

Parent Student Handbook 2019-2020

RCS BOARD OF DIRECTORS

Chris Averitt, President	Josh Brown	Amie Smith
Jeff Armstrong, Vice President	John Shatzer	Jill Morris
Stuart Reid, Secretary		

RCS STAFF

Administrator – Dr. W.A. Young	Accountant – Lisa Johns
Academic Advisor – Kristen Higgins	Office Coordinator – Ashley Baker
Accommodations Advisor - Brooke Looney	Security Coordinator - Tammy McMackin
Security/Facilities Administrator - Bill Hodges	Teacher's Aide - Meagan Walker
IT Specialist - Tammy Hodges	Cafeteria Coordinator - Susie Cover

ELEMENTARY FACULTY

PreK 3 – Rene Reeves	4 th Grade – Sheila Rodgers
PreK 4 – Jamie Couch	5 th Grade - Jaime Grisham
PreK 4 -April Wallis	6 th Grade – Theresa Jenness
Kindergarten – Carla McKinney	Music – Blanche Cunningham
1 st Grade – Donna Loftus	Library – Rhonda Parker
2 nd Grade – Amber Wilson	Art – Rosina Flemon
3 rd Grade – Haley Bagwell	

JUNIOR & SENIOR HIGH FACULTY

Caronda Adams- 10th-12th English, AP Lit, Oral Communication
Gavin Brailsford - Junior, Senior High Math, AP Calculus
Adrienne Bradley - Junior, Senior High Science, AP Chemistry
Jan Hutchison - 8th-11th History, 11th-12th Bible
Tonjia Miles - Junior High English, Bible, Psychology
Emily Strode - Spanish I & II, Theater, 9th-10th Bible
Blake Thompson - P.E., Basketball, Health, Volleyball, Athletic Director
Crystal Sullivan - Choir, Music Director
Rosina Flemon - Art

Revised July 2019

Dear Parents & Students,

This handbook has been prepared to give you a quick reference for any policy questions you may have during the school year. Please be well acquainted with the information contained in this book.

This book contains a signature page for parent and student. Upon careful examination of the information included here, it will be necessary for both parent and student to sign your names indicating you have read and understand the policies outlined. This page will need to be turned into the office to be placed in the student's file.

ALL SCHOOL REGISTRATION RELATED FORMS MUST BE SIGNED AND COMPLETED BY THE END OF THE 5TH DAY OF CLASSES TO MAINTAIN ENROLLED STATUS.

Should you have questions or concerns, feel free to contact the school office. It is our joy to serve your family this school year!

MISSION STATEMENT

The mission of Ridgefield Christian School is to provide a distinctively Christ-centered, Bible-based education. The purpose of this ministry is to guide students in the knowledge of God, the development of Christian character, and academic excellence.

SCHOOL PHILOSOPHY

The RCS system has been established to help parents fulfill God's command to "train up a child in the way he should live" (Proverbs 22:6). According to this scripture, God has made it clear that children are to be taught and trained to live daily according to His principles. These principles are set forth in both his written Word, the Bible, and through the living Word, Jesus Christ.

The academic program at RCS is based on the conviction that "knowing God results in every other kind of understanding" (Proverbs 9:1). We believe that knowing God, through His Son, Jesus Christ, is the first step to becoming truly educated. All students will be encouraged to receive Jesus Christ as Savior and Lord and to grow and mature in their walk with Him.

True Christian education extends far beyond daily Bible classes, opening prayers, and chapel services, although these are an important part of Ridgefield's program.

GOALS AND OBJECTIVES

1. RCS seeks to lead children to a personal relationship with Jesus Christ.
2. RCS seeks to help children gain a good understanding of the basic principles found in the Bible.
3. RCS seeks to prepare children for advanced studies by providing a quality elementary and secondary education that is taught from a Biblical perspective.

4. RCS seeks to help with the total development of children by providing extra-curricular activities, which stimulate good physical, mental, spiritual, and psychological development.
5. RCS seeks to equip students to be positive members of society who will impact their world for Christ and bring glory to God with their lives.

STATEMENT OF FAITH

The basis of RCS is the infallible Word of God, the written Scriptures of the Old and New Testaments, as they are generally interpreted, in the historical evangelical confessions of faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity, and submit unconditionally to the authority of Holy Scriptures, thereby recognizing these Scriptures as the supreme and final standard for Christian education and all matters of faith and life. On this basis we subscribe the following statement of belief:

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation.
7. We believe in the unity of believers, based upon the above statements of faith.

STATEMENT ON MARRIAGE, GENDER, SEXUALITY AND SEX

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We honor and respect marriage. However, married students may not be enrolled at RCS.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including sex outside of marriage, adultery, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin,

seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual or groups are to be repudiated and are not in accord with Scripture nor the beliefs of RCS.

RCS students must refrain from premarital sex, whether at home, school, or elsewhere. Violations of this policy will result in disciplinary action, up to and including expulsion from school. Violations of this policy will be thoroughly investigated by the RCS Administrator with recommended disciplinary action presented to, and approved by, the RCS Board. Every effort will be made to protect the privacy of the violator(s) as well as to make counseling services available to the students and their families, if appropriate.

In order to preserve the function and integrity of RCS as part of the Body of Christ, and to provide a biblical role model to RCS's students, their families, and the community, all persons attending, or employed by, RCS in any capacity, or who serve as volunteers, or who wish to use the school facilities, must agree to, and abide by, this Statement on Marriage, Gender, Sexuality, and Sex (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

BOARD OF DIRECTORS

Prospective Board members shall be nominated by an existing Board member after submitting an application and a letter of recommendation from his or her pastor. Board members shall be presented for consideration and voted upon by the Board of Directors at its June Business Meeting. Board members shall be composed of not less than six members (absent extraordinary circumstances) and not more than fifteen members. There shall be no more than four Board members representing the same church on the Board at the same time. The Board operates the school through the Administrative Staff. The Board is a self-perpetuating body which is representative of the constituency of the school.

FACULTY & STAFF

Our teachers are trained and equipped academically, as well as spiritually, to be Godly models for the students. Each teacher in Grades PreK-6 has at least an undergraduate degree and holds a teaching certificate. Teachers in Grades 7-12 hold at least an undergraduate degree.

ACCREDITATION

RCS is fully accredited through the Arkansas Non-Public School Accreditation Association (ANSAA).

CHAPEL

All students at RCS are required to attend chapel. In keeping with our non-denominational status, all chapel programs are geared toward Biblical truths and principles, not specific denominational theology.

ATTENDANCE

In order for each student to realize the full benefit of our program, it is imperative he/she attend school every day possible.

Parents are encouraged not to plan vacations during the regular instructional days of school. Should it be necessary for you to take your vacation during the school year, arrangements must be made to get assignments in advance. In grades K-12 requests should be given to the teacher at least three days in advance. All work assignments will be due upon the first day your student returns to school.

Students, grades K-12, may miss up to 6 days per semester with a note from a parent or guardian. A phone call to the office does not substitute a note. Signing your student in/out in the office does not constitute a parent note. A note or email from a parent or guardian must be sent to the office to excuse an absence. Doctors' notes can either be brought or faxed to the office. All excuses for illness or medical appointments should be submitted from the doctor's formally printed office notepad or stationary. AN ABSENCE WILL BE CONSIDERED UNEXCUSED UNTIL A NOTE/EMAIL IS SENT TO THE OFFICE WITHIN ONE WEEK OF THE ABSENCE. One note may be written to excuse a period of consecutive absences; however, each day in that period of absence is counted as one of the 6 allowed days. For example, if a student misses Monday and Tuesday, he or she must bring a parent note on Wednesday to excuse the 2 absences. At that point, the student has used 2 of his or her 6 allotted days. Emails may be sent to office@ridgefieldchristian.org

After the 6 absences, only the following will be excused:

1. illness or medical appointment with a doctor's note
2. death in family with documentation
3. required court appearance with judge's note unless the appearance is due to student negligence/behavior
4. college visits (2 for seniors/3 for juniors) with administrator approval*
5. participation in school organizations/sanctioned activities

*College visits must be approved by the administrator. Students must submit appropriate documentation from the admissions department of the institution visited in order for the absence to be excused as a college visit.

A student in grades 7-12 will be denied credit for any class for the semester in which the student exceeds the allotted 6 days of unexcused absences, and does not present proper documentation upon the immediate return to school.

Students, grades 7-12, with excessive absences who have not completed missed assignments will not be allowed to attend field trips or participate in special school assemblies/functions. Extenuating circumstances in reference to the specific exception items 1-5 may be reviewed by the administrator.

In grades 1-6, assignments will result in 0's in which the student exceeds the allotted 6 days of unexcused absences, and does not present proper documentation upon the immediate return to school. If a student fails 3 or more subjects, they may be retained in the same grade for the following year.

Excessive absences for grades Kindergarten through 6th grade could be a factor in a student being retained in a grade for the next year.

Parents or guardians will be notified by the administrator when a student has:

1. been absent 3 days (grades 7-12) or 5 days (grades K-6),
2. or at any time when the student has accumulated an excessive number of days absent such that academic achievement is being adversely affected.

For absences due to suspension or truancy there is no opportunity to make-up work. All assignments result in "0".

TARDY POLICY

Being tardy to class hinders achievement not only for the tardy student, but also for the teacher and other students as well. It is the parent's responsibility to ensure their children arrive at school on time at 7:55 a.m. and stay until the dismissal bell rings at 3:10 p.m. Students signed in after 8:00 a.m. and signed out after 2:00 p.m. but prior to official dismissal time will be counted tardy.

