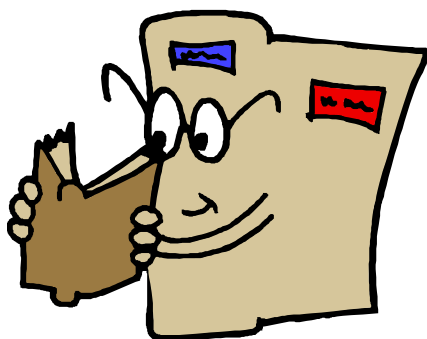


**Ripon Christian School**  
**2010-2011**  
**Parent/Student Elementary Handbook**



Ripon Christian School, working with the Christian home and church, leads students in:

Reaching for academic excellence,  
Connecting faith and learning, and  
Serving God and others in His world.

# Table of Contents

Introduction .....	1
Mission Statement/Expected School-wide Learning Results (ESLRs).....	1
Accident Insurance.....	2
Address Change .....	2
Assignments.....	2
Attendance .....	2
Cheating and Plagiarism.....	3
Christian School Circle .....	3
Classroom Visits.....	3
Communication with Teachers.....	3
Computer/Internet Use .....	3
Concert Protocol.....	4
Conferences .....	4
Conflict Resolution .....	4
Curriculum .....	4
Daily Schedule .....	5
Directory .....	5
Discipline .....	5
Dress Code.....	6
Edline .....	6
Enrollment Procedures .....	6
Field Trips.....	6
Grading.....	7
Harassment/Intimidation Policy .....	7
Health Services.....	7
Homework.....	7
Laser Pointers .....	8
Lost and Found .....	8
Lunch .....	8
Medication .....	8
Newsletters.....	8
P.E. Dress .....	8
Party Invitations .....	8
Pledges.....	8
Programs.....	9
Safety Procedures .....	9
Supplies.....	9

Telephone Use .....	9
Textbooks.....	10
Theme and Chapels .....	10
Transportation .....	10
Truancy .....	11
Weapons, Drugs, and Alcohol .....	11
School Calendar .....	12
School Personnel .....	13

## **Introduction**

Welcome to Ripon Christian School! Ripon Christian School is a parent-controlled institution that provides a God-centered education. Our school is supported by a community that believes God is sovereign and should control all aspects of life. The school's main function within the Christian community is to outfit the child to live the Christian life in contemporary society. The Christian school strives to provide an education that cultivates eager, knowledgeable, responsible kingdom servants who are willing to put their faith into action.

From the humble beginnings of 71 students in 1928, the Lord has so blessed us that today we have around 730 students and fifty-two teachers, preschool-12<sup>th</sup> grade, in excellent facilities on a 34-acre campus. The school is operated by a Society for Christian Instruction, a non-profit corporation. Ripon Christian is supported entirely by tuition and gifts. A school board of twelve members, chosen by the Society, establishes policies and oversees the operation of the school.

Since education is the responsibility of the home through the Christian school, cooperation between the two is extremely important. Please carefully study this handbook and discuss it with your child(ren) to ensure that both home and school can be consistent in the education process.

## **Mission Statement/Expected School-wide Learning Results (ESLRs)**

Ripon Christian School's mission statement summarizes our purpose well: Ripon Christian School, working with the Christian home and church, leads children in:

### **Reaching for academic excellence,**

- A. Comprehend and evaluate both expository and creative material including the written word, music, art, and drama.
- B. Think competently, critically, and creatively with numbers and ideas for problem solving and decision-making.
- C. Communicate with clarity, creativity, confidence, and integrity in writing, speaking, and other forms of expression.
- D. Utilize modern technology for research and efficient functioning in society.
- E. Demonstrate efficient work and learning skills.

### **Connecting Faith and Learning, and**

- A. Learn the Reformed Christian worldview and differentiate between it and other worldviews.
- B. Possess a worldview that reflects God's Word, the Bible.
- C. Recognize that each person is a unique, but fallen, image bearer of God who needs redemption in Christ.
- D. Acknowledge God's creative and sustaining hand in nature and human history.
- E. Identify what is important for physical, emotional, and spiritual health.

### **Serving God and others in His world.**

- A. Develop social skills for positive human relationships that cross cultures and age levels.
- B. Share and defend their Christian faith openly.
- C. Apply biblical principles and knowledge in caring for God's world.

## **Accident Insurance**

In most cases, Ripon Christian School does not provide accident insurance for students at school or off-campus, school-related functions. Please refer to the liability waiver on the Elementary School Parent Signature Page at the end of this handbook.

## **Change of Address**

It is very important for the school to be able to quickly contact families in the event of an emergency. Please notify the office immediately if there is a change in address, telephone number, parent/guardian status, or emergency contact information.

## **Assignments**

*It is the student's responsibility to keep up with assignment deadlines.* Beginning in third grade, each student is given a calendar that is checked periodically to insure that it is accurate. Families also may utilize Edline (described elsewhere in this handbook) to check the assignment status for children in fourth grade and above.

