

Redlands Christian Schools



***“Yet those who wait for the LORD will gain new strength;
they will mount up with wings like eagles, they will run and not get tired,
they will walk and not become weary.” Isaiah 40:31***

Volunteer Handbook

including

Lower School Eagle Parent Manual

Arrowhead Christian Academy Upper School

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***Our volunteers make a difference and help our schools
function more successfully. Thank you for your time; we appreciate you!***

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Redlands Christian Schools

Mission Statement

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

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 who’s 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, 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.

This Year’s Theme



Eagle Parent Opportunities

Eagle Parents have three different areas where you have opportunities to serve the students and staff of the school.

Eagle Room Parents serve the lower school classroom teachers and help them plan special class units, parties and events.

Eagle Classroom Volunteers help in the lower school classroom with reading groups, grading, recess duty and whatever day-to-day classroom operations are necessary.

Eagle Parent Volunteers help with the major events on each campus such as Grandparents Day, Holland Festival, staff appreciation luncheons, sweet treats, etc. Choose the area that suits your skills and strengths. We appreciate your help in all the areas where our Eagle Parents serve.

Eagle Parent Opportunities

Below are some major events and other tokens of appreciation that occur during the school year in which Eagle Parents need volunteers.

August	22	Picture Day
October	1-31	Pop open a good book
	24 & 25	Parent teacher conferences meals
October	20	E-waste (fundraiser for Eagle Parents)
November	5	Annual Golf Classic (all school fundraiser)
	7	Fall Luncheon
	14	Thanksgiving Baskets
		Token of appreciation
December	12	Staff Christmas luncheon
January	18	Donuts with dad
	29	New Family Open House
February	15	Grandparents Day (special day for our special guests)
March	2	Cornerstone gala (all school fundraiser)
	29	Staff Appreciation Dinner
April	18	Friendship games
	13	E-Waste Drive
		Preparation for Holland festival in May
May	4	Annual Holland Festival (all school fundraiser)
	9	Muffins with mom
	24	End of the year staff BBQ

There are different ways to help with most of these events.

Food volunteer: Making main dishes, side dishes and/or desserts

Décor: Providing decorations and/or helping decorate the day of the event

Hospitality/Serving: Help in serving food or helping set up or clean up the day of the event
Craft: Making, putting together or sharing ideas for the small tokens of appreciation

Monetary Donations: Parents who cannot help physically, can help monetarily

Volunteer Worker Screening Procedures

Parents are encouraged to be an active participant in their child's education. All volunteers, chaperones, and field trip drivers must have a cleared background check prior to interacting with students. 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.redlandschristian.org)
- Click on "Parents" near the center of the top of the page
- Click on the red Volunteer Clearance bar on the right

Once the application has been submitted to Protect My Ministry via the process above, the results will be reviewed by the administration to determine whether or not the individual is cleared for volunteering.

Upon clearance, all volunteer drivers will be required to submit a copy of their driver's license along with valid proof of insurance.

Approved volunteers will be issued identification indicating the approval. The issued identification must be visible while volunteering in the classroom or any campus activity.

1. Check In: Any person entering the campus should sign in at the front office and wear a school issued nametag.
2. Drivers: All volunteers, chaperones and field trip drivers must provide a valid state driver's license and proof of insurance along with their background check.

Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be allowed to volunteer in any school- sponsored activity or program for minors. All records will remain confidential.

Dress Code

We recommend that you review your Parent/Student Handbook and follow the student dress code when volunteering; presenting a clean, neat and modest appearance. Our students are looking to you as their model and example, in all that you do and say on campus.

Student Contact Policy

Supervision

Volunteers cannot be alone in a classroom or office with an individual student. In counseling or tutoring situations, care should be taken in selecting a location with windows where both the student and the adult remain visible. Students should not be alone with one adult.

