

GREATER

1 CHRONICLES 29:11

**Ripon Christian School
2023-2024
Parent/Student Lower School Handbook**

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

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Welcome to Ripon Christian School. We hope that you find this Parent/Student Handbook helpful and informative. It is designed to provide quick references to answer most of the common questions families may ask. We are looking forward to partnering with you in raising your children to know, love, and fear the Lord. These are important years of spiritual, physical, intellectual, social, emotional and moral growth for your children. We are grateful that you have chosen Ripon Christian as your partners in guiding them through these key years of education and spiritual growth. May God richly bless our joint efforts.

Our theme this year is **“Greater”** and is based on 1 Chronicles 29:11 (ESV) which says *“Yours, O LORD, is the greatness and the power and the glory and the victory and the majesty, for all that is in the heavens and in the earth is yours. Yours is the kingdom, O LORD, and you are exalted as head above all.”*

We believe our students belong to our sovereign Lord who cares and watches over each and every student. This is a special time in our students’ lives. God has entrusted us with the task and responsibility of not only providing a quality education for our students but also preparing each and every one to be Christian leaders in the world. Each student needs to be equipped for this challenge. It matters not so much what calling God has for each student but that, wherever God calls them in life, each student is prepared and grounded in their Christian faith.

In all aspects of their educational experience at RCS, whether in the classroom, playing on the field, or simply interacting with others, our goal is that each student learns to act out their faith to the glory of God. To be a Christian leader to God’s glory in today’s world requires our students to fear the Lord and serve him with all their heart. May God bless and lead us in this year at Ripon Christian.

Mission Statement/Schoolwide Learner Outcomes (SLOs)

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. Collaborate with peers to problem solve and share ideas.
- E. Develop proficiency in assessing and analyzing information efficiently and critically, using it accurately and ethically.
- F. Demonstrate efficient work and organizational skills to create independent learners.

Connecting Faith and Learning

- A. Learn the Biblical worldview from the Reformed perspective.
- B. Articulate and defend a Reformed Biblical worldview.
- C. Acknowledge God’s creative and sustaining hand in nature and human history.
- D. 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. Care for God’s world by applying learned Biblical principles and knowledge.

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.

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 planner page that is checked periodically to insure that it is accurate. Families also may utilize FACTS (ParentsWeb). (described elsewhere in this handbook) to check the assignment status for children in fourth grade and above. If you request missed work to be delivered to the office, please do not expect to pick it up before 3:00 p.m. If a student turns in an incomplete/late assignment, the teacher will determine the consequence. A student may earn a zero on incomplete/late assignments.

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. 2100) 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 e-mail/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.

Absences

According to the California Education Code, an absence is a day missed because of illness, an imposed quarantine, a medical appointment, a funeral for an immediate family member, a reasonable and legitimate family obligation with notice, or a reasonably unforeseeable circumstance which prevents attendance. Parents are encouraged to schedule medical appointments before/after school hours. Parents/students should make arrangements with the teacher(s) to complete missed work by the teacher issued 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.)

If a student accumulates ten absences during a semester, the principal may require that any additional absences be verified by a licensed medical practitioner. In addition, state law states that 15 or more absences may result in the student not getting credit for the semester depending on the circumstances.

Vacation

Please do your very best to plan vacations with the school calendar in mind. Vacations while school is in session may make it difficult for students to grow academically, adversely affect peers who may be working in a group with your child, and create extra work for teachers. Your child will miss out on valuable instructional time while on vacation and much of the material may be impossible to make up. In the event of a vacation while school is in session, inform your child's teacher and the Lower School office at least one week ahead of time. *Your child's teacher is not expected to provide advanced work prior to your vacation.* Any school work your child misses may be assigned at the discretion of the teacher. Your child's grades may be affected by their absence.

Tardies

Consistently being on time is an important life skill. Students must be in the classroom when the tardy bell rings at 8:20. Students arriving after 8:20 should be checked into the office by a parent. The office/teachers keep track of tardies to school in the morning and to classes during the day. (For recording purposes, arrivals between 8:20 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-5 receives three unexcused tardies in a semester, the principal may contact the parents to discuss the situation. Parents may be required to meet with the Lower School Principal if subsequent tardies are earned.

All tardies are wiped clean at the end of 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 may be required to serve a detention and the student 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.

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. Teachers will do their best to reply within 24 hours.

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 Schools. 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).
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.

Conflict Resolution

Occasionally conflicts or specific complaints arise. Matthew 18:15-17 provides biblical principles for handling such cases. First, contact the teacher 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. Clear, honest communication, 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 sovereignty of God is clearly and intentionally woven into all curricular areas. The English Standard Version (ESV) of the Bible is the one primarily used in our classes and by our teachers.

