



# Combined Schools Parent/Student Handbook *2021-2022*

**Colors:** *Red/White/Black*

**Mascot:** *Eagles*

**School Scripture:** *Isaiah 40:31*

**School Website:** [www.redlandschristian.org](http://www.redlandschristian.org)

**School Email Newsletter:** *Weekly Eagle News*

**Lower School Campus:** 131 Kansas Street, Redlands, CA 92373  
Phone: 909-793-0601

**Middle School Campus:** 251 Tennessee Street, Redlands, CA 92373  
Phone: 909-793-0601

**Upper School Campus:** 105 Tennessee Street, Redlands, CA 92373  
Phone: 909-793-0601 Fax: 909-792-5691

*“Our Mission is to provide Christ-centered excellence in education, while partnering with church and home to advance God’s Kingdom.”*

## Table of Contents

Head of Schools' Message.....	1
I. Purpose of Redlands Christian Schools .....	2
A. History .....	2
B. Mission Statement .....	2
C. Statement of Faith.....	2
D. Nondenominational Position .....	3
E. Schoolwide Learner Outcomes (SLO) .....	3
F. Accreditation and Memberships .....	4
G. Policies of Nondiscrimination .....	4
II. Academics .....	4
A. Upper School Graduation Requirements.....	4
B. Middle & Lower School Class Assignments.....	6
C. Standardized Testing.....	7
D. Homework .....	7
E. Grading System.....	8
F. Absences.....	8
G. Make-up Work .....	10
H. Tardy Policy.....	10
I. Student Support Team (SST) .....	11
J. Lower School Enrichment Program.....	11
K. Private Tutoring.....	11
L. Student Records.....	11
M. Retention Policy .....	12
N. Curriculum .....	12
O. Reports to Parents.....	13
P. Requesting a Parent-Teacher Conference .....	13
Q. Textbooks.....	13
R. Part-Time Students.....	13
III. Athletics, Co-Curricular Activities and Eligibility .....	14
A. Athletics .....	14

B. Co-Curricular and Extracurricular Activities .....	16
IV. Principles of Conduct .....	18
A. Parent and Student Behavior Expectations .....	19
B. Child Abuse or Neglect .....	20
C. Conflict Resolution .....	20
D. Specific Behavior Guidelines .....	21
E. Technology Use Agreement .....	27
F. Behavior Consequences .....	33
G. Dress Code .....	35
H. School Hours .....	37
I. Afterschool/Extended Care Expectations .....	37
J. Student Health .....	40
K. COVID-19 Policy and Procedures.....	41
L. Other Medical Policies and Procedures.....	42
V. Financial Information .....	44
A. Tuition .....	44
B. Fees.....	45
C. Financial Aid .....	46
VI. Development Opportunities .....	47
VII. Miscellaneous .....	47
A. Parking, Drop-Off and Pick-Up .....	47
B. Communication .....	49
C. Visitors/Volunteers.....	50
D. Lower School Miscellaneous.....	51
E. Transportation .....	52
F. Bikes, Skateboards and Scooters.....	52
G. Public Communication Guidelines .....	53
H. Cell Phones, iPods and Electronic Devices.....	53
I. Locks, Lockers and Cubbies .....	53
J. Search and Seizure .....	54
K. How Parents Can Help.....	54

L. Music on Campus.....	55
M. Pets.....	55
N. Pledges .....	55
O. Seasonal Emphasis.....	55
P. Valuable Personal Property.....	55
Q. Video/Pictures .....	55
R. Lost and Found.....	55
S. Lunch Programs .....	56
T. Prospective Families.....	56
U. Parties and Celebrations .....	56
VIII. Student/Parent Pledge.....	58
IX. Computer Technology Use Agreement .....	59
X. HONOR CODE .....	60

# **REDLANDS CHRISTIAN SCHOOLS**

## **Parent/Student Handbook**

### **Head of Schools' Message**

Welcome to Redlands Christian Schools. This is our Parent/Student Handbook, one handbook for all three campuses. It is color-coded; blue for lower school, green for middle school and orange for upper school where specific information applies. All general text is in black.

Redlands Christian School was founded in 1921 with a vision to provide the best possible Christian schooling for students willing to accept the challenge of developing their potential. Redlands Christian Schools has matured into a community of parents, students and educators who are committed to fostering an environment where young people can develop their bodies, minds and spirits under competent and loving guidance in preschool through 12<sup>th</sup> grade.

Our mission, "To provide Christ-centered excellence in education, while partnering with church and home to advance God's Kingdom," drives our commitment to a strong and integrated academic program. As you will readily see in the information presented in this handbook, students are taught that God is the author of truth, that His truth was fully embodied in Jesus Christ and that all subjects and disciplines originate from His creation.

This handbook provides you with helpful information about our school and how we will partner together. I trust you will not only read through this handbook but will use it as a reference throughout the school year. I am really looking forward to seeing you around campus during this school year.

In Christ,

Brian T. Bell  
Head of Schools

## **I. Purpose of Redlands Christian Schools**

### **A. History**

Redlands Christian School was founded in 1921 and embraces its rich heritage. It was the first parent run Christian school in California and has operated continuously for 100 years with the vision to provide the best possible Christian schooling for students willing to accept the challenge of successfully developing their God-given potential.

Donna Lynn and Larry Poland, Ph.D., along with Joan and Gordon Shipps founded Arrowhead Christian Academy in 1979; a temporary home was found in 1980, and classes began in the fall of that year. ACA moved to Tennessee Street in 1991 and reached a milestone in 1994 when the land and buildings of the present site were purchased.

After several years of planning and preparation, the boards of Redlands Christian School and Arrowhead Christian Academy announced a phased plan for the completion of the merger of the two schools. The merged entity is Redlands Christian Schools and is made up of three parts: Arrowhead Christian Academy Upper School, Redlands Christian Middle School and Redlands Christian Lower School. This 2014 merger brought together Redlands Christian's JK-8 school with Arrowhead Christian's 7-12 Academy. The combined enrollment of the two schools is more than 1300 students. The merger allows the schools to leverage the relative strengths of each institution and create a unified Preschool-12 Christian school, something the boards have identified as a key goal. In 2015 the middle school building was completed, bringing middle school students from both campuses under one roof. In 2021 our school celebrated its 100<sup>th</sup> year. We moved our lower school to its new location on Kansas Street adjacent to our middle and upper school campuses.

### **B. Mission Statement**

“Our mission is to provide Christ-centered excellence in education, while partnering with the church and home to advance God’s Kingdom.”

### **C. Statement of Faith**

**We believe** in one God, Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit.

**We believe** in Jesus Christ, God’s only Son, fully God and fully man, who was born of the Virgin Mary, lived a sinless life, died as a complete and substitutionary payment for our sin, rose from the dead in victory over sin and death and ascended into heaven where He intercedes with the Father for the believers.

**We believe** that human beings—created in the image of God—fell into sin, bear the penalty of that sin, and therefore require regeneration by the Holy Spirit through faith and new birth in order to receive forgiveness, salvation and eternal life.

**We believe** in the present ministry of the Holy Spirit, by whose indwelling the believer is sealed until the day of redemption and by whose filling the believer is empowered to live a life of purity and godliness.

**We believe** the Bible, consisting of the sixty-six books of the Old and New Testament, to be the divinely inspired Word of God—inerrant, infallible and the final authority for both faith and conduct.

**We believe** salvation is a free gift of God, that cannot be attained except through personal faith in Jesus Christ, and that all who receive Him as Savior become children of God and receive both forgiveness of sin and eternal life.

**We believe** in the resurrection of believers and unbelievers, believers to everlasting life and fellowship with God, unbelievers to eternal, conscious judgment and separation from Him.

**We believe** that Jesus Christ will come again to consummate human history, judge the living and the dead, reward the faithfulness of believers and establish His perfect Kingdom rule forever.

#### **D. Nondenominational Position**

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position. In order to do so in all fairness, it is necessary that we remind faculty, staff, parents and students that the following areas are left primarily to the teaching of the home and church:

1. Church government: authority, discipline, days of worship
2. Time and mode of baptism
3. Timing of future events
4. Baptism of the Holy Spirit
5. Gifts of the Spirit: tongues, interpretation of tongues, healing, miracle working, discerning of spirits
6. Age of Earth

In honoring this desire concerning the purpose and outreach of our schools, though students will be educated on the various positions held by different denominations, there shall be no attempt by personnel to promote specific denominational positions. Redlands Christian Schools desires to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

#### **E. Schoolwide Learner Outcomes (SLO)**

The following four points and subsequent bullets are important traits our board, administration, faculty, and staff work to exemplify and then to aim our students.

##### **Followers of Christ**

- Comprehend the gospel, salvation, and how to communicate these to others with confidence.
- Practice spiritual disciplines such as Bible study and prayer.
- Participate actively in a local church.
- Engage in communal worship such as chapel and small groups.
- Apply Biblical truth to daily decision making.

##### **Pursuers of Wisdom**

- Creatively and critically apply learning to solve real-world problems.
- Communicate effectively and purposefully in both spoken and written language.
- Utilize technology responsibly and productively.
- Gain appreciation for the Fine Arts through participation.
- Know the Bible through study and memorization.

##### **Practitioners of Healthy Living**

- Demonstrate healthy lifestyle choices based on Biblical principles.
- Differentiate between the consequences of harmful and healthy behaviors.

### **Caretakers of God's Creation**

- Seek out community service.
- Respect self and others as created in the image of God.
- Value cultural differences.
- Act as a steward of the environment.

### **F. Accreditation and Memberships**

Arrowhead Christian Academy Upper School, Redlands Christian Middle School and Redlands Christian Lower School are accredited by the Western Association of Schools and Colleges (WASC) and Christian Schools International (CSI) through June 2024. Redlands Christian Preschool has met all requirements of the State of California Social Services through Community Care Licensing. All three campuses are also members of the Association of Christian Schools International (ACSI) and have passed the Council on Educational Standards and Accountability (CESA) Institutional Review. Course credit earned at ACA Upper School is easily transferable to colleges and universities throughout the United States.

### **G. Policies of Nondiscrimination**

Redlands Christian Schools admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, tuition assistance or athletic and other school administered programs.

## **II. Academics**

### **A. Upper School Graduation Requirements**

Our goal is to prepare students for future educational opportunities. The academic requirements are designed for students who desire to continue their education through four-year colleges, universities and community colleges. Students are required to pass satisfactorily the prescribed curriculum with a 2.0 cumulative grade point average in order to graduate. Students repeating a first semester class are required to complete and provide an official transcript to the school registrar by May 10 to participate in year-end senior activities (senior trip, baccalaureate, and commencement).

Students who graduate from ACA typically meet entrance requirements for most colleges. While private college requirements vary, many have joined the University of California and California State University systems in requiring a prescribed pattern course of study for admission to their respective universities. The approved A-G pattern of course requirements is required by all UC and Cal State schools and many private institutions. It includes: A. History, B. English, C. Mathematics, D. Laboratory Science, E. Foreign Language, F. Visual and Performing Arts, and G. Electives. Approved A-G pattern courses meet specific standards of California public college education based on their curriculum and rigor. UC requires a 3.0 GPA, and Cal State requires a 2.0 GPA in their required courses. Grades below C- do not meet the requirements. Contact Academic Services for further information.

To receive an ACA Upper School diploma, students must earn passing grades in all courses required for graduation, earn a minimum of 240 credits in required and elective courses and have at least a 2.0 cumulative grade point average. Students who do not meet these requirements will be ineligible to participate in baccalaureate and commencement ceremonies without a prescribed academic plan confirmed by the student's academic counselor.

Students completing summer coursework after commencement are required to complete and provide an official transcript to the school registrar by July 31 to remain part of the current graduating class. The student's graduation date on the transcript will reflect the date ACA's graduation requirements are satisfied. Please see Academic Services to order a new diploma with an accurate graduation date.

Students completing required coursework after July 31 will officially be included in the next year's graduating class. The student's graduation date on the transcript will reflect the date ACA's graduation requirements are satisfied. Please see Academic Services to order a new diploma with an accurate graduation date.

### Early Upper School Graduation Requirements

The ACA educational experience is designed to be four years. This allows the fullest completion of the mission of the school in each student. However, occasionally though rarely, there may be a student who seeks to graduate early. The following guidelines are in place to support the possibility:

1. All early graduation decisions must be approved by the Head of School.
2. Students seeking to graduate early must have completed all graduation requirements and met all other requirements of the school (limitations to off-site courses and Bible requirements).
3. Students must have no grades lower than a C- (otherwise, these courses should be re-taken to allow the student greater options for college).
4. Early graduation candidates must have a compelling programmatic reason for doing so, including early college admission, special program or missions participation or entrance into a particular career training program with legitimate timing considerations. Special proof of this opportunity will be required to facilitate the early graduation request.
5. Students taking year-long AP courses in the senior year are not able to graduate early because they will both miss the instruction to be prepared for the exam and miss the exam itself.
6. Students seeking to graduate early should not have any year-long commitments that need to be honored. Examples would be Kerygma, jazz band, ASB, worship band, etc.

Subject Area	<b>ACA Upper School Graduation Requirements for 4-year bound college students</b> Total Credits: 240 Minimum GPA: 2.0
Bible Worldviews	4 years (40 credits) or 1 course for each semester enrolled Bible 9, Bible 10, Philosophy of Life 11 (H or NH), Bible 12 1 semester (5 credits)
Electives	Electives as needed to meet minimum of 240 credits total for all courses
English Speech	4 years (40 credits) English 9 (H or NH), World Lit (H or NH), American Lit, British Lit (H or NH). AP English Lit and Comp and/or AP English Lang and Comp may be substituted for American Lit and/or British Lit 1 semester (5 credits)
Foreign Language	2 years (20 credits) required; 3 years (30 credits) recommended Spanish 1, 2, 3, AP Spanish or American Sign Language 1, 2 Students must earn a C- or higher to advance to the next level

Math	3 years (30 credits) required including Algebra 1, Geometry, and Algebra 2; 4 years (40 credits) recommended* Algebra 1, Geometry (H or NH), Algebra 2 (H or NH), Pre-Calculus (H or NH), AP Calculus AB, Statistics, Finance Students must earn a C- or higher to advance to the next level except for Finance
Physical Education	1 year (10 credits) PE 9
Science  Health	3 years (30 credits); 2 years must be lab sciences one of which must be Biology. Integrated Science, Biology, Chemistry (H or NH), Physics, Anatomy and Physiology, AP Environmental Science, Sports Medicine 1 semester of Health required (5 credits)
Social Science  Geography	3 years (30 credits) World History (H or NH), American History or AP U.S. History, American Government- Economics or AP Government and Politics: U.S. Economics 1 semester (5 credits) (beginning with Class of 2014)
Visual and Performing Arts	1 year (10 credits) of a year-long art, theatre or music course

Notes:

- ▶ \*The recommended math sequence is Algebra 1, Geometry, Algebra 2, Pre-Calculus, and AP Calculus. Students who successfully complete Algebra 1 in middle school begin their three-year high school math sequence with Geometry. After completing Algebra 2 successfully, students may select other math options.
- ▶ (H or NH) = Honors or Non-Honors
- ▶ One semester of course work equals 5 credits unless otherwise noted in Curriculum Guide course description.
- ▶ A course in which a grade of “D” or lower is earned may not meet college entrance requirements.
- ▶ Many private colleges and the University of California and California State University systems require a specific number of A-G Pattern Courses which meet specific rigorous curriculum standards. These courses are marked with an asterisk \* in the Course Description section of the ACA Curriculum Guide.
- ▶ Worldviews is a required course beginning with the Class of 2023.
- ▶ Please contact Academic Services for information regarding alternate programs.

Students are required to attend middle school a minimum of three years (six semesters) and must earn at least a 2.0 cumulative grade point average for sixth, seventh and eighth grades to promote to the upper school. Required courses are Bible, English, Mathematics, Physical Education, Science, Social Science and Performing Arts.

A student who earns a failing semester grade in a course required for promotion will not receive credit for that course and must repeat the failed semester. The student is expected to retake the failed course during summer school. If the course is not offered, the Middle School Principal should be consulted regarding registration for an online course (the grade from which will be averaged with the failing grade percentage). A failed PreAlgebra or Algebra 1 course may be retaken the following school year. Failed courses that students are not expected to repeat are those in which there are no options available, such as physical education or explorative classes. In all cases, the cumulative 2.0 grade point average is required for promotion to high school.

## B. Middle & Lower School Class Assignments

Each year staff and administration spend a great deal of time prayerfully considering the best class compositions for the upcoming school year. These decisions are based on input from current teachers, final grades, and MAP testing scores. Consideration is given to student’s ability, student’s academic progress,

student's needs, student's emotional makeup, and ratio of boys/girls. RCS is not always able to accommodate parental preferences; however, placement decisions are always thoughtfully, prayerfully and carefully made. Our goal is to place students in the best possible situation for success.

### **C. Standardized Testing**

Students participate in MAP (Measures of Academic Progress) testing multiple times each year in grades K-8. MAP tests are adaptive achievement tests in math, reading and language usage, and are taken on a computer. This instrument is used as an evaluation tool, not only of each student's progress, but also to give input to our school-wide program. In the Upper School, students take MAP tests in 9<sup>th</sup> and 10<sup>th</sup> grades, Pre-ACT, PSAT, SAT and ACT exams in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years.

### **D. Homework**

Students should not be dominated by excessive homework, nor should they be void of homework in areas in which they need improvement. Please keep in contact with your student's teacher as to your concerns in this area.

