



# **RAINIER**

## **CHRISTIAN SCHOOLS**

### **Parent-Student Handbook**

(Revised: 10/17/2022)

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Dear Rainier Christian Schools Families,

The 2022-2023 Parent-Student Handbook addresses our commitments to the well-being, personal safety, and spiritual growth of all students. The Handbook aligns with the core principle found in RCS' mission statement:

"Educating and Developing the Whole Person for the Glory of God."

As a practical concept, the Glory of God is not easy to fully understand. However, the Glory-of-God mindset is found in 1 Cor. 10:31, "*So whether you eat or drink or whatever you do, do it for the glory of God.*" The principle applies to students wholeheartedly pursuing excellence in the classroom, giving 100% on a sport's team, and exercising gifts and talents within an extracurricular club. If you think about it, living for the glory of God is arguably, the best approach for life and learning.

I believe the best of Christian education traces its origin to the two greatest commandments. In one breath, Jesus elevates two commandments above all others, "*That you love the Lord your God with all your **heart, soul, mind, and strength**, and that you love others as you love yourself.*" Mk. 12:30

Against that backdrop, a well-rounded Christian education examines all disciplines of study as vehicles to explore God's truth and beauty. Students are guided and encouraged to pursue all forms of scholarship, create works of art, maintain physical fitness, and grow in godliness of character and action. Ex. 35:35, Prov. 23:12, 1 Tim. 4:8

I trust those ideals mirror the majority of your experiences at Rainier Christian Schools. Thank you in advance for reviewing the Parent-Student Handbook. The Handbook reflects the spirit of God's grace, and aims to strikes the right balance between personal responsibility and our commitments to you.

I am thrilled and honored to serve as your President, and look forward to seeing God's kingdom advance across our community.

My best,

Bruce Kelly



President, Rainier Christian Schools





# RAINIER

## CHRISTIAN SCHOOLS

### **Mission and Vision Statements**

**The mission of Rainier Christian Schools is to educate and develop the whole person for the glory of God.**

**The vision of Rainier Christian Schools is to be a ministry of excellence that produces students of excellence, who serve God with excellence.**

In light of the mission and vision statements, Rainier Christian Schools (RCS) is a Christian school district solidly committed to the centrality of Jesus Christ as Savior and Lord. Faith in Christ and the authority of the Bible are the foundations upon which RCS is built. Every activity, both in and out of class, takes place in the context of the Christian faith. Our competent and dedicated Christian staff members play a pivotal role in fulfilling RCS' mission and vision. The staff's conduct and instructional expertise is designed to promote a positive, Christian impact upon each student.

## Statement of Faith

RCS was founded and functions upon the basic fundamental principles of the Word of God, and it upholds the historic Christian view of life as presented in the Bible.

1. We believe the Bible to be the God breathed, 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)

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

## School Culture

### **Statement of Conduct Expectations**

Rainier Christian Schools are committed to providing excellence in education with a Christian environment. An essential part of our mission is to promote the development of strong Biblical values in our students. Our behavioral standards aim to foster personal integrity and responsibility.

### **Changes/Interpretation of Student Handbook**

The school handbook includes the policies and procedures that are designed to successfully manage a Christian education context. A handbook cannot and does not cover every circumstance or situation. The RCS principals and President may, at their discretion, adapt policies in response to the realities created by dynamic school environments. The RCS President, principals, and/or Board of Directors reserve the right to add or amend this handbook as necessary.

### **Attendance Policy**

Regular, daily attendance records are part of compliance reporting under WA state law and RCS Board policy. Attendance and tardiness are part of the student's permanent record. Good attendance and punctuality reflect important disciplines responsible for college and career success. The classroom is a wonderful environment where spiritual, intellectual, and interpersonal exchanges occur. The student's education is enhanced by being present for those experiences. Parents play a key role in supporting the attendance policy.

For middle school and high school students, ten or more absences per class can result in forfeiture of credit for the semester. The consequences may require a student to retrieve the credit via an alternate route. Most credit retrieval options incur costs that are not subsidized by the district.

Special consideration is given for unusual illnesses, accidents, and/or trauma. In all cases it is the discretion and judgment of the principal as to what the most appropriate course of action will be.

**Late Arrival:** Students who arrive late to school must be signed in through the school office by their parent/guardian.

**Tardy:** In most situations, chronic tardiness models poor form. Students who are tardy disrupt learning environments. If you are late for school, go directly to the office and request a tardy slip. Parents will be informed of excessive tardiness.

**Early Dismissal:** All students leaving campus during the school day must sign out through the school office by their parent/guardian or prior approved authorized person. High school dismissal can be authorized via email/phone from the parent/guardian.

