grow in the discipline and instruction of the Lord (Gen. 2:18-25; Deut. 6:4-7; Eph. 6:1-4).

We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (II Tim. 3:16; II Pet. 1:21).

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Rom. 3:19, 23; John 5:24; Eph. 2:8-19; Titus 3:5,6, John 3:16-19).

**Grace Alone:** God loves the people of the world, even though they are sinful, rebel against Him and do not deserve his love. He sent Jesus, His Son, to love the unlovable and save the ungodly (Eph. 2:8; Gal. 2:21).

**Faith Alone:** By his suffering and death as the substitute for all the people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life it offers. God creates faith in Christ and gives people forgiveness through Him (Rom. 1:17, 3:22a, 3:28, 5:1, 2).

## NON-DENOMINATIONAL POSITION

Riverview Christian School acknowledges the trust placed in the School by its enrolled families, and holds in high regard the authority of the home to teach those distinctive doctrines held in esteem by a family. The RCS Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

## OFFICE AND SCHOOL HOURS

Office Phone: (541) 435-7908

Riverview Christian School is open from 7:30am to 3:30 pm, Monday through Friday during the school year. Every second Friday of the month is a teacher workday, with no school for students.

Our school day for all classes begins at 8:00 with Morning Routines and Bible class to begin each day. Dismissal times for our students are:

**Pre-school – 12 noon**

**Kindergarten – 12<sup>th</sup> grades – 3:00 p.m.**

Please make every effort to be timely in picking up your child. If late pick-up times become a pattern, it may result in a conversation with Administration. The building is open at 7:30 a.m. and closes at 3:30 p.m.

## ACCOUNTING

GRADES	ANNUAL TOTAL	12-MONTH PLAN	10-MONTH PLAN
PRE-K	\$3,300	\$284/month	\$330/month
KINDERGARTEN – 12 <sup>TH</sup>	\$5,600	\$461/month	\$560/month

Tuition may be paid either by check, cash, or through Stripe via Quickschools. All accounts are expected to remain current and need to be settled with a zero balance by June 30, 2025. Payments are due according to the installment commitment you signed at orientation or prior to. For students to begin the school year, any outstanding payments from the previous school year must be paid unless other arrangements have been made directly with the Financial Director. Should tuition be unpaid **60 days** after the due date according to the installment you committed to, your child or children may be unable to attend RIVERVIEW CHRISTIAN SCHOOL until payments become current. It is essential that you communicate with the Financial Director, Amanda Looney (amanda@riverviewcf.church), before your account gets to this point.

## GRADE PLACEMENT

Based on the RCS academic intake assessment results and/or other evaluations, the Administration will determine the appropriate grade placement within our school. To be admitted to Preschool (K4), a student must be 4 years old by October 1st of that school year, and able to toilet themselves. Preschoolers are expected to have an extra change of clothes in case of an accident. To be admitted to kindergarten, a student must be 5 years old by October 1st of that school year and have passed the Kindergarten Readiness Assessment given by our teaching staff.

## WITHDRAWAL

If a student withdraws from RIVERVIEW CHRISTIAN SCHOOL prior to August 20th, all fees and tuition payments are completely refundable. After this date, there is a withdrawal fee of \$455. If a student is later voluntarily withdrawn or dismissed due to discipline, the full tuition for that month is still due.

Additionally, RIVERVIEW CHRISTIAN SCHOOL reserves the right to dismiss a student from attendance for any reason that does not align with our core values. This may be based on student behavior or may be parental in nature. If the student and/or family does not support the values of the school, a conference with Administration may take place where a recommendation of no longer attending RIVERVIEW CHRISTIAN SCHOOL may be rendered. Every effort will be made to abide by the biblical principles set forth in Matthew 18.

## CUSTODY PAPERWORK

It is the parent's responsibility to make sure that RIVERVIEW CHRISTIAN SCHOOL has the most up-to-date information: i.e. custody plan, parenting plan, custody agreement, etc. RIVERVIEW CHRISTIAN SCHOOL will maintain unbiased support for the child in all custody situations. Additionally, if the Administration deems it necessary, all communication may be limited to email only in an effort to protect all parties involved. Please note, it is not the responsibility of RCS to be the "go-between". Parents should be communicating with each other about any changes that need to be made that involve school.

## HIGH SCHOOL GRADUATION REQUIREMENTS

RCS operates on a 2-semester system. Each semester offers 0.5CR for students who complete the semester with a 70% or better. Anything 69.4% or lower does not qualify as a "passing grade." Administration reserves the right to waive a requirement if necessary, assuming that requirement is fulfilled by another class offered by RCS or a college/university. To graduate from Riverview Christian School, students are required to complete 25+ High School Credits. See the following:

Bible	4 credits	Social Science	3+ credits
English	4 credits	PE	3+ credits
Math	4 credits	Health	1.0 credits
Science	3+ credits	Foreign Language	1.0 credits
Life Skills	1.0 credits	Speech/Apologetics	1.0 credits

## **HOMEWORK**

Students absent due to illness, excused absences, suspension, or other valid reasons will be allowed to make up all the missed work. The responsibility for missed work lies totally with the student. Generally, one day for each day absent should be allowed for the completion of the work. Parents are expected to encourage and monitor the completion of all homework assignments and that the completed work is turned in to the teacher.

## **HEALTH PROCEDURES**

The administration should be notified of medications that your child will be taking during school hours. A completed Medication Form, signed by a parent and physician, must be given to administration before any medication may be distributed. All medications should be brought to the school by a parent. Medication will be stored in a locked cabinet and distributed to the student at the appropriate time by a school staff member. \*\*\*Student vaccination records and/or exemption paperwork needs to be filed with the RCS office by December 31<sup>st</sup> of that year.

## **RIGHTS AND EXPECTATIONS**

### **STUDENT'S RIGHTS**

1. To be provided with a safe environment most conducive to learning.
2. To have teachers who will provide positive support of a student's appropriate behavior and clear rules and procedures to limit his/her inappropriate behavior.