Grades K-6

Elementary students arriving after 9:00 a.m. or leaving before 2:00 p.m. will be counted a 1/2 day absence. Parents must sign the Check -In/Out sheet in the office.

Parents of K-6 students with more than 6 tardies in a nine week period will be personally contacted by the Administration, asked to discuss the issues contributing to tardiness, and create solutions for ensuring children arrive at school on time.

Grades 7-12

A student will be considered tardy if he arrives in the classroom after the tardy bell has rung. Penalties for tardies each 9-weeks:

1 st tardy:	Teacher warning
2 nd tardy:	Teacher warning/Notify parent
3 rd tardy:	7:40 Detention/Notify parent
4 th tardy:	7:30 Detention/Parent conference with administrator
5 th tardy:	1 Day ISS (Progressionary Disciplinary Policy to continue)

A tardy with extenuating circumstances (i.e., dr. appt., traffic accident) may be excused with administrative approval.

Students in grades 7-12 who miss more than ½ of a class period will be counted absent for that period.

FINANCIAL POLICIES

In order for your child to begin attending classes, the parent/guardian must sign the RCS financial agreement and the withdrawal policy

Fee Schedule

Registration Fee is due upon enrollment and is non-refundable. Current RCS students must pay the registration fee by the due date designated by the school board. A fee increase (also designated by the school board) will be applied to any registration fees received after the due date.

Maintenance Fee is a per family annual fee payable in one annual payment due August 1st or paid monthly with tuition payment. Monthly installments begin on August 1st.

Annual Tuition

Monthly tuition installments must be paid by automatic draft option. Bank account information must be submitted to the office.

Families enrolled and attending from previous years may elect the draft option.

Payment Schedule (Tuition may be paid in one of four ways):

- (1) One lump sum payment due on or before AUGUST 1, (3% discount on tuition if paid by cash or check. Credit card payments do not qualify).
- (2) Semester payments: One-half tuition due on or before the first working day of the months of AUGUST; and JANUARY.
- (3) Quarterly payments: One-fourth tuition due on or before the first working day of the months of AUGUST; OCTOBER; JANUARY; AND MARCH.
- (4) Monthly payments (up to 10 months): Each payment due on or before the first working day of each month beginning in AUGUST, and ending in May.

VISA, Discover, and MasterCard are accepted for payments in the school office.

A \$25.00 late fee will be added to each account that has not been paid by the 10th of the month. Any monies received will first be applied to any past due fees (tuition, maintenance fee, late fees, etc.). Then the remainder will be applied to the current fees due.

Accounts are considered delinquent when tuition has not been received in the office by the last school day of the month. Any student with a delinquent account of (60 days) shall not be admitted to class until payment has been received, unless prior arrangements have been made with the board. In addition, the student's absence from class will be recorded as unexcused and make up work will not be accepted. Missed class work or exams will result in a grade of "0". The records of any student withdrawing from RCS with an outstanding balance on his or her account will be held until the account is paid in full. High school diplomas will be withheld until all accounts are paid in full.

In the case of an unexpected financial hardship (death, loss of job, etc.), please contact the administrator immediately. After parents have met with the administrator, the situation may be taken to the school board for review. If the school board chooses to set up an alternative payment plan, this agreement must be in writing and signed by the parent, the administrator, and a school board representative.

RCS Tuition Discounts - A limited amount of financial assistance is available through the RCS Tuition Discount. All processing of discount applications is through Financial Aid for School Tuition (FAST). FAST applications can be found on our website at www.ridgefieldchristian.org. Information regarding discount applicants and results is kept strictly confidential.

Full-time ministers are eligible for 25% tuition discount.

Alumni are eligible for 10% tuition discount.

Reimbursements – In the event of student expulsion from RCS, no reimbursement for tuition will be granted.

Textbook/Fee Refund Policy – Should circumstances prevail such that students/parents need or desire to return new textbooks that remain unused and are free of damage, a refund of 50% will be made upon request. Activity fees will also be refunded at 50% upon request.

Lunch Fees – Lunches may be charged if a student does not have lunch money. There is a charge limit of \$25.00 per student or \$50.00 per family. All accounts are to be settled at the end of each month.

After Care Late Fees - After Care ends promptly at 5:30. For students that are picked up late, a \$1 charge per minute will be charged until your child is picked up and added to your account. A fifth late pickup may result in discontinuation of your after care privileges.

In the event of special circumstances, the administration has discretion on the accounts.

STUDENT WITHDRAWAL / PARENTAL FINANCIAL RESPONSIBILITY POLICY

Based on signed registration agreements, RCS budgets for faculty/staff position salaries as well as classroom resources and supplies for the school year. Withdrawing from RCS without completing the school year can create a budget shortfall for the school. It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, RCS has implemented the following policy.

The following refund policy applies to any tuition/maintenance fee amounts resulting from student withdrawal.

Registration fees and textbook fees are non-refundable.

TUITION/MAINTENANCE FEE REFUND POLICY

- If a student is withdrawn prior to June 1, no tuition/maintenance fee liability will be assessed for that student.
- If a tuition and/or maintenance payment has been made for that student, the entire amount will be refunded.
- If a student is withdrawn on or after June 1, and prior to his/her first day of school, tuition liability will be equivalent to 25% of the annual tuition for that student.
- If a student is withdrawn on or after his/her first day of school, the tuition/maintenance liability will be equivalent to 100% of the annual tuition/maintenance for that student.

STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

The following will be considered by the school board for exception to the policy above. If the school board deems that a student is withdrawing based on extenuating circumstances, the parents will be responsible for tuition/maintenance fees to include the full month that the student withdraws.

- Death of the student or death of a custodial parent
- Disability of a custodial parent
- Significant income change (defined as 50% or more reduction in the gross annual income of the primary income earner)
- Physical household move of a minimum of 50 miles from the RCS campus
- Student withdrawal when determined by the school administrator is in the best interest of the student and/or school

- Student expulsion

A signed Student Withdrawal/Parental Financial Responsibility agreement will be signed by each new applicant's family, and will be kept on file in the accountant's office. Any request for an exception to the withdrawal policy must be in writing and presented to the School Board in person.

RETURNED CHECK POLICY

If a bank returns a check to the school due to insufficient funds, a fee of \$20.00 may be added to your account. All returned checks must be redeemed with cash or a money order.

DROP OFF & PICK UP PROCEDURES

A.M. Drop-Off

- Parents may drop off students in the car line at the front entrance of school from 7:40 a.m. to 7:55 a.m.
- PreK parents may choose to park in the parking lot & walk their student into the building, OR follow car line drop-off procedure.
- For students' safety, all families arriving before 7:40 must wait until duty teachers are in position for student to enter the building, and all families arriving after 7:55 must walk student into the office and sign in.

P.M. Pick-Up

- Car line pick-up is 3:10 pm. to 3:25 p.m.
- PreK parents may choose to pick up their children beginning at 2:45 p.m. by walking into the school, OR follow car line pick-up procedure.

Car Lines

- If the youngest student in the vehicle is in PreK through 4th Grade, all students will unload/load on the UPPER LEVEL (closest to the building).
- If the youngest student in the vehicle is in 5th through 12th Grade, all students will load on the LOWER LEVEL (at the steps).
- There is only one lane of traffic under the awning during inclement weather.

Please see TRAFFIC SAFETY POLICIES for additional important information.

DAILY SCHEDULE

7:30 a.m.	Teacher Devotional/Prayer Time (Monday)
7:30 a.m.	Office Opens
7:40 a.m.	Teachers on Duty
7:55 a.m.	School Begins
8:00 a.m.	Tardy Bell
11:00-11:30	Pre-K3 - K5 Lunch
11:05-11:30	Grades 1-3 Lunch
11:40-12:05	Grade 4 Lunch
11:35-12:05	Grades 5-6 Lunch
12:11-12:46	Grades 7-12 Lunch

2:45 p.m. Pre-K Dismissal
 3:10 p.m. Dismissal of Kindergarten - 12th Grade
 3:10 p.m. Car Line Pick-up begins for Kindergarten - 12th Grades
 3:30 p.m. Teachers Dismissed
 3:30 p.m. Office Closes

DAILY CLASS SCHEDULE
Grades 7th -12th

<u>Period</u>	<u>Regular Schedule</u>	<u>Period</u>	<u>Chapel Schedule</u>
1 st Bell	7:55	1 st Bell	7:55
1	8:00 - 8:46	1	8:00 – 8:40
2	8:50 - 9:36	2	8:44 – 9:24
Break	9:36 - 9:44	Chapel	9:28 – 9:58
3	9:45 - 10:31	3	10:02 – 10:42
4	10:35 – 11:21	4	10:46 – 11:26
5	11:25 – 12:10	5	11:30 – 12:10
Lunch	12:10 – 12:43	Lunch	12:10 – 12:43
6	12:47 – 1:32	Regular Afternoon	
7	1:36 – 2:21		
8	2:25 – 3:10		

ELEMENTARY RECESS SCHEDULE

Lunch Recess:

11:30 – 11:55 K – 3rd
 12:05 – 12:35 4th – 6th

Afternoon Recess:

2:40 – 3:00 K – 4th grade

OFFICE PHONE

If for any reason you need to contact your student during the school day, we ask that you call the office phone (870-932-7540) rather than calling or texting his/her cell phone. To protect the academic integrity of their educational time at school, students are not allowed to use cell phones for communication purposes (even with parents) during the school day. If your student needs to contact you for any reason, he/she will be given permission and will be allowed to use an office phone for that purpose.