### **Absences**

Absences will be excused if they are due to illness, medical/dental needs, bereavement/emergency or a faculty approved, school sponsored activity. Absences are considered unexcused until verified as an excused absence by the principal or school administrative staff. Parents should expect to explain the nature of the student's absence in writing (email, note, etc.) within two (2) days of the absence.

Truancy is an absence from school or school activity without a valid justification from a parent/guardian or from school staff. Truant students are subject to Rainier Christian School District's progressive discipline model.

### **Chapel Dress Code**

For chapel days, business casual is the standard.

- Boys: Collared shirts, casual dress pants. No blue denim or sweatpants.
- Girls: Dresses, skirts or dress pants. Dresses and skirts with appropriate blouse with sleeves.
- Chapel clothes will be worn all day. Sweatshirts hoods should be removed while in chapel. Exceptions for PE and other school activities will be made when necessary.

### **Closed Campus**

For the safety of all students RCS is a closed campus. Once students arrive on campus, they are not allowed to leave campus until they are released and/or picked up by their parent, guardian, carpool, school bus, or school official. This includes time before and/or after school, even when classes are not in session. Parents can allow their student to walk/bike home after completion of the regular school day. Parents, please notify the school office if your student will be walking or riding their bike home at the end of the school day. Violations are subject to Rainier Christian's progressive discipline model.

### **Community Service**

Rainier Christian Middle and High School value community service opportunities. This value flows in part from Mt. 5:16, and each student is expected to perform community service hours annually. A community service hour policy will be distributed to students from the principal of each school.

The general requirements are shown below:

7th grade: 10 total hours of community service per year

8th-12th grade: 15 total hours of community service per year

Students may serve in their community, school, church, etc. The record-keeping forms are available in each school office.

### **Damage of School Property**

Students may be assessed fees for any lost or damaged schoolbooks, equipment, furnishings, property, etc., whether caused by accident or deliberate action. These fees can be billed separately or in conjunction with the current billing agreement. Lack of payment of fines may result in the withholding of report cards, transcripts, or participation in any promotion/graduation exercises.

## **Dress Code Rationale**

The culture of Rainier Christian School honors the Lord. Our dress conveys how we care for ourselves, models respect for others, and is a reflection of the school. Appropriate clothing in a school, or at school events, contributes to a positive and quality environment.

If a student's appearance is considered inappropriate by the staff or principal, the student will be asked to change. This may include being sent home to secure more appropriate clothing, or using the RCS closet (clothes to change in at school). RCS staff reserves the right to decide what is proper and fitting for school dress in accordance with RCS guidelines.

## **Dress Code Guidelines**

### **Examples of Acceptable Dress**

- Chino pants (black, navy, khaki, olive)
- Jeans and dress shorts
- Slacks
- Corduroy Button-down shirts
- Polo shirts
- Skirts/dresses long enough to reach beyond fingertip length while standing
- Leggings under a dress, skirt or top that reaches finger- tip length when standing, bending, and reaching
- Knit tops and blouses that cover midriffs in all positions: sitting, standing, bending, and reaching
- Sleeveless tops/dresses that meet all other requirements if shoulder width is not less than 3"
- Sweaters
- Sweatshirts
- T-shirts

### **Examples of Unacceptable Dress**

- Sagging pants and/or pants worn low enough to reveal underwear
- Sport shorts, basketball shorts, athletic shorts
- Leggings not worn with a dress/skirt or top that covers bottom
- Sleepwear, sweat pants, running/exercise tights, and short shorts
- Apparel that reveals bare midriffs, back, shoulders, chest, or undergarments, including tank tops
- See through or sheer tops unless there is a sleeved top underneath
- Short skirts/dresses (i.e., shorter than fingertip length)

Head apparel–Hats, hoods/hoodies, bandanas \*

- Sunglasses (indoors)
- Flip-flops or slippers
- Chains or spiked jewelry
- Shorts-style rompers
- Shirts with inappropriate verbiage or pictures, e.g., politically divisive, drugs, alcohol, sexually suggestive.

\*NOTE: exceptions for head apparel – religious head wear and COVID 19 protection.

It is at the discretion of the school principal and staff to suggest changes in clothing or appearance.

### **Illness/Sickness Policy**

Good public health practices require students who have a fever or throw up while at school to be picked up by parent/guardian. The campuses are not equipped to manage sick students for an extended period of time. If the student is ill, please keep the student at home. Students must be fever free for 24 hours before returning to school.

