



Richmond Christian School  
Partnership Handbook

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\*\*The administration reserves the rights to change or amend this handbook at any time when, at the discretion of the Board/Administration, it is determined to be in the best interest of the school.

## **MESSAGE FROM THE BOARD**

As the School Board of Richmond Christian School, it is our conviction that a distinctively Christian education be made available to parents for the proper training of their children according to the Biblical injunction to “. . . bring them up in the nurture and admonition of the Lord” (Ephesians 6:4). As Christians, we believe that a true understanding of life cannot be gained apart from understanding the Bible as God’s Holy Word (John 1:1). We hold the Bible to be divinely inspired, inerrant, and infallible (II Timothy 3:16). We believe the Biblical record to be objective truth, valid history, and the moral absolute for society. Because of our Christian convictions, we consider that any system of education must include in the Bible to enable students to understand their past, to live rightly in the present, to prepare for their future, and to achieve any basis for moral and ethical conduct (Proverbs 22:6).

The school board, administration, faculty and staff of Richmond Christian School have undertaken the task of providing a distinctively Christian educational experience. RCS exists as an alternative for parents who are unwilling to compromise their faith and values by putting their children in a secular school system that is hostile to a Biblical worldview (Colossians 2:8). The goals of Richmond Christian School are as follows: to clearly present the gospel of Jesus Christ to each student, to approach each subject and activity from a Biblical perspective, to offer an excellent academic program, to help each student develop a worldview that is consistent with the Christian faith, and to make ambassadors for Jesus Christ (Colossians 3:17, II Peter 1:5). The philosophy and goals of Richmond Christian School provide the functional framework for all of its programs and policies. Every effort will be made to continually ensure that our philosophy and objectives are clearly understood, shared, and adhered to by our faculty and staff.

- The School Board of Richmond Christian School

## **MESSAGE FROM ADMINISTRATION**

A new school year brings such excitement and enthusiasm as relationships are strengthened and students grow. Thank you for partnering with us as we support you in educating both the heart and mind of your student. We look forward to working with you as your student grows in the wisdom and knowledge of Jesus Christ and as they seek His will for their lives.

This handbook has been designed to be a resource to help students and parents understand as much as possible about RCS policies and procedures. Our hope is that we can provide a safe and productive learning environment that honors the name of Jesus and encourages the body of Christ by producing respectful and responsible citizens.

By signing your Partnership Covenant, you are pledging your support to the Richmond Christian School’s policies and procedures. If you have questions or concerns, please do not hesitate to contact us.

- Mr. Cliff Williams, Head of School

updated August, 2017

## **MISSION STATEMENT**

Richmond Christian School exists to support families in their Biblical responsibility to nurture and train their children. Thus, Richmond Christian School provides opportunities which allow students to realize their God-given potential in the spiritual, academic, social, physical, and vocational realms.

## **VISION STATEMENT**

The vision of RCS is: "Educating hearts and minds for Christ."

## **CORE VALUES**

We believe that the Bible is foundational to all truth and should be integrated in all subject areas.

We believe that students are uniquely designed with spiritual, intellectual, physical, and social gifts, and therefore possess various learning styles.

We believe the school should be committed to continuous improvement.

We believe that students who are enrolled at Richmond Christian School can meet high academic expectations.

We believe that curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.

We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided in order to meet the various learning styles of students.

We believe students can become confident, intrinsically-motivated, lifelong learners.

We believe that Richmond Christian School should function in a complementary role with the home and church to produce individuals who reflect a Biblical worldview and become productive members of society.

We believe that students will be able to demonstrate their understanding of essential knowledge and skills by the use of critical thinking and integrated application.

## RCS PARTNERSHIP COVENANT

When we state that RCS “partners with parents in their biblical responsibility,” we take that partnership seriously. Therefore, this covenant serves as a written commitment between the school and the family. Your complete support and cooperation to this covenant is vital to the success of our students, programs, and school.

Faculty, Staff, and Administration of Richmond Christian School Commitments	Parents of Richmond Christian School Commitments
<ul style="list-style-type: none"> <li>We commit to support and encourage parents as the primary educator in fulfillment of their God-given role (Deuteronomy 11:18-20).</li> </ul>	<ul style="list-style-type: none"> <li>We commit to be knowledgeable of the RCS Mission, Philosophy, Goals, and Student Handbook and follow and reinforce its content and policies regularly.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to partner with parents by providing opportunities to develop their child's God-given gifts to his or her fullest potential.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to partner with the school by actively participating in school activities, functions, fundraising, and volunteer opportunities.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to pray for students and their families.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to pray for the students, teachers, administration and school.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to demonstrate respect in both word and deed for students and parents.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to demonstrate respect in both word and deed for school staff, students, families, and facilities.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to provide a learning environment that is safe and nurturing to all students.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to create a study environment at home where our child can be productive and where academic excellence is reinforced.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to educating students using research-based pedagogy from a biblical worldview.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to collaborate with teachers to develop our child's perseverance, character, critical thinking, and growing independence as a learner.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to providing the educational resources and offerings necessary to effectively achieve the goals of the school.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to uphold the standards of dress by developing a perspective in our child that is modest, honoring to the Lord. We will monitor our child's appearance before he/she leaves home each day.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to communicate consistently and regularly with parents through conferences, meetings, emails, mailings and newsletters, websites, phone calls, and PowerSchool.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to communicate regularly with teachers and staff by checking school and class websites, PowerSchool, emails, informational bulletins, and attending meetings and conferences that are pertinent to our child's well-being and success.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to resolve conflict professionally and biblically using the Matthew 18 principle.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to resolve conflict professionally and biblically using the Matthew 18 principle.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to seek information and fact; neither believing nor participating in gossip or rumors.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to uphold the attendance policy by ensuring that our child attends regularly, arrives on time, and is prepared to learn.</li> </ul>
<ul style="list-style-type: none"> <li>We commit to be consistent in modeling Christ-like behavior and values before students and their families, as well as other school faculty and staff.</li> </ul>	<ul style="list-style-type: none"> <li>We commit to consistently model Christ-like behavior and values before our child, other students, families, and school faculty and staff.</li> </ul>
<p><b>Richmond Christian School Faculty and Staff commit to uphold this covenant.</b></p>	<ul style="list-style-type: none"> <li>We commit to instill and reinforce a Godly attitude in our child at home and hold him/her accountable for the attitude and behavior he/she displays at home, online, and at school.</li> </ul>

## **RCS HONOR CODE**

The Honor Code is not only at the core of the discipline system at Richmond Christian School, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the Richmond Christian School community are willing to hold one another accountable. The desire of Richmond Christian School is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ.

### **VISION OF AN HONORABLE COMMUNITY**

An honorable community is one of mutual trust, honesty, and respect. It is a community where each individual is expected to live honorably and each individual is expected to encourage his/her peers to live honorably as well. It is a community where students do not feel compelled to keep their belongings locked up, where students do not feel the pressure from peers to lie and cheat, and where students are not ridiculed for their commitment to live honorably. An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. It is our expectation that our student's commitment to an honorable lifestyle will far outlive their time at Richmond Christian School. We trust that our students see the benefits of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives.

### **STUDENT INVOLVEMENT**

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. The effectiveness of the Honor Code is directly proportional to the level of student ownership. Ultimately, the strength of the Honor Code rests with our students' commitment to follow it and their commitment to hold each other accountable.

### **HONOR CODE VIOLATIONS**

The following is a list of the most common Honor Code violations, including specific examples of dishonorable behavior.

***Lying Definition:*** Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive.

Examples of lying include, but are not limited to:

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.
- Lying by omission. Leaving out pertinent information in order to gain an unfair advantage or to protect others.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery

**Stealing Definition:** Taking or attempting to take property, whether physical or intellectual, without right or permission.

Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken.
- Borrowing something without permission even if the intention is to return whatever is borrowed.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

**Cheating Definition:** Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others.

Examples of cheating include, but are not limited to:

- Turning in work that was not entirely done by the student and giving the impression that the work was done by the student.
- Copying homework without the consent or approval of the teacher.
- Using translation sites off the internet or software in foreign language classes.
- Using workbooks from a previous year with answers already written in.
- Working with others on any assignment which is intended to be an independent effort.
- Dividing up work among group members that was intended to be done together.
- Using a similar assignment from a past class (book report, essay, etc.) Allowing one's academic work to be used in place of another's.
- Having notes or textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment. This includes receiving from someone unauthorized specific test questions or information about topics included in the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it. Not telling your teacher that the score on your test is added wrong.
- Not telling your teacher when a wrong answer was not marked wrong.
- Instead of reading the original book or original literary work: 1. Reading a condensed version. 2. Seeing the film or video. 3. Using Cliff's Notes without permission. 4. Reading an English version of a work assigned in a foreign language.

**Plagiarism Definition:** literary theft, misrepresentation, and falsification.

Explanations of plagiarism include, but are not limited to:

- To plagiarize is to steal someone's ideas or thoughts or to borrow dishonestly from another.

- To sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism.
- To copy directly, paraphrase, or summarize with premeditation and without documentation is to deliberately plagiarize.
- Inadvertent documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing are considered plagiarism.

**“Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent”** (“Academic Writing at WFU: Statement on Plagiarism”).

Plagiarism is prevented when the proper form of documentation is followed.

### **Standards for Proper Documentation**

Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for the proper documentation, Richmond Christian School will use the MLA Handbook for both middle and high school. Students will receive specific written instructions and examples of appropriate and inappropriate referencing at the beginning of each school year.

### **Dealing With Suspected Honor Code Violations**

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

1. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself in to the administration.\*
2. Go to an administrator or a teacher with the suspected violation.

\*If the violations are true and the violator makes any type of threat, the student being threatened should report the violator to the administration.

Based upon the principles established in Galatians 6: “If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path”, this conversation is best handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to “help each other back on the right path.” This policy does not leave room for students to discuss (gossip) about suspected violations among themselves. Gossip falls under the category of “other dishonorable behaviors” and is an Honor Code violation itself. If a member of the faculty or staff suspects an Honor Code violation, after discussing the incident with the student, he/she is obligated to turn in the violation to the administration. Once an Honor Code violation has been reported, the administration will investigate and assign disciplinary consequences to fit the violation and student.

## **CONSEQUENCES FOR HONOR CODE VIOLATIONS**

The seriousness and nature of an Honor Code violation as well as the student's previous behavior, in large part, determines the consequences.

Consequences for Honor Code violations that do not warrant a dismissal include, but are not limited to:

### **Suspension/Dismissal**

*First Offense:* Administrative Suspension

*Second Offense:* Recommendation to the RCS Administrator for dismissal. The Head of School or Administrator may or may not dismiss the student at this time.

### **Probation from the National Honor Society and National Junior Honor Society**

Because membership in the National Honor Society is based partially on character and integrity, a student in the NHS and NJHS that is found guilty of an Honor Code violation is placed on probation for a period of 18 weeks. At the end of the 18 weeks, a student may make a written request to the NHS and NJHS sponsor and secondary principal to be taken off probation. Provided the student's disciplinary record over the past 18 weeks has reflected honor and integrity, the student will be taken off probation and reinstated as a member of the National Honor Society or National Junior Honor Society. Seniors that are in violation of the RCS Honor Code within 18 weeks of graduation will be reviewed on a case by case basis by the Head of School to determine whether they will graduate with the National Honor Society Status.

### **Removal from Student Leadership/Athletics**

Students who violate the honor code (first offense) will be removed from any position of student leadership to include athletic leadership.

### **Academic Consequences**

If the Honor Code violation involves academic work (homework, tests, quizzes, papers, projects, etc.), the student will receive consequences as outlined in the RCS student code of conduct.

## **ASSESSMENTS**

Any time a student is taking an assessment of any kind, the student will physically write the following sentence at the top of their paper: "I have neither given nor received any information on this assessment."

## **OFF CAMPUS BEHAVIOR**

Once a student decides to attend Richmond Christian School, certain responsibilities accompany that choice. Attending Richmond Christian School means that wherever a student goes, the name of Richmond Christian School goes with him/her. Each student's actions will be judged as an extension of the reputation of Richmond Christian School. That responsibility must be taken seriously, especially since our name does include the name of Christ. It should be that members of the Richmond Christian School community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what Richmond Christian School desires to represent. Bearing a name with honor is a grave responsibility and must be considered at all times. Hence, Richmond Christian School must care what all its community members do both

on and off campus since an honorable reputation is to be highly valued. “A good name is to be more desired than great riches.” Proverbs 22:1a

Violation of the Honor Code on or off campus will have consequences.

### **THE HONOR CODE ALWAYS APPLIES**

Students of RCS will always assume that the Honor Code is in effect. Whether openly stated or not, the principles and policies of the Honor Code are continually applicable.

## **ACADEMIC STANDARDS**

### Grading Scale

The grading system shown below will be used by the grade levels listed.

#### **Kindergarten**

O = Outstanding  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

#### **Grades 1 - 6**

A = 100 – 93  
B = 92 – 85  
C = 84 - 77  
D = 76 – 70  
F = 69 – Below

#### **Grades 7 – 12**

A+ = 98 - 100  
A = 93 - 97  
B+ = 90 - 92  
B = 85 - 89  
C+ = 82 - 84  
C = 77 - 81  
D+ = 75 - 76  
D = 70 - 74  
F = 69 – below

### **HONOR ROLL**

The grading system is used to determine which students are eligible for the honor roll in grades 3-12. Two honor roll systems have been adopted: all A's Honor Roll; all A's and B's Honor Roll.

