



# RIVERVIEW

## CHRISTIAN ACADEMY

### **2023-2024**

### **School Handbook**

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## **HISTORY**

Since 1902, Adventist education has been offered in the Reno area. Today, that school is Riverview Christian Academy. Riverview Christian Academy maintains accreditation through the Seventh-day Adventist educational system of universities, colleges, secondary and elementary schools. Internationally, this network is the largest Protestant, private school system. Loma Linda University in California and Andrews University in Michigan are two of the higher educational institutions within this system of almost 6,000 schools. Riverview Christian Academy is also accredited by the Northwest Association of Accredited Schools, the National Council for Private School Accreditation, and the State of Nevada. All public schools and all other Seventh-day Adventist schools and academies recognize the credits from our school.

In 1902, the Reno Seventh-day Adventist Church first organized a small Adventist school. The facility relocated to 1090 Bresson Ave in 1954, teaching grades one through eight. In 1962, the academic program expanded to also include grades nine and ten. Grade eleven was added in 1998, and the following year extended to grade twelve. The Senior Academy was an extension school for Rio Lindo Adventist Academy of Healdsburg, California.

Many Riverview Christian Academy graduates have progressed through the Adventist school system to high levels of academic achievement and job performance. Iowa Test of Basic Skills results consistently indicate that Riverview Christian Academy students score well above school averages when compared to other private and public schools in the nation. Approximately 85% of SDA-trained students continue on to higher education. This compares to approximately 40% to 45% among public school graduates.

## **MISSION**

“Riverview Christian Academy exists to show children Jesus, nurture their love for others, teach them to think, and empower them to serve.”

## **SEVEN CARING HABITS BUILDING RELATIONSHIPS SCRIPTURE VERSES**

Supporting	Proverbs 12:14, 27:9
Encouraging	Proverbs 12:14, 25:25
Listening	Proverbs 8:33-34, 18:13, 19:20
Accepting	Ephesians 1:4-7, 1 John 2:6, Romans 5:8
Trusting	Proverbs 13:17, 24:26, 25:13, 1 Corinthians 13:7
Respecting	Romans 13:8
Negotiating Differences	Proverbs 6:1-5, 15:18

## RIVERVIEW CHRISTIAN ACADEMY CONTACT INFORMATION

Physical & Mailing Address: 7125 West Fourth Street, Reno, NV 89523

Phone: (775) 322-0714

Fax: (775) 322-8064

Website: <http://www.RiverviewAcademy.org/>

Email: [info@riverviewacademy.org](mailto:info@riverviewacademy.org)

## RIVERVIEW CHRISTIAN ACADEMY FACULTY AND STAFF

Principal	Glenn Bentjen	775-322-0714 ext. 22 & 19
Administrative Assistant	Fanga Finau	775-322-0714 ext. 0
PreK-1	Taryn Goulard	775-322-0714 ext. 20
Grades 2-3	Mariann Beddoe	775-322-0714 ext. 21
Grades 4-5	Samantha Camacho	775-322-0714 ext. 23
Grades 6-8	Glenn Bentjen	775-322-0714 ext. 22
Home and School Leader	Tracy Pieters	775-830-8736
School Board Chairperson	Ginger Waring	909-240-6364

Pastor Brian Bilbrey, Riverview Adventist Church	775-322-9642
Ginger Waring, School Board Chairperson	909-240-6364
Fanga Finau, Administrative Assistant	775-467-8141
Bonita Lingle, Treasurer	760-583-6165
Glen Bentjen, Principal	775-322-0714

## CHURCH INFORMATION

### Riverview Adventist Church

7125 W. Fourth Street

Reno, NV 89523

(775) 322-9642

Email: [riverviewadventistchurch@gmail.com](mailto:riverviewadventistchurch@gmail.com)

Pastor Brian Bilbrey

### Sparks Seventh-day Adventist Church

2990 Rock Boulevard

Sparks, NV 89431

(775) 331-4332

Pastor Neat Randriamialison

### Reno/Sparks Spanish Church

1555 Wedekind Road

Reno, NV 89512

801-243-4760

Pastor Elias Juarez

[eja0303@hotmail.com](mailto:eja0303@hotmail.com)

## PRINCIPAL'S WELCOME

It is with great pleasure that I write to welcome you and your student(s) to this school year at Riverview Christian Academy. We are so excited to welcome all returning and new students to our campus. I am incredibly fortunate and excited to focus our students on Christ and helping them with their walk with Him.

Riverview Christian Academy provides exceptional education for all our students. Our goal is to not only provide the academic rigor necessary for our continued success, but we also strive to bring students to the knowledge of a loving God and Jesus as their personal Savior.

To our students, I ask that you reflect on your goals and make every effort not only to pursue personal excellence but also to demonstrate your perseverance and integrity. Know that I am here to support and encourage you as you explore different possibilities and grow as learners. Remember that with these opportunities, comes both a personal and collective responsibility to be supportive of one another. I will count on you to go beyond tolerance and treat all members of our community with respect. A school that aspires to greatness can expect no less.

To our staff, I pledge my commitment to work together as we strive to fulfill our dreams and goals.

Serving as principal at Riverview Christian Academy is as great an honor as it is a responsibility. I believe that the foundation of our future accomplishments will be found in the power of our combined efforts and in the power of the Holy Spirit. May the Lord bless you.

Sincerely,  
Hayley Hamel  
*Principal*  
[hhamel@riverviewacademy.org](mailto:hhamel@riverviewacademy.org)

## **INTRODUCTION**

**Welcome to Riverview Christian Academy!** Riverview Christian Academy is a Seventh-day Adventist church-operated school which offers grades one through eight. The school was established to provide young people with a thorough training for service in the practical duties of life and to promote a reverence for God. Classes are kept small to affect a more personal working relationship between the teacher and student.

The policies and procedures contained in this handbook were developed by the operating board and presented to help you become acquainted with our school. The policies and procedures are subject to change at the direction of the School Board.