### **Progressive Discipline Policy**

Discipline at RCS is based upon the pattern given in Hebrews 12:7-13. Adherence of school rules and classroom expectations promote a safe and orderly learning environment.

The word discipline comes from the root of disciple, meaning to learn. Therefore, when discipline is administered, it is meant to grow Christian character and godly behavior.

The progressive discipline policy scales consequences based upon the severity and frequency of the offense. The first step is to meet with the student, and if the situation involves other students, investigate leads until a fact pattern emerges.

Counseling, mentoring, or a consequence may be assigned for a minor offense. Some examples of consequences for minor offenses include staying after class, serving lunch time detention, and preparing a written letter of apology.

Higher level offenses typically involve bringing a parent/guardian(s) into the disciplinary process.

A list of higher-level offenses appears in **Appendix M**.

The principals reserve the right to suspend students effective immediately when school or other student safety concerns are elevated. A major disciplinary consequence may be appealed to the RCS President.

After three higher-level violations of school policies, identified in **Appendix M** within one school year, the student is placed on probation and the student and the parent are required to attend a meeting with the principal or designee. A failure to meet with the principal may result in the student temporarily blocked from coming to school and school sponsored events. If the student does not demonstrate an effort to honor school policies, or chooses to ignore school rules, the student can be suspended for the remainder of the school year.

Violations that result in a suspension automatically render the student ineligible from all privileges related to any group representing the school. The RCS principal determines the application and length of the suspension. Rainier Christian Schools' reserves the right to withhold educational services where a student refuses to follow school regulations, poses a danger to others, or is disruptive to the educational program.

### **Standard of Conduct and Behavior**

Rainier Christian students are expected to meet high standards of personal, ethical and moral conduct. Students shall not engage in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of the Lord Jesus Christ.

Attending RCS is a privilege extended on the conditions that students and parents/guardians accept and support the school's behavioral standards. Violation of these standards triggers a progressive disciplinary response by the school. Each student at RCS is responsible for his or her behavior.

## **Expulsion/Suspension/Social Probation**

Suspension may take place in school or at home as deemed appropriate by the school administration. Although students may work independently on their course work, the teachers' obligations to forward class work are limited.

The school may also impose social probation as means of discipline; social probation limits the student's attendance or participation in school-related functions outside the classroom or regular school day. The terms and length of time for such probation will be determined on an individual basis.

In all cases of expulsion, suspension, or social probation, the student and the parent/guardian will be informed of the reason(s) for the disciplinary action. If a disagreement exists as to the appropriateness of such action, the matter may be referred by the student, parent/guardian, or principal to the President or RCS Board.

## **Taking Care of Stored Books, Supplies and Equipment**

A significant safety issue, for the fire marshal and the school officials, is ensuring that the hallways and doors are not obstructed with students' books, supplies, and equipment, e.g., sports bags, backpacks, etc.

Designated areas - cubbies, above the lockers, on shelves and pegs in classrooms and locker rooms are available for students to put their extra books, supplies, equipment, etc. All items are to be placed in or on the designated areas, and not left on the floor or abandoned. Unidentifiable items left on playgrounds, gyms, cafeterias, hallways, etc. will be placed in the 'lost and found.' If the item remains unclaimed for two months, it is donated to the Goodwill or Salvation Army.

## (RCMS & RCHS)

### **Tardiness**

Rainier Christian Schools have a five minute "passing" period between all classes for the middle and high school. Tardiness is recorded at the beginning of each class period. All students are expected to be in their room, in their seats and ready to go (assignments and supplies) for the start of each class period. If not, a student may be marked tardy. Tardy students are required to get an admit slip from the school office.

- Tardiness may be recorded for late arrival to other school events, e.g., chapel, flagpole, assemblies.
- A student's tardiness is calculated per semester, recorded by the teacher and also tracked by the school office.
- Chronic tardiness may result in disciplinary action at the discretion of the RCS principal.

### **Academic Culture**

#### **Academic Grading System**

Kindergarten, 1<sup>st</sup> Grade, and 2<sup>nd</sup> Grade teacher utilize a 1-4 scale for reporting academic progress.

**4** - Exceeds Standard

**3** - Meets Standard

**2** - Approaching Standard

**1** - Not Proficient

**NA** - Not Assessed

Grades 3 and up adhere to the following grading scale:

Percentage	Letter Grade	Grade Point
92.50-100.00+	A	4.0
90.00-92.49	A-	3.7
87.50-89.99	B+	3.3
82.50-87.49	B	3.0
80.00-82.49	B-	2.7
77.50-79.99	C+	2.3
72.50-77.49	C	2.0
70.00-72.49	C-	1.7
67.50-69.99	D+	1.3
62.50-67.49	D	1.0
60.00-62.49	D-	0.7
<60.00	F	0.0

## **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 core subjects during a marking period or two successive failures in the same subject will result in academic probation.