If a student in grades 3-8 has a *missing* assignment, the teacher will send home a Late Assignment Notice. The student may earn a zero on the assignment. If a student turns in an *incomplete* assignment, the teacher will determine the consequence, which could be a Late Assignment Notice. Once a student has earned four Late Assignment Notices, (s)he will serve a physical work detention.

## **Attendance**

Daily attendance is an important ingredient in students' academic progress; students must attend school in order to see optimal academic growth. A parent is to call the office (599-2155 ext. 3) before 10:00 a.m. to inform the school of the student's absence and the reason for the absence. (A voice mail message can be left if calling prior to 8:00 a.m.) For security reasons, the office will call home if a parent does not notify us of an absence by 10:00 a.m. Parents must check-in late students in the elementary office to receive a classroom admittance slip. Please send a note to your child's teacher if (s)he will need to leave during the day. Your child should meet you in the office at the designated time for check-out by you.

### Excused Absences

According to the California Education Code, an excused absence is a day missed because of illness, an imposed quarantine, a medical appointment, or a funeral for an immediate family member. Parents are encouraged to schedule medical appointments before/after school hours. Parents/students need to make arrangements with the teacher(s) to complete missed work by the agreed-upon due date. (Often teachers allot one day for each day absent to turn in completed work. In some cases, students will take pre-known quizzes/tests the day they return.)

### Unexcused Absences

An unexcused absence is a day missed for any reason other than the above four, an exception being a vacation absence for which the below protocol is followed. Students who earn an unexcused absence may be denied make-up privileges, which will affect their report card grades.

### Vacation Absences

Please do your very best to plan vacations in accord with the school calendar. Vacations while school is in session make it difficult for students to move forward academically, adversely affect peers who may be working in a group with your child, and create extra work for teachers. For a pull-out, inform your child's teacher at least one week ahead of time. The teacher may provide advance work, but you should not expect it. Work given ahead of time is due the day your child returns to school. The teacher will determine the due date for work assigned afterwards.

### Excessive Absences

If a student accumulates ten excused/unexcused absences during a semester, the principal may require that any additional absences be verified by a licensed medical practitioner.

### Tardies

Consistently being on time is an important life skill. Students must be in the classroom when the tardy bell rings. The office/teachers keep track of tardies to school in the morning and to classes during the day. (For recording purposes, arrivals between 8:30 a.m. and 9:00 a.m. are tardies, while later arrivals are absences of a quarter day or more.) Excused tardies are those due to circumstances beyond the control of the student or parent, an example being car trouble. If a student in grades K-2 receives three unexcused tardies in a semester, the principal will contact the parents to discuss the situation. In most cases, students in grades 3-8 will serve an after-school detention for every three unexcused tardies earned in a semester.

### **Cheating and Plagiarism**

Cheating is the act of giving or receiving information that does not belong to a student. An example is a student giving his/her math assignment to a peer so that (s)he can copy it and submit the work as his/her own. In this case, both parties would serve a detention, and the person who copied the assignment would earn a zero (grades 3-8).

Plagiarism is the act of using another person's words or ideas without proper acknowledgement. An example is a student pasting web information into a report without telling readers the source of that material. In this case, the student would serve a detention and earn a zero for the report (grades 3-8).

### **Christian School Circle**

The Christian School Circle is made up of individuals who are committed to working for the many needs of our school. They usually meet on the first Friday of each month at Almond Valley Christian Reformed Church in Ripon.

For those unable to attend meetings there are several standard fundraising events for which help is always needed. Every year the Circle sponsors Family Fun Night and a spring event. They also serve four hot lunches per month to our children. Throughout the years the Circle has funded many necessities and "extras" for our classrooms. The Christian School Circle welcomes new members and reminds you that they require only as much time as you have to give.

### **Classroom Visits**

If you wish to visit a classroom, please make an appointment through the office or directly with the teacher. All visitors must check in through the office before entering the campus.

### **Communication with Teachers**

You may contact a teacher via e-mail (first initial and last name, followed by @rcschools.com) or school voice mail.

### **Computer/Internet Use**

Computers and networks can provide access to not only resources on and off campus, but also other users worldwide. Use of Ripon Christian School's computing resources is a privilege, not a right. Students must honor other users' rights; respect the integrity of the systems and related physical resources; and observe all relevant laws, rules, and regulations. Policy violation will result in disciplinary action up to and including expulsion/legal prosecution.

Internet access is available at Ripon Christian School in the classrooms, libraries, and computer labs. The Internet offers vast resources promoting educational excellence. While it can magnify what is good in the world, it can also amplify what is sinful and corrupt. Therefore, Internet use requires much responsibility and restraint. Students need to obey the following rules:

1. Do not use the school network to gain unauthorized access to any computer system, either on the school network or outside of the school network.
2. Do not use an unauthorized computer account.
3. Do not obtain or use a password for someone else's account.
4. Do not use or copy any software without permission.