LUNCH

RCS will be serving lunch for the students. Menu selections may vary from week to week. Parents can watch for weekly school menus listed in Sunday's paper (*The Sun*) or on the school website. Lunch will include an entree with two side dishes, dessert, and milk. White milk, chocolate milk, and orange juice are available. Snack machines and drink machines are located in the MPR and high school wing. Pre-K –3rd grades are not allowed to use the microwaves or snack machines.

Ice cream/cookies, etc. is usually sold by PACE each Friday. This money must be kept separate from lunch

money.

LIBRARY

RCS offers library services to all students. Scheduling for the library will be done in accordance with the classroom teacher. All books and library materials have been purchased or donated for use by the RCS students and faculty. Due to the limited number of books, extreme care should be taken to keep all library materials in a safe place and to return them on time so other students can use them.

Reference books can be used only in the library by the students or may be checked out by a teacher for one day of classroom use. If reference material is needed the following day, the teacher should return the material and re-check it out the next day.

Students K – 1st may check out 1 book at a time for a period of up to one week. Students 2nd – 6th grades may check out up to 2 books at a time with the opportunity for no more than 2 re-checks. Students 7 -12th may check out two books at a time for a period of two weeks with the opportunity to re-check for one additional period.

If a book is overdue, a notice will be sent home with the student. The student will not be able to check out additional books until the overdue book is returned. If the book has not been returned after 3 weeks, an email will be sent to the parents via RenWeb with the option to return the book or pay for a replacement. At the end of each 9 weeks quarter, fines will be assessed to the parents account for the cost of lost books.

Secondary students are welcome to visit the library during their lunch time on Tuesday, Wednesday and Thursday only (subject to change). Students must ask permission from the lunch duty teacher prior to going to the library. Students may not be in the library at any time unattended.

PHYSICAL EDUCATION

RCS offers a full-time physical education program. Scheduling of classes is done in accordance with the classroom teacher. All students are required to participate in P.E. classes unless given written permission from a parent or doctor. High school students (Grades 9-12) are required to have one-half P.E. credit.

PUBLICATIONS & INFORMATION

For general school information, please visit the RCS website: www.ridgefieldchristian.org

In addition to the website, "The Messenger" is a monthly newsletter that is created by PACE and is emailed to each RCS family, reporting the latest school information on upcoming events, as well as photos and reports on past events. Follow "Ridgefield Christian School" on Facebook and Instagram.

For information specific to your child, RenWeb's Parents Web is a private and secure website that allows you to view information such as attendance, daily grades, lesson plans, homework, and report cards.

Lesson plans are subject to change; good teachers adjust plans daily according to student learning. Lesson plans and assignments on RenWeb help parents see the general flow of class, but students still need to be responsible to write down specific assignments as given in class.

To log on the RenWeb for the first time, find the RenWeb page on the RCS website. Click the First-time Users tab and enter an email address that is on file with the school. A password will be emailed to that address which will allow you to log on under the Parent tab.

PARENT INVOLVEMENT

We consider it an honor and privilege to partner with parents in the education of their children. In this partnership, we depend on the involvement & investment of each and every RCS parent in the school. Through PACE (Parents Advancing Christian Education), parents provide countless volunteer hours, resources, leadership, service, skills, and resources, without which our school would not exist.

PACE is led by the PACE Leadership Team, and there are no membership fees or dues. Parents obtain privilege of membership just by virtue of having students enrolled at RCS. Parents may sign up for volunteer positions – including school committees, room moms, office volunteers, volunteer coaches & sponsors, and much more – at our annual Orientation/Open House, by contacting the office, or by contacting a member of the PACE Leadership Team.

As always, we also encourage parents to share their talents and abilities in the classroom when appropriate. For the continued safety of all students, all visitors to school must check in to the office and obtain a visitor lanyard before entering the building. In order to protect teachers' schedules, please call the office or email your child's teacher to schedule appointments and/or coordinate volunteer opportunities & other visits.

ATHLETIC RESOLUTION

Whereas, RCS has the unique opportunity through participating in athletic events with public schools to bear witness of the love of Christ, the grace of God, and the message of salvation, and I

Whereas, the conduct of RCS fans, players, and coaches is observed by the fans, players, and coaches of the opposing team, as well as by the officials, and

Whereas, the conduct of RCS fans, players, and coaches is an important criteria by which other schools will judge RCS and what we proclaim about Christ, and

Whereas, RCS elected to join the Arkansas Activities Association not only for the competition that it would provide for our students, but also as a way to bear testimony of Christ to other schools, therefore

Be it resolved that the RCS Board of Directors calls upon every member of the RCS family to remember the importance of Christ-like conduct during athletic events and to conduct themselves in a manner that will bear positive testimony of our faith in Christ.

Be it further resolved that the RCS Board of Directors calls upon every member of the RCS family to refrain from any conduct, which potentially hurts the cause of Christ. The kind of conduct that should be avoided includes loud criticism of officials, expressed displeasure with a call that an official makes or does not make, facial expressions and gestures that communicate anger and /or displeasure.

Be it finally resolved that the RCS Board of Directors calls upon every adult member of the RCS family to view each athletic event as an opportunity for our students to learn from their example how to handle victories as well as losses in a gracious, Christ-like manner.

FIELD TRIPS

Field trips are considered an important part of the educational program at RCS. The trips are carefully planned to give students educationally enriching experiences that are not available in the confines of the classroom. Participation in school field trips is required unless written notice is given to the teacher. Students

not returning a permission slip for the field trip will not be allowed to attend. Parents will be called upon to help provide transportation. Parents or other approved volunteer drivers will be required to provide a copy of a valid driver's license and proof of adequate insurance. At the teacher's discretion, parents and siblings may be invited to accompany the class and enjoy the field trip. Parents serving as chaperones, especially drivers, are typically asked to not bring any other children/siblings on the field trip, so as to focus on the safety and supervision of the participating class.

LOST AND FOUND

We strongly advise parents to label all personal items. All unclaimed items are turned into the "lost and found." Items remaining for an extended period of time are donated to a local charity.

JUNIOR - SENIOR BANQUET, PROM, HOMECOMING, GRADUATION RECEPTION

RCS approves the Junior-Senior Banquet and Prom as official activities of the junior class for the purpose of honoring the members of the senior class. These activities are the sole responsibilities of the parents of the junior class. The students of the junior class are to give their input and ideas to their parents and class sponsor, then entrust the organization, budgeting, and planning of the event to the parents. The junior class room mom is encouraged to meet with the previous year's junior class room mom, and to enlist students on committees with a parent in charge of each committee. The junior class sponsor's role is to provide support and guidance to the parents by helping obtain students' ideas and input, organize students into committees, supervise students' behavior during meetings, give wisdom from previous years' experience, and provide their classroom for meetings.

All details in conjunction with the banquet and prom must be approved by the class sponsor and approved by the administrator.

RCS, its Board of Directors, administrators, faculty or staff will not be responsible for the organization, planning or the conducting of a Junior Senior Banquet or Prom. These activities will be the sole responsibility of parents of those students that wish to be involved in either one of these activities. Any absences or tardies to school or class related to either one of these activities will be considered unexcused.

RCS Homecoming Dance is sole responsibility of students and parents of Sophomore Class.

Graduation Reception is sole responsibility of students and parents of the Freshmen Class.

SENIOR TRIP

RCS, its Board of Directors, administrators, faculty or staff will not be responsible for the organization, planning or the conducting of a Senior Trip. These activities will be the sole responsibility of parents of those students that wish to be involved in one of these activities. Any absences or tardies to school or class related to either one of these activities will be considered unexcused.

GRIEVANCE POLICY

RCS has a set of guidelines for the handling of situations involving a grievance that may arise between parents and school personnel.

- Step 1. Schedule an appointment to discuss the issue with the homeroom teacher or the teacher most directly involved with the conflict.
- Step 2. If the conflict is not resolved through Step 1, the parties should schedule an appointment to discuss the matter with the administrator.
- Step 3. If the matter is not resolved through Steps 1 and 2, the issue should be addressed at the next scheduled meeting of the RCS Board of Directors. Please contact the school office at least one week prior to the Board meeting so that your grievance might be added to the agenda for the next meeting.

APPLICATION CRITERIA

RCS admits students of any race, color, and national or ethnic origin. Students have all the rights, privileges, programs, and activities made available through the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic and other school-administered programs. Admission is open to students who:

1. Are not presently under disciplinary action by their school. Any student with a history of suspension/expulsion must disclose the issue in their application and provide documentation from previous school. After a review and investigation of the records, the administrator will make a recommendation to the board. The final decision of admission will be made by the board.
2. Have performed at grade level or above on a standardized test or an equivalent thereof.
3. Perform satisfactorily on any pre-admissions testing that could be required.
4. Will be attending RCS as a full-time student (with the exception of Pre-K students and homeschool part-time students).

All students and parents must be willing to subscribe to the school philosophy, goals, objectives, discipline and academic standards of RCS.

If a parent, guardian, or student applying for admission has been found to have falsified records or been dishonest in relating student behavioral history, the student may be dismissed from RCS without reimbursement of registration fees.

All students entering Kindergarten must be five years of age on or before August 1st. All students entering PreK 4 must be four years of age on or before August 1st of the current year. All students entering PreK 3 must be three years of age on or before August 1st of the current year.

STEPS FOR ADMISSION

1. Student Shadow, optional

Experience a day in the life of an RCS student! All applicants grades 3-12 are encouraged to spend a day with us.

2. Online Application

The Admissions area of our website is designed to make the application process as simple as possible using our Online Application. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after the application has been submitted. Enrollment will be complete after registration fee is paid in the office.

