



STUDENT HANDBOOK

A copy of this handbook can be found on our website:
<http://www.rainiercsd.org/kvces/index.htm>

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WELCOME TO
KENT VIEW ELEMENTARY

Kent View Elementary offers to you our commitment to educational excellence from a bibloentric point of view. That means we review all of life through God's revealed Word, the Bible.

Students are taught that God is the Creator and that it is through Him we live and have our being. We teach the traditional academic subjects from that perspective.

Our staff and faculty is our "Living Curriculum" in that they show to the students the reality of Christian commitment reflecting His love. Our purpose is to bring the student into the presence of God showing how each academic area is reflecting God's truth.

And since God is a God of order and discipline in all His creation, we strive to lead the student to follow Him by being orderly and disciplined in heart and deeds.

We thank God for His provisions and leading in our journey together.

In Christ,

Tess Johnson
Administrator

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)

Rainier Christian Schools is a member in good standing with the Association of Christian Schools International (ACSI), the largest Christian school system in the world. As a member, we fully subscribe to the standards of spiritual and academic excellence which has for many years been a part of the Christian School movement.

Our commitment to these standards means that we have a support system that enables us to provide the finest quality Christian education possible.

STATE OF WASHINGTON RELATIONSHIP

Kent View Elementary is approved by the State of Washington as a private Christian school. We comply with all requirements of the applicable state laws and regulations. The teaching staff holds Washington credentials. We continue to work within the framework of the state legislature to assure freedom from state control of this ministry thus being able to achieve the high level of spiritual and academic achievements parents have come to expect from a Christian school.

In addition to the Association of Christian Schools International (ACSI), Kent View is a member of the Washington Federation of Independent Schools, the Northwest Association of Schools and Colleges, the Northwest Association of Christian School Administrators and the International Fellowship of Christian School Administrators.

STATEMENT OF PHILOSOPHY

Rainier Christian Schools emphasizes the educational and spiritual development of its students by providing religious and academic instruction, social contact, and recreation within a Christian environment.

Through quality education, our program is designed to promote “the complete person”. God has entrusted each parent with the responsibility of raising their children. We view our role at the school as an extension of that responsibility. Our goal is that each child will attain the understanding, knowledge, and wisdom to compete successfully in today’s society and live a Christ-like life.

Both the administration and faculty of Rainier Christian Schools are confident our goal can be accomplished through incorporating God’s Work in principle and application in all areas of our program.

THE BIBLE

The Word of God is the main thrust and concern in all that we do. Biblical principles and applications are taught in all disciplines. Our study of Scripture is coordinated and integrated to ensure exposure to the practical application of God’s Word in living a Christ-centered life.

STATEMENT OF FAITH

Rainier Christian Schools is operated as a ministry of Christian Enterprises, Inc. We stand firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity.

Rainier Christian Schools was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by Rainier Christian Schools:

1. We believe the Bible to be God given, verbally inspired and only infallible, authoritative, inerrant Word of God, the final authority for faith and life. (II Tim. 3:16-17, II Peter 1:20-21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1, John 10:30, John 10:37,38)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:23-25, John 2:11, Heb. 9:12, Eph. 1:7-8, Col. 1:13-14, John 11:25, Acts 1:11, Rev. 19:11-16)
4. We believe that man is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace, and through faith alone we are saved; and that man is exceedingly sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Rom. 3:10,19,23,24, John 3:16-19, John 5:24, Eph. 2:4-10, Tit. 3:5,6)
5. We believe in the sanctifying ministry of the Holy Spirit, by whose indwelling, filling, and empowering the Christian is enabled to live a Godly life. (I Pet 1:2, John 16:13-15, Acts 1:8, Eph. 1:13-14, Eph. 5:18b, Eph. 4:30, I Cor. 3:16, I Cor. 6:19-20, Rom. 8:9-11)
6. We believe in the resurrection of both the saved and the lost, those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5:28-29, Rev. 20:11-15)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:12-13, Eph. 4:1-6, Gal. 3:26-28)
8. We believe in the creation of man, who has stewardship over all things, by the direct act of God. (Gen. 1:26-28, Gen. 5:1b-2, Col. 1:16-17)