Volunteers shall observe the "two-person rule" or the "open door policy" at ALL times. The "two-person rule" requires that volunteers shall make every reasonable effort to avoid situations where a volunteer worker is alone with children without a partner. The "open door policy" requires the door be open at all times. The "TWO-PERSON RULE" will be MANDATORY for all volunteers. When driving for school related events, the driver's child may fill the role of the second person.

Some students, particularly 3 & 4-year olds may require assistance in the restroom. Proper supervision will be provided. Students in kindergarten and older generally do not need assistance. In some cases a student may require a teacher's assistance. In such cases, the teacher should use care to ensure another teacher is close by to help supervise.

Volunteers must not, under any circumstance, make comments of a sexual nature, inappropriately touch a student, inappropriately watch a student in the restroom, in any way expose themselves, or make any

comment or action that might be interpreted as sexually arousing or satisfying to themselves, a student, or any person present.

Employees and designated volunteers are responsible for the safety and well-being of students before, during and after school hours and during off-campus, school-sponsored activities. Any overnight trips such as retreats, choir, band or drama tours, or mission trips must be appropriately chaperoned. Effort must be made to have at least one adult per six students in grades Preschool-5 and one adult per ten students in grades 6-12.

Chaperones assigned to a group of students will be responsible to ensure that students follow all rules and observe curfews, etc. Employees or volunteers may not share a bed with a student. Two or more students must occupy a room with one or more adults in charge. Students must submit the appropriate parent-signed permission form in advance of any trip.

Volunteers are expected to maintain professional and appropriate verbal interactions with students. Students should be addressed in a manner that reflects the fact that they are made in the image of God. Volunteers should expect respect from students, but need to accord students with appropriate respect as well. Conversations with students must not be sexual in nature, coarse, harsh or include inappropriate language.

In the event that a student or students need to be restrained or separated as a result of aggressive behavior and no other course of action appears effective, the employee may intervene using minimal force necessary to protect themselves or their students. Assistance from the Administrator must be summoned as soon as possible.

Touching

Appropriate touching is important for a child's development and is generally suitable in a school setting. Babies need to be held, children need to be comforted, teens need affirmation, and each require touching. What is appropriate for one age group is not always appropriate for another. It is imperative that employees and volunteers make sure their conduct is appropriate for the student age group assigned. Refrain from kissing any student.

Touching should be initiated by the student. It must be a response to the student's need for comforting, encouragement or affection and not based on an adult's emotional need. A student's preference not to be touched should be respected. Do not force affection upon a reluctant student. Touching must not give even the appearance of wrongdoing. Employees and volunteers must foster trust and their actions must be above reproach at all times.

Employees and volunteers are responsible to protect students under their supervision from inappropriate touching by others. Inappropriate touching or questionable behavior by parents, relatives, friends, students, employees or any others is to be reported immediately to authorities and school administration.

Transportation

Students are to be transported to and from school-sponsored events by official transportation, provided by the schools (van or bus).

When adults are asked to transport students to an event or activity, the driver must have completed the driver clearance process available through the Volunteer Worker Screening Process (see page 7). Drivers need to be aware of the location of other drivers/vehicles in the caravan. Students must be transported to and from the event in groups of two or more. No driver may deliver a student to his/her home without authorization from the principal.

Students cannot be left alone and/or with any one adult at the school, following a school-sponsored event.

Discipline

Employees and volunteers may not spank, hit, grab, shake, or otherwise physically discipline anyone. Employees will report any disciplinary problems to their principal.

Injury or Illness

Employees or volunteers who are seriously ill, including, but not limited to having a fever or vomiting in the last 24 hours, may not participate in any school activity during the period in which the illness may be transmitted.

All persons supervising students are expected to take reasonable steps to prevent any person involved in the school from coming into contact with any bodily fluids.

If a student receives an injury requiring first aid, the employee or volunteer should provide basic first aid as needed at the time of injury. The employee must notify the injured person's parent or guardian of the minor injury and should notify the Department of Human Resources to complete the incident report.