We believe that the ultimate purpose of education is to help each student develop mentally, physically, socially and spiritually:

The objective of the school is to provide an environment in which the student's desire to learn is stimulated. The Bible and nature are two great educators and will play a major role in the curriculum.

Our physical bodies are the dwelling place of God. We stress health and hygiene, organized play for all students, physical culture and calisthenics exercises, and work activities in which emphasis is placed on sharing responsibilities and using energy in a practical way.

The school will encourage students to make mature decisions and participate socially in a proper and Christian manner by setting standards and rules, and providing supervised group scholastics, play, and field trip activities. Learning and accepting responsibilities of good citizenship will help each student participate successfully in the world.

Bible standards will be upheld in all activities and curricula. The spiritual needs of each student will be of special interest to the teaching staff.

Success at Riverview Christian Academy will be directly proportional to the effort each student and parent(s)/guardian puts forth.

## **ACCREDITATION**

Riverview Christian Academy is nationally accredited through the North American Division of Seventh-day Adventists, the Northwest Association of Accredited Schools, the National Council for Private School Accreditation and through the State of Nevada. All public schools and all other Seventh-day Adventist schools and academies recognize the credits from our school.

## PHILOSOPHY

Seventh-day Adventists recognize that God is the source of all knowledge and wisdom. The fundamental tasks of Adventist Christian education are first, to bring students to the knowledge of a loving God and Jesus as their personal Savior and, second, to educate them to understand and cooperate with God's plan of restoration.

Seventh-day Adventist education is dedicated to the fulfillment of one great purpose in cooperation with divine agencies:

*"to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the divine purpose of his creation might be realized."*

*-Education, p.15, 16 by Ellen G. White*

Seventh-day Adventist education offers a balance of activities designed to prepare the student both for service in today's world and citizenship in the world to come. Seventh-day Adventists accept the Bible as the philosophical foundation of education.

Seventh-day Adventist education places a high value on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. We recognize that students need to balance bookwork with practical application; we strive to provide such a balance. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural and scientific advances of the age, and to develop positive attitudes toward useful labor and humanity. Each student is challenged to develop a personal sense of mission for giving the gospel message to the world in preparation for the soon return of Jesus.

Seventh-day Adventist education seeks to give students an intelligent understanding of the principles governing the functions and proper care of the body, and to help them establish habits and practices that foster physical vitality and health.

Seventh-day Adventist education seeks to acquaint students with great literature, art, music, and to develop appreciation for *"whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, and whatsoever things are lovely ...."*(Philippians 4:8)



## **GOALS**

**Riverview Christian Academy will:**

### **Spiritual**

- Strive to reflect the loving nature of God so that students will desire to know Him better.
- Encourage the students to develop a personal faith relationship with God.
- Encourage students to adopt unselfish service as an integral part of their lifestyle.
- Encourage students to cooperate with God's power in resisting sin and living a sanctified life.

### **Intellectual**

- Encourage the students to develop independent thought/creativity and accept responsibility for their own academic progress.
- Provide a range and depth of opportunity to challenge students to pursue their potential.
- Provide a variety of courses in subject areas recognized as foundational for future study and for performance in workplaces.
- Show through each discipline the importance of the balanced development of the student.

### **Physical**

- Provide an environment in which the student will learn the value of a temperate life.
- Teach the value of lifetime Christian recreation.
- Provide avenues to develop physical fitness.

### **Social**

- Provide opportunities for students to demonstrate acceptance of and respect for the rights of others.
- Provide opportunities for students to develop socially acceptable interpersonal relationships.
- Provide opportunities for students to understand and demonstrate appreciation for all people and cultures without prejudice.
- Provide opportunities for students to accept their civic responsibilities in maintaining their world and furthering peace.
- Provide an environment in which all persons receive respect and fair treatment by others.

# **REGULATIONS, POLICIES, AND STANDARDS**

## **NON-DISCRIMINATION POLICY**

The Seventh-day Adventist Church, in all of its church-operated schools, admits students of any race and does not discriminate on the basis of handicap, sex, race, color, or national origin to all rights, privileges, programs, and activities which are available at the school. It is the school's policy to admit students of any race or ethnic origin to all rights and privileges pertaining to use of facilities, as well as participation in school activities.

## **ADMISSION POLICY**

Admittance as a student to Riverview Christian Academy is subject to the approval of the school's Admissions Committee as outlined in the document entitled "Minimum Standards for Admission of Nevada-Utah Conference." The board may dismiss students for cause at any time.

No student will knowingly be admitted, or permitted to remain as a student, who engages in the following practices:

1. Use of narcotics, drugs, tobacco, or alcoholic beverages in any form; handling or possessing them or furnishing them to others.
2. Gambling in any form.
3. In possession of firearms, lighters, matches, fireworks of any kind or anything that can cause damage or harm others.
4. Using profane or indecent language or indulging in suggestive or lewd conduct; possessing obscene literature or pictures.
5. Habitual dishonesty of any form (cheating, deceitfulness, willful deception regarding violation of school regulations, lying, slander or exaggeration).
6. Willfully marring, damaging or destroying school property, vandalism, or illegal entry to the school or any of its rooms. This includes personal property.
7. Undermining the religious ideals/beliefs of the school or the Seventh-day Adventist Church.
8. Improper or immoral conduct or sexual harassment toward other students or staff or allowing oneself to be placed in a position where his/her morals may be questioned.
9. Conspiring to, or participation in, hazing initiations, or committing an act that injures, degrades, or disgraces a fellow student which includes verbal put-downs or defamatory teasing (verbal and physical abuse), which is considered bullying.
10. Antagonism toward the spirit and methods of the school, continuous criticism, or faultfinding. Constant and obstinate violation of school regulations which constitutes insubordination.
11. Continual disinterest in schoolwork as evidenced by not turning in assignments, regularly not meeting responsibilities, consistently wasting time which should be spent on school work, or excessive tardiness and/or absences.

