



# Rivergate School Handbook

2024-2025





1505 Rivergate School Rd.  
Gladstone, OR 97027  
503-656-0544  
office@rgsda.org  
rgsda.org

# Table of Contents

Rivergate Faculty & Staff .....	5
Constituent Churches .....	5
About Rivergate .....	
6, 7	
Motto	
Philosophy	
Accreditation	
Organization and Budget	
General Admission Policy .....	7,
8	
Non-Discrimination Policy	
Inclusivity Statement	
Qualifications for Admission	
Admission Process	
Preschool	
Age Requirements	
Attendance .....	
9-11	
Tardies/Early Departures, Absences, Educational Trips, Walking Home	
Arrival at School	
School Hours	
School Closures, Late Openings and Emergencies	
RAP Programs: Morning Movement Class & Rivergate After School Clubs	
Campus Safety .....	11,
12	
Parking Lot Safety	
Emergency Preparedness Information	
Student Accident Insurance	
Bicycles, Skateboards & Skates	
Visitors on Campus	
Volunteer Information	
Asbestos Notification	
Dress & Appearance Policy .....	
13	
Student Life .....	
13-17	
eLearning	
Chapel	

Support Services  
 Classes Offered  
 Hot Lunch Program  
 Field Trips & School Outings  
 Typically Scheduled Trips  
 8th Grade Diploma Requirements  
 Progress Reports and Grades  
 Technology Policy

## **Table of Contents**

Homeschool Policy .....	17, 18
Health .....	18, 19
Immunizations	
Illness	
Health Screenings	
Nurse	
Accident/Injury Notification	
Medications	
Grievance Procedure .....	
20	
Behavior Expectations .....	20, 21
Behavior Policies .....	
21-25	
Behavioral Information	
Oregon Conference Sexual Harassment Policy .....	
25-28	
Financial Policies .....	28, 29
Forms of Payment	
Tuition Rates .....	
29-30	
Pre-Registration Fee	
Interschool Sports Policy & Contract .....	
30-35	
General Information .....	35, 36
Home & School	

Lost & Found  
Personal Property  
Inappropriate Substances  
Custodial Guardianship  
Child Abuse  
Student Records  
Communication with Teachers

Pledge ..... 37,  
38

## **Rivergate Faculty & Staff**

### Principal:

Megan Hall

megan@rgsda.org

### Teaching Staff:

Robin Barnhart  
Helen Chang  
Jeanie de la Torre  
Melia Hernandez  
Timothy Morita  
Carissa Ness  
Katie Richmond  
Sharilyn Smith

robin@rgsda.org  
helen@rgsda.org  
jeannie@rgsda.org  
melia@rgsda.org  
tim@rgsda.org  
carissa@rgsda.org  
katier@rgsda.org  
sharilyn@rgsda.org

### Support Staff:

Ewan Brown  
Lisa Brown  
Angelina Browne  
Brittany Carpenter  
Melissa Gettman  
Emily Hellman  
Rebecca Hepler  
TBA  
Robert Wilson

IT Support, ewan@rgsda.org  
Treasurer, treasurer@rgsda.org  
Hot Lunch Specialist  
PE Teacher, brittany@rgsda.org  
Teachers' Aide  
Admin. Assist, office@rgsda.org  
Librarian, rebecca@rgsda.org  
Athletic Director  
Maintenance

## **Constituent Churches**

CANBY SPANISH COMPANY	503-266-2144
GLADSTONE PARK	503-655-2614
MILWAUKIE SPANISH	503-788-0880
MOLALLA	503-829-9977
OHANA CHRISTIAN FELLOWSHIP	503-558-0151
REMIX COMPANY	240-643-7326
TABERNACLE	503-223-0623
TUALATIN SPANISH COMPANY	503-430-7141

## **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.

Additionally, Rivergate Preschool and Morning Movement class are certified under the Early Learning Division of the State of Oregon and abide by Oregon Child Care laws. (License # CC0052288)

## **Organization and Budget**

Rivergate Adventist Elementary School is governed by the Rivergate School Board whose members are appointed by eight Seventh-day Adventist churches in the area which support the financial operations of 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 background, country of origin, or sex in admission or education policies, applications for admission, or extra-curricular programs. Rivergate welcomes any and all who are seeking a Christian Education.

## Inclusivity Statement

Rivergate is committed to fostering an environment of diversity, equity, and inclusion. Our diversity makes us stronger. We desire to nurture an inclusive staff and student body. As followers of Christ, our greatest desire is to love like Jesus by recognizing the value of every person. We strive to treat all humanity with unconditional dignity, respect, and love, while celebrating our differences. We pray to live out God's kingdom by doing all within our power to create an environment where every student experiences safety, belonging, inclusion, and love. **Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others.** Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized. **We will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry.**

## 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.

## Admission Process

Families seeking to enroll their children at Rivergate will walk through three phases. They are:

- Phase 1
  - Tour of our facility with the Principal
    - Fill out Contact Form
  - Schedule Consultation
    - In preparation for your consultation please do the following:
      - Fill out family survey - you will receive the link in your consultation confirmation email
      - Send out recommendation forms to other adults that know your child well.
      - Collect information about your child's education that is helpful in understanding them (ie: IEP's, teacher notes, curriculum covered if you were homeschooling).
- Phase 2
  - Staff Consultation
    - Family Interview
      - Making a success plan (as needed)
    - Student Assessment
- Phase 3
  - Acceptance call and letter
  - Pre-registration payment made
  - Request of Records Form returned to office
  - Financial plan in place (Preschool Contract needed)
  - Receive login information via email from office



- Date of first day of school confirmed

## **Preschool**

Rivergate's Pre-Kindergarten is open to children ages 3 - 5 years old who are already potty-trained.