### **TEACHER'S RIGHTS**

1. To have a classroom that provides the optimal learning environment.
2. To expect and request appropriate behavior from students.
3. To ask for help from parents, the administrator, and other personnel when assistance is needed for a student.

### **PARENT/GUARDIAN RIGHTS**

1. To receive timely communication regarding their student's behavior.
2. To be informed about school policies and procedures.

### **PARENT PARTICIPATION**

Parents are to understand that RCS, its teachers, support staff, and volunteers will do everything in their power to educate the students that attend RCS. However, RCS has limited staffing resources and no additional budget to support any specialized staffing to meet the educational needs of some students. It is expected that RCS parents will support, uphold, and offer additional support when an educational need is brought to their attention. This is in addition to homework that may be sent home. This follow-through ultimately falls on the parents, not school staff. If RCS cannot adequately meet a student's needs, they may be asked to seek alternative education avenues, per Admin decisions. Additionally, parents are requested not to "air dirty laundry" (frustrations) on social media to protect the mission and ministry of RCS. Should this not be upheld, parents may be asked to seek alternative education, per Admin request.

## ATTENDANCE

It is important that you make school attendance a priority. Your child, in turn, will see school as important. This will also help to establish the positive traits of responsibility and dependability. Students should also arrive in their classrooms on time where attendance will be taken. Promptness is important to the smooth operation of our program and to the development of each child's personal habits. An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. Twenty-one (21) or more absences is considered excessive. Absences exceeding this limit may result in consideration for dismissal from school. A parent conference will be held with the Administration to attempt to correct the situation.

## ASSIGNMENTS

When a student is absent, an "E"-excused will be put into the gradebook for that assignment if the student was sick, had a doctor appointment, or other prearranged reason. Those assignments will not hurt or help a student's grade. An "A"-mark is used in the gradebook for unexcused absences or other situations (no communication, work not turned in on time. "A" grades are counted as zeroes until completed by the student. Students will be given the same amount of time to complete an assignment as the amount of time they were excused. This does not necessarily align with the expectations for student-athletes. Admin discretion is the final say in all situations. *"And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father by Him." Colossians 3:17*

## GUIDING PRINCIPLES

- Do all things as unto the Lord (Colossians 3:23)
- If it causes someone to stumble, don't do it (1 Corinthians 8:9-13)
- We have liberty in Christ, but not everything is good for us (1 Corinthians 10:23-24)
- Treat each other with godly love (1 John 4:7-8)
- Be helpful (Galatians 6:2)
- Be kind and forgiving (Ephesians 4:32)
- Be patient and understanding (Ephesians 4:2)
- Don't give up! God will help you get it done! (Philippians 4:13)

## ETHICS AND MORALITY

Riverview Christian School expects its students, families and staff to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – *to love God above all and to love our neighbors as ourselves* (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other. Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. The following Scripture should guide us in this policy: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8).

## COMMUNICATION

Riverview Christian School provides access to our online school management system (Quickschools) for all students and parents. It is the responsibility of students and parents to check Quickschools regularly to ensure student performance.

## EARLY PICK-UP

All students are expected to remain in school until dismissal at the end of each school day. Any students picked up early should be signed out with the Office by a parent or legal guardian. Students should only leave early if they have a scheduled doctor and/or dentist appointment, or family emergency. Early pick-up for other reasons is strongly discouraged and should be very limited throughout the year. Students miss valuable teaching time, as well as important announcements, assignments, closing instructions, and reminders. Before opting to pick up your child early, please consider the following: Is it essential to take my child out early? What subjects will my child be missing? Will my child miss valuable teaching time or a scheduled test?

## SICKNESS/INJURY

A student should be symptom free for 24hrs and/or follow the instructions given by your family doctor.

You should not send your child to school if he/she has:

- Fever at or higher than 100° in the past 24 hours. (Your child should be fever free for 24 hours without the use of fever-reducing medication before returning to school.)
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night or has caused difficulty breathing.
- Head lice – until your child has been treated according to the doctor's instructions.
- Any diagnosed, or suspected, contagious condition (including but not limited to viral or bacterial in nature) that could be passed to other students or faculty.
- \*\*\*Please contact the school with any questions that you have\*\*\*

If your child becomes ill while in school, he/she will be given attention by a staff member who will contact you if your child needs to be sent home. A doctor's note may be requested at any point.

## SPIRITUAL LIFE AND CONDUCT

Each student should understand that attending RIVERVIEW CHRISTIAN SCHOOL is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By attending RIVERVIEW CHRISTIAN SCHOOL, the student indicates the desire to become a sincere, cooperative member of the student body. This is important to provide the best setting for growing spiritually, physically, socially, and academically. Spiritual life is never the result of superimposed rules; therefore, the RIVERVIEW CHRISTIAN SCHOOL standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ. Scripture exhorts believers not to abuse their liberty in Christ. We are to behave in a manner that will not cause others to stumble or be hindered in their growth. "We should help others do what is right and build them up in the Lord" (Romans 15:2). "Abstain from all appearance of evil." (1 Thessalonians 5:22). **Students' personal relationships should be above reproach.** Boys and girls should be able to be friends without compromising each other's integrity or reputation. Inappropriate affection can happen even in elementary grades. As a result, students are discouraged from affectionately holding hands, kissing or hugging, passing notes, etc.



# **DISCIPLINE**

## **PROCEDURE**

Our total program is designed to support parents in developing their student's spiritual, academic, moral, physical and social character. To carry this out, we believe it is necessary to follow the scriptural admonition to correct a student when his/her behavior is in violation of school rules. We seek to develop high standards of behavior, problem solving skills and self-discipline among the students. We want to equip them with social and moral attitudes, which are necessary if they are to become responsible adults.

