

# Resurrection Christian School



**Resurrection Christian School**

**Boldly Christian • Academically Equipped • Globally Prepared**

# Parent and Student Handbook 2017 – 2018

6508 E. Crossroads Blvd.  
Loveland, CO 80538  
Phone: 970-612-0674  
[rcschool.org](http://rcschool.org)

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## RESURRECTION CHRISTIAN SCHOOL Letter from the Superintendent

### WELCOME TO RESURRECTION CHRISTIAN SCHOOL!

I am honored, proud, and excited as superintendent to welcome you to Resurrection Christian School, the finest school in Colorado.

As is customary at the beginning of each school year, we take time to reflect on what is truly important during this time of your student's education. Making good decisions now is an important aspect of building towards a future full of opportunities.

As you are reading through the handbook, remember:

- Seek God and grow in your personal relationship with Jesus Christ.
- Come to class prepared to learn.
- Attend every class, every day and on time.
- Ask for help when you have questions.
- Challenge yourself socially, academically, and spiritually to be your best.
  - Get involved. Whether you join a club, try out for a play, compete on an athletic team, or support teams by being an active spectator, you will enjoy your school years if you get involved.
- Be a person of integrity. You know what is right and set that example.
- This school is yours - - OWN IT!!

Resurrection's faculty, staff, and the RCS School Board are committed to opening the doors of opportunity for each student to experience success academically, socially, and spiritually.

Let us work together to equip a generation to impact this world for Christ.

Sincerely,

Allen Howlett  
Superintendent

# Resurrection Christian School

## RCS SCHOOL BOARD

Eric Coet	President	Jay Stocker	Director
Joe DeAnda	Vice President	Tim Peterson	Director
Beth Bishop	Secretary	Lisa Leachman	Director
Matt Miller	Treasurer		
Jared Kidwell	Director		
Ken Salazar	Director		

## FOUNDATION BOARD

The Resurrection Christian School Foundation was established in 2006 for those who have a heart to serve and encourage teachers, students, and families. The Main goal is to raise funds annually so that RCS can provide, as needed, scholarships to families and give teachers bonuses and special gifts throughout the year.

Lori McWhinney	President	Diane Iwanicki	Trustee
Anne Peacock	Vice President	Jessica Siffring	Trustee
Misty Fantauzzo	Secretary	Janene Burgener	Trustee
Anne Peacock	Treasurer	Martha Turner	Trustee
Amy Maddox	Trustee	Keitha Lovette	Trustee
Christopher Fry	Trustee	Misty Fantauzzo	Trustee

## ADMINISTRATIVE STAFF

Pastor Allen Howlett	Superintendent
Joseph Chen	Director of Enrollment and Marketing
Bill Markham	Director of Technology
Camille Susemihl	Director of Finance
Brooke Vander Wal	Director of Development
Randy Wolf	Director of Maintenance & Security

### Elementary:

Patty Hoppe	Elementary Principal
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### Middle School:

Brian Goodbar	Middle School Principal
Bruce Dick	Middle School Dean/ Athletic Director

### High School:

Rogene Lowe	High School Principal
Jane Radford	High School Guidance Counselor/Dean
Mark Roggy	High School Athletic/Activities Director

## ADMINISTRATIVE ASSISTANTS

Pam Gonzales	Assistant to the Superintendent
Dana Dunlap	Elementary Administrative Assistant
Jeannette McNair	Elementary Administrative Assistant
Peggy Haag	Middle School Administrative Assistant
Jenny Murrow	Middle School Administrative Assistant
Cindy Bowlin	High School Administrative Assistant
Becky Lohr	High School Administrative Assistant
Levi Smith	Athletic & Activities Assistant
Karen Markham	Finance Assistant

Shannon Baker

High School Administrative Assistant

## **PHILOSOPHY OF EDUCATION**

The educational process in a Christian school is dependent upon a Biblical philosophy that provides the Godly worldview and essential truths for life so that students may be prepared to fulfill their proper places in the home, the church, and the state. Accordingly, the philosophy of education for Resurrection Christian School is as follows:

Our Educational Philosophy is to train young people spiritually, academically, socially, and physically (Luke 2:52). Resurrection Christian School is an extension of the Christian home, where God has given primary responsibility of educating children to the parent.