Our Preschool/PreK program is open Monday-Thursday 8:30 a.m.-3:30 p.m. and Fridays 8:30 a.m. - 12:30 p.m.

Additional care is offered at the following times:

Morning Movement Class:

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

RAP - Rivergate Afterschool Clubs:

- Monday - Thursday 3:45 p.m. - 5:30 p.m

## **Age Requirements**

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) and must maintain an in-person attendance record of at least 90% (not missing more than 17 days of school). Efforts must be made by school officials and families to abide by these attendance laws of the state.

Our goal is to serve our students well and we believe that punctuality and daily attendance bolster the success of students. We also strive for thorough communication between school officials and families. The following guidelines will be used to support academic success of our students, and foster good communication with our families:

### **Tardies/Early Departures:**

- Students who are late for school are to check-in at the office.
- Students needing to leave school early for appointments must be signed out in the office by an authorized individual. (Please let your student's teacher, and the office know, directly, via email or phone call if you'll be needing to pick up your child early.)

### **Absences:**

- Parents/Guardians should let the school office and teacher know about absences (whether unforeseen or planned) via email or phone call.
- Absences due to illness will be marked as excused with a doctor's note.
- Student absences are counted as "excused" for death in the family.

- Students will not be permitted to leave the school premises with anyone other than those authorized. To add individuals to your student's pick-up list, please reach out to the office.
- It is important that students are at school to participate in the hands-on learning that we offer. Oregon State law requires that no more than 10% (approx. 17 days) of school days should be missed. Should an absence be anticipated, the parent must contact the office and the teacher at least one week (or sooner if possible) in advance to make arrangements for students to complete work and show mastery of the materials.
- If a student misses more than 10 days of school in a single quarter a conference with the parent/guardian, teacher and principal/vice principal will be scheduled.
- If a student is missing more than 10% of the school year (about 17 days), the school could presume the family is communicating that they no longer wish to be enrolled at Rivergate. Which may result in removal from enrollment.

### **Educational Trips:**

- Exclusions to the above policy include educational trips. If you are planning to take an educational trip please email the teacher, principal, and office to make this request. There will be a 1 page form to fill out in cooperation with the teacher to get your trip approved. Approved trips will be marked as excused absences.

### **Walking Home:**

- 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 note from the parent or guardian granting this permission must be on file in the school office.

### **Arrival at School**

Teachers are available to receive students from families between 8:15-8:30 a.m. Students arriving at school before 8:00 will be included in the Morning Movement Class (see below for hours & rates). Rivergate staff will sign students in if their arrival is before 8:15 a.m. Classroom teachers take attendance for all students arriving between 8:15 a.m.- 8:30 a. m.

### **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.

### **School Closures, Late Openings and Emergencies**

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 the Remind App. Remind 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.

## **RAP Programs: Morning Movement Class & Rivergate After School Clubs**

### Hours:

Morning Movement: Monday – Friday 7:15 a.m. to 8:15 a.m.  
After School Clubs: Monday – Thursday 3:45 p.m. to 5:30 p.m.

### Rates:

- Students arriving at school between 8:00-8:15 a.m. will be included in the Morning Movement class, and will be charged a fee of \$1.00.
- \$7.00 per hour per student or any portion thereof. Students arriving before 8:00am will be charged for the full rate. Students remaining in R.A.P. after 5:30pm will be charged \$20.00 per ½ hour or any portion thereof. \*\*There is no grace period.\*\*

### Pick up:

When picking your child up from RAP, please come in and check your child out with our staff in accordance with Oregon State Child Care Policy. Students are not allowed to leave on their own or with their siblings unless there is written permission. Please note that Rivergate staff notates arrival and departure times, as well as who is picking up.

### After School:

Students remaining on the school grounds after 3:45 pm will be signed into a RAP club.

### 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 a RAP club by their teacher.

## **Campus Safety**

### **Parking Lot Safety**

Due to congestion in the parking lot, we request that you keep the traffic flowing by using the drive through lane to drop off and pick up your child. If you need to stop we ask that you pull into a parking space. This includes if your student requires your help to buckle in or if you need to talk with the teachers or other parents.

Please be sure to use crosswalks when crossing the parking lot.

### **Emergency Preparedness Information**

As a school community we operate drills to prepare students in the unlikely event of an emergency. As a staff we practice lockout, shelter in place, and lock down drills in the case of an intruder on campus. We discuss with students at an age appropriate level

what to do during a lockdown drill. We have monthly fire drills and also practice earthquake drills.

Rivergate keeps an up-to-date communicable disease management plan and an emergency preparedness plan.

### **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. This insurance is secondary to family insurance and will require families to fill out a claim form provided by the school to get reimbursed.

### **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.

### **Visitors on Campus**

All visitors on campus are required to check in at the office and wear the visitor's badge provided to them by the office staff. Any visitors found on the premises without a badge will be escorted by a staff member to the office for check-in.

### **Volunteer Information**

All of our volunteers are required to have a background check. Our background check process is done online. Please go to the link provided below to get started. You will be asked to:

1. set up an account
2. choose our school location
3. choose the role you have been asked to serve in (school volunteer)
4. provide four non-family references (please use our principal or teacher as one reference)
5. go through some training
6. approve a criminal background check to be processed

Please allow about an hour to go through the entire process. Based on this information, the correct training will be assigned for you to complete. You may also select other locations, like an Oregon Conference church, if you are volunteering there as well.

<http://bit.ly/ocbackgroundcheck>

Child protection is of the utmost importance to our church and school organization. It has been proven that requiring training and a criminal background check with referencing reduces the risk of adverse behavior in a school or church setting. Thank you for volunteering your time in our school and being willing to do your part in keeping the children who attend as safe as possible.