Satisfactory improvement in grades must be accomplished by the following mid-mark period or alternative measures may be recommended by the principal. Occasionally, it is recommended by the principal that a student be retained in a grade for a second year. Such recommendation is only made after careful evaluation of the child's academic performance and social adjustment.

## **Red Comet Classes**

A maximum of two Red Comet high-school classes may be taken in any given semester with a maximum of four classes allowed in any academic year. A maximum of four Red Comet credits can be applied to toward RCHS graduation requirements.

## **Academic Probation**

Academic probation occurs when a student fails two or more core classes at the quarter or semester grading period. The goal of RCS is the deficiency will be improved to a satisfactory or passing level. If not, the RCS principal can determine whether the student may continue their enrollment at RCS.

A student who receives one or more failing grades at the conclusion of a grading period may be placed on academic probation for one grading period. A student on academic probation may be ineligible to participate in co-curricular activities. This ineligibility may extend into a subsequent season and/or school year.

However, the RCS principal may reinstate co-curricular activities if progress reports indicate his/her grades are at a 2.0 average with no 'F' grades.

## **Academic Probation Cont'd**

The RCS principal will monitor each probationary student on a regular basis. A letter of notification will be sent to the parents explaining the problem along with a co-developed improvement plan to address the current need(s).

The RCS principal will review the academic status of the student at the end of the next grading period.

If, at any time, no failures have been recorded and the student grades are at or above a 2.0 average, s/he may be removed from probation. It should be noted that academic probation affects athletic participation. See the athletic handbook policy for further details.

## **Grade Level and Graduation**

A student's placement and grade level are determined by the number of credits completed. A minimum of 24 credits are needed for graduation.

- **Freshmen: 0—5**
- **Sophomore: 6—11**
- **Junior: 12—17**
- **Senior: 18—23**

The program of instruction is designed to provide the 24 credits required by the State of Washington for graduation over the course of 4 years. Rainier Christian High School does not endorse or support the early graduation of high school students and generally will not accommodate requests for early graduation. In addition, a cumulative GPA of 2.00 or better is required to graduate. Exceptions may only be granted by a written appeal directed to the RCHS principal and the RCS president.

## **Honor Roll**

Students can be awarded honors at the completion of each semester, and quarterly for elementary students. Students with a 4.00+ grade point average earn Exceptional Honors, 3.85-3.99 earn Principal's Honors, 3.50-3.84 earn High Honors, and 3.20-3.49 earn Honor. Students with an 'F' in any class may not be eligible for honor roll. Rainier Christian Schools also acknowledges Christian character, attendance in reporting.

## **Homework**

Generally, homework will be assigned in order to reinforce concepts taught in the classroom. Homework is designed to supplement or reinforce regular school work. Homework will increase as the grade level increases.

Homework is an integral part of the school program and each teacher is at liberty to give homework to advance the academic progress of students. Each student is required to complete and turn in his/her homework assignments on time.

Parents must take an active part in their student's education by determining what homework assignments their child has been given and assuring the assignments are completed and turned in on time.

Teachers are expected to communicate with parents when they sense that their student is having serious challenges with homework.

## **Late Assignments**

The following are general guidelines for late assignments. Assignments are expected to be turned in upon their due date.

Students have one day for each excused day of absence, plus one more day to turn in the work missed while absent.

Teachers and staff also understand that extenuating circumstances can happen, therefore teachers and staff may exercise discretion to extend grace when needed and warranted for late assignments.

### **Late Assignments, Cont'd**

Students are expected to complete and turn in all assignments, even if late.

The district's late assignment policy is a 10% deduction of their earned grade for assignments turned in one day late, a 25% deduction for 2-4 days late, and a 40% deduction for 5 days late. Teachers are not required to accept or score assignments turned in more than five days late. Students must turn in all assignments in order to be eligible for extra credit assignments. Generally, assignments are due from an excused absence one day after a student returns to school.

### **Monitoring Grades**

It is the students and parent's responsibility to monitor grades routinely utilizing RCS' Parents Web. Each user can create an account using the email address on the file with the school. Parents wishing to contact teachers can do so through email, phone calls or a personal appointment. Parents (and teachers) are encouraged to use personal appointments for more significant and/or sensitive matters. This reduces the opportunity for miscommunication and/or misunderstanding.

