



RCS Student/Parent Handbook

Riviera Christian School & Childcare

1650 Brush College Rd NW Salem, Oregon 97304

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Contact Information

Office Phone	(503) 361-8779
Web Site	www.SalemRCS.org
Office E-mail	office@salemrcs.org
Billing & Accounts	accounts@salemrcs.org

Find us on social media:

Public Facebook Page:

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

Private RCS Parent Community: (conditions apply)

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

Introduction

Mission and Values

The **mission** of Riviera Christian School and Childcare is to equip each child with skills, knowledge, and character, grounded in the firm foundation of Jesus Christ.

At Riviera, we value...

- Integrity. We honor Christ and each other by being truthful and accountable.
- Family. We communicate and collaborate with our families for the benefit of each student.
- Flexibility. We find creative ways to navigate change.
- Perseverance. We tackle challenges with courage and persistence.

Guiding Principles & Philosophy

The foundational principle of Riviera Christian School and Childcare is found in Matthew 22:37-39. Jesus instructs us to love the Lord with all our heart, soul, and mind, and to love our neighbor as ourselves. The teachers at Riviera demonstrate for their students what this looks like and sounds like. In short, the staff, students, and families of RCS commit to demonstrating behavior and language that is respectful and considerate in the following areas:

1. Respect for authority.
2. Respect for others.
3. Respect for property.

God created us to depend on each other, to grow and learn together. We believe that learning is a constructive and social process, best accomplished through ongoing interactions with peers and teachers. Students develop resilience and independence when they are allowed to make “affordable mistakes” as part of the learning process.

History

Riviera Christian School was established in 1965 as a ministry of Riviera Baptist Church, now known as West Hills Community Church. In 2003, a childcare was added for the specific purpose of providing care for the children of school staff. Eventually, an after-school program was added to provide for school children who needed care for the remainder of the workday. In recognition of this established purpose, the childcare waiting list at Riviera prioritizes the needs of the school and church staff, and the families that attend preschool and elementary school.

West Hills Community Church (WHCC)

West Hills Community Church was incorporated in 1891 as the First German Baptist Church of Salem “to advance the cause of the Lord Jesus Christ in accordance with the Word of God.” As stated in the WHCC Constitution and bylaws, the primary purpose of Riviera Christian School and Childcare is to further the interests of the church. As such, **the guiding principles, decisions, and**

daily practices of the school and childcare shall reflect biblical values and the Statement of Faith of West Hills Community Church.

Communication

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

Employees

All Riviera staff—both in school and childcare—are employed by West Hills Community Church, for the express purpose of furthering the ministry of WHCC. As such, all staff at Riviera communicate and conduct themselves in a manner that is consistent with biblical values as defined in the WHCC Statement of Faith and in alignment with the Christian Lifestyle Covenant. Teachers shall continually further their spiritual growth through church attendance and Bible study so they can be equipped to teach Bible lessons, satisfactorily lead student discussions on spiritual matters, and follow Jesus’ example through interactions with children, parents, and colleagues.

Admissions Policy

Background

The elementary school starts in kindergarten with two part-day sessions and grades 1-6 with one class for each grade level.

General Admissions Policies

1. Attendance at Riviera is a privilege and not a right. This privilege may be forfeited by any student or family that does not support and follow the standards, policies, and practices of the school.
2. Riviera reserves the right, at its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the student or family displays attitudes or behaviors that are inconsistent with the spirit and guidelines of RCS. An interview with the superintendent will be used to help determine if our school is a suitable match for each child. A specified trial period may be needed to help ensure that each child has a successful experience at Riviera.
3. It is the policy of Riviera Christian School to follow the Christian practices of nondiscrimination based on race, color, religion, national or ethnic origin.
4. The school administration makes the final decision about children's placement in their grade level.
5. Enrollment is not complete until the Application, Medical Release, Financial Agreement, Interview with the Superintendent, current immunization OR immunization exception certificate, and any requested evaluations are complete and turned into the office with the required fees.

Age for Admission

Children must reach the following ages by September 10th to enroll in school. In rare occasions, exceptions may be made by the administration and confirmed by board approval. Parents who believe their RCS preschooler needs advanced placement should contact the school office for more information. In addition to an application and recommendations from their child's teacher, assessment fees may be required.

Age	Class
5	Kindergarten
6	First Grade

Admission Procedure

1. Complete the Application for Enrollment.
2. Pay the required registration fee.
3. Attend an interview with the superintendent and/or childcare director. Children must accompany their parent(s).
4. K-6 students may be required to do Reading and Math assessments.