### **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.

## **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.

- For PE class, students should wear or bring athletic shoes. Examples of unacceptable footwear include, but are not limited to crocs, slides, and all ugg-type footwear.

**Modest** is defined as dressing in a manner that does not draw attention to your body. To support our staff please be vigilant about what your child is wearing. 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. Please take the following list into consideration to help aid in the understanding of modesty:

- Tank tops should be more than a spaghetti strap
- Undershirts should be worn only as undergarments
- Skirts and shorts should hit mid thigh (which looks different on everyone)

**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.

# **Student Life**

## **eLearning**

Rivergate will implement an eLearning day for school closure(s) when built-in “snow days” have been used up or our academic time has been taken by unforeseen circumstances. We will follow Oregon Conference policy regarding implementation for a remote learning school day.

## **Chapel**

We gather as a school community weekly for chapel. This is a time for us to worship and learn together. Chapel time is vital to maintaining our “school family” culture. Parents are welcome to attend.

## **Support Services**

For students with support needs, we do our best to meet them. Please be honest about your child’s needs! Prior to registration, we will review all existing IEPs, 504 plans, or other special accommodations to determine if we can serve the student well in our environment. Teachers make every effort to accommodate students' needs and regularly request parent assistance in student success.

Students with an active IEP will need to review and sign the New Student Support Parent Form before enrolling their child at Rivergate.

We are happy to work in collaboration with the Gladstone Public School District or other districts to request services as needed. These services are offered at the public school facilities and it would be the parents’ responsibility to take students there for services. If you believe you need these services please consult your child’s teacher and the principal for next steps.

## **Classes Offered**

Rivergate teachers strive to make sure children are well-rounded in their class experience. The following classes are offered:

- Bible
- Language Arts / Reading
- Math
- Science
- Social Studies

- PE
- Social-Emotional Learning
- Art
- Electives (grades 6-8)
  - The classes offered vary each year
- Music (All music classes are required)
  - Kindergarten-5th grade: one weekly class
  - 6th-8th grade: two weekly classes
    - Band (\$25 instrument fee)
    - Choir

### **Hot Lunch Program**

As a service to our families, Rivergate offers a fully vegetarian hot lunch program Monday-Friday. Homeroom teachers will take a lunch count each morning for that school day. If your student arrives late, they must notify the office upon arrival if they are getting hot lunch that day.

We offer a **lunch card** that includes **10 lunches (with an 11th lunch FREE)**.

**\*\*preferred method\*\***

You can purchase the lunch card via a PayPal payment on our website (preferred method), cash or check. Daily lunches can also be purchased (cash or check only).

Any IOUs must be paid by the end of the month. If your student has outstanding IOUs they may not be allowed to continue to order hot lunch.

### **Field Trips & School Outings**

Field trips are a fun way to help learning come to life for students. We encourage and support teachers in taking field trips with their classes. While on field trips, students are guests and considered representatives of the school. Students must treat employees, chaperones, and guides with respect and courtesy.

Parents will be notified before the trip concerning the destination, times, and lunch arrangements (if applicable).

School Board approval is needed for all field trips. Both School Board approval and Conference approval is necessary for overnight and/or out-of-conference field trips prior to departure.

Parents accompanying students on a field trip must have a valid background check. Parents are expected to represent the school standards outlined in this handbook.

Parents who are driving students (other than their own) on a field trip must have a copy of their current driver's license, insurance policy, and proof of damage coverage on file

in the school office. An insurance form including dollar amount requirements for coverage will be given to volunteer drivers before the scheduled field trip.

### **Typically Scheduled Trips**

Rivergate strives to provide hands-on learning experiences for our students and opportunities for classes to bond. Several trips that can take place are:

- 6th Grade Outdoor School - opportunity to learn outside with other schools. This trip is usually funded by parents.
- 8th Grade Class Trip - opportunity to spend time as a class. This trip includes educational elements and is usually funded partially by parents.
- 7th -8th Bible Camp- this is hosted by the Oregon conference to help connect students and start their year off in a spiritual place.

### **8th Grade Diploma Requirements**

Students that have not completed all of the requirements for 8th grade graduation or are involved in major disciplinary actions may place their participation in the graduation experience in jeopardy. Graduation requirements include:

- Successfully completing the required courses as outlined by the Education Department of the Oregon Conference of Seventh-day Adventists and its parent organization the North Pacific Union Conference.
- A certificate of completion, per NPUC code 2114:02, may be awarded at graduation in place of a standard diploma. This certificate signifies that a student has completed eighth grade, did not meet some of the requirements for graduation, and will not receive a traditional diploma.
- Families who have questions regarding graduation requirements or receiving a certificate of completion, may request a copy of the NPUC policies from school administration.

### **Progress Report and Grades**

Students will receive quarterly grades printed on report cards which will be hand delivered or mailed to parents. Parents have access to grades through TeacherEase at all times. Teachers will post grades weekly for students and parents to review. It is expected that parents will check grades online. Teachers may send home progress reports as needed to support students and parents.