GOALS

It is the responsibility of Rainier Christian Schools - Kent View Elementary (RCS-KVE) to provide opportunity for the student:

- To develop a practical knowledge of the Word of God and to apply it to everyday life.
- To develop a spiritual awareness that will lead to faith in the Lord Jesus Christ and submission to His will.
- To develop an understanding of the rights, privileges, and obligations of citizens, and their constructive application in a representative republic.
- To develop an ability to express their thoughts clearly; to read and listen with understanding.
- To understand the structure of mathematics and to develop mathematical skills.
- To understand and apply the methods of science, the influence of science on human life, and the main scientific principles concerning the nature of the world and man, viewing such through the eternal truths of the Word of God.
- To develop the ability to organize work and use reference materials and study skills which will enable the individual to become self-managing and a life-long learner.
- To develop creative, critical and independent thinking in order to understand, participate and contribute intelligently and questioningly in our society.
- To understand his heritage and its influence on his life, the heritage of other people and the physical and cultural factors affecting the development and relationship of nations and peoples within a nation, leading to a respect of others as well as himself.
- To understand the significant influence and responsibility of the family for the individual and society.
- To stimulate interest and develop skill in art, literature, music and other activities leading to self-fulfillment and satisfying use of time.
- To understand and apply the principles of sound mental and physical health providing for the development of emotional stability and physical vigor.
- To develop attitudes and abilities which enable the individual to be adaptable within an environment of constant change.

All of these goals are to be accomplished using the Word of God as the absolute standard for mankind by which all truth is verified.

THE CURRICULUM

The curriculum, which we use in kindergarten through sixth grade, is from Bob Jones University Press. It is designed to exceed the requirements of most secular government schools in all academic areas with strong emphasis upon the “basics”. Additionally, the Bible is taught daily in word and deed, stressing concepts necessary to Christ-like living.

ACADEMIC INSTRUCTION

KINDERGARTEN

Reading - A basic phonics reading program is followed beginning with letter sound, special rules, blends and combinations. Phonics is taught with the letters appearing as they do in words rather than changing the words to fit phonic sounds. Pre-primers are part of this program as well as primers for more advanced students.

Writing - Children learn to write as they review phonics rules. Some pages go home for extra practice in printing.

Arithmetic - Numbers concepts and formation through 100, number words, number sequences, simple combinations, money value and telling time are all part of the math curriculum

Creative Activities - Art, music and other forms of self-expression are encouraged so that each child will be able to develop a good self-image utilizing God-given talents.

ELEMENTARY (GRADES 1-6)

Reading - Students follow a carefully planned program of reading using a phonetically based system, advancing in difficulty, as the student is ready. Readers are carefully selected from sources teaching Christian character and values

Writing - First grade reading, phonics and writing are all coordinated. All other grades practice letter formation in order to encourage good penmanship skills.

Arithmetic - Emphasis is on number concepts, computational skills and speed accuracy. Algebraic concepts are introduced in second grade and developed in a traditional math program.

Language - Each student has a workbook-text in English grammar. This work will ensure the knowledge of proper usage and forms.

Science - Studying science from an entirely Christian perspective allows the student to see God's Word. While the Bible is not a science book, it is infallible at points where it speaks of scientific principles. The student studies God's world and His creation.

Spelling - A spelling workbook has been selected which emphasizes spelling rules as well as helpful exercises, word lists and techniques for good spelling. Students are encouraged to participate in the local and state spelling bees.

Geography and History - The first through third grade study America, its greatness and its people. Fourth grade concentrates on the development of America and Washington state history; fifth grade on Old World history and sixth on US history and geography.

Music - Lower elementary music consists of classroom instruction by the classroom teacher and the music teacher. Upper elementary music is made up of vocal (choral) instruction and performance, instrumental (band) instruction and performance. Our goal in the music department is to “sing praises to God”.