Financial Policy

General Financial Policies

1. **School tuition** is calculated on an annual basis and tuition payment is an obligation of enrollment for the entire school year. The amount may be paid in a lump sum, or for your convenience, the tuition may be paid in equal monthly payments. Information about associated fees can be found on the website or in the office with the current registration information.
2. Payment can be made in any of the following ways:
 - Checks can be made out to Riviera Christian School or RCS.
 - Checks or cash can be delivered in person to the RCS office.
 - Praxi Parent Portal – ACH, debit, or credit online payment
 - In an emergency, a phone payment can be arranged with the office manager.
3. **Due Dates:** Tuition payments are billed on the 1st of each month. They are due by the 8th of each month, after which time a \$10 late fee will be applied. The student(s) will be suspended from school after the 15th of the month if the account is still past due. **Any balance that is more than 60 days past due will be turned over to a collections agency unless a payment plan has been agreed upon and honored between the family and the Riviera Christian School board.**
4. **NSF Fees:** An account that accrues multiple fees for Not Sufficient Funds (NSF) payments may be limited to paying through cash, money order, or cashier's check. NSF fees will be added to the student's account.
5. **Tuition Adjustments:** Because Riviera Christian School has an obligation to its employees, elementary students are considered enrolled for the entire school year. No cost reductions can be made for vacations and school holidays. **No deductions in tuition or monthly childcare will be made for absences, regardless of the cause of absence.**
6. **Early Withdrawal:** If a child is withdrawn from school or childcare for any reason, parents must notify the office by email. **RCS tuition payments are due through the end of the quarter in which the student is withdrawn.** All books and school materials must be returned and all fees paid before grades and student files will be forwarded to the new school.
7. **Service Hours:** Families have the **voluntary option** to complete 10 hours of service to receive a **\$500 Tuition Reduction**, \$50 for every hour of volunteer service hours.

Continuous Enrollment

Current students at Riviera Christian School will fill out an online form to be automatically enrolled in the upcoming year. Students will be re-enrolled each February.

Parents who do NOT plan to attend RCS in the upcoming year are encouraged to notify the school as soon as possible after the end of February. Students who have not been re-enrolled by March 1st may not be guaranteed a spot at RCS in the fall.

New Student Registration Fees

This is a fee used for ordering curriculum, supplies, and digital subscriptions. In addition to the supplies that parents provide, many classroom activities require other materials. The registration fee is non-refundable unless the student is not accepted for admission. Students entering preschool or elementary school from childcare do not pay the new student or registration fee. For details on registration fees, please see the Registration and Tuition Fees schedule.

Tuition

The RCS teachers are hired on an annual basis and, as a result, we are unable to provide reduced tuition in the case of prolonged absences. Please keep your payments current so we can meet our financial obligations and in order for your student to remain enrolled at RCS. For details on registration fees, please see the Registration and Tuition Fees schedule.

Tuition Discounts

Tuition discounts apply to students in preschool through sixth grade.

- **Pre-paid Discount:** 3% tuition discount for paying in full by the Friday before school starts (August 28, 2026).
- **Multi-student Family Discount:**
 - 1st student, none
 - 2nd student, 5%
 - 3rd student, 10%
 - 4th student, 15%
- **K-6 New Student Registration Discount:** \$50 if paid by April 1st.

Tuition Aid

The Riviera Christian School Foundation provides tuition aid for families who desire to have their children at RCS but require financial assistance to make that possible. Tuition aid is available to qualifying families of elementary students only. If additional funds are available, aid may be applied to the tuition of preschool age siblings. All inquiries about tuition aid should be directed to the RCS Foundation.

Tuition Aid (cont.)

Tuition Aid Applications can be filled out online through FACTS in the spring. The deadline to submit the application with all required supporting documentation is May 1st. The RCS

Foundation aims to notify families who are receiving aid for the following year by June 15. *Funds for financial assistance are limited and disbursed based on financial need.* Students requesting financial assistance must be enrolled as returning students or have a new student application in process at the time of applying for aid. **Families receiving tuition aid must always keep their accounts current; tuition aid may be withdrawn from accounts with repeated late fees.**

Calendar & Schedules

Yearly Calendar

School starts Monday, August 31st, due to Labor Day being so late this year, and ends the Thursday after Memorial Day in May (27th).

RCS is closed for the following holidays:

- Labor Day
- Veterans Day (Monday)
- Thanksgiving - Wednesday through Friday
- Christmas Cheer Half Day (Closed at noon, the Friday before Christmas break)
- Christmas (Closed one or two weeks, see the current calendar)
- New Year's Day
- MLK Jr. Day
- President's Day
- Good Friday
- Memorial Day

School Vacations and Holidays

We observe most of the federal and state holidays as the Salem-Keizer school district. We also observe the same Christmas and spring breaks when possible.

All holidays, vacation days, grading days, and teacher in-service days will be posted in the monthly newsletters, on our online calendar and on teacher calendars. ***Please make every effort not to schedule a lengthy family vacation during the school year unless it is during a scheduled school break.***

Daily Schedules

Office Hours:

8:30 a.m. to 3:30 p.m.