5. Do not install or run any executable files brought in by the student or downloaded from the Internet.
6. Do not perform any act that will hinder the normal operation of networks, computers, or printers.
7. Do not tie up any computer, including the Internet, with unproductive work. This includes unnecessary print jobs, large downloads, and game playing.
8. Do not use search engines to obtain pornographic or violent materials. Do not upload, download, or publish any form of pornographic, violent, illegal, or inappropriate material.
9. Do not use chat rooms, instant messaging programs, or any communications software.
10. Do not use any form of Internet communications (e.g., chat room, IM, e-mail) to harass or harm others.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication violates RCS computer policy.
12. Do not use the Internet to gamble or steal.
13. Do not download materials to use as original work.
14. Do not reveal your address or phone number or any other person's address/phone number over the Internet.
15. Do not download any kind of material (e.g., music files, games, programs, pictures). This includes using a specific website or program to perform these actions. Illegal downloading is a violation of copyright laws set in place by the Federal Government.

### **Concert Protocol**

To make band and choral concerts a positive experience for everyone, please honor the following:

1. Student musicians are expected to attend all assigned concerts. Students must discuss potential schedule conflicts with their director(s) well ahead of time. In the event of an unforeseen absence (e.g., sickness), students need to give a parent note to the director(s) the next school day.
2. Student participants must be in their assigned places by the time designated by the director(s). Tardy students may earn a behavioral notice.
3. Musicians are expected to stay for the full concert. Doing so respects all participants and their director(s), cuts down on distractions, and exposes listeners to different music styles and levels of musical proficiency. Contact the director(s) prior to the concert if a situation arises that will not allow this requirement to be met.
4. Students' cell phones must be put away once a concert begins. Supervisors will confiscate phones seen during a performance and return them at the end of the event.

### **Conferences**

October 22 is the last day of the first quarter. Parent-teacher conferences are scheduled soon after the end of the quarter to discuss student progress. Parents can request a conference any time by contacting the teacher to arrange a time.

### **Conflict Resolution**

Occasionally conflicts or specific complaints arise. Matthew 18:15-17 provides biblical principles for handling such cases. First, contact the person with whom you have a problem and try to work it out together. If you are unsuccessful, talk to the principal—if possible, with the party concerned—to work out a resolution. If necessary, subsequent steps include contacting the superintendent, followed by the Education Committee. Prayer, apology making, and apology acceptance often are essential restorative ingredients.

### **Curriculum**

We follow a traditional curriculum, with special emphasis on the basics – phonetically-based reading, grammar/writing, and math.

Devotions are held in each classroom, and Bible is regularly taught. Our teachers emphasize the relationship of the Bible to all other subjects and to the problems and joys of day-to-day living. The New International Version of the Bible is the one generally used in our classes.

Music, physical education, library, and technology are part of the weekly schedule. Band and/or choir are options for 5<sup>th</sup> through 8<sup>th</sup> graders. For those students needing special help, our Learning Assistance Program provides excellent and effective educational opportunities.

## **Daily Schedule**

8:25 a.m.	school begins
10:10 – 10:30 a.m.	recess (K –5)
12:10 – 12:40 p.m.	lunch break (K-5)
2:00 – 2:12 p.m.	afternoon recess (K-5)
2:55 p.m.	dismissal

## **Directory**

Ripon Christian publishes a directory each year. This booklet includes the names, addresses, and phone numbers of families of Ripon Christian students and information about our faculty, board, and committees. E-mailed to every school family, the directory is also found on Edline. A limited number of copies are available for purchase in the school office. The directory is solely for the purpose of school-related contacts.

## **Discipline**

Teachers have the right to teach, and students have the right to learn; appropriate behavior is critical to the educational process at Ripon Christian School. The classroom teacher will handle minor incidents of misconduct, while the principal will deal with continued or serious behavior issues. The California Education Code states that students are under school officials' authority and are responsible for obeying school rules while attending school, participating in on/off-campus extra-curricular activities, and traveling to/from school or a school event. Ripon Christian School is not responsible/liable for situations occurring outside of school hours, school activities, or bus rides.

### **Grades 3-8 Parent Notification Policy**

One way in which we notify parents of students' unwise choices is by sending home a *Parent Notice*, which features two designations: *Behavior* and *Detention*.