### **Testing Programs**

RCS uses the ACT standardized achievement tests for grades 3-8. These are administered each year to determine areas of strength and weakness. Parents are furnished a letter to review the progress of each student. It is the responsibility of juniors and seniors to schedule SAT and ACT exams.

## Services and Support

### **Class Scheduling**

Classes are generally scheduled in August and January. Elective selection forms are made available to students prior to the scheduling process. Every effort will be made to get students into their requested elective classes.

The RCS Principal has the discretion to remove a student from any class (and transfer them to another class), if such a change is deemed appropriate for the selected class and/or other students. This discretion includes all core classes, elective classes, study halls, TA classes, PE, etc.

### **Disputed Grades**

A grade that is disputed can only be changed by the supervising teacher, and must be signed off in the Guidance office within two weeks of posting on the grade report or transcript.

### **Scheduling Changes—Middle and High School**

Changes are only available within the first week of the semester. Any changes following the first week are subject to principal approval. Changes are not allowed by student request, but must be brought forward by the parents/guardians.

Students interested in schedule changes must first contact the Guidance office. At the start of each semester, students have one week to make schedule changes.

Classes may be dropped without academic penalty during the first week of the semester only for reasons deemed legitimate by the counselor, teacher, and principal. A student who drops a class after the tenth day of the semester will receive a 'W' for the class dropped unless a medical review warrants the change. Students taking upper division classes are not permitted to drop a class at the semester break unless they are failing the class.

## **Supervision of Students Early Dismissal or Late Arrival**

Schools have a legal responsibility for the supervision and safety of students. Students are not permitted to remain on campus unsupervised. For any reason, unsupervised students will be assigned to a supervising teacher. A monthly fee of \$100 per period is charged for the duration of the supervision.

The special arrangements for a permanent early dismissal or late arrival are available on a limited basis to seniors and, in special circumstances, to juniors. To request a permanent early dismissal or late arrival, students should contact the Guidance Office.

Approvals for all permanent early dismissal and late arrival requests are effective for one semester with a new request and approval required for the next semester. A student may not have permanent early dismissal or late arrival if a required class occurs at the same time.

## **Work Release, Work Based Learning, and Permits**

Students will be approved for work release or volunteer positions during their junior and senior year if they are on track to complete the twenty-four required credits necessary for graduation. Work release may qualify for academic credit under WA State Career and Technical Education guidelines. The Guidance office must approve all work release or volunteer release.

## Appendix A

### **Rainier Christian School Board of Directors**

Julie Franzen, Chair

Steve Pope, Co-Chair

Mark Hargrove, Member

Rick Rosenkranz, Secretary

Darryl D'Ambrosio, Member

Dan, Vander Pol, Member

Email: [rca.board@rainierchristian.org](mailto:rca.board@rainierchristian.org)

### **DISTRICT DIRECTORY**

Bruce Kelly, President

Bruce Kelly, Principal, RCS Middle School & High School

Rev. David Glass, Maple Valley Campus Director

Bruce Kelly, Principal, Kent View Elementary & Childcare

Carol Meeuwse, Preschool Director

Albert Stever, Accounting & Finance Specialist

Sigrid Jones, Human Resources & Payroll

Kery Wong, Admissions, Student Accounts & Payroll Specialist

Wesley Brown, Network Administrator

Marcus Johnson, Athletic Director

Sarah Rickel, Auction Coordinator

### **Rainier Christian Schools Campus Locations**

#### **Little People Preschool & Childcare**

18 – 49<sup>th</sup> St NE

Auburn, WA 98002

253-793-0933

#### **Maple Valley Preschool & Childcare**

16700 – 174<sup>th</sup> Ave SE

Renton, WA 98058

425-226-4640

#### **Kent View Elementary**

20 – 49<sup>th</sup> St NE

Auburn, WA 98002

253-852-5145

#### **Maple Valley Elementary**

16700 – 174<sup>th</sup> Ave SE

Renton, WA 98058

425-226-4640

#### **Rainier Christian Middle School and High School**

19830 SE 328<sup>th</sup> PL

Auburn WA, WA 98092

253-735-1413

## Appendix B

### **AHERA Statement/Information**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos containing building materials. All Rainier Christian Schools' buildings were inspected. Suspected materials were sampled be tested and rated according to condition and any potential hazard. Every three years RCS is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: this notification letter announcing the availability of the management plans for anyone to review upon request, training of the support staff about asbestos and how to deal with it, notifying short term workers such as subcontractors of the locations of any known or suspected ACBM, and posting of warning signs adjacent to locations of known or suspected ACBM. The designated asbestos coordinator conducts a six- month inspection of areas of the buildings where known or suspected ACBM are located to assure they remain in good condition.

