

# Ripon Christian High School

Parent/Student Handbook  
2024-2025



***HOME OF THE KNIGHTS***

***Steadfast***

*You keep him in perfect peace whose mind is stayed on you, because he trusts in you. Trust in the Lord forever, for the Lord God is an everlasting rock.*

Isaiah 26: 3-4

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## **Ripon Christian High School Administration**

*Mr. Eric Segaar, Superintendent/HS Principal*  
*Ms. Mari Schuller & Mrs. Renae Goslinga, Upper School Counselors*  
*Mr. Kevin Tameling, Athletic Director & Dean of Students*  
*Mrs. Lori McGovern/Mrs. Jami Vander Weide, HS Office Staff*  
*Mrs. Kendra Helsley: Director of Learning*  
*Mrs. Carie Molloy: Director of Student Life*

**The 2024-2025 RCHS Handbook determines all preceding handbooks null and void.**

### **Welcome to Ripon Christian High School!**

Our goal at RCHS is to educate the whole student-academically, spiritually and physically. We strive to equip each unique student to make a difference in the world for Jesus Christ. We have approximately 280 students in 9<sup>th</sup> through 12<sup>th</sup> grade – large enough to offer a wide variety of opportunities, yet small enough that students can be involved in more than just one extracurricular activity. Ripon Christian equips a wide range of students to successfully achieve their goals.

Following the reformed tradition of education, we believe and teach how God is actively involved in every subject and facet of life. Students take a one semester Bible course each year, and attend chapel weekly with student-led worship and inspiring guest speakers. Nearly 88% of our student body participates in extracurricular activities such as athletics, clubs, vocal groups, and drama. Our graduation requirement that each student performs at least 80 hours of community service during their four years of high school helps students to understand and appreciate the importance of sharing God's love through meaningful service. We offer many avenues of service to develop habits and patterns of servant hood which are important Christian virtues.

We hope you find this Parent/Student Handbook helpful and informative. It is designed to provide a reference to answer most of the common questions parents and students ask. It is important that both you and your student familiarize yourselves with this handbook. Once you have read the handbook, please SIGN and RETURN the Parent/Student Handbook Verification Form, and the Liability Waiver form.

May God bless you throughout this school year!

# Mission Statement

The mission statement of Ripon Christian Schools is as follows:

## **S**tudent **L**earner **O**utcomes

*The Ripon Christian School Board of Trustees, administration, faculty, and parents work together and expect the following “learning results” from Ripon Christian High School students/graduates.*

### 1) **R**eaching 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.

### 2) **C**onnecting 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.

### 3) **S**erving 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.

Revised 6/8/09, 9/27/10, 11/22/10, 11/4/13, 11/12/14, 1/21/16, 3/2/16, 8/8/16, 10/24/16

## **BASIS OF INSTRUCTION**

In line with the mission stated above, it is the objective of RCS:

- A. To prepare students as an image-bearer of God for meaningful participation in society.
- B. To make each student see their life-task in the context of the Kingdom of Christ.
- C. To guide each student in their understanding of the total commitment to Christ, affecting all areas and relationships in life.

Ripon Christian is Biblically based and subscribes to the three forms of unity that are part of the Reformed tradition: The Heidelberg Catechism, The Belgic Confession, and the Canons of Dort. We believe that the Bible teaches that God has established a special relationship or covenant with Christians that affects the education of the child. Christian parents bear the responsibility of instructing their children in God's truth that touches every realm, sphere, and activity of life. RCS works in concert with the home and the church to help with this very important task. The partnership of the Christian home, church, and school is a formidable team! Parents and students are required to belong and regularly attend a Bible believing church.

RCS has a Biblically based curriculum that confronts students with the important realities of life and challenges them to evaluate those realities in light of the eternal principles taught in the Bible. As image bearers, students are encouraged to develop their God-given abilities to the highest potential.

## **ACCREDITATION**

Ripon Christian High School is fully accredited by the Western Association of Schools and Colleges (WASC) and Christian Schools International (CSI).

## **SCHOOL INFORMATION**

### **History**

In 1928, Christian parents from several local Reformed churches joined together to provide the Christian community with quality Christ-centered education. Their vision, embraced by parents throughout the years, has resulted in the Ripon Christian Schools, that are, with God's blessing, still in operation today.

### **Our Campus**

Located along Maple Avenue, the campus includes classroom centers for Preschool through Grade 12, two gyms, a music building and a Performing Arts Center. Well-maintained ball fields and play areas create a park-like setting.

### **Our Faculty**

The faculty at RCS is a dedicated group of caring and qualified professionals. All instructors are graduates of accredited colleges or universities and many also have advanced degrees. Each one is employed on the basis of their own personal profession of their faith, commitment to educational excellence in their teaching, and a willingness to give of themselves for the development of their students.

### **Our Program**

Ripon Christian High School is widely recognized for its strong college preparatory program, excellent arts programs, and competitive sports teams. Recognizing the uniqueness of each student's aptitudes and abilities, both pre-college and general education curricula are offered so that graduates gain the tools necessary to live a fulfilled and informed life of obedience to God both at college and in the work world. At RCHS, your student will find:

- A. A comprehensive list of elective courses
- B. Spiritual growth through weekly chapels and service opportunities
- C. Guidance counseling for academic and vocational planning
- D. Science and technology labs
- E. Large library with extensive research capabilities

- F. Music building and performing arts center
- G. Art room and Industrial Arts complex with state of the art equipment

The University of California, the California State University system, and the community/junior college system approve all college prep curricula. RCHS curriculum is in alignment and approved by UC and CSU schools.

RCHS endeavors to ensure that all students will graduate with the academic and social skills needed to become self-reliant, positive, productive Christian citizens and life-long learners of Biblical truth and the world around us.

### **Mascot and School Colors**

The “Knight” is our mascot and our colors are blue and gold.

## **STUDENT / PARENT RESPONSIBILITIES**

Ripon Christian recognizes that the parents are accountable before God for the nurturing of their children in the ways of the Lord. The school sees itself as an extension of the home. The home, church, and school are partners in helping the students grow in discipleship, establish relationships, and live in obedience to God’s Word. Therefore, as a partnership in ministry, Ripon Christian is dependent on the family communication with the school. There are a number of procedures that have been instituted at Ripon Christian High School to promote a dialogue between parents and teachers. Parents are expected to respond to school communications promptly, to use the information below to contact the school/teachers, and to track student academic and behavioral progress throughout the year.

- A. Each teacher has an email address. Email address: first initial, plus last [name@rcschools.com](mailto:name@rcschools.com) (i.e. esegaar@rcschools.com).
- B. ParentsWeb can be accessed through the school website at [www.rcschools.com](http://www.rcschools.com). All parents should have a ParentsWeb account. If you do not have one, please contact Lori McGovern in the high school office to receive an account number and directions for use.
- C. Teachers can also be reached through their voice mail at school.

### **RCHS Students are expected to . . .**

- Be respectful of the Bible as it is the inspired Word of God
- Be respectful of all administration, teachers, office staff, and other staff employed by RCS.
- Be respectful of themselves and each other
- Be treated fairly, with respect and in a courteous manner
- Be responsible for their own actions and practice self-discipline
- Be considerate of each other’s space and welfare
- Be appreciative and understanding of the diversity of culture, heritage, and gender at RCS
- Be interactive with each other in a respectful manner, avoiding needless, hostile confrontations
- Be able to approach each other politely over matters of concern and conflict and, if necessary, seek help through adult mediation
- Be respectful and responsive to those adults in authority within the school community
- Be respectful of school and personal property
- Be appreciative and respectful of our campus and not tolerate vandalism, graffiti and litter

**Student enrollment at RCHS is dependent upon parent cooperation and support of school personnel and policies.**



## AUTHORITY OF SCHOOL OFFICIALS DURING SCHOOL HOURS

According to the California Education Code, students are under the authority of the school officials and are responsible for obeying the school rules while at school, while at a school activity, (including extracurricular events on and off campus) and while going to and from school or a school activity, even if the student is age 18 or older. **Ripon Christian is not responsible or liable for situations occurring outside school hours, school activities, or bus rides.**