If a person receives an injury which requires medical treatment beyond simple first aid, the employee or volunteer should provide immediate attention to the injured person and call 911 if necessary. The employee or volunteer will also notify the injured person's parent, guardian, or other emergency contact as soon as possible. An injury report must be submitted to the Department of Human Resources.

Abuse or Violations of this Policy

Volunteers who become aware of any allegation of abuse connected with any activity undertaken on their own behalf or by others which violates a student's safety, this policy, or stated procedures must immediately inform the principal. Any accusations will be taken seriously, will be investigated thoroughly, and will be reported to legal authorities as deemed necessary or required. Employees are required to comply with any investigation. Refusal to comply will result in temporary or permanent dismissal.

Treatment of Allegations of Abuse

The administration will ensure the student's parents are notified immediately of any possible abuse as soon as they become aware of such an allegation.

Internal Review

The office of the Head of Schools will conduct a preliminary review of any allegation of abuse to determine if there is a reasonable basis for the allegation. Documentation of each allegation will be maintained.

If there is a reasonable basis for the allegations, the Head of Schools or his/her designee will refer the matter to the appropriate investigative authorities.

If there is a reasonable basis for the allegation of an employee or volunteer of the school, who is the subject of a review or external investigation, that person will be immediately suspended from employment and/or presence on campus, pending completion of the review or investigation.

Any person who is found not to be responsible for the act of alleged abuse may be reinstated to the position if the Head of Schools determines that the best interests of the school are served by the reinstatement. If termination of an employee or volunteer is determined to be the appropriate remedy, the personnel policies and laws will be followed in pursuing that remedy.

All matters related to each internal review will remain confidential in accordance with this policy and its provisions for limited access to information by the individuals identified; unless an external

investigating agency requests access to the information.

External Communication

If the Office of the Head of Schools determines that there is a reasonable basis for an allegation, the Head of Schools will refer the allegation to the appropriate law enforcement authority or the Department of Social Services or both. That decision will be made without unnecessary delay. The school administration may consult an attorney for assistance in deciding whether or where to refer an allegation, but that consultation will be done in a manner that minimizes any delay in referring an allegation.

All employees and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse in connection with activities of the school. All outgoing communication will go through the Office of the Head of Schools. Material that the school otherwise treats as confidential may be revealed to the external agency if requested to do so by the agency.

The Head of Schools or his/her designee will be appointed as spokesperson following notice of any abuse in connection with activities of the school. This spokesperson will be the only person to convey information concerning the situation to external audiences, and, to avoid compromising any ongoing investigation, will convey only such information as is necessary under the circumstances. All such communication shall be coordinated through the Office of the Head of Schools.

Any employee who becomes aware of a violation of the policy or procedures, will take all necessary steps to ensure future compliance with the policy, and will remove employees as warranted. Documentation of each allegation of violations of this policy should be maintained by the Office of Human Resources.

The Department of Human Resources will report any incidents of potential abuse or injury to the school's insurance carrier.

Evaluation of Volunteer Candidates

If the screening process or background check reveals any credible information about the candidate's history, (flagged for crimes or legal infractions) that candidate will be ineligible to work or volunteer in programs until they are cleared through the Office of the Head of School.

Any information indicating that a candidate has any prior history of abuse directed against another person will create a strong presumption that the person should be removed from consideration for a position within the school, but if the circumstances of the incidents reflected in the information suggest that the abusive behavior has been adequately addressed, or was too remote in time to be relevant to the decision to remove the candidate, the person may nonetheless be considered for a volunteer position.

The Head of Schools will also remove the person from consideration if the process reveals problems that do not involve abuse, but indicate an inability of the applicant to conform to the school's behavioral standards.

In making a decision to remove an applicant from consideration or to approve a volunteer candidate for which a potential threat has been identified, the Head of Schools will review the background check information.

Background check information and information contained in the application will be kept in a confidential location and may not be revealed to any unauthorized person. Authorized persons are the volunteer candidate, the school administration, (principals, Head of Schools, dean of students, the board), and the Human Resources department.