It is the intention of RCS to comply with all federal and state regulations controlling asbestos and take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. Copies of the asbestos management plan are available upon request.

## Appendix C

### **Acceptable Use Policy for Computers/Laptops/Tablets**

Rainier Christian Schools provides student access to the school's electronic network. This network includes internet access, computer services, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing the student for success in life and work in the 21<sup>st</sup> century. To that end the following policies are established:

#### **Acceptable Use**

Responsible students:

- May use the computer to research assigned classroom projects.
- May use the computer to send district approved (not personal or private) electronic mail (e-mail) to other users for adopted curricular purposes.
- May submit personal information (name, address, telephone number, etc.) online to access district approved online resources.
- High school students may submit personal information (name, address, telephone number, etc.) online to post-secondary educational institutions (i.e., online colleges, universities, technical colleges, etc.) for the purpose of accessing career and post-secondary information and applying for admission.
- Will respect and uphold copyright laws and all other applicable local, state and federal laws or regulations.
- Will respect the rights and privacy of others by not accessing private files.
- Will follow all regulations posted in the computer lab or other room where computers are in use.
- Will follow the directions of the adult in charge of the computer lab or other room where computers are in use.

## **Unacceptable Use**

Responsible students shall not:

- Connect anybody's personal electronic device to the District's network jacks or wireless access points or assist others in doing the same.
- Use the system to illegally transfer software otherwise known as pirating or illegally share copyrighted movies, music and games over internet "peer to peer" networks or removable storage devices.
- Use the system to send broadcast messages, visit chat rooms, instant messaging, or social media, or use the District's computer connections to establish personal electronic mail (e-mail) accounts or access home e-mail accounts without prior approval.
- Change any computer files that do not belong to the user.
- Use the system for commercial buying, selling, and/or trading use.
- Use an account other than their own or misrepresent their identity.
- Create and/or distribute a computer virus.
- Use the system to download, transform or install software or files onto the hard drive(s) or network without prior approval.
- Reveal the name, personal addresses or phone numbers of students or staff without parental and district permission.
- Deliberately use the computer in such a way that they would disrupt the use of the network by other users.
- Deliberately or willfully cause damage to computer equipment or assist others in doing the same.
- Deliberately use the district's computers to bypass the filtering software, violate the school's code of conduct, district's educational goals, or show others how to do the same.

## Appendix D

### School Closures

Extreme weather conditions and other emergency circumstances sometimes merit a school closure. Closures or delays will be announced on major radio and television stations or through Flash Alert. The decision to close schools or a school will be made by the RCS Administrative team.

With severe inclement weather predicted before the start of the school day, the campuses will either open at 10:00am or be closed.

Radio Stations	TV Stations	Web or via Twitter
<ul style="list-style-type: none"><li>• KCMS 105.3/FM</li><li>• KCIS 630/AM</li><li>• KIRO 710/AM</li><li>• KOMO 1000/AM</li></ul>	<ul style="list-style-type: none"><li>• KING 5 News</li><li>• KOMO 4 News</li><li>• KIRO 7 News</li></ul>	<a href="http://flashalert.net/news.html?id=4361">http://flashalert.net/news.html?id=4361</a>

## Appendix E

### Social Media Policy

All students' media postings should strive to be respectful, honest, accurate, and have all facts in hand before an opinion is expressed. Think about how your posting may affect others, Ephesians 4:29.

Rainier Christian Schools respects the right to personal expression. However, it is important to remember that living in a social media world requires accountability. While social media may offer some benefits, there are some risks that can result in unintentional embarrassment to the author's reputation, person it's directed at and additionally the school's reputation.

Inappropriate postings that may include rude or harassing comments, threats of violence, discriminatory remarks, or unlawful conduct towards teachers, students, staff or the school itself, subject you to the disciplinary policies previously defined in this handbook.

## Appendix F

### **Visitor Policy**

All visitors must report to the appropriate school office upon arriving on campus. A visitor is defined as someone who is not a current student or staff member.

## Appendix G

### **Prohibited Items on RCS' Campuses**

- Animals, unless permitted as service animals
- Fireworks, incendiary devices
- Guns and ammunition
- Toy guns
- Skateboards, roller blades, scooters, and skates
- Tobacco products, illegal drugs, alcohol
- Weapons, knives, or other potentially dangerous items that could be used as a weapon

## Appendix H

### **Loss of Personal Property**

Students are asked to leave valuable personal items at home. RCS is not responsible to replace or search for lost items. If valuable and/or personal items are brought, the student accepts responsibility for those items. Leave valuable equipment and devices at home or be very confident in your ability to keep them safe and secure. RCS assumes no responsibility for damage or loss of cell phones, hot spots, or other digital devices.

