

# RIVERGATE ADVENTIST ELEMENTARY SCHOOL

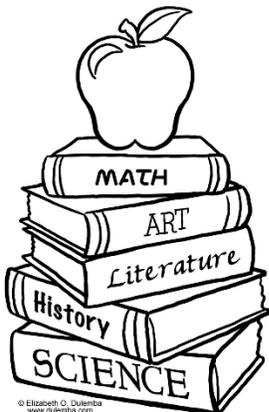
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## Handbook 2022-2023

We believe in partnering with our families.  
Visitors are welcome any time and should check in at the office upon arrival.

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## **About Rivergate**

### **Motto**

Leaning into Christ ♡ Leading with Compassion ♡ Living with Confidence

### **Philosophy**

#### *Leaning into Christ*

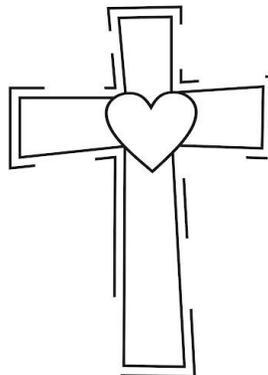
Students know they exist because God planned for them and He loves them beyond measure. They understand their value is in Christ so they choose daily to press into their relationship with Jesus. That friendship brings them significant joy and guides their lives. Students will develop an unbreakable bond with Christ.

#### *Leading with Compassion*

Students will empower others to live kind, compassionate, joyful, fun and positive lives by lacing all their conversations with grace. Students will seek to understand each person's perspective to help overcome their fear of differences. Each student understands that they have a responsibility to foster inclusivity amongst their peers, Rivergate family and the greater Gladstone community. They will participate in community-connected projects to sharpen those skills. Students will engage in the practice of reflection as they lead.

#### *Living with Confidence*

In our ever-changing diverse world each student is an active leader of their education. Each student can take initiative to set goals and problem solve both independently and collaboratively. Students understand failure is a launch pad for developing grit and resilience. As students encounter new ideas they will take time to listen and assess their opinion critically while being open minded. They will grow confident in their identity as Jesus' friend and as a result they will love well. These tenacious students will develop emotional awareness and self-regulation through an understanding of who they are.



## Accreditation

Rivergate Adventist Elementary School & Preschool is fully accredited by the North Pacific Union Conference Board of Education, the North American Division Commission on Accreditation and the Board of Regents of the General Conference of Seventh-day Adventists.

In addition, Rivergate Preschool is also licensed by the State of Oregon, License number CC052288.

## Organization and Budget

Rivergate Adventist Elementary School is governed by the Rivergate School Board whose members are appointed by nine Seventh-day Adventist churches in the area which give 13% of our financial support to operate the school. These churches are:

- Canby Spanish Company in Canby, OR
- Gladstone Park SDA Church in Gladstone, OR
- Milwaukie Spanish SDA Church in Milwaukie, OR
- Molalla SDA Church in Molalla, OR
- Ohana Christian Fellowship in Canby, OR
- Remix SDA Company in Milwaukie, OR
- Tabernacle SDA Church in Portland, OR
- Tualatin Spanish in Tualatin, OR

The Board meets monthly or as needed. All board meetings are open to parents and church members, except during executive sessions.



# **General Admission Policy**

## **Non-Discrimination Policy**

Rivergate Adventist Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at this school, and makes no discrimination on the basis of race, color, or national and ethnic origin in admission or education policies, applications for admission, or extra-curricular programs. Rivergate welcomes any and all who are seeking a Christian Education.

## **Qualifications for Admission**

Rivergate is open to all young people who desire a Christian education. We serve a diverse population and welcome all children. Students will receive a Bible-based education based on the Seventh-day Adventist Perspective. Students who apply are willing to observe school policies and uphold Christian principles in their lives.

## **Preschool**

Rivergate's Preschool/PreK is open to children ages 3 ½ - 5 years' old who are already potty-trained.

The Preschool/PreK program has a half day and a full day option. Half day hours are 8:30 a.m. - 12:30 p.m. and full day option is 8:30a.m. - 3:30 p.m. Monday- Thursday and 8:30 a.m. - 12:30 p.m. on Friday. Families can select a 2-5 day program or the Flex program. Please contact the office for more information.

