



# **Rainier Christian Schools**

## **Parent-Student Handbook**

(Revised: 12/15/2017)

### **Rainier Christian Schools- District Office**

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Dear Rainier Christian Schools Family,

According to Bible scholars, there are approximately 7,500 promises in God's Word. His promises unfold and apply universally and personally. God's Word includes familiar promises that are unconditional, and others are understood as conditional.



The revised 2017-2018 Parent-Student Handbook follows a similar theme with conditional and unconditional commitments to you. Those commitments aim to ensure the well-being, personal safety, and spiritual growth of all students. The Handbook is one of the resources designed to support RCS' mission statement: "To educate and develop the whole person for the glory of God."

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.*" It is a principle that applies to students who wholeheartedly pursue excellence in the classroom, on a sport's team, and within an extracurricular club. If you think about it, living for the glory of God is a fantastically liberating idea. Arguably, it is the best approach for life and learning.

I believe the best of Christian education can trace its origin back to the two greatest commandments. In one breath, Jesus elevates these two commandments above all others combined, "*That you love the Lord your God with all your **passion** and **prayer** and **intelligence** and **energy**—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 vast majority of your experiences at Rainier Christian Schools. Thank you in advance for reviewing the revised Parent-Student Handbook. The Handbook revisions intend to reflect the spirit of God's grace, and strike 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 glory advance across our learning community.

My best,

A handwritten signature in black ink that reads "Bruce Kelly". The signature is written in a cursive, flowing style.

Bruce Kelly  
President, 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 the schools 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.

Ten or more absences during a semester 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. Please do not wear denim pants or a sweatshirt to chapel.

- Boys shall wear collared shirts, properly buttoned and tucked in.
- Girls shall wear dresses, skirts or dress slacks with an appropriate shirt.
- Chapel clothes will be worn all day. 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. 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. 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, no holes/rips above the knee
- Slacks
- Corduroy pants
- Button-down shirts
- Polo shirts
- Skirts/dresses long enough to reach beyond fingertip length when you are standing
- Plain, non-graphic, non-white, tee shirt may be worn under a button-up shirt, blazer or cardigan
- Leggings worn only with a dress/skirt or top that completely covers bottom
- Outerwear, students must be in dress code underneath the outerwear
- Knit tops and blouses that cover midriffs in all positions: sitting, standing, bending, and reaching
- Sleeveless tops/dresses that meet all other requirements may be worn 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
- Leggings not worn with a dress/skirt or top that covers bottom
- Sleepwear, sweat pants, or athletic wear, including running tights
- 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—(exception religious headwear) hats, hoods/hoodies, bandanas, do-rags

- Sunglasses (indoors)
- Flip-flops or slippers
- Chains or spiked jewelry
- Shorts-style rompers

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 must 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 should 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. The objectives of school rules and classroom expectations are to provide a safe and orderly environment conducive to learning. Those rules also help students know what defines 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 grow in Christian character and godly behavior.

The progressive discipline policy scales consequences based upon the severity of the offense and frequency of misconduct. The first step is to meet with the student, and if the situation involves other students, to connect individually with all parties to gather evidence about what happened.

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 bring the parent/guardian into the fact-finding process. The consequences for higher level offenses may involve a drug and alcohol assessment, counseling, law enforcement personnel, the loss of a grade, loss of credit, suspension, or in rare cases, expulsion.

Examples of higher level offenses include cheating, theft, drug and alcohol use, plagiarism, bullying, threats, persistent disrespect, obscene language, sexual harassment, retaliatory actions, gestures, or comments toward anyone, distribution of narcotics, maliciousness and/or destruction, injuring another person, immoral conduct, including the supplying and/or possession of pornographic materials, insubordination, or other violation of state or federal laws. At the sole discretion of RCS principals, infractions not listed here may warrant disciplinary action. Any disciplinary action may be appealed to the RCS President and Board.