3. Records

A Records Release Request allows RCS to access current school records to determine class placement and other information key for admissions. This is required for all applicants. (Homeschool families are asked to submit detailed records, including a homeschool transcript.

4. Student/Parent Interview with Administration

Once the above items have been received, the student's file is complete and will be ready for review. Upon completion of review you will be contacted by the Administration.

GRADING SCALE

Kindergarten – 6th:

S	Satisfactory
N	Needs Improvement
I	Improving
U	Unsatisfactory

Grades 1-12:	A	90 -100	Excellent Work
	B	80 - 89	Above Average Work
	C	70 - 79	Average Work
	D	60 - 69	Below Average Work
	F	0 - 59	Unsatisfactory

Incompletes (I) are given when a student has been absent from school for an extended period of time just prior to the issuing of report cards.

CLASSROOM/ACADEMIC PLACEMENT

Classroom placement is a cooperative effort with teachers and administrators to place students in a balanced learning environment. RCS offers an advanced curriculum. You or your child's teacher may feel that it is necessary to re-evaluate the student as to grade placement or grade-level testing.

Realizing that each child's growth is individual, the promotion and retention policy is general in scope to allow for assessment of each child's complete development and the best interest of the individual child.

In Grades K-6, when retention is considered, the teacher will carefully evaluate the student's work, and with documented material will meet with the Administrator and parents to discuss the child's development

and the possible benefits of retention. Every effort will be made to reach a unified decision regarding what is best for the child in terms of maturity, social adjustments, emotional stability, and academic progress.

Please see the Academic Handbook for more information regarding 7th – 12th grade academic placement.

ACADEMIC AWARDS

Elementary Awards:

Academic awards will be given for end of the year letter grades for students in grades 1-6.

First semester awards are based on 1st and 2nd quarter letter grades in academic subjects. Second semester awards are based on 3rd and 4th quarter letter grades in academic subjects. Students receiving all A's both quarters will be honor roll, and students receiving all A's and B's both quarters will be merit roll. Students with any C's during the year will not receive honor or merit roll for that semester. Conduct, P.E., Music, Penmanship, etc. will not be included. First grade students receiving I or N in Reading will not receive an award as this is not at grade level.

Awards to be given for the end of the year are honor roll, merit roll, and perfect attendance. These awards are determined by looking at letter grades for all four quarters. Students with all A's all four quarters will be on the honor roll. Students with A's and B's all four quarters will be on the merit roll. Students with any C's during the year will not receive honor or merit roll.

Please see ACADEMIC HANDBOOK for 7th – 12th Academic Awards & Honor Roll Policy.

ACHIEVEMENT TESTING

RCS will participate in a standardized achievement testing program each spring. Students in grades 1-9 will take the Stanford 10. Parents will be notified of test results as soon as results are returned to the school. Grades 10-11 are given the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), and the American College Test (ACT). These tests are administered at area schools on designated dates throughout the year.

AMI (Alternative Method of Instruction)

AMI for inclement weather make-up will not exceed five school days. RCS requires its teachers to produce and post lesson plans that are current, relevant, and related to curriculum frameworks to the RenWeb portal in advance as part of its normal educational process. Anytime inclement weather is a possibility, students, parents, and teachers should make sure textbooks and other materials which may be required for lesson plans over the next several days be taken home each day. RCS will, upon notification via email, text, and/or announcement within the RenWeb portal, activate its inclement weather education policy. Activation will be at the administrator's discretion based upon factors including but not limited to the time of the year, school calendar, severity of the winter, snow or makeup days already provided in the calendar, etc. Upon activation, students and parents should check the RenWeb school portal for assignments which must be completed each day until such a time that the normal school day resumes and is in session. All work assigned for completion during the missed days must be turned in on the first normally resumed school day. Teachers should be available and accessible to students from 8 a.m. to 3:10 p.m. for interaction with regard to questions and help with assignments through text, email, etc. Teachers will evaluate all work.

HOMWORK POLICY

Homework is an educational tool that reinforces skills and materials learned in class. It prepares students for upcoming topics, teaches them to work independently, and it enables parents to become involved in the education process. Helping your child with homework shows that you value learning. You can be supportive by following these points:

1. Provide a scheduled time and quiet location where your student can work undisturbed.
2. Examine the work to be turned in. See that it is neat and complete.
3. Listen to his/her memory work.
4. Sign his/her assignment sheet or homework, if necessary.

Because of local church worship services, there will usually not be homework assigned on Wednesday nights. However, work assigned earlier in the week may be due on Thursday.

MAKE-UP WORK

Parents should check on RenWeb for lesson plans and assignments. If parents have additional questions or need to pick up texts and resources they may call between 8:30 a.m. and 11:30 a.m. Materials may be picked up after 2:30 p.m. in the office or sent home with a sibling. Office hours are 7:30 a.m. to 3:30 p.m.

In grades 1-12 the number of days absent determines the number of days given to turn in completed assignments/tests. (Ex.) If you are absent on Thursday and Friday, all work will be due by Wednesday.) This policy is in regard to illness or other absences of personal nature. Students missing class due to school sanctioned activities must complete classwork by original due dates as assigned by the teacher.

REPORTING OF STUDENT ACHIEVEMENT

We believe learning encompasses much more than what is taught in the classroom, and that a coordinated effort between the home and school is key to success. Therefore, communication with parents is a major priority at RCS. Teachers are charged with the responsibility of keeping parents informed of student progress. Parents are responsible to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. The following methods have been instituted as a means with which to keep lines of communication between home & school open:

Parent/Teacher Conferences

These are scheduled at the beginning of the 2nd and 4th quarters of the school year to give opportunity for evaluation of student progress and to establish a good working relationship between teacher and parent (see the school calendar for specific dates). Additional conferences may be scheduled at the request of the parent or the teacher.

RenWeb (Parents Web)

Specific information about class assignments, homework, and grades can be found on Parents Web. Teachers update weekly, and this is a great first step to finding the information you need to stay connected. Each quarter, report cards are available for viewing through RenWeb. Students will have four grading periods on their progress in each subject area.

Communications by Email

Much of the information about the school year is communicated to parents via email. Please make sure that your email addresses are accurate (contact the office for changes) and inform the office if you cannot receive information through email. Teachers often email parents with updates, news, and other reports and communication.

SECURITY

Because of the increase of violence within our society, RCS seeks to provide a secure and safe learning environment. Cameras throughout the school premises and restricted access to the playground, patio and school provide security for our students, faculty and staff. Visitors will remain in the mantrap until they have been validated by the Hall Pass system and issued a Hall Pass badge. Any visitor that does not pass validation will not be allowed into the school and will be asked to leave. Any issues with an unvalidated visitor will be referred to Administration. The badge must be worn in an easily visible spot and at all times while on the school grounds. All school staff members have been instructed to escort all persons without a badge to the office immediately. All badges issued will be returned to the office upon signing out. After hours, security is provided by means of a school wide security system. Parents should not seek school personnel or accompany students in the hall/classroom areas before, during, or after immediate school hours. If a teacher conference is required, parents should call the office leaving a message or send an email with requests.

SEVERE WEATHER

When it becomes necessary to dismiss school for inclement weather or other perils, an announcement will be carried over the following media outlets:

Kait8.com

KAIT-TV Channel 8 (Cable Channel 9)

Jonesboro Radio Group 100.5, 104.9, 106.3, 107.5, 92.7

East Arkansas Broadcasters FM 95.3, 95.9, 101.7, 107.9, 101.3, and AM 970 and 1230.

Parents will also receive email notice via Constant Contact and RCS Facebook notifications.

When school is dismissed early during a regular school day, a mass email will be sent to parents who included their email addresses on their information sheets.

ILLNESS, MEDICATION, AND INJURY

If your child becomes ill while at school, you will be notified by the office. It is essential that you keep all health records, as well as emergency phone numbers, current in the office.

Students with symptoms such as the following will not be admitted to class or will be sent home should these symptoms develop during the day:

1. Fever of 100 degrees or more within the last 24 hours
2. Nausea/Vomiting/Diarrhea within the last 24 hours
3. Contagious Rash
4. Head Lice

RCS has a "no nit" policy in dealing with head lice. Any student with head lice or nits will be sent home and not allowed to return until all nits have been removed. Should the same student have recurring instances of

head lice, proof of treatment will be required. All returning students must be cleared through the school office before being re-admitted to class.

If your child is seriously injured while at school, you will be notified immediately. If the injury is serious enough, he/she will be taken to a hospital.

When your child has prescription or over the counter medication to be taken at school, we have an authorization form you must fill out and sign. This simply gives us permission to administer that medication to your child. The medication must be in the original container. These forms will be kept in the office. Students should turn in all medications to the office for administration immediately upon arrival to school. When no form is on file, the parent must come to school to administer the medication. Verbal permission over the phone by a parent to school personnel will not be accepted. Students are prohibited from having any drugs or medication in their possession. Emergency medications such as inhalers and epipens will be kept in the classroom for elementary students. High school students may obtain written permission from the office to keep inhalers, epi-pens, etc. on their person. Non-prescription performance enhancing substances, fat burners, or other vitamins and supplements may not be possessed or taken at school or school activity. All excuses for illness or medical appointments should be submitted from the doctor's formally printed office notepad or stationary.

IMMUNIZATION POLICY

According to state law, students K-12 should be in compliance with immunization requirements within 30 days after the beginning of the school year. They will not be allowed to attend class after that 30 day period until all immunizations are up to date. This includes parents seeking exemption status for their student as well. All exemption paperwork must be turned in to the state health department and be in process for RCS to verify within the 30 day period.