## **Age**

The minimum age requirement for children starting Kindergarten is five-years-old by September 1. Children starting in the first grade should be at least six years old by September 1.



## Attendance

Oregon law requires that all children between the ages of seven and eighteen years of age be in attendance at school (with certain exemptions). Efforts will be made by school officials to abide by these attendance laws of the state. However, compliance with those laws is the mutual responsibility of legal guardians and Rivergate.

Our goal is to serve our students well and we believe that punctuality and daily attendance bolster the success of your child. The following guidelines will be used to support this:

- Students who are late for school are to check in the office.
- The student's parents or guardians should send an email or a written note to the school office (CC homeroom teacher), or call the school office to explain why their student was absent.
- Student absences are counted as "excused" for illness or death in the family.
- Students will not be permitted to leave the school premises with anyone other than those authorized. Students leaving the campus at any time other than pick-up time, need to be signed out at the office for safety reasons. (At normal pick-up time students are checked out by their teacher.)
- Some parents or guardians find it convenient for their child/children to walk home or to the bus stop for public transportation. If you wish to allow your child to leave campus on foot, a written note from the parent or guardian granting this permission must be on file in the school office.
- Should an absence be anticipated, the parent must contact the office and the teacher at least a week in advance to make arrangements for school work. Teachers will do their best to accommodate the needs of the family. Students who miss class will be required to show mastery of material or make up assignments missed through regular classroom testing procedures.

### **Arrival at School**

Teachers are available to receive students from families between 8:15-8:30 a.m. Students arriving at school between 8:00-8:15 a.m. will be included in the Morning Movement Class, and will be charged a partial class fee of \$1.00.



## School Hours

- Monday-Thursday 8:30a.m. to 3:30 p.m.
- Friday 8:30a.m. to 12:30 p.m.
- Minimum Day 8:30a.m. to 12:30 p.m.

## Preschool Half Day Option Hours

Monday – Friday 8:30 a.m. to 12:30 p.m.

## School Closures and Late Openings

When weather conditions or other emergencies require that the school be closed prior to the beginning of the school day, Parents/Guardians will be informed via an **Iris Alert** (Immediate **R**esponse **I**nformation **S**ystem). Iris Alerts will also be used for late starts and in the event that school must be closed after the beginning of classes. In case of an emergency teachers will remain with their students at school until a designated adult arrives to pick them up.

## Morning Movement Class

### Hours:

- Monday – Friday 7:15 a.m. to 8:15 a.m.

### Rates:

- Full Morning Movement Class = \$6.50 (Arrival anytime between 7:15a.m.- 8:00a.m.)
- Students arriving at school between 8:00-8:15 a.m. will be included in the Morning Movement Class, and will be charged a partial class fee of \$1.00.

## R.A.P. (Rivergate After Care Program)

### Hours:

- Monday – Thursday 3:45 p.m. to 5:30 p.m.
- Friday/Minimum Day 12:45 p.m. to 2:30 p.m.

### Rates:

- \$6.50 per hour per student or any portion thereof. Students remaining in R.A.P. after 5:30p.m (or 2:30p.m. on Fridays) will be charged \$10.00 per ½ hour or any portion thereof.
- Students arriving at school between 8:00-8:15 a.m. will be included in the R.A.P. program, and will be charged a R.A.P. fee of \$1.00.

Pick up:

Students may be picked up by my authorized adults that are listed on their approved pick up list. Students are not allowed to sign themselves or their siblings out.

After School:

Students remaining on the school grounds after 3:45pm will be signed into R.A.P.

Sports:

After school sport coaches are not part of the after school care program. If you have a child signed up for an after school sport program and another child that is not, the student who is not in the after school sport program will be taken to the R.A.P. program by their teacher.

## **Dress & Appearance Policy**

Because it is imperative to keep our focus on education, we ask that students keep their clothing simple, modest, and neat. The following principles apply to all school functions as well.

**Simple** is defined as free from vanity or anything that distracts. Clothes should be weather-appropriate and follow the requirements communicated by the teachers. Some settings include classroom activities, field trips, P.E., and music.

**Modest** is defined as dressing in a manner that does not draw attention to your body. Please make sure that clothes fit properly for all school activities. Low neckline, low riding pants, excessively tight fitting clothing and short skirts are not appropriate attire. Any showing of midriff, cleavage, backside, or any undergarments is not considered modest.