Art - The classroom teacher at each grade level teaches art instruction and media appreciation. The appreciation of the beauty of God’s creation and His inspiration of man in art is a vital component of the Christian School experience.

Computers – RCS-KVE has a computer center with a computer teacher working with each student throughout the week. Additionally, many classrooms have individual computers for student use and instruction. Students have excellent understanding of computer systems and the ability to operate a number of software programs.

Physical Education - Development of the body, temple of the Holy Spirit, is a key part of our program. (Various activities include the President’s Fitness Program or AAU.)

Bible - As the total program is Bible-based and completely integrated with the Bible, specific “Bible classes” are dependent upon the structure of the classroom. Scripture memorization and Bible knowledge are a part of the chapel program as well as the classroom.

ACADEMIC STANDARDS

There are four nine-week periods in the school year. Grades are issued for each full academic subject taught. If the student is doing unsatisfactory work in any subject, the parent is notified by the teacher midway through the grading period or at such time as poor work is evident. The parent is expected to contact the teacher upon receipt of such a report. It is essential for the parent to communicate with the teacher in this event.

Failure on two major subjects during a marking period or two successive failures in the same subject will result in academic probation of the child.

Satisfactory improvement in grades must be accomplished by the following mid-mark period or alternative measures may be recommended by the administration. Occasionally, it is recommended by the administration that a student be retained in a grade for a second year. Such recommendation is only made after careful evaluation of the child’s performance, his ability and social adjustment, along with his age/grade placement.

Exceptional students may be given enrichment work to either bring them up to level or allow them to achieve at a greater level. Generally, this is done in a “pull out” program where the student is in either a small group setting or one to one with a teacher or tutor.

Kindergarten-2nd Grade

E = Excellent
 V = Very Good
 S = Satisfactory
 N = Not Yet

3rd – 6th Grade

A = 90-100%
 B = 80-89%
 C = 70-79%
 D = 60-69%
 F = Below 60

TESTING PROGRAMS

Various test vehicles are utilized at RCS-KVE to evaluate the student's progress and needs. Some specialized tests may be given during the year if it is determined that it would benefit the student and teacher.

Standardized achievement tests, using the ACSI testing program, are administered each spring to determine areas of strength and weakness. Parents are furnished a letter to review the progress of each student. Detailed explanation of the tests may be obtained by contacting the Administrator for an appointment.

Parents are encouraged to point out special areas that might be better evaluated through various testing programs.

TEXTBOOKS

Our textbooks are from Bob Jones University Press. These texts are written by highly qualified and experienced personnel and have been used for over 30 years in many Christian schools. They are rated outstanding for use in Christian schools by Educational Analysts of Longview, Texas. The cost of these books is included in the Comprehensive Fee paid at the beginning of the school year.

Work texts are property of the student. Readers and other non-work texts remain the property of the school in order to keep costs to a minimum. Generally, paperback books have a life of three years and hardbound books a life of five to seven years. Students are expected to have the books in their possession at the proper times. Due to limited supply, replacements will NOT be given for textbooks left at home. Lost texts are replaced at student's expense.

Each student will have a copy of the Bible at school at all times. The New International Version is the recommended standard translation for classroom use, and can be purchased in the office.

<h2>GENERAL INFORMATION</h2>

ENROLLMENT REQUIREMENTS

An interview is required for all parents and their child seeking to enroll their child for the first time. Proof of immunizations is required during the interview for those seeking admittance.

1. Final admittance is not attained until all required forms are signed, including the FACTS information due at the District Office.
2. We welcome those from all social backgrounds who desire quality Christian education and who agree with our philosophy supporting the school. We admit students of any race, color, and national/ethnic group.

ATTENDANCE

Regular attendance is essential to successful schoolwork. Absence works hardships on students and teachers alike, so please make every effort to ensure your child's regular attendance.

The school day is from 8:30 a.m. to 3:00 p.m.

If your child is ill and will not be coming to school, call, e-mail the school office, or fill out the "report and absence" on our school website to let them know before the start of school. Make-up assignments will be completed to the teacher's satisfaction.