Music, physical education, library (grades K-5), are part of the weekly schedule. Band is for all 5th graders. For those students needing special academic assistance, our Learning Center provides excellent and effective supplemental educational opportunities and support.

Daily Schedule

8:20 a.m.	School begins
10:10 – 10:30 a.m.	Recess (K –5)
11:55 – 12:40 p.m.	(4-5) Recess, then Lunch Break
11:55 – 12:40 p.m.	(K-3) Lunch Break, then Recess
2:00 – 2:12 p.m.	Afternoon Recess (K-5)
2:55 p.m.	Dismissal

Directory

Ripon Christian publishes a directory each year in our FACTS (RenWeb) software. This directory includes the names, addresses, and phone numbers of families of Ripon Christian students. 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.

Lower School Behavioral Notification Policy

One way in which Ripon Christian notifies parents of students' unwise choices is by sending home a *Lower School Behavioral Notification*. The primary purpose of this document is to clearly articulate misbehavior occurring at school and work with the home in ensuring such behavior doesn't happen again. Open, clear communication is key in establishing clear expectations for our students moving forward.

A staff member will designate on the form the reason why the notification was earned and, if applicable, will submit it to the student's homeroom teacher. The student will be asked to fill out a small portion of the form that will be sent home to the student's parents. Parents are asked to sign the form, discuss the matter with their child, have the student sign the form, and return it to their teacher on the next day of school.

The *Lower School Behavioral Notification* has three Tiers (I, II, and III). Tier I includes class disruption, non-compliance, physical contact, property misuse, unsafe behavior, unkind behavior, and bus line/pickup line infractions. Tier II includes disrespect, inappropriate language, physical aggression, property damage, and continued disruption of the learning environment. Tier III includes a student earning three Behavior Notifications in one semester, fighting, theft, cheating, harassment/intimidation, insubordination, profanity, and excessive late or unfinished work. Teachers will use their discretion when assigning these notifications and may explain the incident on the back of the form to ensure parents are informed regarding the issuance of the Behavioral Notification.

Parents of a K-2 student who earns a Tier III notification will be contacted by the Lower School Principal to set up a meeting. Parents of a Grade 3-5 student will be contacted by the Lower School Principal and the student may have to serve an after-school detention at a designated time.

All Behavioral Notifications are wiped clean at the end of the semester.

Detention Policy/Monitoring Procedures

If a student in Grades 3-5 earns three Tier I or II Behavioral Notifications in a semester or receives one Tier III notification, they must serve an after-school detention. 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. In some cases the student and parents may be required to meet with the principal to discuss the matter. A teacher will be assigned to supervise the student serving the detention.

Lower School 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. We expect parents to diligently monitor their children's clothing and ensure they are dressed appropriately for their learning environment.

Parents should give careful consideration to their own attire on campus, specifically when assisting in their child's classroom or helping with yard duty supervision.

Classroom teachers will address any minor student dress code violations if they arise. Continued lack of adherence to the Dress Code may result in a Tier I Behavioral Notification sent home or the office may call home to have parents bring an appropriate change of clothing.

Following are some guidelines:

- In Grades K-5, Ripon Christian polo shirts must be worn Monday through Thursday. It is important to note that polos may not be altered in any way from their original form and should be sized appropriately for each child. Students may wear jackets, sweaters or sweatshirts over their polos. Every Friday will be a Spirit Day.
 - Spirit Day rules: Spirit Day clothing can have a RC logo or be from some other Ripon Christian sponsored event (examples: Jog-a-thon, theme shirts etc). If your sport is in season, you may wear your team jersey or t-shirt for Spirit Days during that season only. For example RC basketball jerseys can only be worn during the basketball season or Little Knights football jerseys can only be worn during the football season. Regular Ripon Christian polos are expected to be worn on Friday if a student is not wearing a Spirit Shirt.
- Dresses, skirts, and shorts must be appropriate and modest. They may not be frayed or torn and should be mid-thigh or longer in length. Volleyball spandex, biker shorts, or shorts above mid-thigh are not appropriate for school.
- Jeans and other pants must be clean and neat; frays (aside from normal wear and tear), tears, and holes are not allowed. Consideration by parents should be given to ensure girls' pants are not too 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.
- Hair should be clean, well-kept, and free from unnatural coloring or dyes.
- Shoes must be worn at all times. Sandals or Crocs with a rear strap are acceptable. Flip flops are not permitted as they can become a safety issue. Tennis shoes are recommended on P.E. days.
- Caps, hats, or sweatshirt hoods are not to be worn in the classroom or in chapel. They are permitted at recess.

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. The principal may require additional screenings or testing to determine student placement and/or present academic levels.