### Ripon Christian High School Clock Schedule for 2024-2025

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:20 - 9:13	Period 1 8:20 - 9:13	Period 1 8:20 - 9:08	Period 1 8:20 - 9:13	Period 1 8:20 - 9:13
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Period 2 9:16 - 10:04	Period 2 9:16 - 10:04	Period 2 9:11 - 9:55	Period 2 9:16 - 10:04	Period 2 9:16 - 10:04
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Break 10:04 - 10:14	Break 10:04 - 10:14	Break 9:55 - 10:05	Break 10:04 - 10:14	Break 10:04 - 10:14
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Period 3 10:18 - 11:06	Period 3 10:18 - 11:06	Period 3 10:08 - 10:52	Period 3 10:18 - 11:06	Period 3 10:18 - 11:06
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Period 4 11:09 - 11:57	Period 4 11:09 - 11:57	Period 4 10:55 - 11:39	Period 4 11:09 - 11:57	Period 4 11:09 - 11:57
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Lunch 11:57 - 12:22	Lunch 11:57 - 12:22	<b>Chapel</b> 11:45 - 12:15	Lunch 11:57 - 12:22	Lunch 11:57 - 12:22
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Period 5 12:26 - 1:14	Period 5 12:26 - 1:14	Lunch 12:15 - 12:42	Period 5 12:26 - 1:14	Period 5 12:26 - 1:14
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Period 6 1:17 - 2:05	Period 6 1:17 - 2:05	Period 5 12:46 - 1:29	Period 6 1:17 - 2:05	Period 6 1:17 - 2:05
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Period 7 2:08 - 3:00	Period 7 2:08 - 3:00	Period 6 1:32 - 2:15	Period 7 2:08 - 3:00	Period 7 2:08 - 3:00
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		Period 7 2:18 - 3:00		

## 2:00 Dismissal schedule

Period 1	8:20 – 9:00	Period 5	11:23 – 12:03
Period 2	9:03 – 9:43	Lunch	12:03 – 12:31
Break	9:43 – 9:53	Period 6	12:35 – 1:15
Period 3	9:57 – 10:37	Period 7	1:18 -- 1:58
Period 4	10:40 – 11:20		

# ACADEMICS

## Achievement Testing

Academic achievement tests are administered each year for grades 9-11. Seniors are exempt from required standardized testing. Results of these tests are used for student placement in courses for the following year and evaluation of the present curriculum. Due to the importance of this evaluation, we ask that you do not schedule any activities that will remove you from class during the testing period.

## Specific Testing

Freshman Year	Measures of Academic Progress (MAP) Testing
Sophomore Year	Measures of Academic Progress (MAP) Testing
Junior Year	PSAT in the fall

## Counseling

Guidance services, which are available to every student in the school, include assistance with educational plans; interpretation of test scores; occupational and career information; study help; counseling concerning school, social or personal concerns; and exploring any question students want to discuss. Students should seek out a counselor or leave a message in the front office or at one of the guidance offices when the need arises.

Ripon Christian offers Biblical counseling services to students to help them:

- RECOGNIZE God's intentional design in His creation of man and that they clearly see the brokenness and hurtful default patterns that sin brings.
- RECEIVE deeply the love that God has for His children, find their identity in Him alone, passionately embrace the truths of God's Word, and graciously accept all of His promises.
- RENEW their minds with His never-changing truths over their ever-changing feelings and acknowledge a need for change and restoration in the power of Christ.
- RELY on the power of the Holy Spirit to create a deep desire to live all of life under Christ in obedience, embrace boldness in choosing to please God over self in all decisions and create new rhythms of renewal that will demonstrate trust in God's path and offer them overflowing joy and great hope for the future.

## Class Scheduling and Changes to Schedule

Each student will arrange a daily class schedule in consultation with a counselor or the principal. This schedule will be handed out on or before the first day of school. In order to maximize the continuity and consistency of your school day, program changes are kept to a minimum and are allowed for academic or administrative reasons only. No changes are ordinarily made after the second week of each semester without the express, written permission of the school principal.

## Final Exams

Students should not schedule any appointments, trips, etc. during the previous week and during the week of finals. The school dress code applies during exam week. To make up finals missed due to severe illness the student must make an appointment with the teacher.

## Grading Policy

To evaluate each student's progress systematically, we use the following Letter Grade system:

“A” (4 points) - The student more than meets the demands of the teacher. Work is promptly done and is of superior quality, showing mastery of the subject matter.

“B” (3 points) - The student meets the demands of the teacher. The work is of a superior nature with required work well done. The student exerts a positive influence on the class.

“C” (2 points) - The student completes all required work satisfactorily. Work is done on time with average quality and the student shows achievement.

“D” (1 point) - The student does not complete all assigned work. The student may be dependent on others, inconsistent, and confused. While his work is below average, the student shows some evidence of growth.

“F” (0 points) - The student is progressing unsatisfactorily and little academic growth is taking place. Irregular attendance may contribute to a failing grade.

A plus (+) or minus (-) will increase or decrease the points by .33. For the purpose of conversion between letter grades and numerical grades, the following grading scale has been adopted:

A (100-95)	B- (82-80)	D+ (69-67)
A- (94-90)	C+ (79-77)	D (66-63)
B+ (89-87)	C (76-73)	D- (62-60)
B (86-83)	C- (72-70)	F (59-0)

AP courses and Honors courses receive an extra point in the calculation of Grade Point Average used to determine Honor Roll and Rank-In-Class.

Please note that all students who take AP classes are required to take their AP exams on the specific days designated by the College Board. Students who are unable to take their exams on those specific days will be assigned to the designated “make up” test session, also set by the College Board.

## Report Cards

Report Cards are issued at the end of each quarter (approximately a nine week session). The only grades recorded on your permanent transcript are those that are awarded at the end of both semesters (December and May).

## Parents Web Account

RCCHS utilizes an 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. Faculty will update Parents Web weekly with assignment postings and grades. Log-on instructions and passwords are issued at the beginning of the school year through the administrative office. Parents are expected to use this resource consistently throughout the year and respond to communications from teachers.

## Graduation and Commencement Participation Requirements

Graduation exercises are held at the end of the school year. Participation in the graduation ceremony is a privilege and not a right. A student not completing required course work will not be permitted to participate in graduation ceremonies. Furthermore, students not displaying conduct worthy of this occasion will not be allowed to participate.

- A. Seniors must have passed all classes required for graduation.
- B. Any senior who is removed from school for a major suspension (3 days) during the last semester of his/her senior year may be subject to removal from commencement exercises.
- C. Seniors must be enrolled as a continuing RCHS student throughout the Spring Semester of his/her senior year.
- D. Any senior participating in a prank against RCS or RCS personnel may receive corrective action and discipline, including the possibility of suspension and disqualification from participation in commencement exercises.
- E. Seniors must have completed 250 units as follows:

### Curriculum Requirements for Graduation

English	40 credits
Math	30 credits
Science	30 credits
Social Studies	30 credits
Bible	20 credits
P.E.	20 credits
Health	5 credits
Foreign Language	20 credits
Fine Arts	10 credits
Christian Marriage & Family	5 credits
Electives	<u>40 credits</u>

250 Credits

A total of 250 credits are required for graduation. The credits beyond the required courses are selected from elective courses.

A student passing a semester class will earn five credits. Students taking seven classes during a semester may earn 35 credits. Students must be enrolled for an entire semester in order to earn the units of credit for that semester, unless the principal makes other provisions.

During the graduation ceremony, the class valedictorian and salutatorian will be recognized and will play a role in the ceremony. Eligibility to serve as either the class valedictorian or salutatorian is limited to students who have been enrolled at Ripon Christian for each semester of high school.

### Early Release / Late Arrival

Parents may initiate a request for late arrival or early release for a senior student to work, or attend college level or vocational courses elsewhere. Students must leave campus immediately after they are released and parents thereby assume full responsibility for their student at that time. Students that have late arrival are required to attend chapel on Thursdays and read the posted announcements. Absence from chapel will result in a behavioral notice. Students that have early release/late arrival are not permitted to loiter at school or in the student parking area.

# ATTENDANCE

School attendance is compulsory in the State of California. Christian education is a vital part of a student's growth. It is well understood that faithful and regular attendance in school is related to student progress and achievement. It is important that students take every opportunity to be in class each day. To be prompt, dependable, and present when expected are important parts to quality education.

## Procedures Regarding Attendance

Parents **MUST** contact the school at (209) 599-2155 or [upperschool@rcschools.com](mailto:upperschool@rcschools.com) by 9:30 a.m. to inform the school of a student's absence and indicate **WHY** the student is not in school that day. A message can be left on the high school voice mail the evening before or the morning before school is in session.