According to state law, students PreK3-PreK4 should be in compliance with immunization requirements within 15 days after the beginning of the school year. They will not be allowed to attend class after that 15 day period until all immunizations are up to date. This includes parents seeking exemption status for their student as well. All exemption paperwork must be turned in to the state health department and be in process for RCS to verify within the 15 day period.

CELL PHONE LAW

Effective 10-1-11 Arkansas State Law #27-51-1609 was enacted. Wireless telephone use restrictions in school zones – (a) Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. (b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose.

TRAFFIC SAFETY

Traffic rules are in place to protect our students from injury, and for the flow of traffic to run smoothly.

1. Drop-off is 7:40 a.m. - 7:55 a.m., and pick-up is 3:10 p.m. - 3:25 p.m.
Pre-K pick-up begins at 2:45PM.
2. All students must exit and enter the vehicle on the passenger side.
3. If the youngest student in the vehicle is in Pre-K – 4th, all students must unload/load on the upper level (closest to the building).
4. If the youngest student in the vehicle is in 5th - 12th, all students must load on the lower level at the crosswalk.
5. Crosswalk and observance of the traffic sign is to be used by all persons traveling between the parking lot and the building.
6. All secondary students exiting the gymnasium or high school doorways must stay on the sidewalks and observe the designated crosswalk areas and signs.
7. There is only one lane of traffic under the awning during inclement weather.
8. Licensed drivers only on school property.
9. All visitors between 7:30 a.m. - 8:30 a.m., and 2:30 p.m. - 3:30 p.m., must park in the parking lot.
10. Be respectful and considerate of those behind you in line by having students prepared to exit the vehicle promptly (backpacks, money, notes, goodbyes, etc.)
11. Obey One Way traffic signs.
12. Elementary parents should not enter the building to retrieve students from the hall holding zone area.
13. Parents should not summons students from their parked cars in the parking lot area. All students should be picked up through the car line pick up
14. Secondary student drivers should park on the southwest area of the parking lot closest to the street entrance to avoid pickup line congestion and to enhance exit procedures.
15. Secondary student drivers should not return to their car throughout the day without permission.

STUDENT DRIVING POLICY

It is a privilege to be able to drive a car to school. With this in mind, the following policies should be strictly adhered to:

1. All student drivers are to have a valid driver's license, a copy of which will be kept in the office.
2. Proof of insurance for each driver will be kept on file in the office.
3. Cars will remain parked until students leave for the day.
4. Cars will not be occupied during school hours, nor are students to sit in parked cars waiting for

school to begin.

5. Any type of reckless or careless driving in the parking lot will not be tolerated. Such action may warrant loss of driving privileges.
6. Failure to adhere to these policies will necessitate cancellation of the privilege of driving a car to school.
7. Students wishing to take their driving test are required to have a signed form from the school office stating they have a C average. Students are required to give the school office at least two days prior notice when this form will be needed so grades can be verified and the form can be prepared.

STUDENT INSURANCE

Each student enrolled at RCS has a limited excess only insurance coverage under an accident policy carried by the school.

LEAVING CAMPUS DURING SCHOOL

- RCS observes a "closed campus" policy including lunch and break times. Students are not allowed to leave campus without permission from RCS.
- At other times during the school day, students are not allowed to leave campus, for illness, doctors' appointments, etc. without permission from a parent/guardian.
- Any student leaving campus without permission is considered truant and will be placed in In School Suspension or Out-Of-School Suspension.

RCS COMPUTER USE AND DIGITAL USAGE POLICY

Purpose:

1. RCS may provide Internet access to all employees, board members, students, and parents or guardians.
2. RCS's computer network has a limited educational purpose to include classroom activities, professional or career development, limited high-quality personal research and for required and beneficial communication between school staff, parents and students.
3. This policy, related school regulations and student disciplinary policies will govern usage of the system.
4. The Computer Use and Digital Usage policies apply to the RCS network 24x7, 365 days per year.

Limited Liability:

1. RCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school system will be error-free or without defect.
2. RCS will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of service.
3. RCS is not responsible for the accuracy or quality of the information obtained through or stored on the system.
4. RCS will not be responsible for financial obligations arising through the unauthorized use of the system.
5. Users will not hold RCS responsible for any losses sustained as the result of intentional misuse of the system by the user.

Access:

1. All students will utilize the school network with limited access to Internet information resources.
2. Students will be assigned a school email to be used for school purposes only. The assigned email will be restricted to use within the ridgefieldchristian.org domain.
3. The student assigned email will remain with the student as long as they are enrolled in RCS. When no longer enrolled, the student email will be deleted and all documents associated with their google account will be deleted.
4. Students cannot use their personal cell phone as a hotspot to bypass the school network for security purposes.
5. The student and parent must sign a "Computer Use" agreement to be granted access to school computers or accounts presently provided or to be provided in the future by RCS. This agreement must be renewed on an annual basis. Parents can withdraw this approval at any time.
6. Any other users must sign the required "Computer Use" agreement.

Due Process:

1. RCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.
2. In the event there is an allegation that a user has violated the Computer Use Policy, the student will be provided with a notice and an opportunity to be heard in accordance with usual procedures related to applicable discipline policy
3. A user's privilege to access and utilize RCS computers, the Internet or other RCS technology may be terminated by any school administrator for violation of any part of the computer use policy. A student may be further disciplined according to the nature of the violation in accordance with student discipline policies as stated in the Student Handbook.

Monitoring, Search and Seizure:

1. RCS staff and other approved technology personnel will monitor use of the Internet, through either direct supervision or by monitoring Internet use history to ensure enforcement of the policy.
2. System users have no reasonable expectation of privacy for the contents of their personal files and records of their online activity while on the RCS network.
3. Routine maintenance and monitoring of the network may lead to discovery that the user has or is violating the Computer Usage Policy or the law.
4. An individual search will be conducted at the discretion of RCS officials.
5. Parents of students have the right at any time to request to see the contents of the students google account at RCS.

Unacceptable Uses:

1. **Personal Safety:** Users will not engage in any computer use activity that puts the personal safety, character, or peace of mind of the user or any other individual at risk such as but not limited to:
 - A. Posting personal contact information without approval of RCS Staff. .
 - B. Agreeing to meet in person with someone they have met online without their parents' or guardians' approval and participation.
 - C. Use of chat, text or message applications on RCS networks.
 - D. Use of profanity or other language that is inflammatory, threatening, or disrespectful.
 - E. Harassing, personally attacking or bullying another person through language or activities conducted via the school network..

2. **System Security and Privacy:** Users will not violate system security or violate individuals' privacy through activities that include but are not limited to:

- A. Attempt to go beyond their authorized access, including attempting to log on to another person's account or access another person's files.
- B. Users should not attempt to download any software without proper authorization and supervision.
- C. Engaging in other illegal acts such as arranging for a drug sale or purchase of alcohol.
- D. Posting a message sent to the user in private without permission of the sender or posting private information about another person.
- E. Posting chain letters or engaging in "spamming."

3. **Plagiarism and Copyright Infringement:** The user will not plagiarize works they find on the Internet and will respect the rights of copyright owners.

4. **Inappropriate Access of Material:** Users will not use the network to access material that is pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people (i.e. hate literature).

Note: Users will promptly disclose to the system administrator, administrator, a teacher, or school employee, any message they receive that is inappropriate, makes them feel uncomfortable, and is pornographic or illegal. If a student has any doubt about the appropriateness of anything received on the Internet, from another individual or about any activity occurring on the system, the student should notify a school employee or parent as soon as possible.

VIDEOS & MOVIES

Only G-rated movies/videos will be shown at school unless a permissions slip is issued and signed by parents.

CUSTODIAL/NON-CUSTODIAL PARENT INFORMATION

Unless provided legal documentary evidence to the contrary, the school will assume that the parents have joint custody. For the purposes of notifying parents about students, Ridgefield Christian School shall assume that notifying either parent with custodial rights shall be the same as providing notice to both parents unless either parent makes a written request to the contrary. The custodial parent, not the non-custodial parent, has the right to make educational decisions for affected children unless extraordinary and highly unusual circumstances present themselves or a court order grants such rights in full or in part to the non-custodial parent. If joint custody has been awarded, each parent will have equal rights unless restricted by a court order or other legal document.

Unless a court order or other legal document prohibits the following actions and the school has been provided with a copy of the order/document, the non-custodial parent may:

1. review his/her child's educational records;
2. attend regular parent-teacher conferences and may arrange for additional conferences;
3. visit the school as custodial parents do unless such visits are judged by school officials as disruptive to the school routine; and
4. request general school information such as district newsletters and lunch menus.

The school will not knowingly release a child to a non-custodial parent or other individual prior to the end of the school day unless the custodial parent has granted permission. If custody has not been decided, a child may be released to either parent unless a court order or other legal document prohibits such release. RCS may require an individual to show identification when picking up a child if the individual is unfamiliar to the staff.

UNIFORM POLICY

Parents are responsible for sending their children to school with correct dress and grooming. Any attire that is considered immodest or inappropriate will be determined by teachers/administration and be dealt with by the administration. Parents may be called to bring appropriate clothing to school before a student can return to class, participate in a program, or go on a field trip.

Uniforms may be purchased through the Toggery by calling 1-800-207-8691 or visiting their website – toggerykids.org.