### **ACADEMIC INTERVENTION (Grades 7-12)**

It is the desire of the school to “support Christian families”; therefore, when a student is not progressing academically, the school is committed to intervene in the student’s academic life and partner with the family to restore the student’s progress. Any student who receives lower than a 2.0 GPA at the end of any quarter (9 weeks) will meet with the Guidance Director to implement a plan to be academically successful.

Academic intervention will include the following items:

- **At the beginning of the intervention period**, the Guidance Director will consult with parents and the student to review the student’s current grades, identify academic needs,

explain the minimum academic expectations, and develop an improvement plan, which may include restricting social activities to provide study and tutoring time.

- After the consultation, a written intervention plan will be provided to the family and the appropriate teacher(s).
- Academic intervention will extend until the end of the next interim.
- **At the end of the intervention period**, the student will have demonstrated some improvement and be removed from academic intervention or may be asked to withdraw. In regards to withdrawal, the Guidance Director may recommend an extension to the intervention period for an additional nine weeks due to *the student's efforts towards improvement or the need for specialized testing and/or evaluation*.
- **At the conclusion of the intervention period**, parents will be provided a written letter stating to what degree the student has met the requirements of academic intervention.

A student will begin the year on academic intervention, based upon the grades of the fourth grading period of the previous school year, if no remediation has occurred over the summer.

Whether on academic intervention or not, if a student earns 4 points (D's are 1 point each and F's are 2 points each), the school will remove the student from all extracurricular activities for one quarter until reevaluation occurs at the end of the next quarter report card. Such suspensions will be documented within the written academic improvement plan.

### **RETENTION PROCEDURES**

Retaining a student is a very important educational decision, and in every instance, the decision should be considered carefully. Several factors need to be evaluated when arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment, and physical maturity. Another important question to answer is, "Will the retention benefit the child?"

While the authority to retain a student rests with the school and specifically with the Administrator and appropriate division principal, it is important that the parents/guardians be included in a discussion concerning retention. Parental involvement is necessary because it is important that the parents understand the child's overall performance and general status in school.

Retention is decided on an individual basis.

Overall Guidelines:

1. Attendance: no more than thirty days per year may be missed without principal's approval.
2. One's physical, social, and emotional needs are given consideration as well as academic needs.
3. Any student having grades that show doubt of mastery of the essential elements may be required to attend an approved summer school program or private tutoring.
4. Parents will be notified of a teacher's recommendation for retention after having consulted with the principal at the following times:
  - a. Mid-year: by personal conference the teacher will prepare parents about the possibility of their child repeating a grade.
  - b. First week of final quarter: final teacher recommendation for next year should be given to parent in a personal conference. This could be retention or it could be passing with

specific summer plans. The recommendation will be in writing with a copy put in the student's cumulative folder.

5. A student may be considered for retention if weaknesses are shown in several areas.

Areas of weaknesses to be considered are:

Kindergarten

- o immaturity
- o below average performance in phonics skills
- o below average performance in math skills
- o language development which reflects difficulty in communicating thoughts in sequence.

Grades 1 - 6

- o F's or U's in Math and Reading or
- o an F or U in Math or Reading and an F or U in one other subject or
- o if a student is unable to complete grade level work without continual frustration.

Grades 7 - 8

- o Retention required for failing English and Math or for failing of three or more of any subject within one year.

Grades 9 - 12

- o Must have passed English and have achieved minimum number of credits required for that grade level or successful completion of summer school.

### **SUMMER SCHOOL**

Students in grades 7-12 who fail to meet the criteria for promotion to the next grade may be offered the opportunity to complete an approved summer school program. Richmond Christian School utilizes its Online Course Catalog as a means of course credit recovery. This ensures that the content delivered over the summer is consistent with the philosophy and beliefs of Richmond Christian School. Families will be notified in writing regarding both retention and the option for summer school with the mailing of the final report card. Families will be responsible to cover the cost of the summer course(s). Promotion will be determined based on successful completion of the required summer school coursework identified in the retention letter.

Student may also choose to take summer school courses through RCS Online for enrichment and gaining additional high school credits.

### **REPORT CARDS**

Report cards are printed upon request of parent/guardian at the end of the first three quarters. A day has been set aside for Parent/Teacher Conferences following the 1st, 2nd and 3rd report cards; however, Parent/Teacher Conferences can be scheduled any time throughout the year.

### **VIEWING STUDENT RECORDS**

Parents/guardians may view a child's cumulative record at the main office upon request. Cumulative records are treated as confidential material; privacy rights of parents and students are safe-guarded. No outside agency or individual may have access to a student's record without written parental consent, except as provided by law.

## **HOMEWORK POLICY**

Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills, and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills (See specific division portion of the handbook for more details).

## **STANDARDIZED TESTING**

Standardized tests will be given to all students in grades K-11. RCS uses the Measures of Academic Progress (MAP) test to examine student progress and curriculum strengths and needs. Standardized testing generally takes place in September and May. Results are shared with parents by sending home the parent report with final report cards.

## **ACCREDITATION**

The policies, programs, and curriculum of Richmond Christian School are under continuous review by the Board, Administration, and Faculty in order to meet and exceed the standards required by our accrediting agencies. Richmond Christian School maintains accreditation by the Association of Christian Schools International (ACSI) and AdvancEd (SACS), which is recognized by the Virginia Council for Private Education (VCPE). In meeting the standards of accreditation required by this agency, RCS demonstrates a high level of accountability in its programs, academics, facilities and governing policies.

## **ADMISSION TO RCS**

### **ADMISSION STANDARDS**

Admissions standards of Richmond Christian School are designed to identify students who:

1. Have a parent who is supportive of the school's Mission and Statement of Faith.
2. Have a parent who desires their child be taught from a Biblical perspective.
3. Demonstrate average or above average aptitude and/or achievement.
4. Have a history of positive behavior.
5. Are socially and emotionally well adjusted.
6. Are amenable to correction and instruction.
7. Want to attend Richmond Christian School.
8. Are motivated to learn.
9. Have parents who will meet their financial obligation.
10. Have a parent who agrees to and upholds the Partnership Covenant.

### **ADMISSIONS PROCESS**

Students may be considered for admittance only after they have completed the following steps:

1. Submission of the completed application and fee, previous school records, a copy of the birth certificate, school entrance health form and immunization records.
2. Achievement testing done within the previous school year and/or entrance testing.
3. A parent/student interview with the appropriate administrative team members.
4. Completion of Bible Knowledge Assessment

### **ADMISSION PARENTS/STUDENT INTERVIEW**

An interview of the parent(s) and student(s) will be conducted by the appropriate administrative team members. The purpose of the interview is to verify the above stated admissions standards and to ensure that:

1. The parents desire a Christian education for their child.
2. The family beliefs and practices are consistent with the mission, philosophy, and core values of RCS.
3. The student (grades 7-12) is open to instruction from a biblical perspective and exhibits a strong desire to attend RCS.
4. The student has not been expelled, asked to withdraw, indefinitely suspended, denied re-admission, or attended an alternative school.
5. The behavioral standards of the student extend to his/her life away from school as well.
6. They understand that the student must live under the authority of his/her parent(s) or guardian(s).
7. The student is not married.
8. The student is not transferring as a second semester senior.

All new students to the School must have a complete transcript from their previous school forwarded to Richmond Christian School prior to their first day of classes.

### **ADMISSION DECISIONS**

Admission decisions are made after interviews are complete. Following the family interview, applicants will be informed of their status through either oral or written notification in one of the three categories: accepted, denied, or waiting list. Any student accepted is placed on a 9-week probationary period in regard to academics and discipline. Richmond Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

### **WAITING LIST**

If an applicant meets the admission requirements for enrollment, but is applying for enrollment in a grade level that is full, the applicant will be placed on the waiting list for his/her grade level. When vacancies do occur, the business office will contact the next family on the waiting list.

### **NEW STUDENT PROBATION**

At the end of the first grading period, each new student will be evaluated by the faculty and administration. This evaluation is to ensure that the student is properly adjusting and assimilating into the RCS culture and expectations. All new families are expected to attend the

Parent/Teacher Conferences at the end of the first grading period in order to discuss this evaluation. At the end of the first grading period, each student must receive three (3) "Teacher Recommendations for Continued Enrollment". In the Secondary Division, at least two of the recommendations must be from a core subject teacher.

To remain enrolled at Richmond Christian School, all new students must:

- Earn a 2.0 GPA ("C" average) at the end of the first grading period.
- Earn a passing grade in all courses/subjects.
- Demonstrate a pattern of acceptance and compliance to the social, spiritual, and procedural expectations of the school.
- Not receive any suspensions within the first grading period.

### **RE-ENROLLMENT PROCEDURE**

Re-enrollment is a yearly procedure. The Business Manager will distribute re-enrollment documents by February 1st. The family should complete the forms and return it and the appropriate fee(s) during the re-enrollment period.

### **VALIDATING TRANSFER CREDIT**

Transfer credits from regionally or state accredited schools will be accepted. Transfer credits from other sources will be accepted according to the following procedures:

- Administering a validating examination
- Conditional enrollment based upon satisfactory completion and performance within specified subject area(s).

Course credits from non-accredited schools or home schools may require validation exam in order to be accepted.

### **CORRESPONDANCE COURSES OR INDIVIDUALIZED STUDY**

Correspondence courses and/or individualized study will not be accepted for credit unless prior approval has been given by the division principal.

### **NON-DISCRIMINATORY POLICY**

Richmond Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic activities, and other school administrative programs.

### **AGE REQUIREMENT**

Students entering the kindergarten program must be 5 years old by September 30th .

### **AFTER SCHOOL ACTIVITIES**

RCS students are encouraged to participate and attend after-school events such as athletic events, performing arts concerts, and the variety of other events associated with the school. For issues of safety and personal responsibility, Kindergarten - Sixth Grade students are to remain with their parents at these events. Students in 7th-12th Grades are to remain physically present

at the event, and are not to wander the campus. **Participating students must report to their coach, teacher, or sponsor no later than 3:20 with all books and belongings to the activity area. No student may 'wait for a game' if they do not have adult supervision.**

The school provides Extended Care whereby a student may wait for a game to begin, for a fee. If this option is feasible for the family, then a written note of permission to leave the Extended Care is needed. The note should include the date, student's name, the request and parent signature.

## **ATTENDANCE PROCEDURES**

Richmond Christian School recognizes that daily classroom attendance is an integral and essential component of the learning process for the following reasons:

1. The teacher clarifies, interprets, and supplements information given in textbooks and other instructional resources.
2. Planned, as well as impromptu, discussions are only available in the classroom and impossible to make up.
3. The classroom affords the opportunity for a student's social skills to develop; co-existence, responsibility and commitment to others in the classroom are essential parts of a student's education.
4. Instruction is planned and has an intended sequence and deadlines.

## **EXCUSED ABSENCES/TARDIES**

1. Illness - Extended absences (more than 5 total days in a quarter) due to illness will require a doctor's note in order to be considered excused.
2. Family Emergency (i.e. illness at home, death in immediate family, emergencies requiring medical or dental service)
3. Family/Church Trips must be approved in advance by the division principal in order for them to be excused. Principals will take into consideration attendance records and current academic standing.
4. College Visits are excused for seniors up to 5 days per school year. Second semester juniors may also be excused for college visits with prior approval through the division principal.

Upon returning from an absence, a student must submit a written excuse from a parent explaining the reason for the absence. For all absences, notes are to be turned in to the office the day of the student's return.

## **REQUESTS FOR MISSED ASSIGNMENTS**

When a student misses school a parent may call the school office and request work to be collected and brought to the school office. When the student returns to school, an excuse note should be given to the front office. At that time, the student will be given any work outstanding from the day(s) of the absence.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

A student will have one (1) school day for every day missed to complete make-up work. Students will receive zeroes for work not turned in and a loss of credit of 10% per day will be assessed for work turned in after the allotted days have passed.

### **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

Daily class work, assignments, and quizzes due on the day of the unexcused absence will be graded as a zero. Any major tests/projects must be made up within five (5) school days or will receive a zero for the test/assignment.

### **EXCESSIVE ABSENCES**

Classroom attendance and participation is vital to the learning process. Excessive absences, whether excused or unexcused, have a detrimental affect on learning. A student who is absent from a class more than 15 times within a semester, whether excused or unexcused, may not receive a grade higher than 60 or receive semester credit for the course. All absences for school related functions (athletics, field trips, band, etc.) will not count as absences in this policy. Extenuating circumstances, such as prolonged illnesses, may be considered with proper documentation. Families will be notified in writing when students are absent more than 10 days. Parents will make requests in writing to the Head of School, who has the final approval of waiver of this policy.

### **TARDIES TO SCHOOL**

Parents are responsible to see that their child arrives to school on time. Classes begin at 8:00 AM; therefore, it is strongly recommended that students arrive no later than 7:45 AM. When a student in grades K-6 is late, a parent must sign the student in at the front office. Students in grades 7-12 may sign themselves in. All tardies are unexcused unless a note with an acceptable reason is turned in upon arrival. Habitual tardiness will result in disciplinary action and a parental conference.

### **EARLY DISMISSAL**

Early dismissals are permitted for necessary appointments or for other reasons that constitute an excused absence. Early dismissals must occur before 2:30 PM. After that time, parents will be required to follow the regular car line procedure. All students needing to leave school early must bring written permission with the following information:

1. Parent contact number
2. Time of dismissal
3. Reason
4. Means of leaving campus

All students (grades K-12) must be signed out in the Front Office when leaving school early. Student drivers may sign themselves out with written parental permission. All other students must be signed out by a parent.