- When a student comes to school more than 10 minutes late or returns to school from an appointment he/she **MUST** check in at the office and get an admittance slip before being readmitted to class. A parent should phone the school, send a written note with the student, or send an email in this situation. Students forging signatures or altering notes will be disciplined. Notes of any kind for any reason may not be signed by a student even if he/she has been given permission to do so by a parent or guardian or is 18 years of age or older.
- The student is responsible for making up all work missed. The work should be completed within three school days after returning to school. *If you are back in class the day before a test, you will be expected to take the test immediately upon your return to school. The same expectations apply to turning in a paper or project.* Exceptions will be made for extended absences.
- If students miss class due to extra-curricular or sporting activities, they are responsible to make contact with the teacher prior to departure to obtain missed work. Tests and quizzes are to be made up the first available time after the student returns to school. No additional time will be given to students to make up tests.

## Absences

- A. **Absences** – The following are examples of absences:
- a. A parent calls to report a student illness;
  - b. All doctor and dentist appointments;
  - c. Deaths and funerals for immediate family members;
  - d. Funerals for close friends arranged in advance by a parent;
  - e. College Visits: Students in the 11<sup>th</sup> grade are allowed three college visit days per year. Students in the 12<sup>th</sup> grade are allowed four college visit days per year;
  - f. Absences due to a reasonable and legitimate family obligation with notice.
- B. **Truant** – Truancy is an absence without parent or school permission. Consequences for truancy may involve a detention or Saturday School for each incident.

## Total Absences

If you exceed 12 absences of any kind in one semester in any class or classes, you may receive no credit for that class or classes. A long-term illness exception may be granted by an appeal that includes a doctor's signed statement. School sponsored absences (i.e., field trips, etc.) are not considered absences.

## **Tardies**

Promptness to class, like regular attendance, is important to success. A tardy is defined as not being in the classroom or at the appropriate station when the bell rings. A student arriving at school within the first 10 minutes of the period with a note from the office verifying a doctor/dentist visit will not be given a tardy. First hour tardies may be waived at administration's discretion. There is ample time scheduled for everyone to arrive on time. Tardies will be reported to the office each day and accumulated over the course of a semester. **For every five tardies, a detention will be issued.** Please see the discipline section of this handbook for detention policy.

## **Permission to Leave Class**

Students may only leave class with the permission of the teacher. Students may NOT be excused from class to receive medicine from the office or to make copies (unless the student is a TA). Students who leave class without such permission or remain away much longer than originally authorized will receive disciplinary consequences. Students must also receive permission from a teacher to miss class in order to spend that class time with another instructor or in another area on campus.

## **Physical Education Classes (including Health and Strength and Conditioning)**

**Excuses** - Exemptions from participation in a PE class must be covered by a note from a parent. Exemptions lasting longer than three days require a doctor's note. Students who do not provide the proper notification will have their daily participation grade affected. Students who are not able to participate in PE class are not allowed to participate in athletic events on the same day without approval from the principal in consultation with the PE teacher.

**Uniforms** - Students are required to wear PE uniforms to class. Failure to wear the proper uniform will result in the student's daily participation grade being affected. Uniforms must have names clearly marked. Shirts may not be torn (sleeves or abdomen). Shirts (\$12) and shorts (\$12) can be purchased from the school.

**Lockers** - Students must purchase a lock for their PE locker to store clothes and valuables. It is the student's responsibility to keep all valuables locked at all times. Do not tell any classmates your combination.

## **Leaving School**

Once students arrive at school, they may not leave school until school is dismissed unless:

- A. Students who need to leave the campus for an appointment must present a parental note signed and dated to the office stating the specific reason why the student must leave early and the student is given permission to sign out.
- B. If a student becomes ill during the day, the student must come to the office to use the school phone or their cell phone to call home for permission to leave campus, sign out before leaving, or wait in the office for someone to pick them up.
- C. Parents only are allowed to take students to lunch but must abide by the allotted time. Being late to class is an unexcused tardy.
- D. Because Ripon Christian has a closed campus policy, students may not leave campus during the day, even with parental permission, to do things such as running errands, going for lunch or coffee with friends, or participating in any other outside of school activities. The school recognizes that there are necessary appointments which do require students to leave school with

parental permission during the day, but leaving for unnecessary reasons is not permitted.

### **Closed Campus**

Students are to remain on the school grounds throughout the school day from the moment of arrival in the morning until dismissal in the afternoon. If the student leaves campus without permission, he/she will be considered truant.

### **Student Area**

While students are at school and not in class, they are to be in the Student Center, the high school building or the lawn area behind the high school and between the music building and the portable classroom. This applies before school starts, during breaks, and during lunch. The parking lots are restricted and students must have office permission to go to their vehicle during the day. There is to be no loitering before or after school in the parking lot.

# STUDENT LIFE

## School Hours

Students who provide their own transportation or walk should plan their arrival so as to arrive after 8:00 a.m. unless they have an earlier appointment with a teacher. After school hours, a teacher, coach, or sponsor must supervise students working on special projects, using the weight room or practicing. Regular school hours are from 8:20 a.m. to 3:00 p.m. with the building being open from 8:00 a.m. to 3:30 p.m.

## Parent-Teacher Conferences

Conferences may be scheduled throughout the school year at the request of the parent, teacher and/or administrator.

## School Safety Procedures

Teachers and students annually review the Safety Manual, located 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. Depending on the situation, the school will attempt to communicate by means of the phone number listed as the emergency number.

## Library Services

- A. The purpose of a library is to provide materials for research, study, and reading. The library will generally be open during normal school hours and Monday through Thursday afternoons until 3:45. If no student is present by 3:15, the library will be closed for the day.
- B. A quiet atmosphere is conducive to productive study. Disruptive behavior will not be allowed.
- C. Library privileges will be revoked for students who do not cooperate with the library supervisor, who have overdue books or outstanding fines, or who deface or damage books or property.
- D. If students lose or damage library materials, they will be assessed the cost of the item.

**A student, who has not paid a fine or returned materials, will not be allowed to take exams at the end of the semester until the fine is paid and/or the materials are returned.**

## Service Hours

Each student is required to complete ten (10) hours of Christian Service per semester in each of the years they attend RCHS. Students failing to complete the required 10 hours per semester two weeks before exams may not take exams until the service hour requirement has been met. Additionally, students who refuse to meet these requirements may be denied re-enrollment for the following school year. Students will earn a behavioral for every day the required paperwork is late.

## Rationale:

The following Christian principles serve as basis for the program's goals, objectives and procedures:

- Each Christian is called to be a disciple of Jesus Christ.
- Each person is unique in personality and in gifts and talents.
- Christian discipleship is a life-long commitment.



To be a disciple of Jesus Christ is to follow His teaching and to imitate His example. The Christian, as a disciple of Jesus, is called to respond to the needs of others and to follow the example of Jesus in ministering to these needs.

Understanding the unique personality of each individual, and the combination of the gifts and talents each possess, the Christian Service program is flexible in the kinds of service required to utilize each student's unique contribution (I Peter 4:10-11).

To reinforce the ongoing need to service others as an expression of lifelong discipleship, the program calls for student involvement in the volunteer service during each year at RCHS. It is believed that this ongoing involvement will carry over into the adult Christian experience.

### **Guidelines:**

1. Ripon Christian High School requires that all students (grades 9-12) participate in the Christian Service Program.
2. Each student must complete 20 Christian Service hours for each year that they are enrolled at RCHS. A minimum of ten service hours for the first semester.
3. At least 5 of these service hours must be outside of church/school activities. (Note: This reflects the recommendation of the Service Hours Committee, which was approved at the 12/4/18 faculty meeting)
4. No payments may be received for services given.
5. Services given must be to people outside your immediate family.
6. 10 hours is the maximum that can be used for one activity.
7. School extracurricular activities do not count for service hours (Ex: Sports, Knightsounds, Band, etc.).
8. All service hours must be turned in two weeks prior to exams. Each day that it is late will earn the student a behavioral.
9. Students who complete more than 10 hours in the first semester may carry them over to the next semester, but they may not be carried over to the following school year.
10. Service hours can be earned throughout the summer, starting the first day of summer vacation.
11. As a general rule: mission trips will be allowed to count as a max of 10 service hours or two hours per day spent on a trip.
12. There is the opportunity to appeal this process if special circumstances arise. Send a letter explaining your appeal to Mrs. Bowman at RCHS and it will be brought before the committee.