## **ADMITTANCE TO PRE-K, KINDERGARTEN, FIRST OR SECOND GRADES**

Nevada law (NRS 392.040) requires that students entering kindergarten, first grade, and second grade meet strict age requirements unless transferring from another state or country. Age must be verifiable by means of a birth certificate at registration. Current NRS states that students must be 5 years old by the first day of school to enter kindergarten. Since Riverview is a private school we are able to accept children for the following ages.

Students must be at least:

- five (5) years old by September 1st to be eligible to register for kindergarten.
- six (6) years old by September 1st to be eligible to register for first (1<sup>st</sup>) grade.
- seven (7) years old by September 1st to be eligible to register for second (2<sup>nd</sup>) grade.

\*Any student attempting to enroll in a different school before 3rd grade, may be forced to repeat a grade if the student was not the legal age (provided by NRS) by the first day of school.

Students who have not previously attended school but who meet the age requirements listed above must take an admission test before being enrolled in first or second grade if the child:

- Did not attend an accredited kindergarten.
- Did not attend a private kindergarten program licensed by the Nevada Department of Education; or
- Were homeschooled without the approval of the WCSD.

## **ADMITTANCE OF ALL NEW OR TRANSFER STUDENTS**

Admission is based on the following satisfactory criteria, which must be verified and voted on by the Admissions Committee:

1. Payment of the application fee as determined by the school board.
2. Interview with student/parent by the Admissions Committee,
3. Proper completion/availability of all required documents (i.e. application, report card, immunization records, etc.), and
4. Completion of two recommendation forms
5. Student data and verification of placement from previous school (if applicable).
6. Financial clearance from the previous school (if applicable).

Students transferring must have no outstanding account from previous schools and must provide satisfactory scholarship and citizenship recommendations from their former school. Satisfactory records of physical and mental health must be provided or made available. A physical exam is required, or evidence of a physical exam completed during the current school year. Achievement tests may be required for acceptance before final consideration.

New or transfer students must complete an application to enter any of the grades (K-8) by completing the appropriate application forms. The Admissions Committee will review each application and students will be notified of their acceptance via email within 2 weeks of full application submission. New applicants will be placed on probationary status for a period of 14 days.

## **ADMITTANCE RETURNING STUDENTS**

The admissions committee will review student records and the student will be notified of their acceptance within two weeks of full application submission.

Admission is based on the following criteria, which must be verified and voted on by the Admissions Committee:

1. Satisfactory completion of the prior school year.
2. Current financial accounts.
3. Up-to-date health records.
4. Compliance with behavioral standards.

## **STUDENTS WITH SPECIAL NEEDS**

Riverview Christian Academy offers excellent educational opportunities for each student. However, it does not have the equipment or professional staff necessary to provide programs of special education and is unable to admit students who have serious mental, physical, or social handicaps. Such students should be enrolled in a school having personnel and resources to meet their needs more effectively.

## **PRIVATE HEALTH INFORMATION**

Student health information will be stored and accessed in accordance with federal HIPAA act of 2003. Health documents, including student medical forms and Consent to Treatment forms, will be filed on-site in a separate unlabeled drawer or locked cabinet. For off-site activities, Consent for Treatment forms will be placed in a small secured box or file and given to the authorized person for each activity (which may or may not be the driver of each vehicle). People in the following positions will have access to the health/authorization forms: principal, administrator, classroom teachers, and School Board designee(s). Health information will not be released to any institution or person without written permission of the parent or legal guardian.

## **PHYSICAL EXAMS AND IMMUNIZATION RECORDS**

A current physical examination is required to be on file for all students. A physical examination is required once in early education and in the seventh grade. Students entering Riverview Christian Academy for the first time must submit a current physical examination prior to the first day of attendance.

Students are required to maintain current Nevada State Health Department requirements regarding immunizations. However, such requirements may be substituted with a letter stating that immunization is contrary to their beliefs.

Please note: Should an outbreak occur; it may result in your child being asked to stay home until the administration believes risk factors no longer exist.

## **SNOW DAY POLICY**

**Riverview Christian Academy** will follow Washoe County School Districts snow day closures and delays. Parents will receive messages for each closure or delay. If RCA uses all of its contingency days and additional snow days are required, RCA will implement a plan for students and staff to engage in distance learning. Your child's teacher will contact you with the distance learning plan.

A student can be counted as "present" during Distance Learning by participating meaningfully in any of the following:

- An online class session
- An online assignment
- An online discussion
- Having a conversation with the teacher electronically (or otherwise) about progress in the class or assignments.
- Completes an assignment that is returned to the teacher, or
- The student makes regular daily progress in their classwork

## **FINANCIAL INFORMATION**

It is the purpose of the Riverview Christian Academy Board to keep enrollment charges as low as possible and still cover costs. Because of this, payments to the school must be made promptly.

Application and registration fees are due at the time of registration and are non-refundable and non-negotiable. Application and registration fees may be discounted when paid before the first day of school; contact the school office for details. Please see the registration packet for a detailed policy of the steps for financial registration to apply.

Tuition charges are based on 180 school days. Typically, tuition charges are distributed to 10 equal payments. Tuition charges are based on 1/10th of the yearly charge for each partial/ complete month the student is enrolled in school. Tuition is to be paid in ten equal payments unless other arrangements are made. The tuition does not include registration and application fees. The first tuition payment is due by the first day of school. Parents are encouraged to pay registration fees in June and/or July prior to the August due date. The second tuition payment is due in September and the last payment is due in May. Monthly tuition payments are to be paid by the 10<sup>th</sup> of each month according to the payment plan chosen at registration.

Unpaid, delinquent, accounts will be subject to late fees, interest charges, and additional penalties, including but not limited to students being asked to stay home until the account is paid and the involvement of a collection's agency. See DELINQUENT ACCOUNTS below.

For a current listing of tuition charges and registration and application fees, please contact the school office at (775) 322-0714.

## **STUDENT AID FOR MEMBERS OF SDA CHURCH**

Each of the constituent churches has a plan to assist members of their church in making Christian education possible for their youth.