**Neat** is defined as well-groomed, respectful, and in good repair. Hair and clothing should look like the student is ready for a day of learning. Showing respect in the classroom means making your eyes visible at all times.

## **Health**

### **Immunizations**

Every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with State mandated immunization requirements may not attend school and will be excluded by the third Wednesday in February.

## Immunizations required for Kindergarten through 12th Grade

	DTaP	Polio	Varicella	MMR	Hepatitis B	Hepatitis A	Hib	Tdap
K or Grades 1 - 6	5	4	1	2	3	2		
Grades 7 - 12	5	4	1	2	3	2		1

## Illness

It is hard for students to learn when they do not feel well. We also want to love each other well by keeping our community healthy. Please do not send your child to school if:

- The student has a fever, or has had a fever within the last 24 hours. Students must be fever-free *without medication* for 24 hours before returning to school.
- The student has lice or nits. Students must be nit free for 24 hours before returning to school.
  - Please notify the school if your student has lice or nits.
  - Upon returning to school students will be checked for lice and nits in a private location.
- The student has been vomiting. Students must be 24 hours “vomit free” *without medication* before returning to school.
- The student's doctor has advised them to stay home.

## Medications

In order for Rivergate staff to administer prescription and non-prescription medications to your child, Oregon law (OAR 581-021-0037) requires written permission from the student's parent or guardian. Medications must be in the original bottle with the original prescription/instruction label attached. Medications will be kept in a locked cabinet in the school office. In the event that a child does not have his prescribed medication, the parent / guardian will be notified.

## Grievance Procedure

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established by the School Board in harmony with the counsel of Jesus:

*If a fellow believer hurts you, go and tell him -- work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again.*

**Matthew 18:15-17**-- The Message Bible

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a concern or complaint. Please follow the procedure listed below in case of a problem:

- If you have a concern about a specific classroom problem, talk to the teacher first in order to discuss the concern and resolve the stated problem.
- If satisfactory results are not obtained, contact the principal to request a conference.
- If further action is required, please contact the office of education at the Oregon conference.

## **Behavior Policies**

Because we believe in educating the whole person, the discipline process is grounded in the fundamental principle of trust. This means that when a student needs correction, the staff will take the individual student through the discipline process which is:

- Taking responsibility for their action
- Asking for forgiveness from the parties necessary
- Stating future intentions

The staff desires to make consequences match the infraction. Consequences will vary depending on the individual case and category of infraction:

	<b>Potential Infractions</b>	<b>Potential Consequences</b>
Category One	<ul style="list-style-type: none"> <li>• Minor disrespect and non-compliance</li> <li>• Disrupting the teaching environment</li> <li>• Minor physical contact and aggression</li> <li>• Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>• Counsel with teacher</li> <li>• Note/email sent home to parents</li> <li>• Removal from class</li> <li>• Loss of other privileges</li> <li>• Restitution of wrong</li> </ul>
Category Two	<ul style="list-style-type: none"> <li>• Defiance and repeated disrespect</li> <li>• Fighting or cheating</li> <li>• Inappropriate language or gestures</li> <li>• Bullying/harassment</li> <li>• Theft/vandalism</li> <li>• Inappropriate internet use</li> <li>• Public displays of affection</li> <li>• Repeated category one infraction</li> </ul>	<ul style="list-style-type: none"> <li>• Parent-Staff-Student Conference</li> <li>• In-school or out-of-school suspension</li> <li>• Behavioral probation</li> <li>• In-school supervision by parent</li> <li>• Counseling of school official or trained professional</li> <li>• Restitution of wrong</li> </ul>

<p>Category Three</p>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Inappropriate language or gestures</li> <li>• Bullying/harassment</li> <li>• Theft/vandalism</li> <li>• Sexual misconduct</li> <li>• Drug or alcohol use</li> <li>• Possession of a weapon</li> <li>• Repeated infraction from any category</li> </ul>	<ul style="list-style-type: none"> <li>• Parent-Staff-Student Conference</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Involvement of law enforcement</li> <li>• Counseling by trained professional</li> <li>• Behavioral probation</li> </ul>
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Expulsion: Expulsion of a student is always the last resort. Every reasonable effort will be made, to restore the situation with the cooperation of parents and the student.