Any student with unexcused absences of more than 20% on any given report period is subject to dismissal.

If an emergency should occur, making it necessary for your child to leave school early, the parent is to go directly to the office and sign the student out on the sign-out sheet. The child will be contacted and sent to the office by the teacher.

Tardiness is detrimental to the child's character and disruptive to school progress. When late for school, the student is to go to the office and request a tardy slip, which is then taken to class. Excessive tardiness will affect the child's grades. Parents will be informed of excessive tardiness. Three unexcused tardies are equal to one absence.

SCHOOL PROGRAM SCHEDULE

Classes are generally limited to no more than 24 students each with the exception of kindergarten, which is limited to 20. Each child is well known by his peers and the school staff. He receives individual attention in general welfare as well as in the classroom work.

LUNCH

Students may bring a sack lunch or purchase a lunch for a fee. Monthly lunch calendars are available on the school website. The cost for lunch is \$2.50 per lunch. Milk is also available; the cost is 35¢.

Special event lunches with parents can be arranged, i.e. birthdays.

AWARDS

At the end of the school year, awards will be given at the last Chapel program for Christian character traits, attendance, academic achievement and special awards for outstanding academic achievement and principal's award.

BEHAVIOR

1. Respect and obedience to all school personnel by all students is expected.
2. Respect will be shown for the rights and property of others.

3. Students will follow a “hands off” policy, i.e. no fighting, no hitting, kicking or slapping.
4. Students are to conduct themselves in an open, frank and friendly manner with students of both genders. “Boy/girl” relationships are not permitted on school grounds in any situation. This also includes all school sponsored functions.
5. School materials are to be put back where they belong after being used.
6. Pupils who are responsible for causing damage will be expected to repair or replace equipment.

DISCIPLINARY PRACTICES

Children will be handled with kindness and love at all times. They will be spoken to in a polite manner. After other methods of discipline have been tried and have been deemed unsuccessful; it is sometimes necessary for us to resort to a suspension or expulsion of the student. Suspensions or expulsions of students are at the sole and absolute discretion of the Administrator.

DISCIPLINE POLICIES

Discipline at RCS-KVE is based upon the pattern given in God’s Word. (Hebrews 12:7-13). The goal and objectives of school and classroom rules and expectations are to provide a safe and orderly environment that is conducive to learning. Those rules are also established to enable students to know what defines Godly, acceptable and responsible standards and conduct. The word ‘discipline’ comes from the root of disciple, meaning ‘to learn’. Therefore, when discipline is invoked it is meant to change behaviors and attitudes, and not meant as a punitive measure. Our hope is to help students grow in Christian character and display a life more pleasing to the Lord.

Out of deep respect for God and RCS-KVE faculty, staff and other students, all students are asked to exercise the self-discipline required to operate effectively and efficiently in the school community. When self-discipline is lacking, teachers and administrators may exercise authority to correct behavior. This jurisdiction includes the total campus and is not limited to the classroom. Persistent disciplinary problems will be brought to the attention of the administration.

BUS RULES

1. Obey the driver, teacher, coach or other adult.
2. The same rules that apply to the classroom also apply on the bus with quiet conversation.
3. Remain seated, facing forward with feet on the floor.

4. Keep the aisle clear.
5. Keep the bus clean. Put all trash in the garbage can.
6. No eating or drinking allowed on the bus.
7. No dangerous objects allowed. No breakable or sharp objects, animals or firearms.
8. Put nothing out the windows, including arms and hands.
9. Never operate bus equipment.
10. Cross only in front of the bus. Cross 10 feet in front of the bus only after driver signals.
11. No electronic devices such as, but not limited to I-pods, DS, cell phones, and MP3 players allowed on the bus. (This is a school rule).
12. No public display of affection (including hand holding).
13. Students must be totally silent at railroad crossings and when emergency vehicles are approaching with lights and sirens.
14. Bus transportation is a privilege not a right.