Students who may need such assistance for application/registration fees or tuition shall apply to

their constituent church via application. Parents or guardians should secure the application forms from the school or church office and return it with an application for Riverview Adventist Church or directly to Sparks Church by the deadline (see handout in application packet).

## **DISCOUNTS**

A family tuition discount will be given to families with three (3) or more children concurrently enrolled in Riverview Christian Academy and whose accounts are in good standing. Tuition for the third (3<sup>rd</sup>) child will be discounted 10% and the tuition for the fourth (4<sup>th</sup>) and subsequent children will be 25%.

The annual tuition paid in full, **without scholarships or any other discounts applied**, by September 1 shall qualify for a 10% discount.

## **PAYMENT PLAN**

Every family shall make financial arrangements on or before registration day to pay tuition – in full in advance, enroll in an automatic withdrawal/transfer plan, or make similar arrangements with the school treasurer – and shall sign a financial contract with the school at that time. Special arrangements in writing must be worked out with the School Board for any payment program other than herein prescribed.

## **DELINQUENT ACCOUNTS**

Student accounts will be reviewed monthly.

- Accounts outstanding by the 10<sup>th</sup> of each month will be charged a \$35 late fee.
- Students with outstanding accounts at the end of the month will be asked to remain at home until satisfactory arrangements are made with the School Board.
- Interest at the rate of 1½% per month may be added to any account which is past due (18% annual percentage rate).
- If an account is past due for more than 60 days, the account may be turned over to a collection's agency.

Students will not be permitted to register for school until any delinquent accounts from a previous year have been paid. Final report cards, diplomas, and transcripts are released only upon the final settlement of the student's financial account. Any school requiring records for a student whose account is not paid in full will be notified of this.

## **PARENT PARTICIPATION PROGRAM**

The school administration and board believe that a parent's time and expertise spent at Riverview Christian Academy will strengthen the overall school program. Many projects and programs could not occur without the generous support of family members. Parents will discover new things about the school and develop a better understanding of how Christian education works to benefit children.

1. Families are encouraged to volunteer 20 hours per school year (10 hours for single parent families).
2. Volunteer hours must be pre-arranged, outlined, and approved by administrative and teaching staff in order to keep our classrooms and school running smoothly. We cannot accommodate drop-in volunteers for reasons of student safety and to avoid disruption of class routines.
3. Volunteer projects can be accomplished in a variety of ways including helping with work bees outside of school hours, chaperoning field trips, assisting teachers with clerical work and project preparation, and helping with fundraisers.

## **VISITATION POLICY**

We welcome parent/guardian visits to the school, but require advance arrangements to be made with administrative staff in order to avoid disruption to class time. Prior arrangements must also be made for school-age guests before visiting the campus.

## **VOLUNTEER POLICY**

All volunteers (including field trips) must obtain clearance through our administrative office and will be required to complete a Sterling background check as well as to complete a brief training. Volunteer hours must be prearranged, outlined, and approved by administrative and teaching staff in order to keep our classrooms and school running safely and smoothly. Please no drop-in volunteers so we can avoid disruption to our class routines.

Volunteers must follow these guidelines as outlined by the Nevada Utah Conference office and Adventist Risk Management Dept. If you are interested in volunteering please contact the front office to get our "Volunteer Packet".

## **TRANSPORTATION**

Riverview Christian Academy does not offer busing. Parents will need to make their own arrangements for students to arrive on time for classes and for their prompt pick-up upon dismissal each day. Because of the extensiveness of the valley, some families may wish to form carpools.

There will be no bike or scooter riding, skating or skateboarding permitted at school.

Field trips are a valuable enrichment to the learning program and often require that parents and other willing adults volunteer their time and vehicles in order for the students to participate in the wide variety of activities the school could not otherwise schedule. In order to utilize a volunteer driver/vehicle, the vehicle must be insured at a minimum of \$250,000/\$500,000/\$50,000 for bodily injury and property damage.

## **ATTENDANCE & AFTER SCHOOL CARE**

### **SCHOOL HOURS**

**School hours** for all grades K-8 are Monday - Thursday 8:00 a.m. to 3:15 p.m., and Friday 8:00 a.m. to 12:00 p.m.

**Drop off:** Students should arrive by 8:00 a.m, but not before 7:30 a.m. and report directly to the staff on duty.

**Pick up:** Students should be picked up by 3:30 p.m. and aftercare charges will apply starting at 3:45. In order to maintain safety and reduce confusion, please remain outside the school building for pick up and please do not request that your student is sent out prior to 3:15 p.m. unless absolutely necessary and pre-arranged with office staff. Staff will communicate with each other to send students to the front of the school as the parent arrives. Please understand that occasionally students may be released a few minutes late as they attend to the day's final responsibilities. Your child must be picked up by an approved guardian. Please do not send siblings or non-listed guardians to pick up your children. You can fill out a list of approved guardians at registration or at the office.

Please remember to **drive 5 mph and be on alert** at all times through the school grounds as we have many small children around and want to ensure their safety.

### **AFTER SCHOOL CARE**

Our after school program is available to students at an additional cost. Any student that is still at school 30 minutes after dismissal will be charged at the rate \$10 a day per student.

Advance notice will be given to parents explaining the details of each school-sponsored activity.

In the event of an emergency (e.g. snowstorm, fire, staff illness/injury, etc.), it is the policy of Riverview Christian Academy to comply with the same emergency procedures of McQueen High School in Washoe County School District. Please check the Washoe County web site or the local morning news.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

If it becomes necessary for a student to leave during school hours, the parent/guardian must pre-arrange this by contacting the administrative office and/or the teacher. Please do not show up to the office without warning and expect your student to be released immediately except in the case of an emergency. Before a student leaves the school property, he/she must be accompanied by a parent or other parent-designated adult.



## **EXCUSED ABSENCES**

The administration reserves the right to evaluate and excuse absences if circumstances warrant. Class work may be made-up. Teachers must be notified ahead of time of planned absence. Excused absences include sickness, medical appointments, and death in the family. To ensure security, we ask/require that parents/guardians notify the school if the student is to be absent.

