

RCS

**Ripon Christian School
2010-2011
Parent/Student Middle School 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.**

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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-12th 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 Middle School Parent/Student Signature Page at the end of this handbook.

Address Change

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 may be 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.

Families should first check Edline for assignments missed due to illness. If Edline doesn't share all needed information, please e-mail the student's teachers. Students are welcome to work out an arrangement with a peer for homework collecting/delivering.

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 in a class, (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(s) at least one week ahead of time. The teacher(s) 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(s) 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.

Band and Choir

Band and choir are available as electives in the middle school. A rental fee is charged to students who use school- owned instruments. 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.

Books

Textbooks are provided for student use and must be returned at the end of the year. Some wear on textbooks is normal, but the student must pay for books that are damaged or lost. Book covers must be kept on the books at all times.

Building Use

Middle School students have exclusive use of the middle school building. Christian stewardship includes wise use of buildings and other school property. If a student causes damage to school property, (s)he is expected to take responsible action to correct the damage. Following are some guidelines for proper use of the buildings and property:

1. Students are expected to use the washroom facilities at the *beginning* of morning and noon breaks and then leave the building until the bell rings to resume class.
2. Students should enter the teacher workroom and office only with special permission.
3. Desks are expected to be used for many years. Students should not sit on desktops or write on the desk itself.

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.

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.

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.

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.

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.

It is important for students to admit to wrong before God and other involved parties. Asking for forgiveness, humbly receiving consequences, and committing to wiser choices strengthen students' Christian witness. If a student feels (s)he has been unfairly disciplined, (s)he should respectfully approach the adult at an appropriate later time to discuss the matter.

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, violates the dress code a second time, gets into a serious fight, uses blatant profanity, plagiarizes/cheats, receives three unexcused tardies, shows continued/serious bus misbehavior, earns four late assignments in a class (grades 3-8 only), 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:

- 1st detention
- 2nd detention
- 3rd detention, principal-initiated communication with parents
- 4th detention, student-written plan for change
- 5th detention, principal-initiated meeting with student and parents
- 6th at-home suspension, possible 2% grade reduction for the quarter
- 7th at-home suspension, possible additional 2% grade reduction for the quarter
- 8th 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.
- Students will wear the approved RC standardized polo shirt every school day. The shirt is not to be altered in any matter and is to be appropriately sized (e.g., not too short). Only sweaters, sweatshirts, and jackets may be worn over the polo.
- 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. Pants are not to be tight fitting or too low 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. Flip-flops are acceptable (except during P.E.), but slippers are not allowed.
- Caps/hats/hoods are not to be worn in school.
- A school-provided uniform is required for P.E. class.
- Robes are worn for graduation exercises.

The following will happen if faculty/administration determine that a student is violating the dress code:

- For a first clothing infraction, the child will receive a behavior notice.
- For additional clothing infractions, the child will not be allowed to return to class until (s)he is in compliance with the dress code. The child will earn an unexcused absence for the time out of class and a detention.

Drinks

During class, students may drink water from clear containers.

Edline

Edline is a web program designed to provide current assignment and grade 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 middle school students is required. The Kaufman Test of Educational Achievement, Second Edition, (KTEA-II) is the current testing instrument.

Extracurricular Activities

Intramurals

Intramural sports activities will be conducted throughout the year. These activities will take place during the noon break.

After-School Athletics

The goal of our after-school athletic program is to provide each student an opportunity to participate in competitive sports activities, improve mental and physical skills, and honor Jesus Christ. Toward that end, please take note of the following guidelines and rules of behavior.

Sportsmanship: Athletes should strive for a spirit of cooperation, team unity, and friendliness in practice and during games. R.C.M.S. athletes are expected to exhibit the highest standard of good sportsmanship. Failure in this area could result in temporary or permanent suspension from the team.

Eligibility: A student’s first responsibility is his or her schoolwork. Athletes should make a sincere effort to do their best in the classroom, both academically and behaviorally. Problems in these areas may result in a two-week probationary period during which the student has opportunity to make changes. Lack of progress may necessitate a period of ineligibility, during which time no participation in practices or games is permitted for one week. If a student receives an “F” on his/her report card, (s)he will become ineligible for the next four weeks. Two “Fs” will earn ineligibility for the next quarter. Fourth-quarter “Fs” will mean probation and/or ineligibility the following year, first quarter. Edline is a helpful tool for parents to access real-time information about their student athlete’s assignments and grades (See Edline heading above).

Practices: Athletes are expected to be at all scheduled practices unless absent from school that day. In most cases, students may not participate in a practice or game if they were absent from classes that day. If unavoidable conflicts arise, a note to the coach can be forwarded through the athletic director. Athletes are expected to respect their coaches and make good use of practice time.

Games/Playing Time: Contests with other schools give athletes an opportunity to use the skills that they are developing in practice in a competitive situation. Usually all athletes that are suited up receive playing time; however, actual amounts vary based on the following factors:

Team Size - Students are not “cut” at R.C.M.S. When a team has many members, playing time for each individual is reduced.