### **Technology Policy**

#### *Computer and Internet Use*



The internet provides our students and staff with access to the world through links with media, colleges and universities, and other sites. Because of its enormous size, the internet's potential is boundless. With the great potential for education also comes the potential for abuse. Access to the internet provides connections to other computer systems located all over the world, therefore, users must understand that neither Rivergate Adventist Elementary School, nor any staff member, controls the content of the information available on these other systems. Through filters, Rivergate Adventist Elementary School will do all in its power to limit the availability of controversial and offensive materials on our system. We do not condone the use of such material by any student or staff member. The use of Rivergate Adventist Elementary School computer network and internet access is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Behaviors that can result in suspension/revocation of access privileges include but are not limited to:

- Involvement in any activity prohibited by law
- Using profanity, vulgarities, obscenities or other language which is offensive or degrades others
- Intentional use of invasive software such as "viruses", "worms" and other detrimental activities
- Attempts to log on as a system administrator
- Viewing, storing, transferring or transmitting obscene, sexually explicit or pornographic materials
- Using, or transmitting, any type of hate mail, threatening messages, harassment or racial, sexist or discriminatory remarks
- Sharing your own or another's password or using another's password
- Transferring, utilizing or storing materials in violation of copyright laws or license agreements
- Trespassing in another's folders, work or files
- Intentionally altering the contents, organization or structure of any school computer
- Accessing social networking sites

All users of the Rivergate network and internet will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Students may not reveal their personal name, home address, home phone number or phone numbers of other individuals while online. Students must notify a parent or guardian and a teacher immediately if any individual is trying to contact them for illicit or suspicious activities.

### *Electronic Devices*

No personal music, video players, electronic gaming devices, or other devices. are to be brought to school unless specifically authorized by the teacher. Cell phones are discouraged at school. If a student brings a cell phone to school, it must be turned off and given to the teacher during school hours.

Electronic devices on field trips are not allowed without prior permission by administration. No movies, DVDs or videos are to be shown in vehicles during field trips without prior permission by the teacher.

Smart watches will be monitored for appropriate use.

If school expectations regarding these items are not respected, the items may be taken and kept with the teacher until a parent picks the item up. Rivergate Adventist Elementary School is not responsible for any damaged, stolen or lost items.

## **Homeschool Policy**

Rivergate 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. Enrichment Programs\*
- G. Week of Prayer
- H. Special Classroom Presentations
- I. Educational Fairs
- J. School Library
- K. Assemblies
- L. After School Sports\*

There will be a matriculation processing fee of \$100.00 per year 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 weekly newsletter and calendar. We encourage you to check the website calendar as updates and changes are posted there on a regular basis ([www.rgsda.org](http://www.rgsda.org)).

All homeschooling students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles and the rules in this handbook.

## **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 difficult 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 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.

\*\*\*There may be times that we require students to be away from school for longer.

Please remember that students do get sick at school. If a student does not feel well we will contact the parent and ask them to pick up their child. We also will request a parent to pick up if the child has a fever of 100°F or higher and/or has vomited.

## Health Screenings

We work with Walla Walla University and other professional nurses to provide some health screenings. They can include vision, scoliosis, and/or hearing.

## Nurse

We have volunteer nurses who help us review our student records to ensure best practices. They also help train our staff on best practices. \*All staff are CPR & First Aid certified.

## Accident/Injury Notification

In the event of an injury or illness occurring at school including, but not limited to; head trauma, nose bleed and swelling, the parent will be notified by phone as soon as possible. A copy of the injury report or concussion report will be available when the parent picks up the child or after school.

## Emergency Medical Care

In the event of an emergency Rivergate may need to initiate contact with emergency services for medical transportation, emergency examination, anesthetic, medical or surgical diagnosis or treatment and hospital services that may be rendered to an injured

student under the instruction of the attending physician. It is understood that reasonable effort will be made to contact the parent or guardian or other emergency contact listed in our TeacherEase database. It is also understood that the consent signed in the TeacherEase online registration is given in advance of any specific diagnosis or treatment being required but is given to encourage Rivergate Adventist Elementary and said physician to exercise his/her best judgment as to the requirements of such diagnosis or treatment. In the event of an emergency consent has been signed by parent/guardian through our online registration process giving permission for transportation by the school or an ambulance to medical services.

### **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.

Students are not allowed to have prescription or non-prescription medications with them unless it is an emergency medication (ie: rescue inhaler or Epinephrine Pen).

## **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.

Parents and students are encouraged to speak with administration or a trusted staff member when they have a safety concern.

If the parent or student wishes to remain anonymous in reporting a concern, they may use this link to our anonymous reporting form.

<http://www.rgsda.org/anonymous-reporting.html>

## **Behavior Expectations**

Students are expected to be safe, respectful, and kind. The following chart gives some specific guidelines for how to do this in many of our settings around campus. This is not an exhaustive list and we request that students use common sense in each setting. The goal of this chart is to help us think about being safe, respectful, and kind!

<b>Settings</b>	<b>Safe</b>	<b>Respectful</b>	<b>Kind</b>
Classroom	<ul style="list-style-type: none"> <li>• Walk in the classroom</li> <li>• Follow classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Follow teacher instructions</li> <li>• Respect other people's personal space and property</li> </ul>	<ul style="list-style-type: none"> <li>• Use uplifting language</li> </ul>
Hallway/ drinking fountain	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Single file line</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to yourself</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Use soft voice</li> <li>• Remember other classes are working</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school property</li> <li>• Trash in trash can</li> <li>• Knock on stalls</li> <li>• Complete task quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Use soft voice</li> <li>• Leave the bathroom cleaner than you found it</li> </ul>
Playground & Covered Area	<ul style="list-style-type: none"> <li>• Following playground rules</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Taking turns with equipment</li> </ul>
Gym/Field	<ul style="list-style-type: none"> <li>• Use equipment properly and for its intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to and follow activity rules given by the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Help others when they fall or are hurt.</li> </ul>
MS Commons Area	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Complete task quickly</li> <li>• Zero voices or inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Hands on own property</li> </ul>
Arrival	<ul style="list-style-type: none"> <li>• Enter through gym (lower elementary)</li> <li>• Enter through classroom exterior doors (middle school)</li> </ul>	<ul style="list-style-type: none"> <li>• Speak with inside voices</li> <li>• Walk straight to class and check in with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Greet classmates and teachers appropriately</li> <li>• Prepare for school day quickly and quietly</li> </ul>

	<ul style="list-style-type: none"> <li>• Walk</li> <li>• If late, check in at office</li> </ul>		
Dismissal	<ul style="list-style-type: none"> <li>• Wait with your teacher</li> <li>• Wait for your car to stop before approaching it.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify teacher when leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly and calmly for your ride</li> </ul>

## Behavior Policies

We believe in educating the whole person, the behavior response 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 3 “It” statements below.