#### **Purpose and Philosophy:**

Homework provides opportunities for the students to reinforce old, or practice newly acquired skills, gain a better understanding of the subject matter, and pursue special interest areas. Perhaps most importantly, homework acquaints parents with what their children are learning in school and also improves the students' organizational and self-discipline skills that will be with them long after they have graduated from Redlands Christian Schools.

#### **Guidelines:**

It is logical to assume the types of homework assigned and the time required to complete it will increase as students progress from grade to grade. As a general guideline, homework should take approximately 10 minutes, multiplied by the child's grade level. For example, a first grader could expect to have about 10 minutes of homework per night, while a fourth grader could expect to take 40 minutes to complete his/her homework. It is important that this time should be uninterrupted time, free from the interference of television, playing, eating, etc.

#### **Roles and Responsibilities:**

##### Students:

1. Understand what the assignments are and when they are due.
2. Ask questions when instructions, assignments or deadlines aren't clear.
3. Organize time and other resources in order to complete the assignments on time.
4. Give homework your best effort before asking parents for help.

##### Teachers:

1. Assign homework that either practices what is being learned in the classroom or serves as an extension to classroom activities.
2. Provide clear instructions as to when and what is expected of the student.
3. Evaluate and return homework in a timely manner with the appropriate feedback.
4. Recognize and reward students who consistently and correctly complete homework.
5. Contact and work with parents and students who do not complete homework.
6. Monitor the amount of homework and modify expectations to meet different learning styles and abilities of all students.

##### Parents:

1. Ask your children what kinds of homework they have each and every night.
2. Provide an environment that is conducive to uninterrupted study time.

3. Set the example for self-discipline, organization and time management.
4. Ask questions of your teachers or principal if you have concerns regarding the type and amount of homework being assigned.
5. Review and sign assignment notebooks or take-home folders, as needed or required.
6. Teach independence by encouraging your child to complete assignments without help.

### E. Grading System

Report cards are issued four times a year in grades 1-12. Parents are strongly encouraged to keep track of their student's progress by reviewing completed work coming home and, in grades 2-12, by checking the FACTS Family Portal site often. Preschool through 1<sup>st</sup> grade students are graded by teachers evaluating the skills that students are learning. Preschool and Kindergarten students will receive report cards two times per year at the end of each semester. Students in grades 2-12 will receive grades based on the following scale:

A+	96.50 – 100+	4.0	C+	76.50 – 79.49	2.3
A	92.50 – 96.49	4.0	C	72.50 – 76.49	2.0
A-	89.50 – 92.49	3.7	C-	69.50 – 72.49	1.7
B+	86.50 – 89.49	3.3	D+	66.50 – 69.49	1.3
B	82.50 – 86.49	3.0	D	62.50 – 66.49	1.0
B-	79.50 – 82.49	2.7	D-	59.50 – 62.49	0.7
			F	0 – 59.49	0

### Late Work Policy

All work should be turned in at the period in which it is due. Any work turned in after the period due results in the loss of a letter grade (roughly 10%) for every day it is late. The weekend counts as one day. In other words, an assignment due on Thursday that is turned in on the following Monday would be marked off 30% (one day for Friday, one day for the weekend and one day for Monday).

### Middle School Intervention Program

Intervention is for middle school students who have earned less than a 2.0 GPA at the end of any grading period and/or have earned two or more F's in any core academic class. Students will be assigned to a mandatory after-school intervention class and could forfeit the right to participate in any extracurricular activity. In some cases, Intervention class could be offered during the course of the school day, depending on teacher schedules. The purpose of the class is to improve the student's grades to avoid future academic probation. This class is mandatory and takes precedent over any school sponsored extracurricular activity. In the event Intervention is not able to meet during the course of the school day, afterschool Intervention classes will meet three times a week on Monday, Tuesday, and Thursday from 2:45-3:45 p.m.

### F. Absences

Parents are asked to help keep absences to a minimum by abiding by the school vacation calendar and scheduling medical and dental appointments after school hours when possible.

#### Excused Absences

- Illness of the student (extended illnesses lasting longer than three days may require a doctor's notice)
- Medical appointments, when accompanied by a written note from the doctor's office
- Death in the immediate family
- Court appearance
- School event or activity

- All absences for which a student is seeking an excused absence are reviewed by the principal

### **Other Absences**

Besides excused absences, there are times where a student may be absent for a parent-approved reason. In recognition of the fact that we see the parents as having the God-given responsibility of raising the child, we seek to support parents in this decision. While these absences avoid the consequences of an unexcused absence, the student will need to abide by the late and missing work policy. If an absence is planned ahead, all work that has already been assigned should be turned in before departure. All work missed that can be turned in late is due upon return and will receive deduction based on the number of days it is late per our standard policy. Quizzes and tests may not be able to be made up.

### **Prearranged Absences**

Students must communicate with teachers before a pre-arranged absence so that they can be sure to fulfill the expectations of the late and missing work policy.

In cases where students wish to be spectators at CIF away games when extensive travel is involved, the principal will determine if students may be excused early. Students will be given an unexcused absence for periods missed without prior approval.

Students are required to take finals as scheduled unless the teacher is willing to offer the test at another time.

### **School Events**

Student fans who have a participating sibling in a school event may receive an excused check-out to attend that event. All missed work will be due upon return to school. Other student fans may receive an excused absence with prior approval from the lower school principal.

### **Unexcused Absences**

Unexcused absences include absences for all reasons not listed as excused or where the parent has not arranged for the absence. A detention or Saturday School will be given for an unexcused absence. The late work policy goes into effect for all assignments missed on the day of absence. If an assignment is not turned in by the morning it is due, ten percent (10%) will be taken off the assignment's grade each day it is late. A parent meeting will occur if there are repeated unexcused absences. Chapel attendance will be treated in the same manner as class attendance.

### **Maximum Absence Policy**

Because of the importance of regular class attendance, students are not permitted to miss a class more than twelve times in a semester. (Redlands Christian Schools activities are exempt from this policy.) Parents will be notified when the number of absences approaches ten. On the 13th absence, the student's record will be reviewed by the administration to determine a possible course of action. If a course of action is needed, the student may be dropped from class with a failing grade or allowed to continue with a written plan of assistance to improve attendance. If a student is dropped from a class with no credit, the grade at the time of the drop will determine eligibility for extracurricular activities. Students with more than 13 absences are dropped from athletic eligibility and lose off campus lunch privileges, if applicable.

### **Reporting an Absence**

To report an absence, parents must call the appropriate school office or send an email to the designated individual before 9:00 am on the day of the absence. Any uncleared absence will be counted as an unexcused absence, and parents will be notified.

Upper School office 909-793-0601, ext. 101 [vcollett@redlandschristian.org](mailto:vcollett@redlandschristian.org)

Middle School office 909-793-0601, ext. 400 [middleschooloffice@redlandschristian.org](mailto:middleschooloffice@redlandschristian.org)

## G. Make-up Work

A student will have one day for every day of an excused absence to complete work assigned on the day(s) a student is absent from school, regardless of whether the missed class meets on the day of the student's return. For example, if a student misses class on Friday, the weekend will count as one day, and work will be due on Monday. If the student misses class on Tuesday and returns on Wednesday, but she/he has been assigned work for a class that doesn't meet on Wednesday, the work must still be turned in to the teacher on Wednesday.

- If a student is absent on the day a test/quiz is given, the student will be required to take the test/quiz on the day the student returns to school.
- If a student is absent on a review day, the student is required to take the test at the regular scheduled time.
- If previously assigned work was collected on the day(s) the student was absent, that work is due on the day the student returns to school, whether the missed class meets or not.
- Long term projects, assignments or work available through online scheduling and communication resources, including but not limited to, FACTS Family Portal are due on the given due date. If the student is absent on the day the project/assignment is due, the student must make arrangements for submission of the project/assignment. If the student plans to be absent on the day the project/assignment is due, he/she must turn the project/assignment in prior to his/her absence or make arrangements for its submission on the given due date.
- Students with unexcused absences or parent excused absences should expect to secure instruction on missed work from their peers. It is not an expectation for teachers to re-teach missed assignments in these cases.
- If a student is absent for **more than three (3) consecutive days**, the student must meet with his/her (teacher – lower school) academic counselor, dean, or principal and develop a schedule for make-up work to be completed in a timely manner. Five (5) days are allowed for 11<sup>th</sup> and 12<sup>th</sup> grade students. Make-up work plans are binding, and the standard late work policy does not apply in these cases.
- See course syllabus for further instructions regarding missed work.

## H. Tardy Policy

Students who arrive after school begins must report to the front office for a late pass before going to class. In Middle School or Lower School, the parent/driver must report to the office. In the Upper School the parent must call in. Excessive tardies will be addressed by the administration.

It is important to be on time. The purpose of the tardy policy is to help students develop a responsible sense of time and obligations to other people. Please note, as a family, that tardies include being late to first period class. The policy is designed to avoid interfering with the student who may be late on rare occasions. Instead, the focus of the policy is on those who demonstrate a tardy pattern.

The policy provides a deterrent if there is a problem, but it also provides encouragement to the student to work toward a healthy on-time record.

### a) Definition of a Tardy

- 1) A student is considered tardy if he/she is late to an assigned class/location without a pass excusing the student otherwise.
- 2) Tardies between classes are given at the discretion of the teacher. If there is a legitimate reason not to be in class on time, a pass requesting an excuse should be brought from the supervising teacher, and the student will not be considered tardy.

- 3) When a student is tardy to first period, he/she must report to the office before going to class to be given a re-admit slip. The tardy is recorded.
- 4) A student who arrives to school later than 10 minutes will receive an unexcused absence.

#### **b) Consequences of Tardiness**

Tardy accumulation will start over each quarter and will receive the following consequences:

- 1) Tardy #1-5: These can be used for those times when a tardy, due to unusual circumstances, cannot be avoided. They should not be used “just because.”
- 2) Tardies #6-9: A detention will be issued for **each tardy**.
- 3) Tardy #10: A Saturday School will be issued at the principal’s discretion.
- 4) Tardies #11-14: A detention will be issued for **each tardy**.
- 5) Tardy #15: A suspension will be issued.

Juniors and seniors will lose off –campus lunch privileges and all students grade 9-12 sacrifice athletic eligibility for tardies beyond 10 each quarter.

#### **I. Student Support Team (SST)**

The SST is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the SST paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the SST meeting, and a plan will be implemented specifically for the student to help with his/her area of need. The SST team will follow up as needed and communicate with teachers, parents, and administration. The goal of this program is to support students in such a way that they can function adequately in the mainstream school environment.

#### **J. Lower School Enrichment Program**

Redlands Christian Schools believes that all children “have different gifts, according to the grace given to each” (Romans 12:6). In an effort to challenge our students that have been gifted with an exceptional intellectual capacity, Redlands Christian offers a GATE program, in addition to our specialized enrichment programs.

The GATE Program exists to encourage and provide academic enhancement through differentiated instruction that challenges students to meet their fullest potential in who God has created them to be. The program was developed to meet the needs of 3rd-5th grade students who demonstrate a high degree of intellectual abilities.

#### **K. Private Tutoring**

Students who have a deficit in a subject area or learning skill may be required to secure a private tutor. This expense is covered by the parent.

#### **L. Student Records**

All student records (PK-12) are kept confidential. Information in the files will be released only upon receipt of written permission from the student’s parents/guardians. Student’s academic files will be transferred to another school after receiving a written request from said school with a Financial Hold Letter noting all balances due.

Handling of student records will vary depending on classification of the record.

Permanent Records are those which the school is required to compile and maintain indefinitely. Permanent records include:

- 1) Legal name, date and place of birth, gender of student
- 2) Name and address of parent or guardian
- 3) Entrance and departure dates from school
- 4) Subjects taken at the school (in any school session) with marks or credit given
- 5) Immunization verification
- 6) Date of high school graduation

Limited-time Records are those which the school is required to compile and maintain for three (3) years beyond when they are considered useful (typically, at the time of high school graduation). Limited-time records are to be destroyed at the start of the fourth school year beyond their declared relevance to educational purposes. These include:

- 1) A log identifying those (except authorized school personnel and parents) who have requested access to student records
- 2) Student health information
- 3) Participation in Special Education programs
- 4) Parent-challenged academic and disciplinary records
- 5) Results of standardized tests within the preceding five years
- 6) Work permits
- 7) Suspension and expulsion notices

Temporary Records are those which the school maintains for the purpose of supporting the educational process. Temporary records may be destroyed 6 months after their declared usefulness. These include:

- 1) Standardized test results older than five years
- 2) Disciplinary records (other than suspensions and expulsions)
- 3) Attendance records
- 4) Verified reports of behavioral patterns

### **M. Retention Policy**

Every effort will be made by the school to accommodate a student's needs before recommending retention, i.e., extra teacher help, tutoring, student support, modifications, etc. If, however, a teacher feels a student is a good candidate for retention, the principal and the appropriate teacher(s) will be responsible for consulting with the parent(s) regarding the possibility of retention.

Any student failing two or more courses will warrant retention. Any student who fails a language arts or math course must complete the following in order to be eligible for placement to the next grade:

- Receive tutoring in the failed subject or subjects by a certified teacher in that subject area. Tutoring may be required prior to a specified date. A verification letter must be sent from the tutor to the Principal stating that the criterion was completed.
- Complete a recommended curriculum over the summer in the failed subject or subjects.
- Test for verification of mastery of subjects.
- The prescribed plan for remediation must be approved by the school. Any student failing two or more courses will warrant retention.

### **N. Curriculum**

Redlands Christian Schools' PK-12 curriculum can be described as traditional, holistic and liberal arts in nature:

- Traditional in that we teach the basic subjects. We exceed the California frameworks, a state public school guideline of what to teach at each grade level. We are on a five-year rotation in terms of reviewing our curriculum.
- Holistic in that it is designed to meet the mental, spiritual, social, emotional and physical needs of each student. Since no area of life is able to be separated from God's control or redemptive power, we seek to integrate our biblical world and life view into the lives of our students through our academic program. We select the best curriculum available from both religious and secular publishers.
- Liberal arts in nature in that in addition to the core curriculum, the school provides experiences in Fine Arts, Physical Education, outdoor education, Foreign Language, Technology, and Athletics.

Our teachers are our most valuable assets. Each is academically qualified and has a growing personal relationship with Jesus Christ. Faculty members are equipped to utilize a variety of teaching strategies in order to guide students toward their full potential.

### **O. Reports to Parents**

Redlands Christian Schools seeks to honor the partnership with parents by providing timely and accurate reporting on student academic progress. Quarter and semester grades will be posted for each student on FACTS Family Portal. In the Middle School and Upper School, only semester grades are recorded on the student's official transcript. Even though quarter grades do not appear on the transcript, they are very important in determining co-curricular, extracurricular, athletic eligibility, academic probation and work permit eligibility.

Parents and students may access grades on FACTS Family Portal. Teachers are required to post updated grades every Monday by 8:00 a.m. Parents are encouraged to contact teachers using their school e-mail address with questions or concerns.

Redlands Christian Schools makes available scheduled times for **Parent-Teacher Conferences** near the end of the first quarter and an additional time for Middle School and Upper School near the end of third quarter. These special days are designed to provide a forum for parents to discuss student learning with teachers for the goal of improving student achievement and fostering effective parent-teacher-student bonds. Parents are strongly encouraged to participate.

### **P. Requesting a Parent-Teacher Conference**

Parents are asked to follow these guidelines in setting a time to meet with a teacher during the school year:

- Call the school office or send a note or an email to your child's teacher.
- Allow the teacher or administrative assistant an opportunity to arrange a conference time.
- Confirm that you are able to attend the conference.
- Please be prompt for the scheduled visit.

### **Q. Textbooks**

**Lower School** and **Middle School**: The schools provide textbooks and lab equipment to students. Students are expected to care for their books in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student's responsibility to return materials and textbooks to issuing teachers.

**Upper School**: It is the responsibility of students to purchase textbooks as required for each class on their schedule. A list of required textbooks is provided on FACTS Family Portal.

### **R. Part-Time Students**

Part-time students must attend contiguous courses and must be in the supervision of parents (i.e. off campus) when not attending courses.

Redlands Christian Schools' Part-Time Student Program works alongside of home school groups and charter schools in the area. This program is only open to students enrolled in home school and/or charter schools that have been pre-approved by Redlands Christian Schools Admissions Office.

All home school participants are required to file an affidavit as their own private school and be a part of the Home School Legal Defense Association (HSLDA). As a result, the individual parents are responsible to keep their official records according to legal guidelines by the HSLDA.

Students enrolled with the Redlands Christian Schools' Part-Time Student Program may take up to a maximum of four (4) classes on Redlands Christian Schools' campus each year (both semesters).

New students up to 10<sup>th</sup> grade are welcome to apply. New students entering grades 11 or 12 will be reviewed on an individual basis to determine eligibility.

While all students are encouraged to participate in clubs and other activities, part-time students desiring to participate must be enrolled in four (4) on-campus classes to be eligible. Should the student want to enroll in more than four classes at Redlands Christian Schools, he/she would be required to become a full-time student. Students who desire to graduate from Redlands Christian Schools are required to be full-time students in their senior year. Part-time students in the Upper School must be enrolled in contiguous class periods. When the classes are complete, students are to be picked up by a parent or dismissed off-campus to parental supervision.

Should a part-time student desire to transition into full-time, Academic Services will review the student's entire transcript to determine graduation eligibility. In order to be considered for full-time status, the student's previously attended home school or charter school must be accredited by a nationally recognized agency.

At the end of each semester, Redlands Christian Schools will provide the parent (as a legal home school participant) a report indicating the courses the student completed at Redlands Christian Schools and the grade(s) received. Based on this structure, the student's promotion/graduation diploma comes from their individual home school or charter school. Although we welcome our part-time students and parents to participate in any college preparation workshops held on campus, we will defer to the home school/charter school organization for individual academic counseling.

