

**Ripon Christian Schools  
2024-2025  
Grades 6-8 Parent/Student Handbook**



***HOME OF THE KNIGHTS***

***Steadfast***

*You keep him in perfect peace whose mind is stayed on you, because he trusts in you. Trust in the LORD forever, for the LORD GOD is an everlasting rock. Isaiah 26:3-4*

# Table of Contents

<b>Welcome</b>	<b>Page 4</b>
<b>Mission Statement</b>	<b>Page 5</b>
<b>Basis of Instruction</b>	<b>Page 5</b>
<b>Accreditation</b>	<b>Page 6</b>
<b>School Information</b>	<b>Page 6</b>
History	Page 6
Our Campus	Page 6
Our Faculty	Page 6
Mascot and School Colors	Page 7
<b>Student / Parent Responsibilities</b>	<b>Page 7</b>
Address Change	Page 7
RCS Student Expectations	Page 7
<b>Academics</b>	<b>Page 8</b>
Assignments	Page 8
Academic Alert/Late Homework Policy	Page 8
Counseling	Page 8
Grading Scale	Page 9
Incomplete Grades	Page 9
Failing Grades	Page 9
Transition to 9th Grade	Page 9
8th Grade Celebration Speeches	Page 9
Report Cards	Page 10
ParentsWeb Account	Page 10
Class Period Schedule	Page 11
Band and Choir	Page 12
Physical Education	Page 12
<b>Attendance</b>	<b>Page 12</b>
Procedures Regarding Attendance	Page 13
Absences	Page 13
Truant	Page 13
Total Absences	Page 13
Tardies	Page 14
Permission to Leave Class	Page 14
Leaving School	Page 14
<b>Student Life</b>	<b>Page 14</b>
Parent-Teacher Conferences	Page 14
Homeroom	Page 14
Textbooks	Page 15
Library Services	Page 15
Lockers/Locks	Page 15
Medication	Page 15
School Safety Procedures	Page 15
<b>Policies</b>	<b>Page 15</b>
Anti-Harassment Policy	Page 15

Sexual Harassment Policy	Page 16
Student Search and Seizure Policy	Page 16
Use of Contraband Detection Dogs Policy	Page 17
Weapons, Drugs, Tobacco and Alcohol	Page 17
<b>Student Discipline</b>	<b>Page 17</b>
Behavioral Notices	Page 18
Detentions	Page 18
<b>Student Conduct</b>	<b>Page 19</b>
Dress Code Requirements and Guidelines	Page 19
Dress Code Violations	Page 20
Public Display of Affection	Page 20
Food and Drinks	Page 20
Honesty (Cheating and Plagiarism)	Page 20
Computer Use	Page 20
Telephone Use	Page 21
Cell Phones	Page 22
Transportation Guidelines	Page 22
Arrival and Dismissal	Page 22
Bicycles	Page 22
Skateboards, etc.	Page 22
Bus Service and Conduct	Page 22
Care of Building and School Property	Page 23
Student Access of Ripon Christian Campus Areas	Page 23
Closed Campus	Page 24
<b>Extra-Curricular Activities</b>	<b>Page 24</b>
Intramurals	Page 24
After-School Athletics	Page 24
Sportsmanship	Page 24
Eligibility	Page 24
Practices	Page 25
Games/Playing Time	Page 25
Communication	Page 26
Musical	Page 26
Student Council	Page 26
Future Handbook Changes	Page 26
<b>Liability Waiver (to be turned in to the office)</b>	<b>Page 27</b>

## **Ripon Christian Middle School Administration**

*Mr. Eric Segaar, Superintendent*  
*Mrs. Kendra Helsley, Middle School Principal and K-12 Director of Learning*  
*Ms. Mari Schuller & Mrs. Renae Goslinga, Upper School Counselors*  
*Mr. Kevin Taming, Upper School Dean of Students*  
*Mrs. Lori McGovern, Middle School Office Staff*  
*Ms. Amanda Boersma, Mrs. Monique De Jong, Mrs. Janet Engel, Middle School Athletic Directors*

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

We hope that you find this Parent/Student Handbook helpful and informative. It is designed to provide quick references to answer most of the common questions parents and students may ask.