- Own It
  - o Definition: Asking students to understand and take ownership for an action that was an issue for someone else.
  - o Vocabulary: choice, expression, empowerment, listening, accountability, responsibility
- Mend It
  - o Definition: Asking students to make an effort to repair damage that has been done. (ie apology, helping clean up a mess)
  - o Vocabulary: repair, respect, listen, “I statement”, forgiveness, resolve
- Change It
  - o Definition: What will you do differently in the future? What support might you need from an adult to make this change?
  - o Vocabulary: community, opportunity, resolution, restore, relationship, investment

The staff desires to have our response match the individual student and their action(s). Responses will vary depending on the particular case and category of infraction. This could include picking up students in the middle of the day. Students not returning to school until a meeting has taken place. Here are the categories and the responses:

	Potential Student Actions	Response
Category One	<ul style="list-style-type: none"> <li>• Disrespect and/or non-compliance</li> <li>• Disrupting the teaching environment</li> </ul>	<b>School Will Respond:</b> <ul style="list-style-type: none"> <li>• Working through the “3 It’s”</li> </ul>

	<ul style="list-style-type: none"> <li>• Fighting that includes minor physical contact or elevated voices</li> <li>• Dress code violation</li> <li>• Being unkind to classmates</li> <li>• Inappropriate language</li> <li>• Inappropriate gestures</li> <li>• Academic work not reflecting personal best</li> </ul>	<p><b>Potential Additional Response:</b></p> <ul style="list-style-type: none"> <li>• Parent notification of action and school response</li> <li>• Break from classroom</li> <li>• Loss of privileges</li> <li>• Verbal success plan discussed</li> </ul>
Category Two	<ul style="list-style-type: none"> <li>• Repeated disrespect and/or non-compliance</li> <li>• Repeated Minor physical contact or elevated voices</li> <li>• Cheating</li> <li>• Repeated inappropriate language</li> <li>• Repeated inappropriate gestures</li> <li>• *Bullying/harassment</li> <li>• *Theft/vandalism</li> <li>• Repeated dress code violation</li> <li>• Inappropriate internet use</li> <li>• Public displays of affection</li> <li>• Repeated inappropriate language</li> <li>• Repeated inappropriate gestures</li> <li>• Repeated category one infraction</li> <li>• Racist jokes or slurs</li> <li>• Sexual comments or jokes</li> </ul>	<p><b>School Will Respond:</b></p> <ul style="list-style-type: none"> <li>• Working through the “3 It’s”</li> <li>• Parents notified</li> <li>• Verbal success plan discussed</li> </ul>
		<p><b>Potential Additional Response:</b></p> <ul style="list-style-type: none"> <li>• Parent-Staff-Student Conference</li> <li>• In-school or out-of-school suspension</li> <li>• *Written success plan</li> <li>• In-school supervision by parent</li> <li>• In-school suspension</li> <li>• Administrator notified</li> <li>• Counseling from a trained professional</li> </ul>
	<b>Potential Student Actions</b>	<b>Response</b>
Category Three	<ul style="list-style-type: none"> <li>• Continued disrespect and/or non-compliance</li> <li>• Fighting that includes physical contact or elevated voices</li> <li>• Continued inappropriate language</li> <li>• Continued inappropriate gestures</li> <li>• Bullying/harassment</li> <li>• Theft/vandalism</li> </ul>	<p><b>School Will Respond:</b></p> <ul style="list-style-type: none"> <li>• Working through the “3 It’s”</li> <li>• Parents notified</li> <li>• A Team meeting scheduled (student, parent, teacher, admin)</li> <li>• Written Success Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Sexual misconduct (see specific policy)</li> <li>• Drug or alcohol use and/or possession</li> <li>• Possession of a weapon</li> <li>• Continued infraction from any category</li> <li>• 2nd incident of racist jokes or slurs</li> <li>• 2nd incident of sexual comments or jokes</li> <li>• Illegal activity</li> </ul>	<p><b>Potential Additional Response:</b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion</li> <li>• Involvement of law enforcement</li> <li>• Counseling by trained professional</li> </ul>
--	---	--

**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.

**Success Plan:** Includes an individualized behavior agreement 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).

- 6th-8th Grade Academic Probation- All students with one or more F or D are on academic probation for the following quarter. A consistent family member and the student must attend regular meetings as defined in the initial academic probation consultation. This consultation will need to take place within the first 2 weeks of the new quarter. The goal of the consultation is to set the student up for success with support. Support could include attending weekly study halls, parent provided tutoring, planner page for student organization, and other such options. At the end of the quarter if the student has not been able to attain a 70% (C-) or higher, students are letting Rivergate know that we are no longer a good fit for their education. If a student successfully finishes academic probation, they will be considered for our “Academic Support” program which is a modified check-in with the teachers and parents to ensure they are still on a successful trajectory.

**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**

<b>Behaviors</b>	<b>Additional Information</b>
------------------	-------------------------------



Sexual Harassment	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. <i>*Please see Oregon conference Sexual Harassment Policy below for additional information and steps</i>
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	<p>Includes, but is not limited to, bullying, hazing, harassment, menacing, intimidation or any act that injures, degrades, disgraces or renders a student fearful.</p> <p>Definition- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance with behavior that is repeated over time.</p>
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.
Sexting	Under Oregon's law, it's a crime to possess sexually explicit images of minors, create or share sexually explicit images of minors, or use a minor in a display of sexually explicit conduct. Both adults and minors can be prosecuted under these laws. And because the law doesn't require images to be of <i>another</i> minor, taking or sexting sexually explicit selfies count as crimes.