RCS School:

9:00 a.m. to 3:30 p.m. (drop-off starts at 8:45)

School Absences

When your child is going to be absent, please notify the school office AND your child's teacher before 9:00 AM. If your child needs their homework, you may request it and arrange a pickup time with your child's teacher.

For absences due to illness, medical appointments, or family emergencies, please notify the teacher and the RCS office. The teacher will work closely with the student and parent(s) to plan for making up missed assignments.

We understand that situations arise during the school year when parents desire to have their child excused for reasons other than those stated above. In those cases, we recommend that your child completes missed assignments within a reasonable time. However, if you do not plan to have your child complete missed assignments, please notify your child's teacher in advance, out of respect

for the teacher's time and efforts. In that case, online assignments may be recommended for core subjects, especially for students in grade two and up.

School Tardies and Early Dismissals

It is important that classrooms not be interrupted during instructional time. If your child is late, the classroom door will be closed. Please bring your child to the school office and a staff member will take them to class. Teachers are instructed not to answer knocks on the door during school hours.

If it is necessary to pick up a child early due to an appointment, please notify the teacher in writing and call or text the office that morning. A staff member will get them from class. **Please come to the school office to meet your child and sign them out.**

Parent Participation

Communication

Current Information. Parents are responsible for providing current required information, including:

- Child's home address
- Name(s), home and business address(es) and telephone number(s) of the custodial parent(s) or legal guardian(s)
- Name(s) and contact information of the person(s) to be called in an emergency if the parent(s) cannot be reached
- Name and telephone number of person(s) to whom the child may be released
- Name and telephone number of child's medical provider(s) or emergency care facility
- Immunization record or exemption that is updated when the child receives additional vaccines
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
- Developmental and health history of any problems that could affect the child's participation (includes but not limited to a written care plan, medical diagnosis, 504's, IEP's)
- Verification that parents have received a copy of the center policies.
- When applicable a complete divorce decree

Childcare families must update their initial enrollment forms at least annually.

Office. The office phone number 503-361-8779 can be used for both calls and texts.

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

Phone. If you need to discuss something with your child's teacher by phone, you may email the teacher directly to arrange a time or call the school office, and the teacher will be informed to contact you at their earliest convenience. Staff members are strongly discouraged from giving parents their personal phone numbers, except in very specific circumstances, such as a child with unique medical needs. Teachers do not answer their phones during school, except when receiving a call from their direct supervisor or the front office.

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

Kindergarten Kinder@salemrcs.org

1st Grade Grade1@salemrcs.org

2nd Grade Grade2@salemrcs.org

3rd Grade Grade3@salemrcs.org

4th Grade Grade4@salemrcs.org

5th Grade Grade5@salemrcs.org

6th Grade Grade6@salemrcs.org

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

In Person. Please do not approach teachers with questions or concerns immediately before or after school. Teachers are not able to discuss your suggestions or concerns when they are supervising children in the classroom. The teacher must be able to greet the children as they arrive and prepare them to leave for the day without being distracted by conversations. Parent teacher conferences may be scheduled at the end of every quarter and as needed.

Food: Meals & Snacks

Special event snacks. Snacks brought in by parents for birthdays or other special events must be prepared in a kitchen, approved by the State Health Division or the county health department and delivered in a safe, sanitary manner.

Cold Lunches. Parents are responsible for providing healthy lunches for children who are in school during lunch hour.

Other nutrition. Nutrient concentrates and supplements including vitamins and minerals shall not be served to a child without a written statement of parental consent and written instructions from a medical practitioner.

Allergies. Parents are required to provide alternative foods when needed due to food allergies (e.g., non-dairy milk, gluten-free snacks). Such foods must have the child's name clearly written on the packaging. Refrigeration and secure storage will be available at school.

If students come to school without any lunch, the following steps will be taken:

1. Office staff will reach out to the parents to see if lunch can be delivered.
2. If parents are not able to provide lunch, the student will receive a cold lunch. The parents will be responsible for paying for the lunch through their Praxi account.

Lunchroom Support. You can support us in the following ways:

1. If food needs to be warmed up, please send it in a microwaveable container, not in foil or plastic wrap.
2. There is a 1-minute limit on microwave time, so food can only be WARMED, not COOKED.
3. Please send cutlery with your child if it will be needed for their packed lunch.

Volunteering

Volunteer service is essential to the successful operation of our school. A wide variety of opportunities are available both on and off campus. And family participation is not limited to just parents. We love to include grandparents, aunts, and uncles, and even family friends. As part of the RCS Safety and Security Plan, RCS must complete background checks on all volunteers who will be directly involved with students in our classrooms, on field trips and other activities. Parents will earn a \$50 discount on the cost of tuition for each volunteer hour, up to 10 hours. That's a \$500 tuition discount!

Parent Concerns

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

Step 1: Parental concerns should first be addressed by communicating with the child's teacher. For minor matters, an email may suffice.