Behavioral Probation: Probation will include an individualized behavior contract which will indicate the desired behavior, the problematic behavior, and the consequences as well as any specific requirements of the student/family.

Academic Probation: When lack of academic effort becomes excessive, the student may be put on academic probation, which results in a loss of extra-curricular activities and social interactions. A plan of action may also be set up through a meeting with the teacher(s) and parent(s).

Suspension: Before the reinstatement of a suspended student, the staff may request to meet with the student for the following reasons: To plan the best course of support after reinstatement and to ensure the student understands the pardon and forgiveness being offered by the staff as a whole.



## Behavioral Information

Behaviors	Additional Information
Sexual Harassment	It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature when the conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.
Racial and Ethical Harassment	Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, color or national origin that substantially or unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment.
Bullying	Includes, but is not limited to, bullying, hazing, harassment, menacing, intimidation or any act that injures, degrades, disgraces or renders a student fearful.
Cyber Bullying	Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles.
Weapons	Students shall not bring, possess, conceal or use a weapon on school property or at school sponsored activities. Students should not even pretend to play with or be in possession of weapons. Replicas of weapons, fireworks, bullets or pocket knives are also prohibited. ***Exceptions to this prohibition may be granted only with the principal's prior approval for certain curriculum or school related activities.
Assault	Includes intentionally, knowingly or recklessly causing injury to another.
Vandalism	Students and parents will be held financially responsible for the actual cost of repair or replacement of vandalized school property.

\*\*\* Students may face disciplinary consequences for conduct that occurs while at school, or off school premises at school related/supervised functions.\*\*\*

# **Financial Policies**

## **Forms of Payment**

We accept cash, debit, visa/mastercard, electronic funds transfer and checks. Please make checks payable to **Rivergate Adventist Elementary**.

- Billings are sent out at the beginning of the month.
- Payment is due by the 20<sup>th</sup> of the month. Please pay the amount from your financial agreement, as well as any costs that have been billed.
- Accounts that are not kept current will be considered past due. Families with past due accounts will be contacted, by phone or email or mailed correspondence, at the beginning of the month after a payment is missed.
- A ½% (\$2.00 minimum) fee may be added to any overdue balances. This fee will apply whether you have made payment arrangements or not. This fee will be based on the outstanding balance of all accounts.
- Accounts that fall two months past due may be cause for student financial suspension until satisfactory financial arrangements are made either with administration or the school treasurer.
- Any accounts two months or more past due must meet with the school treasurer to arrange a new financial contract and payment plan.
- When withdrawing from Rivergate all arrangements for payments should be made directly with the treasurer.
- All accounts must be paid in full or approved payment plans in place before students can begin the next school year.
- If an account is sent to a collection agency, Rivergate reserves the right to add the collection fee to the principal amount due
- Those needing financial assistance can contact the treasure to begin the process for our “student assistance”. If applicable, they should also apply for assistance from their church.
- Checks returned for insufficient funds will be charged a \$35 NSF fee.

## **Tuition Rates**

**Please Note:** Rivergate offers three tuition plans:

- Full-year (payment is due by the 1st day of school).
- 10-month plan (first payment is due in August).
- The 12-month plan (first payment is due in July). This plan is only available for families who are fully enrolled before June 30th, and is not available for preschool tuition.

**Checks should be written to Rivergate School.** For your convenience we offer auto payment options through **Electronic Funds Transfer (EFT)** or **Credit Card**. Forms are available in the office to sign up for auto payment.

**Pre-Registration Fee**

A non-refundable pre-registration deposit is required per student to hold their spot for the following year.

**Tuition Fees for K-8**

Payment Plans	SDA Members K-5	SDA Members 6-8	Community Members K-5	Community Members 6-8
<b>FULL YEAR</b>	\$5,675.00	\$5,875.00	\$7,075.00	\$7,275.00
Less discount for full year pre-payment	(\$100.00)	(\$100.00)	(\$100.00)	(\$100.00)
<b>TOTAL</b> Amount due to pre pay entire year	\$5,575.00	\$5,775.00	\$6,975.00	\$7,175.00
<b>MONTHLY</b> x10 (Aug-May)	\$ 567.50	\$ 587.50	\$ 707.50	\$ 727.50
<b>MONTHLY</b> x12 (July-June)	\$ 472.92	\$ 489.58	\$ 589.58	\$ 606.25