### **III. Athletics, Co-Curricular Activities and Eligibility**

#### **Activity Management Policy**

When planning extracurricular activities such as athletic, choir, band or theatre events, every effort will be made to resolve date conflicts in advance so that a student participating in fine arts and an athletic team will not have to choose between these events. In the event that a conflict cannot be resolved, it will be the parent's responsibility to give their student direction as to which event they should participate. Events that are part of the grade for a class should be prioritized.

#### **A. Athletics**

Redlands Christian Schools values the role that athletics play in students' lives. Many life-related values are taught and learned through athletics and a player-team-coach relationship. These values include:

- The sacrifice of personal goals for the betterment of the whole body
- Respect for authority
- The handling of criticism and struggles
- Self-control
- The setting of, and working toward, a goal
- Working in a team setting
- Being an example of Christ in a public forum

Our philosophy is to provide as many athletic opportunities as possible. At the lower levels we strive to build skills and sportsmanship. As students progress towards high school varsity sports, they become more competitive, and playing time is more dependent on skills.

All team members and their parents must understand certain conditions related to team membership and participation. A try-out process may be used in team selection during which some students may not be

chosen. This process can be difficult for all. Factors in team selection include ability, personality, effort, grade level, and academics.

Players must commit to attending all practices and games. Many students seek to add team play to an already over-committed schedule. In doing so, they juggle too many activities and do not do justice to any of them. This is unfair for all parties involved. Coaches will inform prospective team members of time commitment expectations.

Athletic team membership does not assure a player the right to play in every game. Factors affecting coaches' decisions regarding which players participate in games are commitment, ability, effort, knowledge, competition and grade level. Every player should work as hard as possible during practice and allow the coach to make decisions about playing time without complaint.

When a student gains membership on an athletic team at Redlands Christian Schools, there are a number of responsibilities required:

- Be committed to your team by improving your personal fitness and attending all practices and meetings.
- Follow the rules and regulations listed in the student handbook.
- Strive for academic and behavioral success in the classroom.
- Respect those in authority, whether it be a coach or an official.
- Use self-control at all times—before, during and after the contest.
- Accept your role as a player while always trying to improve yourself.
- Treat visiting teams as guests in your home and act as guests at the school we are visiting. Accept defeat graciously and show modesty and humility in victory.
- Be in school (at least 3 periods of the day) to be able to participate in any game that day. Any exceptions will be determined by the dean of students.
- Understand that school athletic uniforms mean that we are representing our school and more importantly, Christ. Therefore, our actions and words must reflect that ideal.

### **Participation in Two Sports in One Season**

An Upper School student may participate in more than one sport in a season only with permission of the school principal. Such a decision is based on the following factors:

- The student needs to have a grade point average of 3.5 or greater.
- While not required, the student should be a junior or a senior.
- The sports involved must allow for adequate preparation for competition within the CIF guideline of no more than three hours of practice per day.
- The student must have parental permission to participate in more than one sport.
- The trade-offs for participation in a second sport should not jeopardize the success of the team in either sport, either through lack of participation in needed team practice or in failure to be available for key competitive events (thus letting down the team).

### **Athletic Eligibility**

- Any student with a minimum of four classes who earns passing grades with a minimum unweighted GPA of 2.0 at Quarter 1, Semester 1 or Quarter 3 is eligible to participate in any extracurricular or co-curricular activity. Middle school students who are enrolled in Intervention will not be eligible to participate in any extracurricular activities, unless they receive an exemption to do so by the middle school Principal.
- Students with an unweighted GPA under a 2.0 at any quarter or semester will be placed on academic probation and deemed ineligible for extracurricular activities. Middle school athletes will be subject to a weekly grade check performed by the MS Athletic Director. Should a student be earning two D's

and/or an F in any of the CORE classes at the time of the weekly grade check, the student may be placed on academic probation until their grades improve.

- Any exceptions to eligibility will be handled at the discretion of the school principal.
- Previously ineligible students may become eligible if they earn an unweighted GPA of 2.0 at the end of the quarter or semester. Final grades of the second semester determine eligibility for the following fall. Summer schoolwork may be considered. Students who are not eligible based on Semester 2 grades may participate in extracurricular and co-curricular activities during the summer. However, on the first day of school they become ineligible. The music, drumline, theatre and athletic directors and the dean of students will receive a list of students who are ineligible to participate in extracurricular or cocurricular activities for each quarter and semester grading period.
- Ineligible students may participate in summer workouts pending submission of improved grades.
- Coaches: At the pre-season meeting and at each day of tryouts, the coach informs all students that if they have below an unweighted 2.0 GPA, they are ineligible to participate in tryouts if cuts are being made. Prior to the first day of team practice, each coach submits a sports roster to the Athletic Director's office. The Athletic Director will check each team roster against the list provided by Academic Services to ensure only eligible students are participating.
- Theatre Adviser: On the first day of each play audition the adviser informs all students that if they have below an unweighted 2.0 GPA, they are ineligible to participate. Once the cast is selected, the adviser submits a cast list to the dean of students.
- Choir Director: Students who are ineligible are only allowed to participate in activities that are deemed as school related and are graded. These activities must be on the school calendar at the beginning of the semester. If the concert or fundraiser is voluntary, then ineligible students are not allowed to participate.
- Drumline and Praise Team: Students who are not eligible must follow the same guidelines except for time spent during class hours. Students who do not meet eligibility requirements will not be allowed to participate in performances, other than those that require grades, until their grades improve.
- Missions: Eligibility will be based only upon one quarter grades prior to the mission trip. Students must realize that the funds collected are non-refundable.
- Class Trips: Students who are ineligible are not allowed to go on any trips that are not required for a grade in the class.

### **Upper School Athletic Exception Policy**

The upper school does make use of the Section 205 academic eligibility exception clause provided by the CIF but only does so in this manner. At the decision of the upper school principal a student may be granted an opportunity to take part in a grade check program. Starting two weeks into the quarter where the student is ineligible, the principal (or academic counselor) does a weekly grade check. If the student's grades are above an unweighted 2.0, the student is eligible to participate in athletics for that week. If the student's grades fall below an unweighted 2.0, the student is ineligible until those grades are above an unweighted 2.0. Weekly grade checks would continue through the entire quarter. The purpose of this policy is to serve as a motivator for students for whom athletics can play a significantly positive role.

### **B. Co-Curricular and Extracurricular Activities**

Co-curricular and extracurricular activities are activities which require participation outside of school hours. These include athletics, music, clubs, class trips and theatre. Students involved in Redlands Christian Schools' activities (including athletics) must behave properly throughout the school day. Any discipline received could affect the students' status in their activity.

The administration may alter a student's eligibility on a periodic basis if a student's behavior is unacceptable. Any student who is suspended cannot participate in activities during the suspension and may be subject to more ineligible time depending on his or her status in the discipline system.

### **Spiritual Life/Chapels**

At Redlands Christian Schools chapel is an important part of our academic program. Students worship on a weekly basis in an environment that they can freely praise the Lord, recognize that God's word is relevant for today, and build relationships that will last. These worship venues alternate weekly between class programs, worship, and special guests. Upper School students participate monthly in Link Group.

### **Other Curricular Activities**

In addition to the choral and instrumental curricular classes, RCS also offers these special extra-curricular opportunities: Theatre, Drama Club, Bands, Drumline & Praise Teams

- **Upper School & Middle School Theatre Productions:** The theatre department at each school stages 2-3 student productions each year. Auditions are used to determine participation in these productions.
- **Upper School & Middle School Drumline:** Students have an opportunity to participate in this extracurricular activity in most academic years.
- **Middle School Jazz Band:** Meets one time per week and performs at multiple concerts and events.
- **Praise Team:** The purpose of praise team is to serve God, to lead the student body in worship/song and to use musical or technical gifts in chapel to glorify God. Every Praise Team member should have a healthy relationship with God, "walk" before God and man in a way that reflects his/her commitment to Christ and be willing to lead others with enthusiasm. Members must realize that they will be seen as leaders outside of chapel services, and conduct themselves in a manner that is acceptable, have a good attitude and be committed to the team as well as helping and supporting other team members. In addition to being musically (or technically) gifted students should be prepared to worship and not perform. It is also expected that all praise team members maintain good grades as a failing grade would render them ineligible for the praise team.

### **Lower School Extra-Curricular Activities**

RCS also offers a variety of extra-curricular activities through our SOAR Program.

*SOAR* provides exceptional opportunities for youth to develop their God-given talents and interests in the areas of recreation, education, and creative arts. This is achieved by providing fun, quality, and engaging opportunities in the form of classes, programs, special events, and camps.

- **Enrichment Classes:** Our enrichment activities primarily take place during non-school hours. These times include after-school, school breaks, and holidays. Enrichment activities include LEGO<sup>(R)</sup> Robotics, Sport Teams, Cheer, Music and Art Classes, Leadership Development, Theater and more. Students involved in these programs will have opportunities to share their progress through activities such as recitals, intramural games, art shows and competitions.
- **Extended Care:** Our extended care program provides exceptional opportunities for students featuring a variety of enrichment activities, homework assistance and a safe environment outside of regular school hours. Students in extended care will also have the opportunity to participate in concurrently scheduled enrichment activities.
- **Summer Camp:** Our summer camp program offers a variety of options for many interests and needs. Families can select from morning enrichment camps or full time day camp. Both offer academic enrichment, summer fun and biblical foundations. Past camps have included Horse, Basketball,

Leadership, Academic Support, Lil' Dribblers, Cooking, Art, Football, Music, Band, Cheer, Baseball, Softball, Kinder Prep, Spanish Prep, Velocidad, American Girl History, Speed & Agility, Soccer, and Dance Camps.

- **Lower School Music Lessons:** Outside of group enrichment classes, private music lessons are available to RCS students on our campus. Parents can register for private lessons through the SOAR program.
- **Lower School Tutoring:** In addition to group homework time during extended care and academic enrichment programs, SOAR offers private tutoring on our campus. Parents can register for tutoring through the SOAR program.

**Schedules and Registration for SOAR can be accessed at**  
<https://www.redlandschristian.org/soar>

### **Student Leadership Opportunities**

#### **Upper School Associated Student Body (ASB)**

The ASB is a student, service-oriented organization established to promote leadership and the best possible communication among students, staff, parents, and the community. The Upper School Executive Council consists of the student body president, vice president, secretary, treasurer, director of communications, director of activities, mission coordinator and each class president. ASB officers and class officers (president, vice president, secretary, treasurer, etc.) are elected in the spring. Ninth grade class representatives are elected in the fall.

#### **ASB and Class Officer Eligibility**

To be eligible for a class officer position, students shall have maintained an academic cumulative GPA of 2.7 for the previous three quarters of the year prior to running for office and shall maintain a 2.7 GPA while in office to hold their position. To be eligible for Executive ASB, students shall have maintained an academic cumulative GPA of 3.0 for the previous three quarters of the year prior to running for office, and shall maintain a 3.0 GPA while in office to hold their position.

#### **Middle School Student Leadership Team**

The Middle School SLT is established to develop leadership. Sixth, seventh and eighth grade students are chosen in the spring and summer and serve in a variety of capacities. Students plan and organize monthly events, community service, and community building activities.

#### **Lower School Student Council**

The Student Council is a student-service oriented organization made up of elected students in 4<sup>th</sup> and 5<sup>th</sup> grades, established to promote leadership and the best possible communication between students, staff, parents, and community. The council seeks to build school spirit while serving the school and fellow students.

## **IV. Principles of Conduct**

It is the desire of Redlands Christian Schools to provide a Christ-centered environment in which students can receive an excellent education. A part of achieving that goal is to provide an atmosphere where Christ is honored, students are safe, and distractions from the academic program are minimal.

Our students' behavior and attitudes should reflect this stated objective. The administration, faculty and staff will work in conjunction with the home to teach our students appropriate and godly behavior. We encourage our students to allow the Holy Spirit to work in their lives as they look to the principles of God's Word for daily guidance. Our conduct will be a major factor in making Redlands Christian Schools a light in our community.

Ideally, good behavior is motivated from within the student. Realistically, each student comes from a family with different standards. Therefore, Redlands Christian Schools has adopted a reasonable set of standards that honor the Lord and promote modesty, neatness, and an appropriate learning environment. To aid in the achievement of these goals, parents and students need to be aware of, and abide by, the following standards.

### **A. Parent and Student Behavior Expectations**

A unique aspect of Redlands Christian Schools is that the family, not just the student, becomes a part of the school community. Redlands Christian Schools is grateful for the opportunity to partner with parents in the education of their children. Effective partnerships are built on clear communication of expectations, respect, and grace. Our desire is that our work with parents be characterized by these three traits. We truly are in this together to raise up a generation of young people prepared to make a difference in the world particularly for the cause of Christ.

To support this goal, Redlands Christian Schools expects faculty, staff and parents to:

- Understand and follow the guidelines set forth in the Parent/Student Handbook.
- Respect parents, school personnel, coaches, referees, etc., and respond accordingly.
- Assume responsibility for personal behavior, attitudes, and speech.
- Use proper order of contact (Matthew 18 principle) when dealing with conflicts in relationships (faculty, staff, other parents, etc.).
- As a role model, abide by the RCS dress code (modesty) while on campus or at an RCS event in any capacity.
- Maintain a lifestyle that reflects our biblical, God-honoring calling to pursue holiness, love, peace and grace with one another.

To support this goal, Redlands Christian Schools expects students to:

- Understand and follow the guidelines set forth in the Parent/Student Handbook.
- Respect and appropriately respond to authority.
- Assume responsibility for personal behavior, attitudes, and speech.
- Respect the rights of others, in and out of the classroom.
- Demonstrate proper respect for school facilities and property.
- Use Christ-like language in and out of the classroom. Be honest in all situations.

**Family:** Definition of the family is grounded in our belief that scripture (Bible) teaches us that a family is the union of one man and one woman lawfully married, and includes their children, be that by natural birth or adoption, which God has placed into that family unit. Our definition further includes those parents who are widowed, are single parents, or have blended families.

The key to our definition is the Biblical understanding of marriage, a lawful union between a man and a woman. This definition does not include those who are not legally married or whom society defines as domestic partners. Our definition also does not include those who engage in moral misconduct such as promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity or any other violation of the unique roles of male and female set forth in scripture.

In responding to those who disagree with our definitions of family, God's love is the model for how we respond. God longs for all people to come to repentance and to find our identity in him, so much so that he

paid the ultimate sacrifice to make it a reality. This expression of *agape* love compels us to point young people to Christ as the source of their identity. Because we know that our identity is in Christ, we will choose to use pronouns that are consistent with birth gender when identifying students.

We recognize we live in a fallen and broken world where sexual struggles are very real. We do not minimize the God-designed desire for physical intimacy or the temptation to engage it outside of marriage, but we do not believe sex is the pinnacle of love. We do not and cannot condone any extra-marital sexual activity, but we do not love others any less if they choose to engage it. Students who are sexually active risk expulsion, but the school will work with a repentant student to craft a way forward that provides accountability and appropriate consequences.

Redlands Christian Schools believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Accordingly, the school reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with the accomplishment of the school's educational purposes. In such a case, tuition would be refunded based on the school's tuition refund policy.

It is also expected that parents/guardians cooperate with the administration in seeing that the student attends classes regularly, is at school on time each day, and has transportation to and from the school premises at the beginning and end of each school day. Furthermore, parents/guardians are expected to assist the students to learn and advance in their education, solve school-related problems by working with teachers and administrators, and aid the teacher in providing the student with a Christian education.

It is the policy of Redlands Christian Schools that all students be under direct parental (or legal guardian) authority and responsibility while attending our school. This includes seniors who may have turned 18 years old while attending the Upper School. The school is in partnership with the parents, working as a team with the students jointly and cooperatively.

## **B. Child Abuse or Neglect**

Employees of Redlands Christian Schools are required by law to report any reasonable suspicion of child abuse or neglect as soon as practically possible to the proper governmental authority of the State of California (see California Penal Code sections 11164 et. seq.).

In accordance with RCS policy and California law, school employees are obligated, under penalty of fine and jail term, to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **C. Conflict Resolution**

Our goal is to foster an environment where students are given opportunities to solve their own matters. The key is giving them the skills needed to work through their daily concerns and the positive experience of seeing them solved in a biblical way as Christ taught in Matthew 18 and the scriptures below. To that end, students and parents are encouraged to abide by the following guidelines:

- If a student has a concern or complaint regarding other students, a specific teacher, staff member, coach and/or administrator, it is essential that initial communication be with that specific student, teacher, staff member, coach and/or administrator.
- If the concern is not resolved, the student's parent should speak with the specific teacher, staff member, coach and/or administrator.
- The next step would be to speak with the dean of students and/or the principal.
- The head of schools is the final point of contact regarding conflicts.
- External mediation will be sought through steps suggested by the Christian Legal Society.

If the student needs help in determining how to speak with the student, teacher, staff member, coach and/or administrator, he or she may, at any time, contact the principal's office for guidance. If the conflict is with anyone above and is a claim of unlawful harassment including sexual harassment, students should go to any teacher, staff member, coach, administrator, dean's office or principal, other than the one against whom they have the claim.

*"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector" (Matthew 18:15-17).*

*"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted." (Galatians 6:1).*

*"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. 13 Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. 14 And over all these virtues put on love, which binds them all together in perfect unity." (Colossians 3:12-14)*

In order to model scriptural principles, keep our schools unified, and follow the direction given by Jesus, RCS has established Matthew 18 as the standard for dealing with conflict. Simply stated, conflict must be dealt with at the lowest level. The best chance for clarifying the situation or bringing resolution is to meet with the one most directly involved. This usually keeps the number of individuals to a minimum and speeds up the process.