## **MINOR INFRACTIONS**

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all the rules. Parents will be advised of student infractions via phone and/or email. In the interest of creating an orderly environment and wholesome atmosphere, the following are not permitted:

1. Class disruption (talking, rowdiness, etc.)
2. Infringement on the safety of others
3. Failure to complete assignments
4. Verbal disrespect towards others

The above infractions may result in loss of privileges and/or a phone call home.

## **MAJOR INFRACTIONS**

Students are expected to live by a standard of behavior that is consistent with the Word of God. While enrolled at RIVERVIEW CHRISTIAN SCHOOL, students must, at all times, refrain from:

1. Extreme insubordination or disrespect
2. Fighting or physical harassment
3. Verbal harassment (excessive teasing, gossip, slander, lying, etc.)
4. Profanity, vulgarity, inappropriate stories or jokes (written or verbal)
5. Stealing
6. Vandalism or graffiti
7. Cheating
8. Possession of a weapon or dangerous object (gun, knife, etc.) on campus with intent to hurt another person that poses no threat.
9. Drug, alcohol or tobacco involvement or possession
10. Multiple minor infractions in a short amount of time, with no change in behavior
11. Sexual misconduct

# **CONSEQUENCES**

## **MINOR INFRACTIONS**

(one or more of the following)

1. Reminder – The student will say and/or write the rule or procedure that they disobeyed.
2. Redirection – The student will be asked to re-do the action correctly.
3. Restoration – The student will apologize and/or clean up the area and/or repair the damage to the best of their ability.

4. Reinforcement – The student will prepare a Behavior Improvement Plan, which will be signed by the student and their parent(s).

## **MAJOR INFRACTIONS**

1. The student will be sent to the office.
2. The administrator will contact the student's parents and may lead the student through the steps above.
3. The administrator will determine the best course of action based on the infraction, which may be to put the student on probation for a period of time, require an in-school or out of school suspension, or they may choose to seek the advice of the Board.
4. If the student involved is already on probation, the administrator will compile all pertinent information available and seek the above counsel on what course of action to take. If the student is to return to the classroom, a conference will be scheduled that requires parent and student attendance to outline the next course of action and conditions for return. The returning student will be placed on probation for a period deemed necessary by the administrator and the team.

## **SUSPENSION/EXPULSION**

Each case will be handled on an individual basis depending on the specific nature of the offense, and always with an attitude of Christian concern.

## **CHEATING AND PLAGIARISM**

Plagiarism (to steal or pass off the words of another as your own) and cheating are serious offenses in school. Cheating includes:

- Looking at another student's test or quiz paper.
- Using a cheat sheet (i.e. Quizlet)
- Aiding or allowing cheating.
- Stealing a test or the distribution of a stolen test.
- Doing another student's homework, paper/project, or copying another student's work.
- Any form of using AI to write a paper. (AI will tell us if it was used!)

The consequences for cheating or plagiarizing are (subject to Admin discretion):

- **FIRST OFFENSE:** Results in a zero on the quiz, test or paper and a Parent meeting.
- **SECOND OFFENSE:** Results in a zero on the quiz, test or paper, a parent conference with the administration, and a three-day suspension.
- **THIRD OFFENSE:** Results in expulsion.

## **ACADEMIC PROBATION**

A 7th-12th-grade student with a grade below a C- may be placed on an Academic Probation Plan. The teacher, parents, student, and administrator will meet to discuss and implement the plan. Students who are on Academic Probation are considered to be no longer in "good-standing". Should sufficient improvement not take place within six weeks of being placed on academic probation, the student may be withdrawn from the school. If the low grade occurs at the end of the school year, the student may be asked to do one of the following:

- Be retained at the same level for the following school year.
- Be withdrawn from the school.

## ACTIVITY and EXTRA-CURRICULAR ELIGIBILITY

Participation in any activity or program, including School trips Abroad, must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community. If this is not met, the student will not be permitted to attend the function. Students/parents also need to be aware that when a student-athlete needs to miss school for an extra-curricular activity, they are a "STUDENT" first and the activity they are participating in is "EXTRA". In this regard, students will be required to stay up to date on all assignments while participating in their extra-curricular activity. Grace and understanding may be given at the teacher's discretion but should not be expected. Students must have a cumulative grade point average of 2.30 with no grades below a C- to participate in a school activity. If the student has a GPA lower than a 2.3, the academic probation policy (see above) will be followed.

## CELL PHONES

RIVERVIEW CHRISTIAN SCHOOL students **are not permitted** to use cell phones in school from 8:00 am to 3:00 pm. Use of a cell phone during school hours is subject to discipline. They must be kept out of sight and turned off. If it is deemed necessary by the Administration, students may come to the School Office and will be allowed to use an office phone. Should a student become sick during the school day, a school staff member will call home. If you wish to contact your student during the school day, please do so by communicating with the school office.

## OTHER RESTRICTED ITEMS

Students are not allowed to bring the following items to school:

- Radios, iPods, MP3 players, CD players, electronic games, Kindles, walkie-talkies or any other electronic device. (These items may be used after 3:00 pm, or when an after-school event has been completed.)
- Knives, guns, squirt guns, weapons (even toy replicas)
- Matches, lighters, laser lights
- Toys
- Roller blades, skateboards, Heelys
- Comic books, magazines, non-school books (these must first be approved by the teacher)
- Pets or other live animals

**\*Exceptions to the above list would be for a specific situation or project, and only with Administration approval.**

## HOLIDAY POLICY

The primary focus of all our holiday celebrations at school is to glorify our Lord and Savior Jesus Christ. The way a family chooses to celebrate holidays outside of school (such as Halloween, Christmas, Easter, etc.) is, of course, a personal choice. Christian parents vary greatly in what they feel is acceptable for any given holiday. We do not wish to intentionally or unintentionally cause others to stumble. Therefore, please do not bring in or distribute items or merchandise that are often related to these holidays such as witches, skeletons, jack-o-lanterns, Santas, Easter Bunnies, etc., unless given approval by your child's teacher. If in doubt, please ask the Administration for clarification. Your cooperation and sensitivity are deeply appreciated!