## **UNEXCUSED ABSENCES**

Because our school is highly time dependent and we must prepare our students to function in it, we can only hope to educate students who are in class. Interruptions caused by tardiness are a serious drain on effective teaching time; class attendance is of great importance. Class work missed for an unexcused absence may not be made up. Class work may be required at the discretion of the teacher but without credit, according to the teacher's classroom policy.

## **TARDINESS**

A student not in his or her classroom at the designated time for which class starts will be counted tardy. A tardiness cannot be more than 45 minutes; tardiness of more than 45 minutes will be counted as half a day's absence. After five days, the student will be considered absent for one full day.

## **MAKE-UP WORK**

Work missed during an excused absence is due two school days after the last school day the student was absent. For example, an absence on Monday means make-up work is due no later than Wednesday. Likewise, absences on Thursday and Friday mean make-up work would be due no later than Monday of the next week.

## **ABSENCE PENALTY**

A pupil who is absent as many as ten (10) days out the school year, for whatever cause and whether the absence was excused or unexcused, may forfeit his/her grades and not proceed to the next grade, unless it is evident to the teacher that his/her work has been satisfactorily made up. The work is the responsibility of the student. Communication is the responsibility of both the teacher and the parent.

## **DRESS CODE AND UNIFORM POLICY**

The dress and appearance standards of Riverview Christian Academy exist as a guiding principle aimed at moderation, comfort, and practicality. The importance of a school dress uniform is believed to contribute to the development of student identity through non-external factors. The following is the uniform policy for Riverview Christian Academy for all grades.

As a general principle clothing should be decent, modest, clean, appropriate, comfortable, fit properly (not oversized or too tight), worn appropriately, hemmed, and free from holes, patches, or frays. Clothing displaying the school logo is encouraged.

### **Shirts**

- Uniform shirts are solid long-sleeved or short-sleeved polo shirts in red, white, or blue.
- Polo shirts displaying the school logo are encouraged, but not required.

- Shirts should hang near the lap when seated, if not tucked in.
- On cold days, students may wear red, white, or navy blue long sleeved or turtleneck shirts under their uniform shirt.

#### Sweatshirts and sweaters

- Long-sleeved sweatshirts and sweaters should be solid red, white, blue or heather gray.
- Sweatshirts and sweaters with the school logo are encouraged, but not required.
- Conservative logos and text will be allowed. No logos/design that doesn't adhere to Christian standards
- If a sweatshirt has a hood, it must be kept off the student's head when in the school building and at the discretion of school administration.

#### Bottoms

- Long uniform pants must be solid khaki (tan), black or blue. No denim, sweat, or wide leg pants will be allowed.
- Solid shorts of the same colors may be worn only during fall and spring warm weather.
- Denim jeans and cargo pants/shorts are not school attire unless specified for a specific school activity.
- Girls may choose to wear solid khaki (tan), black, red, or blue jumpers, skirts, skorts, or dresses. These must reach the top of the knee. Leggings pants may be worn under dresses or skirts.

#### Shoes

- Closed-toed, rubber-soled dress shoes or tennis shoes may be worn.
- Any day dress shoes are worn; children should bring a pair of sport/tennis shoes in their backpack to be worn during recess or PE.
- Non-black soles are recommended. If a student wears shoes with black soles they will be "scuff tested" and approved at the discretion of the staff.

#### Tuck-in/Belts

- Shirt tuck-in is encouraged, but not required.
- Belts are encouraged, but not required.

#### Accessories

- Please remember that jewelry is not part of the dress code. Jewelry may be confiscated by staff and retrieved by the parent. Watches and hair barrettes are acceptable.
- Nail polish is to remain natural, neutral colors. Hair and make-up colors are to remain natural colors. Temporary and permanent tattoos are not permitted.
- If a student wears any accessories, such as hats, scarves or hair accessories, that the school administration deems inappropriate or distracting to the student or other students, the student may be asked to store the item(s) in their backpack for the duration of the school day.

The school uniform must be worn during all school hours. Every student must be in complete uniform each school day. No student can dress out of uniform during any time that he/she is on campus, except for PE or school designated free dress/spirit wear days. If a child is sent to school without the dress code, the child may be sent home to change.

For field trips, students may be asked to wear a red polo with the Riverview Christian Academy logo and specific bottoms as indicated by the teacher before the day of the field trip or allowed to dress in clothes appropriate to activity as directed by the staff.

## **LUNCH AND SNACKS**

Students are expected to pick up and clean up after themselves during lunch. Lunch is to be eaten in the assigned eating area or out-of-doors in the assigned eating area. Students should cooperate with teachers/supervisors regarding lunch and clean up. Lunch is not to be eaten in the school office, lobby, or gymnasium.

Parents should plan ahead to provide the student with nutritious, balanced lunches/ snacks. Unclean meat (pork, shellfish, etc.) and caffeinated drinks are not permitted. Carbonated drinks and concentrated sweets are discouraged. Students bringing a sack lunch are discouraged from sharing or exchanging lunches. Students who choose to bring meat in their lunches are not to share with other students.

## **BIRTHDAYS AND HOLIDAYS**

The teachers look forward to celebrating special occasions with the students. However, in order to avoid their becoming a hindrance to the total learning process and overall school program, it is expected that anyone planning to have a school party or provide a special treat to eat will have made prior arrangements with the school staff.

The school does not celebrate, commemorate, or sanction holidays with pagan origins, such as Halloween. In lieu of Halloween or other pagan holidays, the school and board members encourage alternative activities that are wholesome, recreational, and of service to others.

Anyone wishing to plan an alternative activity should review the party or celebration plans with the principal or School Board prior to the event to obtain guidance in order to ensure the party or celebration is consistent with these guidelines and to acquire approval.

## **SCHOOL PRIDE**

Part of developing a healthy self and community respect is maintaining our living area. Students are expected to share in daily chores necessary to keep the school tidy and organized.