Our goal at Ripon Christian is to educate the whole student-academically, spiritually and physically. We strive to equip each unique student to make a difference in the world for Jesus Christ. We have approximately 200 students in 6<sup>th</sup> through 8<sup>th</sup> grade – large enough to offer a wide variety of opportunities, yet small enough that students can be involved in more than just one extracurricular activity. Ripon Christian equips a wide range of students to successfully achieve their goals.

Following the reformed tradition of education, we believe and teach how God is actively involved in every subject and facet of life. Students take Bible classes each year, and attend chapel weekly with student-led worship and inspiring guest speakers. A high percentage of our student body participates in extracurricular activities such as athletics, clubs, vocal groups, and drama. We offer many avenues of service to develop habits and patterns of servant hood which are important Christian virtues.

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

May God bless you throughout this school year!

# MISSION STATEMENT

The mission statement of Ripon Christian Schools is as follows:

## Student Learner Outcomes

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

### 1) Reaching for academic excellence

- A. Comprehend and evaluate both expository and creative material including the written word, music, art, and drama.
- B. Think competently, critically, and creatively with numbers and ideas for problem solving and decision-making.
- C. Communicate with clarity, creativity, confidence, and integrity in writing, speaking, and other forms of expression.
- D. Collaborate with peers to problem solve and share ideas.
- E. Develop proficiency in assessing and analyzing information efficiently and critically, using it accurately and ethically.
- F. Demonstrate efficient work and organizational skills to create independent learners.

### 2) Connecting faith and learning

- A. Learn the Biblical worldview from the Reformed perspective.
- B. Articulate and defend a Reformed Biblical worldview.
- C. Acknowledge God’s creative and sustaining hand in nature and human history.
- D. Identify what is important for physical, emotional, and spiritual health.

### 3) Serving God and others in His world

- A. Develop social skills for positive human relationships that cross cultures and age levels.
- B. Share and defend their Christian faith openly.
- C. Care for God’s world by applying learned Biblical principles and knowledge.

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

## BASIS OF INSTRUCTION

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

- A. To prepare the student as an image-bearer of God for meaningful participation in society.
- B. To make each student see their life-task in the context of the Kingdom of Christ.

- C. To guide each student in their understanding of the total commitment to Christ, affecting all areas and relationships in life.

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

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

## **ACCREDITATION**

Ripon Christian Schools (K-12) is fully accredited by the Western Association of Schools and Colleges (WASC) and is a member of Christian Schools International (CSI) and ACSI (Association of Christian Schools International).

## **SCHOOL INFORMATION**

### **History**

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

### **Our Campus**

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

### **Our Faculty**

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

## **Mascot and School Colors**

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

## **STUDENT AND PARENT RESPONSIBILITIES**

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

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

### **Address Change**

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

### **RCS Student Expectations**

#### **RCS Students are expected to . . .**

- Be respectful of the Bible as it is the inspired Word of God
- Be respectful of all administration, teachers, office staff, and other staff employed by RCS
- Be respectful of themselves and each other
- Be treated fairly, with respect, and in a courteous manner
- Be responsible for their own actions and practice self-discipline
- Be considerate of each other’s space and welfare
- Be appreciative and understanding of the diversity of culture, heritage, and gender at RCS
- Be interactive with each other in a respectful manner, avoiding needless, hostile confrontations
- Be able to approach each other politely over matters of concern and conflict and, if necessary, seek help through adult mediation
- Be respectful and responsive to those adults in authority within the school community
- Be respectful of school and personal property

- Be appreciative and respectful of our campus and not tolerate vandalism, graffiti, and litter

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

Students are under the authority of the school officials and are responsible for obeying the school rules while at school, while at a school activity, (including extracurricular events on and off campus) and while going to and from school or a school activity. Ripon Christian is not responsible or liable for situations occurring outside school hours, school activities, or bus rides.

## **ACADEMICS**

### **Assignments**

*It is the student's responsibility to keep up with assignment deadlines. RenWeb should be utilized for information regarding any assignments the student may have. It is crucial that middle school students learn to keep up with daily work, assignments and homework as they prepare for the rigor of high school. Late assignments and missing homework will reflect on the student's grade for the class. Timely work by students is taken seriously by Ripon Christian.*

### **Academic Alert/Late Homework Policy**

The academic progress of each student will be evaluated on a regular basis by the teaching staff and the principal. It is the student's responsibility to keep up with assignments. If a student demonstrates significant academic problems such as numerous missing assignments or poor performance reflected by lower grades, the school will take specific steps to address this. Each teacher will have their own procedure for handling missing assignments. Missing assignments and homework will affect the student's grade in that class. Parents will be notified of missing or incomplete assignments through an automatically generated email through Parents Web.