Pre-Kindergarten - 6th Grade

<i>Clothing Item</i>	<i>Colors</i>	<i>Special Instructions</i>
Pants & Capris	Khaki Navy	Cotton twill fabric. Flat or pleated front. Must not have pockets down the leg. May not be excessively baggy, tight, or long. May not be beaded, embroidered, appliquéd nor have any other type of decorations. No holes. No cutoffs. Elastic waist permitted.
Shorts & Skorts	Khaki Navy Plaid	Same guidelines as pants. Short must be no shorter than 2 ½ inches above knee. The plaid shorts are no longer available to purchase but may still be worn. Skorts are available at The Toggery.
Blouses (girls)	White	Round collar blouse, short or long sleeve.

		No puff sleeves or colored piping.
Polo Shirts	Hunter Green Navy White	Navy with or without crest. Polo style, cotton knit with two or three buttons and a collar. Short or long sleeves. No designs, emblems, monogram, trim, or pockets.
RCS T-Shirts	Hunter Green Gray Navy	Green with RCS crest. Short or long-sleeved. Gray RCS Est. 1993. Navy RCS Est. 1993. 25th anniversary shirt. Warrior Gear Approved 2018 (photo available if needed) Warrior Gear Approved 2019 (photo available if needed)
Sweatshirts	Hunter Green Gray	RCS pullover sweatshirt with crest. Warrior Gear Approved 2018 (photo available if needed) Warrior Gear Approved 2019 (photo available if needed)
Sweaters	Navy White Gray	Cardigan style - no labels, emblems, or trim.
Jumpers	Plaid, Khaki, Navy	Plaid #81 - The Toggery No shorter than 2½ inches above the knee.
Skirts	Khaki Navy Plaid	Plaid #96 – J.C. Penney Plaid #81 - The Toggery No shorter than 2½ inches above the knee.
Shoes		P.E./Recess appropriate. Shoes must have enclosed toes and heels. 2-inch heel limit. No hard soled or pointed toe boots, sandals, clogs, thongs, cleats, roller blade tennis shoes or flashing lights.
Socks/Tights Belts Leggings	White or Navy	Socks must be worn at all times. Belts are not to have words or lights. Leggings may be worn under skirts or jumpers only.
Required Uniform (Field Trips, Performances)	Administration discretion.	Khaki pants and green RCS crest t-shirt. Shorts by teacher discretion. Dress code shoes.
<i>Friday - Clothing Item</i>	<i>Colors</i>	<i>Special Instructions</i>
Jeans Jean Shorts Jean Capris (Friday Only) (No skirts or jumpers)	Blue	May not be excessively baggy, tight, or long. May not be decorated or appliquéd or have any other decorations. Shorts must not be shorter than 2 ½ inches above the knee. No holes. No cutoffs.
Christian T-shirts Sweatshirts (Friday Only)		Shirts must have a distinct Christian message or scriptural basis imprinted. No plain t-shirts.
RCS Special Event Shirts Day of event & Friday only		Homecoming, DARE, etc.
RCS Activity Shirts		RCS competitive groups may wear their appropriate shirt on the day of competition. These shirts must meet current criteria and be approved by the administration.

No hats, vests, scarves, or additional clothing accessories are permitted.

Hunter green, black, navy, white, gray t-shirts may be worn under clothing. No words or other colors should be visible. Extreme fads will not be allowed in regard to hair, clothing, jewelry, or shoes. No tattoos should be visible at any time. No underwear may be visible at any time. No lace on bottom of shirts.

Grades 7-12

Parents are responsible for sending their children to school with correct dress and grooming. Any attire that is considered immodest or inappropriate will be determined by teachers/administration and be dealt with by the administration. Parents may be called to bring appropriate clothing to school before a student can return to class, participate in a program, or go on a field trip.

<i>Clothing Item</i>	<i>Colors</i>	<i>Special Instructions</i>
Pants Capris	Khaki Navy	Cotton twill fabric. Must have belt loops. Pleated or flat front. Must not have pockets down the legs. May not be excessively baggy, tight, or long. May not be beaded, appliquéd, embroidered, or having any other type of decorations. No cutoffs. No holes. No underwear should show at any time.
Shorts (No Skorts)	Khaki Navy	Same guidelines as pants. Shorts must be no shorter than 2 ½ inches above knee.
Dress Shirts	White	Plain, solid white cotton buttoned dress shirt Short or long sleeved. Must be tucked in on males.
Polo Shirts Polo Emblem Shirt	Hunter Green Navy White	Polo style cotton knit with two or three buttons and a collar. Short or long sleeve. No designs, emblems, monogram, trim or pockets. Navy is with or without crest. Toggery gold polo for 10 th -12 th grade students only.
RCS T-Shirts	Hunter Green Navy White Gray	Green with RCS crest Navy RCS est. 1993 White RCS est. 1993 Gray RCS est. 1993 Short or long sleeve. The Toggery. Does Not have to be tucked in. 25th anniversary shirt. Warrior Gear Approved 2018 (photo available if needed) Warrior Gear Approved 2019 (photo available if needed)
Sweatshirts	Hunter Green White Gray	RCS pullover with crest. The Toggery. RCS pullover with crest. The Toggery. RCS pullover with crest. The Toggery. Warrior Gear Approved 2018 (photo available if needed) Warrior Gear Approved 2019 (photo available if needed)
Pullover Fleece	Navy	"Warriors" appliquéd. The Toggery
Sweater	Any solid color	Cardigan style - no labels, emblems, or trim.
Skirts (No skorts)	Khaki Navy Plaid	Plaid #96 – J.C. Penney. Plaid #81 – The Toggery. No shorter than 2 ½ inches above knee.
Shoes		Sandals (example, Chacos/Birkenstocks) No house shoes, flip-flops, high heels, or high platforms.

Ties		Boys only. May be worn with white shirts. Must coordinate with school colors with no words or characters.
<i>Friday – Clothing Item</i>	<i>Colors</i>	<i>Special Instructions</i>
Jeans Jean Shorts Jean Capris (Friday Only)	Blue	May not be excessively baggy, tight, or long. May not be decorated or appliquéd or have any other decorations. Shorts must not be shorter than 2 ½ inches above the knee.
(No skirts or jumpers)		No cutoffs. No fringe or strings may hang from hem of shorts. No holes or patches of any kind or non-manufacturer’s split seams.
Christian T-shirts Sweatshirts (Friday Only)		Shirts must have a distinct Christian message or scriptural basis imprinted. No plain t-shirts.
RCS Special Event Shirts Day of event & Friday only		Homecoming, prom, clubs, play, etc.
RCS Activity Shirts		RCS competitive groups may wear their appropriate shirt on the day of competition. These shirts must meet current criteria and be approved by the administration.

ADDITIONAL INFORMATION FOR ALL STUDENTS

<i>Item</i>	<i>Colors</i>	<i>Special Instructions</i>
Hair		Must be neat and trimmed at all times. Boy’s hair must not be below mid-ear in the front, excessively long in the back (not hanging over the collar), or cover eyes or eyebrows. No fad haircuts or hairstyles will be permitted (rat tails, shave marks, etc.)
Facial Hair (must be clean shaven at all times)		No beards, mustaches, or long (past the ear lobe) sideburns are permitted.
Accessories		Girls – No more than two earrings per ear. Boys - earrings not permitted. No body or face piercing. Any jewelry deemed excessive, dangerous, or representing an ungodly segment of culture will not be permitted. No hats, vests, scarves, or additional clothing accessories are permitted.

Hunter green, black, navy, white, gray t-shirts may be worn under clothing. No words, lace or other colors should be visible. Extreme fads will not be allowed in regard to hair, clothing, jewelry, or shoes. No tattoos should be visible at any time.

No athletic practice gear or uniforms may be worn during the school day without permission from administration.

No pullover hoodies (only uniform approved with RCS Logo) or pullover jackets. Any jackets must button or zip from top to bottom.

Administration reserves the right to prohibit any clothing or accessory that is deemed disruptive to the educational process.

DRESS FOR EXTRACURRICULAR ACTIVITIES

Students will be expected to dress appropriately in a modest way when attending extracurricular school functions. Students should remember that they are representing Ridgefield at all events. Students dressed inappropriately or immodestly will be asked to leave the event.

The following are the approved guidelines for formal and semi-formal functions including athletic banquets and homecoming at RCS:

Dresses should be modest and not tight-fitting.

Dresses should not show cleavage.

Dresses should not have cutouts or sheer fabrics except on the sleeves or shoulders.

Dresses should fall no lower than the middle of the back.

Bare midriffs should not be visible.

Dresses may be no shorter than 2 ½ inches above the knee or have slits higher than the top of the knee.

Boys should make their dates from other schools aware of this policy.

When students are out of dress code during school hours for special events, they should be dressed in the spirit of the dress code. Skirt and short length should follow regular guidelines. No spaghetti straps, tank tops, tube tops, halters, short tops, excessively tight clothing, etc., will be permitted.

All athletic uniform requirements will be handled by the Athletic Department.

GAME DAY APPAREL FOR ATHLETES

Athletes may wear uniform related apparel on game days for the purpose of building team unity, creating an awareness of athletic activities for the student body and staff, and promoting school spirit throughout the campus as well as attendance at the games.

This includes:

Team shirts

Athletic apparel jackets and pants (Uniform style)

All pants must be RCS green or black

Random sweatpants are not permitted

Jeans are only acceptable on Friday games.

EXCEPTION TO JEANS: If there is a transition time such as an athletic order which has not arrived or other extenuating circumstances, the coaches may petition the administrator on behalf of the athletes for the wearing of jeans.

CODE OF CONDUCT

At Ridgefield Christian School, we set a high priority on training students in personal manners and character development. A consistent Bible-based discipline standard, loving correction, and cooperative parent-teacher relationships will enable your child to develop self-control, accept responsibility, and mature socially.