## **COMMUNITY SERVICE**

Community service is an important aspect of character development. Regularly scheduled service opportunities are part of the curriculum. As part of the music program, students occasionally will be involved in community service projects such as taking care packages to shut-ins, visiting the elderly, and singing in off- campus performances.

## **ASSEMBLY AND RELIGIOUS ACTIVITIES**

Students in grades K-8 will meet together regularly for a brief devotional time. Visiting pastors, youth speakers, music groups, faculty and students may be scheduled to present at this time. General announcements will be made at the end of the devotional. Occasionally this greeting time will provide opportunity for extracurricular activities to be discussed. This meeting time is as important as any other regular class session. All students are expected to be in attendance.

One week each semester may be set aside for special meetings with spiritual emphasis. Prayer is frequently offered before each class and there may be discussions on religious topics in any class throughout the day.

## **TEXTBOOKS**

Textbooks are rented to students for their use during the school year. Books are to be kept clean and handled carefully. Students may be required to cover textbooks and will be required to pay for abused, lost, or damaged books. Workbooks and other supplies required for each grade level are included in the registration fee and tuition and are purchased by the student.

## **LIBRARY**

The Riverview Christian Academy is fortunate to have a Library with more than 4000 titles. These books are available for students to check out with Library cards that will be created and stored for each student in the Library. Students are expected to keep books in condition in which the books were, when checked out and returned books when is due. Books should be returned to the designated return area and not to the library shelves. Younger students (Kindergarten and First graders) are encouraged to keep books at school. Students' accounts will be charged \$10.00 for each book that is damaged or missing. There will be a 1 month grace period to allow students to find any possible missing books and parents will receive a notification letter about missing books and another letter regarding missing/ damaged book fees applied and added to their account and due with the following month's tuition. All books checked out in April/ May will be due to return by the end of the school year, and if any are damaged or missing, a \$10.00 fee will also be due, even if it's less than the 1 month grace period.

## **SCHOOL HEALTH AND SAFETY**

### **ASBESTOS**

Riverview Christian Academy is in compliance with county and state regulations pertaining to asbestos testing and removal.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

Teachers will not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement:

Any student, who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by the student's teacher if the teacher has the following:

1. A written statement from the physician detailing the time schedules, amount, and method by which such medications are to be taken.
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matter as set forth in the physician's statements.
3. The medication must be delivered to the school in the original container bearing the pharmacy's label. The label must contain the name, place of business of the vendor, the serial number, the date of such prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drug,

and bear directions for use of the prescribed medication

4. Parents who wish their child to have access to Tylenol or Children's Tylenol may provide the medicine to the school office with a note from the parent stating permission for use. The medication must be in its original container.

## **SMOKE AND AIR QUALITY**

**Riverview Christian Academy will NOT follow Washoe County School District delays and cancellations on smoke days.** We have a different ventilation system than the public schools and we have the benefit of a large indoor facility where kids can be kept indoors all day if necessary. We will continue to follow WCSD delays and cancellations on snow days.

RCA will limit outside activity to no more than 30 minutes total on days when the air quality is in the orange (101 – 150 AQI). There will be NO outside activity on days the air quality is in the red (over 151 AQI). RCA staff will check AirNow.gov and PurpleAir.com for AQI levels prior to outside play as well as common sense. If it looks bad.....stay indoors.

Color Code	AQI Value	Actions to Protect Your Health
Green	Good (0-50)	None.
Yellow	Moderate (51-100)	Unusually sensitive people should reduce prolonged or heavy exertion outdoors.
Orange	Unhealthy for Sensitive Groups (101-150)	Sensitive groups should reduce prolonged or heavy exertion outdoors: People with heart and lung disease Children and older adults People that are active outdoors
Red	Unhealthy (151-200)	Sensitive groups should avoid prolonged or heavy exertion outdoors. Everyone should reduce prolonged or heavy exertion outdoors.
Purple	Very Unhealthy (201-300)	Sensitive groups should avoid all physical activity outdoors. Everyone should avoid prolonged or heavy exertion outdoors.

Outdoor field trips will be canceled at least 3 days ahead of time (NOT rescheduled) if there are large fires in the area creating heavy smoke where levels have regularly been above 100. Due to the uncertainty of smoke quality day to day with these large fires and the burden these trips make on families' work schedules, the trip will be canceled for the health and safety of students.

## **VALUABLES**

Students are advised not to bring sizable amounts of money or other valuables to school. Items should be properly labeled before arriving at school. Riverview Christian Academy is not responsible for lost items.

## ACADEMIC INFORMATION

### GRADES

The following system is used in grading and in computing the student's honor points:

A	Excellent	4.0
A-	Excellent	3.7
B+	Above Average	3.3
B	Above Average	3.0
B-	Above Average	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Below Average	1.3
D	Below Average	1.0
D-	Below Average	0.7
F	Failure	.59
I	Incomplete	
P	Pass	
W	Withdrawal	

Decimal percentages will be rounded to the nearest hundredth.

### HONORS

3.5-3.75 GPA	Honor Roll
3.76- 4.00 GPA	Principal's List

### REPORT CARDS

Grades for the first and third quarter will be given to the parent at the parent/teacher conference. The semester and year-ending reports will be mailed. Diplomas, transcripts, and final grades are released upon parent or school request, when final financial obligations are cleared.

### CITIZENSHIP

Riverview Christian Academy is a school based on cooperation and commitment to Jesus Christ, we expect every student to abide by the following code:

- I will be respectful, responsible, and prepared.
- I will act in a safe manner.
- I will do all I can to foster an atmosphere of cooperation and trust.
- I will respect others, the environment, and myself.

### CITIZENSHIP REFERRALS

Infractions will be noted with a citizenship referral, which may include teacher-student meeting, teacher-student-principal meeting, or teacher-student-parent meeting.

A general example of a citizenship referral is as follows:

- Classroom misconduct

- Repeated dress code infractions
- Social misconduct
- Unsafe behavior
- Language (inappropriate/insinuations)
- Leaving campus without permission
- Insubordination/lack of cooperation Dishonesty/cheating
- Vandalism
- Irreverence
- Fighting/intimidation
- Bullying

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Placing a student in reasonable fear of physical harm or damage to his/her
3. property; or
4. Substantially disrupting the instructional program or the orderly operations of the school; or
5. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

A student accused of bullying will be separated from other students until there is some resolution.