If a student continues to miss assignments on a regular basis, the principal may set up a meeting with the student, the student's parents, and the student's teachers to ensure there is clear communication of expectations between the home and school.

### **Counseling**

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

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



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

### **Grading Scale**

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

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

### **Incomplete Grades**

If a student earns an *Incomplete* for a class, the student may be required to make up all work within two weeks after report cards are issued. The student will earn a failing grade for the class if this deadline is not met.

### **Failing Grades**

Any student who fails a subject (year-end average) may be asked to receive tutoring and/or attend classes at summer school before advancing to the next grade.

### **Transition to 9th Grade**

Students who do not meet eligibility requirements for high school in the second semester of their 8th grade year will begin 9th grade on academic probation.

### **8<sup>th</sup> Grade Celebration Speeches**

Each year the 8th Grade class will have the opportunity to select a class speaker. In order for a student to be eligible to give the class address at the 8<sup>th</sup> Grade Celebration, he/she must:

- Have no more than two late assignments or incompletes in each quarter of the school year.
- Be passing every class.
- Have no more than one detention earned over the course of the year.
- Have earned a grade of an “A” on the speech.

- Be willing to adjust the speech if chosen to represent the class at graduation.

### **Report Cards**

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

### **ParentsWeb Account**

RCHS utilizes a powerful Internet based program that gives parents/guardians real time access to their student's homework assignments and due dates, grades, attendance records, and calendar of events. Faculty will update Parents Web weekly with assignment postings and grades. Log-on instructions and passwords are issued at the beginning of the school year through the administrative office. Parents are expected to use this resource consistently throughout the year and respond to communications from teachers.

# Ripon Christian Middle School

## 6th-8th Grade Clock Schedule 2024-2025

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:20 - 9:06	Period 1 8:20 - 9:06	Period 1 8:20-8:59	Period 1 8:20 - 9:06	Period 1 8:20 - 9:06
-----	-----	-----	-----	-----
Period 2 9:09 - 9:50	Period 2 9:09 - 9:50	Period 2 9:02-9:36	Period 2 9:09 - 9:50	Period 2 9:09 - 9:50
-----	-----	-----	-----	-----
Period 3 9:53 - 10:34	Period 3 9:53 - 10:34	Period 3 9:39-10:13	Period 3 9:53 - 10:34	Period 3 9:53 - 10:34
-----	-----	-----	-----	-----
Break 10:34 – 10:44	Break 10:34 – 10:44	Break 10:13-10:23	Break 10:34 – 10:44	Break 10:34 – 10:44
-----	-----	-----	-----	-----
Period 4 10:48 - 11:29	Period 4 10:48 - 11:29	Period 4 10:26-11:00	Period 4 10:48 - 11:29	Period 4 10:48 - 11:29
-----	-----	-----	-----	-----
Period 5 11:32-12:13	Period 5 11:32-12:13	Period 5 11:03-11:37	Period 5 11:32-12:13	Period 5 11:32-12:13
-----	-----	-----	-----	-----
Lunch 12:13 - 12:46	Lunch 12:13 - 12:46	Chapel 11:45-12:15	Lunch 12:13 - 12:46	Lunch 12:13 - 12:46
-----	-----	-----	-----	-----
Period 6 12:53 – 1:33	Period 6 12:53 – 1:33	Lunch 12:20-12:55	Period 6 12:53 – 1:33	Period 6 12:53 – 1:33
-----	-----	-----	-----	-----
Period 7 1:36 – 2:16	Period 7 1:36 – 2:16	Period 6 1:02-1:38	Period 7 1:36 – 2:16	Period 7 1:36 – 2:16
-----	-----	-----	-----	-----
Period 8 2:19-2:58	Period 8 2:19-2:58	Period 7 1:41-2:17	Period 8 2:19-2:58	Period 8 2:19-2:58
-----	-----	-----	-----	-----
2:56: Prayer Bell 2:58: Dismissal	2:56: Prayer Bell 2:58: Dismissal	Period 8 2:20-2:58  2:56: Prayer Bell 2:58: Dismissal	2:56: Prayer Bell 2:58: Dismissal	2:56: Prayer Bell 2:58: Dismissal