### **Chapel**

To guide our students in their spiritual growth, we hold chapel services once a week. Services are led by faculty members, students, pastors, and other invited guests. The goal of each chapel is to worship God as part of our educational week. Students will receive a behavioral for inappropriate behavior during chapel.

In preparation for chapel, you are to:

- A. Come ready to hear God speak to you
- B. Do not take books or other study material into chapel
- C. Demonstrate proper courtesy and Christian hospitality to all speakers
- D. Maintain a proper attitude of respect and worship
- E. Not talk or distract others

F. Be seated in the area with your assigned teacher

### **Lunch Procedures**

Hot lunch may be purchased for Wednesdays at the start of the year. Other lunch items will be available for purchase on different days as fundraisers for different clubs. Drinks and frozen lunch items will be sold from the “Farm Box.”

Because Ripon Christian has a closed campus policy, students are not permitted (even with parental permission) to leave campus during lunch. Parents are also discouraged from bringing food or snacks to their students during the day.

### **Food During Class**

Unless authorized by the classroom teacher, no student will be allowed any food or drink (except water) during class.

### **Textbooks**

Textbooks will be distributed by teachers as needed in each class. Teachers will collect the books (or payment for missing books) before exams can be taken at the end of the semester. If a textbook is not returned (or paid for) the student may receive an “Incomplete” grade in that class until the matter is taken care of.

### **Identification Cards**

Each student receives a photo ID card early in the school year from pictures taken at the Knights’ Kick-Off. Many schools will require the use of this card at athletic events for students to qualify for lower admission rates. ID cards will be replaced at a cost of \$10.00

### **Lockers**

Locker assignments are made at the beginning of the school year. Students are to use only the locker assigned to them. You are responsible for the orderliness and care of your locker. Students may not share lockers. Students may not change lockers (i.e. locker is broken, jammed not just because of location) without obtaining permission from the office. RCHS is not responsible for the loss of items from lockers. **Notice:** You are responsible for all of your personal items (purses, money, cell phones, etc.) that you bring to school. While it is understood that many backpacks and bags do not fit into lockers, any loose books will be picked up, placed in the lost and found located in the office. Students are encouraged to purchase a school issued lock for their locker. If a student chooses to use a school lock, the combination must be on file with the administrative staff in the front office. You may not use a lock from home.

Student athletes are expected to store their extra-curricular athletic gear in the appropriate locker room or his/her car.

### **Skateboards**

Skateboarding is not allowed in any school building or on campus at any time, day or night.

### **Driving to School**

Students who wish to drive to school must purchase a parking permit from the high school office or at the

Knights' Kick-Off and be assigned a parking space. The student will choose their new parking space each year. The student will keep their permit until they graduate. There is no need to turn in the permit each year. Graduates may give their permit to a sibling, however, the sibling must sign up for the individual parking spot at Knights Kickoff. All Student vehicles must display a parking permit. The permit is to be hung on the rearview mirror or placed on the dash next to the windshield. The driver of any vehicle not displaying a parking permit and/or not parking in the assigned parking space will be fined \$25.00 and issued a permit for an additional \$20.00 if they do not have one.

Driving is a privilege, not a right. Students are not to loiter in the parking lot before and after school. The parking lots are restricted and students must have office permission to go to their vehicle during the day. Students are expected to drive carefully and cautiously on school property and all of Maple Avenue. When leaving school, students are to give school buses the opportunity to merge into Maple Avenue traffic ahead of them. Irresponsible driving, speeding, not parking in assigned parking spots, not displaying a parking permit, or endangering others may result in the following penalties:

- A. First Offense - \$25 fee and a behavioral notification
- B. Second Offense - \$25 fee, behavioral notification, and suspension of driving privileges for one week.
- C. Third Offense - \$50 fee, behavioral notification, and suspension of driving privileges for the remainder of the semester.
- D. Reckless driving may result in an immediate suspension of driving privileges.

Students are to park in their assigned parking spaces only. Students are not allowed to park on Maple Avenue. Failure to park in assigned spaces may result in a fine or loss of driving privileges at school. Where vehicles are parked inappropriately and need to be moved and there is no parking permit displayed for the school to identify its owner, the vehicle may be towed at the owner's expense. Students drive and park vehicles on school property or at school functions at their own risk. School personnel do not supervise the parking lot and the school is not responsible for the actions of other persons in the parking lot. Students are to lock their car as RCS is not responsible for valuables left in the car.

### **Public Displays of Affection (PDA)**

It is normal, good, and a part of God's plan that people become affectionate toward each other. Please refrain from inappropriate public displays of affection (i.e. kissing, hugging, sitting on laps, etc.). Holding hands is the only physical contact that is acceptable between couples on campus. A Behavioral Notice may be issued for PDA. Continued PDA will require parents being notified.

### **Sickness or Injury**

Minimal emergency first aid and pain reliever (Acetaminophen - 500mg each) are available in the office. Students may only ask for a pain reliever during breaks and will not be excused during class to make this request. The medical (emergency) forms returned at the beginning of the year should note any special or potential problems a student may have. You must bring all medicine, prescription or non-prescription, into the office in their original container(s). Teachers are not permitted to dispense medicine to you. In order for the office personnel to dispense medicine, a "Medication Consent Form" signed by your physician and parent(s) must be on file in the office. Please assist the office personnel by keeping the emergency contact information current. Students may not have any prescription drugs on their person, backpack, locker, or car. Students are not to distribute any kind of medication including aspirin and Tylenol. If a student becomes ill during the day, he/she must come to the office to use the school phone for free or their cell phone to call home for permission to leave campus, sign out before leaving, or wait in the office for someone to pick them up. If the office is unable to locate a parent, the office will make the

determination to call the paramedics who will make a courtesy call and assess the situation for free to determine if they need to go to the Emergency Room.

### **Communication**

A daily informational bulletin is read to students at the beginning of second period. It is also posted on the office window for those who arrive late or were not able to hear the announcements.

### **Cell Phones and Smart Wearable Devices**

At the beginning of each class period, students must place their phones in the assigned number pocket hanging on the classroom door or wall. Any smart wearable device (device), such as a watch, must be placed in the student's bag or an assigned number pocket. It is not permitted to be on the student's person during the class period.

At no time during the class period may a student retrieve their phone or device, including for any academic purposes. Do not request permission from teachers, as permission will not be granted.

At the end of the class period, students will retrieve their phones and devices from the numbered pocket in a calm and orderly manner as directed by the teacher. At no time may a student retrieve another student's property. Taking another student's property from the numbered property will result in a minimum disciplinary action of a detention, and disciplinary action will escalate proportional to the severity of the infraction.

While discouraged, students are permitted to use their phones between classes, during morning break, and during noon hour in the hallways or outside. Students may never use phones in restrooms or locker rooms. Students are not permitted to have their phones out during chapel unless given specific permission.

Failure to comply with placing your phone in the pocket, wearing your device during class, or using your phone when not permitted will result in the consequences listed below. **The consequences are cumulative over the course of the year and will not reset at the semester break.**

**1st Offense:** Behavioral, loss of cell phone for the day, pick up at office at end of day.

**2nd and 3rd Offense:** Detention, loss of cell phone for the day, parent pick up of the phone at the office at the end of day.

**4th Offense and Beyond:** Detention, loss of cell phone for the day, parent pick up of the phone at the office at the end of day, check in of the phone with the office daily for the next five consecutive days.

If a student attempts to place a "dummy" phone in the pocket and is caught, both the student phone and the dummy phone will be confiscated. This will count as an offense under the above cell phone policy, however, the consequence will be treated as a fourth offense.

### **MP3 Players, iPods, Phones with earbuds, airpods, etc.**

Students may use portable listening devices in classrooms if they have permission from the classroom teacher. This includes before school, all breaks and the lunch period. Ripon Christian has limited means of investigating the loss of stolen property and will not replace stolen or lost electronics.

### **Work Permits**

Applications for work permits may be obtained from the RCHS office.

## **POLICIES**

## **Exam Exemption Policy**

Exams will be given in most classes at the end of each semester. Exams count as 10% of the semester grade. All exam exemptions must be with teacher permission. Students will receive one exam exception per semester if:

- A. Student has not received a detention, a Saturday school, or a suspension during the semester
- B. Student is receiving a passing grade (60% or higher) in that course
- C. Student has completed all Service Hour requirements for the semester
- A. Student has not missed more than 12 classes over the course of the semester. An exception to this policy may be considered if the family produces a signed doctor's note.