Step 2: If the teacher is unable to help resolve the issue, the parent may check at the office to discuss the matter with the school superintendent.

Step 3: The superintendent may arrange for a meeting with the parents and any involved staff to address concerns and plan for resolution.

Parent Conduct

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

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

Norms for Parent Conduct

1. Parents always set an example of respecting others on campus or at RCS activities.
2. Parents will respect the classroom environment and not disrupt the flow of instruction for personal reasons.

3. **Important:** Parents, visitors, volunteers, and guest speakers must check in at the office during the school day. Even regular service volunteers will always check in. This helps us ensure that families get credit for all their service hours.
4. Please follow the guidelines for drop-off and pick-up as explained at parent orientation. For the safety of everyone, it is important to avoid congestion. **Most importantly, use caution when driving through the parking lot.** Please observe a 5-mile-per-hour speed limit.
5. Gossip is the enemy of any organization or community. Ephesians 4:29 states, "let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." Our staff uses this verse to guide our words and conversations. We ask that our school community adopt it to govern their own conversations.
6. No parent will be allowed to confront students other than their own at school. Approaching a student with intent to work through conflict or to admonish for any reason will not be tolerated and could be grounds for immediate dismissal from school or restrictions to campus access. Our staff and administration are responsible for handling any behavioral or disciplinary issues and parents are to respect that authority.
7. If parents are assisting with activities on campus or on field trips, a background check must be completed ahead of time. (See "Field Trips" for more information).

Student Expectations

General Principles

The student expectations at Riviera are based on biblical principles. In Matthew 22:37-39, Jesus instructs us to love the Lord with all our heart, soul, and mind, and to love our neighbor as ourselves. The teachers at Riviera demonstrate for their students what this looks like and sounds like. Students are given loving, age-appropriate guidance, and support as they grow and develop, following these principles:

1. Respect for authority.
2. Respect for others.
3. Respect for property.

Student Conduct: Principles in Action

1. Respect for Authority:
 - Listen to and follow instructions promptly.
 - Avoid words or actions that show disrespect for adults.
 - Be ready for class with all the materials you need.
2. Respect for others:
 - Keep hands and objects to yourself.
 - Use kind and encouraging words.
 - Work diligently, without disrupting others' learning.
3. Respect for property:
 - use equipment and materials for their intended purpose.
 - ask for permission before using others' belongings.

Verbal or implied threats of any kind are the antithesis (absolute opposite) of the biblical principles that guide the practices of staff and students at RCS. As such, verbal or implied threats will not be tolerated, even in jest. Students who repeatedly use threatening words or actions will be subject to disciplinary action. This may include suspension and/or expulsion from RCS.

Conduct is prohibited if it brings dishonor or discredit to the student or to the school, or if it does not align with the Christian values. Additionally, the school prohibits either the promoting or encouragement of others to violate the school's standards.

Dress Code

As a Christian school, RCS is committed to upholding a dress code that seeks to reflect biblical values. Students will wear clothing and hairstyles that reflect their biological gender at birth and are age appropriate. As fads and fashions change, some guidelines are difficult to include and update each year. Therefore, the RCS staff reserves the right, upon their discretion, to prohibit any clothing, accessory, hair style or coloring, and tattoo type imprints that may become a distraction

in the classroom. If a student comes to class or a school activity in attire that contradicts any of these guidelines, parents may be contacted. We believe it is important to teach our students the virtue of modesty. Any challenges to the guidelines may be brought before the school board.

Parents will be notified by email or phone call when dress is not satisfactory.

1. **Footwear** should be safe and comfortable both indoors and outside. Therefore, rubber or flimsy "flip flop" style sandals and heels more than one inch high are not allowed. Open shoes/sandals must have a strap across the heel. Tennis or running shoes should always be worn on scheduled P.E. days.
2. **Headgear** is acceptable for outdoor recess times but is not to be worn inside the school building. This includes, but is not limited to, baseball caps, hats, bandanas, scarves, stocking hats and sweatshirt hoods. This guideline will be excluded for medical reasons, and for school spirit days that encourage the students to dress up.
3. **Clothing with logos, text, and/or pictures** must be in good taste (as deemed by the school staff) and not in opposition to biblical values. This includes, but is not limited to, references to violence, drugs or alcohol, wizardry, skulls and crossbones, disrespectful and inappropriate behavior, whether by musicians, animated characters, movies, or television shows.
4. **Shorts & Pants** need to be more than fingertip length.
5. **Shirts/Tops/Blouses** must be long enough that the midriff is not showing when hands are raised above the head.
6. **Girls**
 - Any tight, body-hugging attire such as leggings, Spandex and Yoga pants must be worn under a dress, skirt or loose-fitting shorts that are more than fingertip length. Dresses and skirts must be worn with shorts, tights, or leggings.
 - Attire with low and revealing necklines or strapless dresses and tops are not allowed. All tank tops and sundresses worn without a shirt should have straps that are *at least* 1". Appropriate undergarments must be worn, and no undergarments should be exposed at any time.
7. **Boys**
 - Any tight, body-hugging attire should be worn with loose shorts or a shirt over top.
 - The waistline should be at or near the waist and not sagging. Undergarments should never be visible because of tight or sagging pants/shorts.