**Tuition Fees for PreK**

Full Time Program 8:30am – 3:30pm (M-Th) 8:30am – 12:30pm (F)	Morning Program 8:30am – 12:30pm (M-F)	Flex Plan**
5 days a week \$790.00	5 days a week \$478.00	\$770.00
4 days a week \$750.00	4 days a week \$443.00	
3 days a week \$620.00	3 days a week \$387.00	
2 days a week \$500.00	2 days a week \$347.00	

\*\*FLEX Plan: This plan offers the flexibility to choose any combination of ½ or full day on a week-by week basis (arrangements must be communicated by the week prior).

\*\*\*Arrangements for an extra day may be made with the teacher, subject to availability. The additional cost will be \$25/day.

**R.A.P. Rates (Before & After Care) – Refer to page 8.**

## **General Information**

### **Asbestos Notification**

The Federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. Our school facility has been checked by a certified asbestos individual. The report is on file in the school office and is available for those wishing to see it.

The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It is checked twice a year to ascertain any change in the material.

### **Lost and Found & Personal Property**

Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. Rivergate does not assume liability for personal property loss due to accidents, vandalism, theft or any other cause. Personal property brought onto school grounds is done so at the owner's risk.

The school does not take responsibility for personal property left at school or on the school property. Please check in the office for lost and found items if you are missing something. Any articles not claimed by the end of the year are donated.

### **Home and School**

Home & School is a parent volunteer organization (think Parent/Teacher Association). This organization is the backbone of our school community. The goal of home and school is to draw home, church, school, and community together into a team that serves well. All Rivergate parents and school staff are members of the Home & School Association. Regular meetings are held and all members are invited to attend.

### **Student Accident Insurance**

A policy covering student accidents is included in the school fees. A summary of this coverage is available to parents from the school office throughout the school year. Students are covered for injury during school and all school sponsored events.

### **Bicycles, Skateboards & Skates**

Rivergate's insurance does not cover the use of bicycles, skateboards, in-line skates, skates and scooters. Students who use these items to get to school are asked to please not use them on campus. There is a bike rack located at the back of the middle school for student use. Please walk your bicycle while on campus and provide your own lock to secure it.

# **Community Responsibility**

It is understood that every parent and student at Rivergate commits to observe all its regulations and uphold the Christian principles on which the school operates.

## **Students' responsibilities are to:**

- show respect to all
- demonstrate a positive and caring attitude
- do my personal best in school
- use my God given strengths and abilities to serve others
- take responsibility for my actions
- care for school property
- complete my work and come prepared to class
- ask for help when I need it

## **Parents' responsibilities are to partner with the school by:**

- providing adequate sleep and nutrition for my child
- making time as needed to help my child succeed
- communicate questions or concerns directly to the teacher
- support the school's vision
- accept financial responsibility
- volunteer my talents and time as I am able

## **School's responsibilities to our families are to:**

- communicate with each student as a uniquely designed child of God
- hold students accountable, with grace
- provide quality instruction
- team up with families to maximize student potential
- provide a quality school environment for learning

## **HOMESCHOOL POLICY**

RIVERGATE ADVENTIST ELEMENTARY honors and values homeschool education and wishes to provide opportunities to enrich the homeschooler's education through participation in various activities such as:

- A. Achievement testing
- B. Field Trips\*
- C. Monthly Newsletter/Calendar of Events
- D. Music (band, choir & lessons)\*
- E. Winter Sports\*
- F. Symphony Days\*
- G. Enrichment Programs\*

- H. Week of Prayer
- I. Special Classroom Presentations
- J. Science Fair/Arts & Craft Fair
- K. School Library
- L. Assemblies
- M. After School Sports\*

\*There will be a matriculation processing fee of \$50.00 per quarter per child to participate in these events (includes insurance, testing materials, postage, office preparation, etc.) There will be additional charges for each of the starred activities. Parents will be notified of all upcoming events through the monthly newsletter and calendar. We encourage you to check the website calendar as updates and changes are posted here on a regular basis ([www.rgsda.org](http://www.rgsda.org)). As this is a Seventh-day Adventist Christian School, high moral principles and respect for God and others are expected from all students who associate themselves with our school. All homeschooling students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded.



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\*\*Updated 9/29/22.eh