The staff and board reserve the right to use its discretion in dealing with each problem as it arises, recognizing that each situation is unique and deserves special attention. Any or all steps may be skipped if the offense is serious enough or warrants such action.

## **SUSPENSION**

Suspension is the removal of a student from classes or school activities for disciplinary reasons. Suspension may be on or off campus at the discretion of the administration. A student will not be allowed to reach the suspension level two times for the same type of offense. In lieu of suspension, the parent will be asked to withdraw the student from school.

The following behaviors may result in suspension:

- Bullying/Threatening, attempting, and/or causing physical injury to another person.
- Committing or attempting to commit theft or burglary or knowingly receiving stolen property.
- Disrupting school activities or willfully defying the authority of school personnel.
- Engaging in excessive contact or other activities with sexual intent.
- Causing or attempting to cause damage to school or private property.
- Repeated failure to abide by school policies.
- Dishonesty, including, but not limited, to forgery, plagiarism, and cheating on academic work. (Students caught cheating will receive a zero on the assignment with no ability to make up the assignment.)

- Practice of occult or satanic rituals
- Intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs
- Participation in gang activities (including wearing of gang symbols, tagging).
- Smoking, drinking, illegal drugs on or at school/school activities, use or possession of drug paraphernalia.

Suspension will not exceed ten (10) consecutive school days. A student will not be suspended for a total of more than twenty (20) days during a school year. If a student reaches twenty (20) days suspended during a year they will be asked to withdraw.

Appeals of a suspension may be requested of the school office. Appeal requests must contain a parent signature within three (3) school days from when the suspension is assigned to the student. Appeal attendees should include but not limited to the principal, School Board representative, the teacher, a parent of the student involved, and the student.

## **EXPULSIONS**

Expulsion is removal of a student from the school program for at least one full semester for disciplinary reasons. Students will be recommended for expulsion for any of the following behaviors:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, explosive, or other dangerous object (of no reasonable use to the pupil) at school or at any school activity.
- Possession or unlawful sale or distribution of any controlled substance including alcohol, illegal drugs, or tobacco.
- Burglary or extortion.

In addition, a student may also be recommended for expulsion when:

- Repetitive misbehavior: other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the circumstances, the presence of the student causes a continuing danger to the physical safety of the pupil or others.

Expulsion is an action of the School Board. Students will be suspended until a School Board hearing convenes (not more than ten (10) school days). The parents of the child involved will be invited to the hearing. Students withdrawn before the expulsion hearing cannot be expelled without special School Board Action.

Appeals to an expulsion decision should be addressed to the Superintendent of Education, the Nevada-Utah Conference of Seventh-day Adventists.

## **PROCEDURES /APPEALS**

The school administration may advance an infraction consequence depending on severity of the offense. The administration follows guidelines, which enable equitable consequences and appropriate response to the extent of misconduct. When the administration believes suspension or expulsion is warranted, an investigation will take place. Students involved will be given the



opportunity to present their account of the incident. After the facts have been gathered, if the behavior warrants suspension or expulsion, the parents will be notified and asked to remove the student from the campus immediately. In the case of expulsion, the student will be suspended until the School Board can be convened for the hearing. Parents have the option to withdraw a student from school before the expulsion hearing is held. The student and his or her parents or guardians may be present at the expulsion hearing; any disruptive behavior may forfeit the right to attend. Suspension may be appealed to the administration for review. Generally the student will remain suspended until the review is conducted. If the suspension is not upheld, the remainder of the suspension is removed, and all records of the suspension shall be removed. If the Riverview Christian Academy Board votes expulsion, the student will not be eligible for re-admission to Riverview Christian Academy for at least one full semester.

## **GOVERNANCE POLICY**

By registering at Riverview Christian Academy, the student and his/her parents or guardian agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year, both on and off the campus.

## **GRIEVANCE PROCEDURE**

When a situation arises that needs clarification or resolution, the required grievance policy, follows the Biblical model of Matthew 18 for resolving differences between individuals:

1. Address the situation with the teacher/staff member.
2. Address the situation with the teacher and the principal.
3. Address the situation with the Board Chairperson, who may involve the Executive Board.
4. Address the situation with the School Board as an agenda item (be certain to plan accordingly with the principal and/or Board Chairperson).
5. Conference with the Office of Education.

These steps are important and are to be followed in order. Honest resolution will be sought at each level in an effort to eliminate problems thus dissolving the need to appeal to the next stage.

## **SEXUAL HARASSMENT POLICY**

Riverview Christian Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so that school authorities might take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

**Definition:** Sexual harassment is any unwelcome sexual advance or request and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and/or gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

**Reporting Procedures:** Students believed to have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades K-8. The student may also report to the principal, pastor, or board chairperson.

If the harassment comes from an adult, the student should report directly to the principal or the board chairperson. The Superintendent of Education of the Nevada-Utah Conference should be contacted if communication to the fore mentioned parties is not possible or appropriate.

Several principles should guide the school in appropriately responding to a sexual harassment complaint:

1. Take the complaint seriously. Investigate privately and keep notes.
2. The investigation and response should be age appropriate.
3. Discipline should fit the behavior and the age of the offender. Progressive discipline should be used unless the first offense is of a serious nature.
4. Educating the students regarding sexual harassment is the cornerstone of prevention.

Be in conformance with local laws and agencies.

Sexual harassment is sometimes categorized legally into two categories, quid pro quo and hostile environment. Of the two, quid pro quo is considered the most serious but both types should be taken seriously. Quid pro quo is where sexual favors are requested or demanded in return for benefit. A typical example would be where a teacher gives an "A" to a student in exchange for sexual favors. Hostile environment is where jokes, pictures, comments, gestures, or stares create a school environment that is hostile and offensive to the victim. A school example of this is where classmates tease a child who is less physically developed.