## **Senior Exam Exemptions**

Seniors may be exempt from second semester exams in any course if:

- A. Student has not a detention, a Saturday school, or a suspension during the semester
- B. Student has a grade of 80% or higher at the end of the semester in the course they wish to exempt
- C. Student has completed all Service Hour requirements for the semester.
- D. Student has not missed more than 12 classes over the course of the semester. An exception to this policy may be considered if the family produces a signed doctor's note.

## **Policy on Violence**

The school administrator may suspend and/or recommend for expulsion for the remainder of the semester or year, any student who:

- A. Commits any acts of violence against any person at Ripon Christian or at any school function.
- B. Threatens to cause great bodily harm to any person at Ripon Christian or at any school function.
- C. Possesses any dangerous items (firearms, knives, explosive devices, or other dangerous objects) as specified in the California State Education Code #48900 on the grounds of Ripon Christian Schools or at any school function.
- D. Commits the crime of robbery or the crime of extortion as defined in California Penal Code.

The Executive Committee of the Ripon Christian School Board and the appropriate school administrator(s) shall review the recommended expulsion. The committee shall review the details of the incident, interview such witnesses as may be appropriate, view contraband seized in conjunction with the incident (if the contraband can be viewed safely), and shall consider the past history and character of the student recommended for expulsion. If the student is allowed to continue enrollment, the student will be on probation for the remainder of the current semester or the remainder of the current school year at the committee's discretion. The board committee should ordinarily meet within five school days of the incident and will hand down its decision in a timely manner.

## **Anti-Harassment Policy**

Ripon Christian School intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted. Ripon Christian Schools does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present on the campus. Any person who believes he or she has been subjected to harassment should report it to an appropriate superior. A student may report to a teacher, counselor, or administrator. Employees may report to any administrator. Retaliation against anyone who made a complaint will not be tolerated. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy may be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

### **Sexual Harassment Policy**

Ripon Christian School intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making inappropriate sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or a school employee will not be tolerated. Complaints should be reported to the administration or counselor. Retaliation against anyone who made a complaint will not be tolerated. A violation of this policy may result in appropriate disciplinary and corrective action, up to and including expulsion.

Inappropriate electronic communication, which involves sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device, is also a violation of this policy. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy; a violation which will result in school discipline, up to and including expulsion, and the possible notification of law enforcement. Students are required to report any such activities to a teacher or school administrator.

### **Student Search and Seizure Policy**

School officials may search any individual student, his/her property, or school property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property which may be searched by school officials includes, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on school property or in the immediate vicinity of the school, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or school property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Searches of individual student's person shall be conducted in the presence of at least two school employees. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

### **Use of Contraband Detection Dogs Policy**

In an effort to keep the school free of illegal substances, the school may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of items prohibited by law or school policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on school property or at school sponsored events. The above inspections will be unannounced.

Prior to conducting an inspection, students will be asked to leave the room that will be subject to the canine sniff. The dog's handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, will be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto school property will be asked to unlock it for inspection.

### **Illegal Drugs and Alcohol Policy**

Any student suspected of having consumed an alcoholic beverage may be breathalyzed by the Administration. A breathalyzer may be used by a school administrator or teacher in charge at school events, including, but not limited to, athletic events and field trips. Students will be tested randomly as a result of using a routine pattern testing model, or if the student's behavior provides reasonable suspicion that he/she may be under the influence of alcohol. If a student tests positively with the breathalyzer, the student's parents and possibly law enforcement will be notified and the student will be removed from the school or event.

RC has the right to drug test any student where there is reasonable suspicion. Any student found in possession of an alcoholic beverage or other illegal drug on campus, or who has consumed an alcoholic beverage or other illegal drug elsewhere and appears on the school grounds or at any school activity, on or off campus, will be suspended for up to five full school days and placed on probation with all the following conditions and restrictions on return to RCHS:

- A. A satisfactory conference with the parents, student and principal
- B. Removal from all extra-curricular activities for one calendar year
- C. Removal of the privilege to attend any school function, except classes, for one calendar year
- E. The student may, after 45 days of Ripon Christian School attendance, request to meet with the Executive Committee of the School Board for a POSSIBLE release from conditions B and C.
- F. Maintenance of acceptable citizenship, attendance, and scholastic record for one calendar year from the date of infraction
- G. Failure to comply with any of the above conditions will result in suspension with expulsion proceedings to begin immediately.
- H. A second alcoholic beverage or other illegal drug related offense anytime during the student's attendance at Ripon Christian, prior to graduation, would result in suspension with expulsion proceedings to begin immediately. Any student who is already on behavior probation from a previous suspension will be expelled for at least one full semester. If the student returns to Ripon Christian High School, it will only be under the before mentioned conditions and restrictions.
- I. Any student involved in the sale or distribution of a legally controlled substance for the purpose of gain, whether on or off campus shall be recommended for immediate and permanent expulsion to the School Board. The appropriate law enforcement agencies will be notified.

## **Tobacco Policy**

Ripon Christian is a tobacco-free campus. Students possessing or using tobacco products including vaping devices or other tobacco paraphernalia will be considered in violation of the tobacco policy. This policy pertains to students walking or in vehicles in the immediate vicinity of the school buildings including all of Maple Avenue, school buses, athletic contests home or away, and school-sponsored functions on or off campus. The penalties for the use of tobacco products are:

- A. The first offense may result in a suspension.
- B. The second offense may result in a conference with parent, student, and administration and further disciplinary action.
- C. Subsequent offenses will result in further disciplinary actions up to and including expulsion.



Our discipline code consists of the following: behavior notices, detentions, Saturday Schools, and out-of-school suspensions. All students begin each semester with a clean slate. Classroom misconduct, dress code violations, parking/driving violations and cumulative tardiness are examples of behavior that warrants the assignment of a detention or Saturday School. Excessive student discipline may warrant placing a student on probation for the remainder of the school year with the loss of privileges, etc.

In order to ensure the safe, secure and harassment-free learning environment of RCHS, the administration reserves the right to recommend the removal of any student who poses a threat, real or perceived, to any RCS student or staff member.

As part of the discipline/restoration process, school administration may require students to participate in counseling sessions on campus with one of our Upper School counselors.

**Behavioral Notices** may be issued to students for minor behavioral concerns. After three behavioral notices, a student will be issued a detention.

**Detentions** are scheduled from 7:00 am to 8:00 am on select mornings throughout the school year. **There will be a \$5.00 fine for each detention served which must be paid at the beginning of your detention.** Detentions are considered a form of disciplinary punishment and should be regarded as such by the student. If students cannot serve an assigned detention, they must speak to the administrative staff prior to the scheduled detention to reschedule. Failure to appear for an assigned detention will result in rescheduling the missed detention and receiving an additional detention.

**Saturday School:** You will receive the following upon receiving your 5<sup>th</sup> detention

- (a) a Saturday School
- (b) \$25 fine

Subsequent detentions - Suspension or other disciplinary action determined by administration.

### **Suspension and Expulsion**

There may be infractions that must be dealt with immediately which do not follow the normal discipline procedure. Students will be sent immediately to the office for serious infractions. Administration may suspend students who exhibit defiance or serious violations of rules and standards.

A parent or guardian will be notified if a student is assigned a suspension. During the time of suspension, the student is expected to make up all work missed. Also, the student is not to be on campus for any reason including attendance at extracurricular activities. Continued suspensions may result in a recommendation of expulsion.

It may be necessary to expel for infractions of a very serious nature such as use of alcohol and drugs, possession of a weapon, violent threats, deliberately and falsely setting off a fire alarm or calling emergency vehicles. These infractions are considered especially serious if accompanied with a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior that are opposed to the philosophical, religious, and organizational standards of the school. The Executive Committee of the School Board will determine expulsion. The School Board or its representatives will re-interview families of expelled students before they are readmitted for a new semester.

# STUDENT CONDUCT

Ripon Christian High School students are expected to make every effort to maintain standards of behavior that conform to God's standard. The fruit of the Spirit (Galatians 5:22-23) should become more evident each day as students grow and mature in their faith. Among the attitudes we expect to see are: reverence and obedience to God and His Word; courteous and respectful attitudes toward other students; full cooperation with the classroom teachers; respectful attitude to all other adults; avoidance of all profanity; and no loud, offensive, or harassing type language.