#### *Behavior Notice*

The teacher or principal will designate *Behavior* on the form and send it home when a student chews gum, disrespects an adult or fellow student, violates the dress code a first time, inappropriately displays affection, etc. The form needs to be signed by a parent and returned to the principal the following school day. **The child's slate is wiped clean at the beginning of each semester.**

#### *Detention Notice*

The teacher or principal will designate *Detention* on the form and send it home when a student earns three *Behavior* designations, receives four late assignments (grades 3-8 only), violates the dress code a second time, gets into a serious fight, uses blatant profanity, plagiarizes/cheats, receives three unexcused tardies within a semester, shows continued/serious bus misbehavior, receives excessive playground Time-Out Notices (grades 3-5 only), etc. The form needs to be signed and returned to the principal the following school day. Detentions, which most likely will involve physical work, are served from 3:00-4:00 p.m. on the Thursday following detention issuance. Few exceptions will be granted. **The child's slate is wiped clean at the beginning of each semester.**

Below are the steps:

- 1<sup>st</sup> detention
- 2<sup>nd</sup> detention
- 3<sup>rd</sup> detention, principal-initiated communication with parents
- 4<sup>th</sup> detention, student-written plan for change
- 5<sup>th</sup> detention, principal-initiated meeting with student and parents
- 6<sup>th</sup> at-home suspension, possible 2% grade reduction for the quarter

7<sup>th</sup> at-home suspension, possible additional 2% grade reduction for the quarter  
8<sup>th</sup> meeting with the Executive Committee to discuss continued enrollment at R.C.

## **Dress Code**

Our appearance, like all of life, must honor God. As adults dress appropriately for their jobs, students should dress suitably for school. Student dress should be modest, tasteful, comfortable, and practical. Following are some guidelines:

- Hair must be neat with no extremes of color or style (e.g., mohawk, fohawk, shaved patterns). Hair may not hang in eyes.
- Revealing tops are inappropriate. In grades 4-5, tops must have a sleeve and be long enough to tuck in.
- Dresses, skirts, and shorts may not be frayed or torn and must be within four inches of the floor when the student kneels. Cut-offs are not allowed.
- Jeans and other pants (no pajama bottoms) must be clean and neat; frays (aside from normal wear and tear), tears, and holes are not allowed. Girls' pants are not to be tight fitting or too low as to reveal underwear. Boys' pants must be worn at the waist, not sagging so as to reveal underwear.
- Prohibited are clothing, backpacks, binders, or jewelry promoting anti-Christian thought (e.g., skulls and crossbones), secular music groups, alcohol, tobacco, controlled substances, or sexually suggestive situations. Pants (including P.E. outerwear) may not have words across the backside.
- No visible body-piercing jewelry—excepting modest ear piercing—will be permitted.
- Shoes must be worn at all times. Sandals with a rear strap are acceptable, but clogs, flip-flops, slippers, and Wheelies are not allowed. Tennis shoes are recommended on P.E. days.
- Caps/hats/hoods are not to be worn in the classroom.

## **Edline**

Edline is a web program designed to provide current grade and assignment information to families with children in grades 4-12. Families need to set up an account with Shelley Nelson in the high school office in order to retrieve this information.

## **Enrollment Procedures**

Students whose parents profess faith in Christ and are active in a Bible-believing church are eligible for enrollment. No child is excluded from the school on the basis of race, color, or national ethnic origin. Admission is based upon:

- Written application
- Pastor's recommendation
- Interview with the principal and a School Board member (with parent; student on request)

In some situations it may be necessary to provide academic and/or behavioral records. Student testing for prospective second-fifth graders is required. The Kaufman Test of Educational Achievement, Second Edition, (KTEA-II) is the current testing instrument.

## **Field Trips**

Field trips are not only a valuable means for extending/applying classroom learning, but also a way for participants to represent our school in a positive, Christ-like manner. Every class takes one or more field trips a year. The teacher and parents supervise these trips. In order to participate, each student must submit a permission form signed by a parent/guardian. Usually buses are used to provide transportation, but sometimes parents will be asked to drive. All parents transporting students other than their own will need to fill out an Insurance Verification Form & Volunteer Transportation Agreement and submit a copy of their driver's license and proof of car insurance ahead of time.

## **Grading**

Teachers use graded work to report student progress. Parents should strive to see all papers that teachers return. Going over returned work at home is an excellent way to reinforce classroom learning.

Grades K-3 teachers write a progress report for every student midway through the first quarter and as needed thereafter (i.e., to note a significant accomplishment or concern). Report cards go home every nine weeks. K-3 students will take home a hard copy, while students in grades 4-5 will receive an e-mailed report. Families who do not have computer access will need to request a paper copy.

Report cards in grades K-2 use these symbols:

**E** (excellent), **S** (satisfactory), **I** (improvement shown), **N** (improvement needed),  
**U** (unsatisfactory)

Letter grades are used to denote student progress in grades 3-5:

A 95-100	B 83 – 86	C 73 – 76	D 63 – 66
A- 90-94	B- 80 – 82	C- 70 – 72	D- 60 – 62
B+ 87-89	C+ 77 – 79	D+ 67 – 69	F 59 & below

S+ = excellent      S = satisfactory      S- = unsatisfactory

### **Harassment/Intimidation Policy**

All students have the right to attend school in a safe and secure environment. Engaging in any behavior that may make another student feel physically and/or emotionally uncomfortable will not be tolerated at Ripon Christian School.

If you feel you are being harassed, there are several options available:

1. Ask or tell the offender to stop.
2. Tell or threaten to tell others. This would include your teacher, playground supervisor, parents, or other students.
3. File a harassment/intimidation complaint with the principal.