Complaints of sexual harassment should be investigated promptly and confidentially. Corroborating evidence is helpful in determining the truthfulness of the complaint. False accusations occur and are themselves a form of sexual harassment.

Appropriate discipline can range from education and teacher counseling to expulsion. Often it is advisable to get the perspective of an adult of the same gender as the victim when evaluating the seriousness of the event. The response should fit the behavior and be age appropriate.

For instance, a joking remark that is an isolated event could be handled by a teacher: talking to the offending student, explaining the significance of the remark, and asking the student not to repeat the remark.

On the other hand, offensive touching is much more serious and in some cases is a criminal offense reportable as child abuse. Suspension and possible expulsion may be the appropriate response.

Adult to student sexual harassment is more serious and calls for a stronger response. Sometimes retaliation, overt or subtle, is used against the victim. The offender should be warned this will not be tolerated.

At times, no clear determination can be made as to the truthfulness of accusations. In those cases, if the reported behavior is not extremely serious the suspected offender should be told such

behavior, if it occurred, is offensive and will not be permitted.

After the investigation and response, the victim should be informed that appropriate corrective action has been taken and the victim is encouraged to report any further events.

## **MEDIA AND ENTERTAINMENT**

Electronic entertainment devices are **not** to be brought to school, **nor taken** on field trips. This includes but is not limited to handheld gaming devices and MP3 players. (These items will be confiscated if this rule is violated and returned to the parents at the end of the day).

**Cell phones must be turned off during school hours.** Violation of this policy will result in the cell phone being confiscated and returned to the parent(s) at the end of the day. If cell phones are confiscated more than **three** times in a semester, the student may be prohibited from bringing a cell phone to school.

Computers are utilized to teach keyboarding skills. Educational software programs have been installed to complement the academic curriculum. The computers are not used for video games. Students are not to bring personal software programs to load on the school's computers, nor can they legally copy any program from the computers and take it home for personal use. These activities, referred to as "pirating," are a violation of copyright laws and are punishable by law.

Internet access will be monitored and limited. Students will not be allowed Internet access unless they and their parents have signed an Internet Use Agreement. Riverview Christian Academy reserves the right for teachers and staff to monitor and restrict Internet use when necessary. No food or drinks are allowed around the computers.

## **TELEPHONE USE**

Students are not to use the phone for personal calls except in emergencies and with staff permission. In the event a student receives a call, he/she will be called out of class only in an emergency case.

Please understand that telephone calls to a student or teacher during the school day are an interruption to the learning program and can take the teacher out of the classroom where he/she cannot adequately and safely supervise the students.

## **GENERAL RULES**

To promote safety and an atmosphere for learning and spiritual development, the following rules will be enforced:

- There will be no gum chewing allowed at school.
- There will be no running or shouting in the school building.
- Students will avoid the appearance of evil, including acting, playing, pretending, or joking in such a way as to arouse the concern or suspicion of any student, staff, or visitor on campus.
- Every student is expected to go outside for recess when the weather permits unless the student has a legitimate written excuse. Students should come to school with appropriate

clothing for recess activities.

- The parking areas will be off-limits from the time students arrive on campus until the time they leave.
- Teachers will instruct their students on safety measures to take in the event of a natural disaster (i.e. fire, earthquake, or tornado). Drills are held at regular intervals to test these instructions and plans. It is essential that students pay careful attention to all instructions given and that they conduct themselves in a calm, quiet, and orderly manner during these drills, and particularly during an actual emergency.

Any rule, regulation or policy stated by the school authorities—teachers, principal or the board—will have the same enforcement effect as that stated in this handbook. In the case of major changes or revisions, written notification will be given to the parents/guardians and constituents.

## **HOME/SCHOOL CONNECT PROGRAM**

The Home/School Connect Program provides the opportunity for home-schooled students to socialize and form friendships with peers by attending Riverview Christian Academy sponsored field trips and other extracurricular school events. These students will also be invited to participate in the music programs and standardized testing; including the STAR Reading and STAR Math assessments throughout the school year. In addition, Home/School Connect students will be invited to utilize our highly successful Accelerated Reader Program and the school library once a week to check out books. These will all be offered on the Riverview Christian Academy campus as scheduled with the Homeroom Teacher and/or the school Librarian. In order for home-schooled students to be eligible to participate in the Home/School Connect Program, they must meet the following requirements:

1. A **commitment** to be students with a sincere desire to develop mentally, spiritually, and physically and who willingly support the principles of conduct upon which Christian education is based are welcome to apply.
2. To participate in any of the Riverview Christian Academy events listed above, the home-schooled student(s) will complete the **application process** for this program prior to attending the event(s).
3. The application process for this program requires a non refundable **application fee** as determined by the school board, in the amount of \$50. This fee will be applied toward the registration fee once a student is accepted into the program.

Once the above application process is completed, the admissions committee will review the application. When the home-schooled student is determined to be eligible for participation, the admissions committee will contact the applicant(s) and inform him/her of acceptance into the program.

### **Home/School Connect Protocols Once a Student is Accepted:**

**A registration fee** will be paid for each home-school student in the amount of \$200 (the \$50 application fee will be applied to this total) to cover insurance, supply, testing, and administrative costs for the school year. Half of this fee will be allocated to the hosting grade level.

- A. A minimum of one parent or approved **guardian must accompany** the student on any school activity.
- B. Home/School Connect students will **pay any additional fees** or costs associated with

field trips, including fees for non-school aged siblings that will be accompanying the parent/guardian on the trip.

- C. Consumable **curriculum materials** will be made available for purchase upon request in the Fall when ordering occurs. Deadline for ordering will be determined by the administrative staff and communicated to the Home-School Connect parents. Non-consumable textbooks may be checked out, if available, with a deposit of \$50 per text, as determined by the school board.
- D. Parent(s)/Guardian(s) of home-schooled students participating as chaperones in school sponsored activities will be required to complete the **online clearance** protocol as required by the Nevada Utah Conference prior to participating in school events as listed above.