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

## **Oregon Conference Sexual Harassment Policy**

The Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

### **Discrimination and Harassment**

It is the Oregon Conference policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

### **Sexual Harassment**

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

### Sexual Abuse or Assault

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

### Prohibited Conduct

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

### Disciplinary Action

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

### Protection Against Retaliation

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy. The Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

### Reporting Procedure

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a non hostile learning environment by:
  - a. providing resources for support measures to the student/staff
  - b. taking any action necessary to remove future impact on the student/staff
  - c. investigating and document all complaints
  - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
    - i. when an investigation is initiated
    - ii. of the protected rights of the student reporting
    - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
  - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.”

## **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 additional 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, 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 treasurer to begin the process for our needs based tuition assistance program. 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). If this payment is made by cash or check, it is eligible for a \$100 discount.
- 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 15th, and is not available for preschool tuition.

Payments should be made through **Electronic Funds Transfer (EFT/ACH)** or **Credit Card**. Forms are available in the office to sign up for automatic payment.

While automatic payments are preferred, credit cards, checks and cash are still accepted. Checks should be made out to **Rivergate School**.

**Pre-Registration Fee**

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

**TUITION FEES for K-8**

	<b>SDA Members K - 5</b>	<b>SDA Members 6 - 8</b>	<b>Community Members K - 5</b>	<b>Community Members 6 - 8</b>
<b>FULL YEAR</b>	<b>\$ 6,375.00</b>	<b>\$ 6,590.00</b>	<b>\$ 7,775.00</b>	<b>\$ 7,990.00</b>

**PAYMENT PLANS**

<b>FULL YEAR WITH DISCOUNT*</b> <i>(if pre-payment made with Cash/Check)</i>	<b>\$ 6,275.00</b>	<b>\$ 6,490.00</b>	<b>\$ 7,675.00</b>	<b>\$ 7,890.00</b>
<b>MONTHLY X 10 (Aug – May)</b>	<b>\$ 637.50</b>	<b>\$ 659.00</b>	<b>\$ 777.50</b>	<b>\$ 799.00</b>
<b>MONTHLY X 12 (Jul – June)</b>	<b>\$ 531.25</b>	<b>\$ 549.17</b>	<b>\$ 647.92</b>	<b>\$ 665.83</b>

**Please Note:** The first installment of the 10-month plan is due in August. The first installment of the 12-month plan must be made in July\*\*.

**Rivergate Preschool Rate**

<b>Annual Rate*</b>	<b>10-Month Plan</b>
\$ 9,000/year	\$ 900/month

\*A prepayment discount of \$100 will be applied if the tuition is prepaid by cash or check by the first week of school.

**R.A.P. Rates (Before & After Care) – Refer to page 9.**

## **Interschool Sports Policy and Contract**

Rivergate Adventist Elementary is a Seventh-day Adventist school participating in the Metro Christian League. Students can choose to participate in the seasonal sports of Volleyball, Soccer, and Basketball. Rivergate is committed to a strong interscholastic activities program for all students.

**Motto:** Leaning into Christ. Leading with Compassion. Living with Confidence.

**Vision:** Leaning into Christ: Students know they exist because God planned for them and He loves them beyond measure. Leading with Compassion: Students will empower others to live kind, compassionate, joyful, fun and positive lives by lacing all their conversations with grace. Living with Confidence: In our ever-changing diverse world each student is an active leader of their education.

**Mission:** Together with the caring partnership of parents, faculty, and local churches, it is the mission of Rivergate Adventist Elementary to educate students in the truth of God’s word in every area of instruction and activity, so they can share God with others and live eternally for Him.

“I can do all things through Christ who strengthens me.” Philippians 4:13

### **Purpose of Interschool Sports is:**

1. To provide a successful Interschool Sports Program with Christ-centered leadership that guides our school, players, and spectators in activities that uphold Christian values.
2. Intentionally teach sportsmanship, ethical conduct, teamwork, and fair play in a Christ centered environment.
3. To advance spiritual, physical, mental, moral and social development as it relates to sports activities and the growth of an individual player and of an entire team.
4. To emphasize the relationship between sports and academic curriculum in the well-balanced growth of a student.
5. To teach the values of playing/performing fairly while upholding our Vision and Mission.

6. To respect the integrity and judgment of officials.
7. To show cordial courtesy to visiting teams and fans.

### **Communication Chain:**

If you have concerns, please communicate in this order:

- 1<sup>st</sup> Athletic Director (AD)
- 2<sup>nd</sup> Principal
- 3<sup>rd</sup> School Board Chair

### **Expectations for Student Athletes:**

- All team members are constantly in the public eye. They are viewed both by the Rivergate community and the communities of the schools we come into contact with. It is important that all athletes represent Rivergate's high standards at all times including pre-game, game time, and post-game.

### **Student Athlete's Eligibility:**

1. A student must maintain a 70% overall grade in all of their classes during the sports season that they are participating in.
2. A student who is not achieving at least a 70% will be given 1 week to bring up their grade(s). After the 1 week period, they will not be allowed to participate in a sporting event before their grade has been improved. Grades will be checked on Tuesday's. If you have questions, please reach out to the teacher or Athletic Director.
3. A student that is absent from school or unable to participate in P.E. class due to health reasons may not participate in a sporting event held on that same day.
4. A student athlete's paperwork and dues must be current to be eligible to participate in each sport.
5. Unsportsmanlike behavior will not be tolerated and will affect a student's eligibility for future participation.
6. All practices and games are mandatory attendance. Exceptions can be made if advance communication is had with the Athletic Director and Head Coach of participating sports. Athlete's are expected to put forth 100% effort and 100% participation toward the team's objective.