Attendance at Resurrection Christian School is a privilege. All students that desire to continue to attend RCS must meet academic and behavioral expectations and desire to grow in Christ.

Resurrection Christian School exists to help young people grow into the fullness of Christ with a strong emphasis on academic training. It should be recognized that Resurrection Christian School does not have the resources to effectively teach and train children with certain physical handicaps and learning difficulties. In addition, students must have the ability to learn, grow, and mature at appropriate grade levels. Our guiding principles are as follows:

### **Spiritual**

- Build a foundation of Biblical principles and values in order to successfully integrate Christian philosophy into the student's total life.
- Nurture competency in communication and research skills, and in the ability to make mature decisions.

### **Academic**

- Provide quality academic education.
- Encourage learning of necessary skills required for meaningful participation in society as an adult.

### **Social**

- Provide students with opportunities for growth in the social skills required for adequate involvement in today's society.
- Enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy.

### **Physical**

- Provide opportunities for learning skills necessary to participate in physical activities and a healthy lifestyle.
- Provide opportunities for participation in individual and team physical activities.

## **STATEMENT OF FAITH**

WE BELIEVE: The Bible is the only infallible, inspired, and authoritative Word of God. Ex. 20:1; II Tim. 3:16; II Pet. 1:20-21; I Cor. 2:10-13; Luke 24:27; Luke 24:44-45; Rev. 22:18-19.

WE BELIEVE: There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Psalm 2:6-9; Matt. 28:19-20; II Cor. 13:14; I Cor. 12:4-6; Matt. 3:16-17; John 14:16.

WE BELIEVE: In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father. John 1:1-5; 14, 34; John 5:1-47; John 6:69; Matt. 1:20-23; Isa. 7:14; Matt. 1:23; Heb. 1:9; 7:26; I Cor. 15:20-23; Luke 1:31-33; Rom. 1:3-4; Eph. 1:20-23; Phil. 2:9-11; Col. 1:13-19; Isa. 9:6-7; Matt. 16:16; I Cor. 15:3-4.

WE BELIEVE: In the Blessed Hope—the rapture of the Church at Christ’s coming. I Thes. 4:16-17; John 14:1-7; I Thes. 1:7-10; Matt. 25:31; I John 3:2; Acts 1:11; Rev. 17; Rev. 19:11-16; Rev. 21:6; Dan.7; Tit. 2:13.

WE BELIEVE: The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. I Pet. 1:18-19.

WE BELIEVE: Regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3-5.

WE BELIEVE: The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. I Pet. 2:24.

WE BELIEVE: The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39.

WE BELIEVE: In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. John 16:7-15; I Cor. 6:19-20; Gal. 5:16-18; Eph. 1:13-15; 4:30; I Cor. 12:13.

WE BELIEVE: In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. Job 19:25-27; Dan. 12:2; I Cor. 6:14; John 5:29; 11:25; Rom. 6:5; I Pet. 1:3; Rev. 20:4-6; John 5:28-29.

WE BELIEVE: God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14,17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8=11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt gender other than one’s birth gender is immoral and therefore sin (Gen. 1:17; Deut. 22:5).”

WE BELIEVE: The RCS School Board in relationship with the elders at Resurrection Fellowship have all rights to state and rule on the organizational beliefs and practices of RCS and rule on any disputes.

Resurrection Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. This Christian ministry does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

## **MISSION OF RCS**

Developing students who are boldly Christian, academically equipped, and globally prepared.

## **ACCREDITATION**

RCS K-12th grade is fully accredited by ACSI (Association of Christian Schools International) and AdvancED. We are committed to excellence in all that we do and strive to continually re-evaluate and improve.