## Appendix I

### **Registration/Re-Enrollment/Payments**

Our system of continuous enrollment, CE, significantly reduces the amount of paperwork and time required for re-enrolling.

As a family maintains continuous enrollment, RCS supports and maintain the records through FACTS. Parents provide updated information as necessary through their FACTS account.

By February 15, families can expect to see the following school year's tuition rates, continuous enrollment payment amount, and information regarding tuition assistance. If a family decides to withdraw a student prior to the student reaching 12<sup>th</sup> grade, the process to withdraw occurs beginning and February through April 1.

#### **CE REGISTRATION PAYMENT:**

The CE registration payment will be billed to the FACTS account each year. With continuous enrollment, the registration fee will be billed in full and is withdrawn from the FACTS account in March. Families can request the to break the payment into three monthly installments by sending a request to [student.accounts@rainierchristian.org](mailto:student.accounts@rainierchristian.org)

After March 31<sup>st</sup>, the continuous enrollment payment is NON-REFUNDABLE AND NON-TRANSFERABLE.

#### **TUITION PAYMENT:**

The tuition payment will be billed to the FACTS account each year per the original agreement unless a written notice send to the District Office by May 15.

All current family accounts must be paid in full by May 30. Students with outstanding accounts will not be permitted to enroll for the fall semester. All accounts must remain current in order for a registered student to remain enrolled for the next school year.

#### **DELINQUENT ACCOUNTS:**

Registration Fee: A \$25 per month late fee will be incurred if the 1<sup>st</sup> registration payment is not paid by March 31, 2<sup>nd</sup> registration payment by April 30, and 3<sup>rd</sup> registration payment by May 30.

Tuition: A \$25 late fee may be charged for accounts more than 15 days past due.

- Accounts must be current for students to participate in extra-curricular activities.
- Students may be denied admission to class when an account is 45 days or more past due.
- Report card/yearbook/transcript/school records will be held until the account is cleared.

### **WITHDRAWAL:**

A family electing to withdraw prior to the end of the school year will be assessed \$150 to finalize the withdrawal. *Withdrawing before the start of school year on or after August 15 will be charged a **7.5% fee** of the full-tuition amount.*

*If school is in session, a \$150 fee plus the pro-rated tuition based on the enrollment schedule will be charged.*

Parents must provide advance notice in writing at least five (5) days prior to a student's withdrawal. Tuition pro-ration is based upon the last day the student attends school per the Enrollment Schedule. As tuition is stated as an annual fee, pro-ration may result in an additional amount due, based on the % of school days attended.

## **Appendix J**

### **Black Diamond Camps—Rainier Christian Middle School and High School**

Students are not permitted on the Black Diamond Camp grounds after school hours unless supervised by an RCS staff member, RCS coach, or with permission from Black Diamond Camp administration. Unauthorized access on BDC grounds after hours is considering trespassing. All RCS guests driving on Black Diamond Camps roads must obey the posted 15mph limit. The camp issues speeding tickets for driving above the posted limit.

## **Appendix K**

### **Non-Discrimination Policy**

It is the policy of Rainier Christian Schools not to discriminate on the basis of race, color, national origin, sex, age or disability in the admission and access to, treatment of or employment in its programs or activities. As a religious educational institution, RCS is permitted and reserves the right to prefer students, prospective students, employees and prospective employees on the basis of religion.

## Appendix L

### Mandatory Reporting of Child Abuse, Sexual Abuse

- Mandatory Reporting Statute RCW 26.44.030 requires all school district employees to report suspected child abuse.
- RCW 26-44-020 defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed.
- "Suspected" means you have a reasonable cause to believe abuse has occurred.
- You do not need proof, nor are you required to investigate.
- While district policy requires notifying an administrator, this does not relieve anyone of the responsibility to report.
- Failing to make a report is a crime.

Report Child Abuse or Neglect Directly  
to Your Local Region

**800-609-8764**  
Statewide End Harm Line:  
866-363-4276

REGION 4:  
**KING COUNTY**



The statewide End Harm line will continue to be available 24/7.  
For more information about reporting abuse of a child, visit the DCYF website at [www.dcyf.wa.gov](http://www.dcyf.wa.gov)  
If you would like copies of this document in an alternative format or language please contact DCYF Constituent Relations  
(1-800-723-4833) | 360-902-8060. [ConstRelations@dcyf.wa.gov](mailto:ConstRelations@dcyf.wa.gov)

DCYF PUBLICATION CWP\_0036 D (01-2020)

 Washington State Department of  
CHILDREN, YOUTH & FAMILIES

## Appendix M

### **High Level Behavior Offenses (3 Strikes = Probation or Suspension for the remainder of the academic year or following year.)**

#### **Alteration of Records**

A student who falsifies, alters, or destroys school records or any communication between home and school.