Once step #3 is taken, official school discipline for harassment/intimidation begins. The case will be investigated, witnesses will be interviewed, and if there is substantiation for the complaint, the offender will be disciplined. Discipline options include school suspension, an expulsion recommendation to the Executive Committee of the School Board, and criminal/civil charges.

**NOTE:** Ripon Christian’s modified K-8 Harassment/Intimidation Policy will be shared with families as soon as it is approved.

### **Health Services**

Our health program includes:

- daily observation
- immunization check
- vision and hearing testing
- head lice checks
- health education
- emergency care when a child is ill or injured

Parents who feel that their child needs a speech assessment should speak to the principal, who will explain the protocol to follow. Psychological testing and assessment services might be available through the county.

### **Homework**

The teachers are in the best position to know how much homework should be given to each child. A general guideline is ten minutes a night per grade level (e.g., fifty minutes for a fourth grader). The basic purposes of homework are to allow a child to complete unfinished work, to reinforce concepts, to practice skills in which a

child has shown a weakness, or to work on assigned research projects. Students in grades 3-5 record assignments on a school-provided calendar. Parents are requested to check that homework is completed.

### **Laser Pointers**

Students may not bring laser pointers to school. A confiscated pointer warrants a Behavior Notice and confiscation until the end of the school year.

### **Lost and Found**

Students should write their full names inside all clothing that could be left behind at school (e.g., sweatshirts). Unlabeled items are placed in the lost and found bin in the elementary faculty room. Several times during the school year, the *News of Note* will announce a display of unclaimed items that will be donated to Priceless Treasures or another cause if not picked up within a given time frame.

### **Lunch**

Students need to bring a sack lunch. Lunch deliveries, which the school discourages, must be made to the office. Since good nutrition plays an important part in good learning, these lunches should be wholesome. We strongly discourage soda. Milk is available at a very reasonable price and is purchased by the year. Students who order milk are expected to drink it unless the class has a party or is off campus during lunchtime. The Christian School Circle serves hot lunches at a minimal cost most Wednesdays. Students may leave campus for lunch with a parent no more than twice a semester.

### **Medication**

For safety reasons, students may not keep medication in their possession at school; the elementary office needs to store and administer any necessary medicine. Regarding administration of over-the-counter medication (e.g., Tylenol, Advil), parents must give consent via the pink authorization form. The elementary assistant will contact parents of children who begin to request over-the-counter medicine too often. As for prescribed medication, parents must provide the school with a written request for administration and submit the medicine in the original container with the correct dosage and name of the supervising physician indicated (Education Code 49423).

### **Newsletters**

The *News of Note* is sent home each Monday and also placed on the Ripon Christian web page. Please look for this communication!

We publish a periodic newsletter (the *Communiqué*) which is mailed to all school families and many other supporters, alumni, and friends. The purpose of the *Communiqué* is to keep parents in touch with the latest developments and announcements relative to the school.

### **P.E. Dress**

Students go to P.E. class twice a week for approximately thirty minutes. Please note the days your child has P.E. Students must wear tennis shoes during class. Girls should not come to class in dresses unless they wear shorts underneath them. Please be aware of weather conditions as some classes meet outside early in the morning. If a student must miss P.E. due to a recent illness or injury, (s)he must submit a note of explanation written by a parent.

### **Party Invitations**

To prevent hurt feelings, we ask students who pass out invitations at school to give them to either everyone in the class or to all of the boys or girls. Please use another route (e.g., phone call) to invite a small circle of friends.

### **Pledges**

Classes will say the following two pledges as often as possible in their classrooms, during chapels, and at sporting events:

**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 everlasting for all who believe.

## **Programs**

To help develop creativity and public speaking skills, each grade takes part in a special program during the school year. 4<sup>th</sup> and 5<sup>th</sup> graders present a spring musical. Grades K – 3 present a general music concert in the spring. Students in band or choir (grades 5-8) perform in special events throughout the year. Grades 5-8 students have the opportunity to participate in the Nor-Cal Fine Arts Festival, which includes the fields of art, music, speech, and writing.

## **Safety Procedures**

Teachers and students annually review the Safety Manual, posted in each classroom, in order to be prepared for the scenarios described in the manual. It is our goal to conduct two fire drills, one earthquake drill, and one Code Blue drill every year. In the event of a campus emergency, we do not recommend calling your child(ren) and ask that you do not call Ripon Christian. The school will send an e-mail to families if warranted.

## **Supplies**

Following is a list of supplies that students should have when they start school. For grades K, 1, and 2, the school will provide the following supplies: paper, pencils, erasers, scissors, and glue sticks. In grades 3-5, students will use the school binder system to help organize materials. The school will provide a calendar for assignments.