### **EARLY DISMISSAL FOR WORK**

Students who wish to leave school early for work must meet the following criteria:

1. Only seniors are eligible to be dismissed early for work.
2. The student must maintain at least a B average in each academic class.
3. The student must have the written permission of their parent or guardian.

4. The student must be able to show proof of both initial and ongoing employment.
5. The student must have the signed, written permission of the Secondary Principal.
6. The student must be enrolled in 6 out of 8 course blocks.

Any student failing to satisfy all the elements of these criteria will not be allowed to leave the school early for work. After the initial approval by the Middle/High School Principal, the student's eligibility to continue to leave early for work will be re-evaluated on a nine weeks basis. Should a student fail to meet all of the criteria, then they will lose their early dismissal privilege.

## **BUILDING AND GROUNDS**

All school property was provided through sacrificial gifts and labor of many parents and friends and belongs to the Lord. He gave it to us to use for His glory! Realizing this, it is important that we work together to keep the property safe and in good condition. One aspect of providing a safe building is to control access. All visitors must enter through the main entrance, sign in with their picture identification and receive a visitor's sticker; when exiting, sign out at the main office. On game nights, classroom and office sections of the building will not be accessible. All students should follow these guidelines in caring for our building and grounds:

1. Pick up all trash and place in appropriate trash or recycling container.
2. Use sidewalks and walkways to protect shrubbery and lawn.
3. Help keep the property in good repair by never defacing or damaging; report anything broken or lost to a teacher or administrator.
4. Any damage done to school facilities, caused by misconduct will be repaired at that student's expense and may face disciplinary action.
5. Students are not to be in locker rooms, gymnasium, chapel or cafeteria without permission and supervision.
6. Skateboards, skates, and the like are not permitted on school property and may be confiscated by school personnel.

### **Restroom Expectations:**

1. Use restrooms for intended purpose.
2. Flush toilet or urinal one time.
3. Place used paper towels in trash can.
4. Horseplay will not be tolerated in the restroom.
5. Please keep voices down so classes are not disturbed.
6. Report any messes/equipment malfunctions to a teacher or administrator.

### **Playground/Black Top Expectations:**

1. Obey the communicated rules and play fair.
2. No throwing stones, sticks, or wood chips.
3. Do not engage in aggressive play (games where students pile on top of each other, tag where there could be a struggle involved to break free such as tackle football, pushing, or shoving.)
4. No spitting.
5. No climbing trees.
6. All playground equipment should be collected after recess and returned to its appropriate storage location.
7. Each class should leave the playground clear of trash.

## CAFETERIA & LUNCH

A hot lunch is available to students. Menus and prices are displayed in the cafeteria and on the RCS website.

Guests: parents, grandparents, pastors, and other guests are welcome to eat lunch in the cafeteria. Appropriate attire is requested. Administration reserves the right to ask a guest to leave if attire is deemed inappropriate.

All students should follow the following guidelines to maintain a safe and healthy environment:

1. All drinks (except water bottles) should be consumed in the cafeteria.
2. Each student is responsible to be on time to lunch and keep his/her area clean.
3. Upon entering the cafeteria, students purchasing their lunch are to be seated and wait to be called to the lunch line (secondary).
4. Students must not enter the serving line ahead of students already in line.
5. Students must not save or limit seating when there are empty seats available.
6. Students are to remain in the cafeteria during the entire lunch period, unless granted permission to leave by a faculty member on duty and they must take one of the cafeteria passes.
7. Students meeting with a team or teacher during lunch must have prior written permission and show the written pass to the faculty member on duty.
8. Students are responsible for cleaning/washing their table and floor area before leaving the cafeteria.
9. All food, drinks, and snacks must be purchased prior to the lunch dismissal bell.
10. Students should leave the cafeteria when dismissed and go straight to their next class.

## CELL PHONE POLICY

Students are not allowed to have cell phones, earbuds, headphones or other portable listening devices out or on during school hours (7:30 - 3:00) unless required by a teacher or course for instructional purposes. Students must comply with the RCS Handbook, Acceptable Use Policy, and all Board Policies during times when they are permitted to use these devices.

Students who need to leave early for appointments or illness must call and check out through the clinic or main office. Students cannot call/text home and leave.

Violating the cell phone policy will result in the following:

First offense - the phone is taken away until the end of the day

Second offense - the phone must be picked up by a parent

Third offense - student serves an after school detention or Saturday workday/detention

Habitual noncompliance may result in suspension and/or the student losing the ability to have his/her phone on campus. In addition, **RCS is not responsible for lost or stolen cell phones.**

## **CHAPEL**

Chapel is normally held once a week and is a time for worship and praise, thus students are asked to enter the chapel in reverence for God. During chapel there is time for student participation in songs, testimonies, and special music. Attentive, courteous, and respectful conduct is expected. Students must sit in their assigned section of the chapel and are not to leave the service unless granted permission from their teacher. Students are expected to follow guidelines for appropriate chapel attire. Parents and family guests are welcome to attend.

Special assemblies, concerts, and events are held in the chapel regularly and students are expected to follow the same guidelines outlined above.

## **COMMUNITY SERVICE**

As Christians we are called to serve others and it is a privilege to meet the needs of others in our local community. Therefore, Richmond Christian School includes community service hours as a requirement for graduation. Community service hours will be tracked through the Guidance Director. Community service hours will be on the students' final high school transcript.

The required community service hours may be completed individually, in groups, or as a class and in conjunction with the local church, but must involve service that reaches people outside of the church. They may not include regular service within the church like working in the nursery or leading in worship. They may involve a non-profit community agency, or may be done through approved volunteer or missions work.

*Cross-Cultural Missions Exemption* – Students may fulfill their community service requirement by participating in a cross-cultural mission trip. These trips may be in conjunction with the school, church, or independent mission agency. The Cross-Cultural Missions Exemption must be approved by the administration.

For a community service project to be approved it must meet the following criteria:

1. Student may not receive monetary compensation for their service.
2. Service may not be performed in connection with requirements for awards for any other organization such as scouts.
3. Service may involve evangelism and/or discipleship, tutoring, mentoring or other educational assistance, civic or community improvement, the alleviation of human suffering, assisting the underprivileged, improving the education and development of children and/or adults, or the stewardship of the earth.

## **DISCIPLINE**

The administration, faculty, and staff strongly desire to work in partnership with families and students to make each person feel welcome and safe at RCS. Because we serve many students there are necessary standards, values, rules, and expectations that must be upheld. Our discipline is based upon the Biblical model and goals of discipline for discipleship. Outward actions and hidden motives behind moral choices and decisions are carefully examined in light

of the scripture. Discipleship means choosing to do the right thing because it brings honor to the name of the Lord.

Discipline may be provided by any adult staff member, with the primary disciplinary officer(s) being the Division Director or Principal. This may include, but is not limited to, Lunch and After School Detention, Saturday Workday/Detention, In-School Suspension, Out-of-School Suspension, Dismissal, Expulsion, student asked to withdraw, community service hours, probation, loss of leadership position, etc.

Parents may not agree always with every disciplinary decision or policy. However, we seek the prayers, cooperation, and loyalty of each family in upholding the specific standards contained within this handbook and as pledged in the Partnership Covenant.

## **DISCIPLINARY SYSTEM**

Teachers handle general classroom problems according to school guidelines. Parents will be called if problematic behavior exists. Problems that continue may result in teachers assigning lunch or after school detention. Parents must provide transportation home after detention is completed. After school detentions are arranged at the teacher's convenience with prior notification to parents. Teachers refer more serious problems to the administration.

### **Process**

A) Instruction – students are instructed by their teachers concerning the rules and regulations they are expected to obey in the classroom. A student handbook can be found on the school website for each student to read with their parents.

B) Warning – students are given warnings when they do not obey the rules. They are spoken to privately when they have violated the rules. Some behavior may warrant a written warning.

C) Correction –

1. **Verbal/Written correction** – instructing the students as to what is expected of them.
2. **Lunch detention** – assigned by the teacher or administrator for minor infractions and matters regarding school discipline. Lunch detentions may be assigned for one or two consecutive day increments. Detentions are not assigned based on convenience for the student and students must sit at the designated detention table(s). The purpose of lunch detention is to help deter improper behavior. Any missed lunch detention will result in an additional lunch detention or a Saturday workday. A second skipped lunch detention will result in further discipline. After three lunch detentions, students may be assigned a Saturday workday for any further offenses.
3. **Saturday workday/detention** – A Saturday workday is held on a scheduled Saturday from 9:00am- 12:00pm on the RCS campus. Students may earn a Saturday workday for multiple minor infractions or one major infraction. After two Saturday workdays, students may be suspended from school for any further offenses. Additionally, a fine of twenty-five dollars will be collected from the student per assigned Saturday workday to cover the cost of staff supervision.
4. **Suspension** - Suspensions are earned for major infractions. On matters of this nature, the student will be notified of the offense and given opportunity to explain his/her actions. When a suspension becomes necessary, the parent will be contacted by phone or in person followed by notice in writing. A parent conference with an administrator may be required before the student may return to classes. A student who has been suspended out of school will not be allowed to attend school for the designated amount of days. When assigned an in-school or out-of-school suspension, a student may not participate in or attend any extra-curricular activities or any

activities sponsored by the school. A student placed on out-of-school suspension is not permitted on school property without administrative permission. If school is closed due to inclement weather during the suspension period, the suspension will be in effect for the next scheduled school day. Out-of-school suspension is counted as an unexcused absence and therefore grading penalties will be enforced according to the attendance guidelines. In addition to suspension, the student could forfeit his/her right to hold or run for a position of leadership. Any student who participates in an extra-curricular activity and is assigned a disciplinary action may forfeit the opportunity to participate in the extra-curricular activity.

We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and of the Christian's physical, mental, or spiritual well-being (Rom. 12:1-2). In an atmosphere of definite and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students who know of any information that negatively impacts the safety, order, and discipline of the school and fail to report such to school authorities may be disciplined accordingly. Therefore, Richmond Christian School will not tolerate any conduct that negatively impacts the safety, order, and discipline of the school. Concerns will be investigated by the administration and may be reported to the local authorities if necessary.

Based upon the principles established in Galatians 6: "If another Christian is overcome by some sin, you who are Godly should gently and humbly help that person back onto the right path", this conversation is best handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to "help each other back on the right path."

If a student suspects a classmate has committed a violation of school policy, he/she has several options:

1. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself in to the administration.
  - a. If the violator makes any type of threat, the student being threatened should report the violator to the administration immediately.
2. Go to an administrator or a teacher with the suspected violation.
  - a. Any student who has knowledge of a violation of school policy that negatively impacts the safety, order, and discipline of the school and fails to report such to school authorities may be disciplined accordingly.

Disciplinary consequences for serious offenses may include any of the following: suspension, suspension and probation, dismissal, or recommendation for withdrawal. If a student earns a second suspension in the same year, the principal will recommend to the Head of School that the student be dismissed from RCS or be placed on a prescribed probation. Students violating probation will be recommended for dismissal.

**Richmond Christian School will not tolerate individuals making life threatening statements or gestures, whether given seriously or in jest, whether presented orally, written, via the phone, social media, or communicated by any other means. Students making life threatening statements or gestures may receive a three (3) day suspension, and the incident will be reported to administration and/or the local authorities. At the conclusion of investigations by the administration and outside agencies/officials, the**

student may be expelled from RCS or allowed to return on probationary status. Furthermore, any student who receives such threat, or hears of such threat being made, is obligated to immediately report the incident to an appropriate school official. Students who knew of any life threatening statements or gestures and fail to report such to the school authorities will be deemed in violation of this policy and may be suspended for up to three (3) days.

Possession of a weapon (gun, knife, air rifle, B.B. gun etc.) while on campus or while attending an extra-curricular activity may result in immediate suspension and a recommendation for dismissal from Richmond Christian School.

The possession and/or use of illegal drugs and/or look alike drugs are prohibited. Random drug testing and/or search may be administered periodically to include K9 searches. The cost of required drug testing will be the responsibility of the parent. Students possessing and/or using illegal drugs and/or look alike drugs may be dismissed from the school immediately. Any student failing to submit to a drug test will be dismissed from RCS. The possession and/or use of prescription or non-prescription drugs is prohibited unless under the direct supervision of the school clinic aid. If a student needs to take medication of any type during school hours, the medication must be dispensed by the clinic aid or designated school personnel. There must be a written request on file in the clinic from the parent or physician. All medications should be taken immediately and directly to the nurse's office once the student enters school grounds. Medicine should stay in the original container with a parental note containing the necessary dispensing information. (A form for this information can be obtained from the clinic or school website.) The unauthorized distribution, possession, and/or use by students of nonprescription drugs or medication may result in dismissal from the school.

As Christians we are commanded to "flee from all sexual immorality" (I Cor. 6:18-20). Because of the destructive nature of all sexual immorality and its consequences, students who are found to be involved in such practices may be suspended or dismissed from RCS.

Because of the adverse effect of the use of alcoholic beverages and tobacco products on our Christian testimony and our physical well-being, the school has taken a strong stand against their use.

Student use or possession of any of the above while enrolled in RCS may result in suspension or dismissal from RCS. As we work together to develop consistent Godly character, it is important that we remember that God expects us to be consistent in all we do. We cannot display positive character traits and exemplary conduct during the time we are in school and then live something entirely different when we are away from school. As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves. Students who are involved in any violation of the public or civil law may be suspended, asked to withdraw or be dismissed from Richmond Christian School.