When a concern arises, parents are asked to address the situation only with the parties involved. A concern about the teacher or classroom should be addressed with the specific teacher in private. If a student is struggling with another student, parents are asked to encourage the student to reason with the offender and speak with the teacher. If the problem persists, parents of the involved students are also encouraged to talk with one another to help mediate the difficulties of their children. For general concerns regarding the school program, parents are asked to contact the principal. For Preschool Parents, the director and Community Care Licensing are also available to hear concerns. The head of schools should only be contacted after speaking with the principal.

Parents are strongly encouraged to resist the urge to gossip with one another regarding a frustration, problem, or concern with another student, teacher, or the school as a whole as this provides an avenue for the enemy to create division and dissension.

#### **D. Specific Behavior Guidelines**

##### **Respect for Authority**

Students are expected to respect the authority of the school. Administrative personnel, full-time and part-time faculty, staff members and coaching staff are all given charge over students in enforcing discipline. Students should use appropriate titles (i.e. Miss, Mrs., Maestra, or Mr.) when addressing faculty and staff.

### **Christian Lifestyle**

If a student demonstrates a lifestyle (on or off campus) inconsistent with traditional Christian values and the Scriptural mandate for Christ-like behavior, a conference with administration, parents and the student will be held to determine the student's status at school.

- No swearing or indecent conversation may be used either on or off campus.
- Students are expected to refrain from violent and sexually immoral behavior, including any sexual activity in either opposite or same sex relationships and dress or lifestyle choices that do not reflect the student's sex.
- Students are not to be in buildings without teacher supervision.
- Obedience to teachers and staff is expected to be prompt and cheerful. Negative attitudes are contagious and damaging to the school and the character of the student.

### **Relationships**

Students involved in relationships should maintain a Christian example in speech, conduct and purity at all times. Students are to refrain from inappropriate public displays of affection (PDA) during the course of the school day and at all Redlands Christian Schools -sponsored events and activities. Holding hands is allowed for Upper School students **only**. All other forms of PDA are not allowed and subject to discipline.

Same-gender relationships that are inconsistent with traditional Christian values and Scripture mandates are prohibited at Redlands Christian Schools —on or off campus or at school sponsored events. We look to both Romans 1 and 1 Corinthians 6 as our Scriptural mandate.

### **Harassment**

Harassment of any kind will not be tolerated. This refers to behavior that is unwelcome, personally offensive in nature, disrespectful of the rights and dignity of others or disruptive of the school environment. Verbal harassment includes bullying, sexual innuendos, sexually suggestive comments, profanity, inappropriate whistling, sexually-related jokes, sexual propositions and verbal threats. Verbal harassment can be delivered indirectly via e-mail, web pages or text messaging. Visual harassment includes sexually-suggestive objects, pictures, cartoons, sexual graphics, leering and obscene gestures. Physical harassment includes unwanted and unnecessary physical contact, touching, pinching and assault. As followers of Jesus Christ, we have a Christian and moral obligation, as well as a legal responsibility, to ensure that the school environment is free from all forms of discrimination and harassment. Accordingly, such behaviors will be treated within the confines of the law. Complaints should be directed to an adult in authority such as a teacher, coach, administrator, etc.

### **Christian Respect and Dignity Policy**

One of the tasks of Redlands Christian Schools is to assist students in understanding who they are as image bearers of Christ and how this impacts all of life's relationships. A Christian school must provide an environment that is free of offensive kinds of behavior. Students need to learn what it means to be co-workers with others, to be supportive of one another, and to respect and guard the dignity of all. Students, staff and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate respect and dignity toward others. Any conduct that subjects another person to unwarranted or unwanted comments or actions due to race, sex, national origin or physical characteristics is forbidden and will not be tolerated.

It is the policy of Redlands Christian Schools to maintain a safe learning and work environment that is free from bullying behavior of any type.

Examples of bullying-behaviors are as follows:

- Verbal: Name calling, put downs, racist remarks, teasing, threats, gossip, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, text, group chat, social media or internet, etc.)
- Physical: Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Relational/Social: Ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: Acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

**Awareness:**

- There will be on-going training for all school staff. The principal or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, etc.
- Teachers will routinely conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in any class, chapel, or assembly.
- At the beginning of the school year the principal or designee shall ensure that the student body is familiar with the Christian Respect and Dignity Policy. School policies will be posted on the website. Christian Respect and Dignity Reports will be available in each classroom, school office, and on the website. Reports of bullying should be made to any teacher or any other adult.
- The principal or designee shall notify parents/guardians that our Christian Respect and Dignity Policy and Procedures are listed in the Student Handbook. The Christian Respect and Dignity Report will also be available online and included in their school information. Frequently, school newsletters will contain tips on bullying awareness and procedures. Redlands Christian Schools Administration requires parents/guardians to sign the school's Christian Respect and Dignity Pledge acknowledging that they support the school's efforts to implement a Christian Respect and Dignity Program. Refer to the attached Christian Respect and Dignity Pledge.

**Reporting:**

- Students are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students, shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom (conflict does not constitute bullying).
- If the behavior meets the criteria for bullying, the staff member must report this to the school principal or designee immediately in order to protect the alleged victim. The staff member shall immediately forward a Christian Respect and Dignity Incident Report to the principal for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member shall commend the victim/witness for bringing the matter to the attention of school staff and begin intervention strategies for the victim.
- The principal or designee shall promptly and thoroughly address suspected reports of bullying. The principal or designee shall individually meet with the victim/witness and bully privately if it is determined that bullying has occurred. Appropriate action will be taken within the discipline codes of

the Board to end the bullying. Every effort will be made to reach reconciliation with all involved parties as soon as possible.

### **Respect for Property**

Students are expected to respect school facilities and property at all times. Students are expected to respect the belongings of others. Structural damage on school grounds or at school sponsored events is strictly forbidden. Students and parents are financially liable for any damage caused. Please note the following:

- Gum chewing is not allowed on campus.
- Please leave valuable items at home; do not bring them to school. Redlands Christian Schools is not responsible for damaged, stolen or missing property.
- Students must secure permission from the administration for all signs, banners, pictures, posters or other objects to be hung in designated areas of the school.
- Students responsible for damaged property are to pay for corresponding repair or replacement costs.
- If school property is to be removed from a classroom, the teacher involved must grant permission.

### **No Tolerance Policy: Alcohol, Drugs and Tobacco Purpose and Expectation**

The school is interested in and responsible for promoting godly understanding, discernment and life-style that are consistent with the Kingdom of Christ. The school has obligations both to the individual student and to the school community. The school is interested in both preventing problems as well as helping those who may need help in dealing with problems.

Redlands Christian Schools is committed to maintaining a drug, tobacco and alcohol free campus. We adhere to the policy of abstinence from all mind or mood altering substances by our students both on and off campus. The school believes the use of drugs, tobacco, and alcohol by our students should be dealt with seriously. The school does not consider the use of alcohol, tobacco, or drugs by students to be merely a phase, or something that should be regarded as routine or normal. The use affects the student, the family, and the school community.

Redlands Christian Schools students take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words both while at school and during out of school time. Participants are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school.

This policy is in force full-time for all students, both on and off campus, both during school hours and when school is not in session. Any student possessing, using, buying or selling, or contributing to the use of unprescribed, or illegal, drugs, tobacco or alcohol, or who gives the appearance of using or demonstrates symptoms of using drugs or alcohol, or who misuses prescription drugs or legal substances as intoxicants, shall be subject to the disciplinary action stipulated in this policy. Such discipline is at the sole and absolute discretion of the administration.

### **Testing**

To encourage students to pursue the ideals of the school and prevent student use of drugs, tobacco and alcohol, the school reserves the right to engage in random use of Breathalyzer testing and drug screening of students in grades sixth through twelve. Testing may be done at school expense on an intermittent basis at the discretion of the administration.

A student will be tested if there is a suspicion or confirmed instance of drug use. A student who is chosen for testing shall be given an opportunity before testing to disclose any relevant information including, but not limited to, prior or current illegal drug use or legal drug use that may be revealed on the test and any prior or current treatment or discipline involving the student outside of school.

The test will be administered at school with the permission of the parents under the direction of the dean of students. Any failure to consent to the test, the school will assume the student is in violation of the drug and alcohol code and the student will be indefinitely suspended or expelled. The expense will be the responsibility of the school if the test is negative; if the test is positive it will be the responsibility of the parents to confirm these results with a physician and incur any associated expense.

### **Correction Plan**

It is the desire of Redlands Christian Schools to provide a Christian education to all of our students in a substance free and positive environment. We also realize that at times some of our students will make decisions that are not consistent with our desires and policies. Based on our zero-tolerance policy and our desire to help students who have made wrong choices, we have a four-step policy to be utilized by students if needed.

In an effort to allow our students to be proactive in correcting problems, we have adopted the following four-step plan:

**Step 1** – A student may contact a teacher, counselor, coach or administrator on campus whom he/she is close to and confide in that teacher the problem that he/she is planning to correct.

**Step 2** – The student must then inform his/her parents of the problem. Note: the student is welcome to have the teacher present.

**Step 3** – The teacher will inform the principal's office of the problem. This is not for the purpose of discipline, but so that they are informed in case a problem were to occur on campus.

**Step 4** – Finally, the student must agree to submit to a correction plan agreed upon by the student, the administration and the parents.

The correction plan may involve the following:

1. Random drug screenings.
2. Mandated family or individual counseling.
3. Regular meetings with an accountability mentor.
4. Inability to participate in external Redlands Christian Schools' activities.

In the case of alcohol or drug use, the student will be required to complete an outside substance abuse counseling program.

### **Personal and Academic Honesty**

Redlands Christian Schools' community holds the highest standards of honesty and integrity in all aspects of campus life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the school's commitment is a serious affront to the very nature of Redlands Christian Schools' mission and purpose.

Academic dishonesty is the act of presenting information, ideas and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations. Students are always encouraged to seek legitimate help and resources.

#### **Academic honesty involves, but is not limited to:**

1. Doing your own work at all times unless authorized by the teacher to collaborate.
2. Submitting only assignments, projects, papers, experiments and tests which are the sole work of your thinking, studying, preparation, and writing.

3. Always being transparent, honest and forthright in written or oral communication regarding tardies, absences, late work, work you did not submit, and the source of your work.
4. Refusing to use any device, information or assistance which might give you a dishonest, unfair or deceptive advantage.
5. Refusing to give any information or assistance which might give another person a dishonest, unfair or deceptive advantage (such as informing a student what is on a test if he has not yet taken it).
6. Always properly citing the use of sources other than your own.
7. Always being honest and forthright about your grades.
8. Using your God-given gifts to do your best and being content with grades you earn.

**Academic dishonesty involves, but is not limited to:**

1. Collaborating on academic work or take home tests without express permission from the teacher.
2. Practicing plagiarism in any way. Plagiarism is using another person's thoughts or language without proper citation and representing them as your own.
3. Submitting any homework, assignments, projects, papers, experiments or tests which contain the work of another person, an unauthorized electronic aid, a commercial term paper company, false data or copied materials (without proper citation).
4. Being deceptive or dishonest regarding tardies, absences, late work, work you did not submit, and the source of your work.
5. Using any device, information or assistance which might give you a dishonest, unfair or deceptive advantage.
6. Providing materials to another student which, if used by him, will be deceptive or dishonest.
7. Gaining an unfair or deceptive advantage through pre-knowledge about a test.
8. Failing to properly cite sources used in your work.
9. Changing or attempting to change a grade or being deceptive about your grades.
10. Attempting to cheat, even if unsuccessful.
11. Possessing any materials which could be used for cheating, even if you do not use them.
12. Failing to use your God-given gifts to do your best and expecting grades higher than you deserve.

**Plagiarism:**

A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student when this in fact is not true.

Examples of plagiarism include, but are not limited to the following:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a citation, both of which are necessary
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words and ideas, with the student's sole contribution being that of working the pieces together
- Paraphrasing: which is a restatement of another person's analysis or conclusion or summarizing without credit being given to the person who prepared the text or writing (which may be skillfully prepared)

**If a student is found to have committed an act of Academic Dishonesty:**

**First Offense:** The teacher will notify the parents via email or letter and via a phone call of the incident and of what action the school may take should the student again violate this policy. The student will receive a grade of 0 on the assignment/exam/project.

**Second Offense:** The student will receive a grade of 0 on the assignment/exam/project and will meet with the principal for possible dismissal from Redlands Christian Schools.

These procedures are cumulative. Any offense and subsequent offense become part of the student's behavioral file for the **entire term** of his/her enrollment at Redlands Christian Schools irrespective of the time period between offenses. In each case, the dean of students, the counselor and the teacher will be notified of the incident and its resolution by the principal. Academic dishonesty offenses do not become a part of the student's permanent transcript record.

Should the student/parent or instructor filing the accusation not accept the verdict, any appeal will be made to the head of schools.

## **E. Technology Use Agreement**

### **RCS Email**

An RCS email account is provided for all RCS students grade 6-12. Email that originates from or is received by a school-owned computer or its contracted hosting company is the property of Redlands Christian School and can be used for or against during a legal proceeding.

The sole purpose of the student-assigned account is for students to communicate and collaborate with school staff and fellow students. Use of this account is a privilege and can be revoked at any time. Use of email accounts by students will align with the student handbook's code of conduct and the code will be used for discipline purposes. Students who use RCS assigned accounts are expected to exhibit maturity and common sense.

Students are responsible for messages sent from their accounts. Students should exercise extreme caution with their passwords and never allow a fellow student use their account. All students will not identify their home telephone numbers, home addresses, or any personal information in any email correspondence.

Since RCS assigned accounts are web-based and can be accessed outside the boundaries of our school, students are required to maintain the same behavior that is expected of them while in school.

### **Limitation of Liability**

RCS makes no expressed or implied guarantees that the activities or services provided by RCS technology or devices will be error-free or without defect. RCS will not be responsible for any damages to users including, but not limited to, loss of data, interruptions of service, personal or psychological damages, or financial losses. RCS is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, RCS will not be responsible for unauthorized financial obligations incurred from use of our devices or any components of our technology system.

To achieve the aims of Information Communication Technology, responsibility is required of students.

- School resources should not be used for entertainment including streaming music, video, playing games or any other use which is not educationally centered. This includes personal devices using the network during school hours.
- School computers, networks or devices should not have configurations changed, be damaged, erased or have applications loaded.
- Students should not attempt to circumvent the school's filtering.
- Access either with portable devices or cloud storage of any inappropriate materials including violent or suggestive materials is prohibited. Staff may monitor any material at any time on any device at school, personal or school owned.
- Google school accounts are only to be used for schoolwork. This includes email and online storage. Materials in all Google accounts must be schoolwork. Personal messages, email and other material should not be placed in the school acarcs.org Google Docs, Google Drive, Gmail or other related Google acarcs.org tools. Please use a separate personal account for personal items. All Google accounts are monitored and can be scanned and viewed by faculty and staff to verify use requirements and compliance of this agreement.

- Be responsible by keeping all passwords private and secure, and not using others' passwords.
- Do not post any personal details of yourself or others, use technology to bully or harass another user or violate the behavior criteria listed in the handbook.
- Do not violate copyright laws by copying protected work without appropriate acknowledgement.
- Do not use the system in such a way that would disrupt the operation of the network by other users.
- Personal computers brought on campus must have current anti-malware installed and operating.

### **Technology Etiquette**

Technology Etiquette shall be observed and utilized by all users. Technology etiquette includes, but is not limited to, the following:

- Be polite! Do not get abusive in your messages to others.
- Exercise caution when using sarcasm and humor. Without face-to-face communications, a joke or statement may be misunderstood.
- Show consideration and respect for others at all times.
- Be respectful of the rights of other network users and do not violate their privacy.
- Be aware of the intent and function of an individual or group before sending a message.
- Deliberately posing as a user other than yourself is prohibited.
- At the conclusion of a user's session the user should log off the system he/she is using.

Inappropriate language shall not be used in any RCS device communication. Inappropriate language includes, but is not limited to:

- Obscene, profane, lewd, vulgar, offensive, inflammatory, threatening or disrespectful language.
- Participation in hate mail, harassment, discriminatory remarks, and other harmful or inappropriate behaviors.

Users will maintain a respect for privacy while using the RCS system(s). Respect for Privacy includes, but is not limited to:

- Not forwarding or posting a message that was sent to them privately without the consent of the person who sent it.
- Not posting private information about another person.
- Not interfering with other users' work or files.

### **Inappropriate Access to Material**

RCS Users will not seek inappropriate access to material while using the RCS System(s). Inappropriate material is information that is:

- Profane or obscene (pornography)
- Advocates illegal or violent activities
- Advocates discrimination towards other individuals or groups

If a User inadvertently accesses inappropriate material, he/she should immediately notify his/her teacher or administrator, thereby avoiding an allegation of intentional violation of the Technology and Communication device Acceptable Use Policy. Users will not deliberately attempt to override or circumvent the firewall or content filter or encourage others to do so.

### **Unacceptable Use and Personal Use**

The school's systems and devices are provided to accomplish the primary goals of RCS. While some immediate and necessary personal access will take place with rare exception, all personal business is expected to take place on personal time, using personal equipment, and through the use of a personally provided network access. Personal use is unacceptable and should be avoided on the RCS network and systems.