General Policies

Class Parties

Occasionally, a teacher will plan a class party to celebrate an outstanding class achievement, to enrich a learning opportunity, or to celebrate a major holiday (e.g., Christmas and Valentines Day). Class parties will be of limited duration, with age-appropriate activities.

Invitations to a personal birthday party can only be handed out at school if all the students in the classroom are invited. If a teacher is uncomfortable with how personal invitations are handled, they should notify the administration immediately. If parents are in doubt, they should contact the administration before making any plans.

Electronics

Electronics from home, of any kind, are not allowed on campus. This includes smart watches (tracking devices with text only), cell phones, and gaming devices.

If a parent deems it necessary for a child to have an electronic device (e.g., the child is staying with the other parent for the remainder of the week), the device must be turned off and left in the child's backpack. The parent must notify the teacher that the device is in the backpack.

If an electronic device is used in violation of school policy, it may be confiscated and taken to the RCS office where it can be picked up by the parent at the end of the day. RCS will not assume liability for loss, damage, or theft of a cell phone after it has been confiscated. Repeat offenses may lead to escalating consequences for disrupting the school environment which may include suspension and/or expulsion from RCS.

Field Trips

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

If additional transportation or supervision is needed for an elementary field trip, parents may be invited to help. Before going on field trips, parents must supply the school with documentation showing that they have successfully passed a background check. Parents will need to fill out the volunteer service application on the [RCS website](#). The \$11 fee will be billed to their Praxi account. Service hours are earned if a parent transports multiple children or staff from the class.

Parents must provide the office with a photocopy of their valid driver's license and proof of insurance. **Younger siblings may not attend elementary field trips with parent chaperones.**

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

Homework

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

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

We believe that family time and outdoor activities are a priority, and that definite limits should be followed for homework time. The necessity for doing homework will vary from grade to grade and even from student to student. There may sometimes be projects to be completed, or assignments due to absences, which may take additional time at home to complete.

Please help us further your child's learning by offering appropriate support during homework without doing it for them. Occasionally students submit homework that is clearly done by the parent or is done to a significantly higher level of achievement than a child's usual work. These situations will be addressed on an individual basis.

Normally, homework will not be assigned over the weekend or over holidays and vacations. If the assignment is not completed during the specified time, attach a note to the assignment making the teacher aware of their effort. The guide below should be regarded as maximum times, not as required minimums.

Kindergarten:	Very minimal, if any
1st – 3rd grade:	15 - 30 minutes per weeknight
4th – 6th grade:	30 - 45 minutes per weeknight

Immunizations

The Oregon Immunization law requires that **all** children have current immunization information on file at school. Children must be up to date on their vaccinations **or** have documentation of parent exemption on file before they start attending school or childcare. Without these records, the child will be excluded as per state guidelines. **For information on how to obtain an exemption, please see the office staff or childcare director.**

Lost and Found

Personal items, such as coats, sweaters, sweatshirts, backpacks, lunchboxes, and water bottles must be clearly marked with your child's name on them. **When belongings are clearly marked, students can avoid arguments over ownership, and their belongings are less likely to go missing!** The lost and found will be cleaned out at the end of each quarter. Items that are not picked up will be donated.

Medication

If any medications, prescription or over the counter (OTC), needs to be administered to a student during the day, you must fill out a Medication Authorization Form available in the office. If your child needs an Epi-pen, you will need to provide one to leave at the school office for them. Do not leave an Epi-pen in your child's backpack.

OTC medication includes, but is not limited to, pain relievers, cough syrup, inhalers, nose drops, and sunscreen. Written permission for medication related to chronic conditions must not exceed a timeframe of 12 months. Any medication must be in its original container and be labeled with the name of the medication, dosage, and directions for administration and dosage. It must also be labeled with the child's name.

Please see Oregon's most recent [Rules for Certified Child Care Centers](#) for additional details about medication.

Pets & Animals

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

Student Teachers

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

If a college student is unable to attend in person due to special circumstances, we may provide them with access to observe through Google Meet. These sessions will not be recorded, and only that college student will be viewing the meeting.

Visitors

Parents and visitors are welcome to visit and observe our classrooms. If you wish to visit, please call the office to schedule a date and time at least 48 hours in advance. To minimize disruptions to our classrooms, a staff member will accompany guests, and visits will be limited to 15 minutes.

Visitors will never have unsupervised access to children unless they have the appropriate background check clearance.