## **CLASSIFICATION OF MISCONDUCT\***

**Minor Infractions:** These include but are not limited to:

dress code violations  
hair cut violations  
class disruption  
failure to follow rules and regulations including the Acceptable Use Policy  
unauthorized use of cell phones  
unauthorized use of electronic device during school hours  
sleeping in class or chapel  
disorderly conduct  
being out of class without a pass  
accumulation of three or more tardies to a particular class period  
failure to return forms with parent signature  
loitering in the parking lot/gym area before or after school  
failure to sign in or out of school  
unsafe driving practices

**Major Infractions:** These include but are not limited to:

direct disobedience	harrasment
student mistreatment	alcohol usage
inappropriate behavior on school buses or at an activity	pornography
continued classroom disruption	indecent exposure
misbehavior in Detention or Saturday Workday	displays of affection
violation of the Technology Acceptable Use Policy	possessing obscene literature
simulated weapons	setting off smoke/stink bombs
missing a detention	bringing a weapon or explosive device
disrespect to faculty and staff	threatening harm to a peer, faculty, staff
destruction or defacing property	possession or use of illegal
drugs/alcohol	
leaving campus without permission	sexual immorality
skipping class, skipping school	sexual or racial harassment
profane language or gestures	unsafe driving practices
tobacco usage, vaping	misdemeanor crime
plagiarism, cheating	gambling
fighting	forgery
lying, stealing	

*\*With major infractions, students may receive disciplinary consequences and/or be placed on probation and forfeit any leadership role. Although administration attempts to list all possible infractions, it is impossible to note every possible scenario/situation. Each situation will be dealt with on an individual basis with the disposition for the situation being left to the discretion of the administration.*

Expulsion or withdrawal requests may also be made in the event of a break in the working relationship between the school and the family as outlined in the Partnership Covenant. All expulsions will be reported to the school board and open to written appeal on the part of the family.

Note that students with multiple discipline issues may be denied access to participation in athletics and school trips. This will be discussed as part of any discipline conference or improvement plan with the principal and Head of School.

## **PROBATION**

The purpose of probation is to provide an opportunity for a student to correct specific problems. Problem areas will be clearly communicated to both the student and his parents. Specific guidelines for improvement will be presented in writing. To assist in this process, there will be a weekly conference with the student. Probation will last for one nine week period. Student activities may be limited, and all positions of trust and responsibility may be relinquished for a minimum of one nine-week period or the remainder of the year. At the end of the probationary period, the faculty and administration will evaluate the student's progress. If the student has not met the required probation stipulations, he/she may be dismissed or asked to withdraw from school.

All new students are placed on New Student Probation for their first quarter of attendance at Richmond Christian School, this procedure is explained under the Admissions Standards section.

## **DRESS CODE**

The following guidelines for male and female students have been prepared in a desire to promote Christian modesty and personal grooming that is conducive to the learning environment. It is difficult for everyone to agree on what constitutes "modesty" or "good grooming." Given such a wide variety of views, it is necessary to establish rules for dress that apply to all students. What follows does not imply that those who disagree with these rules are sinful or even wrong but these are the standards required by RCS. Therefore we feel that it is of the utmost importance to teach young people that their dress and appearance can be an opportunity to reflect their Christian testimony. All dress code possibilities cannot be covered in one page. Having a dress code requires responsibility on the part of the parents and students. It is expected that parents and students will work together at home to avoid any dress code conflicts at school.

### **SCHOOL DRESS CODE**

Dress code can be somewhat subjective and is at the discretion of the administration to approve. If a student is deemed out of dress code they will be required to change, sent home, or disciplined. Discipline is based on the number of times asked, the situation, and the attitude of the student's response when addressed.

## **DRESS CODE DISCIPLINARY SYSTEM**

### **Process**

- A) *Instruction* – students are instructed by faculty and staff concerning the rules and regulations they are expected to obey. The guidelines are also in writing in the Partnership Handbook and Student Code of Conduct for ongoing reference.
- B) *Warning* – students are given one warning by their classroom teacher when they have violated the dress code policy. Further violations will result in an office referral.

C) Correction –

1. **Verbal Correction** – the first office referral for a dress code violation will result in a verbal warning from administration. The student may be required to change to appropriate dress code attire.

2. **Lunch detention** – the second, third, and fourth office referral will result in a lunch detention assigned by the administration. Lunch detentions are typically assigned in one or two consecutive day increments. The student will also be required to change to appropriate school attire.

After three administrative detentions, students will be assigned a Saturday workday for any further offenses.

\*\*Office referrals will result in charges to the student's account for razors, belts, or properly fitting school attire. Please note school attire may be new or gently used.

The charges for these items will be as follows:

- a. Razors - \$2
- b. Belts - \$5
- c. School Attire - \$10

3. **Saturday workday/detention** – A Saturday workday is held on a scheduled Saturday from 9:00am- 12:00pm on the RCS campus. Additionally, a fine of twenty-five dollars will be due to the school on or before the assigned Saturday workday.

**MEN/BOYS ONLY**

**PANTS**

- Must be denim or cotton-blend fabric (spandex, athletic, or stretchy fabric is not permitted)
- Must be properly sized, not baggy or tight
- Belts must be worn to keep pants at the waist if they are unable to be at waist otherwise
- Must be worn at the waist
- Must not be frayed or have holes
- Must not be altered or hemmed except for traditional pant hem (joggers, frayed hems are not permitted)
- Must have no writing

**SHORTS**

- Must touch the knee
- Must meet the guidelines above

**TOPS**

- Must be loose fitting and long enough to tuck into pants/shorts (although they are not required to be tucked in)
- Must have a collar or be RCS sponsored spirit wear
- Bottom button on polo shirts must be buttoned at all times
- Oxford/polo style shirts may only have the top button unbuttoned

**HATS, CAPS, SWEATBANDS, ANY HEADWEAR, AND HOODS**

- Headwear may not be worn in the building.

## **BODY PIERCINGS/TATTOOS**

- Body piercings are prohibited. This includes clear or any other kind of posts or gauges in the ear.
- Permanent and temporary tattoos must be covered and not visible at school activities

## **COATS AND JACKETS**

- Students may wear athletic jackets or team/group apparel that has been approved.
- Approved hoodies are permitted but students must have a collared shirt or RCS T-shirt on underneath.

## **HAIR**

- Hair must be well-groomed - cut above the eyebrows, not over the collar, no longer than the middle of the ears
- No odd hair colorings or unnatural dyed colors or styles are permitted (unnatural tints, mohawks, dreadlocks, ponytails)
- No hair implements – beads, rubber bands, braids, head bands, extensions, etc.
- Must be clean shaven/groomed at all times and have no facial hair – no mustaches, goatees, or beards
- Sideburns must be no longer than the bottom of the ear

## **SHOES**

- Athletic shoes, flip flops, sandals are permitted. Any shoe with laces must be tied
- **Elementary students should not wear backless shoes**
- Bedroom shoes/slippers may not be worn.

## **CHAPEL DRESS**

- Dress pants are required
- Middle and High School gentlemen must wear a dress shirt and tie
- Jeans and shorts are not permitted

## **WOMEN/GIRLS ONLY**

### **PANTS/CAPRIS**

- Must be denim or cotton-blend fabric (spandex, athletic, or stretchy fabric is not permitted)
- Must be properly sized, not baggy or excessively tight
- Must be worn at the waist
- Must not be frayed or have holes
- Must not be altered or hemmed except for traditional pant hem (joggers, frayed hems are not permitted)
- Must be worn with a traditional belt with a buckle in the belt loops (if needed)
- Must have no writing
- Pants that have spandex are not allowed (no jeggings, leggings)

## **SHORTS**

- Must be knee length (Bermuda style)
- Must meet the guidelines above

## **TOPS**

- Must have sleeves and a neckline that falls no more than four finger-widths from the collar bone
- Cannot be sheer or made of lace or other see-through fabric
- Must have a collar or be an RCS sponsored Tshirt (layering shirts to achieve a collar is not permitted)
- Must be loose fitting and long enough to tuck into pants/skirts/capris without coming untucked with hands extended straight above the head (although they do not have to be worn tucked-in)
- Button-up shirts must remain buttoned at all times, they cannot be worn as a jacket or vest
- A collared jacket or vest is not considered a shirt

## **HATS, CAPS, SWEATBANDS, ANY HEADWEAR, AND HOODS**

- Headwear may not be worn in the building (this includes beanies and bandanas).

## **BODY PIERCINGS/TATTOOS**

- Body piercings (except earrings on girls) are prohibited. This includes any kind of posts.
- Jewelry and accessories should be worn in moderation
- Nose rings and clear nose posts are prohibited.
- Permanent and temporary tattoos must be covered and not visible at school activities

## **COATS AND JACKETS**

- Students may wear athletic jackets or team/group apparel that has been approved.
- Approved hoodies are permitted but students must have a collared shirt or RCS T-shirt on underneath.

## **DRESSES/SKIRTS**

- Must be long enough to touch the knee in the front and back of the leg
- Leggings may only be worn with skirts/dresses as long as the skirt/dress meets the length described above
- Slits must not rise above the knee
- Tops of dresses do not need collars but must meet the modesty guidelines described above in the tops section
- Collared shirts must be worn with skirts and meet the guidelines stated above
- Cannot rise more than 2 inches above the knee when seated

## **HAIR**

- Must be kept clean and neat at all times
- Hair must be natural in color and style
- Unnatural tints, painted/dyed hair, wide stripes, mohawks, etc. are considered unacceptable for school or school activities

## **SHOES**

- Athletic shoes, flip flops, sandals are permitted. Any shoe with laces must be tied.
- **Elementary students should not wear backless shoes**
- Bedroom shoes/slippers may not be worn

## **CHAPEL DRESS**

- Dresses or skirts are required
- Pants, jeans, and shorts are not permitted

## **DRESS FOR ATHLETIC/EXTRACURRICULAR EVENTS**

### **MEN**

- May wear team warm-up suit or uniform
- May wear jeans that meet above standards for pants
- May wear Tshirts that do not have inappropriate, vulgar, or suggestive words or images (does not have to be RCS Spiritwear)

### **WOMEN**

- May wear team warm-up suit or uniform
- May wear jeans, capris, or shorts that meet the above standards for pants/capris/shorts
- May wear Tshirts that do not have inappropriate, vulgar, or suggestive words or images (does not have to be RCS Spiritwear)
- All tops must be long enough to cover torso with hands extended straight above the head and meet the above standards for tops
- Body suits, cropped tops, tank tops, and halter tops are not permitted
- Spandex pants or shorts (yoga pants) in any form are not permitted.

## **DRESS FOR FORMAL OCCASSIONS**

### **MEN**

- Conventional dress suit or tuxedo with shirt and tie, dress shoes, and socks is required

### **WOMEN**

- Formal or semi-formal dresses must be modest in neck, back, style and fabric weight
- Strapless dresses must fit modestly and be straight across in the front and back. Backless and low-cut necklines that reveal part of a woman's chest are not permitted.
- All dresses must be approved by the designated date (dresses will only be approved once all alterations are completed). Students must have their name on the approval list in order to attend the formal event.

**DRESS FOR ALL SCHOOL EVENTS OTHER THAN ATHLETICS SHOULD BE SCHOOL DRESS OR REGULATION SCHOOL DRESS LENGTH AND STYLE.**

## **DROPPING CLASSES**

With proper approval, a student may drop a course within the first 10 days of school with no penalties. Requests must be submitted in writing and signed by the parent, teacher, and guidance director. The student must stay in the class until the guidance department notifies him/her that he may drop the course. Any course that is dropped after ten days will be recorded

on the student's record as a "withdraw fail" or a "withdraw pass" according to the grade achieved to date. Students may not drop a course at the end of the first semester.

## **DUAL CREDIT COURSES**

Dual credit courses are considered to be advanced level coursework designed to prepare students for the rigor of a college level curriculum. Since these courses sometimes require students to leave the RCS campus during the day, or come to school later than usual, any student seeking off-campus dual enrollment must meet the following criteria:

1. Must be a junior/senior, in good standing with RCS.
2. Must take at least three courses at RCS during the dual enrollment period. Athletes must take five courses at RCS to meet eligibility requirements.
3. The student must have the written permission of the principal.

## **DUE PROCESS/APPEAL PROCESS**

Serious violations of the RCS Partnership Handbook and Code of Conduct will be met with proper due process. All disciplinary procedures shall be handled in accordance with the student's right to due process which assures the student that he or she will be given the following:

- Oral or written notice of the charges brought against him/her
- An opportunity to hear the evidence and an opportunity to present his/her side of the story
- Written notice of the action to be taken in cases of suspension or expulsion
- An opportunity to appeal the disciplinary disposition if any of the first three components of due process have been violated
- Academic or disciplinary appeals must be made within 48 hours of the posted grade or the given disciplinary disposition.
- If a student or his/her parents believe that the school has denied the student's due process rights for any reason, he/she/they may call the matter to the attention of the Head of School within 48 hours of the situation.
- A thorough investigation will be conducted and decisions will be made in accordance with the sanctions set forth in the Handbook/Code of Conduct and as set by the School Board.
- Decisions made by the School Board in regard to student/parent appeals are final.

## **EDUCATIONAL PHILOSOPHY**

For education to be meaningful, it must be based upon truth. Richmond Christian School believes that all truth is God's Truth and His Truth is revealed through the Bible which is infallible and is the standard for living a successful life. Only by recognizing God as the Creator, Designer, Organizer and Sustainer of the Universe can a proper understanding and mastery of facts and knowledge be possible.

Richmond Christian School believes that Christian education is a process in which teaching and learning are conducted and directed through developmentally appropriate activities by Christian

teachers who believe that His Word has the highest authority and who strive to bring all knowledge into a living relationship with His Truth.