#### **Assault**

Any intentional act that puts another person in reasonable apprehension of imminent harmful or offensive contact.

#### **Cheating/Plagiarism**

Plagiarism is defined as using someone else's words or ideas without telling everyone where the words came from. Examples of plagiarism include:

- Cutting/pasting text from electronic sources without citing
  - Putting your name on other people's work...includes having someone write your paper, buying a paper, downloading a paper from online services
  - Not giving proper credit or citing someone else's unique words and original ideas, research, works, pictures, music, video and other forms of communication
  - Using anyone's old project/paper
  - Changing only a few words, sentences, or phrases, and saying they are your own.
  - Not using quotation marks when copying exactly someone's words, sentences, phrases, etc.
  - Paraphrasing carelessly, documenting poorly, quoting excessively or failing to use your own voice
- Consequences for plagiarism includes:

**First Offense:** 0 or "F" on the assignment or test. The teacher will make a telephone call to the student's parent/guardian and a letter from an administrator will follow. The letter will notify the parent/guardian of the cheating and/or plagiarism and the consequences if a 2<sup>nd</sup> offense occurs.

**Second Offense (in any class):** A meeting will take place between the student, parent, teacher, and administrator, to determine further consequences which may include removal from the class with a loss of credit.

## Appendix M

### **Continued Defiance of School Authority**

Refusal to obey reasonable requests, instructions, and directives of any school personnel (including volunteers or contractors working for the school) pertaining to the orderly operation of the school. Directives regarding safety need to be followed immediately.

### **Defacing or Destruction of Property**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others, including district electronics, security and safety equipment.

### **Disruptive Behavior**

An intentional gesture, communication, act or statement at school or impacting the educational setting that a student should know will have the effect of:

Insulting, mocking or demeaning a student, staff or group of students causing substantial disruption and/or interference with the orderly operation of the school; or educational setting and instructional

- Creating an intimidating, threatening, hostile or abusive educational environment for a student, staff or group of students through severe, persistent or pervasive behavior.

### **Disruptive Dress**

Student dress and appearance may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance;
- Damage to school property will result from the student's dress and appearance;
- A hostile environment will be established or perpetuated; or,
- A material and substantial disruption of the educational process will result from the student's dress or appearance. *Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, drug, alcohol or tobacco-related messages.*)

## Appendix M

### **Drugs/Alcohol/Substances That Impair**

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, on district-provided transportation is prohibited.

### **Electronic Devices**

Portable electronic devices and accessories such as, cell phones, ear buds, headphones, etc., are not to be used inappropriately.

### **Falsification/Forgery**

The fraudulent use of the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited. Progressive discipline will apply.

### **Gang Conduct**

The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture.

- the promotion of gang culture and/or gang violence, and/or
- the solicitation or recruitment of gang members
- Gang imagery and symbols include, but are not limited to:
  - apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

### **Harassment, Intimidation, Bullying**

Harassment, intimidation and bullying includes and occurs in person or on-line:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial, or ethnic nature.

### **Lewd/Obscene Behavior**

Behavior of a sexual nature including but not limited to acts of a sexual nature and possession of or accessing pornographic material while on school grounds, at school activities are prohibited. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

## Appendix M

### **Public Displays of Affection**

Students must refrain from public display of affection that is considered inappropriate (i.e., prolonged kissing, embracing, sexual activity, or other intimate behavior) in a school environment. Refusal to comply constitutes defiance of school authority and will be subject to disciplinary action.

### **Scooters, Skateboards, Roller Blades on School Grounds**

Wheeled recreation equipment is not permitted on campus unless there is permission from a staff member related to an instructional purpose.

### **Threats of Violence**

A threat to cause bodily injury, significant property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

### **Tobacco, Vaping, Nicotine**

Students may not participate in smoking, vaping, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises.

### **Truancy**

Unexcused absence from one or more classes.

### **Unauthorized Use of School or Camp Equipment or Facilities**

Students are not allowed to access camp buildings, grounds, or school equipment without permission.

### **Weapons**

Possession or use of actual weapons in violation including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm or dangerous object.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the

superintendent's designee is authorized to modify the expulsion of a student on a case- by-case basis. The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.