The Head of Schools may authorize youth volunteers to work at the school, using procedures deemed to

be appropriate to make that decision. They will be supervised by volunteers or members of the school. They will be screened, but no record check will be required.

Periodic Volunteer Review

All volunteers will complete renewal paperwork as deemed necessary by the Department of Human Resources.

Definitions

“Volunteer” is any person pre-approved to work at the school as a teacher, coach, advisor, chaperone, host family or helper or in any similar formal activities. Volunteers may also include employees of the school or board members. A volunteer is someone that is not a guest.

“Guest” is a one-time visitor, such as a speaker for a class or chapel.

“Abuse” means any non-accidental injury; any sexual activity or sexual exploitation, including but not limited to molestation; and neglectful treatment or maltreatment that harms the health, welfare, or safety of a child or youth within the church community.

“Student” is any person who is eligible for and participating in school programs, Preschool to twelfth grade.

Lower School Eagle Parent Manual

Dear Eagle Parent,

I am so glad that you have volunteered to help at our school. The Bible says in Galatians 5: 2 that we are to "Carry each other's burdens, and in this way you will fulfill the law of Christ." By working together in harmony in our school's ministry, we are following what Jesus Christ desires of us as part of His family. The school exists to support the home and church, and without the help of the home (parents and other family members), the school cannot and should not exist.

Just as our school family is very diverse with many different family backgrounds and evangelical denominations, there are many opportunities for each to serve in this ministry. Whether you are a room parent, an assistant, a reading group leader, a field trip coordinator, a paper grader, a prayer warrior, or a caring servant who helps in a host of other ways, you are a valuable resource to RCS and its daily success.

Please review this manual and do your best to follow what is in its contents. As an Eagle Parent, you are one of our parent leaders and it is wise to become familiar with this as well as the student handbook. You are my best representative to other school parents as well as prospective school families who inquire about the school.

My prayer is that we will follow what Paul says to the Galatian church in the fifth chapter and verse ten, "Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers." As you serve at RCS, you will be "doing good" to the family of believers. Let us serve Christ and each other as He gives us strength and it will be GOOD!

In Christ's Service for His Kids,

A handwritten signature in black ink, appearing to read "William Johnson". The signature is fluid and cursive, with a large initial "W" and "J".

Lower School Principal

Eagle Room Parent & Classroom Volunteer Guidelines

1. Always check with your teacher before planning anything. Respect your teacher's opinions, and remember it is her/his classroom.
2. Delegate time and donations as evenly as possible. Keep working parents in mind! Arrange for parents to have a variety of tasks to do so each is able to contribute when possible.
3. Communicate with your parents by email, phone, note, etc.
4. ALL notes being sent to parents, regardless of how small, must be approved by the teacher or the school office (Sandi Wagner) before being sent home.
5. Classroom assistants can take up a donation to buy the teacher a gift, but this must be an optional donation as some parents already purchase gifts or cannot afford the added expense. Otherwise, send a note home that all gifts to teachers are on an individual basis and optional. If there is a specific gift you have in mind and you want to ask for a specific donation, it must be approved by the principal before you send the note out for the donation. The principal will want to know what you intend to purchase and the cost per student.
6. Please guard your tongues. Even the best-intended comments can come back to you – parent to parent, parent to child, etc. – only a good report! (See conversations below.)
7. Please do not enter a classroom during instruction time to handle business of upcoming events. The unexpected pleasure of your presence is very disruptive to the class. Instead, you might send an email, a note with your child, or contact your teacher before or after school hours.
8. When organizing a class party, always make sure you allow enough time to set up and clean up whether the party is inside or outside.

Absenteeism

If you are unable to come in at your assigned day or time, due to illness, appointment, etc., please contact the teacher or office staff as soon as possible. This gives them time to supply another worker for the day or the teacher time to change plans. Your support and cooperation in this area will help us to run a much smoother program and plan ahead, thus using God's time wisely.