Richmond Christian School functions in a complementary role with the Christian home to provide, in an educational setting, opportunities which integrate and nurture each student's spiritual, academic, social, physical, and emotional development.

Richmond Christian School desires to produce individuals who are capable of being productive members of society, contributing members within the body of Christ, and reflecting a Biblical worldview.

### **STUDENT OUTCOMES**

“And Jesus increased in wisdom and stature and in favor with God and man.” (Luke 2:52)

**SPIRITUAL** (Favor With God) “Let the Word of God dwell in you richly” (Col. 3:16)

- a) Students will be encouraged to make a personal commitment to Jesus Christ.
- b) Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
- c) Students will continually increase in their knowledge and application of scripture.
- d) Students will be encouraged to engage in corporate worship, prayer, and Bible study on campus.
- e) A Christ-centered, Biblical world view will be promoted and reinforced through all areas of academic instruction and student life.

**ACADEMIC** (Wisdom) “Let this mind be in you which was also in Christ Jesus.” (Phil.2:5)

- a) Students will demonstrate proficiency in the areas of reading, writing, speaking, and listening.
- b) Students will demonstrate proficiency in the areas of mathematical concepts, computation, and application.
- c) Students will acquire information concerning the earth, physical, and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
- d) Students will understand the facts and flow of human history and current events, and interpret them in the light of God's plan for mankind.
- e) Students will know the facts and will evaluate the flow of American history, the principles of democracy, and the heritage of sacrifice which has made America free.
- f) Students will develop skills in the fine arts, will appreciate the artistic expression of others, and will express themselves in creative ways.
- g) Students will understand the full range of career opportunities available to lead a productive life within God's plan and will be guided toward matching their aptitudes and skills with those opportunities.
- h) Students will obtain computer skills which will enable them to effectively function in a 21st Century society.
- i) Students will reason, investigate, create, and think critically.

**SOCIAL** (Favor With Man) “No man liveth unto himself” (Romans 14:7a)

- a) Students will learn to respect parents with courtesy and love for the whole family, and will assume responsibility within the family unit.
- b) Students will develop and demonstrate concern for others.

- c) Students will be taught to respect the property of others.
- d) Students will be taught acceptance and recognition of authority and respect for those in authority over them.

PHYSICAL (Stature) “Present your bodies a living sacrifice unto God” (Romans 12:1)

- a) Students will be taught how to improve their coordination, grace, muscle tone, and endurance.
- b) Students will be taught to form desirable habits in the care and grooming of the body, and will be taught to develop respect for the body as a temple of the Holy Spirit.

EMOTIONAL (Wisdom) “For God hath not given us the spirit of fear, but of power and love...” (1 Timothy 1:7)

- a) Students will recognize that a personality controlled by Christ is the source of true happiness.
- b) Students will develop a continuous desire for learning.

## **ELECTRONIC DEVICES**

Music players and hand-held electronic games **are not permitted at school at all** unless requested by a staff member for instructional or school sponsored purposes. This includes field trips, special class events, and to and from athletic events. Violation will result in confiscation of the device and an appropriate behavioral intervention may be earned. Parents may be required to come to the office to retrieve confiscated electronic equipment. Habitual noncompliance in regard to electronic devices will result in the student losing the ability to have their device on campus. In addition, RCS is not responsible for lost or stolen cell electronic devices.

## **EMERGENCY PROCEDURES**

### **EMERGENCY DRILLS**

Fire and natural disaster drills will be held regularly during the school year. Instructions will be given at the beginning of the school year and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In case an emergency occurs during a regular school day, students will be released only to their parents or those listed on the authorized pick up list. Photo identification will be required if someone is not known to school personnel. It is impossible in a time of emergency to verify telephone requests or a parent’s written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed on the authorized pick up list. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

### **FIRE DRILLS**

Fire drills are required by state law weekly in September and monthly thereafter. An evacuation route and procedures are posted in each classroom. The following guidelines are observed by our staff: Turn all lights off. Close all doors and windows. Students walk rapidly and in a single file line (DO NOT RUN). Do not take books; do not re-enter the building until properly notified. Stay with your group or class. Teachers are to lead the class outside and take roll.

Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and their family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

## **EXAMS (Grades 8-12)**

Exams are taken to demonstrate the learning that each student has accomplished during a semester. Therefore, all students in grades 9-12 will take semester exams at the end of each semester. Additionally, 8th grade students who take a high school credit-bearing course, such as Spanish I, Algebra I, or Geometry, will also be expected to take an exam for that course at the end of each semester. A student who meets the below expectations may exempt an exam: The student has:

- earned a 93 average or higher semester grade (calculated through the week prior to exams).
- not acquired more than 5 unexcused tardies or 5 unexcused absences during one semester in the individual class.

Number of exam exemptions allowed (the student may choose the subject):

8th grade 1 per semester	12th grade unlimited
9th grade 2 per semester	
10th grade 3 per semester	
11th grade 4 per semester	

## **EXTRA-CURRICULAR ACTIVITIES**

Along with academic excellence, Richmond Christian School strives to provide additional activities for student growth and enrichment. Any student involved in the school's extracurricular activities is expected to be an example of this school and, more importantly, of Jesus Christ. Secondary students have the opportunity to participate in two clubs each year during the school day. Other organizations such as the National Junior and National Honor Societies and Student Government are open to eligible and interested students. Students may talk to the Director of Student Life to find out about how to be involved in these opportunities.

## **FIELD TRIPS**

Field trips can be an important part of the learning process. Participation in field trips is a privilege. To ensure safety, these guidelines are to be followed:

1. Students should understand that on all field trips they represent Jesus Christ and Richmond Christian School and that their conduct should reflect courtesy, kindness and love for others.
2. Students should remain seated while the bus is in motion.
3. Loud talking, distracting activities, or improper manners/misconduct are not permitted.

On field trips, students are to adhere to the school dress code. If the activity requires an alternative dress code, this will be noted on the permission slip.

## **FINANCES**

### **EDUCATIONAL COSTS**

Annually, the School Board determines the educational cost and they are published with re-enrollment and application documents. All cost will be billed by email and payments are automatically drafted by FACTS Management Services, an online payment system. The payment plan options are as follows:

- Tuition and curriculum fees are drafted using a 12 month plan (June-May), 11 month plan (July-May), or a 10 month plan (August-May). Please keep in mind the timing of the admission process may limit your payment plan options. A 1.5% discount is given off the tuition portion if paid in full by August 1.
- All other educational cost such as but not limited to; extended care fees, athletic fees, online course fees and testing fees will have a due date on the emailed invoice.
- Email billing and automatic draft/debit for payments are the only method accepted by Richmond Christian School, Inc. unless otherwise noted between all applicable parties. These drafts/debits will continue until all expenses billed by FACTS and/or Richmond Christian School are paid in full. A parent may pay off the educational cost balance earlier than agreed without a penalty. If a draft/debit is dishonored by the bank for any reason, your account will be redrafted automatically and the amount may include a return debit/draft and late fee. Richmond Christian School is not liable for any fees or charges assessed by the bank or FACTS. If a draft/debit falls on a weekend or banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day.

All enrollment documents and educational cost payment plans must be established and confirmed prior to attending school. Any student wishing to participate in a school activity such as athletics will need all enrollment documents and educational cost payment plans established and confirmed prior to August 1.

### **STUDENT DEBT POLICY**

Richmond Christian School must meet its financial obligations promptly; therefore parents are requested to pay tuition according to the agreements and other fees by the assigned due date. Persistent late payments or accumulated delinquencies may lead to dismissal from the school and/or programs. Power school access may be restricted at anytime due to unpaid financial obligations. All school records including transcripts and report cards will be withheld from parents/guardians, other schools, colleges, and/or universities until accounts are satisfied. If the student is a senior, he/she may be allowed to participate in the Graduation Ceremony but will not have his/her transcript or records released including the diploma.

### **WITHDRAWALS**

Parents/Guardians desiring to withdraw their student/s for any reason may be ask to make an appointment with the Principal and/or Head of School. If a final decision is made to withdraw the student, parents will need to complete a withdrawal form available from the front office. If copies of records are needed, a request form is needed by the school in which they are transferring to. Records will not be released until all bills are paid and any textbooks or materials belonging to the school have been returned. Curriculum fees are to be paid in full at time of the withdrawal. The school has made a capital investment based on enrollment therefore tuition is required through the end of the semester in which the withdrawal is taking place. This allows the school

to fulfill its financial obligations. If a student that is withdrawing received any monetary allowance toward tuition or other fees, the amount will be prorated accordingly.

### **FINANCIAL ASSISTANCE**

Each year Richmond Christian designates a certain amount to help those with a financial need give their children a Godly Christian education. Unfortunately the needs almost always surpass the availability of funds. If the cost of tuition is a concern for your finances we encourage you to consider applying for financial assistance. There is a link on our website to FACTS, a tuition management company. Please note a deadline is listed for applications.

If you are awarded financial assistance it is only for the one year in which it was applied for. You would need to reapply for any future years. It is our goal to help you get to where you no longer need financial assistance by decreasing the amount awarded each year if anything is offered. To help with that we recommend you put the educational cost of RCS in your personal budget each year and work toward the same goal.

### **FUNDRAISING AND DONATIONS**

The tuition paid by parents funds the general operations of the school. Therefore, the school also relies on donations and fundraising to help make improvements to the school. Parents are encouraged to participate in fundraising events with their children. We also ask and encourage that you invest in RCS by praying, giving of your personal time, and make additional financial contributions as you are able. Richmond Christian School, Inc. is an independent, fully accredited, board-governed Christian school and is a non-profit 501©3 corporation. Donations received by the school are tax deductible.

### **GRADING SYSTEM**

Academic grades are reported to parents every nine weeks using a percent scale. Yearly averages and academic awards are calculated by averaging nine weeks and semester exam grades. Honors courses at RCS are offered at the high school level in English, US History, World History, Cultural Geography, Government, Biology, Chemistry, Physical Science, Physics and Pre-Calculus.

In the middle and high schools teachers use a total points basis for calculating grade averages. Each assignment, test, project, or other gradable item is assigned a point value. The number of points that can be earned in a grading period may vary. Teachers have the latitude to assign point values as they deem appropriate for the work required.

In the elementary school, teachers use a weighted percentage and categories basis for calculating grade averages. Each assignment, test, project, or other gradable item is assigned a percent value. Teacher have the latitude to assign category weights as they deem appropriate for the work required.

At the end of the quarter, final grades are calculated and reported on Powerschool. If a student or parent questions a grade at the end of the quarter, that question should be presented to the teacher or guidance director for clarification/correction. Unchallenged grades become the grade of record at the beginning of the next school year and they are not subject to review after that time.

## GRADUATION REQUIREMENTS

The following requirements must be fulfilled by each student to be eligible for graduation:

- All curriculum requirements must be satisfied.
- All financial obligations must be met.
- Each student's attitude, conduct, and philosophy must be in keeping with the testimony and standards of Richmond Christian School, Inc. The administration reserves the right to deny privilege of graduation to any student whose attitude, conduct, or philosophy does not reflect the established standards of RCS.

### CURRICULUM REQUIREMENTS FOR GRADUATION

Effective for students in the Class of 2017 or later.

<u>Advanced Diploma</u>	<u>Standard Diploma</u>
English 4 Units	4
Foreign Language 3 Units	2
Social Studies 4 Units	3
Mathematics 4 Units	3
Science 4 Units	3
Bible (1 unit for each year at RCS)	1-4
Health/P.E. 2 Units	2
Fine Arts 1 Unit	0
Electives (including Personal Finance) 4 Units	5
<u>Community Service 18 hours per year</u>	<u>12 hours per year</u>
<b>Total 27-30 Units + Service Hours</b>	<b>23-26 Units + Service Hours</b>

### STUDENT CLASSIFICATION IN HIGH SCHOOL

Accurate classification of any student cannot be determined until such time as transcripts of credits earned in schools formerly attended have been received and evaluated. Classification of students may not change during the year. In the upper school, adherence to the following classification will be practiced:

FRESHMAN: To be classified as a freshman, a student must have completed the eighth grade.

SOPHOMORE: To be classified as a sophomore, a student must have earned not fewer than six (6) units of credit, including one unit of English.

JUNIOR: To be classified as a junior, a student must have earned not fewer than twelve (12) units of credit including two units of English.

**SENIOR:** To be classified as a senior, a student must have earned not fewer than eighteen (18) units of credit, including three units of English.

## **GUIDANCE**

In attempting to meet the divergent needs of our students, Richmond Christian School offers a variety of guidance services.

### **PERSONAL COUNSELING:**

This is available when students encounter problems that they feel they cannot solve either by themselves or with the assistance of parents, teacher, and friends. This would include personal, emotional, spiritual, and crisis help.

### **ACADEMIC GUIDANCE:**

This is a cooperative effort on the part of the student, parent, teacher, and counselor:

1. to determine what level of performance should be expected of the student
2. to assess his/her readiness for a new learning experience
3. to enable the student and his/her teachers to determine whether or not the student is making satisfactory progress
4. to enable the student and teachers to identify, diagnose, and treat learning problems
5. to identify exceptional students and thus attempt to accommodate them
6. to develop academic intervention and student support plans

### **CAREER AND COLLEGE GUIDANCE:**

Both educational planning and vocational planning are continuing processes. Thus in all aspects of these areas, we attempt to listen to the interest of the student, exhibit respect for him/her, encourage him/her to discuss his/her plans, and provide information to assist him/her in finding answers to specific questions.

## **HALLWAYS**

To be out of the classroom during class time, a student must have in his/her possession a properly completed and signed pass. Students without possession of hall passes will be referred to the Administration. Unauthorized student possession of hall passes is cause for disciplinary action.