The school will encourage proper conduct in both the positive and negative sense. Doing that which is right should be the main focus for guiding conduct. But institutional integrity also requires the exercise of disciplinary action. Students will need to abide by classroom and school rules and principles. Our school should be free of offensive behavior.

Students who violate the principles of good conduct during school hours or at school events will be subject to school discipline. Note: Attendance at school-sponsored events or activities is a privilege, not a right. Administration has the authority to take away this privilege. Although the school will not normally discipline students for violating the conduct rules outside of school or school events, students involved in a public misdemeanor may lose the privilege of representing the school in a school activity such as choir tour, presentation of a play, sports, etc. The board reserves the right to suspend or expel a student based on involvement in a criminal action. A school event is understood to be an event involving our students and given direction by, or sponsored by, a staff member, coach, the student council, or administration.

**Dress Code:** Our appearance, like all of life, must honor God. As adults dress appropriately for their jobs, students should dress suitably for school. Clothing, hairstyle, and general appearance should contribute to a healthy academic environment. Extremes of clothing or grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate. Moderation and modesty are virtues that should be obvious in our school. Our dress code guidelines include:

- A. All students are to wear the approved RC standardized polo shirt when **on campus**, before school and after school, each day of attendance **including exam days**. The shirt is not to be altered in any manner and is to be appropriately sized. The polo is to be visible at all times. Sweatshirts, sweaters, and jackets may be worn over the polo.
- B. All clothing must be clean and neat.
- C. 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. Attire that reveals underwear will be deemed inappropriate and/or immodest.
- D. Cut-offs and spandex shorts are not allowed for boys or girls.
- E. Students are prohibited from wearing their sports uniform bottoms during school unless instructed to dress out for an early departure.
- F. Jeans and other pants may not be torn, slit, or have holes. Pants for girls should fit appropriately (no yoga pants/jeggings) and should not be too low so as to reveal underwear. Pants for boys must be worn at the waist, not sagging so as to reveal underwear. Pajamas and slippers may not be worn to school except on designated days only.
- G. Clothing, backpacks, binders, or jewelry promoting anti-Christian thought, (e.g., skulls and crossbones) insignias, writing, or pictures which promote secular music groups, alcohol, tobacco, controlled substances, or sexually suggestive situations are prohibited. Pants (including P.E. outerwear) may not have words across the backside.
- H. No hats, caps, beanies, or sunglasses are to be worn inside the buildings **at any point** during the school day, including breaks and lunch hour. **This includes hoods from sweaters, jackets, or sweatshirts.**

- I. Boys: Wearing of earrings or pierced jewelry is prohibited on any body part. This includes nose/tongue/ear expanders/piercing or gauging. Girls: Wearing of pierced earrings is permitted in moderation. No nose/tongue/ear expanders/piercing or gauging.
- J. A school provided uniform is required for the following classes: PE, Strength and Conditioning
- K. Hair must be neat with no extremes of color or style (i.e. Mohawk, shaved patterns, unnatural colors, etc.) Hair may not hang in eyes.
- L. Students are to wear shoes at all times. Flip-flops are acceptable (except during P.E.), however, slippers are not allowed.

The faculty and administration will decide what is appropriate.  
A good rule to follow is: "If you doubt its acceptability, don't wear it!"

A single dress code violation will result in a behavioral, while continuous violations will be subject to further discipline as determined by the Administration.

### **Honesty**

An increasing awareness of personal integrity, honesty, and obedience to God's Word is one of the most important Biblical, moral, and social values that a Christian school must stress. To emphasize the importance of honesty, the Board has adopted the following policy:

"For any dishonesty or cheating of which the teacher becomes aware and which can be validated, whether in classroom testing, daily work, memory work, or reference work, in class or out of class, the consequence may be a "0" for the test or assignment and a detention.

### **Plagiarism**

Plagiarism is the act of presenting someone else's work or ideas as a student's own. The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials.

Plagiarism is a form of dishonesty or cheating. Therefore a student who copies another's paper completely or in part is guilty of plagiarism. A student who purchases or steals an essay from the Internet and claims it as his/her own is guilty of plagiarism. A student who copies passages, ideas, statistics or wording from a book, periodical, website or other source and claims it as his own without parenthetical citations and a listing on a works cited page is guilty of plagiarism.

Since plagiarism is cheating, the student involved may receive the consequences as defined above under the Honesty Policy. According to the teacher's discretion, the student may be given the chance to redo the paper for a lowered grade.

The following guidelines will help students avoid plagiarism:

- A. When using a writer's ideas, the name of the author and the work in which the idea was found should be cited.
- B. A student must give a new citation even when using additional information from a previously cited source.
- C. Anytime passages are used word for word, they must be put in quotation marks followed by a citation. Even when summarizing or paraphrasing, a student must remember to use quotation marks around key words or phrases taken directly from the source followed immediately by a new citation.

D. Students should follow the MLA guidelines for citations found in their Writer's Inc. book.  
**Remember: You must cite everything you borrow, unless you are sure that the information is common knowledge.**

### **Care of School Property**

Willful damage or theft of any school, student or employee property may result in disciplinary action up to and including expulsion. In addition, repair and/or payment for damage must be made.

### **Bus Behavior**

Students must cooperate in obeying the following rules. Do not expect your driver to make exceptions since you will be asking him to break the law, which will jeopardize his/her license. Any student who violates safety and/or behavior guidelines established for student conduct on RCS transportation/buses is subject to losing the privilege of being transported by RCS provided bus services. Anytime RCHS students are transported in a school bus, they shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus.

PLEASE NOTE: Regulations of the State Board of Education states the following: "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." (Article IV-1085)

### **Busing Guidelines**

- A. Students must be waiting at the bus stop five minutes before the scheduled pick-up time.
- B. Students are expected to cooperate and obey the directions of the bus driver.
- C. Rowdiness will NOT be tolerated. This includes shoving, hitting, wrestling, throwing, etc.
- D. No student is to leave a seat while the bus is in motion.
- E. No eating or drinking on the bus.
- F. Paper/debris is not to be thrown on the floor or out of the windows.
- G. No objects of any kind are to be thrown out of the windows.
- H. Heads and arms are to be kept inside the bus at all times.
- I. Students are not to shout at, talk to, or gesture to pedestrians or motorists.
- J. After leaving the bus, students must go directly to their homes.
- K. Parental permission to leave or board a bus at other than a normal stop has to be cleared with the school and given to the bus driver in writing.
- L. Students are to report any damage to seats or other parts of the bus so that they may not be charged with responsibility for such damage.
- M. Any student scratching, cutting, or damaging any part of the bus will be charged for such damage and suspended from riding for a period of time.
- N. No animals or insects, dead or alive, may be transported on the bus.
- O. Any student persisting in disobeying the rules will be denied transportation.

### **Foggy Day Bus Procedure**

Since buses travel within a 30-mile radius from the school in all directions, fog conditions may vary widely from one route to another. We have adopted the policy that individual drivers may postpone departure of their buses based on conditions prevailing on their routes. The driver will call parents at various points on the route notifying them of a delay and ask them to call the other parents after them on the bus list notifying them of the anticipated delay.

## **Emergency School Closings**

In the event of an emergency school closing due to weather or unforeseen circumstances, you will be contacted.

## **Emergency Drills**

State Law requires periodic disaster preparedness drills, such as bus-evacuation drills. You are expected to obey the instructions of your teacher, supervisor, or bus driver during these drills. The protective techniques that are practiced in a disaster drill will further reduce the likelihood that you will be injured if a disaster occurs.

## **Computer Use**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. The use of the computing resources at Ripon Christian School is a privilege, not a right. The expectation is that students will respect this privilege and act responsibly. Students must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, rules and regulations. Violation of any of the policy rules or attempts to circumvent the school's website blocker will result in disciplinary action up to and including expulsion/legal prosecution.

Students will be provided with a limited amount of digital storage on the school server during the school year. All student files will be erased at the end of the school year. It is the students' responsibility to remove any and all files prior to the end of the school year that they intend to keep.

## **Internet Access**

Internet access is available at Ripon Christian High School in the classrooms, the library, computer lab and our wireless network. The Internet offers vast resources promoting educational excellence. It can magnify what is good in the world and what is sinful and corrupt. Therefore, in the area of Internet use, much responsibility and restraint is required. Students are required to follow all rules regarding Internet usage. Violation of any rules will result in disciplinary action.