### 2:00 Dismissal

<b>Period 1</b>	<b>8:20-8:57</b>	<b>Period 5</b>	<b>10:59-11:32</b>
<b>Period 2</b>	<b>9:00-9:33</b>	<b>Period 6</b>	<b>11:35-12:08</b>
<b>Period 3</b>	<b>9:36-10:09</b>	Lunch	12:08-12:42
Break	10:09-10:19	<b>Period 7</b>	<b>12:49-1:21</b>
<b>Period 4</b>	<b>10:23-10:56</b>	<b>Period 8</b>	<b>1:24-1:56</b>

## **Band and Choir**

Band and choir are available as electives for grades 6-8. A rental fee is charged to students who use school owned instruments. Students have two weeks at the beginning of the semester to add or drop band or choir. To make band and choral concerts a positive experience for everyone, please honor the following:

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

## **Physical Education**

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

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

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

## **ATTENDANCE**

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

We would ask parents to do your very best to plan vacations with the school calendar in mind. Vacations while school is in session may make it difficult for students to grow academically, adversely affect peers who may be working in a group with your child, and create extra work for teachers. Your child will miss out on valuable instructional time while on vacation and much of the material may be impossible to make up. In the event of a

vacation while school is in session, please inform the office and your child's teacher at least one week ahead of time. Your child's teacher is not expected to provide advanced work prior to your vacation. Any school work your child misses may be assigned at the discretion of the teacher. Your child's grades may be affected by their absence.

### **Procedures Regarding Attendance**

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

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

### **Absences**

- A. **Absences** – The following are examples of absences:
  - a. A parent calls to report a student illness;
  - b. All doctor and dentist appointments;
  - c. Deaths and funerals for immediate family members;
  - d. Funerals for close friends arranged in advance by a parent;
  - e. Absences due to a reasonable and legitimate family obligation with notice;
  - f. Reasonably unforeseeable circumstances which prevent attendance.
- B. **Truant** – Truancy is an absence without parent or school permission. Consequences for truancy may involve a detention or Saturday School for each incident.

### **Total Absences**

If you exceed 12 absences of any kind in one semester in any class or classes, you will receive no credit for that class or classes. A long-term illness exception may be granted by

an appeal that includes a doctor's signed statement. School sponsored absences (i.e., field trips, etc.) are not considered absences.

### **Tardies**

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

### **Permission to Leave Class**

Students may only leave class with the permission of the teacher. Students who leave class without such permission or remain away much longer than originally authorized will receive disciplinary consequences. Students must also receive permission from a teacher to miss class in order to spend that class time with another instructor or in another area on campus.

### **Leaving School**

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

- A. Students who need to leave the campus for an appointment must present a parental note signed and dated to the office stating the specific reason why the student must leave early and the student is given permission to sign out.
- B. If a student becomes ill during the day, the student must come to the office to use the school phone or their cell phone to call home for permission to leave campus, sign out before leaving, or wait in the office for someone to pick them up.
- C. Parents are allowed to take students to lunch but must abide by the allotted time. Being late to class is an unexcused tardy.

If a student leaves school without permission or without signing out, the absence is unexcused and a detention will result

## **STUDENT LIFE**

### **Parent-Teacher Conferences**

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

### **Homeroom**

Each student will have an assigned homeroom where he/she will receive announcements and eat lunch at noon.

### **Textbooks**

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

### **Library Services**

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

### **Lockers/Locks**

The school will provide each student with a locker to store books and supplies. Lockers should be kept neat and orderly and may be inspected at any time. Any cutouts, pictures, posters, or other material in the locker must be conducive to a Christian environment (stickers are not allowed). Students are encouraged to secure their lockers with school-issued locks, which are available for \$5.00. The school is not responsible for missing money or lost articles.

### **Medication**

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

### **School Safety Procedures**

Teachers and students annually review the Safety Manual, posted in each classroom, in order to be prepared for the scenarios described in the manual. It is our goal to conduct two fire drills, one earthquake drill, and one Code Blue drill every year. In the event of a campus emergency, we do not recommend calling your student and ask that you do not call Ripon Christian. Depending on the situation, the school will send an email and try to contact the phone number listed as the emergency number.