**Grade K** – pencil box (approx. 5”x 8”); box of 24 crayons; standard-size pillow case

**Grades 1-2** - pencil box (plastic – approx. 5” x 8”); box of 24 crayons

**Grade 3-** N.I.V. Bible (Adventure Bible recommended); pencil box (standard size—no bigger; optional); hole reinforcers; pencil pouch for 3-ring binder; 12 pencils #2 sharpened (no mechanical pencils); 2 red pens; 2 block erasers; crayons (box of 24); 8 waterbase markers; a large size glue stick; 1 highlighter; scissors (Fiskars for Kids recommended); binder (1 inch metal rings with inside pockets); Teachers will be providing binder paper, a dry erase marker, and 8 pocket dividers at a cost of \$5 per student.

**Grades 4-5-** N.I.V. Bible (Adventure Bible recommended); 2” three-ring binder with front pocket; 10 subject dividers; paper (loose-leaf, wide-rule, 200 count); 1 single subject notebook (70 sheets, wide ruled); hole reinforcers; plastic pencil pouch for a 3-ring binder; 12 pencils #2 (mechanical pencils okay – must supply own lead); 2 red pens; block eraser; crayons (box of 24); 8 waterbase markers; colored pencils; 1 yellow highlighter; Elmer’s glue and 2 glue sticks; scissors (Fiskars for Kids recommended); pencil box (standard size).

## **Telephone Use**

You may call the elementary office at 599-2155 ext. 3. You can reach a specific office or leave a voice mail for any employee at RCS.

Excepting illness or an emergency, students may not make phone calls during school hours. Therefore, students need to know what their after-school transportation is going to be and make sure they have all needed school items (e.g., lunch, homework, band instrument) before leaving home in the morning.

## **Cell Phones**

Once at school and until dismissed at the end of the day, students may not use cell phones and portable listening devices of any kind. Cell phones may not be on their person in any manner (e.g.,

pocket). If students carry their phones in a backpack or purse, the phones must remain in the *off* position (*silent* mode is not allowed either). A first offense results in the teacher securing the phone in a sealed envelope, the student calling home, and either a parent picking up the phone at day's end or the student receiving the phone back at the end of the following school day. A second offense warrants a \$5.00 fine in addition to phone confiscation. Further offenses result in additional discipline as deemed appropriate. School administration will handle confiscated portable listening devices (e.g., radios, CD players, iPods, MP3 players, etc.) in a similar manner.

### **Textbooks**

Students need to take good care of their textbooks. Any student who loses or damages a textbook will be charged for replacement.

### **Theme and Chapels**

Centered on Isaiah 40:31, the 2010-2011 school theme is *Soar!* Theme-based chapels are planned by the Chapel Committee and classes twice a month.

### **Transportation**

Arrival and Dismissal Some of our students walk or ride bicycles to school. These students are asked not to arrive before 8:10 a.m. and to leave promptly in the afternoon. Supervision is provided between 8:10 a.m. and 3:05 p.m., the time when buses leave. Once on campus, students may not leave without permission until school is dismissed.

Bicycles If your child rides a bicycle, please review traffic safety rules with him/her each year. The following instructions apply specifically to Ripon Christian:

1. Students coming to school must dismount their bicycles before entering the crosswalk across Main Street and then walk the bicycle across the street.
2. Bicycles are to be parked in the racks located between Maple III and the middle school building.
3. When going home, elementary students must walk (not straddle or coast) their bikes behind the "town line" up to the Main Street crosswalk. Bicyclists going east must walk their bikes across the street and mount on the other side.
4. Bicycles should not be ridden on the sidewalks. This is especially important in our congested school area. School property is off limits for bicycles, even after school.

Skateboards, etc. The City of Ripon has an ordinance stating no skateboards should be ridden on Maple Avenue or Main Street. Skateboards, scooters, and rollerblades are not to be ridden on school grounds. Students who use these modes of transportation must carry them at the appropriate locations and properly store them.

Bus Service and Conduct We provide bus service to Manteca, Salida, Modesto, Tracy, Riverbank, Escalon, Oakdale, and Ripon. Fees for this service are included in the tuition. Children are expected to ride their bus unless a note from a parent explains alternate transportation plans. A bus schedule is given to each bus-riding student at the beginning of the school year. Please take time to review the following rules with your children; they are essential to bus safety.

1. Students should be at their stops at least five minutes before the normal pick up time. The driver must pass them by if they are not on time.
2. Pupils must cooperate and obey the commands of the bus driver.
3. Absolutely no rowdiness is permitted on the bus. Inappropriate behavior includes shoving, hitting, wrestling, throwing books, swinging lunch pails, etc.
4. No one is to leave a seat while the bus is in motion.
5. There should be no eating or drinking on the bus.
6. Paper or other debris is not to be thrown on the floor or out of the windows.
7. Heads and arms are to be kept inside the bus at all times.
8. Pupils are not to shout, talk, or make inappropriate gestures to pedestrians or motorists.
9. After leaving the bus, pupils must go to their homes; they must not cross the street again after being escorted by the driver.