Only children whose parents have arranged for bus service may ride the bus. Riders who wish to get off at a different stop must present parental, written permission to the driver when boarding the bus.

ITEMS NOT PERMITTED ON CAMPUS

The following are not permitted on the playground or general campus:

- Tobacco in any form, abusive or profane language, disorderly and boisterous behavior
- Loitering, playing or visiting in the restroom
- Shoving or pushing while waiting in any lines
- Throwing of any object other than sports equipment, which is designed to be thrown
- Skateboards, roller blades, scooters, and skates
- Trading Cards of any kind (example: Baseball cards)
- Toy guns, pocketknives, fireworks, guns or gun shells or any other potentially dangerous items
- Students are not to leave the school grounds or return home by any means other than that which is usual without a note signed by their parent
- Permission must be obtained from the teacher before a pupil may bring toys, pets, games, hobbies, etc. to school. Such items are brought at the student's risk.
- Students are not to use the telephone except in the case of emergency.
- Behavior on field trips, outdoor education, or riding the bus must conform to the same rules that apply on school grounds

- Students may not buy or sell items to other students. Students are not to trade lunch items.
- No electronic devices such as I-pods, MP3 players, cell phones and video games are permitted.

WITHDRAWAL OF STUDENTS DURING SCHOOL YEAR

When a student is withdrawn from the school for any reason, the office needs to be notified to document the withdrawal.

Students withdrawn will not be readmitted to RCS-KVE within the grading period of withdrawal.

Records of withdrawn students will only be transferred by mail directly to the receiving school. Records will be transferred only when the account is paid in full and proper withdrawal has been accomplished.

STAFF

Our teachers, Administrator and other staff members have been called into the Christian school ministry. They are members of various churches in the community and have been recommended by their pastors, and selected based upon ability and calling. All teaching staff is credentialed according to state requirements.

SCHOOL-BOARD-STRUCTURE

RCS-KVE is a ministry of Christian Enterprises, Inc., a not-for-profit religious educational corporation organized under the laws of the State of Washington and recognized by the Internal Revenue Service as a non-profit (501c3) religious corporation. As such, contributions to the school are tax deductible. Please call the District office at 425.255.7273 for more information.

The school board is made up of those who are called by God into the leadership of the school and who meet the Scriptural requirements for leaders in I Timothy and Titus. The board, by provisions of the articles of incorporation, is a “self-perpetuating” board and new members are nominated, interviewed and approved by the board. Terms are rotated to assure continuity of leadership.

DRESS CODE

A dress code is intended to serve as a tool in nurturing the academic and character development of our students, as they participate in the business of education, emphasizing a relationship between appropriate dress habits, strong work habits, and proper school behavior. In order to provide a productive, positive, and consistent learning environment, the school administration reserves the right to determine the appropriateness of any clothing, haircut, makeup, jewelry or peripheral items not specifically covered in the RCS dress code.

School is a place of business and not a party or picnic. Parents are urged to take care that their children are appropriately and modestly dressed when leaving home for school. Clothing articles may not have messages that promote worldly attitudes generally considered offensive

to Christians, such as beer logos, rock group names or lyrics, slang, or generally negative messages. We need to remember that as image bearers of Jesus and as temples of the Holy Spirit, whatever we advertise on our clothing becomes associated with our Lord.

Pants:

- Properly sized, not excessively baggy or tight. Not frayed or with holes; hemmed.
- Worn at waist level – on or above the hipbone.

Tops:

- Must be properly sized
- Must have sleeves
- Must be buttoned modestly
- Must be modest and conservative in style
- Must not have low necklines
- Must cover the midriff even when arms are raised
- “See through” or sheer tops are not to be worn unless there is a sleeved top underneath

Shoes:

- Must be worn at all times
- Must be tied if there are laces
- Must be worn with socks
- Flip-flops or thongs are not permitted
- No heels greater than 1” and no soles greater than 1”
- Sandals are considered seasonal and may be worn in warm weather. They must be worn with socks.