## COMPUTER USE

Computers are for the benefit of RIVERVIEW CHRISTIAN SCHOOL students, to use for God-honoring purposes. Students are expected to ensure their computer use fits within the confines of this handbook. Admin discretion may be utilized in certain circumstances that are not specified by the wording in this handbook. Students may use the Internet only for the purpose of research for a class, or for other special purposes permitted by the Administration. Students who fail to comply with this policy will lose computer privileges and are subject to disciplinary action.

## DRESS CODE

The dress and appearance of the students at RIVERVIEW CHRISTIAN SCHOOL should be consistent with the school's Biblical emphasis. Therefore, we seek to glorify God with our appearance. Dress should be characterized by neatness, moderation, and modesty. Students are expected to follow the Dress Code with an attitude of compliance, not attempting to push every boundary. The following applies to the staff and students:

- Students may not be barefoot. Shoes, sandals, boots, or sneakers must be worn. Shoes with rollers and bedroom slippers are not allowed.
- Sneakers/tennis shoes are needed for PE classes.
- Low-cut tops are not allowed. No shirts or blouses with sheer material. No spaghetti straps.
- Shirts must cover the waist completely at all times. No skin should be showing when one bends over or reaches up. If the outer shirt is not long enough, then a longer undershirt must be worn to cover the skin at the waist. (Please test this out at home!)
- Shorts and skirts may not be higher than fingertips with arms down to the sides.
- No pajamas. Blankets are also not allowed unless previously approved.
- No underwear showing. Excessively baggy pants are not allowed.
- Overly tight or form-fitting clothing is discouraged.

Writing on hands, arms or other areas of the body is not permitted. Any questionable outfits or items are subject to administrative discretion.

We reserve the right to interpret the dress code in a way that is consistent with our mission and purpose. Should there be articles of clothing worn by a student that seem inappropriate or distracting, we reserve the right to ask that they be changed. If an outfit is in violation, the student will be sent to the office to wait for a change of clothing from home. Parents are asked to be proactive in monitoring what their children wear. Thank you for your cooperation!

## FIELD TRIPS

Class field trips are intended for the students of the designated class or classes. Since field trips are a part of school, RIVERVIEW CHRISTIAN SCHOOL rules and guidelines are still in force on these outings. It is always expected of students to leave a place better than how they found it. We are grateful for parents who can drive for field trips! Field trip drivers are expected to help chaperone the class. Drivers may include any of their own children who are not enrolled at RIVERVIEW CHRISTIAN SCHOOL, space permitting. (It is important, however, that the event is age appropriate for them and that they are well supervised.)

## **CHILD PROTECTION**

Under the Oregon State Child Protective Service Mandated Reporter section of the Child Protective Services Act of 1973, teachers and staff of schools and churches are considered MANDATORY REPORTERS. If there is any suspicion of child abuse, the RIVERVIEW CHRISTIAN SCHOOL staff is obligated by law to report it. Of course, we pray that this situation will not arise.

## **ANTI-HARASSMENT / NON-DISCRIMINATION POLICY**

RCS is committed to providing a workplace that is free of verbal, physical and visual forms of harassment so that everyone can work in a productive, respectful and professional environment. Harassment based on gender, race, national origin, denomination, age, disability or any other basis prohibited by federal, state or local law is strictly prohibited. Employees and/or students who violate this policy are subject to discipline, up to and including termination.

All forms of unlawful harassment, including sexual harassment, are strictly prohibited. Sexual harassment is generally defined as un-welcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or continuation at school; or
- Submission to or rejection of such conduct affects employment opportunities or academic progress; or
- The conduct interferes with an employee's or student's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes harassment based on another person's gender or upon pregnancy, childbirth or other related medical conditions. It also includes harassment of another employee or student of the same gender as the harasser.

RCS is committed to taking reasonable steps to prevent harassment from occurring and will take immediate action when unlawful harassment is reported.

*“Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.” (Matthew 18:3-6)*

#### **Questions?**

*Contact the Office during school hours at (541) 435-7908, or email [info@riverview.school](mailto:info@riverview.school)*



# **RIVERVIEW CHRISTIAN SCHOOL**

PARENT/STUDENT HANDBOOK

# 2025-2027

A Ministry of Riverview Christian Fellowship | Coos Bay, OR





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## STUDENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that as students and parents of Riverview Christian School (the “School”), we are asked to support the School and its mission and to acquaint ourselves with and abide by the School’s policies and procedures.

We understand that this Handbook is for informational purposes only and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the enrollment contract signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2024-2025 Student/Parent Handbook and agree to abide by the School’s policies and procedures, as outlined in the Handbook.

I understand that this Acknowledgement may be electronically signed, and by indicating my assent below, I agree to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

---

Parent/Guardian Signature

Date

---

Parent/Guardian Signature

Date

---

Student(s) Signature – **All students in grades 6-12 must sign**

Date

---

Print Full Name of Student(s).

Date

**Please sign and submit this Acknowledgement by September 21, 2024.**



## WELCOME

Dear Parents:

Please review the Student/Parent Handbook with your child(ren). It contains important information that will assist and support your family's success at Riverview Christian School.

After signing the Parent and Student Acknowledgement Form, included in this Handbook, please have your child return it to his/her classroom teacher or advisor as soon as possible, but no later than September 20.

Please be aware that RCS Admin reviews and revises the Handbook each year (and often makes changes during the course of the school year), so a number of the policies contained in this Handbook differ from those that returning families reviewed last year.

Thank You,

Cody J. Carlson

Administrator

# INTRODUCTION TO RIVERVIEW CHRISTIAN SCHOOL (RCS)

## MISSION AND VISION

Riverview Christian School's mission is to educate students in **Service, Relationships, and Academics**.

Our students will be...