Procedures in Hallways:

- Students are not to run in the hallways
- Students are not to loiter in the hallways
- Students are not to throw paper, drink cans, and other trash on the floor
- Students are not to tamper with fire extinguishers, exit signs, fire alarm pulls
- Students are to refrain from inappropriate displays of affection
- Students are not to engage in unnecessary boisterous behavior, yelling, unacceptable/inappropriate language
- Students must obey instructions from faculty members in the halls
- Students must have a legitimate pass when they are in the hall, outside, etc. after the tardy bell

## HEALTH AND MEDICAL INFORMATION

### STUDENT HEALTH

In order to facilitate the optimal level of health and safety for students, all students are required to go to the clinic regarding health issues. Students are not to make phone calls to parents using their own cell phones. The school Student Caregiver will make an assessment of the student and contact parents if necessary. It is important that the Student Caregiver be made aware of all health issues in order to provide the health care that is needed while at school. This also allows the Student Caregiver to be aware of an illness that may spread to the student body.

### HEALTH RECORDS

Every student is required to have the Commonwealth of Virginia School Entrance Health form (MCH-213 D) on file.

### IMMUNIZATIONS

- **3 DPT (Diphtheria, Pertussis, Tetanus)** – 3 doses with one of the three administered after the fourth birthday. If any of these doses must be administered on or after the seventh birthday, adult Td should be used instead of DTP.
- **3 Polio (OPV, IPV)** – If only three have been received, at least one dose must be after the fourth birthday. If a child has received four doses before the fourth birthday, a dose after the fourth birthday is not needed.
- **Measles, Mumps, Rubella (MMR)** – A minimum of 2 measles, 1 mumps and 1 rubella are required. All must be given after the first birthday. The two measles must be at least 28 days apart. The second dose must be administered before kindergarten.
- **Hepatitis B** – A series of three vaccines is required for all students entering sixth grade. At least four months is required between the first and third doses. At least one dose must be given after the age of six months.
- **Varicella** – One dose for all susceptible children born on or after January 1, 1997, but not given before 12 months of age, unless the medical history and lab tests are officially documented.
- **Rising sixth graders** are required to have a tetanus, pertussis, and diphtheria booster, prior to entry to sixth grade in the fall. Documentation of this vaccine may appear as DPT, T, Td, Dtap, and/or Tdap.

**Documentation of receipt of all required immunizations is required prior to the first day of school attendance**, preferably on the green state form, MCH-213D. Conditional enrollment may be allowed if the student has at least one dose of each of the required immunizations with a scheduled plan for receiving the remainder of the doses within 90 days.

The State of Virginia allows the following exemptions:

- **Religious** – Form CRE-1 is an affidavit stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. It must be signed by a NOTARY PUBLIC and STAMPED WITH THE NOTARY'S SEAL.
- **Medical** – The school must have written certification from a physician or a local health department that one or more of the required immunizations may be detrimental to the student's health. Such certification of medical exemption will specify the nature and

probable duration of the medical condition or circumstance that contraindicates immunization.

### **Contagious or Infectious Diseases**

No student will be admitted or continue in school who is known to have a contagious or infectious disease. Parents are to observe the following rules carefully.

#### **Fever**

**Low-grade** (oral temperature 99.5 – 99.9 degrees Fahrenheit)

- The support care staff employee will notify the parent/guardian or students with low-grade fever. Students with low-grade fever may remain in school if no other symptoms are present.
- Students will be sent home from school with low-grade fever if other symptoms (e.g. cough, sore throat, headache, abdominal discomfort, etc.) are present.

**High-grade** (oral temperature 100 degrees Fahrenheit and higher)

- Students will be sent home from school
- Students may not return to school until free of fever for 24 hours without taking a fever-reducing medication such as Acetaminophen or Ibuprofen.

#### **Diarrhea/Watery Stools**

Students will be sent home from school for:

1. More than two episodes of diarrhea occurring during the school day.
2. One episode of diarrhea if other symptoms are present (e.g. fever, abdominal discomfort, vomiting, etc.)
3. Soiling themselves or their clothing. Children may return to school 24 hours after the last diarrhea stool if they feel well and do not have a temperature over 100.0 degrees Fahrenheit without taking a fever-reducing medication such as Acetaminophen or Ibuprofen.

#### **Vomiting**

Children will be sent home from school for:

1. More than one episode of vomiting occurring during the school day.
2. One episode of vomiting if other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.)
3. Soiling themselves or their clothing.

Students may return to school 24 hours after the last vomiting episode.

If your child has exhibited symptoms including but not limited to vomiting, he/she should not attend school for 24 hours after the last vomiting episode. Please do not give the child aspirin/acetaminophen (or any fever reducer) and bring him/her to school. In most cases the child will run a fever 2 or 3 hours after medication was given, thereby making him/her contagious to the other children. A student who is being treated by a physician and is on antibiotics for a communicable illness should not return to school until having been on antibiotics for 24 to 72 hours.

### **ILLNESS PROCEDURES**

If the Student Caregiver finds it necessary to send a student home due to illness, the parent/guardian will be called. Please be sure that the school is able to contact a

parent/guardian during school hours each day to ensure prompt dismissal and/or treatment of an ill or injured student. In general, students with fever, diarrhea, or vomiting will be dismissed. Students will be permitted to stay with the Student Caregiver for thirty minutes. After that they must either return to class or go home.

A student diagnosed with a communicable disease may be required to provide a written medical statement from the treating MD or Health Department, clearing the student for re-admittance. This statement must be shown to the Student Caregiver prior to reporting to class on the day the student returns to school.

Students should not be sent to school unless the following conditions have been met:

- a) CHICKEN POX - Have doctor's permit to re-enter school, or wait 7 days after the first crop of vesicles.
- b) DIPHTHERIA - Have doctor's permit to re-enter school.
- c) HEPATITIS - Have a doctor's permit to re-enter school.
- d) IMPETIGO - Have a doctor's permit to re-enter school, or wait until all sores are well.
- e) MEASLES - Have doctor's permit to re-enter school, or at school personnel's discretion. Must be reported since measles may be mistaken for other illness.
- f) MONONUCLEOSIS - Have doctor's permit to re-enter school, or exclude until free of symptoms.
- g) MUMPS - Have doctor's permit to re-enter school. Must be reported since mumps may be mistaken for other illnesses.
- h) PEDICULOSIS - Exclude until free of lice and nits. Upon return, the Student Caregiver will check the student while the parent waits.
- i) PINK EYE - Have doctor's permit to re-enter school, or wait until eyes are clear and no discharge present.
- j) RINGWORM OF SKIN - May attend school with doctor's permit following prescribed treatment and having area covered.
- k) SCABIES - Have doctor's permit to re-enter school.
- l) STREPTOCOCCAL INFECTIONS (STREP THROAT & SCARLET FEVER) - Have doctor's permit to re-enter school, or exclude until free of symptoms, and without fever (temperature less than 100 degrees) for 24 hours.
- m) TUBERCULOSIS - Have doctor's permit to re-enter school.
- n) WHOOPING COUGH - Have doctor's permit to re-enter school, or exclude until free of cough, usually three to five weeks.
- o) FIFTH DISEASE - Readmit when fever subsides.
- p) VOMITING/DIARRHEA (persistent) - No vomiting or diarrhea for 24 hours to re-enter school.
- q) UPPER RESPIRATORY ILLNESS/COLD – Must be able to participate in all school activities, not tired or listless, without fever (temperature less than 100 degrees) or vomiting for 24 hours to re-enter school.
- r) FLU – Without fever or vomiting for 24 hours to re-enter school.
- s) MENINGITIS - Have doctor's permit to re-enter school.
- t) For those with medical conditions which may cause vomiting such as reflux, side effects of medications, etc. the school respects the parent's wishes, however, if vomiting is persistent, the student must go home.

## **MEDICATION ADMINISTRATION**

A record of all medication administered will be kept on the Medication Administration Consent Form. Throughout the school year, each student's individual record will be kept on a report with medication, name, and instructions.

## **ADMINISTRATION OF NON-PRESCRIPTION MEDICATION**

Designated school personnel will administer non-prescription medication that a parent brings inside to the main office of the school for day time administration. A Medication Administration Consent Form must be filled out by a parent or guardian in order to administer a nonprescription medication and shall specify the name of the medication, the required dosage, and the time the medication is to be given. The form is available on the school website. The medication, in its original, unopened container, shall be brought to the clinic by the parent or guardian along with the written permission.

For school personnel to administer a non-prescription medication to a student for more than 10 consecutive days will require the written authorization of the student's physician, physician's assistant, or nurse practitioner. The parent or guardian shall pick up unused medication, or school personnel will discard it after sixty days from the date it was provided to the school.

## **ADMINISTRATION OF PRESCRIPTION MEDICATION**

Designated school personnel will administer prescription medication to a student only with a written order from the student's physician, physician's assistant, or nurse practitioner that specifies the name of the medication, the required dosage, and the time the medication is to be given. The prescription label on the container will be accepted as the physician, physician's assistant or nurse practitioner order for those medications to be taken. The medication shall be brought to the clinic by the parent or guardian. A completed Medication Administration Consent Form is required from the parent or guardian to administer the medication to the student must be given at that time. The parent or guardian shall pick up unused medication, or school personnel will discard it according to the Medication Administration Consent Form.

## **SELF ADMINISTRATION OF MEDICATION FOR ASTHMA AND ANAPHYLAXIS**

Notwithstanding the other provisions of this policy, a student with a diagnosis of asthma or anaphylaxis is permitted to possess and self-administer auto-injectable epinephrine or an inhaled asthma medication in accordance with this policy during the school day, at school sponsored activities, or while on the school bus or other school property. The following conditions must be met:

1. A Medication Administration Consent Form from the parent that states that the student may self-administer auto-injectable epinephrine or an inhaled asthma medication must be on file with the school's main office.
2. Written notice from the student's physician, physician's assistant or nurse practitioner must be on file with the school's main office. The notice must indicate the student's name, state the diagnosis of asthma or anaphylaxis, approve the self-administration and auto-injectable epinephrine or an inhaled asthma medications that has been prescribed for the student, specify the name and dosage of the medications, the frequency with which the medication is to be administered, and the circumstances that warrant use. The physician, physician's assistant, or nurse practitioner shall attest to the student's demonstrated ability to self-administer the medication safely and effectively.

3. An individual health care plan between the parent and the school must be written, to include emergency procedures, for any life-threatening conditions. Parents must disclose any relevant information regarding the health condition of the student to school personnel. Permission for a student to possess and self-administer auto-injectable epinephrine or an asthma medication is effect for one school year and must be renewed annually.
4. A student's right to possess and self-administer auto-injectable epinephrine or an inhaled asthma medication may be limited or revoked by the principal only after consultation with the parent or guardian.

### **ENVIRONMENTAL SAFETY**

Due to the potential for injury to others, the use of aerosol sprays, perfumes, colognes and any other substance that emits an odor should be avoided in the classroom. If it is necessary to use hair spray or deodorant on school property, it may be done in the locker room and or restroom with great consideration to the presence of others.

### **EXEMPTION FROM PHYSICAL EDUCATION**

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one to two days at a time are to be given careful consideration, and the instructor will determine if it is advisable for the student to be excused from activity. A physician's statement must be presented if more than two consecutive days are involved.

## **HISTORY OF RICHMOND CHRISTIAN SCHOOL, INC.**

In 1950, Mrs. Gladys Billings and a number of Christian parents saw the need for Christian education in Richmond. This group stepped out on faith to begin what later became known as the Christian School Association of Richmond. On September 2, 1951, the Christian School of Richmond began its first year with twenty-two students. During the early years the school operated from a Sunday School building of Immanuel Baptist Church located at 704 West Grace Street. The young school continued to grow and in the spring of 1957 a house at 704 Westover Road was purchased. By the fall of that year, ninety-one students were enrolled in kindergarten through seventh grade. In 1968, Richmond Christian School was relocated to a new campus on Newbys Bridge Road. There were two buildings on this twenty-six acre campus, which housed kindergarten through eighth grade. With a vision for the future, the school became a ministry of Clover Hill Baptist Church in 1976 with just over one hundred students enrolled. Under this leadership, RCS began to experience steady and substantial growth. Each year a grade was added and new enrollment records were reached. On June 1, 1979, the first graduating class of nine seniors received their diplomas. In 1983, the Lord opened the door for RCS to purchase the thirty-six acre campus of Gill School, a private academy that was in the process of closing. Although the need for maintenance and repairs was great, the potential value of such property could be seen. Following a successful \$1.2 million bond program, RCS moved to its new home at 6511 Belmont Road, Chesterfield, VA. This property included classrooms, a gymnasium, library, cafeteria, chapel, and playing fields. In July of 2005, Richmond Christian School incorporated and purchased itself from Clover Hill Baptist Church. RCS is currently an independent, board-governed Christian school. RCS represents over 90 churches with an enrollment of over 250 students in grades Kindergarten through 12th grade. To date, over 600 students have graduated from Richmond Christian School, Inc.

## **HOMEWORK**

Homework is an integral part of academic instruction and is a valuable tool for teaching responsibility. We believe that homework should be given to:

- reinforce classroom instruction
- apply learned skills
- prepare or review for development

Homework is expected to be completed and turned in on time and according to teacher specifications.