Shorts and skorts:

- Shorts/skorts may be worn April 1 to September 30 only. Additional weeks may be added at the Administrator’s discretion.
- Shorts/skorts must be properly fitted and be appropriate and modest in length (mid-thigh) and style.
- Shorts/skorts may not be worn on chapel days.

Hats:

- Must not be worn in the buildings.
- Baseball caps are worn with the brim facing the front or back.

Jewelry/cosmetics:

- May only be used in moderation
- Piercings are acceptable for earlobes only
- No earrings for boys
- Visible tattoos are unacceptable

Boys only:

- Hair must be styled out of the eyes, well groomed, and above the collar
- No odd hair coloring or styles are permitted

Girls only:

- Dresses/skirts must be properly sized, must fit properly, and must not be overly tight.
- Dresses and jumpers must have sleeves or be worn over a top with has sleeves.
- Proper undergarments must be worn.
- Leggings may be worn with a top that completely covers the buttocks.
- Hair must be in good taste, natural in appearance, and styled out of the eyes.
- No odd hair coloring or styles are permitted.
- Socks, leggings or tights are required

CHAPEL/DRESS CODE

To worship the Lord is the greatest privilege of a child of God. Our weekly chapel is a “corporate worship” of the Lord where together we praise Him.

Chapel time consists of pledges to the American flag, the Christian flag, and the Bible; prayer; praise and worship in song; testimony time; Bible reading; and teaching of the Word. Parents and visitors are invited to participate with us in Chapel. Visiting pastors and guest speakers will share the Word along with faculty and staff members.

We ask that all students and staff follow chapel dress code.

BOYS:

- Dress pants, khakis, chinos only
- No jeans of any color
- No camouflage pants, or excessively baggy pants
- Shirts must have a true collar. Only the following shirt styles are acceptable: polo, oxford, and turtleneck.
- Shirts must be properly buttoned
- Fleece vests or sweatshirts of any type may be worn only as outerwear and must be removed during chapel
- Dress shoes, dress socks and belts are encouraged but not required

GIRLS:

- Dresses/skirts must be worn to chapel.
- Dress/skirt hemlines must be fingertip in length or longer. Slits will follow the same guidelines.
- Skorts may not be worn to chapel
- Fleece vest or sweatshirts of any type may be worn only as outerwear and must be removed during chapel
- Dressy slacks may be worn during the months of Nov.-Jan. due to cold weather
- Shorts are suggested under dresses/skirts for playground modesty
- Dress shoes/sandals may be worn with socks

Chapel clothes must be worn all day. Exceptions will be made to allow for PE schedules and special activities.

SPECIAL ACTIVITIES AND OCCASIONS

- Physical education clothing will depend upon the activity. Generally, T-shirts, shorts, warm-ups or jogging suits are permitted. Other clothing will be specified by the teacher and approved by the administration for the PE class only.
- Field trips may require other clothing. Parents will be advised in advance.
- Weather conditions may warrant special clothing. Please be aware of this in order that the student may be protected.
- Label all clothing. These articles cannot be held over after school is out.

CLASSROOM

1. Students are allowed in their own classroom when a staff person is present.
2. Gum chewing is not allowed in the classroom or on the grounds.
3. Students will obey their teacher and follow classroom rules.

HOMEWORK

Generally homework will be assigned in order to reinforce concepts taught in the classroom that day. When work is assigned for outside the classroom, it will not be “busy work” but a supplement to the regular work. Homework time will increase as the grade level increases.

COMMUNICATION

Every other Wednesday during the school year, the *Mustang News* will be emailed to each family. This communication not only gives announcements of important events and school activities, PTF functions and updates but also recognizes exemplary students.

CONDUCT STANDARDS

Students are expected to act and speak in a way which will be honorable to the Lord, to themselves, and to others at all times. Students will be respectful and obedient to all persons in a position of authority such as teachers, secretaries, tutors, and all adults. Consideration and concern for others is part of Christian character and attitude. Students at RCS-KVE are expected to demonstrate this attitude at all times

BOOKS AND SUPPLIES

The school provides one copy of all necessary texts and workbooks. Lost books or books damaged beyond normal wear and tear will be replaced by the student at retail price. Each classroom teacher has a list of other supplies required for the student. Such lists are available two weeks prior to the opening of school. Students are expected to have adequate supplies of paper, pencils, etc. at all times in order to accomplish work.