### **Coaches and Supporting Staff:**

1. Coaches and staff will uphold Christ-like behavior at all times, supporting the Mission and Values of the school through mentorship and have a passion for helping students grow in character through sports. All team events should start and end with prayer or worship.
2. Coaches and staff will abide by the Coaches Guidelines reviewed with the Athletic Director.



3. Coaches are required to have their background check submitted and approved by the Oregon Conference before they are allowed to coach any sport.  
[https://www.ncsrisk.org/adventist/registration/reg\\_2.cfm?ac=15037690021&theme=0](https://www.ncsrisk.org/adventist/registration/reg_2.cfm?ac=15037690021&theme=0)
4. Coaches will complete “Coaching Distinctively Adventist Sports” from the following link:  
<https://www.adventistlearningcommunity.com/courses/coaching-distinctively-adventist-sports> . Copies of completion certificates need to be on file at the school.
5. Coaches will complete the online Safe Schools First Aid & CPR classes.  
<https://oregonconference-or.safeschools.com> (Contact Fawn Fahrer for assistance and login info. 503-850-3551 [fawn.fahrer@oc.npuc.org](mailto:fawn.fahrer@oc.npuc.org))
6. Coaches will do their best to respect time commitments outlined in the sports schedule. Any variations to the posted sports schedule will be communicated 48 hours in advance to parents and staff via established communication tools by approved Coach, AD, or school staff (if applicable).
7. Coaches will respect and maintain school equipment, property, policies and procedures.

#### **Expectations for Spectators/Parents/Guardians:**

1. Spectators and parents must reflect Christ-centered behavior in their conduct at all times. (i.e. No booing, no taunting, no negative gestures or negative comments directed to athletes, officials, or spectators)
2. As a parent or guardian, it is expected that you help your athlete achieve participation and attendance to all sporting events when possible.
3. Student spectators must be properly supervised by an appropriate adult.
4. Spectators and parents must not verbally or physically abuse any players, coaches, or officials.
5. Spectators and parents should applaud good play by either side.
6. Areas used by spectators should be left free of litter.

#### **Transportation:**

Each family will need to coordinate on any group carpooling. No school coordinated carpooling will be provided.

#### **Uniforms:**

1. Uniforms will be checked out to each player at the beginning of the season. Players are responsible for their uniforms from the time they are checked out until the uniforms are checked in at the end of the season.

2. Uniforms will be provided by the school. Pieces that players/parents must provide are listed below per sport (note coaches may recommend additional items):
  - Volleyball – Knee pads, shorts that cover the upper 3/4<sup>th</sup> of leg above the knee, shoes, socks, water bottle.
  - Basketball – shoes, socks, water bottle
  - Soccer - Cleats, socks, water bottle, shin guards recommended
3. Uniforms will not be handed out to a player until dues are taken care of and forms are completed and turned in.
4. Players are not allowed to participate in a game if they do not have all the needed gear to play.
5. The uniform return deadline is 7 days past the last team event. Please read the care instructions before washing.

### **Athletic Dues:**

1. Rivergate's athletic program operates on donations, fundraisers and dues to help pay for expenses. Consequently, all students selected for a school team are required to pay dues to cover Athletic expenses.
  - Rivergate Enrolled Student's Sports Dues - \$100
  - Non-Rivergate Enrolled Student's Sports Dues - \$150
2. Volleyball
  - 5th/6th Volleyball – Develop the necessary skills to play the basic game of volleyball, serving, passing, movement, teamwork and rules in a Christ-centered Sportsmanship environment. Playing time for all is the goal. This level does not track league win/loss and does not have playoffs or championships so court-time is the goal for all.
  - 7th/8th Volleyball – Continue with the skills of 5th/6th volleyball but adding goals of three hits, control, higher competitiveness. Generate a love for the game for the entire team, building relationships with God, teammates and school. Maintaining an environment that is Christ-centered and sportsmanship minded. The goal is to optimize each athletes' potential through practice and play to prepare each athlete for the next level of play (high school). Playing time is a goal for all athletes to optimize the success and efforts of each individual athlete and team. Taking the opportunity to have as many positive/teachable moments as possible not only as an athlete but as a Christian.
3. Basketball
  - 5th/6th Girls and Boys – Continue developing the necessary skills to play the game of basketball by building fundamentals and teamwork in a Christ-centered environment. There is no win/loss tracked in the league, so court-time is the goal for all. There is no postseason, playoffs, or championships.

- 7th/8th Girls and Boys – Take the skills and fundamentals learned with junior varsity basketball and continue to develop those skills and fundamentals in a Christ-centered environment with a higher level of competitiveness while maintaining sportsmanship. The goal is to optimize each athlete’s potential through practice and game-play preparing them for the next level (high-school). Playing time is a goal for all athletes to optimize the success and efforts of each individual athlete and team. Taking the opportunity to have as many positive/teachable moments as possible not only as an athlete but as a Christian.
4. Soccer
- K - 2nd Soccer Co-Ed - Begin teaching the fundamentals of soccer and how to work together on a team. Learning and having fun in a Christ-centered sportsmanship environment with no focus on score or win/loss.
  - 3rd - 5th Soccer Co-Ed - Learn the basic skills and fundamentals of the game with focus on all participating and having fun in a Christ-centered sportsmanship environment with no focus on win/loss or scores. All while building a love for the game. A balance of playing time for all is the goal.
  - Jr. High Coed - Take the skills and fundamentals learned in prior years and dial them in. Maintaining an environment that is Christ-centered and sportsmanship minded. The goal is to optimize each athlete’s potential through practice and play to prepare each athlete for the next level of play (high-school). Playing time is a goal for all athletes to optimize the success and efforts of each individual athlete and team. Taking the opportunity to have as many positive/teachable moments as possible not only as an athlete but as a Christian. This level does keep track of win/loss and does have post-season playoffs and a championship.
5. Track & Field
- Jr High – Build and develop the necessary skills to participate in track and field events with a Christ-centered sportsmanship mentality. Fine tune focus, skills, and strength to grow mentally and physically. There are postseason opportunities, both individually and as a team. So optimizing each athletics potential is important to participate in the postseason.