## **SCHOOL HOURS**

- **Elementary (K-5)** - 8:15 a.m. each day and end at 3:15 p.m.
- **Middle School (6-8)** – 8:00 a.m. each day and end at 3:25 p.m.
- **High School (9-12)** - 8:00 a.m. each day and end at 3:30 p.m.

Elementary students may be dropped off at 7:45 a.m. School is dismissed at 3:15 p.m. Students must be picked up by 3:30 p.m. After 3:30 p.m., childcare charges will be assigned.

The school is not responsible for students who are on campus outside the designated hours. Fines may be assessed for students who are not picked up on time. Holidays and workdays are detailed on the school calendar and found on our website – [www.rcschool.org](http://www.rcschool.org).

## **ORGANIZATIONAL STRUCTURE**

Resurrection Christian School is governed by a Board of Directors who are Spirit-filled, Bible-believing Christians. The day-to-day operation of the school is the responsibility of the administration (i.e. superintendent and principals), while the official RCS Board seeks to gain practical advice and counsel on a wide variety of issues from a large circle of mature Christian people. Suggestions on any aspect of the school are always welcome from any parent, student, or friend of the school by letter, telephone, or in person.

## **CHAIN OF COMMAND**

We ask that everyone follow the Matthew 5:23-25 and 18:15-17 principles when dealing with conflict, miscommunication, hearsay, rumors, etc. Please go directly to the person involved first. If this procedure does not bring about a satisfactory resolution, then please meet together with a principal and then the superintendent if necessary. If the issue is still unresolved, you should then take it to the RCS Board. This procedure is critical if we are to maintain our Christian integrity and family atmosphere.

## **HOW TO COMMUNICATE WITH THE SCHOOL BOARD**

Communication with RCS Board members is possible through a variety of ways. Board members are always approachable at school functions, sporting events, or email to [RCSBoard@rcschool.org](mailto:RCSBoard@rcschool.org). If you need to contact the board members beyond e-mail, contact the superintendent's office.

### **Conflicts and Board Policy items:**

If you are dealing with a conflict situation, please first attempt to resolve the matter via the Matthew 5 and 18 procedure (see previous section). Most issues can be resolved in direct discussion and prayer with our school personnel. However, if you simply want to share feedback with the Board as a whole or suggest policy additions/changes, please present your request to the school office in writing prior to the next meeting. You may be placed on the agenda for the next available board meeting. Board meetings are open at the beginning of each session, but discussion is limited to the items on the agenda. The board and administration periodically conduct open forums to



allow time to present ideas and gather input from the parents.

## **BOARD MEETINGS**

There are two types of School Board meetings:

**Executive Session:** These meetings are closed to the public unless the Board specifically invites someone to attend and/or make a presentation.

**Regular Meeting:** These meetings are open to current parents. Observers are not allowed to discuss issues, ask questions, etc. unless the agenda calls for such.

School Board meetings are conducted the first Wednesday of each month from September to June. Parents are welcome to attend the beginning portion of each meeting. During this time, those in attendance will pray together, review the agenda, and handle any business that is open to the public. After this, the Board meets in Executive Session, which is closed to the public. Parents may be invited to the Executive Session in order to discuss issues specifically related to the parents. It is a good idea to call the school to confirm the time and location of Board meetings.

To bring an issue to the Board and have it discussed, please follow these steps:

1. Submit the issue to the school office in writing prior to the next Regular Board Meeting. Parents must call the office to inform us they are submitting something and then email, fax it in, or drop it off at a school office. The letter should include sufficient detail so that the Board can fully understand the issue, including the desire to address the Board (if needed).

Please be aware, the Board does not read or reply to letters of a critical nature that are not signed.