## **INCLEMENT WEATHER**

Richmond Christian School may not follow public school schedules; therefore, if it becomes necessary to close the school due to inclement weather conditions, announcements will be made using the following media in this order:

Alert Solutions Text/Phone call through Powerschool  
Richmond Christian School Facebook page ([www.facebook.com/RichmondChristianSchool](http://www.facebook.com/RichmondChristianSchool))  
Richmond Christian School Twitter Feed @RCSAll4Him ([www.twitter.com/RCSAll4Him](http://www.twitter.com/RCSAll4Him))  
[www.richmondchristian.com](http://www.richmondchristian.com)

### T.V. Stations

WWBT- NBC Channel 12 Richmond  
WRIC- ABC Channel 8 Richmond  
WTVR- CBS Channel 6 Richmond

### Local Christian Radio Stations

WRVA 1140 AM

Weather conditions vary from city to city and county to county therefore parents must evaluate conditions in their immediate area to determine if their child should attend school. Anytime the school is closed due to inclement weather, all athletic, extra-curricular, and Extended Care activities are also cancelled.

## **INTERSCHOLASTIC SPORTS COMPETITION**

Richmond Christian School offers a wide range of competitive sports for those students who are eligible and desire to participate. Our high school is a member in the Virginia Commonwealth Conference and the Virginia Independent School League. Our mascot is the Warrior.

### Boys Sports

Fall  
MS/ Varsity Football  
V/JV/MS Soccer  
Cross Country

Winter  
V/JV/MS Basketball  
Swimming

Spring  
V/JV/MS Baseball  
Track

## Girls Sports

### Fall

V/JV/MS Volleyball

Cross Country

V/JV/MS Cheerleading

### Winter

V/JV/MS Basketball

V/JV/MS Cheerleading

Swimming

### Spring

V/JV/MS Softball

Track

V/JV/MS Soccer

## **ATHLETIC OBJECTIVES**

A. The overall objective of Warrior athletics is to bring glory to God in all that we do. This is accomplished by:

- a. Providing superior instruction and guidance in both physical skills and application of spiritual principles.
- b. Providing an excellent training arena through which the athlete can exercise Christian disciplines.
- c. Involving the student body, parents, and faculty in developing school spirit and unity.
- d. Having an abundantly clear Christian testimony to the opposing team members through words and action. Christian values and Biblical principles are to be upheld while striving for the utmost in athletic performance.

B. Specific objectives as they relate to a student athlete:

- a. To give each student the opportunity to develop to his or her full physical potential since God has given each one talents that are designed for a purpose.
- b. To build character traits such as alertness, confidence, cooperation, courage, decisiveness, discipline, efficiency, enthusiasm, initiative, loyalty, persistence, resourcefulness, respect, self-control, sportsmanship, unselfishness, and proper response to pressure.
- c. To teach the student to work diligently toward reaching personal and team goals.
- d. To teach the student to be competitive and strive to be his/her best.
- e. To develop an understanding of the concept of TEAM as opposed to personal glorification.
- f. To develop lasting friendships.
- g. To develop respect for rules and properly placed authority.
- h. To maintain academic integrity for the school by diligent application of study habits.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

1. Each student must be currently and fully enrolled to participate in any sports activity and must be in school at least half of the day on each game day.
2. A PHYSICAL EXAMINATION IS REQUIRED PRIOR TO PARTICIPATION IN ANY ATHLETIC ACTIVITY AND/OR TRYOUTS.
3. Whether on academic intervention or not, if a student earns 4 points (D's are 1 point each and F's are 2 points each), the school will remove the student from all extracurricular activities for one quarter until reevaluation occurs at the end of the next quarter report card. Such suspensions will be documented within the written academic improvement plan.
4. Any student who is disciplined in other areas of school life is subject to suspension from the athletic program to be determined by the Coach, Athletic Director, Principal, and Administrator.
5. Any student using profane or abusive language, or demonstrating unacceptable behavior will be subject to suspension to be determined by the Coach, Athletic Director, Principal, and Administrator.

6. Any player found to be using, possessing, purchasing or providing tobacco, alcohol, or drugs will be automatically dismissed from all athletic teams for the period of disciplinary probation.
7. Any student found to be misusing or abusing school property or equipment will be dismissed from all athletic teams for the current academic year and will be expected to pay for the damage. Lost equipment will be replaced by the student.
8. Each student will abide by the rules established by each coach regarding practice training, conditioning, dress, and travel. These rules are to be submitted by the coach to the Director, Principal and Administrator for approval prior to enforcement.
9. This policy will be contained in all student handbooks and provided to all students who choose to participate in athletics and to their parents.
10. Students participating on a Richmond Christian School team will recognize the school sports schedule including meets, games, practices, etc., will have priority over other competitive teams.
11. All athletes are required to pay a designated fee per sport to help with the cost of officials, uniforms and equipment. This fee must be paid prior to participating in another sport/season.

## LIBRARY

The library is a resource for staff, students and parents. To maintain and properly operate it in an efficient manner, the following policies are to be followed:

- **Do not bring food or drinks into the library.**
- Check out library materials before leaving the library.
- Renew or return materials within two weeks.
- Arrange for lost or damaged materials.

Materials in the library are intended to assist students in all academic areas. Faculty and administration selects books for student use. It is important to understand that the presence of a book in the Richmond Christian School library does not necessarily represent an endorsement of the ideas, actions, lifestyles, characterizations or symbols portrayed; therefore, the contents of some books may represent views which are not consistent with the philosophy and beliefs of the school.

## LOCKERS

- Lockers are assigned to students in grades 7-12.
- Lockers will be kept neat and clean at all times.
- Sharing lockers is not allowed.
- Students are responsible for the care of the locker assigned to them.
- No food or drinks should be stored except a student's lunch for the same day.
- The lockers belong to Richmond Christian School; therefore, a locker can be checked at any time by a staff member.
- A student may request a lock from office at no cost.
- Any locks placed on lockers must be issued by the school.
- Lost locks will result in a \$5 replacement fee.
- Hallway shelving units are reserved for athletic bags only. Any other student belongings stored on shelving units will be sent to "Lost and Found".

## LOST AND FOUND

A “lost and found” area is set aside in the cafeteria on two shelving units by the windows. Articles that are not claimed within a reasonable time will be disposed of by administration. Please label outer garments, lunch boxes, and bags with the student’s name. Gym uniform and tennis shoes should be kept in a bag and labeled with the student’s name.

## MATTHEW 18 PRINCIPLE

Students, faculty/staff, and parents at RCS should strive to implement self-discipline in resolving conflict and misunderstandings in order to maintain a working partnership. This principle states the following:

1. If another believer offends you, go and tell him/her of the offense privately. Don't share it with others (Matthew 18:15).
2. If he/she will not heed, take one or two persons with you to establish every word before witnesses (Matthew 18:16).
3. If he/she refuse to make amends, explain the situation to the person who is in authority over you for counselor intervention (Matthew 18:17a).

## MUSIC CODE

Philosophy, tastes, and personal convictions concerning music vary greatly among Christians. Richmond Christian School encourages a conservative view of music endeavoring to maintain a standard conducive to a healthy Christian atmosphere on campus. RCS discourages any and all inappropriate music with vulgar and suggestive lyrics.

## PARENT VISITATION

Parents are welcome to visit the school. To avoid interruption of classes, parents are asked to make arrangements with teachers in advance of planned visits. All parents and visitors are to check in and enter the building through the Main School Entrance. All guests must be prepared to present photo identification (driver’s license) to be scanned. Visitors will receive a sticker which must be worn in a visible location for the duration of their visit. All visitors must check out at the front office before leaving campus.

## PARTICIPATION IN AND ATTENDANCE AT SCHOOL ACTIVITIES

A student must report to school by third period (½ day) in order to participate in any extracurricular activities: athletic practices, games, banquets, programs, play practices and performances, or other such activities. Dental/doctor appointments are exceptions. The administration will make the decision when questions arise. **Students who leave school due to illness may not participate in after school activities that day.**

While attending athletic contests:

- a. Students are to conduct themselves as representatives of Jesus Christ and model citizens of Richmond Christian School.

- b. There is to be no booing at any time.
- c. There is to be no complaining over the decision of the officials.  
Those that violate these rules are subject to disciplinary action.
- d. Parents and other guests are expected to follow these guidelines.

## **QUARTERLY PRIVILEGES**

### **RHO CHI**

Rho Chi is a ministry of our school developed for three main purposes: create a sense of community across all middle school grades, train leaders, and provide a means of encouragement for performing well behaviorally. Students will participate in Rho Chi at the end of each of the first three grading periods and just prior to the end of the fourth grading period.

### **OFF-CAMPUS LUNCH**

Students in grades 9-11 will have the opportunity to have an off-campus lunch following each of the first three grading periods. This is a great time for parents to spend time with their children. The school will set lunch dates and the students will have an allotted time to eat lunch off-campus. Guidelines for off-campus lunch are as follows:

- Must return parent-signed form prior to the day of off-campus lunch
- Must provide own transportation
- Must have four or fewer unexcused tardies and/or absences to homeroom
- Those not eligible will remain in an assigned area. They are not allowed to leave campus.
- No more than one detention, no ISS, no OSS.
- Students driving other students must have name-specific, written permission from their parents to allow riders. Those students riding with other students must have name specific, written permission to do so.

## **SEARCHES**

When there is “reasonable suspicion,” school authorities have the right to search book bags, lockers, cars, pocketbooks, etc. without a search warrant. Dogs may be used to detect any contraband on school property. Contraband items may be seized by school authorities and may be turned over to the appropriate authorities. Discipline may result for possession of contraband or other items not accepted by this handbook.

## **SELF-REPORT OPTION**

In the early stages of adulthood, mistakes will often be made and as a result, students are encouraged to find restoration when this occurs. If the mistake is a violation of RCS’s Code of Conduct, students have the option to begin the restoration process through the assistance of a staff member by a self-report. Proverbs 28:13 states, "He who conceals his transgressions will not prosper, but he who confesses and forsakes them will find compassion."

## **SELF REPORT PROCEDURE**

A student has the option of self-reporting by doing the following:

- The student must voluntarily approach and self-report to any RCS faculty member or administrator.
- It is then the responsibility of the faculty member to whom the offense was reported to accompany the student to the appropriate administrator as soon as practical.
- If an administrator has prior knowledge of the incident and is investigating, it will not be considered a self-report.
- If deemed a self-report, the appropriate administrator will work with the student in setting the necessary boundaries and accountability measures in place to foster an environment for growth. This plan could include reprimands or discipline. Students will not be allowed to self-report the same behavior more than once.

NOTE: Violations of criminal law may carry dispositions up to and including dismissal even with a self-report.

## **SENIOR PRIVILEGES**

The Senior Class will have a trip planned for late May when they are done with exams. The trip must fit within the goals and mission of Richmond Christian School. Seniors who desire to attend the trip must make arrangements to pay for the cost of the trip and fulfill all graduation and conduct requirements. Trip deposits and payments are not refundable.

Members of the senior class are permitted to eat together each week as a special privilege for their final year of high school. They may eat off campus bi-monthly throughout their entire senior year. Off campus lunch dates will be identified for both students and parents and indicated on the permission slip provided at the beginning of the school year. Alternate Fridays may be assigned when days are missed for school closings.

The guidelines for Senior Lunch are as follows:

- Must return parent-signed form by due date.
- Must provide own transportation.
- No more than one detention, no ISS, no OSS, etc.
- Students driving other students must have name-specific, written permission from their parents to allow riders. Those students riding with other students must have name specific, written permission to do so.

## **SOCIAL ACTIVITIES**

Some of the social activities for the year include the following: Homecoming, Junior-Senior Banquet, Athletic Awards Nights, Christmas and Spring Concerts, and Class Fellowships.

## **STATEMENT OF POLICY ON NONDISCRIMINATION**

Richmond Christian School operates in accordance with the Civil Rights Act of 1964 and section 504 of the Rehabilitation Act of 1973. Both of these Acts, as amended, prohibit discrimination on the basis of the applicant's age, race, color, sex, national or ethnic origin, or physical handicap.

Richmond Christian School is a private religious-oriented institution of higher education. We reserve the right to select all employees by specific religious preference who can contribute to the stated religious objectives of the organization. This position is taken under the authority granted within the provisions of Public Law 92-261 (Equal Opportunity Act of 1972), Section 702, 703 (e) and Title 41, chapter 60, Subpart 60-50.

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subjected to discrimination in any program or activity, on the basis of sex, race, color, national origin or ethnic group. For the safety and well-being of our students and employees, students and/or employees with a life threatening communicable disease may not attend or work at RCS. Decisions regarding attendance or employment will take into account multiple medical professionals with expertise in the disease. As a Bible-based educational institution, RCS adheres to the Biblical teaching that homosexuality is not an acceptable lifestyle. RCS does not employ teachers or accept students who are homosexual or bi-sexual.

## **STATEMENT OF POLICY ON HARRASSMENT/HAZING**

Richmond Christian School is committed to maintaining an academic and child-nurturing environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Conduct that does not honor God, whether intentional or unintentional that subjects another person to unwanted attention, comments or actions because of race, national origin, age, gender, physical characteristic or disability, or robs the person of dignity is not tolerated. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, which may include suspension or expulsion.

## **STUDENT AUTOMOBILE AND PARKING GUIDELINES**

All student drivers are issued an assigned parking space for a nominal fee. All drivers are required to drive carefully on the campus. To ensure the safety of students and young children, cooperation and observance of all traffic regulations is vital. Cars are to be driven on school grounds at **no more than 15 miles per hour**. Violation of traffic safety rules can result in suspension or expulsion from school and/or the loss of driving privileges on school property during any school activity. The policies and procedures outlined in the Partnership Handbook and communicated by the administration must be obeyed at all times by student drivers.