Sportsmanship – As mentioned above, sportsmanship is essential. Playing time is reduced for students that do not display good sportsmanship.

Level of Competition – There are times when the competition is either markedly superior or inferior to our team. It is sometimes inappropriate, dangerous, and humiliating to overwhelm or be overwhelmed by another team. In such cases, R.C.M.S. team members with appropriate skills development will be asked to play.

Winning – The nature of competitive sports is to want to win. It is expected that both individuals and teams will give their best effort at all times. Winning is a by-product of such behavior. In the middle school, there are a variety of student skill levels for a variety of reasons. Athletes who are “stars” now may not be later on. Those who are behind in development may be the stars of the future. For this reason, all are given the opportunity to grow physically and mentally and no athlete should be denied the opportunity to participate. Yet it should also be understood that, in a given game and time, athletes that have demonstrated a higher level of developmental skill and performance success may be asked to play more in order to put the team in the best position to win the game or match. It is left to the coach to make this difficult decision. Also, for these reasons, athletes who have developed their skills to a higher level may be chosen to play on a tournament team.

Communication: If questions or concerns arise during the course of a season, please follow this line of communication: Athletic Director/Principal/Education Committee. Allow twenty-four hours to pass before contacting a coach if emotions are running high. Often a face-to-face meeting is more effective than e-mail when working through a major concern.

Musical

Students involved in the spring musical need to attend all assigned rehearsals unless absent from school that day. In most cases, students may not participate in a rehearsal if they were absent from classes that day. Unavoidable conflicts necessitate timely communication with the director(s). Participants are expected to respect the director(s) and make good use of rehearsal time.

Student Council

Students in a middle-school leadership position are expected to be role models in their behavior and academic performance. Unwise behavior choices and/or unsatisfactory school work warrant removal from this student leadership group.

Food

Students may eat their snack outside during the morning break. Parents should check in at the office before bringing a student’s lunch to the middle school faculty room (We discourage lunch deliveries). Students may leave campus for lunch with a parent no more than twice a semester. If a student finishes lunch outside, (s)he must do so at a table. All trash is to be placed in a trash can. Misuse of this policy warrants trash duty. Gum chewing is not allowed on campus.

Grade Reporting

Report Cards Report cards are e-mailed at the end of each quarter.

Grading Scale The following schedule is used to calculate grades. In special circumstances, a teacher may use a different scale.

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

Incomplete Grades If a student earns an *Incomplete* for a class, (s)he must make up the work within two weeks after report cards are issued. The student will earn an *F* for the class if this deadline is not met.

Failing Grades Any middle school student who fails a subject (year-end average) may be asked to receive tutoring/go to summer school before moving on to the next grade.

Graduation Eligibility If an eighth grade student fails two semesters in two or more full-year classes (i.e., Bible, English, history, math, science), (s)he will earn a certificate of attendance

instead of a graduation diploma. Students receiving a certificate will be on academic probation during their freshman year.

Honor Roll Students with a grade point average of 3.0 or better for the quarter are eligible for the honor roll. Eligibility mandates that a student can have no more than one C or D and no F or I (Incomplete). All grades are used in the calculation, but some receive less weight due to how often the classes meet. A gold honor roll is reserved for students with a grade point average of 3.5 or better.

Harassment/Intimidation Policy

Guiding principles:

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

Victim's rights:

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.

Homeroom

The student's homeroom is his/her first period class and where lunch is eaten at noon. Each morning the homeroom teacher will hold devotions and make announcements. The homeroom teacher is in charge of the student's records and report cards.

Insurance Verification Form / Volunteer Transportation Agreement

If a bus is not used, all parents transporting students other than their own will need to fill out this form and submit a copy of their driver's license and proof of car insurance ahead of time.

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.

Library

The middle school has access to a small library and a larger library in the high school. Books may be checked out initially for three weeks and then renewed. Overdue books result in a fine.

Lockers/Locks

The school will provide each student with a locker to store books and supplies. Lockers should be kept neat and orderly and may be inspected at any time. Any cutouts, pictures, posters, or other material in the locker must be conducive to a Christian environment (no stickers please). Students are encouraged to secure their lockers with school-issued locks, which are available for \$5.00. The school is not responsible for missing money or lost articles.

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.

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 e-mailed home each Monday and also placed on the Ripon Christian web page. Please look for this communication!

Period Schedule

first period	8:25-9:12
second period	9:14-9:54
third period	9:56-10:36
break	10:36-10:46
fourth period	10:48-11:32
fifth period	11:34-12:14
lunch/recess	12:14-12:50
sixth period	12:54-1:34
seventh period	1:36-2:16
eighth period	2:18-2:58

Physical Education

Students are required to participate in physical education classes. Students wishing to be exempt from class must produce a parent note. Exemptions lasting longer than two P.E. periods require a doctor's note.

Students are required to wear P.E. uniforms purchased from the school (shirts: \$10.00 and shorts: \$10.00). Failure to wear the proper uniform will affect the daily participation grade. Students need to put their names on all articles. Shirts may not be torn at the sleeves or abdomen. Students may not borrow other students' uniforms.