If you need to discuss school matters with a teacher, please make an appointment with the teacher before or after school or by emailing the teacher directly. ***All visitors and volunteers must first check in at the school office. Even regular volunteers check in each time for security reasons and to ensure credit is received for service hours.***

Modifying Policies

The school reserves the right, in its sole discretion, to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and parents agree to abide by any such future changes or modifications to school policies and procedures. Parents will be notified of updates by email and may receive printed notification as well.

Discipline

Discipline

Definition: The word “discipline” is closely related to “disciple.” At RCS, discipline begins with clear and consistent instruction which is the first step to helping children develop age-appropriate disciplined behavior. We emphasize discipline as training and regulation based on relationships, not as control or punishment based on power.

RCS is dedicated to the training of children in a Christ-centered program of study, activity and living. We appreciate your confidence in allowing our staff to assist you in training your child. We maintain guidance that is developmentally appropriate, timely, consistent, just, and tempered with love. Our faculty upholds standards of behavior in the classroom through kindness, love, and genuine regard for their students.

The following approaches may be used throughout school year:

- (a) Setting and teaching clear and consistent rules that children can understand,
- (b) Setting up the environment for success,
- (c) Following a predictable daily routine and schedule with planned transitions,
- (d) Reinforcing positive behaviors with encouragement and descriptive praise,
- (e) Supervising actively, taking steps to prevent problems before they occur and explaining safe, natural, and logical consequences related to a child’s behavior,
- (f) Helping children recognize and appropriately express their feelings and understand the feelings of others,
- (g) Modeling and teaching social skills such as taking turns, cooperation, waiting, treating others kindly, and problem solving, and
- (h) Redirecting or helping a child change their focus to something appropriate when their behavior is unacceptable.

When other methods have not been effective, the student may be removed from an activity or group for the time necessary to regain self-control. Staff will be actively responsive to the child’s needs. When the child has regained self-control, the child may rejoin a group or ongoing activity. Parents will be notified in writing of incidents in which intervention was necessary due to injury or significant behavior issues.

Children can learn disciplined behavior by experiencing the natural consequences of their actions. At times, disciplinary action becomes necessary and is firmly carried out with good judgement and understanding. The primary responsibility for discipline resides with the home. Parents will therefore be informed of unusual circumstances needing disciplinary action. It is our hope that there will be supportive parental follow-through should this occur. It is impossible to be of any real help to your child unless you are in active support of our disciplinary efforts. (Proverbs 19:18, I Timothy 3:4-5)

Students at Riviera will never be subjected to discipline and actions prohibited in Oregon’s Rules for Certified Childcare Centers (2024), including but not limited to the following:

- (a) Physical punishment of any kind that produces physical pain,
- (b) Withdrawing, denying, or forcing food, rest, or toileting,

- (c) Any form of abusive language, sarcasm, or neglect,
- (d) Demanding excessive physical exercise, strenuous postures, or excessive rest,
- (e) Requiring a child to remain silent or inactive or removing a child from all activities or the group for excessive periods of time.

We believe that good classroom behavior and citizenship is vital for a healthy learning environment. If one student or a small group disrupts that environment, it steals learning opportunities from their fellow students. To that end, our discipline policy includes the use of classroom warnings, restricted recess, and community service. When these are not effective, or the safety of staff or students is at risk, removal from daily classroom activities including lunch and recess activities may be necessary. This helps us keep students accountable for their actions and will be useful in keeping parents informed of any problems related to their child's behavior.

Restricted Recess may be used when a child does not treat classmates with respect or uses unacceptable language. It is much easier for a child to make good choices when they are in proximity (six to eight feet) to an adult. They can still play on equipment and talk with friends. Another aspect to Restrict Recess may include loss of play time at recess where the student in question will be directed by supervising staff to sit out of a time.

Community Service may be used when a student's behavior necessitates frequent or extended staff intervention that keeps them from their regular duties. Community service will always be done with a member of the staff in a manner that promotes restoration of relationships. It may include activities such as basic cleaning (taking care of trash or recycling, wiping surfaces), sorting supplies, setting up or taking down equipment (e.g., chairs, traffic cones, etc.).

Disciplinary Action

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

Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled member of RCS. The duration of the expulsion may be for a minimum of the remainder of the academic year. Based upon the particular facts and circumstances, the school may, but is not obligated to, in its sole discretion, permit the student to re-apply for admission later.

Expulsion may result when there has been a violation of the law or serious infraction of our handbook and imposed by the superintendent. It is imposed on those rare instances when a student demonstrates persistent and/or otherwise significantly unacceptable behavior that threatens the academic, social, or spiritual integrity of the school. The school also reserves the right to remove or dismiss any student based upon the failure of a parent or guardian to adhere to their parental commitment to cooperate with the school or otherwise support the philosophy, ministry, policies, procedures, and decisions of the school.