- Expected to demonstrate a servant's heart.
- Expected to assist in keeping our facilities clean.
- Encouraged to apply biblical principles to all relationships.
- Encouraged to pray in every setting.
- Inspired to push themselves in academic achievement.
- Educated in biblical truth and academic rigor.

## PHILOSOPHY

The Bible states that parents are to raise up their children in the way they should go, and when they are old, they shall not depart from it (Proverbs 22:6). At Riverview Christian School our purpose is to assist the parents in meeting this objective (through the ministry of teaching and furthering the Christian mission), to point their children toward Jesus Christ as their Lord and Savior and give them a morally upright approach to life.

Our aim is to provide an education:

- That is in accord with the sixty-six books of the Bible, which we believe to be the verbally inspired, infallible, and inerrant Word of God.
- That promotes academic excellence, spiritual growth and moral integrity, and to see it demonstrated in the lives of our students.
- That prepares students for Godly participation in society.

RCS exists as a nondenominational, coeducational, preschool through high school. The goal of the School is to lead each student to a voluntary commitment of his/her life to the Lordship of Christ. We desire to develop each student's God-given spiritual, physical, mental, social, and creative gifts to their fullest potential; and thereby glorify God.

## STATEMENT OF FAITH

### FOUNDATIONAL BELIEFS AND TEACHINGS

We believe in the creation of mankind by a direct act of God (Gen. 1:26-28; Gen. 5:1, 2).

We believe that God wonderfully and immutably creates each person as male or female, and those distinct, complimentary genders each and together reflect the image and nature of God. (Gen. 1:26-27.)

We believe in God's covenant of marriage between one man and one woman. We believe God established the family as the primary means by which children will grow in the discipline and instruction of the Lord (Gen. 2:18-25; Deut. 6:4-7; Eph. 6:1-4).

We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (II Tim. 3:16; II Pet. 1:21).

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Rom. 3:19, 23; John 5:24; Eph. 2:8-19; Titus 3:5,6, John 3:16-19).

**Grace Alone:** God loves the people of the world, even though they are sinful, rebel against Him and do not deserve his love. He sent Jesus, His Son, to love the unlovable and save the ungodly (Eph. 2:8; Gal. 2:21).

**Faith Alone:** By his suffering and death as the substitute for all the people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life it offers. God creates faith in Christ and gives people forgiveness through Him (Rom. 1:17, 3:22a, 3:28, 5:1, 2).

## NON-DENOMINATIONAL POSITION

Riverview Christian School acknowledges the trust placed in the School by its enrolled families, and holds in high regard the authority of the home to teach those distinctive doctrines held in esteem by a family. The RCS Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

## OFFICE AND SCHOOL HOURS

Office Phone: (541) 435-7908

Riverview Christian School is open from 7:30am to 3:30 pm, Monday through Friday during the school year. Every second Friday of the month is a teacher workday, with no school for students.

Our school day for all classes begins at 8:00 with Morning Routines and Bible class to begin each day. Dismissal times for our students are:

**Pre-school – 12 noon**

**Kindergarten – 12<sup>th</sup> grades – 3:00 p.m.**

Please make every effort to be timely in picking up your child. If late pick-up times become a pattern, it may result in a conversation with Administration. The building is open at 7:30 a.m. and closes at 3:30 p.m.

## ACCOUNTING

GRADES	ANNUAL TOTAL	12-MONTH PLAN	10-MONTH PLAN
PRE-K	\$3,300	\$284/month	\$330/month
KINDERGARTEN – 12 <sup>TH</sup>	\$5,600	\$461/month	\$560/month

Tuition may be paid either by check, cash, or through Stripe via Quickschools. All accounts are expected to remain current and need to be settled with a zero balance by June 30, 2025. Payments are due according to the installment commitment you signed at orientation or prior to. For students to begin the school year, any outstanding payments from the previous school year must be paid unless other arrangements have been made directly with the Financial Director. Should tuition be unpaid **60 days** after the due date according to the installment you committed to, your child or children may be unable to attend RIVERVIEW CHRISTIAN SCHOOL until payments become current. It is essential that you communicate with the Financial Director, Amanda Looney (amanda@riverviewcf.church), before your account gets to this point.

## GRADE PLACEMENT

Based on the RCS academic intake assessment results and/or other evaluations, the Administration will determine the appropriate grade placement within our school. To be admitted to Preschool (K4), a student must be 4 years old by October 1st of that school year, and able to toilet themselves. Preschoolers are expected to have an extra change of clothes in case of an accident. To be admitted to kindergarten, a student must be 5 years old by October 1st of that school year and have passed the Kindergarten Readiness Assessment given by our teaching staff.

## WITHDRAWAL

If a student withdraws from RIVERVIEW CHRISTIAN SCHOOL prior to August 20th, all fees and tuition payments are completely refundable. After this date, there is a withdrawal fee of \$455. If a student is later voluntarily withdrawn or dismissed due to discipline, the full tuition for that month is still due.

Additionally, RIVERVIEW CHRISTIAN SCHOOL reserves the right to dismiss a student from attendance for any reason that does not align with our core values. This may be based on student behavior or may be parental in nature. If the student and/or family does not support the values of the school, a conference with Administration may take place where a recommendation of no longer attending RIVERVIEW CHRISTIAN SCHOOL may be rendered. Every effort will be made to abide by the biblical principles set forth in Matthew 18.

## CUSTODY PAPERWORK

It is the parent's responsibility to make sure that RIVERVIEW CHRISTIAN SCHOOL has the most up-to-date information: i.e. custody plan, parenting plan, custody agreement, etc. RIVERVIEW CHRISTIAN SCHOOL will maintain unbiased support for the child in all custody situations. Additionally, if the Administration deems it necessary, all communication may be limited to email only in an effort to protect all parties involved. Please note, it is not the responsibility of RCS to be the "go-between". Parents should be communicating with each other about any changes that need to be made that involve school.