2. Barring extenuating circumstances and/or depending upon the nature of the issue, the item may be placed on the agenda. Parents may be given 5-10 minutes to present the issue at an upcoming Regular Meeting. During this time, Board members may ask questions and/or make comments but are not bound to make an immediate decision.
3. During the Executive Session, the Board will discuss the issue and determine what course of action and/or decision needs to be made concerning the issue. Parent(s) will be contacted by letter and/or by phone as to any decision made. Again, an immediate decision may not be forthcoming.

We encourage RCS parents to attend Board meetings and pray together with us for the school. Please call the school office to find out when the next Regular Meeting occurs.

## **Resurrection Christian School Foundation Board**

The Resurrection Christian School Foundation was established in 2006 for two express purposes:

1. Providing help to families who desire a quality Christian education for their children.
2. Increasing staff and faculty salaries so that we are competitive in the Christian education marketplace, providing quality teachers.

The Foundation coordinates one **major** fundraiser a year. We are so blessed that God has continued to provide RCS the opportunity to serve so many children, families, staff, and faculty. RCS is one of the few, if not the only, private Christian schools that is consistently growing in the double digits year after year. The Foundation is simply in place to be good stewards of the assets God continues to bestow and guide the direction of the blessings God continues to pour out onto RCS. The Foundation Board thanks the members of the Gala Committee and all those who have, are currently, and will in the future, contribute in one way or another.

#### Investment Policies and Objectives:

The Foundation Members have developed comprehensive operational policies and guidelines to assist the Trustees in managing the investment of the Fund's assets. Included within the guidelines are the Foundation Fund's asset allocation policy, investment objectives, guidelines, and restrictions. There are evaluation and review procedures in place to ensure Godly fiscal responsibility and wise investment allocations.

#### Financial Planning and Accountability:

The Foundation Members are constantly exploring new and creative ways to raise additional resources for the Foundation Fund so that more tuition assistance can be given and teachers' salaries get to the point where we are even more competitive in the district.

## **FACULTY**

RCS hires teachers who have a deep commitment to students and a deep personal commitment to Jesus Christ. Each teacher, before hired, must go through a thorough application and interview process. Reference checks and professional background checks are also conducted on each applicant.

The RCS full-time teachers must be state and/or ACSI certified. Part-time teachers must complete certification within two years if they have not previously done so. ACSI certification requires similar standards as state certification (BA or BS degree, educational training, and educational experience) plus accredited coursework in Bible and Christian Education. Faculty at RCS must continue their education, not only to keep their certifications current, but also to grow and develop as master teachers. Several of our teachers have their Master's degrees or second BA degrees. Teachers serve as the "living curriculum" in the classroom, and we consider it our number one priority to secure the best, most qualified faculty.

## **ADMISSION REQUIREMENTS**

Resurrection Christian School is open to all students who demonstrate a desire to abide by the educational and spiritual principles of the school, maintain high standards of Christian conduct, and have the ability to do the required work.

All students must take an entrance exam and submit a complete application, required reference forms, copies of transcripts and/or report cards, and necessary paperwork. After review of all student information, an interview will be scheduled. Final decision for admissions is made by the administration based upon school policy and standards as set forth by the school board and published in the Enrollment Packet.

Resurrection Christian School's biblical role is to work in harmony with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality as biblically defined, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **FINANCIAL INFORMATION**

RCS is financed primarily through tuition and fees. Resurrection Fellowship supports the school monthly via partial payment of facility utility bills, free rent of building, and providing us with some maintenance and janitorial staff. We also partake in major school-wide fundraisers each year. These sources of income represent our total income. We do seek to operate a balanced budget. Tuition is a yearly charge. For ease of payment, parents are offered three plans for the tuition charges. Registration must be paid at the time of enrollment. Periodically, information concerning our budget and financial reports will be shared with the school families. However, anyone is welcome to visit with our superintendent and view our books/records. Personal accounts and salaries are kept confidential, but all other information is available to the public.

At registration you will sign-up for a tuition payment plan. A late fee is due if the payment is made after the due date. Please call the school if you are experiencing any unusual difficulty in making your payment. Your account must be current in order to receive records and to register for the new school year.