## **STUDENT BEHAVIOR AND CONDUCT**

Education at Richmond Christian School involves more than just quality academics. Character building is an integral part of our program. As Christians we operate from the premise that living lives based on Biblical standards enables us to glorify and please God. Within the school setting there are certain character traits that not only please God but also make for positive relationships within the school community. Therefore, as a school community we believe and ascribe to **The Warrior Way**. Warriors are to demonstrate:

Wisdom - "For the Lord gives wisdom; from his mouth come knowledge and understanding." Proverbs 2:6 (NKJV)

Accountability - "Nothing in all creation is hidden from God's sight. Everything is uncovered and laid bare before him to whom we must give account." Hebrews 4:13 (NIV)

Respect - "Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other." 1Thessalonians 5:12-13 (NKJV)

Reliability - "Bondservants, obey in all things your masters according to the flesh, not with eyeservice, as men-pleasers, but in sincerity of heart, fearing God. And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ." Colossians 3:22-24 (NKJV)

Integrity - "The man of integrity walks securely, but he who takes crooked paths will be found out." Proverbs 10:9 (NIV)

Obedience - "But be doers of the word, and not hearers only, deceiving yourselves." James 1:22 (NKJV), "Now he who keeps His commandments abides in Him, and He in him. And by this we know that He abides in us, by the Spirit whom He has given us." 1 John 3:24 (NKJV)

Responsibility - "Moreover, it is required in stewards that a man be found faithful." I Cor. 4:2 (ASV), "...the LORD has told you what is good, and this is what He requires of you: to do what is right, to love mercy, and to walk humbly with your God." Micah 6:8 (NLT)

A school environment that is based on integrity provides a setting of peace and trust. We must work to develop a school that is based on honesty of word and action. There should be no hidden meaning in what we say, and our actions must always be open to public scrutiny. There is great comfort and a sense of security and peace in an environment where practicing integrity is the norm. The only way the RCS community can reflect the character of Christ inherent in the qualities stated above is for each individual to accept the responsibilities of faithful stewardship freely and fully. These include responsibility for one's own attitudes, behavior and actions, learning, Spiritual growth-relationship with God, and one's relationships with others, and to follow God's principles in carrying out these responsibilities.

## **STUDENT GOVERNMENT**

The Student Government is an important part of Richmond Christian School's overall program. The officers and representatives seek to promote the programs and spirit of the school through this leadership role. Suggestions from students are readily considered by the Student Government. Activities sponsored by the school Student Government include the annual Homecoming activities, Spirit Week activities, Grandparents Day, School Orientation Nights, leadership training for class officers, and other periodic school socials.

## **TARDIES TO CLASS (Secondary)**

Students are expected to arrive to class on time with all necessary materials. If they are dismissed late from another class, they must have a signed note/pass from the teacher in order to be admitted to the next class. Each teacher will follow the tardy policy guidelines outlined in the Student Code of Conduct.

## **TECHNOLOGY**

A student may request approval by administration to use laptops or tablets for educational purposes. Upon approval, the student will receive written documentation of approval and teachers will be notified. Students requesting to use their laptops must adhere to the school's acceptable use policy. Sharing laptops and tablets is not permitted. Secondary students are provided with a school issued email address and have access to Microsoft Education Suite. They are expected to use this resource to complete projects and assignments when required.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

*Acceptable use of RCS Computing, Telephone, and Electronic Information Environment*

It is the intent of the school to offer students the opportunity to explore, unfold, understand, and care for God's world through computers, technology, and Internet available to RCS students. The technology provided is intended to bring about growth in knowledge, wisdom, and obedience to God. Christian teachers, students, and families must learn to discern the varying worldviews represented on the Internet in all subject areas. Given that some of the material on the Internet is not consistent with the beliefs or educational goals of the school, software safeguards, proper supervision, and careful instruction of students will be the school's priority. The use of the Internet and other technology resources is a privilege, not a right. Inappropriate use will result in the cancellation of your account and loss of technology privileges. Further disciplinary action may be taken in accordance with the Partnership Handbook.

#### ***The following are the guidelines students must follow to maintain their technology privileges:***

- Students will abide by the general rules of behavior set forth in the Partnership Handbook. All activities should meet the school's standard for conduct and demeanor.
- Students agree to use technology and network resources only under the direct supervision of a faculty or staff member.
- The use of personal computers on the school's network is prohibited. The use of outside computers on the network can cause hardware and network conflicts that disrupt the operation of the school.
- The electronic network is established for a limited educational purpose to include classroom activities and assignments, career development, and limited high-quality self-discovery activities. Students will not use the network for commercial purposes or political lobbying. Using the network to contact an elected representative and to express one's political views is acceptable.
- Students will not post information that could cause damage or danger to anyone. This includes posting written documents, pictures, videos, or sounds. This includes anything that would intimidate, harm, or invade the privacy of another individual. Personal attacks, including

prejudicial or discriminatory acts, harassment, and false or defamatory information about another person are prohibited.

- Students will respect and abide by all security and safeguard measures taken by the school. This includes keeping one's password private. Accessing another individual's account by any means other than a "guest" password, even with his/her permission, is unacceptable. Changing another student's account is not permitted. Accessing any portion of the school's systems, networks, or software for which you do not have permission is prohibited.
- Students will respect all copyright laws and cite all sources of information.
- Materials published on the Internet are expected to meet the academic standards of the school in terms of proper spelling, grammar, and accuracy of information.
- Students will not attempt to install, uninstall, or modify any of the hardware or software systems.
- Students will refrain from uploading or downloading any files, including MP3s and images.
- All technology and network resources are the property of Richmond Christian School. Upon reasonable suspicion of inappropriate or unlawful conduct, an individual search will be conducted. The search will be reasonable and related to the suspected violation. The school will fully cooperate with local, state, and federal officials in any investigation related to activities on the school network. It is possible that routine maintenance and monitoring of the school network may lead to discovery of a violation.

## **SOCIAL MEDIA**

1. Concerning the use of social networking sites (such as Facebook, MySpace, Twitter, Instagram, LinkedIn, Mindspring, SnapChat etc.):
  - a. Due to the distraction that can naturally result from using such sites, faculty and staff are generally discouraged from using such sites during instructional time. If one of these sites is used as a staff or faculty member's main personal email/communication medium, they are urged to exercise much discretion as to the amount of time they use such sites, in order to be good stewards of their time and in order to properly fulfill their instructional duties.
  - b. Students are prohibited from accessing such sites during any instructional period throughout the school day.
  - c. The RCS filter is designed to restrict all social media sites.
  - d. Students and staff members are reminded that regardless of where their posting originates, any text, post, photography, video, etc., which one posts on a social media site or similar sites which is derogatory to the school, school community, or threatens, demeans, or bullies students or faculty is prohibited and will be dealt with in a professional manner by a school administrator.

Student and faculty activity will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members and it may be grounds for appropriate disciplinary action as if it occurred on campus.

## **IMAGE/MEDIA SITES**

1. RCS will maintain filtering software which blocks user access to inappropriate image sites to the best of its ability (like Google Images and Bing Images). However, it is impossible for Richmond Christian School to restrict access to all controversial image sites. **Students who bypass the filter are not following the Acceptable Use Policy guidelines.**

2. Teachers and students are encouraged to use the *iSeek* search engine as the first resource in looking up information for educational purposes. <http://www.iseek.com/iseek/home.page>
3. Media sites (like You Tube) are restricted for students.
4. Media sites may be accessed by faculty if used for instructional purposes.
5. It is the Richmond Christian School student or faculty member (or whomever the user is) that is responsible for any and all content viewed on RCS technology.
6. Below are a number of websites that may be used at RCS. These sites are not 100% foolproof, but they are safer than Google images, Bing images, etc.
  - a. [www.finditva.com](http://www.finditva.com)
  - b. <http://www.pics4learning.com/>
  - c. <http://kidsafeimagesearch.com/>
  - d. <http://www.goodsearch.com/>
  - e. <http://www.kidclicks.org/google-safe-search-images.html>
  - f. <http://primaryschoolict.com/>
  - g. <http://www.picsearch.com/>
  - h. <http://www.onekey.com/>
  - i. <http://www.boolify.org/>
  - j. [http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)
  - k. <http://www.factmonster.com/>
  - l. <http://www.livebinders.com/play/present?id=48147>

### **MONITORING**

1. All messages created, sent, or retrieved over the RCS Internet or on equipment owned by RCS are the property of the school and may not be regarded as private information. Richmond Christian School reserves the right to access the contents of any messages sent over its facilities at its sole discretion.
2. All communications, including text and images, created, sent or retrieved over the RCS Internet or on equipment owned by RCS can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means “don’t put anything into your e-mail messages, texts or attachments that you wouldn’t want to see on the front page of the newspaper or be required to explain in a court of law.”
3. Use of RCS technological resources by students will be supervised by a teacher, staff member, student teacher, or trained parent volunteer. All efforts will be made to assure that students visit appropriate internet sites (however, it is not possible to guarantee that inappropriate sites will never be accessed by students).

### **NON-COMPLIANCE**

1. Depending upon the nature of the infraction, the violator may be denied access to, or use of, any or all RCS computing, telephone, and electronic information systems per the RCS Partnership or Faculty Handbooks.
2. Depending upon the nature of the infraction, the violator may also be subject to local, state, federal, or international penalties.
3. Should a student or faculty member commit any violation of the acceptable use policy, appropriate legal action may be instituted, up to and including loss of employment or attendance at RCS.
4. Administration reserves the right for additional disciplinary consequences to be taken for severe infractions.

## **RESPONSIBILITIES**

Parent Responsibilities: The parent should read and understand this policy. Parents are expected to convey to their students what standards they should use in addition to the items outlined in this policy.

Student Responsibilities: Follow all school policies in regard to technology use. Comply with government regulation and best practices in using shared technology. Immediately report any inappropriate, harassing or threatening content encountered to the nearest teacher or staff member. Immediately notify your teacher or staff member if you encounter inappropriate content.

Staff Responsibilities: Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of RCS. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved. Staff will visit web sites ahead of time to preview them before using them in class or sending students to the sites.

School Responsibilities: RCS will maintain filtering software which blocks user access to inappropriate sites to the best of its ability. RCS will provide basic training for students that clearly defines what appropriate use of RCS technological resources is and what it is not. Students will be given general instruction about what is available on the internet and how they can find what they are looking for through searches. They will also receive instruction in proper citing of sources.

RCS will keep records of the incidences of inappropriate RCS technological resources use. The school will take appropriate action against such use and will apply appropriate consequences.

## **TELEPHONES AND MESSAGES**

Parents are not encouraged to drop off items for students during the day. If you must, please drop off items for students at the main entrance check in (not individual offices or classrooms) and it will be delivered as quickly as possible.

Office telephones are for student use in case of emergencies. Parents are encouraged to only call the school and speak to their student if there is an emergency. There are times when our office is inundated with non-emergency calls; therefore, only emergency messages will be relayed to students. Parents are requested to be judicious about calling with messages.

## **TESTIMONY**

Because we are new creations in Jesus Christ (II Corinthians 5:17), every area of our life should manifest loyalty to Christ and should enable us to respond in our society as living testimonies. Therefore, faculty and students at Richmond Christian School may not engage in immoral practices, gambling, use of profanity, etc. Faculty, staff, and students may not partake of alcohol, tobacco or tobacco products, or illegal drugs.

## **TEXTBOOKS**

Students rent their textbooks from the school. Fees for the rental of books are assessed at the beginning of the school year as a part of the Curriculum Fee. Additional workbooks and some consumable textbooks are purchased for student use and are also covered by the Curriculum Fee. The classroom teacher will issue textbooks in each class. Books must be handled with care, covered, and be kept in good condition, free from marks. The student must pay for books that are stolen, damaged beyond repair, or lost. Students are encouraged not to loan books or leave them lying around. Lost textbooks must be replaced by the student according to the following scale:

New book - 100%  
1 year old - 80%  
2 years old - 60%  
3-5 years old - 50%

Damaged textbooks will result in a damage charge based upon the age of the book and the amount of damage assessed.

## **VISITORS**

RCS is a closed campus (parking lot included). All visitors must check in at the front desk upon entering the school to receive a badge that must be visible on their torso (chest area) to remain on campus and must leave the school grounds when instructed to do so by a school administrator, faculty member, or staff member. Visitors are expected to abide by all RCS rules including dress regulations. Students who would like to shadow an RCS student must have prior permission granted by administration in advance. Permission to visit classes is limited to those who are in the application process and are sincerely interested in attending RCS in the near future. If approved, the visitor must register in the school office the morning of the visit. Administration has the right to give permission as deemed appropriate. Visitation at RCS by students not enrolled at RCS is not permitted, except for school sponsored athletic and fine arts programs. Visitation by students from other schools during exam days is not permitted. Alumni are welcome to visit the main office but they are asked to visit the other school staff only during secondary lunch or after school hours (11am – 12:30pm) in order to preserve instructional time. Unauthorized visitors in the buildings or on school grounds will be asked to leave or be subject to trespassing laws.

**Attendance at Richmond Christian School is a privilege and not a right. Privileges may be forfeited by any student who does not conform to the standards of the school. Students and parents are responsible to adhere to all policies and procedures set forth in this handbook, based on student enrollment and parent/guardian signature on the school contract and Partnership Covenant. The school may withdraw a student at any time who, in the opinion of the school, demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations. RCS is committed to partnering with parents in their biblical responsibility to nurture and train their child.**

**\*\*The administration reserves the rights to change or amend this handbook at any time when, at the discretion of the Board/Administration, it is determined to be in the best interest of the school.**