## HIGH SCHOOL GRADUATION REQUIREMENTS

RCS operates on a 2-semester system. Each semester offers 0.5CR for students who complete the semester with a 70% or better. Anything 69.4% or lower does not qualify as a "passing grade." Administration reserves the right to waive a requirement if necessary, assuming that requirement is fulfilled by another class offered by RCS or a college/university. To graduate from Riverview Christian School, students are required to complete 25+ High School Credits. See the following:

Bible	4 credits	Social Science	3+ credits
English	4 credits	PE	3+ credits
Math	4 credits	Health	1.0 credits
Science	3+ credits	Foreign Language	1.0 credits
Life Skills	1.0 credits	Speech/Apologetics	1.0 credits



## **HOMEWORK**

Students absent due to illness, excused absences, suspension, or other valid reasons will be allowed to make up all the missed work. The responsibility for missed work lies totally with the student. Generally, one day for each day absent should be allowed for the completion of the work. Parents are expected to encourage and monitor the completion of all homework assignments and that the completed work is turned in to the teacher.

## **HEALTH PROCEDURES**

The administration should be notified of medications that your child will be taking during school hours. A completed Medication Form, signed by a parent and physician, must be given to administration before any medication may be distributed. All medications should be brought to the school by a parent. Medication will be stored in a locked cabinet and distributed to the student at the appropriate time by a school staff member. \*\*\*Student vaccination records and/or exemption paperwork needs to be filed with the RCS office by December 31<sup>st</sup> of that year.

## **RIGHTS AND EXPECTATIONS**

### **STUDENT'S RIGHTS**

1. To be provided with a safe environment most conducive to learning.
2. To have teachers who will provide positive support of a student's appropriate behavior and clear rules and procedures to limit his/her inappropriate behavior.

### **TEACHER'S RIGHTS**

1. To have a classroom that provides the optimal learning environment.
2. To expect and request appropriate behavior from students.
3. To ask for help from parents, the administrator, and other personnel when assistance is needed for a student.

### **PARENT/GUARDIAN RIGHTS**

1. To receive timely communication regarding their student's behavior.
2. To be informed about school policies and procedures.

### **PARENT PARTICIPATION**

Parents are to understand that RCS, its teachers, support staff, and volunteers will do everything in their power to educate the students that attend RCS. However, RCS has limited staffing resources and no additional budget to support any specialized staffing to meet the educational needs of some students. It is expected that RCS parents will support, uphold, and offer additional support when an educational need is brought to their attention. This is in addition to homework that may be sent home. This follow-through ultimately falls on the parents, not school staff. If RCS cannot adequately meet a student's needs, they may be asked to seek alternative education avenues, per Admin decisions. Additionally, parents are requested not to "air dirty laundry" (frustrations) on social media to protect the mission and ministry of RCS. Should this not be upheld, parents may be asked to seek alternative education, per Admin request.

## ATTENDANCE

It is important that you make school attendance a priority. Your child, in turn, will see school as important. This will also help to establish the positive traits of responsibility and dependability. Students should also arrive in their classrooms on time where attendance will be taken. Promptness is important to the smooth operation of our program and to the development of each child's personal habits. An absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. Twenty-one (21) or more absences is considered excessive. Absences exceeding this limit may result in consideration for dismissal from school. A parent conference will be held with the Administration to attempt to correct the situation.

## ASSIGNMENTS

When a student is absent, an "E"-excused will be put into the gradebook for that assignment if the student was sick, had a doctor appointment, or other prearranged reason. Those assignments will not hurt or help a student's grade. An "A"-mark is used in the gradebook for unexcused absences or other situations (no communication, work not turned in on time. "A" grades are counted as zeroes until completed by the student. Students will be given the same amount of time to complete an assignment as the amount of time they were excused. This does not necessarily align with the expectations for student-athletes. Admin discretion is the final say in all situations. *"And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father by Him." Colossians 3:17*

## GUIDING PRINCIPLES

- Do all things as unto the Lord (Colossians 3:23)
- If it causes someone to stumble, don't do it (1 Corinthians 8:9-13)
- We have liberty in Christ, but not everything is good for us (1 Corinthians 10:23-24)
- Treat each other with godly love (1 John 4:7-8)
- Be helpful (Galatians 6:2)
- Be kind and forgiving (Ephesians 4:32)
- Be patient and understanding (Ephesians 4:2)
- Don't give up! God will help you get it done! (Philippians 4:13)

## ETHICS AND MORALITY

Riverview Christian School expects its students, families and staff to lead Christ-honoring lives not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life – *to love God above all and to love our neighbors as ourselves* (Luke 10:27). That love should be reflected in all our actions and attitudes toward each other. Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. The following Scripture should guide us in this policy: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8).

## COMMUNICATION

Riverview Christian School provides access to our online school management system (Quickschools) for all students and parents. It is the responsibility of students and parents to check Quickschools regularly to ensure student performance.

## EARLY PICK-UP

All students are expected to remain in school until dismissal at the end of each school day. Any students picked up early should be signed out with the Office by a parent or legal guardian. Students should only leave early if they have a scheduled doctor and/or dentist appointment, or family emergency. Early pick-up for other reasons is strongly discouraged and should be very limited throughout the year. Students miss valuable teaching time, as well as important announcements, assignments, closing instructions, and reminders. Before opting to pick up your child early, please consider the following: Is it essential to take my child out early? What subjects will my child be missing? Will my child miss valuable teaching time or a scheduled test?

## SICKNESS/INJURY

A student should be symptom free for 24hrs and/or follow the instructions given by your family doctor.

You should not send your child to school if he/she has:

- Fever at or higher than 100° in the past 24 hours. (Your child should be fever free for 24 hours without the use of fever-reducing medication before returning to school.)
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat
- Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night or has caused difficulty breathing.
- Head lice – until your child has been treated according to the doctor's instructions.
- Any diagnosed, or suspected, contagious condition (including but not limited to viral or bacterial in nature) that could be passed to other students or faculty.
- \*\*\*Please contact the school with any questions that you have\*\*\*

If your child becomes ill while in school, he/she will be given attention by a staff member who will contact you if your child needs to be sent home. A doctor's note may be requested at any point.