FACTS (RenWeb)

Ripon Christian utilizes a powerful Internet based program that gives parents/guardians real time access to their student's homework assignments and due dates, grades, attendance records, and calendar of events. FACTS will be updated weekly for student/parent access. Log-on instructions and passwords are issued at the beginning of the school year through the administrative office.

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. 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 Scales

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.

Report cards in grades K-2 use these symbols:

E (excellent), **S** (satisfactory), **N** (improvement needed),

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 Policy

Harassment is unlawful and contrary to the beliefs of Ripon Christian School. All contact between students, teachers, and other adult employees must be in keeping with respect for the individual students and be conducive to creating a consistent Christian educational environment. Students are encouraged to report to an administrator or counselor any conduct that is intimidating, hostile, offensive, or is inconsistent with a Christian learning environment. Any student found violating this policy will be subject to disciplinary action up to and including expulsion from school.

1. Ripon Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. It is imperative that each person is accorded the same dignity, respect and love, which we give to God. Ripon Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent by any other student, employee, or parent is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

2. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Minor offenses will result in the issuance of a detention. Severe and/or repeat offenses may result in further disciplinary action, up to, and including dismissal. Students, employees, or parents found to have filed false or frivolous charges would also be subject to disciplinary action, up to and including dismissal.

3. Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- a. Verbal - Derogatory comments and jokes; threatening words spoken to another person;
- b. Physical - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;
- c. Visual - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and
- d. Sexual - Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
 - Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
- e. It is the student, employee's and parent's responsibility to:
 - Conduct himself or herself in a manner which contributes to a positive school environment;
 - Avoid any activity that may be considered discriminatory, intimidating or harassing;
 - Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
 - Report all incidents of discrimination or harassment to the principals, if informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.
- f. Truthfulness: If a student lies during an investigation or enforcement process, this is considered a separate offense and will result in a penalty. If a student reports his or her own violation of a policy to the school administration, the administration can consider a reduction in the penalty normally given.

4. Students are expected to keep their hands and feet to themselves. Fighting and/or play fighting are not allowed. Make sure your actions do not offend or embarrass students or teachers.

5. Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Types of bullying include physical, verbal, emotional, sexual, and racial. Any student that is accused of bullying must meet with the principal. This meeting will be documented and put in the student's file. Parents will be notified and the principal will determine the next course of action.

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 may be available through the county or local public school district.

Homework

The teachers are in the best position to know how much homework should be given to each child. The basic purposes of homework are to allow a child to complete unfinished work, to reinforce concepts, to practice skills, or to work on assigned projects. Parents are requested to check that homework is completed. Parents should contact the teacher directly when concerns over homework arise.

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, you will be e-mailed to 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. 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 any necessary medicine. Regarding administration of over-the-counter medication (e.g., Tylenol, Advil), parents must give consent via the re-enrollment 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 weekly announcements (*Knight Weekly*) will be e-mailed home each Monday and placed on the Ripon Christian web page. Please look for this communication. In addition you will be receiving a weekly newsletter for your child's teacher containing important information related to class activities, curriculum, and assignments.

We publish a periodic newsletter (the *RC Connection*) which is mailed to all school families and many other supporters, alumni, and friends. The purpose of the *RC Connection* is to keep parents and alumni 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.

Parent-Teacher Conferences

Friday, October 13 is the last day of the first quarter. Parent-teacher conferences are scheduled for Thursday, October 26 and Friday, October 27, to discuss student progress. Teachers will send out a link where parents can sign up online for a time to meet. Parents can request a conference any time by contacting the teacher to arrange a time.

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 or Evite) 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. 4th and 5th 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.

Safety Procedures

Teachers and students annually review the School 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 a Parent Alert or 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, scissors, and glue sticks. In grades 3-5, students will use the school binder system to help organize materials.

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

Grade 1 - pencil box (plastic – approx. 5” x 8”); box of 24 crayons; 2 block erasers; 2 Expo fine tip black markers; an old sock (for white board eraser).

Grade 2 – pencil box (plastic – approx. 5” x 8”); box of 24 crayons; 2 block erasers; Crayola 8 color water paints; 4 Expo fine tip black markers; an old sock (for white board eraser); Crayola 8-10 broad tip markers; student scissors.

Grade 3- ESV Bible; pencil box (plastic – approx. 5” x 8”); 24 yellow #2 sharpened pencils (no mechanical pencils); 2 block erasers; box of 24 crayons); binder (1-inch metal rings with inside pockets); box of colored pencils; 2 yellow highlighters; 2 black wide Expo dry erase markers (low odor); 1 pack of **wide-ruled** binder paper; earbuds for Chromebook (not wireless); zippered binder pouch.