CLASSROOM PARTIES

Everyone enjoys a party! Special provisions are made for parties and special events throughout the school year. If you desire to host a party (birthday, etc.) contact the teacher or room parent.

FIELD TRIPS

In connection with regular class work, field trips are scheduled throughout the school year. In addition, organizations or individuals will be invited to the school for special presentations. Parents will receive special notice of the trips. All parents going on field trips or working in the classroom are required to fill out Washington State Patrol Criminal History Information form. These forms are valid for two years and then will have to be re-submitted.

HEALTH

If a child has a fever or any other symptom of illness, he should NOT be sent to school. Parents will be required to pick up children who arrive ill or who become ill during the day. Students must be 24 hours fever free before being returning to the classroom.

It is imperative that emergency phone numbers be provided for each student without exception.

If for some reason a child is unable to participate in regular school activities, the school MUST be notified in writing as to the nature of the incapacity and probable duration.

If a child suffers from a communicable disease during the school year, the school must have written consent from a medical practitioner or the Health Department in order for the child to be readmitted to class. Some illnesses have time limits set by the Health Department. Contact the school office for more information.

IMMUNIZATIONS

In accordance with state health codes, all students are required to be immunized and to furnish satisfactory proof of such immunizations. Personal or philosophical exemptions are acceptable.

INSURANCE

Accident insurance is furnished for each student while on school activities. After the year begins, information is sent home with each student concerning the coverage. Claim forms are available from the school office. The cost of the insurance is included in the Comprehensive fee. The student insurance pays after any personal insurance has paid.

MEDICAL APPOINTMENTS

If it is absolutely necessary for a child to leave early for a medical appointment, a written request should be sent to the teacher in advance. No child will be released to anyone other than those authorized in writing by the parent.

MEDICAL SCREENING

To comply with Washington education and health codes, the school performs various medical screenings during the school year. School personnel, volunteer parents, and medical personnel

will conduct these screenings depending upon requirements and training. These screenings include: hearing, vision, posture/scoliosis (for the 5th grade), height, weight, and special medical problems (head lice, etc.)

MEDICINES

Must be kept in the office and dispensed by the office personnel. Medicine must remain in its original packaging including prescriptions and over the counter medicine.

RESCUE MEDICATION

If a student requires an inhaler or epipen it is imperative that the school office has possession of such medications upon the first day of school. Proper paperwork including the physician's signature is also required.

PARENT COMMUNICATION

PARENT-STUDENT-OFFICE RELATIONS

In Case of emergency, your child may be reached by telephone through the school secretary. Please do not call asking for a student or teacher to leave the classroom except in extreme emergencies. Please do not enter the classroom during school hours. All visitors are to report to the school office. Please come to the office, whether to bring a lunch, a forgotten book, to pick up a child, etc. If you wish to visit your child's class, please contact the office to coordinate with both the teacher and Administrator.

To withdraw a child for any reason, notify the office as soon as possible. See section on "Withdrawal of Students". If your child is to leave school early, you must notify the office in writing. This is for your child's protection. You may call for your child in person. In either case, please notify us at the beginning of the day, so preparation may be made.

PARENT-TEACHER CONFERENCES

Generally twice a year, your child's teacher will schedule a conference with the parents. It is important that both parents attend. The teacher will have an opportunity to share your child's achievements and needs and you will be able to communicate your goals and concerns with the teacher. These conferences are vital to a good working relationship between home and school.

PARENT-TEACHER FELLOWSHIP - PTF

Parent/Teacher Fellowship (PTF) promotes communication between the school and parents. During these meetings you will be able to see some of the school projects, talk with other parents and gain valuable insights into what is going on at school in Christian education. An elected or appointed president and vice-president who are parents oversee PTF. They work under the supervision of the Administrator and are answerable to both the parents and Administrator. PTF is a parent group, COME BE PART OF IT!