## SPIRITUAL LIFE AND CONDUCT

Each student should understand that attending RIVERVIEW CHRISTIAN SCHOOL is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By attending RIVERVIEW CHRISTIAN SCHOOL, the student indicates the desire to become a sincere, cooperative member of the student body. This is important to provide the best setting for growing spiritually, physically, socially, and academically. Spiritual life is never the result of superimposed rules; therefore, the RIVERVIEW CHRISTIAN SCHOOL standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ. Scripture exhorts believers not to abuse their liberty in Christ. We are to behave in a manner that will not cause others to stumble or be hindered in their growth. "We should help others do what is right and build them up in the Lord" (Romans 15:2). "Abstain from all appearance of evil." (1 Thessalonians 5:22). **Students' personal relationships should be above reproach.** Boys and girls should be able to be friends without compromising each other's integrity or reputation. Inappropriate affection can happen even in elementary grades. As a result, students are discouraged from affectionately holding hands, kissing or hugging, passing notes, etc.

# **DISCIPLINE**

## **PROCEDURE**

Our total program is designed to support parents in developing their student's spiritual, academic, moral, physical and social character. To carry this out, we believe it is necessary to follow the scriptural admonition to correct a student when his/her behavior is in violation of school rules. We seek to develop high standards of behavior, problem solving skills and self-discipline among the students. We want to equip them with social and moral attitudes, which are necessary if they are to become responsible adults.

## **MINOR INFRACTIONS**

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all the rules. Parents will be advised of student infractions via phone and/or email. In the interest of creating an orderly environment and wholesome atmosphere, the following are not permitted:

1. Class disruption (talking, rowdiness, etc.)
2. Infringement on the safety of others
3. Failure to complete assignments
4. Verbal disrespect towards others

The above infractions may result in loss of privileges and/or a phone call home.

## **MAJOR INFRACTIONS**

Students are expected to live by a standard of behavior that is consistent with the Word of God. While enrolled at RIVERVIEW CHRISTIAN SCHOOL, students must, at all times, refrain from:

1. Extreme insubordination or disrespect
2. Fighting or physical harassment
3. Verbal harassment (excessive teasing, gossip, slander, lying, etc.)
4. Profanity, vulgarity, inappropriate stories or jokes (written or verbal)
5. Stealing
6. Vandalism or graffiti
7. Cheating
8. Possession of a weapon or dangerous object (gun, knife, etc.) on campus with intent to hurt another person that poses no threat.
9. Drug, alcohol or tobacco involvement or possession
10. Multiple minor infractions in a short amount of time, with no change in behavior
11. Sexual misconduct

# **CONSEQUENCES**

## **MINOR INFRACTIONS**

(one or more of the following)

1. Reminder – The student will say and/or write the rule or procedure that they disobeyed.
2. Redirection – The student will be asked to re-do the action correctly.
3. Restoration – The student will apologize and/or clean up the area and/or repair the damage to the best of their ability.

4. Reinforcement – The student will prepare a Behavior Improvement Plan, which will be signed by the student and their parent(s).

## **MAJOR INFRACTIONS**

1. The student will be sent to the office.
2. The administrator will contact the student's parents and may lead the student through the steps above.
3. The administrator will determine the best course of action based on the infraction, which may be to put the student on probation for a period of time, require an in-school or out of school suspension, or they may choose to seek the advice of the Board.
4. If the student involved is already on probation, the administrator will compile all pertinent information available and seek the above counsel on what course of action to take. If the student is to return to the classroom, a conference will be scheduled that requires parent and student attendance to outline the next course of action and conditions for return. The returning student will be placed on probation for a period deemed necessary by the administrator and the team.

## **SUSPENSION/EXPULSION**

Each case will be handled on an individual basis depending on the specific nature of the offense, and always with an attitude of Christian concern.

## **CHEATING AND PLAGIARISM**

Plagiarism (to steal or pass off the words of another as your own) and cheating are serious offenses in school. Cheating includes:

- Looking at another student's test or quiz paper.
- Using a cheat sheet (i.e. Quizlet)
- Aiding or allowing cheating.
- Stealing a test or the distribution of a stolen test.
- Doing another student's homework, paper/project, or copying another student's work.
- Any form of using AI to write a paper. (AI will tell us if it was used!)

The consequences for cheating or plagiarizing are (subject to Admin discretion):

- **FIRST OFFENSE:** Results in a zero on the quiz, test or paper and a Parent meeting.
- **SECOND OFFENSE:** Results in a zero on the quiz, test or paper, a parent conference with the administration, and a three-day suspension.
- **THIRD OFFENSE:** Results in expulsion.

## **ACADEMIC PROBATION**

A 7th-12th-grade student with a grade below a C- may be placed on an Academic Probation Plan. The teacher, parents, student, and administrator will meet to discuss and implement the plan. Students who are on Academic Probation are considered to be no longer in "good-standing". Should sufficient improvement not take place within six weeks of being placed on academic probation, the student may be withdrawn from the school. If the low grade occurs at the end of the school year, the student may be asked to do one of the following:

- Be retained at the same level for the following school year.
- Be withdrawn from the school.

## ACTIVITY and EXTRA-CURRICULAR ELIGIBILITY

Participation in any activity or program, including School trips Abroad, must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community. If this is not met, the student will not be permitted to attend the function. Students/parents also need to be aware that when a student-athlete needs to miss school for an extra-curricular activity, they are a "STUDENT" first and the activity they are participating in is "EXTRA". In this regard, students will be required to stay up to date on all assignments while participating in their extra-curricular activity. Grace and understanding may be given at the teacher's discretion but should not be expected. Students must have a cumulative grade point average of 2.30 with no grades below a C- to participate in a school activity. If the student has a GPA lower than a 2.3, the academic probation policy (see above) will be followed.