Tuition starts every June 1<sup>st</sup>. Pro-rated refunds will be made to those families who withdraw and have paid in full or the two equal payments. Notice of withdrawal must be given before the following month begins in order to receive a refund (for that month), provided payment has been made in full or two equal payments.

The Board has completed a stronger policy regarding tuition payment and what do to with delinquent accounts. Below is policy passed by the Board on 5/1/07 regarding tuition payment and delinquent accounts:

- Any account 10 days past due will pay a \$20 late fee per account and a \$20 fee for any direct withdrawal accounts that have insufficient funds.
- Any account 30 days past due will receive a letter and must contact the business office to schedule payment of tuition.
- Any account 60 days past due will receive another letter and phone call from the superintendent's office.
- Any account 75 days past due. If your student(s) account is not paid in full, you will be asked to withdraw from school and the accounts will be turned over to collections.

Refunds will be made if the request is done prior to the first day of the month. Please refer to the financial worksheet. The registration fee is non-refundable.

## **ACADEMIC INFORMATION AND GUIDELINES**

### **ACADEMIC TESTING**

- MAP testing – grades K-8
- Freshmen and sophomores are required to take the Aspire test (pre-ACT).
- Juniors are required to take the PSAT (Preliminary Scholastic Aptitude Test).

Most colleges and universities require either the SAT or ACT for seniors. These tests are administered at various locations in local cities/towns. The ACT is also administered at RCS once per year. Students may want to actually begin taking these tests in their sophomore and junior years for practice and improvement of scores. All RCS students must complete the ACT by December of their senior year for graduation requirements. Students should check with the colleges and/or universities to learn if the SAT is recommended or required.

## GRADES/REPORT CARDS

**Families are asked not to plan vacations during finals. Final exams are not administered early.** Families are asked not to plan family vacations or personal appointments during academic testing.

**Secondary report cards** will be available on RenWeb; elementary report cards are hard copy. The office will notify you via e-mail when report cards are posted. Final report cards will be posted on RenWeb in June. Note: Report cards will not be released if there are unsatisfied financial obligations.

Elementary report cards will be given out each quarter.

A student's grades, attendance, and tardies may be monitored by accessing [www.rcschool.org](http://www.rcschool.org) and logging into RenWeb for grades 6 through 12. Information, instructions, and passwords will be provided during Parent Orientation prior to the first day of school. RenWeb is a real time on-line grade book. Parents and students are highly encouraged to check this resource daily as a way to maintain a disciplined commitment to his/her academic progress.

## ACADEMIC PROBATION

All secondary students must maintain a minimum of a 2.0 GPA to remain at RCS. If a student's GPA drops below 2.0, s/he will have one semester to raise it to the required level. At the end of this semester, the student's performance will be re-evaluated and an intervention plan will be created in cooperation with the student, parents, counselor, teachers, and administrators.

## HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. Categories for secondary school are stated as follows:

- Highest Honors = above 3.85
- High Honors = 3.5 – 3.85 average
- Honors = 3.0 – 3.49 average

## VALEDICTORIAN/SALUTATORIAN

The qualifications for both the high school valedictorian and the salutatorian include, but are not limited to, the following:

1. Highest GPA
2. Outstanding ACT/SAT score(s)
3. Academically challenging course of study

Calculation of GPA will include all AP and RCS Honors classes as weighted classes. Any other classes will be calculated as un-weighted on a 4.0 scale. Both the valedictorian and the salutatorian will prepare an appropriate speech and deliver it at commencement ceremonies. Speeches will be pre-approved by the principal or designee.

## CLASS AWARDS

White	–	Freshman	Silver	–	Junior
Blue	–	Sophomore	Gold	–	Senior

This award is presented to one high school student in each class who most exemplifies outstanding attributes in Christ-like qualities, character, academia, and school leadership.