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

1. Suspension:
 - a. Stealing, lying, cheating, forgery,
 - b. Truancy, which includes leaving school grounds without permission,
 - c. Fighting, inappropriate language, sexual misconduct, defacing school property,
 - d. Harassment or bullying of fellow or younger students,
 - e. Bringing any kind of weapon (real, replica or toy) to school,
 - f. Threatening to take violent actions.
2. Expulsion
 - a. Stealing, lying, cheating, forgery,
 - b. Sexual misconduct,
 - c. Fighting,
 - d. Damaging school property or another student's personal property,
 - e. Possession and/or use of a weapon, replica of weapon, or an object used as a weapon,
 - f. Persistent evidence of a reluctance to behave in a manner that is consistent with the basic principles of Christian faith and practice,
 - g. Possession, use, sale, and furnishing tobacco, alcohol, or drugs,
 - h. Harassment or bullying of fellow or younger students.

Disciplinary Probation

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

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

Emergency & Safety Procedures

Anti-Harassment/Non-Violence

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

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

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

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

Campus Safety

Security Cameras. The RCS campus is monitored by a security camera system both indoors and outdoors. The indoor cameras are in public areas such as hallways and are not installed in classrooms. Some cameras record audio as well as video. RCS participates in the Salem Police Department's Surveillance Camera Registration and Mapping Program (SCRAM), which helps officers solve local crimes.

Child Pick Up. Parents must keep a current list on Praxi of people who are allowed to pick up their children. Any staff member who does not recognize someone picking up a child is required to check their ID and confirm it on Praxi. For a one-time change, you may email the office before 3:15 pm with the person's full name. Children picked up from childcare must be checked out through Praxi on the computer provided at the main entrance.

Drills

Rivera practices the following drills:

- Monthly evacuation drills
- Additional drills every other month (earthquake, lockdown, or other aspects of the emergency plan)

Emergency Plan

RCS follows a very thorough and detailed emergency plan that provides guidance on the initiation, actions, roles, and recovery for multiple types of emergencies. Consultation with professionals in risk management, law enforcement, and our local fire department informs our practice.

Emergency Contact Information

- Parents must ensure that the school office has current information regarding emergency contacts. Daytime phone numbers, including work and cell numbers, need to be always updated and on file in the school office. **We must have a contact number available from an authorized person that can pick up your child, if needed, within 30 minutes or less.**
- Please update your Praxi account to include your cell phone carrier so we can have immediate emergency contact by text.
- Students are instructed to report all accidents or injuries immediately to the staff on duty. In cases of a serious accident or illness, the school will make every effort to contact the parents or guardian as soon as possible. If, in the opinion of the school staff, the injury or illness is serious enough that immediate treatment is necessary and parents cannot be reached, a staff member may summon emergency assistance, transport to Salem Hospital Emergency, or contact the physician listed on the Medical Release Form (included with the application form).

Injuries & First Aid

We strive to keep the children in our care safe from harm. This includes keeping all toxic or potentially dangerous items inaccessible to children and identifying, addressing, or removing potentially dangerous items and situations.

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

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

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

Parents will be notified in writing of incidents in which intervention was necessary due to injury.

Illness & Exclusions

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

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

If a child develops any of these symptoms while at school or in childcare, you will be notified promptly. Typically, if a child is too ill to participate in physical activity, they are more than likely too ill to be at school. It is difficult for staff to keep one child in from recess due to illness as staff members are busy during those times.

Inclement Weather and School Closures

In case of inclement weather, please stay tuned to local radio and television stations for information regarding school closures. We will follow the decision made by Salem-Keizer schools. If they are closed, we are closed as well. If there is a 1-hour delay, Kindergarten and elementary school will begin at 10:00 am.

School closures should be posted on www.statesmanjournal.com and on our website at www.salemrcs.org. Updates will be sent out through Praxi in the form of a text blast. If there is a decision made to close school early during the school day for any reason, we will do our best to communicate the details with parents as quickly as possible, both by phone and email.

Integrated Pest Management

Riviera contracts with a licensed pest management company to provide regularly scheduled and on-call pest control services for our campus.

Prohibited Substances

The following substances are prohibited on the RCS campus:

- Possession of alcohol
- Marijuana or inhalants that impair performance
- Illegal drugs
- Use of tobacco
- Vaping

Reporting Suspected Child Abuse

All employees of Riviera Christian School and Childcare are mandated reporters. According to Oregon State Law, child abuse is not defined by the intent of the adult, but by the effect the adult's behavior has on the child. These are some types of child neglect and abuse: domestic violence, emotional abuse, neglect, physical abuse, sexual abuse, threat of harm.

Appendix A: Statement of Faith

Statement of Faith

West Hills Community Church / Riviera Christian School & Childcare

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

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

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

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

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

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

Section 4 - Man We believe God created man in His own image to have fellowship with Himself and to be steward over His creation (Genesis 11:26-28). As a result, each person is unique, possesses dignity and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation (Genesis 3; Romans 5:12-21; 8:22). Therefore, everyone is born with a sinful nature and needs to be reconciled to God (Romans 3:9-18, 23). Satan tempts people to rebel against God, even those who love Him (Ephesians 4:27; 2 Corinthians 2:11; Matthew 16:23). Nevertheless, everyone is personally responsible to God for thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator (Romans 14:12; 1 Timothy 2:5).