## **POLICIES**

### **Anti-Harassment Policy**

Ripon Christian Schools intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted. Ripon Christian Schools does not condone or allow harassment of others, whether

engaged in by employees, supervisors, students, or other persons who may be present on the campus. Any person who believes he or she has been subjected to harassment should report it to an appropriate superior. A student may report to a teacher, counselor, or administrator. Employees may report to any administrator. Retaliation against anyone who made a complaint will not be tolerated. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy may be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

### **Sexual Harassment Policy**

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

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

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

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

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



reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

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

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

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

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

### **Weapons, Drugs, Tobacco, and Alcohol**

State law and Ripon Christian Schools prohibit the following: firecrackers, knives, firearms of any type, weapons of any type, illegal drugs, alcohol and tobacco products. Students who bring/use/facilitate the use of any of these items will be disciplined. Possible consequences may include suspension, expulsion, and involvement of civil authorities.

## **STUDENT DISCIPLINE**

Teachers have the right to teach, and students have the right to learn. Appropriate behavior is critical to the educational process at Ripon Christian School. The classroom teacher will handle minor incidents of misconduct. A teacher may request assistance from the principal who will handle continuous and serious issues of behavior misconduct. Students are under school officials' authority and are responsible for obeying school rules while attending school, participating in on/off-campus extra-curricular activities, and traveling to/from school or a school event.

It is important for students to admit to wrong before God and other involved parties. Asking for forgiveness, humbly receiving consequences, and committing to wiser choices strengthen students' Christian witness. If a student believes the discipline imposed to be unfair, the student should respectfully approach the adult at an appropriate time to discuss the matter.

### **Behavior Notice**

The use of a Behavior Notice (or Behavioral) is one way the school communicates with parents regarding unwise choices their student may have made. The teacher may choose to issue a behavioral for things such as classroom rules not being followed, negative talk towards teachers or classmates, or general disrespect to name a few. Teachers will notify the parents each time a student has earned a behavioral notice. If a student earns three behaviorals during a semester, the student will be required to serve a detention.

The front office staff will keep track of behavior notices and notify parents when the student has earned a detention for three behavior notices. For every three additional behaviorals acquired, the students will serve an additional detention. In addition, the principal may require a meeting with the parents to ensure consistency and collaboration between the home and school.

### **Detention Notice**

A front office staff member will notify parents when a student receives a detention. Detentions are received for, but not limited to, three behavior notices, second violations of the dress code, fighting, blatant profanity, plagiarism, cheating, disrespect for property, three unexcused tardies, and/or serious bus misbehavior. Detentions, which most likely will involve physical work, are served from 3:00-4:00 p.m. on the Tuesday following detention issuance. Few exceptions will be granted. In some cases the student may be required to meet with the principal. The student's slate is wiped clean at the beginning of each semester.

Below are the steps:

- 1<sup>st</sup> detention
- 2<sup>nd</sup> detention
- 3<sup>rd</sup> detention, principal-initiated communication with parents and teacher
- 4<sup>th</sup> detention, student-written plan for change
- 5<sup>th</sup> detention, principal-initiated meeting with student and parents

After the 3<sup>rd</sup> detention and/or principal conference and/or continued behavioral incidents, a student may be sent home for the remainder of the day. It is a parent's responsibility to see that the student is picked up in a timely manner after such discipline is carried out.

# STUDENT CONDUCT

## Dress Code Requirements and Guidelines

Our appearance, like all of life, must honor God. As adults dress appropriately for their jobs, students should dress suitably for school. Student dress should be modest and tasteful. Where objectionable dress becomes an issue, the discretionary decision of Ripon Christian shall be final. Following are some guidelines:

- Hair must be neat with no extremes of color or style or unnatural colors caused by permanent or washable dyes (e.g., mohawk, fohawk, shaved patterns, pink hair, etc.). Hair may not hang in the eyes.
- Students will wear the approved RC standardized polo shirt every school day. The shirt is not to be altered (e.g., ties on side or back) in any manner and is to be appropriately sized (e.g., not too short, tight, etc). Only sweaters, sweatshirts, and jackets may be worn over the polo.
- Dresses, skirts, and shorts must be appropriate and modest. They may not be frayed or torn and should be mid-thigh or longer in length. A general guideline is that the bottom of skirts/shorts should be no more than four inches from the floor when kneeling.
- Jeans and other pants must be clean and neat; frays (aside from normal wear and tear), tears, and holes are not allowed. Pants are not to be tight fitting or too low as to reveal underwear. Tight fitting warm-up pants, stretch pants, or yoga pants are not allowed.
- Prohibited are clothing, backpacks, binders, or jewelry promoting anti-Christian thought (e.g., skulls and crossbones), secular music groups, alcohol, tobacco, controlled substances, or sexually suggestive situations. Pants (including P.E. outerwear) may not have words across the backside.
- No visible body-piercing jewelry—except modest ear piercing—will be permitted.
- Shoes must be worn at all times. Flip-flops are acceptable (except during P.E.), but slippers are not allowed.
- Caps/hats/hoods are not to be worn in school.
- RC Spirit Day rules: Ripon Christian Spirit apparel only. “Theme” and spirit day shirts are acceptable – otherwise you must wear your polo. Also, if your sport is in season, you may wear your Knights jersey or t-shirt for Spirit Days during that season only. For example: basketball jerseys may be worn during basketball season and/or Knights youth football jerseys may be worn during football season.
- Student “dress-up” days must follow dress code guidelines.
- A school-provided uniform is required for P.E. class.
- Any clothing items that cause a distraction from the learning environment is not permitted.

## **Dress Code Violations**

If faculty/administration determine that a student is violating the dress code policy, the student will receive a behavioral notice.

## **Public Display of Affection**

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

## **Food and Drinks**

During class, students may drink water. Students may eat their snack outside during the morning break. Parents must check in at the high school office before bringing a student’s lunch to the faculty room for grades 6 through 8 (we discourage lunch deliveries). If a student finishes lunch outside, the student must do so at a table. All trash is to be placed in a trash can. Trash duty will be imposed on the student who violates this policy. Gum chewing is not allowed on campus.

## **Honesty (Cheating and Plagiarism)**

Cheating is the act of giving or receiving information that does not belong to a student. An example is a student giving their math assignment to a peer so that student can copy it and submit the work as their own. In this case, both parties would serve a detention, and the person who copied the assignment would earn a zero.

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

## **Computer/Internet Use**

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

Students will receive a Chromebook at the beginning of the year. There is a separate handbook and code of ethics that the parents and students will receive and sign for

Chromebook use. Students are expected to come to class with their Chromebook fully charged and functioning. Forgetting their Chromebook at home or not having the Chromebook fully charged will result in a behavioral/tardy.

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

1. Do not use the school network to gain unauthorized access to any computer system, either on the school network or outside of the school network.
2. Do not use an unauthorized computer account.
3. Do not obtain or use a password for someone else's account.
4. Do not use or copy any software without permission.
5. Do not install or run any executable files brought in by the student or downloaded from the Internet.
6. Do not perform any act that will hinder the normal operation of networks, computers, or printers.
7. Do not tie up any computer, including the Internet, with unproductive work. This includes unnecessary print jobs, large downloads, and game playing.
8. Do not use search engines to obtain pornographic or violent materials. Do not upload, download, or publish any form of pornographic, violent, illegal, or inappropriate material.
9. Do not use chat rooms, instant messaging programs, or any communications software.
10. Do not use any form of Internet communications (e.g., chat room, IM, e-mail) to harass or harm others.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication violates RCS computer policy.
12. Do not use the Internet to gamble or steal.
13. Do not download materials to use as original work.
14. Do not reveal your address or phone number or any other person's address/phone number over the Internet.
15. Do not download any kind of material (e.g., music files, games, programs, pictures). This includes using a specific website or program to perform these actions. Illegal downloading is a violation of copyright laws set in place by the Federal Government.

### **Telephone Use**

Parents may call the high school office at (209) 599-2155. You have the option of leaving a voice message for any employee of Ripon Christian Schools.

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

### **Cell Phones**

Once at school and until dismissed at the end of the day, students may not use cell phones and portable listening devices of any kind. Cell phones/Apple watches may not be on their person in any manner (e.g., pocket). If students carry their phones/watch in a backpack or purse, the phones must remain in the *off* position (*silent* mode is not allowed either). Students may turn in their cell phones to teachers for safekeeping during the day. If a student does not follow these guidelines, the teacher will take the device until the end of the day, and the student will receive a behavioral. Further offenses result in additional discipline as deemed appropriate. School administration will handle confiscated portable listening devices (e.g., radios, CD players, iPods, MP3 players, etc.) in a similar manner.