Our goal is to train your child to govern his/her own conduct according to the principles in the Scriptures. We believe that parents and teachers are set in authority by God to train children until they learn how to act correctly on their own. The instruction that we give concerning discipline has at its core these primary truths:

1. God gives us principles to live by for our own good; to protect us, guide us, and bless us.
2. These principles are written down in the Bible.
3. Teachers and parents have the responsibility of translating these general principles into rules for specific settings; i.e., the classroom or the home.
4. Rules are necessary for the order and peace which are prerequisites to learning.
5. Obedience results in rewards and blessings.
6. Disobedience results in negative consequences.
7. Parental or teacher administered correction is an act of love that is meant to warn children so that they do not experience the full effects of their disobedience.

Students will always be treated with dignity, respect, fairness, and love during the entire disciplinary process. If the disobedience involves conflict with another child, the teacher will guide the students to forgive and reconcile.

Ridgefield Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step on the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life that fulfills both God's moral law and high law of love (Matthew 22:27-39; Romans 13:8-19; Galatians 5:15). The result is a life consecrated unto God and separated from the world.

Ridgefield Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being.

A sense of the needs for spiritual growth in the light of these principles has led RCS to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. RCS, therefore, requests each student--whether at home, school, or elsewhere:

1. To refrain from participating in activities such as profane and/or indecent language, smoking, possession or use of alcohol, drugs, or tobacco, vaping/e-cigarettes, gambling, pornography, premarital sex, homosexual activity, or sexual perversions and to abide by the RCS Statement of Marriage, Gender, Sexuality and Sex .
2. To maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.
3. To refrain from verbal, sexual, physical harassment, and/or bullying, etc.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some, but while not condemning others who see differently, Ridgefield Christian School believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

We firmly believe that the most important keys to a successful disciplinary process are (1) the heart attitude of the child and (2) the degree of cooperation and support given the school by the parents. When students know that the parents and teachers are working as a unified team, they tend to quickly respond to discipline. Your child's teacher will contact you regarding any problems with your child. We ask that you support us in our discipline process, and we encourage you to call us if you have any problems.

The following actions are considered to be inappropriate behavior with varied levels of discipline depending upon the offense:

1. Any sort of disruptive behavior or material in the classroom, chapel, or other assembly
2. Tardies
3. Cheating/Plagiarism
4. Profane language, including racial comments or slurs
5. Willful destruction of school property
6. Theft
7. Fighting
8. Defiance
9. Leaving campus without permission
10. Unauthorized possession or consumption of drugs of any kind
11. Immorality
12. Possession or consumption of alcoholic beverages
13. Abuse of student driving privileges
14. Inappropriate display of affection
15. Violation of RCS dress code
16. Possession of pocket knives, matches, lighters, vaping devices, firearms, or any objects that could be reasonably considered a weapon or dangerous object.
17. Gambling
18. Bullying (see Arkansas Law printed on p. 32)
19. Willful and deliberate use of slander towards others
20. Student use of cell phone and electronic devices during the school day without expressed permission from teacher
21. Student use of social media under any circumstance during the school day, including but not limited to Facebook, Twitter, Instagram, SnapChat, etc.
22. Student use of cell phones, iPads, or any other device to take photos of classmates, teachers, or staff during the school day without expressed permission from teacher
23. Student use of social media including but not limited to Facebook, Twitter, Instagram, SnapChat, YouTube, etc. for the distribution of negative comments or photographs directed toward individuals, schools, or other entities of any sort. This includes any form of pornography, sexting, sexual perversion, or homosexuality.
24. Students should be conscious of and avoid any statements, actions, drawings, or illustrations involving

threats, the use of weapons, or any form of violence toward another individual, groups, or the school. Excuses of unintentional thought, jest, teasing, etc. will not be allowed and students will be subject to disciplinary action. These may include but are not limited to indefinite OSS, recommendations of expulsion, and/or contacting governing authorities.

25. Unauthorized entry into buildings and facilities after school hours is strictly prohibited.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers/cubbies or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The administrator or another staff person designated by the administrator may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches: A student's person and/or personal effects (e.g., purse, backpack, book bag, cubbies, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

CELL PHONES & OTHER ELECTRONIC/DIGITAL DEVICES

Students may not use cell phones or any other electronic or digital devices for calls, texts, or email at RCS between the hours of 7:55 a.m. and 3:10 p.m. for personal or entertainment purposes. Devices include, but are not limited to, cellular phones, iPods, cameras, video equipment, personal computers, etc. When students are in possession of these devices, the devices must not be visible and must be turned off during school hours. If a student is caught using an electronic or digital device during school hours for any reason other than education purposes, the device will be confiscated and returned to the parent/student at the discretion of the administrator. Please see Secondary Progressionary Procedure of Discipline for more details.

For educational purposes, students may use digital tools in the classroom or library including computers, laptops, iPads, tablets, and digital readers under the direct supervision of the classroom teacher.

Students are not allowed to do the following:

1. No audio recording, video recording, or making of photos without the expressed permission of faculty for educational purposes
2. No use of social media, including but not limited to SnapChat, Instagram, etc. without the expressed permission of faculty
3. No purchase via digital device while at school without written permission from parents
4. No unethical usage of devices which utilize any forms of cheating or plagiarism via applications (i.e.

- fill in blanks) at any time
5. No utilization of any device in any way that may be deemed wrongful usage by any staff member or the administrator at any time

BULLYING

In accordance with Arkansas state law, Act 681 of 2003 and Act 115 of 2007, RCS prohibits acts of bullying, harassment or intimidation.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the School Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle.

A school administrator or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definition: Bullying, harassment or intimidation like other disruptive or violent behaviors is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying includes but is not limited to, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, and/or emotional abuse intended to be harmful to another person.

- Physical harm to a school employee or student or damage to the school employee's or student's property;
- Substantial interference with a student's education or with a school employee's role in education;
- A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment

This policy includes cyber-bullying which is an electronic act using technology to systematically harass or bully a person or persons on or off school premises with the result or intention of substantial disruption of the orderly operation of the school or educational environment. Cyberbullying of School Employees is expressly prohibited.

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment. If the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose, the act will be investigated by school officials and may result in a report being filed with the local police to conduct further investigation.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's

constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment is also a form of bullying.
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the administrator. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the administrator. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the administrator. The administrator shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Any individual found to have made a false charge of bullying will be disciplined by an administrator.

DRUGS/ALCOHOL

If a student is guilty of possession of unauthorized or illegal drugs or is found selling drugs to others, he or she will be expelled from school immediately and turned over to local authorities. A student guilty of such an offense will not be allowed to reapply for admission to RCS in the future.

FIREARMS/WEAPONS

If a student is found to have in his or her possession a firearm or illegal weapon on the campus, the student will be expelled from school and turned over to local police authorities. The student guilty of such an offense may not be allowed to reapply for admission in the future.

DAMAGE POLICY

It is expected that any damage to school property be acknowledged and paid for by the student or students involved.

CHEATING & PLAGIARISM

Academic dishonesty is a serious issue. Students are expected to complete assignments independently of other students' efforts and to prepare adequately to pass exams without aid of hidden notes, help from other students, and numerous other methods. Additionally, plagiarism is unacceptable when completing research papers and projects. This includes submitting a partial or complete paper from the internet or failure to cite quotations giving authors credit for their creative labor.

Several pages regarding cheating and plagiarism are included in the front of the student handbook and list specific details for clarification. Teachers cover this topic with students at the beginning of the school year, and required forms are signed by students indicating they have received information and understand the expectations. Students should recognize that one or more zeros from cheating/plagiarism could result in a significantly lower grade in the course for the semester or even a possible failure of the class.

Upon determination of this offense, the following will occur:

1. Conference by teacher with student
2. Assignments resulting in "0" with notification to parent(s)
3. Disciplinary referral to the administrative office for file with the possibility of additional consequences at the administrator's discretion depending upon the circumstances, attitude of the student, or number of offenses.

Depending upon the circumstances, the student may be allowed to redo an assignment/project with a reduced/limited number of points at the teacher's discretion. Repetitive cheating/plagiarism will result in more serious consequences including ISS/OSS.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

K-6:
First offense: warning note sent home
All offenses thereafter: Parent will be contacted to bring appropriate clothing. Student will not be allowed to return to class until he or she is dressed appropriately.

7 – 12:
All dress code violators will be sent to the office to receive appropriate action from the administrator. Students will not be allowed to leave campus to go home and get clothes. Parents will be contacted to bring appropriate clothing.

ELEMENTARY ACADEMIC/BEHAVIORAL COMMUNICATION AND/OR DISCIPLINE

When elementary children face difficulties whether it be academic and/or behavioral challenges, the elementary teachers will seek clear communication with parents immediately to help resolve problems and to ensure the success of students. These may include daily notes, e-mails, texts, calls, and/or conferences. Teachers may refer children to the administrator's office. Upon more extreme issues or repeated behaviors, the administrator will assist in the evaluation of circumstances and contact parents or schedule conferences to discuss recommendations or disciplinary measures.

PROCEDURES OF DISCIPLINE ELEMENTARY (K-6)

Disciplinary action for the breaking Code of Conduct will be decided by the teacher and/or administrator and will be determined by the nature and seriousness of the offense, the number of previous offenses, the age of the child, and the attitude of the child towards correction.