Section 5 - Salvation We believe salvation is redemption by Christ of the whole person from sin and death (2 Timothy 1:9-10; 1 Thessalonians 5:23). It is offered as a free gift by God to all and must be received personally

through repentance and faith in Jesus Christ (1 Timothy 2:4; Ephesians 2:8-9; Acts 20:21). An individual is united to Christ by the regeneration of the Holy Spirit (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit enables them to understand and obey the Word of God (2 Peter 3:18; Ephesians 4:15; 1 Thessalonians 3:12).

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

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

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

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

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

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

Appendix B: Keeping Riviera Safe

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

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

What to do: Call Child Welfare and report what you know, or you may report to a local police department, or the county sheriff.

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

Salem Police Department: (503) 588-6123

Polk County Sheriff: (503) 623-9251

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

3. Developing strong and healthy relationships between RCS staff and students is a critical component in the educational process. Protecting the integrity and propriety of those relationships is equally critical. The following are rules to make certain our students and staff are always safe and protected.
 - **Adults should never be in a situation where they are alone with a child outside the line of sight of another RCS adult, while at school or on a school activity.**
 - **Definition of RCS adult:** An RCS staff member or service volunteer, or an RCS parent who was asked to chaperone on a field trip or activity. If an RCS chaperone is designated as the second adult, the teacher will inform them that they are in that role.
 - **What to do:** If an adult is going to be with students, there are two golden rules to apply to each situation to make sure everyone is safe. Any solution below is considered safe:

- If a single adult is going to a place that is out of "line of sight", take at least three students with you. The ratio of three students to one adult is widely accepted as a safe policy when an adult takes kids out of the line of sight.
 - As stated above, when an adult must take a child out of the line of sight, ask another qualified RCS adult to go with you.
 - There will be times that circumstances dictate we need to have an adult go with a child that does not meet our prime criteria. If that were to occur, communicate with another adult, and then get to a situation where either more students are present, or another adult is present as soon as possible. If time allows, brainstorm the best solution with another adult, before putting a staff member in that situation.
- A. Avoid transporting students in your private vehicle without making sure all the criteria to keep staff and students safe have been met.**
What to do when transporting a student:
- Parents sign the permission slip.
 - If only one student is riding along, then two RCS adults need to be present.
 - If there is only one RCS adult, then there must be a minimum of three students in the vehicle. Each student must have signed parent permission slips.
- B. Avoid physical contact that could be perceived as inappropriate such as extended touching, squeezing when touching, and touching below the shoulders.**
What to do: Handshakes, high fives, fist bumps, a pat on the shoulder or upper back are fine if the student finds them acceptable. Please watch for verbal and nonverbal responses which can give us the cues we need to keep everyone safe.
- C. Avoid inappropriate language, pictures, or controversial symbols.**
What to do: Choose language, pictures, and symbols that promote healthy interactions between staff and students or staff and staff. Be sure to consider the parents' perspectives when making choices.
- D. Avoid electronic communications of any kind with an individual or small group of students. Never have private chats with students. Transparency at all times is critical.**
What to do: All electronic communications including texts, email, Facebook, etc. must be done so parents and all students have access to the communication. If a private conversation needs to take place, involve another qualified adult or the student's parents.
- E. Avoid getting into a situation where students are alone with other people not associated with RCS when going off campus, such as field trips.**
What to do: Make sure you have plenty of supervision when you take trips off campus. All adults need to fill out the Volunteer Application form, pay the fee, have a clear background check, **and** be given clearance before going on the trip. Constantly monitor adult and student behavior. Be certain to always have a line of sight with all students and adults.
- F. Avoid using the gym bathrooms, and do not allow two students to use the bathroom at the same time without supervision.**

What to do:

- Adults will use the bathrooms near the library.
 - When taking the students to the bathroom, if possible, have them use the restroom one at a time. During lunch time, one student from the cafeteria and one student from the playground may be in the restrooms at the same time.
 - If time is an issue, have three or more use the restroom at once and monitor the sounds and time elapsed carefully.
4. When correcting, redirecting, refocusing or disciplining students, staff will refrain from using angry outbursts, physical force, or unkind language such as shaming, belittling, humiliating, or name calling.
- What to do:** Staff will use age-appropriate language in a mature, caring, capable, and responsible manner as if the parents were always standing beside us.
5. **Summary:** Communication is critical in keeping students and staff safe. Every staff member is essential to our success. Speak up and ask questions if at any time we are not following our expectations. It is also critical to involve our parents to make sure we are all working together for the benefit of our children. Each child and staff member is very important; we must always stay vigilant.