Unacceptable use of RCS Systems by any User can be defined as, but is not limited to, the following:

- Furthering personal causes such as political or commercial views.
- Disseminating threatening or harassing messages.
- Disseminating sexually explicit or otherwise inappropriate material.
- Attempting to gain unauthorized access to computers, servers, shared service accounts, voicemails or other devices.
- Purposely infecting the network or devices with spyware, malware or viruses.
- Gaining access by using another's credentials.
- Using the Internet to access bandwidth grabbing programs unless authorized to do so.
- Violating copyright laws (anything from the Internet should be regarded as copyright protected and permission should be obtained for appropriate usage).
- Downloading or uploading any data or material not specifically related to your job function.
- Users will not download, store, create or forward any information/data that is inflammatory, or defamatory to any race, creed, ethnicity or religion of any individual or group.
- Users will not download any unauthorized software, file or program.
- Users will not download, store, create or forward any information regarding explosives or weapons unless as information for a specific and approved class assignment.
- Users will not download, store, create, or forward any information regarding alcohol, tobacco, regulated drugs, or illegal drugs unless as information for a specific and approved class assignment.
- Users will not use any RCS technology to play unapproved games that have been downloaded onto a technology device or that are played on the Internet. Assigned, teacher approved interactive tools, which are directly related to the curriculum, are permitted.
- Users will not use the Internet or other technology media to access chat rooms or any type of instant messaging.
- Users will not access personal accounts including, but not limited to email, music, banking, shopping and other personal accounts except where such use is severely limited to immediate and necessary access.
- Users will not access the Internet or other technology media for financial or commercial gain, including gambling, stock trading, personal property management or other financial transactions.
- Users' activities, projects or materials developed with technology and devices of Redlands Christian Schools must reflect our educational standards and policies. This includes, but is not limited to web page designs, PowerPoint presentations, radio broadcasts or any other public or private representation of RCS.
- Users will not impersonate other individuals, real or fictional, unless this is part of an approved educational assignment done as part of the conduct of a class.

### **Respecting Resource Limits**

RCS Users will recognize that internet bandwidth, file storage space, and device access is a limited resource that is being provided by RCS for appropriate usage. Users will seek to conserve their consumption of these resources through the following means:

- Users will use technology specifically for educational or career development activities. Any personal usage will be severely limited to that which is immediate and necessary. The use of personal social media connections does not constitute an immediate or necessary use.

### **Copyright Infringement**

- Users shall respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by a copyright. Students should check with teachers and support staff regarding laws. Faculty and Staff should check with Administrators regarding laws.
- Users may reproduce copyrighted works within the limits of fair use, and using proper citation. Fair use is explained at: <http://www.copyright.gov/fls/fl102.html>

- Users of Redlands Christian School’s devices will not install pirated software. All users should be aware that disseminating illegally obtained software (pirated) is a federal offense which is punishable by imprisonment, fine or both.
- Users will not download large files or software programs without the authorization of the system’s administrator. Software, particularly if it is offered as “free”, often comes with undetectable spyware and advertising that can disable a computer or an entire system. Any user that introduces such unauthorized software will be held financially responsible for restoring RCS systems to their previous state.
- Users will not post chain letters or engage in “spamming” (sending unnecessary messages to a large number of people).
- Users will not create an external website using RCS technology. Any website creation or any other public site creation is expected to be completed within the secure portion of RCS’s systems. School Administrator permission is required to create any website that is not within the secure portion of RCS’s systems.
- Users may not use the network for personal or commercial purposes, such as, but not limited to, offering or purchasing goods and/or services for personal use.
- Users will not alter in any way the configuration of a computer or network without permission of the IT Director for RCS.
- Users will not intentionally waste resources, such as paper, ink cartridges, storage space, batteries, etc.
- Users acknowledge that all data residing on RCS systems is property of RCS and is subject to archiving or deletion at any time as deemed appropriate by RCS. No warranty is expressed or implied for any data retention.

### **RCS System Security**

Users should take all reasonable precautions to prevent others from gaining access to their account(s). All users are responsible for their individual account(s).

If an individual suspects a possible security breach, the user will immediately contact his/her teacher, administrative supervisor, or IT Director.

Users will not disseminate passwords, access codes, telephone numbers, account numbers, grades, or other individuals’ documents to unauthorized persons.

Redlands Christian School’s network, storage systems, and related technologies are the property of RCS and are subject to inspection by RCS administrative officials at any time. Users should not have a privacy expectation in the contents of their personal files on the RCS network or on web-based systems that RCS has contracted with to provide storage or services. There is no guarantee or right to privacy of any electronic communication originated from or stored on the RCS network or system.

RCS reserves the right to monitor or spot check, any Internet or device activities occurring on school equipment or accounts. Students agree to submit their devices, including devices owned by them or their parents that may be in their possession at RCS or on an RCS-sponsored activity, for inspection by an RCS Administrator at any time. Any student not agreeing to submit his/her device for inspection shall have his/her device placed into electronic quarantine until it can be retrieved by a parent.

Failure to agree to inspection and to be subject to this accountability may result in suspension or expulsion of the student.

**User personal safety includes, but is not limited to:**

- Users will not post school related personal information about themselves or others outside of the secure areas of the RCS network (i.e., on the public “internet”). Personal information includes, but is not limited to the following: name, address, profiles, telephone, date of birth, or identifying pictures or any other personally identifying information.
- Users will not utilize RCS’s technology assets to arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.
- Users will promptly disclose to their teacher or principal any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature following the guidelines of RCS’s anti-bullying policy.

### **Use of Social Networking Sites**

The use of social networking sites for personal purposes is prohibited at all times on the RCS System(s) and devices. Even when using social networking sites on your personal time and through your personal devices, users are expected to be aware that their public reputation can be affected through poor choices in the use of social networking. When this public use interferes with the Staff or Student’s ability to complete his/her mission successfully at RCS, this personal usage will be addressed and disciplinary action may be taken.

The use of Social Networking sites frequently involves some form of friending other contacts. “Friending” is meant to include “following,” “subscribing,” “connecting,” “adding as a contact,” or any other terms means establishing an on-line relationship between people. RCS Staff members may not initiate social media relationship requests (also known as “friend, contact or follower”) from current students of any age or former students under the age of 18.

The use of social media to engage in cyberbullying behaviors is prohibited and will be addressed as outlined in the schools’ Christian Respect and Dignity Policy.

### **Removable Media**

Removable media can be defined as, but not limited to CD, DVD, USB devices, camera flash media cards, hard drives physically removed from their laptop or computer-based machines.

RCS has the right to pre-scan any removable media that an individual wants to bring into the RCS network, to ensure it is free of viruses and other unwanted malware and spyware. Extreme caution is to be exercised by any individual who uses removable media with regards to the safe handling and security of the removable device and its contents. No RCS confidential data is to be transported using removable media.

### **Respecting Technology Equipment**

- Users will exercise appropriate caution when using technology devices. This includes limiting food or drink while using RCS owned technology.
- Users will follow guidelines for proper usage of equipment including recommendations on the proper ergonomic use of devices.
- Users will not use another person’s computer resources without authorization.
- Users will not knowingly destroy any device or accessory equipment including but not limited to keyboards, mice, and peripherals.

### **Illegal Activities**

Illegal activities include, but are not limited to, the following:

- Users will not attempt to gain unauthorized access to the RCS system(s) or seek to use the RCS system(s) beyond their authorized access.

- Users will not deliberately attempt to disrupt the performance of any computer system or destroy data via a virus or any other means.
- Users will not use the RCS system(s) to engage in any illegal act.
- Vandalism of any kind will require full restitution for costs associated with hardware, software and system restoration. It will also result in temporary or permanent cancellation of device privileges and additional disciplinary action.

*Use of all equipment and resources (including bandwidth) should be for academic purposes only.*

Consequences of not meeting the above responsibilities are at the discretion of the school administration and may include:

- Cancellation of the privilege to use the network.
- Denial or restriction of access to the computer network.
- Other disciplinary action that the school may impose.

To achieve the aims of Information Communication Technology, responsibility is required of students.

**Upper School Technology Use:  
“Bring Your Own Device” Policy**

Students in grades 9-12 are required to bring their own device to support their technological needs in their high school education.

Minimum specifications for mobile device:

- Wi-Fi
- Able to Run Google Docs and Apps
- Battery life – 5+ hours in active use
- No cell network
- Case
- Keyboard
- Anti-virus program (Windows, Mac, Android)

Recommended:

- We also recommend accident protection.
- If you currently own one of these devices, students can use that device, but it should be in good working order and have a battery that lasts at least 6 hours.

Students will need to bring in the device to register it and have proper approved tags put on the device. The device, cables, cases, and charging devices should be clearly labelled with the student’s name. Limited assistance will be available initially from 7:30-7:55 in the morning but students are expected to be familiar with the operation of the device and basic applications.

The list of approved devices is as follows; for specific recommendations in a particular year, please see the email provided by the school.

- Chromebook
- Windows device – such as a HP Stream
- Android Tablet
- MacBook air

Students who are part of this policy are required to bring their device to classes, unless other information is provided by the teacher. It should be charged and ready to use for each class.

Students are expected to practice good cyber citizenship reflective of the school's mission as a Christian institution. Misuse of the device for actions such as accessing inappropriate materials (whether sexual, violent, etc.), bullying, offensive communication or other actions will result in appropriate disciplinary actions by the school. Faculty and administrators do have the right to view the device and files on it. Students will be expected to be able to perform basic functions (they will be tested in the beginning of the year) such as typing, printing, Google apps, research and troubleshooting. Mandatory training will be required for students unable to perform basic functions.

### **Lower School Google Account**

Lower School students who share a file of any type in their Google account with another student are required to also share with a faculty member. Any student who does not include a faculty member in a shared file will be subject to discipline, including suspension or loss of their Google account.

## **F. Behavior Consequences**

### **Lower School**

#### **1. Grades Preschool & Kindergarten**

Each classroom teacher establishes a discipline system within her/his class. The systems include positive and negative consequences. The idea is to encourage students to desire to do well through receiving reinforcements, but when students choose wrong behavior appropriate consequences are implemented. This is a progression of corrective measures that might include strategies such as: redirection, a discussion with the teacher, expressing an apology, a time out, a note or phone call home, or a visit with the principal.

#### **2. Grades 1-5**

RCS has implemented a discipline system to better monitor student behavior in the classroom and on the playground. Positive consequences are our first part of the plan. Every teacher and duty helper has the ability to give out "Kindness is Cool!" certificates. These positive reinforcements are collected so students are able to earn prizes throughout the year.

When inappropriate behavior takes place, a student (at the teacher's discretion) will receive a citation. We have two categories of citations, major and minor. Minor citations would be given when a student disobeys a playground, classroom, or restroom procedure. Students receiving a minor citation will lose a portion of a recess being asked to walk laps or serve a timeout. Major citations are given when a student causes harm to others or property, shows a lack of respect, isn't completing work on time or arriving to school on time, or has had five minor citations in a quarter. A copy of the citation will be sent home for the parents to sign and send back to school.

Lower School Detentions may be given by any faculty member of RCS including classroom teachers, aides, specials teachers, etc. Detention will be given for excessive negative behavior, excessive tardies to class, or infractions of rules. The detention will be monitored by the issuing faculty member whenever possible. The length of the detention will be from thirty minutes to one hour. Detentions will be served during lunch, before or after school.

Repeated Detentions: If a lower school student receives two detentions over the course of the quarter, a parent conference with the Lower School Principal is required. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the principal and Head of Schools and may lead to expulsion.

## **Upper & Middle Schools In-Class Discipline Grades 6-12**

Each teacher is responsible for the communication and daily enforcement of classroom and school standards. Teachers will talk with students about disciplinary matters on a personal and private basis when necessary. When a behavioral problem appears to be habitual, teachers may contact parents and/or the principal. Teachers will also utilize the behavior reporting mechanism on FACTS to record and track student behavior. Repeated offenses will subject the student to higher levels of discipline.

### **Detentions**

A behavior detention is a more serious matter because it signifies to the parent and administration that the student has not corrected misbehavior on his own and is in need of additional help to understand the seriousness of the problem.

Upper School Detentions last 45 minutes and will be held during lunch on Wednesdays and Thursdays. A student who fails to serve a detention by the assigned date is said to be absent without notice (AWON) in which case the student will receive an assignment to attend Saturday School. Each subsequent AWON will result in a conference with the dean of students and may result in a suspension.

Middle School Detentions will be held at scheduled times in the designated detention classroom. A student who fails to serve a detention by the assigned date is said to be absent without notice (AWON) in which case the student will receive an assignment to attend Saturday School. Each subsequent AWON will result in a conference with the principal and may result in a suspension. Since a student's lack of judgment has caused a staff member to work extra hours, there is a \$10 fee for a student who receives a ~~non-attendance-related~~ detention.

### **All School Saturday School**

Saturday School is assigned to students who have been given repeated detentions or miss a scheduled detention. It may also be used as a measure of discipline at the sole discretion of the administration. Saturday School meets from 8 - 10 a.m. on selected Saturdays throughout the school year. A \$20 fee accompanies each Saturday School and will be billed to your account.

### **Suspensions**

A student may be suspended from school for serious violations of rules and **policies at the sole and absolute discretion of the administration.**

**In-School Suspension:** Serious discipline infractions or repeated violations of the behavioral guidelines may result in a student serving an in-school suspension. Students assigned an in-school suspension will report to the office when the school day begins. The student will be designated to an isolated area of the school to work on assignments throughout the school day under faculty supervision. In-school suspension will conclude at the end of the school day. If the infraction directly relates to the student's class work, an academic penalty may be applied to the work which the student misses.

**Out-of-School Suspension:** An out-of-school suspension is considerably more serious than an in-school suspension. If the infraction directly relates to the student's class work, a penalty may be applied to the work which the student misses and must be made up. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored or extracurricular activity on or off campus. A parent must meet with the principal to reinstate the student prior to his/her return to class.

**Probation:** Students may be placed on disciplinary probation for a specified period of time for any of the offenses previously mentioned or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant disciplinary transgression will likely result

in dismissal or expulsion. Probationary status may also jeopardize the student's right to participate in and/or attend RCS activities.

### **Off-Campus Discipline Policy**

It is not the responsibility of Redlands Christian Schools to monitor student behavior at non-school activities. However, if an agent of the school becomes aware of alcohol, drug use and/or malicious mischief (i.e. vandalism, pranks, etc.) involving our students, we will share this information with the parents and the appropriate authorities and reserve the right to take disciplinary action whenever appropriate.

### **Indefinite Suspension/Expulsion**

A student involved in any severe behaviors may be placed on indefinite suspension by the principal pending a final decision by the Head of Schools, which could include expulsion. The principal has the responsibility to involve the appropriate law enforcement agency when necessary. An expelled student may or may not be permitted to apply for readmission at some subsequent date, depending on the transgression.

***Redlands Christian Schools' Administration reserves the right and authority to govern and rule regarding all other matters not listed herein regarding improper behavior by students and discipline while representing the school.***

### **G. Dress Code**

The purpose of our dress code is to encourage modesty while contributing positively to the learning environment and to maintain a high level of personal appearance. Clothing must be clean, worn in good taste, in good repair and the appropriate size and length. All clothing and personal adornment (make up, piercings, etc.) should be culturally standard to a student's sex.

Apparel that displays non-Christian themes, suggestive pictures, inappropriate slogans, graphics related to drugs, tobacco, sex, death (skulls and crossbones), secular music groups or gangs is not permitted. All clothes should fit properly. Undergarments should not be visible.

The dress code expectations and consequences are clearly stated below so that students may be successful in meeting the school's requirements. Any questions or concerns regarding the dress code should be directed to the dean of students' or principal's office.

### **Pants and Shorts**

Extremely form-fitting pants such as ultra-skinny jeans, jeggings and leggings are acceptable only if they are covered with a loose fitting top that is no shorter than 8 inches from the floor when kneeling and must cover 8 inches all the way around.

For pre-k-12, pajama pants, joggers, yoga pants, light exercise pants or sweatpants are not permitted. For grades pre-k-8, athletic pants are allowed as long as they are not form fitting and/or made from spandex or sweat pant material. Pants may not have wording across the back. Pants may not be ripped, frayed or have any holes above the knee.

Shorts must be no shorter than 6 inches from the floor while kneeling. Cut off shorts, ripped shorts, PE shorts, board shorts and sweat shorts are not permitted. Athletic shorts are allowed in grades PK-8.

### **Dresses and Skirts**

Dresses must be no shorter than 4 inches from the floor when kneeling. They may not be tight fitting and must have modest necklines (no exposed cleavage). Dresses must cover the full torso and shoulders and have

sleeves. Girls who want to play on the playground equipment must wear shorts under their dresses. PK-5th grade students may wear dresses without sleeves as long as the top portion has straps that are greater than 1 inch in width.

### **Shirts**

**Boys** - Tank tops or sleeveless shirts are not permitted. Shirts must hang below the tops of the pants or shorts.

**Girls** - Shirts must be modest. Tops and shirts must cover the full torso and shoulders and have sleeves. All tops must hang below the waist of pants, shorts or skirts unless wearing leggings, jeggings and skinny jeans (see above). Tops or shirts must not be tight fitting. They must have modest necklines (no exposed cleavage) and cover the midsection. PK-5th grade students may wear tops without sleeves as long as the top has straps that are greater than 1 inch in width.

Chokers: Choker necklaces of any kind are not permitted.

**Piercings and Tattoos** Students who have visible body piercing(s) other than a girl's ear piercings are required to remove them while on campus and at all school sponsored activities (no matter what the results are to the piercing). Covering piercings with tape or Band-Aids is not sufficient. Visible tattoos are not permitted.

### **Hair**

**Girls** - Hair must be a natural hair color and must be kept clean and appropriately styled.

**Boys** - Boys' hair must be a natural hair color and must be neat and well groomed. Mohawks are not allowed. Male students with facial hair must keep it trimmed neatly.