The school provides students with P.E. lockers and locks (available for \$5.00). It is the students' responsibility to keep clothes and valuables locked at all times and to keep their combinations private.

P.E. teachers strongly encourage middle school students to take a shower after class, but it is not mandatory.

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.

Property Limits

Outside the building, middle school students should stay between the gym and the middle school building or behind the two buildings. North of the gym and south of Maple III are off limits. Students should not loiter in front of the middle school building at any time. Students walking to the high school for either art or Spanish must take the prescribed route. Middle school students may not access high school vending machines during the school day or after school.

Public Display of Affection

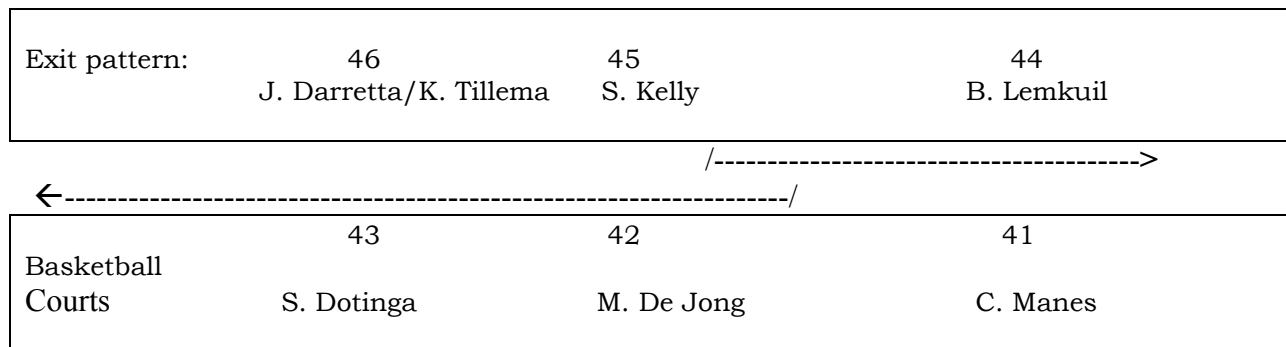
We have a “hands-off” policy: students may not hold hands, hug, or kiss while at school. We expect our students to focus on their studies and to show maturity and respect in their relationships with one another. Students participating in unwholesome physical contact may earn a Behavior Notice.

Resource/Academic Support

For those students needing special help, our Resource/Academic Support classes provide excellent and effective educational opportunities.

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.



Student Supplies

Middle school students use the binder system. Students are responsible for maintaining neat, organized binders. The following supplies are needed: N.I.V. Bible (Study Bible—not a teen or student); *one large binder*, 10 subject dividers; paper (loose leaf; college-ruled, 200 count); pencil pouch for a 3-ring binder; 12 - #2 pencils; 2 dark pens (blue or black); 2 red pens; block eraser; colored pencils; 2 highlighters; (The school provides book covers and assignment calendars.)

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). Students may turn in their cell phones to teachers for safekeeping during the day. 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.

School 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 st 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	
				5	Nov. 4 – P/T Conf. EL/MS (evening)
				11	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 st 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 rd 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 st Quarter	46 days
2 nd Quarter	41 days
1 st Semester	87 days
3 rd Quarter	47 days
4 th Quarter	41 days
2 nd 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)

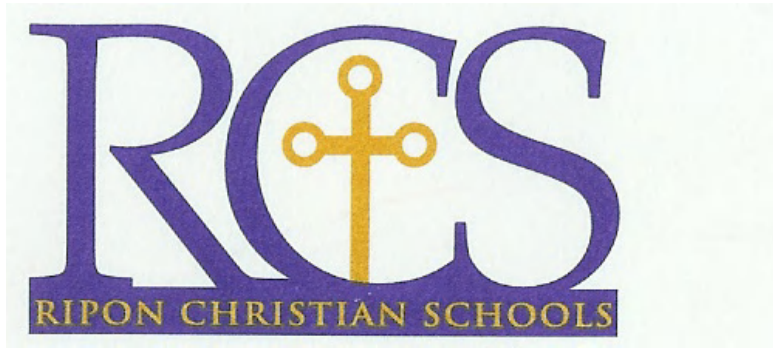
Mrs. Kim Zuidervaart..... KA
Mrs. Pam Huisken KB/elem. music
Mrs. Amy Anema KC
Mrs. Karrie Terpsma K Enrichment
Mrs. Jean De Jong 1A
Mrs. Joyce Persenaire..... 1B
Mrs. Julie Vander Molen..... 2A
Mrs. Lynn Veltkamp 2B
Miss Pat Meendering..... 3A
Mrs. Barb Anderson 3B
Miss Anna Diemer..... 4A
Mrs. Ruth 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 Ruiter..... 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..... 5th & 6th 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 homeroom teacher by Wednesday, August 25, 2010.

Thank you.

Parent's signature

Student's name (printed)

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

Middle School Parent/Student Signature Page

August 2010

Dear Parents and Students,

Welcome to the 2010-2011 school year at Ripon Christian Middle 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: _____

Student'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!