Violations that result in a suspension will automatically cause ineligibility 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 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. Personally 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.
- Tardys are 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
97.50+	A+	4.3
92.50-97.49	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 major 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.

## **Academic Probation**

Academic probation is triggered when a student fails one or more 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. 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 and the plan to correct the deficiency.

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 more information.

### **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, regardless of their overall GPA. Rainier Christian Schools also acknowledges Christian character, attendance, etc.

### **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. 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 may adjust the district policy provided it does not exceed the percentages outlined above. Students must turn in all assignments in order to be eligible for extra credit assignments. Long term assignments due during an excused absence are due one day after a student returns from the excused absence.

### **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 standardized achievement tests. 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 at off-campus locations.

## **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. Classes are not changed after those dates, except as allowed by the principal for academic reasons. Changes are not allowed by student request, but must be made by the parents/guardians with the principal.

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. After the first week of the semester, a request form is used to make changes and signatures are required.

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 will not be permitted to drop a yearlong class (band and choir included) at the semester break unless they are failing the class.

### **Permanent Early Dismissal or Late Arrival**

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-six (26) 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.

<http://www.k12.wa.us/careerteched/WorkBasedLearning/WorksiteLearningManual.pdf>

## Appendix A

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

Kent Bruce, Chairman

Ed White, Secretary

Dan VanderPol, Treasurer

Steve Pope, Member

Rick Rosenkranz, Member

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

## **DISTRICT DIRECTORY**

Bruce Kelly, President

Justin Evans, Principal, RCS High School

Weldo Melvin, Principal, Maple Valley Elementary School

Don Garnand, Principal, Kent View Elementary & Middle School, & Childcare

Carol Meeuwse, Director of Little People Preschool

Luanne Baca, Director of Maple Valley Preschool & Childcare

Stacey Fokkema, Bookkeeper and Business Services

Sigrid Jones, Human Resources and Accounts Payable

Victoria Haworth, Student Accounts and Payroll

Michael Ahlen, Director of Technology

Sarah Rickel, Development Director

Trevor Amack, Athletic Director

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

Little People Preschool & Childcare

18 – 49<sup>th</sup> St. NE

Auburn, WA 98022

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 98022

253-852-5145

Maple Valley Elementary

16700 – 174<sup>th</sup> Ave. SE

Renton, WA 98058

425-226-4640

Rainier Christian Middle School

20 – 49<sup>th</sup> St. NE

Auburn, WA 98002

253-639-7715

Rainier Christian High School

26201 – 180<sup>th</sup> Ave. SE

Covington, WA 98042

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.

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 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

### **Pre-Arranged Absence Form-High School**

Pre-arranged absence forms are available in the office. The form must be signed by each instructor as soon as possible. The goal is to turn the form in to the office two weeks in advance when possible. As students are responsible for all assignments during absences, conferencing with each instructor prior to a planned absence is recommended.

## Rainier Christian High School Pre-Arranged Absence Form

Student: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Periods: \_\_\_\_\_

Reason for Absences: \_\_\_\_\_

Student Statement and signature: **I understand that this absence may have an adverse effect on my academic progress**, and that I am responsible for acquiring any allowed make-up assignments from my teacher, and completing these assignments within the time frame given to me by my teacher.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Statement: **I approve of this absence and am aware that vacations are recorded as unexcused absences. I am also aware of the adverse effect this absence may have on my son/daughter's academic progress.** Any make-up work allowed will be completed as requested.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Procedures:

- Sign and obtain signature from parent/guardian
- Obtain signatures from current teachers
- Submit this signed form to the front office **two weeks prior** to your absence

Period	Approved Request	Denied Request	Make-up Required ?	Comments	Staff Signature
0	+	-	Y/N		
1	+	-	Y/N		
2	+	-	Y/N		
3	+	-	Y/N		
4	+	-	Y/N		
5	+	-	Y/N		
6	+	-	Y/N		
7	+	-	Y/N		

## Appendix J

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, or treatment 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.