### **Hats**

Hats of any kind, may not be worn inside school (including extended care) from one half hour before school to one half hour after school.

### **Shoes**

Footwear must fit the needs of the day. Students in PK-5th grade are not permitted to wear sandals without an ankle strap.

### **After School Events**

While we recognize that after-school events may call for either more relaxed or more formal dress, we expect the students to dress appropriately for all occasions associated with the school. Modesty is a priority when it comes to attending any after school activities. At no time shall students wear any article of clothing or accessory that displays an offensive quality or slogan or that does not support the values, rules or philosophy of Redlands Christian Schools.

### **Swimsuits**

The following swimwear rules will be enforced: Girls' swimsuits must be a modest one piece, or be covered by a dark colored t-shirt/tank top/rash guard to reflect a one-piece. Guys must wear swim shorts (no speedos) that stay above the waist at all times.

Students who do not follow these guidelines will be asked to make corrections in order to attend classes or the particular event.

### **Violation of Dress Code:**

- **First offense:** Student will be asked to change into appropriate clothing, issued a warning and the student’s parents will be contacted.
- **Second & third offenses:** Student will be asked to change into appropriate clothing, and the student’s parents will be contacted and a detention will be issued.
- **Fourth offense and every subsequent violation:** Student will earn a Saturday School accompanied by a \$20 fee. Parents will also be contacted.

Students and parents are respectfully requested to support the dress code of RCS.

*The administration reserves the right to make the final judgment on all dress code issues.*

## H. School Hours

### Upper School

Office hours are Monday-Thursday, 7:40 am - 4:00 pm; Friday, 7:40 am – 3:30 pm *Office hours may be reduced during summer.*

School hours are Monday-Thursday, 8:00 am – 2:45 pm; Friday, 8:00 am - 1:05 pm  
*Periodically we have minimum days. Dismissal time will be at 12:15 pm on the Upper School campus.*

Students are expected to be present at all classes and chapel services. The school monitors the attendance record of all students and reserves the right to withhold academic credits if a student’s attendance record is insufficient.

### Middle School

Office hours are Monday through Thursday 7:40 - 4:00 pm, Friday, 7:40 am - 3:30 pm *Office hours may be reduced during summer.*

School begins at 8 a.m. and dismisses at 2:45 pm Monday-Thursday; Friday, 8:00 am - 1:45 pm.  
*Periodically we have minimum days. Dismissal time will be at 12:15 pm on the Middle School campus.*

Students are expected to be present at all classes and chapel services. The school monitors the attendance record of all students and reserves the right to withhold academic credits if a student’s attendance record is insufficient.

### Lower School

Office hours are Monday - Thursday 7:40 am - 4:00 pm, Friday 7:40 am - 3:30 pm *Office hours may be reduced during summer.*

Extended Care Supervision Monday-Friday 6:30 - 8:00 am, 12:00-3:00 pm and 3:00 – 6:00 pm

School Hours:

Preschool 8:00 am - 12:00 pm

Half-Day Kindergarten 8:15 am - 12:00 pm

Full Day Kindergarten - 5<sup>th</sup> Grades begin at 8:15 am with staggered release times beginning at 2:40 pm.

Monday-Thursday; Fridays have staggered release times beginning at 1:15.

## I. Afterschool/Extended Care Expectations

### Lower School

Students arriving before 7:50 am must sign into Extended Care (EC). Unless participating in a school function, students remaining on campus more than fifteen minutes after dismissal are automatically enrolled

in EC. A “Walk/Ride Home Waiver” must be completed and on file in the Lower School Office for students who are walking or riding a bicycle home, Students who walk or ride a bicycle from school are expected to go home directly after school.

After school check-in begins at 12:15 for preschool and 3:15 pm for grades K-5. Students are checked in by EC personnel. Siblings may not attend practice or games unless they have a parent present or if they are in EC under the supervision of EC personnel. The siblings must stay within visual range of the parent or an EC supervisor. They may not go to another section of campus where they cannot be seen by the person responsible for them.

There will be no charge for K-5 EC on Early Release Fridays from 1:45-3:00 pm.

Coaches are responsible for their players for the duration of practice and an additional 10 minutes after the practice is over. After this period of time, the remaining players will be checked into EC by the coach. Coaches will inform the team members and parents of the time that practices will begin and end so that students can be picked up. If a practice is cut short, the coach will be responsible for the team members until the parents pick them up or 10 minutes after the practice originally would have ended.

### **Lower School Holidays and Summer Camp**

Extended supervision for Thanksgiving, Christmas, Spring break, some holidays, and summer vacation are provided as long as sufficient enrollment is confirmed (LOWER SCHOOL ONLY). Available Monday through Friday from 7:00 am -6:00 pm with a per student, per day fee. Summer Camp has activity fees built into the cost for the field trips and curriculum offered.

### **Signing In/Out Preschool Students**

Parents/Guardians are required to bring your child to his/her classroom each day. Each student must be signed in and out to comply with CDSS regulations. Parents or Guardians must sign with their full legal signature. Those picking up students should be on the list for authorized emergency pick up and should provide a picture identification until we become familiar with them. This policy is strictly enforced. Staff will release your child only to parents/guardians or those individuals whom you authorize. All authorized persons MUST be 18 years of age or older.

### **Middle School & Upper School**

The hours are: Middle School Morning Daycare – 6:30 - 7:30 am and Middle School Afternoon Daycare – 3:00 - 6:00 pm. Before school care and After school care will be housed on the Lower School Campus.

Unless participating in a school function, students remaining on campus more than fifteen minutes after dismissal are automatically enrolled in Extended Supervision. Students who walk or ride a bicycle from school are expected to go home directly after school. For middle school students who are walking or riding a bicycle home, a “Walk Home Waiver” must be completed and on file in the Middle School Office.

After school check-in begins promptly at the 3:00 pm bell. Siblings may not attend practice or games unless they have a parent present or if they are in daycare under the supervision of daycare personnel. The siblings must stay within visual range of the parent or a daycare supervisor. They may not go to another section of campus where they cannot be seen by the person responsible for them.

There will be no charge for Daycare on Early Release Fridays from 1:45-2:45 pm.

Coaches are responsible for their players for the duration of practice, plus an additional 10 minutes after the practice is over. After this period of time, the remaining players will be checked into daycare by the coach.

Coaches will let the team members and parents know the time that practices will begin and end so that students can be picked up. If a practice is cut short, the coach will be responsible for the team members until the parents pick them up or 15 minutes after the practice originally would have ended.

### **Upper School**

Upper School students on campus after 3:30 pm may be meeting with a teacher, participating in a club or athletic practice, cheering on the Eagles at a sporting event, or in one of the designated areas on campus. The designated afterschool areas on campus are the mall or the area outside the main entrance including the junior lunch area. Students not in one of these areas will be directed to one of these areas. Continued non-compliance will result in a detention or other appropriate action.

Coaches are responsible for their players for the duration of practice, and until they are picked up by parents. Coaches will inform the team members and parents of the time that practices will begin and end. If a practice is cut short, the coach will be responsible for the team members until the parents pick them up.

### **Middle School Minimum Days**

Middle School Extended Supervision is provided from 12:15 - 6:00 pm on minimum days on the Lower School campus. All middle school students on campus after 3:30 pm and not participating in a club or athletic practice or event will be checked-in and be part of an afterschool program. This fee-for-service program is offered to parents at the rate of \$6.00 per hour. The program is offered until 6:00 pm. All students need to be picked up by 6:00 pm. **Parents who fail to pick up a student before 6:00 pm will be charged \$10 per each five minutes the student is picked up late.**

All middle school students need to be released to the care of their parents. With parental permission a middle school student may be released to the care of another parent (this may be helpful for students who wish to cheer on their peers at an athletic event).

### **Lower School Minimum Days**

**Dismissal times on minimum days vary by grades. Preschool dismisses at 11:30 am. Grades Kindergarten – 5<sup>th</sup> have staggered release times. Normal extended care charges apply**

### **Closed Campuses**

Redlands Christian Schools' maintain a closed campus policy. Once students arrive at the school campus, they are to remain for the entire school day. Students who need to be called out of class for medical appointments, messages, or special circumstances, will be contacted through the school office.

Students are not permitted to leave the campus unless they receive permission from the office. Violators are considered to be truant and may receive a suspension. Students will be released from school only with a parental note or phone call. The school will not consider notes to run errands, to leave for personal reasons or to go to lunch (with the exception of seniors and second semester juniors). Off-campus lunch privileges are reserved for seniors and second-semester juniors only. The administration reserves the right to deny this privilege.

Campus gates will be locked once school begins and then reopened 15 minutes before dismissal. Parents, visitors and students entering campus during school hours must check in to the front office before going onto or leaving campus. Parents are required to wear their volunteer badge when on campus.

## J. Student Health

### Students Experiencing Illness/First Aid

All injuries are to be reported to the office. Students requiring first aid are to report to the front office. If a student becomes ill during a school day, the parent/guardian will be notified of the illness.

### Injury

The school will administer first aid for minor injuries. This includes cleansing wounds with antiseptics/topical antibiotic unless otherwise advised by the parent/guardian. In cases requiring further medical attention, parents/guardians will be notified by phone and/or EMS activated. RCS will direct EMS to transport students to Redlands Community Hospital unless otherwise instructed by the parent.

### Communicable Diseases Policy

Parents will be notified by letter if their child is exposed to a communicable disease at school. Please inform the office immediately if your child is exposed to a communicable disease so that incubation dates can be verified and the health of all children can be protected. Written consent from a physician or the Health Department is required to readmit after they have had: measles, mumps, whooping cough, scarlet fever, strep throat, or conjunctivitis.

Chicken Pox: Return to school after primary crusts have disappeared from exposed parts of the body (usually after 7 days).

German Measles (Rubella): Return to school upon clinical recovery. Incubation period 14-21 days, usually 16 days.

Measles (Rubella): Return to school a minimum of 7 days after appearance of rash. Incubation period of 9-11 days.

Impetigo: If under treatment and lesions are covered and not too numerous, may be admitted to school with physician's consent. Incubation period within 5 days.

Mumps: return to school when swelling of the glands has subsided. Incubation period 12-26 days.

Head Lice: Must be under treatment. Scalp must be free of all nits (dead or alive) before returning to school. Upon returning, the student must check in at the office and have his/her scalp checked before being admitted to class. The incubation period is 6-7 days. Other students living in the same house as the infected student should be carefully checked by parent and school.

Ringworm: Must be under treatment and areas covered. May be admitted with a physician's consent.

Scabies (itch): Must be under treatment and may be admitted with physician's consent. Incubation period 24-48 hours.

Whooping cough: Return to school at least 21 days after appearance of typical cough and on recovery. Incubation period 7-10 days.

Conjunctivitis (pink eye): Condition must be completely cleared before returning to school.

Hand, Foot & Mouth: The student may return to school one week after the onset of diagnosable systems.

It is the responsibility of the administration of Redlands Christian Schools to provide an educational environment that is free from the risk of dangerous/chronic infectious diseases. To that end, students with dangerous/chronic communicable diseases may be asked to leave the classroom until their condition is no longer reasonably conceived to be a threat to other students. Each case will be evaluated on its own merit, and through the usual administrative processes. The administration of Redlands Christian Schools reserves the right to review decisions to restrict classroom access, as required.

Examples of conditions that may merit exclusion from the classroom include, but are not limited to:

- Fevers of over 100 degrees
- Certain eye infections (e.g. "Pink Eye")
- Strep throat
- Lung infections or sinus infections with very frequent coughing/sneezing

- Tuberculosis
- Hepatitis
- Meningitis
- Serious cases of influenza
- Some skin infections (e.g. Impetigo)

## **K. COVID-19 Policy and Procedures**

Being on campus at Redlands Christian Schools or involved in any school activities inherently increases risk of COVID infection. Choosing to be part of the Redlands Christian Schools community means that a family is accepting the increased risk that this brings.

### **Covid Strategies for the 2021-22 School Year**

Keep sick students at home. The top thing that any parent can do to assist our school in preventing the spread of COVID is to keep a student who is sick at home. Even minor symptoms – headache, runny nose, sore throat – cannot be ignored, as these have contributed to possible on-campus spread. Students who have had a suspected COVID exposure can be cleared to enter school through an alternative-to-quarantine procedure that includes negative rapid testing on specified days post-exposure. The school will continue to use some social distancing strategies and enhanced cleaning strategies for the foreseeable future.

The school reserves the right to adopt additional policies should the threat of COVID become more significant.

### **Individuals Confirmed or Suspected with COVID-19**

Any individuals who either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine all the below conditions for campus re-entry have been met:

- 1) at least 24 hours have passed since last fever without the use of fever-reducing medications; and
- 2) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- 3) at least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive a negative COVID-19 test and submit the results to school administration.

### **Individuals Exposed to a Positive COVID-19 Case**

An individual who has been exposed to another individual with a positive COVID-19 case has two options:

- 1) Use the alternative-to-quarantine testing procedure, which includes taking a rapid test at school on the 5<sup>th</sup> and 8<sup>th</sup> days post-exposure. This option allows a student to continue with school on campus in the interim, provided they are not showing any symptoms.

- 2) Quarantine for up to 10 days from last exposure to monitor for symptoms. This period of time may be decreased with a negative PCR test result taken after the 5<sup>th</sup> day post-exposure.

If at any point a student exhibits symptoms, he or she will be required to clear the positive case protocol.

For exposure situations at home, the alternative-to-quarantine option is still available. However, if exposure has continued, additional testing every 3<sup>rd</sup> day may be required after the 8<sup>th</sup> day test. Testing will continue until an administrator determines it is no longer necessary. If at any point the exposed individual exhibits symptoms, no matter how minor, the individual will be required to either quarantine or test negative to return to school.

### **Response of School to a Positive Case on Campus**

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify those teachers, staff, and families of students who have been in close contact (less than six feet, 15 minutes or more) with someone who is lab-confirmed with COVID-19.

### **For Students who are Required to Stay Home**

Any student who is required to quarantine, whether for a positive case or for exposure to a positive case, is encouraged to participate in the school's independent study option. This will allow the school to assist in the process of follow up for ongoing classwork (provided asynchronously) and upon the student's return in catching up on missing work and assessments.

### **Staff Policy**

Because of the contagious nature of the virus and the potential for rapid increases in COVID-19 infection in our region, the entire RCS community – including faculty, staff and students – must be vigilant at work and in the community to prevent exposure. If ill, we all share a responsibility to quickly get tested and not be at work or in the classroom until a COVID-19 diagnosis is known. We urge all employees to be familiar with our work and safety rules, and to be prepared to make self-directed decisions and take personal responsibility to safeguard others based on this guidance.

### **Additional Policies Due to the Delta Variant**

In response to the increase in local cases stemming from the delta variant, the following policies are in effect as of September 8, 2021:

- 1) All staff and students must wear a mask when indoors. Physical distancing does not negate this requirement. A mask waiver process is available for parents to sign on behalf of their children.
- 2) All school staff who work with students or parents in their classroom or office must present a weekly negative Covid test.
- 3) All teachers will maximize the physical distancing of desks in their classrooms.

## **L. Other Medical Policies and Procedures**

### **Insurance**

All students are to be covered under their parents' medical insurance policy. Parents' personal insurance coverage is relied upon for accidents that occur at school or at school-sponsored activities. *Redlands Christian Schools does not assume responsibility for providing insurance coverage for students.*

## **Medication at School**

If your child must take prescribed or over-the-counter medications during the school day, RCS needs written parental consent to assist in administering the medications. The consent form and medications must be taken to the school office. The medication must be in its original bottle, labeled appropriately, indicating the name of the student, the name of the medication, the purpose, and the method of taking the medications. All medication taken by the student will be monitored by a staff member. The staff will ensure that the medication is stored and secured: therefore, all medication must be brought to the school office. No medication is to be in the classroom. Doses are to be scheduled during student's break times.

A student found to be in possession of, distributing, or self-administering any medication/drug will be subjected to severe disciplinary consequences as deemed by the administration. According to California law, exceptions will be made for students that need to carry an inhaler or Epi-pen with them at all times. A form can be obtained from the front office that will be signed by parent/guardian and physician for such situations. If the student is in preschool, a variance will also be needed from licensing. We ask that an extra inhaler or Epi-pen be kept in the front office as well.

State law concerning the use of continuing medication by students contains the following requirements: The parent must inform the office in writing of:

- The medication being taken
- The current dosage
- The name of the supervising physician

Parents must give permission for students to use aspirin, Tylenol, etc. Questions relating to the taking of medication at school should be directed to the school office. Student medications must be brought to the school office and left with the attendance clerk.

## **Allergies**

RCS seeks to be sensitive to students with allergies. Parents who wish to send snacks in for their child's class are asked to check with the child's teacher for information on dietary restrictions.

## **Immunization Requirements**

State law, SB 942, requires immunization for all students enrolled in California schools. For your student to enroll at RCS you must present written evidence from your doctor or clinic that the necessary immunizations have been received.

Our records, in order to be complete, must show proof that your child has had the immunizations listed below. Vaccines needed to meet **Preschool and Kindergarten** requirements:

- DTaP: 4 doses
- Polio: 3 doses
- Hepatitis B: 3 doses
- HIB\*: 1 dose
- Measles, Mumps, Rubella (MMR): 1 dose
- Chicken Pox (Varicella): 1 dose

Vaccines needed to meet requirements for students **K-12**:

- DTaP: 5 doses
- Hepatitis B: 3 doses
- Polio: 3 doses
- Measles, Mumps, Rubella (MMR): 2 doses

Chicken Pox (Varicella): 2 doses

Vaccines needed to meet requirements for Grades 7-12

K-12 admission requirements plus

Tdap: 1 dose

Note: As of July 1, 2016, the only persons authorized to grant medical exemptions from state-mandated vaccinations are licensed M.D.s and D.O.s (Doctors of Osteopathic Medicine). CA SB 277

### **Suicide Prevention Policy**

Redlands Christian Schools is committed to positive mental and emotional health for students and employees. Parents and school employees are advised to take every statement regarding suicide and wishing to die seriously. A student making such a statement, even for attention, requires immediate help.