## GUIDANCE AND COUNSELING

### High School Graduation Requirements

Our graduation requirements are college preparatory in nature and rigor. However, it is still advised that a student check with the colleges s/he is thinking about attending to see if they require further pre-requisite work and/or a preferred high school course of study. (For example, those desiring to enter engineering or computer technology will want to take more science and math courses in high school). A variety of AP and Dual Credit courses are offered. Enrolled AP students must take the AP test. (There is a fee.) Students may obtain college credit if the score meets the requirement. Fulfillment of the RCS graduation requirements will fully prepare students for the vast majority of college and university programs.

#### Graduation Requirements

<b>COURSE</b>	<b>CREDITS</b>
BIBLE	4.0 Credits
LANGUAGE ARTS	4.0 Credits
SOCIAL STUDIES	3.5 Credits
MATHEMATICS	4.0 Credits
SCIENCE	3.0 Credits*
FINE ARTS	1.0 Credit
COMPUTER TECHNOLOGY	0.5 Credit
PHYSICAL EDUCATION (each RCS sport can count as ½ year of PE)	1.5 Credits
HEALTH	0.5 Credit
SPEECH	0.5 Credit
COLLEGE PREP	1.0 Credit
FOREIGN LANGUAGE (successive)	2.0 Credits*
SENIOR CAPSTONE & MISSION TRIP	0.5 Credits
<b>TOTAL</b>	<b>26 Credits</b>

**\*4 science credits are highly recommended for college entrance. Three years of the same foreign language are highly recommended.**

#### **IMPORTANT NOTES about High School Credits:**

**Seniors must complete the mission trip that RCS takes (over spring break their senior year) and provide proof of completion of the ACT exam to meet graduation requirements.**

Students that transfer in with previous high school credits will be evaluated individually by the administration to determine credit given and credit still needed.

### **SCHEDULING**

High School students are counseled at each registration period to insure that the instructional load is appropriate for graduation. Scheduling changes require a re-evaluation and may necessitate a parent conference. Such changes are processed by the use of an Add/Drop Form, which can be obtained from the high school office. Changes in the high school schedule must be made prior to the start of the semester.

### **ADD/DROP POLICY**

Students in the High School may only change a course during the first week of a semester. The principal or principal's designee must approve all schedule changes.

## SECONDARY GRADING SCALE

Grade	Point	Honors/Dual Credit	Advanced Placement
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.0	1.0
F	0.0	0.0	0.0

### **COLLEGE PLANNING**

1. RCS is blessed to have a high school guidance counselor on staff. S/he will work with students and parents individually and corporately to assist them with class schedules, college planning, college application, and scholarship applications.
2. Students should check catalogs of potential colleges during their sophomore and junior years.
3. Many colleges have “college days” events to showcase their program. RCS students may receive prior approval from the administration to attend such events with parental permission.
4. Students should apply to colleges early in the fall of their senior year.
5. Students desiring financial aid and/or scholarships should begin exploring and applying for them in their sophomore year. High grades, character development, and school involvement are all highly regarded issues in scholarship programs. It is also advisable to research local awards and loans from civic groups, businesses, and individuals. Every student wanting financial assistance for college must fill out the Federal Financial Aid Form (FAFSA) in January of his/her senior year.
6. Transcript request forms will be available to students in the school office. These are used to have transcripts sent to the college or university of student choice. Excessive numbers of requests (over 5) will require a small fee to cover printing and mailing costs.
7. The high school guidance department uses “Naviance” software program to help students tie college and career planning efforts to specific tasks and goals. Through Naviance, students and parents can access information about numerous colleges and scholarships

### **GUIDANCE SERVICES**

RCS administers a nationally recognized Standardized Test to students in selected grades. The Aspire test (a predictor of ACT) is administered at RCS to 9<sup>th</sup> and 10<sup>th</sup> grade students. A copy of the test results for each student will be provided to the parent. If a student is absent, no makeup tests are offered.