Conversations

Please remember when you are talking to parents regarding parties, etc., keep the conversation on the reason for which you are calling. If while during the conversation something is brought up about the teacher, school, etc., please direct the parent to speak with the teacher about this concern. If the parent has already spoken with the teacher and does not feel it was taken care of, direct the parent to speak with the principal. At no time should you listen to a bad report unless the specific reason is to go back (the parent must have already gone to the offender) with the parent to the offender to provide counsel as a third party. See Matthew 18:15-20 in the spirit of Galatians 6:1.

Do's and Don'ts for the Eagle Room Parent

Do

1. Become familiar with the building, grounds, personnel and life of the school.
2. Learn the routine of the school day.
3. Get acquainted, immediately, with emergency procedures. You will find these posted in each room. Look for the yellow book hanging on the wall.
4. Get acquainted with school policy as it applies to you and your work.
5. Have frank discussions with the teacher about your duties and responsibilities.

6. Inform the teacher with whom you work of any special talent, interest, and special experiences you have had.
7. Ask for clarification when you do not understand an assignment or suggestion.
8. Be a positive influence on everyone in word and deed with whom you come in contact.
9. Encourage others to become involved with serving at RCS.

Don't

1. Assume duties that are the responsibility of the teacher.
2. Discipline students without thorough instruction and permission from the teacher.
3. Play favorites with children.
4. Do anything for the child that he can do for himself. (Do allow the child the experience he needs in answering his own questions. Lead him to find answers on his own.)
5. Evaluate or discuss a child's progress with his/her parents (or any other parent). Refer them to the teacher.

Celebrations

All celebrations, including students' birthdays take place at the teacher's discretion. Organization and planning can be done by either the teacher or the Eagle Room Parent. Asking for money contributions is not encouraged unless there is an agreement to purchase necessary supplies. Gently remind your parents that the success of the event hinges on each of them doing their part. If items are dropped off in the front office, please make sure they are marked with the appropriate classroom. Items may be stored temporarily in the refrigerator in the front office or the staff lounge. The school kitchen is not available for food preparation since it will be used for Hot Lunch preparation.

Please keep staff birthdays low-key. The Room Parents do not need to organize a party or collect money for a gift. Parents can still give birthday gifts and cards at their own discretion. There is a list of staff birthdays at the end of this booklet.

Pop Open A Good Book

The month of October is reading month at RCS. Though every day is a reading day, we give a special focus on reading during October to inspire our students to increase their minutes of reading. There is a competition each year to break the previous year's total minutes and parents are needed to help with the contest.

Thanksgiving Baskets

RCS collaborates with Redlands Family Services and puts together Thanksgiving food baskets for families in need. You will be asked to help organize the collection of items for the basket for your classroom. There is a sample letter in this manual to help you know for what to ask. RCS will supply the basket (laundry basket) and a Bible for each classroom. Parents will need to supply the non-perishable items plus a small donation (approx. \$1-\$2 from each student) to go towards the purchase of a SCRIP card for perishable items such as a turkey. The money collected for SCRIP must be turned in to the SCRIP office giving enough lead time prior to the Thanksgiving Chapel. The money collected from the classrooms will be pooled together and split evenly between classrooms so all baskets have the same amount of SCRIP.

- The date to have SCRIP purchased is the Thursday, a week prior to the Thanksgiving chapel.
- The basket wrapping day is the Wednesday prior to the Thanksgiving Chapel.
- The date of the Thanksgiving chapel is the Friday prior to Thanksgiving break.

Christmas Parties

Christmas parties are to be held in individual classrooms on the last Friday before Christmas Vacation, which is a minimum day. So that children do not go home filled with sweets only, it is good to include nutritious snacks or an uncomplicated lunch for this party. Keep this lunch simple. Finger sandwiches, etc. work best with chips, raw veggies, finger jello and dessert.