While at school, students who verbalize thoughts about suicide, present overt risk factors, engage in self-harm (or profess self-harm) or self-refer for help, will immediately be referred to a counselor or to the office. The school administration will assist the family with an urgent referral. Depending on the risk involved, this may be made through emergency services, but often will involve setting up an outpatient mental health or primary care appointment. The reason for the appointment request should be verbalized clearly to an agency listed below.

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

Loma Linda University Behavioral Health (Redlands) – (909) 558-9275

Kaiser Behavioral Health (Fontana) – (800) 900-3277

County of San Bernardino Department of Behavioral Health – (909) 388-0801

For students returning to school after a mental health crisis (e.g. suicide attempt or psychiatric hospitalization), the principal will meet with the student's parent or guardian and with the student. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that he/she is no longer a danger to him/herself or to others. The family will commit to continued case management with a suitable mental health professional or with a licensed clinical counselor.

### **AED**

RCS has Automatic External Defibrillators (AED) that can be used for extreme crisis situations located in various places on all three campuses.

### **Disaster**

RCS has a written crisis management plan in case of a major disaster or emergency. Each teacher has a guide for emergency action and will be conducting emergency drills with his/her classes. The school also periodically holds all-school emergency drills: fire, earthquake and lockdown. In an actual emergency, parents will be notified via email, text or phone call as to whether their student needs to be picked up at the school or an alternative location.

In an emergency, your child(ren) will be released only to those people authorized by you on your child's FACTS Family Portal student pick up information unless we receive a phone call, text or parental notification.

## **V. Financial Information**

### **A. Tuition**

Tuition payments are due on the first of the month beginning July 1. Tuition can be paid in full (July 1), twice a year (July 1 & January 1) or in 11 payments (July-May). The business office emails statements on the 25th

of the month, prior to the due date, to make you aware of any Extended Care charges, late fees, or Scrip credit applied to your account. If you do not receive your statement by the last day of the month, please check FACTS Family Portal or call the business office to get your current balance. Your tuition payment will be due regardless of whether or not you receive a statement. Post-dated checks cannot be accepted as payments. For your convenience, payments can be dropped in an unmarked mail slot to the left of the main doors on the Upper School campus. Tuition payments can also be mailed to 105 Tennessee Street, Redlands, CA 92373, dropped off in the front office of any of the campuses, or paid online through FACTS Family Portal. A flat finance fee of \$110/year is assessed to monthly payment plans not utilizing electronic funds transfer (EFT).

## **B. Fees**

**Application Fee:** This one-time, non-refundable, new student fee of \$150 and \$50 for each additional sibling is paid upon application to the school. Applications will only be processed if accompanied with payment.

**Enrollment Fee:** The non-refundable \$500 family fee is paid annually for returning students and for new students as they enroll. Discounts may be applied for enrollment/reenrollment completed by priority dates indicated on the Finance Sheet included in the enrollment packets.

**Enhancement Fee:** This fee is \$150 per family. Parents are encouraged to work 10 hours of volunteer time at school-sponsored activities, workdays, and other events to offset this fee. Here are a few suggestions:

- All-school work day and other work days
- Independent projects approved by administration
- Holland Festival
- RCS Golf Classic in the fall & Boosters Golf Tournament in the spring
- Cornerstone Gala
- Eagle Parents, room parent & classroom volunteer
- Library workers
- General Mills Box Tops for Education
- Christmas Concert, Fine Arts Festival, Open House, Friendship Games and chapels
- In-service days
- Driving for field trips & athletic events

Once the work is completed, the Enhancement Fee Credit form can be submitted to the business office for credit to your account.

**Student Fee:** If not paid at the time of enrollment, student fees are due June 1. This yearly fee covers the cost of a yearbook, emergency preparedness materials, required standardized testing expenses, as well as Middle and Lower School costs associated with curriculum and book rental, classroom supplements and cocurricular programs.

**Extended Care:** Available to students in preschool through grade 8 from 6:30-8:00 a.m. and 3:00-6:00 p.m. at \$6:00/hour.

Extended care is also available to Preschool and Jr. K from 12:00-3:00 p.m. at \$6:00/hour.

Charges are computed to the half hour and reflected on the monthly statement.

**Late Fee Policy:** A \$10.00 charge is assessed per each five minutes a student is picked up late from Extended Care.

**Student Withdrawal/Contract Cancellation:** It is assumed a student is enrolling for the entire year and budgets are set accordingly. Students who withdraw before fulfilling the financial contract must submit a 30-day written notice and a contract cancellation fee will be assessed. Financial obligation for the tuition is

outlined on the Financial Contract and is affected by the date the written notification is received. Report cards and unofficial transcripts are released to the parent only when the account is current and all school property is returned in good condition. Students who are expelled are subject to the same contract cancellation fee.

**Returned Payments:** A fee is charged when a payment is returned by the bank. A replacement payment must be made within 10 days upon notification from the business office. If the account has a history of returned payments, the replacement payment may be required in the form of cash or a money order.

**Late Payments:** The budget of RCS is supported by tuition payment and donations; therefore, it is critical that our school families pay their tuition promptly. If tuition is not paid, it makes it difficult for the school to pay bills, such as utilities and salaries for teachers and staff. If payments are not received in the business office by the 15th of the month, a late fee of \$35 will be assessed. We understand that on a rare occasion a family may not be able to make their tuition payment by the 15th of the month. If you should experience a financial setback that would cause your payment to be late, please contact the business office directly so an alternative arrangement can be made. Parents whose accounts remain unpaid at the end of each month and who have failed to make arrangements with the business office will be contacted by the administration to determine the viability of continued service by Redlands Christian School.

The school reserves the right to withhold official transcripts for students with unpaid accounts at the time of graduation. The school may issue unofficial transcripts with a note reflecting the student's unpaid status, but any release of final official transcripts will require resolved payments.

**Priority of Payments:** Accounts must be in good standing in order for students to participate in extracurricular activities. If a payment is required to participate in an extracurricular activity and the tuition account is not in good standing, all payments received, regardless of intent, will be applied to the tuition account first. The redirection of the payment may cause ineligibility for the extracurricular activity. Any exception will require principal approval.

### **C. Financial Aid**

It is RCS's desire that every Christian parent sincerely desiring to have a Christian education for their children should have that opportunity. A limited amount of financial assistance is available. In order for RCS to allocate our resources wisely and fairly, we have enlisted the help of FACTS Family Portal program. FACTS Family Portal does not decide whether financial assistance will be given or how much to give; rather FACTS Family Portal provides a need-based financial aid analysis service. FACTS Family Portal provides the school with a report, which includes a recommendation of what a family should reasonably contribute toward tuition. All information from FACTS Family Portal is kept confidential. Applications are reviewed by the confidential Financial Aid Committee and the committee recommends the allocation of financial aid resources for the next year. Financial aid award letters are then sent to families.

There is a fee required by FACTS Family Portal to process this application. Once completed, FACTS Family Portal will review and then send information designating need. This will be reviewed by the Financial Committee and award letters are then sent to families.

Monthly Scrip purchases are required for any family who receives a Financial Aid Award. Scrip Credit will be added to your tuition account to help pay your monthly balance. Monthly Scrip purchases will be monitored by the Business Office. Please be aware that unless you comply to this requirement, your financial aid could be reduced or removed. Scrip is a very important program that has proven to benefit many families. If you have any questions or concerns, please ask.

## VI. Development Opportunities

### Partners Fund

The Partners Fund, which is ongoing throughout the year, is our Redlands Christian Schools' annual fund that supports endeavors for all of our students PK-12. This annual fund is vital to the operation and maintenance of our campus and enhancing excellence at all levels. Your annual fund contribution not only allows for a tax benefit, but also permits us to keep tuition affordable while providing for our facility and programs. Support of student activities (retreats, particularly), technology programs, faculty development, and tuition assistance for needy families are all subsidized by the annual fund. The Partners Fund is the one fundraising vehicle consisting of all donations and the events listed below, from which our school benefits 100 percent. A pledge drive is conducted each school year. Each family is asked to participate. Acknowledgments are sent out for your tax purposes.

### RCS Annual Golf Classic – takes place in the fall

This event supports tuition assistance at all three schools. You can support the Golf Classic in three ways: 1) Participate as an individual golfer or a team, 2) Sponsor a hole, either personally or through your business, or 3) Contribute an item for the auction.

**The Annual Cornerstone Event** – on the first Saturday of March in Redlands. This formal dinner gala with silent and live auction is a key philanthropic effort for our school's financial aid program. Information regarding title sponsorship, table hosting, volunteering and more is available by contacting Brian Bell, Head of Schools office at extension 153.

**Eagle Boosters Annual Golf Tournament** – takes place in the spring. Our athletics program benefits from this day of fun and sportsmanship. This event contributes thousands of dollars to the 3<sup>rd</sup> -12<sup>th</sup> grade athletic programs.

### Annual Holland Festival – on the first Saturday in May

This family event truly brings our entire community together on the Church Street campus to celebrate our Dutch heritage through cultural events, games, activities, music, auctions, and food.

**Matching Gift Program** - Double your gift! Many corporations match their employee gifts to nonprofit organizations. For more information, contact your Human Resources department or the school Development Office for a list of corporations that participate in this type of program.

## VII. Miscellaneous

### A. Parking, Drop-Off and Pick-Up

#### Upper School Student Parking and Parking Passes

Students are required to have a parking placard displayed in their car when on campus. The placard is to hang from the rear-view mirror or be placed on the driver's side dashboard. These may be picked up in the office before school begins at no charge. After a two-week grace period, a \$10 charge will be assessed for the parking placard.

The Student Parking Lot is located off Orange Avenue. Students are to follow the traffic patterns and park in the student parking lot only. Students are not allowed to park in the staff or visitor parking areas during regular school hours. A detention will be given for parking in designated staff parking spaces. Failure to follow parking rules may result in the revocation of on-campus driving privileges by the Redlands Christian Schools administration. At the school's discretion, vehicles may be towed at the owner's expense.

Parking at Redlands Christian Schools is strictly at your own risk. Redlands Christian Schools is not responsible for theft or damage to vehicles (and/or their contents) parked on school property, including but not limited to vehicles parked in range of foul balls from ball games.

### **Upper School Student Driving on Campus and to Athletic Practices**

Driving on campus is a privilege. The speed limit in the parking lot is 5 mph. Redlands Christian Schools reserves the right to revoke campus driving privileges at any time for unsafe driving practices. Unsafe driving practices include:

1. Excessive speed
2. Squealing of tires
3. Reckless driving
4. Entering or exiting through the wrong gate

Students may drive themselves to off-campus athletic practices under the following guidelines:

- Signed parent release – see below for sample
- Not allowed to have any non-sibling passengers
- Valid driver’s license, insurance and adherence to all applicable traffic laws

*California vehicle codes must be adhered to at all times.*

Students may not drive themselves to away athletic events. They must use ACA-provided transportation in getting to an athletic event. Transportation to return to school is provided, but they may be released to their parents or guardians at the end of the athletic event.

Parent Release Sample – use this content for your permission note:

*My ACA student \_\_\_\_\_ (name of student) has my permission to drive to athletic practices for \_\_\_\_\_ (name of sport(s)). I agree that my child has a valid driver’s license, auto insurance and will not transport other non-sibling passengers to this practice. I agree to indemnify and hold harmless Redlands Christian Schools and Arrowhead Christian Academy Upper School as it relates to my child driving himself or herself to practice.*

*Signed: \_\_\_\_\_ Date: \_\_\_\_\_*

### **Middle School Parking Lot Guidelines**

**Traffic can get pretty hectic at peak drop-off and pick-up times at RCMS. Please follow these guidelines:**

#### **Arrival**

- At 7:30 am students may be dropped off along the front driveway so that they can walk to class. Students should not be dropped off across the street from the school.
- In order to unload students efficiently, drivers are asked to move down as far as possible, so traffic doesn’t back up. This also helps us to be able to unload as many as possible and keeps the line flowing.
- All traffic must turn right onto Tennessee Street.
- Those students arriving late must report to the receptionist in the middle school office to receive a late pass prior to going to their classroom.

#### **Departure**

- Dismissal is from 2:45-3:00 pm for grades 6-8.
- Students should wait quietly for pick up in their classrooms.
- When picking up at regular dismissal times, drivers should pull into the pick-up lane at the furthest point available and wait and adhere to dismissal attendants who will be out helping the flow of traffic

- If picking up after 3:00 pm, please proceed to Extended Care at the Lower School and sign your student out. Please note that an Extended Care charge will be enforced at this time.
- Sibling Pick Up: Parents desiring to have their middle school student picked up with either a lower school sibling or upper school sibling will need to advise their MS student accordingly. A process will be in place to allow MS students to walk to either the Upper School or Lower School to be picked up with their siblings in a designated area. MS students will be transported to the sibling pick up areas as soon as school dismissal begins. If MS students are not picked up by 3:00 pm they will be checked into Daycare at the Lower School.

### **Lower School Parking Lot Guidelines**

We expect all who enter our driveways and parking lots to practice SAFETY, PATIENCE, and show the utmost COURTESY to fellow drivers. Students MUST NOT cross Kansas Street alone to get into a vehicle. Parents MUST come from Alabama Street, turn on State Street and Right on Kansas Street to pick up students.

### **Campus gates will be locked during the day-**

Parents, visitors and students entering campus between 8:30 am and 3:00 pm must check in at the “ B” Building front office. Parents and visitors are required to wear an RCS badge to be on campus.

#### **Arrival**

- Parents of Extended Care students should park in the back West lot and walk in to sign their student in and out.
- Preschool parents must park in the south parking lot and walk their children in through the Preschool gate to be signed in.
- Kindergarten students should be dropped off along the front driveway at the C gate.
- 

#### **Departure**

- Preschool students should be picked up from their classrooms or their Preschool Extended Care room.
- Half day kindergarten students should be picked up along the front driveway at the C gate.

Grades 2 & 3 should be picked up at 2:40 pm. Grades K-1 (and siblings) should be picked up at 2:55 pm. Grades 4 & 5 should be picked up at 3:10 pm. Middle and Upper School siblings should be picked up on the east curb along Kansas Street.

## **B. Communication**

### **Lower School Daily Teacher Communication**

Daily folders/assignment planners are taken home each afternoon. Teachers notify parents of homework assignments, projects, test study guides, classroom behavior, work habits, etc.

### **Email Address**

Faculty and staff members may be reached via email by sending the letter to the employee’s first initial and last name at redlandschristian.org (i.e. John Smith would be *jsmith@redlandschristian.org*).

### **The Weekly Eagle**

The Weekly Eagle is an email publication that is sent over the weekend. This newsletter contains information on school events and important school wide information. You may access this on FACTS Family Portal as well.

### **FACTS Family Portal**

RCS’s primary source of communication between home and school is FACTS Family Portal. This on-line program makes it easy to monitor your child’s progress. We encourage you to log on and check your child’s grades and assignments multiple times during the week. All assignments will be posted daily, and teachers will update the student’s grades weekly. It is necessary that you keep all contact, permission to pick up

(transportation), emergency contact, and medical information updated for each of your students. You may edit this information by logging onto FACTS Family Portal, click on Web Forms, then the Family Demographics form.

FACTS Family Portal provides access to your student's daily assignments and grades via the internet. To access the Website for the first time:

- Go to [www.redlandchristian.org](http://www.redlandchristian.org) and click on FACTS Family Portal Click on Family Portal at the top of the circle.
- Log in as follows: District code is RS-CA, then type in username and password.
- To access grades, click "Classrooms". This will bring up all classes in which each of your students is enrolled.
- Click on "Homework Summary" or "Grade book Summary" at the top of the column for each student. You will be able to find other school information available about your child on this site, as well as the ability to email teachers directly.

**Facebook and Instagram:** Regular Facebook and Instagram updates are posted on the school social media pages.

**Personal Phone Calls:** Students may only use the office telephone in the event of an emergency. Students must ask their teacher for permission to go to the office to use the phone.

### C. Visitors/Volunteers

Any person entering the campus should receive a visitor's pass from the office. Parents are encouraged to be an active participant in their child's education. If interested in volunteering in the classroom, please check with your child's teacher. All volunteers, chaperones, and field trip drivers must have a cleared school background check prior to interacting with students. Drivers must also provide a school DMV check, a valid state driver's license, and proof of insurance.

If you plan to volunteer in ANY capacity during the upcoming school year, please follow these instructions to access the application. There is no cost to parents for this process.

- Go to school website ([www.redlandchristian.org](http://www.redlandchristian.org))
- Click on "Parents" in top right-hand corner
- Click on "Parent Resources" to find the Volunteer Application. If you plan to drive for school events, you will also need to complete the request for DMV check as well

### Classroom Observations

The following process should be followed for a classroom observation:

- Call the school office with your request. Generally, same day classroom observation requests are not granted. Visits should not be longer than a 30-minute period of time. Visits are limited to one per quarter unless prior approval is granted by the principal.
- The Lower School Administrative Assistant will coordinate a time compatible with the teacher and class schedule and will inform the principal.
- Please be prompt for the scheduled visit.
- Parents should check in and secure a visitor's pass prior to visitation.
- Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until a free time in the teacher's schedule allows for discussion.
- Classroom visits may not be scheduled for the day prior to or the day following a school holiday, during the first and last week of school, achievement testing and/or exams.