## **General Information**

### **Home & 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.

### **Lost and Found**

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 quarter will be donated.

### **Personal Property**

Administration may search a person and/or their personal property. Searches may be conducted at any time on our property or when the student is under the supervision of a school-sponsored activity. Administration may seize any item which is suspected not be or is not in accordance with school or state policy, or has potential to interfere with the safety of others. Such items may include lockers, backpacks, purses, cars, or any other personal belongings. The administration reserves the right to ask for electronic devices to be unlocked. Any confiscated property may be returned at the discretion of the school administration or turned over to the law enforcement as needed. Administration may perform random searches. Administration will use the right for individual search and seizure to the best of their ability when there is reasonable suspicion to believe there is evidence of a violation of school policy or state law.

### **Inappropriate Substances**

Administration has the right to test for inappropriate substances. Students under the influence of inappropriate substances or found to be in possession of prohibited or illegal items or substances will face school disciplinary action, arrest, and/or prosecution.

### **Custodial Guardianship**

As a school, we do our best to follow legal documentation for custodial requests. We cannot make custody accommodations for your child without appropriate court orders. If there are any custody orders or restrictions regarding your family that impact your student in this school, please inform us and provide copies of legal documentation.

### **Child Abuse**

Oregon law requires all public employees to report possible child abuse to the State Department of Human Services or a law enforcement agency. Any Rivergate school employee having reasonable cause to believe that any student with whom they come in contact with has suffered abuse, or that any adult with who they come in contact has

abused a student, shall report immediately to the State Department of Human Services or a law enforcement agency. Staff members may or may not inform parents of such reports. All Rivergate staff members are mandatory reporters.

School staff will cooperate with investigations of possible child abuse being conducted by the DHS, or by a law enforcement officer, who is questioning a student in regard to child abuse. Rivergate will determine if a school official may be present in an interview that occurs at school.

## **Student Records**

Our school operates in compliance with the *Family Educational Rights and Privacy Act* (FERPA). It is our goal to maintain confidentiality regarding student information and records. A parent, legal guardian, or eligible student may inspect and review education records upon request. We will comply with a request for access to records by a parent, legal guardian, court order, or eligible student within a reasonable period of time.

## **Communication with Teachers**

We encourage parents to communicate directly with teachers through email and/or the Remind app. To protect teacher/student relationships, we ask that students contact their teachers only through email and/or the Remind app and not through texting on personal devices. Our school policy requires teachers to also avoid contacting students privately on any social media sites.

## **Remind App**

The Remind app and email are our primary mode of communication. It is the families' responsibility to check their email and follow through with enrolling themselves in the Remind app and having that application on their devices.

# **Pledge**

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. This includes everything listed in this handbook.

## **Student Pledge**

- I will treat my parents and everyone associated with the school (students, staff, other parents, volunteers, pastors, etc.) with dignity and respect.
- I will strive to do my best to achieve the expectations set for me.
- I will try to do my academic best and complete all assignments on time and to the best of my ability.

- I will take responsibility for my decisions and actions.
- I will obey the school and classroom rules willingly. I will do this promptly and without argument.
- I will accept corrections for my behavior when it is not suitable and/or not appropriate for a Christian school environment.
- I will communicate to my parents and teachers about my academic progress and ask for assistance when necessary.
- I will avoid any conversations or written communications that are derogatory of others or of the school, particularly in public places such as social media sites.
- I will be mindful of my social media posts and understand that they reflect upon the school and my family.
- I will try to be a good friend to all students.
- I will make every effort to contribute to a positive, safe and caring learning environment.

**Parent Pledge**

- I will treat everyone associated with the school (students, staff, parents, volunteers, pastors, etc.) with dignity and respect.
- I will make sure that my child understands the mission and vision for the school and the student pledge.
- I will promptly bring any concerns that I have to my child’s teacher’s attention.
- I will support the decisions that my child’s teachers make and withhold judgment on any unusual or confusing information until I have had an opportunity to speak directly with my child’s teachers.
- I will protect the reputation of the school and the teachers and will discourage any conversations, especially gossip, which is detrimental to our mission as a faith community.
- I will encourage my child to always complete his/her assignments on time and will check frequently to make sure that this is happening.
- I will continually tell my child that I expect him/her to obey the school and classroom rules.
- I will attend as many school events as possible and all scheduled parent-teacher conferences.
- I expect that my child will be honest with me and his/her teachers and that he/she takes responsibility for his/her actions and decisions.
- I will try to solve school problems and conflicts in a peaceful, confidential, and responsible manner using the school’s resolution procedure\*.

*\* First I will communicate directly with the teacher/staff member. Then if the issue is unresolved, I will communicate with the Principal. If the issue is still unresolved, the final step is to contact the School Board Chair.*

Rivergate Family Pledge 2024-2025

Family: \_\_\_\_\_

Student(s): \_\_\_\_\_

*Our family has read the pledges. We understand and agree to abide by them. We also understand the handbook and agree to abide by it.*

*We show our support by signing below:*

*Student(s):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Parent(s):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_