A book or ornament exchange, with a \$3.00-\$5.00 limit, is an idea where students can share with each other while ensuring each student receives a small gift. These may be homemade or store bought. Some classes choose to make ornaments to give to needy families.

It is nice to remind parents through a note home that all gifts to teachers are on an individual basis and optional. Some suggestions for your teacher: a gift card from the scrip office, flowers, or a handmade gift from your children.

Donuts with Dad; Muffins with Mom

These events, on two separate mornings, will provide an opportunity for parents to interact in their child's classroom with their children and with other parents as well. Donuts (or muffins) and coffee (or juice) will be provided to the individual classrooms. The time frame is from 7:45-8:15 am so parents can participate before going to work.

Valentine's Day Parties

February 14 is Valentine's Day. What you help plan for these parties is up to you and the teacher. Valentine exchanges will probably be handled by the teachers. The teachers will send out a class list to each student. The children are asked to bring a valentine for **each** student. A fun activity is to have students decorate boxes or bags to collect their Valentines. **STRESS JESUS' LOVE**

Easter

Easter is one of the holidays most celebrated in our hearts, but we will not be having Easter parties at school. If you would like to plan an Easter activity/craft with the resurrection being the focus, please discuss this with your teacher. We try to stay away from things associated with fertility like bunnies, ducks etc.

Friendship Games

The games occur on the Thursday before Good Friday. The PE teacher organizes and holds the annual Friendship Games. Children are divided into teams and each team is represented by 2-3 children from each grade. They compete in various activities and the teachers are coaches and team leaders. There is often a need for additional volunteers.

Holland Festival

Holland Festival occurs the first Saturday in May. There are two main areas where Eagle Room Parents are a vital part in making the Holland Festival a success and enjoyable for everyone.

When volunteering to help at the Holland Festival we are asked to sign up to volunteer online through a link on the school website. Eagle Room Parents will be asked to make phone calls as the sign up period progresses to remind their classroom parents that their help is needed to make the Holland Festival a success. This may require more than one phone call if volunteer signups are slow.

Theme Baskets: Each classroom is given a theme for a basket or a large item to be auctioned off at the Live Auction at the Holland Festival. Traditionally, Eagle Room Parents organize the collection of the items for this basket or monetary donations for the large item. Coordinate with your teacher so that everyone is in the communication loop.

Please remember, parents are also asked to bring pies and other auction items so be gentle when asking for the donations. Some parents are able to give a little and some are able to give a lot. We need to let each one give, as they are able. God will do the rest.

Teacher Appreciation Luncheon

Due to the addition of other luncheons, sweet treats and tokens of appreciation that are already scheduled, the traditional Teacher Appreciation Luncheon in May has been discontinued.

End of the Year Parties

The end of the year party will be held during the last week of school. These parties will pattern after the Christmas party guidelines. Please ensure that you contact every parent with the details of this party. Remember, no parent left behind! If there is swimming involved, a certified lifeguard must be present. In addition, remember that the teachers work together within their grade level. Please coordinate all parties and/or class events with the other grade level Eagle Room Parents.

Any Questions

If there are any questions regarding Eagle Room Parent responsibilities for celebrations, please do not hesitate to call the school front office. We appreciate all your hard work on behalf of Redlands Christian School staff and students. You are a blessing to us.

Crisis Plan

Since you will spend time on campus it will be good for you do know general procedures in relation to our crisis plan. More detailed information is found in the teacher's handbook.

Fire Drill

You are to exit your classrooms immediately and go to your designated area. Students are to leave classroom single file and walk, not run. Please see the map on the classroom wall for the location of assembly areas.

Earthquake Drill – Short Version

At the announcement of an earthquake, please have your class practice the following:

- A. Duck, cover, and hold on
- B. Line up, and leave your room quickly and quietly and go to your designated area.
- C. Take your backpack with you.
- D. Take attendance: If all students are present, show your green laminated card. If a student or students are missing, show your laminated red card.
- E. After the ALL CLEAR has been given, you may return to the classroom.