## **D. Lower School Miscellaneous**

### Preschool Snacks

Parents provide snack for their child to enjoy. We have water available for your child throughout the day and for snack time.

If your child is staying for Extended Care, you will need to provide a lunch for him/her and a snack if staying past 3:00 pm.

### Naptime

For napping children, a nap is provided after lunchtime. Parents/Guardians can supply a labeled blanket and sheet for their child. RCS will provide a mat.–Sheets and blankets will be sent home on Fridays and mats will be sanitized daily. When it is best for a child to discontinue taking naps, the parents/guardians should inform the director and she will try to accommodate this change to enable the child to join the non-napping children. Non-napping children will be placed together for a quiet rest time and will be given additional instruction.

### Title 22 Compliance

RCS Preschool abides by Title 22, Division 12 Policies and Procedures in accordance with Community Care Licensing. Continuous training occurs through regular discussions to encourage faculty awareness and compliance.

Notification of Parent Rights – Community Care Licensing Child Care Center –

Please see the front office for form PUB 393 (12/06)

## **Lower School Room Parents**

Each class needs at least two room parents. Room parents assist the teacher with such things as field trips, class parties, special events, chapels, and other various activities. Interested parents should contact the teacher or leave their name with the front office. Room parents are generally assigned in August.

## **Fine Arts**

RCS recognizes the significant role of fine arts in the extra-curricular program and offers weekly art classes for full day Kindergarten-grade 5, music classes for grades K-5, and band for grade 5.

## **Playground Guidelines**

Students are to always have adult supervision (this includes before and after school).

1. Our first standard in playing is always **KINDNESS**. (Always include people who wish to play.)
2. Play only in designated areas.
  - a. If a ball goes over the fence, do not go after it. Please ask the supervisor on duty to retrieve it for you.
3. Use play equipment correctly.
  - a. Playground equipment is meant for climbing. Do not walk on the top of these pieces of equipment.
  - b. Swings: One person per swing. Swing only back and forth, not side to side. No jumping from swings. Take turns by counting each forward swing to 30. Bars – Each bar should have one person occupying it at one time. All maneuvers should be done with hands on the bar. Waiting for an open bar should be done far enough away so not to be kicked or hit accidentally.
  - c. Slides – Students should go down one at a time. Do not climb up the slide.
  - d. Sand, wood chips, and rocks are not to be thrown for any reason.
  - e. Baseball and softball bats are only used at P.E or after school sports. **Baseballs are not allowed.** One person only in the batting area. All others should wait behind the screen or far away from the batter.
  - f. No throwing balls at each other.
4. Rough play – tackle games are not allowed.

5. Eat your snack or lunch at the picnic tables. Do not walk around with food. Do not share food with others.
6. Walk around and between **all** buildings.
7. During recess, use the playground bathrooms. Bathrooms are not play areas.
8. Games that degrade, injure, or demean others are not allowed.
9. Hallways are not play areas.
  - a. Do not block the hallway doors at any time.
  - b. Always make room for parents and others who are guests on our campus.
10. Rules are written so we can have a safe and decent atmosphere in which to play. If you should choose to disobey these rules, you will be asked to leave the playing area and walk laps. If you are disciplined, you must do so immediately and without argument. Fighting will result in immediate removal to the principal's office.
11. Remember the golden rule always applies – Treat others the way you want to be treated. Obey any adult on duty. Follow all school rules. Be courteous. Take turns. Exercise. Have fun.

## **E. Transportation**

Security and safety are prime concerns as we partner to bring our students on campus each morning and escort them off each afternoon. It is imperative that each driver exercise patience and careful driving practices.

If your child's transportation information changes during the year, please update the Transportation portion of Family Demographics on FACTS Family Portal (under Web Forms.) Please notify the school office in writing or by phone if your child will be picked up by someone other than his or her usual driver.

### **Field Trips**

Field trips are part of the educational program at RCS and are designed to enhance the curriculum used at each grade level. Field trips are taken periodically by each grade during the year. Parents will be notified well in advance that the field trip will be taking place and permission slips will need to be signed. Drivers must provide a valid state driver's license and proof of insurance along with their background check. Parents may be asked to help fund some of the fieldtrips. We ask that only administration approved videos are used for entertainment on the trip. We also ask that no siblings attend the trip as primary focus of the chaperone needs to be on supervision of students in the driver's care.

### **Field Trip Safety**

- Parent drivers must complete a background check.
- Students will follow the directions of the driver.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and hands kept to themselves.
- Children under the age of 8 must be secured in a car seat or booster seat in the backseat.
- Students will wear seatbelts at all times.
- Students will not extend head, arms or objects out of windows.
- Students will keep their bus/field trip vehicle clean by throwing away wrappers, napkins, cans, bottles, etc. upon exiting the vehicle.
- RCS Administration requires that a certified lifeguard or EMT be present for any school-sponsored pool party or beach party.

## **F. Bikes, Skateboards and Scooters**

While students may ride their bikes, skateboards and/or scooters to and from school, riding on campus is strictly prohibited (this includes Heelys). It is the student's responsibility to lock bikes to the bike rack with a secure lock

(preferably U-shaped or a chain that cannot be easily cut) and store skateboards/scooters in the front office or in a locker. Redlands Christian Schools is not responsible for damaged, stolen or missing property.

### **G. Public Communication Guidelines**

In order to present Redlands Christian Schools to our community in a positive and consistent manner, we will require all written and verbal communication to have prior approval through the Head of Schools' Office. Written and verbal communication refers to newspaper, radio, television, social media or any other media reports in which a student is identified with RCS.

### **H. Cell Phones, iPods and Electronic Devices**

Cell phones, iPods and electronic devices may be used before and after school only at the Upper School and Middle School and at school activities as authorized by the appropriate member of the faculty and staff. These devices are not to be used or visible during the school day including breaks and lunch unless specifically directed by the teacher for use to support student learning. In the lower and middle school this includes extended care. A visible cell phone, iPod or electronic device will be confiscated for a minimum of 24 hours and may be picked up in the office after school on the following day. A third violation will result in parents being required to pick up the device from the school office.

Students are permitted to make phone calls on their cell phones in the front office with permission.

Middle School Cell Phone Check In: For parents who allow their student(s) to have a cell phone for use before and after school, a cell phone waiver must be on file in the middle school office. Students whose parents allow them to have a cell phone and have signed a waiver must check their cell phone in with the front office at the beginning of the day and check it out before they leave campus at the end of the day.

Smart Watches: Smart watches of any kind are not permitted to be worn by students on the lower or middle school campus. Although there are a variety of opinions of what constitutes a smart watch, we have defined smart watches to be any wearable computer device that can be used to communicate with others. This would include any wearable device that has the capacity to utilize Bluetooth and/or WIFI technology.

***RCS reserves the right to confiscate and return the items listed above at the discretion of the administration.***

***RCS is not responsible for damaged, stolen or missing cell phones, iPods or any other electronic devices.***

### **I. Locks, Lockers and Cubbies**

At no time are students allowed to access other students' lockers or cubbies without appropriate permission. Students may not tamper with or alter their locks or locks belonging to other students. Such behavior is considered vandalism and will be appropriately disciplined. Students should put all items in their locker, lock the locker and not give out the combination. RCS is not responsible for damaged, stolen or missing property.

*The administration reserves the right to search student lockers at any time it is deemed necessary.*

Upper School Students will be given an RCS-issued lock when they begin attending RCS and will use this lock all four years of high school. Lockers will be issued at the beginning of the school year. The school issued lock and locker are the **only** lock and locker students may use during the entire year. Lockers are to be locked throughout the school day as well as after school hours. A replacement lock may be purchased at the front office for \$15. The lock is returned at the end of the year.

### **Middle School PE Lockers**

PE Lockers will be issued at the beginning of the school year along with an RCS lock. The school issued lock and locker are the only lock and locker students may use during the entire year. Lockers are to be locked throughout the school day as well as after school hours. A replacement lock may be purchased at the front office for \$15. Locks are to be returned at the end of each school year.

### **Lower School Cubbies**

Students should keep their backpack and lunch container in their cubby and ensure it is neat and clean each day.

## **J. Search and Seizure**

To ensure the health and safety of our students, staff and visitors, all students are subject to random searches without prior notice to the students or parents. The search may be undertaken at the sole discretion of the school administration, with or without probable cause. The search can be conducted by the administration or by others acting at their request and may include the use of a breathalyzer or search dog. The search may include, but is not limited to a student's person, property, lockers, desks, cubbies, parking area and vehicle on campus and at school sponsored activities.

## **K. How Parents Can Help**

Parents/Guardians are welcome to help in the classroom for daily activities, special occasions, holiday parties and guest speaker events. Teachers will send out sign-up sheets for parents to complete if they are available to help. A background check clearance is needed before volunteering. Helping in the classroom will count towards enhancement fees up to \$150.00.

A unique aspect of Redlands Christian Schools is that the family, not just the student, becomes a part of the school community.

- Pray for your child, his/her teachers, and the RCS faculty and staff.
- Make regular and prompt payment of tuition and fees.
- Volunteer to help your child's teacher and/or get involved in whole school activities through our Eagle Parents.
- Attend parent-teacher conferences. We encourage both parents to attend.
- Support school discipline of your student.
- Register any complaints directly with the teacher or administration utilizing the Matthew 18 principle. Do not discuss problems or complaints with other parents. For Preschool Parents, the director and Community Care Licensing are also available to hear concerns.
- Support your child by checking daily to see if there are any homework assignments or communication from the school.
- Read all communications carefully. Be prompt in returning those requiring a response.
- Encourage your child to work independently and take responsibility for his own work.
- Provide an adequate study center for your child. A well-lit desk away from electronic media is recommended.
- Attend school events. This promotes the sense that your student is part of a larger community, builds school spirit, and encourages excitement about the opportunities that lie ahead for them as an RCS student.
- Follow Dr. Wendy Mogel's advice, "it is our job to prepare our children for the road, not prepare the road for our children." We should encourage our children to be independent, confident, and capable through learning by striving for success, yet facing and learning from failure. This will help our children to become more resilient, so they are better able to manage future struggles. It will also help them build true confidence that is founded on true successes earned.

## **L. Music on Campus**

The use of music on campus should be free of these three things: profanity, a description of an unbecoming lifestyle, or any insinuation of a lifestyle unbecoming of a Christ-follower. Please note that this includes music-only or “clean” versions of songs with objectionable lyrics.

## **M. Pets**

Please do not bring pets on campus. This is for the safety and health of our students. Recognizing that animals are not always controllable and that some students have allergies, it is best if pets are left at home. With teacher approval, students may bring a pet for a short period of time for show and tell.

Emotional support animals are permitted on campus provided sufficient documentation is submitted for approval prior to bringing the animal to school.

## **N. Pledges**

Students are to learn the salutes to the American Flag, the Christian Flag and the Bible. They are expected to stand for all pledges:

### **Pledge to the American Flag**

*I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

### **Pledge to the Christian Flag**

*I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands; one Savior crucified, risen and coming again with life and liberty for all who believe.*

### **Pledge to the Bible**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.*

## **O. Seasonal Emphasis**

Redlands Christian School will recognize certain seasons that are compatible with Biblical principles.

Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized with the exception of harvest or autumn themes. Parents are asked not to send in Halloween candy, items depicting Santa or the Easter Bunny, etc.

## **P. Valuable Personal Property**

Unless directed by the students' teacher, valuable personal property should not be brought to school.

Violation of this rule will result in disciplinary action and confiscation of the item(s). Confiscated items will be returned to the owner at the end of the day, provided there are not concerns with the contents of the items. On a second violation, the item(s) will be confiscated and returned only to parents.

## **Q. Video/Pictures**

Pictures or video associated with a school project are acceptable. Any student taking, posting or sending pictures or video to electronic devices or to the internet taken at school not pertaining to a school project will be subject to disciplinary action.

## **R. Lost and Found**

Books and valuables found on campus will be brought to the office where they may be reclaimed. Unclaimed items will be donated to a local charity at the end of each quarter.

## **S. Lunch Programs**

### **Middle School and Upper School**

On a daily basis, students may bring their own lunch or participate in the Middle or Upper School lunch program. To participate in the paid lunch program, students will order lunch during first period classes and then pick up their lunch in the arena kitchen area at the beginning of their lunch period. This is a prepaid program. In order for your child to purchase lunch items, there must be a credit on your lunch account. There are several ways to place a credit on your lunch account:

1. Online – Log onto FACTS Family Portal to make a payment to your lunch account at any time. Please note there are two boxes in the Pay Now section, one for lunch and one for tuition.
2. Cash/Check at Front Office – Clearly mark your payment as "lunch." Payments must be turned in before school in order for the credit to be used for lunch purchases the same day.
3. ACH – You may request to have an additional amount credited to your lunch account when tuition payments are withdrawn. You must contact the business office to authorize these transactions. We encourage parents to check lunch balances through FACTS Family Portal on a regular basis to maintain a sufficient balance.

Food and drinks are not allowed in the building except by special written permission from the administration. Students will eat their lunches in Eagle Park unless there is inclement weather. Juniors and seniors may use the seating area in the front of the building. Trash must be disposed of properly. Off campus lunch privileges are reserved for seniors and second-semester juniors only. The administration reserves the right to regulate or cancel this privilege.

Food delivery services, such as Uber Eats or Door Dash, are permitted under the following conditions with parent consent:

- During school hours, food may only be delivered to and received by the respective campus' front office.
- The front office must be notified in advance so that approval to enter campus may be given to the delivery driver. Failure to notify may result in the driver being denied entry.
- Food will only be given to students during lunch time, unless there is an emergency otherwise approved. Students may not take food to classrooms. If the delivery is late, the food will be held at the front office until after school.

### **Lower School**

The Lower School lunch/snack program is designed as a convenient system for parents to order online through FACTS Family Portal. Progressive Catering provides snacks for morning recess and meals for lunch. Parents may order a week or month at a time or for the next day by ordering before 7:00 p.m. the evening prior. Included in the lunch meal is a main dish, fresh fruit and vegetable, and a bottle of water or a carton of milk. The snack consists of a small nutritious treat and a juice. The cost for lunch is \$6.00 and the snack is \$2.50 per day, subject to change. A portion of the price pays for utilities and upkeep on our kitchen equipment.

## **T. Prospective Families**

Our current families are our best resource for bringing in quality new students. Please be an ambassador for our school in your church, neighborhood and community. Interested families may schedule an appointment for an admissions tour by calling the school office. An open house will also be scheduled for prospective parents as well.

## **U. Parties and Celebrations**

If invitations are handed out at school, every child in the class should receive an invitation. Otherwise, invitations should be mailed. Birthdays may be celebrated in the classroom at the discretion of the teacher.

Parents may send in a treat to share with the class at this time. If a parent would like to aid in handing out the snack, prior teacher contact is beneficial to make timely arrangements.

*The administration of Redlands Christian Schools reserves the right to revise, supplement or rescind this handbook without prior notification and will have the final interpretation of all rules, policies and procedures.*

*Previously issued Parent/Student Handbooks are superseded.*

## **VIII. Student/Parent Pledge**

### **COMMITMENT TO CHRISTIAN RESPECT**

We agree to do our part in preventing bullying and all other behavior that is harmful to another student at our school. We believe it is the equal right of everyone to enjoy our school and to have confidence that it is a place where all will feel safe, secure and accepted.

Bullying can be physical (pushing, shoving, hitting), verbal (name calling, picking on, making fun of, laughing at) or conducted through social media and frequently is done to exclude someone intentionally. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being a target of bullying.

As parents/guardians, we pledge to:

1. Keep ourselves and our children informed and aware of The Christian Respect and Dignity Policy and Procedures.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any incidents of bullying have occurred.
6. Be aware that such activities can be occurring digitally both on and off school campuses.

As a student, I pledge to:

1. Learn about and support my school’s Christian Respect and Dignity Policy and Procedures.
2. Show positive behavior and be sensitive to others.
3. Talk with my parents about my feelings about schoolwork, friendships and classmates.
4. Tell my parents or teachers if any bullying has occurred (towards me or another student).
5. Not use digital means of communication to initiate or advance bullying behavior.

Response to any violations of this policy may result in parental contact, a verbal warning, disciplinary action of in-school suspension or out-of-school suspension, and/or expulsion.

#### ***Definition:***

*A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. For our purposes, this is not limited to any Redlands Christian Schools campus.*

**By signing the Handbook Acknowledgement, we the parents and the student(s) agree to abide by the standards communicated in the Commitment to Christian Respect Policy.**

## **IX. Computer Technology Use Agreement**

**As a Student and user of the RCS computer resources, I agree to abide by the standards communicated in this Parent/Student Handbook. By signing the Handbook Acknowledgement, we the parents and the student(s) agree to abide by the standards communicated in the Computer Technology Use Agreement (see pages 25-31).**

## **X. HONOR CODE**

A student at Redlands Christian School will not lie, cheat, defame others, intentionally damage the property of another or turn a blind eye to those that do.

**The Honor Code:** In the Redlands Christian School community, lying, cheating, defaming others, and intentionally damaging the property of others cannot be tolerated.

**Lying:** A person lying or purposely misrepresenting the truth violates the Honor Code.

**Cheating:** A person giving or receiving unauthorized help on a test or graded assignment, or a person submitting the work of another as his/her own, violates the Honor Code.

**Defaming Others:** A person writing or speaking with malicious intent to injure a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.

**Intentionally damaging the property of another:** A person deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.

When someone has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

**By signing the Handbook Acknowledgement, we the parents and the student(s) agree to abide by the standards communicated in the Honor Code.**