## CELL PHONES

RIVERVIEW CHRISTIAN SCHOOL students **are not permitted** to use cell phones in school from 8:00 am to 3:00 pm. Use of a cell phone during school hours is subject to discipline. They must be kept out of sight and turned off. If it is deemed necessary by the Administration, students may come to the School Office and will be allowed to use an office phone. Should a student become sick during the school day, a school staff member will call home. If you wish to contact your student during the school day, please do so by communicating with the school office.

## OTHER RESTRICTED ITEMS

Students are not allowed to bring the following items to school:

- Radios, iPods, MP3 players, CD players, electronic games, Kindles, walkie-talkies or any other electronic device. (These items may be used after 3:00 pm, or when an after-school event has been completed.)
- Knives, guns, squirt guns, weapons (even toy replicas)
- Matches, lighters, laser lights
- Toys
- Roller blades, skateboards, Heelys
- Comic books, magazines, non-school books (these must first be approved by the teacher)
- Pets or other live animals

**\*Exceptions to the above list would be for a specific situation or project, and only with Administration approval.**

## HOLIDAY POLICY

The primary focus of all our holiday celebrations at school is to glorify our Lord and Savior Jesus Christ. The way a family chooses to celebrate holidays outside of school (such as Halloween, Christmas, Easter, etc.) is, of course, a personal choice. Christian parents vary greatly in what they feel is acceptable for any given holiday. We do not wish to intentionally or unintentionally cause others to stumble. Therefore, please do not bring in or distribute items or merchandise that are often related to these holidays such as witches, skeletons, jack-o-lanterns, Santas, Easter Bunnies, etc., unless given approval by your child's teacher. If in doubt, please ask the Administration for clarification. Your cooperation and sensitivity are deeply appreciated!

## COMPUTER USE

Computers are for the benefit of RIVERVIEW CHRISTIAN SCHOOL students, to use for God-honoring purposes. Students are expected to ensure their computer use fits within the confines of this handbook. Admin discretion may be utilized in certain circumstances that are not specified by the wording in this handbook. Students may use the Internet only for the purpose of research for a class, or for other special purposes permitted by the Administration. Students who fail to comply with this policy will lose computer privileges and are subject to disciplinary action.

## DRESS CODE

The dress and appearance of the students at RIVERVIEW CHRISTIAN SCHOOL should be consistent with the school's Biblical emphasis. Therefore, we seek to glorify God with our appearance. Dress should be characterized by neatness, moderation, and modesty. Students are expected to follow the Dress Code with an attitude of compliance, not attempting to push every boundary. The following applies to the staff and students:

- Students may not be barefoot. Shoes, sandals, boots, or sneakers must be worn. Shoes with rollers and bedroom slippers are not allowed.
- Sneakers/tennis shoes are needed for PE classes.
- Low-cut tops are not allowed. No shirts or blouses with sheer material. No spaghetti straps.
- Shirts must cover the waist completely at all times. No skin should be showing when one bends over or reaches up. If the outer shirt is not long enough, then a longer undershirt must be worn to cover the skin at the waist. (Please test this out at home!)
- Shorts and skirts may not be higher than fingertips with arms down to the sides.
- No pajamas. Blankets are also not allowed unless previously approved.
- No underwear showing. Excessively baggy pants are not allowed.
- Overly tight or form-fitting clothing is discouraged.

Writing on hands, arms or other areas of the body is not permitted. Any questionable outfits or items are subject to administrative discretion.

We reserve the right to interpret the dress code in a way that is consistent with our mission and purpose. Should there be articles of clothing worn by a student that seem inappropriate or distracting, we reserve the right to ask that they be changed. If an outfit is in violation, the student will be sent to the office to wait for a change of clothing from home. Parents are asked to be proactive in monitoring what their children wear. Thank you for your cooperation!

## FIELD TRIPS

Class field trips are intended for the students of the designated class or classes. Since field trips are a part of school, RIVERVIEW CHRISTIAN SCHOOL rules and guidelines are still in force on these outings. It is always expected of students to leave a place better than how they found it. We are grateful for parents who can drive for field trips! Field trip drivers are expected to help chaperone the class. Drivers may include any of their own children who are not enrolled at RIVERVIEW CHRISTIAN SCHOOL, space permitting. (It is important, however, that the event is age appropriate for them and that they are well supervised.)

## **CHILD PROTECTION**

Under the Oregon State Child Protective Service Mandated Reporter section of the Child Protective Services Act of 1973, teachers and staff of schools and churches are considered MANDATORY REPORTERS. If there is any suspicion of child abuse, the RIVERVIEW CHRISTIAN SCHOOL staff is obligated by law to report it. Of course, we pray that this situation will not arise.

## **ANTI-HARASSMENT / NON-DISCRIMINATION POLICY**

RCS is committed to providing a workplace that is free of verbal, physical and visual forms of harassment so that everyone can work in a productive, respectful and professional environment. Harassment based on gender, race, national origin, denomination, age, disability or any other basis prohibited by federal, state or local law is strictly prohibited. Employees and/or students who violate this policy are subject to discipline, up to and including termination.

All forms of unlawful harassment, including sexual harassment, are strictly prohibited. Sexual harassment is generally defined as un-welcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or continuation at school; or
- Submission to or rejection of such conduct affects employment opportunities or academic progress; or
- The conduct interferes with an employee's or student's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes harassment based on another person's gender or upon pregnancy, childbirth or other related medical conditions. It also includes harassment of another employee or student of the same gender as the harasser.

RCS is committed to taking reasonable steps to prevent harassment from occurring and will take immediate action when unlawful harassment is reported.



*“Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.” (Matthew 18:3-6)*

#### **Questions?**

*Contact the Office during school hours at (541) 435-7908, or email [info@riverview.school](mailto:info@riverview.school)*