PARENT-TEACHER RELATIONSHIPS

An open line of communication between parent and teacher is vital to the educational and spiritual progress of the child. A parent who is unhappy with a situation in the classroom gives

opportunity for an un-Christ-like spirit to develop. The same is true with a teacher who fails to understand the position or concern of a parent.

Parents and teachers are urged to utilize the Matthew 18 principle in communication, especially when a misunderstanding is a potential problem. Go to the teacher and discuss the situation. If the problem cannot be resolved or if the parent so desires, the next step is to go to the school Administrator. If resolution still is not possible, the situation will be taken to the Superintendent. Generally, the Superintendent will be the final step for resolution of the problem.

PARENT VOLUNTEERS

We welcome and encourage parents to become involved in the school ministry. We want and need you in whatever way you can be available.

There is need for parents to take on projects such as: science, sports, crafts, etc. If you have a special gift in organization, we have need in the areas of clerical, library development and planning future events. We need tutors who can work with special students, and someone to just come in and have students read to them.

EMERGENCY PROCEDURES

INJURY:

Each child is required to have all medical information and emergency release forms properly completed and on file. Accident reports are filled out on each accident and placed in our file, with a copy sent home to the parents. When emergency care is needed we will:

- Attempt to contact parent/guardian and call 911 if deemed necessary.
- Attempt to contact the child's physician, if parent/guardian is unavailable.
- Attempt to contact the persons listed on the authorization pick up list.

Any expenses incurred under the above reference will be the sole responsibility of the parents.

In the case of any type of emergency we want to be prepared by having monthly drills on the following:

FIRE DRILL:

When the alarm sounds we will take the following precautions:

- Move quickly and quietly to the outside designated area for their class.
- If their class is in a specialist class, the teacher will meet them on the way.
- Teachers will take roll to be sure all children present that day are accounted for.
- Students will remain in place until dismissed by administration.

EARTHQUAKE:

In case of a suspected earthquake, classrooms will take the following precautions:

- Children will take cover under their desks/tables and cover their heads with their arms.
- Teacher will stand in the doorway of the classroom.
- Children will remain under desks/tables until it is clear that any danger is past.

LOCKDOWN:

Should a situation arise that we feel the safety of our student may be in question, we will go into a “lockdown”. Should this happen:

- Classroom doors will be locked
- Windows will be closed and locked
- All exterior doors of the main building will be locked.

PICK-UP AUTHORIZATIONS:

Identification will be required of anyone picking up children who the staff is not familiar with. As you complete your child’s pick-up authorization form, please pass this information on to them. We will not release any child to someone that is not on their pick-up authorization form.

VISITORS TO THE SCHOOL

To insure the safety of students, all visitors need to report to the school office when they arrive on campus, prior to going to the classroom. This includes parent volunteers, field trip parents, etc. All visitors need to sign in and get a visitors badge. Student visitors, not enrolled at RCS-KVE, are not permitted in the classroom.

We ask that all visitors conduct themselves in a Christ-like manner while on campus and that they be a role model for the students. Thank you for NOT SMOKING while on campus and for obeying parking and traffic signs.

AHERA REGULATIONS

In accordance with state and federal AHERA regulations, a current copy of Rainier Christian Schools’ Asbestos Management Plan has been made available at each of the campus offices and in the Administration Office.

CHANGES AND INTERPRETATIONS OF STUDENT HANDBOOK AND POLICY

The student handbook provides the guidelines and procedures necessary to effectively administer a successful Christian education experience for every student and their parents/guardians. These policies cannot cover every circumstance, which may occur over the course of the school year. Therefore the RCS-KVE Administrator/Principal has the sole and final discretion to interpret and implement the daily and on-going guidelines, procedures and

policies at RCS-KVE. The RCS-KVE Principal, Superintendent and/or Board of Directors reserve the right to add or amend any policy, guideline, or procedure that it deems necessary.