RCS administers the PSAT test to the junior class. This test is a precursor to the College Board’s SAT standardized test. Students, at a minimum, should take the actual SAT during the summer between their junior and senior year. Students should take the actual ACT during the winter of their junior year. Completion of the ACT test is required for graduation from RCS.

#### **Testing Schedule and Guidance Information:**

MAP testing is for grades K-8

9<sup>th</sup> & 10<sup>th</sup> Grade – Aspire (Fall)

11<sup>th</sup> Grade – PSAT (October)

12<sup>th</sup> Grade – ACT (must be taken by December of senior year for graduation requirement)

At the High School, once the test results are received by the school, an appointment with a high school advisor is scheduled with each student to review results. Discussions with the students will include, but are not limited to, academic strength and weakness, potential career or vocational interest and post-secondary direction. For juniors and seniors, ACT and SAT test preparation guidelines and resources will be prescribed.

The school's guidance department provides college and career counseling; special counseling needs are referred to the church pastoral staff or local professional counseling services.

## **STUDENT RECORDS**

Student records contain report cards and transcripts, attendance data, and standardized test scores. A student's educational record is available to parents/guardians and eligible students upon request and in accordance with the Board of Education. Records and transcripts should be requested through the registrar.

**WITHDRAWAL PROCEDURES:** Any student withdrawing from RCS must complete a withdrawal form that can be attained from the registrar. The form, including all signatures and financial obligations, must be completed in order for transcripts and records to be sent to a new school.

## **IMMUNIZATIONS**

Colorado law requires students attending school to be immunized against certain vaccine-preventable diseases. All students must have a completed Colorado Certificate of Immunization Form on file with RCS showing immunization dates or a signed exemption. Personal or religious exemptions are to be completed each school year. Medical exemptions need to be filled out by a health care provider only once. The Immunization form can be found on the RCS website or at the following link:  
<https://www.colorado.gov/pacific/cdphe/school-immunizations>.

## **ATTENDANCE INFORMATION/POLICIES**

Consistent attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Students are expected to be in attendance and on time for all classes and other school events for which they are scheduled. If a student misses 15 minutes or more of any class, s/he is considered absent for that class. Research has shown that one of the most influential contributors to academic success is attendance. It is also imperative that RCS maintain the integrity of its program by fulfilling the required amount of classroom hours for each individual course. The student absence limit, to any and all classes, is 12 per semester. Any student with 13 or more absences risks losing credit for the class. Parents can access their student's attendance on our website by logging into RenWeb.

**Any student with more than 12 absences in a class will be required to make up the time.**

## **ABSENT-STUDENT PROCEDURES**

Each day a student is absent his/her parent should call the school before 9:00 a.m.

**Important:** ALL absences, with the exception of school-related absences, count toward the **12 maximum limit**. This includes illness, vacation, appointments, etc. It is crucial that students attend class and that RCS maintain a commitment to integrity regarding truancy standards.

If a student knows he/she will be absent ahead of time, a pre-absence form is to be completed. The teacher, for possible future reference, must keep student absence excuse notes. They are discarded at the end of the school year.

If a student is absent to complete homework or for extra rest, attendance at intervention will be required for each class period that is missed. It is important to note that **all absences** count in the total allocated for each semester.

## TRUANCY

If a student “skips” (ditches) class, he/she will be considered truant. (Absence from school without just cause is considered **truancy**. The school administration will address and assign consequences for truancy).

**In the case of suspension or truancy, students are required to make up any missed work and will receive partial credit (up to 50%). Administration will review and determine all due dates for work to be submitted and the amount of credit that can be earned for the work. The possibility of credit for major assessments, tests, and culminating projects will also be reviewed and determined by administration.**

## TARDY POLICY

A student’s punctual arrival at school and for each class throughout the day is important to his/her education. Punctuality is a valuable characteristic to develop.

Tardiness is a failure to appear on time and is considered a form of absence. **Three or more tardies** will result in a referral to an administrator and appropriate consequences will be assigned. On the 9<sup>th</sup> tardy, students will be assigned a detention time.