For Elementary (K-6), possible consequences could include, but are not limited to:

1. Redirection
2. Loss of a privilege (field trip, study hall, recess, etc.)
3. Isolation from other students (time out)
4. Parent/teacher conference
5. Extra work
6. In-school suspension: Students will work on assignments provided by teachers or administrators for credit. A student in ISS may not participate in any extracurricular activity on the day of the ISS. An ISS will count as one unexcused absence.
7. Out of school suspension: No make-up work will be allowed and will result in a zero. No student will be allowed to participate in extracurricular activities during out of school suspension
8. Expulsion – Board decision, student not allowed on campus for any reason or activity.

PROGRESSIONARY PROCEDURE OF DISCIPLINE SECONDARY

The procedures outlined below are designed for the entire school year.
They do NOT begin over at the semester.

1st Offense:

REDIRECTION

Students involved in minor offenses on a first-time basis may benefit from a conference with the teacher and/or administrator. Depending upon the seriousness of the act, the attitude of the student, and his or her usual behavioral patterns, it is possible that a one-time warning without consequence is sufficient.

2nd & 3rd Offense:

BEFORE/AFTER SCHOOL DETENTIONS (20-30 minutes)—Maximum assignment of 2 total detentions

Minor disciplinary infractions will result in before or after school detentions. Depending upon the number of offenses or the seriousness of the offense, detentions may be assigned in varied amounts of time and progression of time; i.e. 20 minutes, 30 minutes. After 2 total detentions, the next offense will progress to In-School-Suspension.

4th & 5th Offense:

IN-SCHOOL SUSPENSION—Maximum assignment of 2 total ISS days

ISS requires that a student will spend the day in a contained, study-hall designed area. Teachers will provide assignments for the student to complete and those will be marked and scored according to the class design and requirements. The student will work independently to complete the assignments. Students are not allowed to have digital devices during the course of the day. They should have a library book or other study resources if they complete the daily assignments prior to the close of the school day. They are provided personal breaks during the course of the day and lunch is observed in the designated area. One ISS day will count as one unexcused absence. A student in ISS may not participate in any extracurricular activity on the day of ISS. After a total of 2 ISS days, the next offense will progress to Out-of-School-Suspension.

6th & 7th Offense:

OUT-OF-SCHOOL SUSPENSION—Maximum assignment of 2 total OSS days

OSS prohibits a student from being on campus during the school day resulting in an unexcused absence. The student will not be allowed to make up any school assignments or tests with all grades resulting in a zero. The student will not be allowed to participate in extracurricular activities during OSS and should not be on the campus as a spectator for any reason during the day or the evening hours. After a total of 2 OSS days, the next offense will progress to the consideration of expulsion.

Additionally, parents will be notified of every offense beginning at the "Before/After School Detention" level. Depending upon the offense or circumstances, the method could be by note, email, phone call, or conference.

If it becomes necessary to address a student for inappropriate behavior and administer disciplinary consequences, it is the intent to follow this progression as outlined; however, depending upon the seriousness of the act, it may become necessary to move immediately to a higher level of disciplinary action based upon the administrator's discretion.

SUSPENSION PROCEDURE AND POLICIES

Possible grounds for SUSPENSION include but are not limited to:

1. Actions or attitudes which are detrimental to the school
2. Rebellion toward authority
3. Conduct which subverts order and peace
4. Verbal abuse
5. Deliberate damage to school or personal property
6. Habitual non-conformity to school rules
7. Habitual tardiness
8. Habitual failure to complete class requirements

The Board reserves the right to deal with any behavior that would prove detrimental to the school and its witness to the greater Jonesboro area.

EXPULSION PROCEDURE AND POLICIES

Expulsion is defined as the immediate termination of school attendance due to extreme and blatant disregard for school policies. With the final decision being determined by the Ridgefield Christian School Board of Directors, expulsion is the highest level and most extreme measure of discipline. The circumstances and details of an act or acts leading to recommended expulsion are prayerfully evaluated and considered carefully.

Expulsion can result from the culmination of serious offenses over a period of time in which it is determined the student cannot conduct him or herself in the manner that promotes a positive learning environment for other students, does not display respect and esteem for faculty and staff, or does not represent RCS positively in the community. In some cases, it may be appropriate to consider the age of the student and the attitude toward correction.

Secondly, expulsion can result from an immediate, serious offense which requires instantaneous review and evaluation which could be considered a detriment to the safety and security of the school, or other legal and/or moral ramifications. These acts can be evaluated whether on campus or off campus. The more serious offenses include but are not limited to:

- Possession and/or consumption of drugs; possession of drug paraphernalia; selling drugs
- Possession and/or consumption of alcohol
- Possession and/or use of tobacco / tobacco related products
- Possession of firearms, weapons, or any threat of violence whether intentional or not that creates campus disturbance, unrest, or fear
- Destruction/vandalism of school property
- Any act that intentionally promotes discrimination in any form or incites racial tension
- Theft

Expulsion Process:

1. Review of previous disciplinary referrals
2. Review of nature and seriousness of the offense, number of offenses, age of student
3. Notification of parent
4. Indefinite OSS
5. Review of School Board

Upon determination of expulsion, the Board will determine that indefinitely or for a specific period of time, the student will not be allowed on campus for any reason or activity. Tuition is not refunded when expelled.

Ridgefield Christian School

Student and Parent

HANDBOOK POLICY AGREEMENT

My student, _____, and I have read and fully understand the principles outlined in the Parent-Student Handbook. We understand that any violation of these rules will result in some form of discipline.

Dated this _____ day of _____, 2019.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Ridgefield Christian School

Student and Parent **COMPUTER USE AGREEMENT**

(See Student Handbook page 21)

Student Name _____ Grade _____
(Printed name)

I have read the Computer Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my use of the network can be limited, restricted, or terminated and that I may face other disciplinary measures.

Student Signature _____ Date _____

Parent/Guardian:

I have read and discussed the rules set forth in the Computer Use Policy with my child. I have also instructed my child regarding any restrictions that I have against accessing inappropriate materials. I have emphasized to my child the importance of following the rules for personal safety.

I hereby release RCS, its School Board, representative agents, personnel, and any institutions with which they are affiliated from any and all claims, liabilities, and damages of any nature arising from my child's use or inability to use the system, but not limited to, claims that may arise from the unauthorized use of the network to purchase products or services.

I _____ approve _____ do not approve of my child using the Internet System.

Parent Name _____
(Printed name)

Parent Signature _____ Date _____

Ridgefield Christian School

Student and Parent **CELL PHONE AGREEMENT**

(See Student Handbook page 31)

Student Name _____ Grade _____
(Printed name)

I have read the Cell Phone Policy (p. 31). I understand that my phone must not be visible and must be turned off during school hours. I understand that I am not to use a cell phone for calls, texts, photos, email, social media, internet, hot spot, or any other purpose between the hours of 7:55 to 3:10 without the expressed permission of a faculty or staff member.

If I need to contact someone, including a parent, I understand that I will be allowed to use the office phone.

If given permission by a teacher to use a cell phone for educational purposes, I will not use it for personal or entertainment purposes during that time, and I will turn it off immediately following the activity.

I agree to follow the rules contained in this policy. I understand that if I violate the rules my phone will be confiscated and submitted to the Administrator for the rest of the day, and that if this violation is repeated past one offense (Redirection), I will be subject to the Progressionary Procedure of Discipline, including 2 Detentions, 2 ISS, 2 OSS, and then consideration for Expulsion.

Student Signature _____ Date _____

Parent/Guardian:

I have read and discussed the Cell Phone Policy with my child.

If I need to communicate with my child during the school day, I understand that I should call the school office (870-932-7540) and that he/she will be allowed to call me at their teacher's discretion (break, lunch, etc.).

I understand that if my child violates the rules his/her phone will be confiscated and submitted to the Administrator for the rest of the day, and that if this violation is repeated past one offense (Redirection), my child will be subject to the Progressionary Procedure of Discipline, including 2 Detentions, 2 ISS, 2 OSS, and then consideration for Expulsion.

Parent Name _____
(Printed name)

Parent Signature _____ Date _____

Ridgefield Christian School

Student and Parent

STANDARDS OF CONDUCT AGREEMENT

Standards of Conduct for Ridgefield Christian School

RCS holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step on the Christian life. There is adequate Biblical basis for the idea of spiritual growth in to the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:27-39; Romans 13:8-19; Galatians 5:15). The result is a life consecrated unto God and separated from the world.

RCS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A Standard of conduct based on the following Biblical imperatives is necessary to provide such environment. All the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being.

A sense of the needs for spiritual growth in the light of these principles has led RCS to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. RCS, therefore, requests each student – whether at home, school, or elsewhere:

1. To refrain from participating in activities such as profane and/or indecent language, smoking, possession or use of alcohol, drugs or tobacco, vaping/e-cigarettes, gambling, pornography, premarital sex, homosexual activity, or sexual perversions and to abide by the RCS Statement of Marriage, Gender, Sexuality, and Sex.
2. To maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.
3. To refrain from verbal, sexual, physical harassment, and/or bullying, etc.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some, but while not condemning others who see differently, RCS believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the RCS ideals of work and life, and any student who has been arrested by authorities, will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

Student Name (4th Grade & up) _____ Grade _____

(Printed name)

I have read the Standards of Conduct Policy. I agree to follow the rules contained in this policy while enrolled in RCS and I agree to cooperate with and abide by these standards whether at home, school or elsewhere.

Student Signature (4th Grade & up) _____ Date _____

Parent/Guardian, due to the sensitive nature of this material, please discuss this with your child.

I have read and discussed the rules set forth in the Standards of Conduct Policy with my child. I have also instructed my child regarding the rules set forth in this policy and will endeavor to ensure that our child abides by the standards contained in the policy.

Parent Signature _____ Date _____