- A. 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.
- B. Do not use a computer account that you do not have the authority to use.
- C. Do not obtain or use a password for someone else's account.
- D. Do not use or copy any software without permission.
- E. Do not install or run any executable files brought in by the student or downloaded from the Internet.
- F. Do not perform any act that will hinder the normal operation of computers, printers, or networks.
- G. Do not tie up any computer, including Internet, doing unproductive work. This includes, unnecessary print jobs, any large downloads, and playing games.

## **Internet Usage**

- A. Do not use search engines to obtain inappropriate materials. Do not upload, download or publish any form of pornographic, violent, illegal, or inappropriate material.
- B. Do not use chat rooms, instant messaging programs, or any communications software.
- C. Do not use any form of Internet communications (chat room, IM, email) to harass or harm others. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation of RCS computer policy.
- D. Do not use the Internet to gamble or steal.
- E. Do not download materials to use as original work.
- F. Do not reveal your address or phone number or any person's address/phone number over the Internet.
- G. Do not download any kind of material (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.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Student Extra-Curricular Activities**

- A. **CLASS ORGANIZATION** - Each class is assigned faculty sponsors who act as advisors on all class projects.
- B. **CLASS ACTIVITIES** - Class fundraisers need approval of faculty sponsors and the principal at least two weeks in advance. Class funds are needed for class activities, Junior-Senior Banquet, Grad Night activities, and a class gift at graduation. Planning should begin early in the freshmen year.
- C. **PUBLICATIONS** - Our yearbook, the Lance, will be distributed during the summer following the school year.
- D. **MUSIC** - extracurricular music groups may perform at concerts and provide special music in churches.

### **Concert Behavior**

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

- A. 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.
- B. Student participants must be in their assigned places by the time designated by the director(s).
- C. Student musicians are expected to stay for the full concert. Doing so respects all student musicians 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 does not allow this requirement to be fulfilled.
- D. 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.

## **Class Fundraising**

Each class will participate in fundraisers throughout the school year. Faculty advisors will share details with students and parents when specific plans have been made.

## **Extra-Curricular Athletics**

Athletic Handbooks will be provided by the Athletic Director.

The Athletic Program has definite educational goals. The highest of these goals is to bring athletics under the Lordship of Jesus Christ by teaching Christian commitment and joyful living through the student's athletic experience. Along with health fitness and motor proficiency, participation in sports teaches citizenship, respect for authority, self-discipline, self-control, the pursuit of excellence, and the means to deal with success and failure. Ripon Christian High School's interscholastic athletic program provides opportunities for student-athletes to participate at a high level of play as part of the Southern League (SL) in the Sac-Joaquin Section of the California Interscholastic Federation (CIF). The most qualified student-athletes are selected in order to field highly competitive sports teams. Student-athletes are asked to demonstrate a willingness to sacrifice time, give an intense effort, and place team above self-interests. Student-athletes at RCHS are expected to sign and abide by the "Athletic Contract" developed by the Athletic Department.

Students at RCHS may choose from a number of sports teams. Golf and volleyball for girls, football for boys, cheerleading for girls during football games, and cross country for boys and girls are offered during the fall season. Basketball for both boys and girls is available in the winter season along with cheerleading for girls, and soccer for boys and girls. Selection of cheerleaders is made near the end of the previous school year. In the spring, boys may play baseball, tennis, golf, or volleyball, while girls may compete in softball and tennis. Student-athletes are required to have the following on file with the Athletic Director before they can practice on any RCHS sports team: 1) evidence of a positive physical exam performed by a licensed physician; 2) proof of health care insurance; 3) appropriate medical documentation; and 4) an athletic contract signed by the student-athlete and his/her parent or guardian.

Attendance at school is compulsory. Student athletes must attend a minimum of one-half day of school (this includes students with late arrival and early release) in order to participate in athletic games or practice.

### **State (CIF) Eligibility Requirements (For Athletes Only)**

Any student whose semester grade point average is less than 2.0 will be on probation during the following quarter. If a student who is on probation does not obtain a 2.0 grade point average for the next quarter, that student will be ineligible until he/she has earned a 2.0 grade point average for a nine-week grading period. At that point the student will again be eligible. First semester freshman eligibility is based on a student's second semester eighth grade performance. A student who is CIF ineligible may participate in practice at the coach's discretion, but may not participate in interscholastic games or scrimmages.

### **RCHS Eligibility Requirements for Extra-Curricular Activities and Athletics**

Participation in extracurricular activities is a privilege. It is presumed that students who are representing Ripon Christian High School in various activities are maximizing the educational opportunities that are available to them. We want to encourage every student to focus on academic excellence as a priority at RCHS. Consequently, continued eligibility for participation in extracurricular activities is contingent upon the student maintaining at least a 2.0 grade point average with no (F) grades. Grading periods for RCHS extra-curricular activities will be: first quarter, first semester, third quarter, second semester.

- A. If the student does not maintain a 2.00 grade point average or has a failing grade (F) at the end of a nine week grading period, a period of nine weeks of probation will be enforced.
- B. During this eligibility probationary period, the student will be permitted to practice and participate in extracurricular contests and activities.
- C. At the conclusion of the probationary period of nine weeks, a student who has improved his/her grade point average to 2.0 and has no failing grades will be eligible for extra-curricular activities.
- D. In the event a student receives below a 2.0 grade point average and/or an F grade after the probationary period of nine weeks, the student will be declared ineligible to participate.
- E. No probation period is available if a student fails two classes; immediate ineligibility is enforced.
- F. A student must be aware that the final grades of the 2<sup>nd</sup> semester of the previous school year determine eligibility or probation for the first nine weeks of the following school year.
- G. A student's grades will be monitored on a year round basis which could result in probation and/or ineligibility occurring outside the season of a particular sport.
- H. First semester freshman eligibility is based on a student's second semester 8th grade performance. Students who do not meet eligibility expectations will be placed on probation for the first quarter of the freshman year.
- I. Every transfer student will be evaluated as to eligibility based on the previous marking period grades prior to entering Ripon Christian High School in accordance with existing RCHS academic policy as well as CIF rules and policy.

The dates chosen by Ripon Christian High School for eligibility determination are approximately:

1 <sup>st</sup> quarter ends:	10/11/2024	Eligibility date:	10/20/2024
1 <sup>st</sup> semester ends:	12/20/2024	Eligibility date:	01/6/2025
3 <sup>rd</sup> quarter ends:	03/14/2025	Eligibility date:	03/24/2025
2 <sup>nd</sup> semester ends:	05/23/2025	Eligibility date:	06/02/2025

### **Extra-Curricular / Athletic Conduct Participation Responsibilities**

Extra-curricular activities at Ripon Christian High School include all athletic teams, musical groups, dramatic performances, and student government participants. As you participate in these activities, you are representing Ripon Christian High School, your parents, and our Lord Jesus Christ. Your behavior at school, at practices, at performances, at games, and in the community at large must be a reflection of actions that are God-honoring and in compliance with certain stated guidelines.

As a representative of Ripon Christian High School, you are expected to exhibit respect for peers, teammates, sponsors/coaches, teachers, parents, officials, and the institutions associated with your activity—on the field, on campus, in the classroom, and in the community.

Students representing Ripon Christian High School at athletic events as participants or spectators during any extra-curricular event are expected to demonstrate Christ-like behavior at all times. They are to adhere to the following CIF “Pursuing Victory with Honor” Program (Students and non-students alike).

#### **Be a fan of character:**

- R**espect all participants, officials and coaches
- E**ncourage fair play
- S**et high standards of conduct
- P**rovide a safe environment for athletic competition
- E**xemplify a true fan of character
- C**heer for your student athletes, not against the opponent
- T**each through your actions



As adult behavior affects student behavior, spectators should encourage all people to observe the LEAGUE'S CODE OF ETHICS. Those who repeatedly engage in inappropriate behavior will be immediately reported to the proper authorities and removed from the activity or event.