10. Permission to leave or board a bus other than the normal stop is to be cleared with the schoolteacher or parents with written permission to the bus driver.
11. Students are to report any damage to seats or other parts of the bus.
12. No animals, dead or alive, may be transported on the bus. (This includes insect collections.)
13. Any pupil persisting to disobey the above rules will be given a citation, after which such pupils may be denied transportation.

**A regulation of the Board of Education relating to operation of school buses reads as follows:**

Article IV – 1985 (Authority of Driver) – Pupils transported in a school bus shall be under the authority of and are responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

In case of bus failure or any mechanical defect that makes a bus unsafe, we must immediately remove it from service. In this event, we will contact the parents as soon as possible about alternative transportation.

Since fog conditions may vary widely from bus route to another, individual drivers may postpone bus departure based on prevailing route conditions. Drivers will call parents at various route points and ask them to call other parents to notify them of the delay.

**Truancy**

Truancy or “ditching” school is against school policy and state law and therefore a serious matter. In addition to other consequences, truancy will result in a “0” grade for any work missed.

**Weapons, Drugs, and Alcohol**

State law prohibits certain items from school campuses: firecrackers, knives, firearms of any type, weapons of any type, illegal drugs, and alcohol. Students who bring/use/facilitate the use of any of these items will be disciplined. Possible consequences include suspension, expulsion, and involvement of civil authorities.

It might be necessary to modify this handbook at some point during the school year. We will inform you of changes via the *News of Note*.

**RIPON CHRISTIAN SCHOOLS  
2010-2011 CALENDAR**

**AUGUST**

M	T	W	TH	F	
			12	13	Aug. 12-17 Teacher In-Service
16	17	18	19	20	16 – HS/MS Knights’ Kick Off, 4-7
23	24	25	26	27	18 – School Begins, 8:25 am
30	31				

**SEPTEMBER**

M	T	W	TH	F	
		1	2	3	Sept. 6 – Labor Day, No School
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

**OCTOBER**

M	T	W	TH	F	
				1	Oct. 1 – In Service
				22	22 – End of 1 <sup>st</sup> Qtr.
4	5	6	7	8	30 – Family Fun Night
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

**NOVEMBER**

M	T	W	TH	F	
1	2	3	4	5	Nov. 4 – P/T Conf. EL/MS (evening)
8	9	10	11	12	5 – P/T Conf. EL/MS , No School
15	16	17	18	19	11 - Veteran’s Day
22	23	24	25	26	22-23 – Teacher’s Convention
					24-26 – Thanksgiving, No School

**DECEMBER**

M	T	W	TH	F	
		1	2	3	Dec. 17 – K-12 Minimum Day
6	7	8	9	10	20-31 – Christmas Break, No School
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

**JANUARY**

M	T	W	TH	F	
3	4	5	6	7	Jan. 3 - School resumes
10	11	12	13	14	14 – End of 1 <sup>st</sup> Semester
17	18	19	20	21	17 - Martin Luther King Day
24	25	26	27	28	
31					

**FEBRUARY**

M	T	W	TH	F	
	1	2	3	4	Feb. 18 - In-service
7	8	9	10	11	21 - President’s Day
14	15	16	17	18	
21	22	23	24	25	
28					

**MARCH**

M	T	W	TH	F	
	1	2	3	4	Mar. 25 - End of 3 <sup>rd</sup> Qtr.
7	8	9	10	11	21 – In-service
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

**APRIL**

M	T	W	TH	F	
				1	Apr. 21 - Grandparent’s Day
4	5	6	7	8	21 - 11:30 am dismissal
11	12	13	14	15	22 - Good Friday
18	19	20	21	22	25-29 - Easter Break
25	26	27	28	29	

**MAY**

M	T	W	TH	F	
2	3	4	5	6	May 30 - Memorial Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

**JUNE**

M	T	W	TH	F	
		1	2	3	June 2 – MS graduation
6	7	8	9	10	3 – HS Graduation

Day Denotes no school for students

**KNIGHTS KICKOFF & HS/MS ORIENTATION:**

August 16, 2010

**SCHOOL BEGINS:** August 18, 2010

**SCHOOL ENDS:** June 2, 2011

**HIGH SCHOOL EXAMS**

Dec.

June

**GRADUATION PROGRAMS**

Kindergarten: June 2, 2011

Grade Eight: June 2, 2011

High School: June 3, 2011

1<sup>st</sup> Quarter 46 days

2<sup>nd</sup> Quarter 41 days

1<sup>st</sup> Semester 87 days

3<sup>rd</sup> Quarter 47 days

4<sup>th</sup> Quarter 41 days

2<sup>nd</sup> Semester 88 days

Total 175 days

## SCHOOL PERSONNEL

Mr. Kerry Manus..... Superintendent/High School Principal  
 Mr. Dale De Weerd..... Elementary Principal  
 Mrs. Mary Ann Sybesma..... High School Administrator of Curriculum & Instruction