### **Transportation Guidelines**

**Arrival and Dismissal** Some of our students walk or ride bicycles to school. These students are asked not to arrive before 8:00 a.m. and to leave promptly in the afternoon. Supervision is provided between 8:10 a.m. and 3:05 p.m., the time when buses leave. Once on campus, students may not leave without permission until school is dismissed.

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

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

**Skateboards, etc.** The City of Ripon has an ordinance prohibiting skateboards on Maple Avenue or Main Street. Skateboards, scooters, and rollerblades are also not to be ridden on school grounds. Students who use these modes of transportation must carry them at the appropriate locations and properly store them.

**Bus Service and Conduct** Students are expected to ride their bus unless a note from a parent explains alternate transportation plans. A bus schedule is given to each bus-riding student at the beginning of the school year. Please take time to review the following rules with your children; they are essential to bus safety.

- A. Students must be waiting at the bus stop five minutes before the scheduled pick-up time.
- B. Students are expected to cooperate and obey the directions of the bus driver.
- C. Rowdiness will NOT be tolerated. This includes shoving, hitting, wrestling,

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

Students are under the authority of and are responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

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

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

### **Care of Building and School Property**

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

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

### **Student Access to Ripon Christian Campus Areas**

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

## **Closed Campus**

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

# **EXTRA-CURRICULAR ACTIVITIES**

## **Intramurals**

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

## **After-School Athletics**

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

### **Sportsmanship**

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

### **Eligibility**

Participation in extracurricular activities is a privilege. It is presumed that students who are representing Ripon Christian Middle School in various activities are maximizing the educational opportunities that are available to them. We want to encourage every student to focus on academic excellence as a priority at RCMS. Consequently, continued eligibility for participation in extracurricular activities is contingent upon meeting the standards laid out in the following policy:

- Administration will run a grade check every two weeks. The focus of the grade check will be to identify students who are failing any subjects.
- If a student has one or more Fs, the student will be placed on probation for a period of two weeks. A student on probation may continue to practice and play in games. The student and his/her parents will be notified of the probationary status. Middle School Athletic Directors will also be notified of this status. The student on probation will have two weeks to improve his/her grades so no Fs are present at the next grade check.



- If, after two weeks, the student has no Fs, he/she will be fully eligible again. However, if the student continues to have one or more Fs, he/she will be ruled ineligible for a period of two weeks. The student and his/her parents will be notified of this ineligible status. Middle School Athletic Directors will also be notified. The student will have two weeks to improve his/her grades to move back to a fully eligible status. During this period of ineligibility, the student will be permitted to continue to practice, but will not be permitted to play in games. If, after two weeks, the student still has at least one F, he/she will remain ineligible for an additional two weeks.
- Behavioral Expectations tied to eligibility: Once a student receives a third detention in a semester, he/she will be put on probation for the remainder of the semester. Notice will be given to the student in question as well as his/her parents of this status. A student on probation will continue to be able to practice and play in games. If a student receives a 4<sup>th</sup> detention in a semester, he/she will be ruled ineligible for a period of two weeks. At the conclusion of two weeks, the administrator will make a decision about return to competition. A 5<sup>th</sup> detention will result in ineligibility for the remainder of the semester.

### **Practices**

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

### **Games/Playing Time**

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

**Team Size** - Students are not “cut” at Ripon Christian Middle School sports. When a team has many members, playing time for each individual is reduced.

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

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

**Winning** – The nature of competitive sports is to want to win. It is expected that both individuals and teams will give their best effort at all times. Winning is a by-product of such behavior. In school athletics, there are a variety of

student skill levels for a variety of reasons. Athletes who are “stars” now may not be later on. Those who are behind in development may be the stars of the future. For this reason, all are given the opportunity to grow physically and mentally and no athlete should be denied the opportunity to participate. Yet it should also be understood that, in a given game and time, athletes that have demonstrated a higher level of developmental skill and performance success may be asked to play more in order to put the team in the best position to win the game or match. It is left to the coach to make this difficult decision. Also, for these reasons, athletes who have developed their skills to a higher level may be chosen to play on a tournament team.

### **Communication**

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

### **Musical**

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

### **Student Council**

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

The faculty will develop specific eligibility guidelines for students to serve in student council.

### **Future Handbook Changes**

Should circumstances arise in the school year necessitating a change or modification to this handbook, it is the intention of Ripon Christian Schools to provide timely notice of any such changes to students directly and parents via email.