Intruder on Campus

- A. All ALERT – The Signal
Someone in the office, or whoever is available, will walk to the nearest phone and send the alert. An announcement may also be made over the P.A. system located in the admin office.

- B. All classroom teachers on hearing the ALERT: Immediately lock all access to your room, inside and outside.
- C. Teachers will direct students according to the level of the alert.
- D. If a class is outdoors, teachers will be alerted with the “Red” Alert Sign (arms crossed on the chest) and point in the direction of the alert. The teacher who is out with her class will sign back the “Red” Alert Sign.
Assemble your class and move them quickly and quietly to your lock down area (classroom.)
If the alert was indicated to be in your lockdown area, take students to a room away from that building.

STAFF BIRTHDAY LIST

September	1	Brianne Linn	February	9	Dunn, Carson
	6	Cindy Conley		11	Sandy Wilkes
	7	Macie Kear		12	Daniella Chavez
	14	Bev Hix		13	Staci Bottomley
	17	Jani Van Gorp		13	Ivonne Mendoza
	17	Jannae Thompson		17	Courtney Guizar
	22	Amanda Barr	24	Julie Evangelisto	
	25	Yulieth Madrid	March	2	Carynna Shinski
	27	Kirsten Wahid		7	Julie In't Hout
29	Shirley Byma	13		Andra Ramirez	
October	1	Heather Adams		17	Alivia Hibbler
	3	Nicole Smith		25	Chelsea Furlong
	10	Brenda Thalmayer	28	Diana Toledano	
	18	Tamara Jones	April	2	Annabelle Salinas
November	6	Bill Johnson		13	Amy Peterson
	8	Sandi Wagner		20	Diane Bojorquez
	13	Staci Bates		May	3
	20	Courtney Ridout	6		Jessica Belshay
	25	Mayra Vasquez	21		Leslie Senti
26	Kim Batalo	27	Janel Murray		
December	16	Charlene Frizzell	June	17	Richelle Stone
	24	Misti Gardenhire		19	Kathy VanderWal
	25	Karen Koning		23	Dan Cole
	28	Shirlee Fisher	July	9	Quentin Leenstra
	26	Naomi Quinonez		10	Naomi Martinez
	29	Cathy Toth		11	George Salisbury
January	4	Nadine Gonzalez		12	Andrew Hernandez
	6	Samantha Schab	14	Ginger Mulder	
	9	Melissa Lemm	19	Erica Muncy	
	12	Charity Nevarez	21	Robin Clark	
	18	Emily LaCanfora	25	Adriana Fernandez	
	19	Fran Mulder	August	5	Danielle Romain
26	Amaris Scruggs	9		Aracely Garcia	
		21		Analeisha Orescanin	
		29		Deborah Mena	
		30		Jennifer Thalmayer	

Sample Thanksgiving Basket Letter

(Class Designation-1A, 2C, etc.)
Thanksgiving Basket

Thanksgiving is nearly upon us, and as we look forward to giving thanks with our family & friends, there are many people in Redlands who are less fortunate than us. RCS has a wonderful tradition of having each class fill a basket with the provisions necessary to make a Thanksgiving dinner for a family in need. Each child is asked to contribute an assigned item, along with \$1.00 - \$2.00 that will go towards SCRIP, so the family can purchase a turkey and additional groceries. Please send your items and money (in an envelope) to school no later than _____ **(Date)**. Please have your student give the money to _____ (Teacher's name).

This year we are so blessed and excited to have some information about the family we are privileged to serve. *(Hopefully we will have information about the family size and will pass that on to you, our Eagle Parents. You can insert it here.)* Please feel free to contribute any extra items as you feel led! If you have any questions please contact _____ (Eagle Parent Name) at _____ (contact number) or _____ (contact email).

Thank you in advance for your generosity and Happy Thanksgiving!!!