### **Teaching Staff – Elementary (K-5) and Middle School (6-8)**

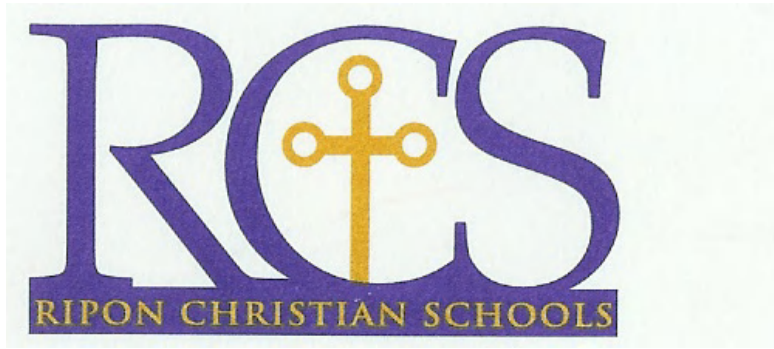
Mrs. Kim Zuidervaart..... KA  
 Mrs. Pam Huisken..... KB/elem. music  
 Mrs. Amy Anema..... KC  
 Mrs. Karrie Terpsma..... K Enrichment  
 Mrs. Jean De Jong..... 1A  
 Mrs. Joyce Persenaire..... 1B  
 Mrs. Julie Vander Molen..... 2A  
 Mrs. Lynn Veltkamp..... 2B  
 Miss Pat Meendering..... 3A  
 Mrs. Barb Anderson..... 3B  
 Miss Anna Diemer..... 4A  
 Mrs. Ruth Van Eyk..... 4B  
 Mrs. Alicia Vander Wal..... 5A  
 Mrs. Holly Terpstra..... 5B  
 Mrs. Cherie Andriese..... elem. & m.s. Learning Assistance Program  
 Mrs. Kathy Viss..... elem. & m.s. Learning Assistance Program  
 Mrs. Michele Lacasse..... 1-3 computers

Mr. Bob De Ruiten..... technology support, m.s. band  
 Mrs. Janet Engel..... elem. & m.s. P.E.  
 Mrs. Kelli Tillema..... m.s. computers, geography 8  
 Mr. Ron Vander Molen..... elem. & m.s. P.E.  
 Mrs. Melissa Viss..... 5<sup>th</sup> & 6<sup>th</sup> gr. music

Mr. Kevin Schenk..... 6A  
 Mr. Keith Terpsma..... 6B  
 Mr. Joe Darretta..... geography 7, literature 7  
 Mrs. Monique De Jong..... m.s. history  
 Mrs. Shelli De Vries..... m.s. art  
 Mrs. Sandra Dotinga..... Bible 7, English 8  
 Mrs. Sherrie Kelly..... m.s. math,  
 Mr. Bill Lemkuil..... m.s. science, m.s. Academic Support, m.s. A.D.  
 Mrs. Char Manes..... English 7, Bible 8, literature 8  
 Mrs. Lindsey Murray..... m.s. Spanish  
 Miss Mari Schuller..... m.s. choir

### **Support Staff**

Mrs. Pam Segaar..... Elementary Assistant  
 Mrs. Shelley Nelson..... Assistant to the Superintendent  
 Mrs. Sally Hidalgo..... Accountant



**Photo/Written Material Release  
2010-2011**

Throughout the year, school activities provide great photo opportunities to promote our school. Publications for promotional purposes might include newspaper articles and DVD/website images. Individual and/or group shots may include your child. Additionally, from time to time, we may wish to showcase our students' written work.

\_\_\_\_\_ My child **MAY** be included in the school's promotional material.

\_\_\_\_\_ My child **MAY NOT** be included in the school's promotional material.

Please sign below and return the form to your child's teacher by Wednesday, August 25, 2010.

**Thank you.**

\_\_\_\_\_  
**Parent's signature**

\_\_\_\_\_  
**Student's name (printed)**

**217 N. Maple Ave.  
Ripon, CA 95366**

## Elementary School Parent Signature Page

August 2010

Dear Parents,

Welcome to the 2010-2011 school year at Ripon Christian Elementary School! We look forward to an exciting year as we work together to reach for academic excellence, connect faith and learning, and serve God and others in His world.

Please read this handbook carefully. The information it contains will be helpful throughout the year as different situations arise. Please indicate that you have read the handbook and agree to abide by it by signing the line below:

I/We have read, understand, and agree to abide by the school policies contained in this handbook.

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

### Ripon Christian School Liability Waiver

In order for a student to participate in any on- or off-campus, school-related activity (e.g., class, sporting event, field trip, swim party), a parent/guardian will need to complete the waiver below:

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_  
(printed full name) (printed full name of student)

will not hold Ripon Christian School liable for any injuries sustained by my child during any on- or off-campus, school-related activity during the 2010-2011 school year.

\_\_\_\_\_  
(parent's/guardian's signature) (date)

**PLEASE NOTE: Signing this form is a condition for enrollment. Each student needs to turn in the form to his/her homeroom teacher by Wednesday, August 25, 2010.**

Thank you for your cooperation!