### **Student Participants and School Responsibility**

Extra-curricular participants should make a sincere effort to do their best in the classroom. Students should plan their time commitments so that sufficient time and energy can be given to studies. Participants should give proper attention to details regarding meeting times, practice times, game times, and bus departure times. Always consult your sponsor or coach if you are going to be late for a meeting, practice or a competition/performance. Being tardy or absent may result in reduced participation time, additional practice time, or removal from the activity/team. Students will be responsible for any and all classes that are partially or totally missed. Responsibilities include turning in assignments and arranging for the taking of tests that will be missed ahead of time (before you leave for the contest) or the following day as decided by the teacher. Failure to accept responsibility for academic work missed may result in probation/ineligibility. All those who participate in extra-curricular activities must attend a minimum of four full periods or one-half day of school (this includes students with late arrival and early release) during the day in order to participate on the day of a game/event/practice.

### **Equipment**

RCCHS provides most of the equipment and uniforms used in extra-curricular activities. Proper care and return of equipment and uniforms is required. The sponsor/coach will check out all equipment and uniforms. Uniforms should be kept at home until the day of the game/performance. Students are expected to return the equipment and uniforms checked out to them to their sponsor/coach within one week of the conclusion of the season or activity. Uniforms should be returned clean and ready for storage. Participants are responsible for the care and security of such items and are financially responsible for damaged, lost, or stolen items. Students will receive a behavioral for each day their uniform is late past the due date.

### **Activities / Games / Transportation / Auto Insurance / Liability Waiver**

Ripon Christian Schools provides transportation to all extracurricular events. When school owned vehicles are available, they will be used. Participants must be at school 15 minutes before the scheduled departure time. The bus will not wait. Participants who miss the school provided transportation will have reduced participation time. Sponsors/coaches will establish appropriate attire for the activity, and all student participants will dress accordingly. Athletes will supply their own towels for away games. Athletes forgetting a uniform or footwear will not borrow from a non-starter. When school transportation is not available, transportation will be arranged using parent owned vehicles. Parents may give their son/daughter a ride home from an activity/athletic contest, but they MUST communicate with the sponsor/coach in a timely manner first.

All parents transporting students other than their own child to/from a school function will need to submit a copy of their driver's license and proof of car insurance ahead of time to the advisor in charge. For athletic activities, this information needs to be on file with the Athletic Director. Other students may ride with another student's parent if they have a signed note giving permission and releasing the school of any liability and this request is communicated with the coach. When using school provided transportation, the driver and sponsor/coach are responsible for your conduct and are to be respected at all times. When using a school bus for transportation to an event, the bus rules outlined in the student handbook apply.

In order for a student to participate in any on- or off-campus, school-related activity (e.g., Field Day, field trips, classrooms, labs, sporting events, swim parties), a parent/guardian will need to complete the waiver

on the last page of this handbook. Signing this form is a condition of enrollment.

### **Athletic Physicals**

Athletes are required to pass a yearly physical examination prior to participation in school athletics. The record of the physical examination must be on file with the Athletic Director before a student can begin practice.

### **Accident Insurance**

Ripon Christian School does not provide accident insurance for students at school or off-campus, school-related functions.

### **Quitting an Activity**

Students at RCHS are encouraged to try a variety of activities and sports, but they may find that they are over committed, or have lost interest in the activity. Quitting the activity should be a last resort because it puts strain on the other participants. Quitting the activity will normally result in the student forfeiting the opportunity to participate in the next offered sport or activity. A participant contemplating quitting an activity must have a meeting with the sponsor/coach and an administrator to discuss the issues and concerns. Students, with administrative approval, may quit an activity without penalty if: 1) they get a note from their parents stating that their academic record or health requires it or 2) they quit the activity during the first two weeks of rehearsal or practice.

**Athletics - Illegal Drugs and Alcohol Policy** – see page 23

**Athletics - Tobacco Policy** – see page 24

### **Criteria for Earning a Ripon Christian High School Letter/Award**

- A. The Ripon Christian High School letter is a symbol of the school's wish to acknowledge, thank, and honor those students who have, through their extra effort, dedication, and loyalty, brought distinction or given service to this institution.
- B. The school letter is an 8-inch gold block "RC" with blue trim. It can be worn on the blue school jacket/sweater.
- C. Letters will be awarded at a special assembly at the end of the school year. Only 1 letter is awarded to each student in his/her high school career at RC.
- D. A school letter will be awarded after the student has earned 50 points in any combination of activities or when the student has participated for 3 years in any one of the following activities: any sport, Knightsounds, a major robotics role, or a major role in 6 plays.
- E. Transfer students who enter RCHS from another school system may receive credit for their extracurricular and service activities in their former school (whether or not RC has that activity) according to the following schedule:
  - 1. Entering during freshmen year: up to 10 of the total points needed for an RC letter
  - 2. Entering as a sophomore: up to 20 of the total points needed
  - 3. Entering as a junior: up to 30 of the total points needed
  - 4. Entering as a senior: up to 40 of the total points needed

5. Up to 2 years of participation in one of the specific activities listed above.
6. The “letter coordinator” will review the student’s record at his/her previous school and assign the appropriate points to the student’s RCHS activity record.

The points for a RCHS school letter will be distributed as follows:

1. Sports:
  - If a student does not complete the season for any reason other than injury, no points are awarded.
  - Points are awarded on participation/commitment, not playing time.
    - a. All participants in a varsity sport (including cheerleading) . . . . . 0-10 pts.
    - b. All participants in a JV, novice, or freshmen . . . . . 0-8 pts.
    - c. Team managers and statisticians . . . . . 0-5 pts.
    - d. Varsity team manager attending all practices and games . . . . . 0-8 pts.
  
2. Drama:
  - Points are awarded separately for the fall and spring plays
  - Approximately 1 pt. should be assigned for every 10 hours of participation
    - a. Acting role . . . . . 0-5 pts.
    - b. Committee member . . . . . 0-5 pts.
  
3. Robotics and FFA. . . . . 0-10 pts.
  - Approximately 1 pt. assigned for every 10 hours of participation outside of school
  
4. Student Leadership:
  - a. 9<sup>th</sup> and 10<sup>th</sup> grade class representatives . . . . . 0-3 pts.
  - b. 11<sup>th</sup> and 12<sup>th</sup> grade class representatives . . . . . 0-5 pts.
  - c. JSB Committee Chair . . . . . 0-2 pts.
  
5. Music:
  - a. Knightsounds . . . . . 0-10 pts.
  - b. Other music department sponsored organizations . . . . . 0-5 pts.  
(Knightingales, Knightjazz, etc.)  
-points awarded for full-year participation
  - c. Pep band . . . . . 0-3 pts.  
-no points if course required participation or offers extra credit
  - d. Handbells . . . . . 0-3 pts.
  
6. Other Clubs/Organizations . . . . . 0-2 pts.
  - School Bible study groups, FCA, CSF, etc.  
(only for regular attending members meeting a minimum of 10 hrs./pt.)
  - Leadership/Officers . . . . . 0-3 pts.
  
7. Debate . . . . . 0-10 pts.
  - Points only given for time spent outside of class, approximately 10 hours per point given.
  
8. Yearbook . . . . . 0-3 pts.
  - Points awarded for time spent outside of class as yearbook editor or photographer, approximately 10 hours per point given.

# 2024-2025 Parent/Student Handbook Verification Form

**This handbook belongs to:**

**STUDENT NAME** \_\_\_\_\_

Please print

**PHONE** \_\_\_\_\_ **GRADE** \_\_\_\_\_

## Parental Consent Agreement

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

agree to support the officials of RC in the enforcement of the Alcohol/Drug Policy. We agree that Ripon Christian High School should be a drug free campus and we will support all measures taken to make the school a drug free Christian institution. We will allow for our student to be breathalyzed and pay for substance abuse testing at the request of the school. We further agree not to permit any controlled substances to be possessed or used at any school activity that might be held on our property/home.

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

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

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Liability Waiver

In order for a student to attend classes and participate in school activities, a parent/guardian will need to complete the waiver below:

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

understand that Ripon Christian Schools cannot protect my child/students from risks which may be encountered as a result of attending Ripon Christian Schools. I realize there are natural, mechanical, and environmental conditions and hazards, which independently or in combination with any activities engaged in while participating in this program, may result in the exposure to certain risks. This includes exposure to coronavirus (COVID-19), or other biological agents, viruses, or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization, or death. I hereby state that I will not hold Ripon Christian Schools liable for any injury or loss, which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious which extend to myself and my child/student, as applicable.

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

**Please note: Signing this form is a condition of enrollment.** Thank you for your cooperation!

**Please turn this page into the office by August 21, 2024.**