Axene – Stuffing mix
Barkley – 2 cans jellied cranberry sauce
Camacho – 2 cans yams
Coulson – 2 cans French cut green beans
Davari – 1 large box instant potatoes
Dirks – 2 cans corn
Edge – Cake mix & frosting
Fernandez – Sparking cider
Hansen – French's fried onions
Hayes – 2 cans Cream of Mushroom soup
Norman– Mixed nuts
Jenkins– Large marshmallows
McInerny – Flour

Nickels – Sugar
Ouelette – Fruit juice
Robertson – Corn muffin mix
Rodriguez– 2 cans chicken broth
Routhieaux – Cooking oil Sechrist –
2 jars turkey gravy Stein – Pumpkin pie filling
Taylor – Brown sugar
Tziouvalas – Turkey pan
Hilfer – Turkey lacer and oven bag
_____ – Disposable camera
_____ – Candy



2018-2019 School Calendar

Redlands Christian Lower School
 Redlands Christian Middle School
 Arrowhead Christian Academy Upper School

August 9	Upper School New Student Orientation
August 11	Work Day (<i>all campuses</i>)
August 13	Middle School Back to School
August 14	Lower School Back to School Open House
August 15	First Day of School (<i>MINIMUM DAY – all campuses</i>)
August 17	All School Family Night-Middle/Upper Campus
August 30-31	7 th /8 th Grade Retreat
September 3	Labor Day – No School (<i>all campuses</i>)
September 5	Upper School Back to School Night
September 12-14	Upper School Retreat
September 26-28	6 th Grade Science Camp
October 6	Athletic Eagle Boosters Pancake Breakfast
October 12	End of First Quarter
October 24-26	Parent/Teacher Conferences
November 5	Golf Classic-Redlands Country Club (<i>NO SCHOOL lower/middle school only</i>)
November 7	Veterans Day Chapel - Middle & Upper School
November 9	Veterans Day Chapel - Lower School
November 12	Veterans Day Observed – No School (<i>all campuses</i>)
November 19-23	Thanksgiving Break – No School (<i>all campuses</i>)
December 12	Christmas Concert - Memorial Chapel U of R – Middle & Upper School
December 17	Christmas Concert - Memorial Chapel U of R – Lower School
December 21	End of First Semester (<i>MINIMUM DAY – all campuses</i>)
December 24-January 4	Christmas Break – No School (<i>all campuses</i>)
January 7	School Resumes
January 21	Martin Luther King, Jr. Day – No School (<i>all campuses</i>)
January 22	Open House - Middle & Upper School
January 29	Open House – Lower School
February 14	Grandparents Day - Middle & Upper School (<i>MINIMUM DAY – MS & US only</i>)
February 15	Grandparents Day - Lower School (<i>MINIMUM DAY – LS only</i>)
February 18	President’s Day – No School (<i>all campuses</i>)
March 2	Cornerstone Event
March 7-8	MS Parent/Teacher Conferences (<i>MINIMUM DAY MS only</i>) <i>TENTATIVE</i>
March 15	End of Third Quarter
March 9-16	8 th Grade Washington DC Trip
March 18-22	Spring Break – No School (<i>all campuses</i>)
April 5	Athletic Eagle Boosters Golf Tournament

April 18	Friendship Games (<i>MINIMUM DAY LS & MS only</i>)
April 19	Good Friday – No School (<i>all campuses</i>)
April 22	Easter Monday – No School (<i>all campuses</i>)
May 3	Holland Festival Prep
May 4	Holland Festival - Lower School Campus
May 22	Kindergarten Promotion
May 23	Lower/Middle Final Day of School – (<i>MINIMUM DAY – lower/middle school only</i>)
May 23	5th Grade Promotion
May 23	8th Grade Promotion
May 24	Upper School Final Day of School – (<i>MINIMUM DAY</i>)
June 1	Upper School Commencement Ceremony - Redlands Bowl

Notes