Grade 4 - ESV Bible; one 1 or 1 1/2 sturdy three-ring binder with front pocket; pencil pouch; 24 yellow #2 pencils (mechanical pencils are fine – must supply own lead); box of 24 crayons; box of colored pencils; 4 block erasers; 4 large glue sticks; 4 black wide Expo dry erase markers (low odor); scissors (Fiskars for Kids recommended); 1 hand held pencil sharpener; earbuds for Chromebook (not wireless); 1 **wide ruled composition notebook**; 1 single subject **wide ruled** spiral notebook; 250 sheets of **wide ruled** binder paper.

Grade 5 – ESV Bible; pencil box (plastic – approx. 5” x 8”); one 1” (no larger) sturdy three ring binder; 12 pencils (mechanical or regular); 4 large glue sticks; 2 block erasers; 3 red pens; highlighters (4 different colors); box of 12 colored pencils; 1 pack **wide ruled notebook paper**; 8 black wide Expo dry erase markers (low odor); earbuds for Chromebook (not wireless); scissors; 2 **wide ruled composition notebooks**.

Telephone Use

You may call the elementary office at 599-2155 ext. 2100. 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 and Smart watches

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 and other communication devices (such as smartwatches) may not be on their person in any manner (e.g., pocket). Phones and smartwatches should remain in students' backpacks in the *off* position (*silent* mode is not allowed either). A first offense results in the teacher securing the phone or device in a sealed envelope, the student calling home, and either a parent picking it up the 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 device confiscation. Further offenses result in additional discipline as deemed appropriate.

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

Our theme this year is "Greater" and is based on 1 Chronicles 29:11 (ESV) which says " *Yours, O LORD, is the greatness and the power and the glory and the victory and the majesty, for all that is in the heavens and in the earth is yours. Yours is the kingdom, O LORD, and you are exalted as head above all.*" Lower School 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 8:05 a.m. and should leave promptly upon dismissal in the afternoon. Campus supervision is provided between 8:05 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.

Parents are expected to communicate with their child regarding the method in which they should plan on going home. Upon dismissal K-5 students can line up at their respective bus line, car pick up line, or parent pick up in front of the Lower School. A "Townline" teacher will walk children down Maple Ave and get them safely across Main St. "Preschool pickup line" is only for those students who have a preschool sibling being picked up that day. A teacher will walk them to the front of the preschool for parent pickup.

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

Busing is provided for Ripon Christian students and is included in the cost of tuition. Children are expected to ride their assigned 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. The principal will contact the parent for a meeting should an issue such as this arise. In addition, 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. Parents will be asked to meet with the principal to discuss disciplinary action, up to and including dismissal.

It might be necessary to modify this handbook at some point during the school year. We will inform you of changes via e-mail.

Ripon Christian Schools 2023-2024 CALENDAR

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First and Last Day of School

Minimum Day

Early Dismissal Day, 2pm

No School



SCHOOL PERSONNEL

Mr. Kevin Schenk.....Lower School Principal
Mr. Joe Venema..... Upper School Principal
Mr. Eric Segaar.....Superintendent

Teaching Staff – Lower School (K-5)

Mrs. Amy Anema KA
Mrs. Pam Huisken.....KB
Mrs. Samantha FisherKC
Mrs. Karrie Terpsma 1A
Mrs. Stephanie Berhorst..... 1B
Miss Vanessa Barton..... 1C
Mrs. Julie Vander Molen 2A
Mrs. Sara Chapman..... 2B
Mrs. Courtney Van Groningen 2C
Mrs. Tiana Houx 3A
Mrs. Christina Van Laar 3B
Mrs. Sharon Postmus 3C
Miss Ashley Schuller 4A
Mrs. Kari Pryor 4B
Mrs. Wendi Bryan..... 4C
Mrs. Rachel Mouw..... 5A
Miss Lori Byma 5B
Mrs. Carmela Arganbright..... 5C
Mrs. Kendra Helsley Director of Learning
Mrs. Dianne Pennings..... Educational Support Specialist

Mrs. Caroline Graef K-3 Music
Mr. Matthew Baker4/5 Music & 5th Band
Mr. Bob De Ruiten Technology Support
Mrs. Janet Engel K-2 P.E.
Mr. Ron Vander Molen.....5th Grade P.E.
Mrs. Donna Schoolland 3-4 P. E.
Mrs. Roberta DeJong K-5 Librarian

Support Staff

Mrs. Pam Segaar..... Lower School Assistant
Mrs. Jami Vander Weide Lower School Assistant
Mrs. Lori McGovern..... Assistant to the Superintendent
Mrs. Natasha Vandenberg..... Accountant
Mrs. Lynae Lucchesi..... Director of Marketing & Promotions