Any student who arrives late to school in the morning **MUST** first check in at the appropriate school office before reporting to class. The parent or carpool driver should come to the office with the tardy student. Student drivers should report to the office before reporting to class.

## PRE-ABSENCE PROCEDURES

Vacations, family trips, out-of-town visits, or other personal leave should not interfere with the student’s schooling if at all possible. To the best of a family’s ability, doctor, dental, and other appointments are to be scheduled on days when school is not in session or after school. Any student leaving during the school day for an appointment must turn in a note before school begins. Unavoidable absences due to family vacation or other appointments require a Pre-Absence Form to be obtained from the office and will count toward their total number of absences. This form must be completed in this order:

1. Filled out and signed by a parent.
2. Signed by the involved teachers.
3. Returned to the office at least 48 hours prior to the expected absence.
4. Signed by Administrator.

For pre-absences, students should obtain their assignments before they depart; however, teachers may not be able to accommodate all assignments in advance. All assigned work is to be completed and submitted to appropriate teachers when the student returns to school.

## MAKE-UP WORK

It is the student’s responsibility to obtain his/her make-up work and the due date from his/her teacher (*typically one day for each missed day, plus one day*). If the work is not completed in this time, opportunity to earn credit will be revisited by the teacher and administration.

When a student misses school on a test day or the due date of a major assignment, the student should take the test or turn in the assignment **on the first day s/he returns to school**. High school students who have missing work will be assigned, by the office, to attend before- or after-school Intervention to make up assignments. **High School: Note**—projects are due on the assigned day and must be submitted. Any tests should be made up on the day of return.



## TRANSPORTATION

### **DROP-OFF & PICK-UP PROCEDURE**

Diagrams will be handed out at Parent Orientation. The crucial elements of the traffic lanes are as follows:

- Do NOT get out of your car when utilizing the drop-off/pick-up loop.
- Do NOT stop in the left lane. This is a moving lane ONLY.
- You MUST pull to the right curb to stop.
- Pedestrians should NOT cross through the traffic lanes.
- Please arrange your passengers so students exit and enter your vehicle on the RIGHT side only.
- **NO cell phone talking or texting** or anything else that would distract you from driving safely.
- Drive slowly and safely, always looking out for kids.
- For elementary pick up, the color-coded sign with student's last name must be displayed on passenger side dashboard. If sign is not present, student must be picked up in elementary office.
- **Secondary traffic MUST** wait until after 3:30 p.m. to enter the pick-up loop. Please allow elementary traffic to get their students first from 3:15-3:30 p.m. as most secondary students are not out of the building until 3:35 p.m. Please exercise courtesy toward the elementary school traffic flow. Secondary parents should pick up at the west entrance.
- If you have to get out of your car, utilize the proper parking areas.

\*Beginning 20 minutes after school ends, a late pick-up fee of \$1.00 per minute will be assessed to the family account.

### **STUDENT DRIVING RIGHTS AND RESPONSIBILITIES**

- When picking up students in the pick-up line, the color coded sign issued by the elementary school with the elementary student's last name must be displayed on the dashboard.
- The parking lot is off-limits to students during school hours unless given permission from administration. Students should park in designated areas. Students who wish to drive on campus must present a valid Colorado operator's license, auto registration, license plate number, and insurance card (required by Colorado law) to the school office. These documents will be photocopied for the student's file. **There will be a \$5.00 fee for a student parking permit. A fine may be imposed for students who do not have a parking permit and/or visible parking sticker.**
- There is to be no loitering in the parking lot.
- There is no speeding (over 15mph) or any form of reckless driving on the school grounds.
- The privilege of parking on school/church property is extended in exchange for granting consent to the school administration to search the vehicle without warning when the administration has reason to believe that the general safety of students is threatened by the items contained in the vehicle. To park a vehicle on school property, consent must also be given to seize items that could be considered potentially dangerous. These rules are designed to protect the common good.
- Student drivers may NOT drive for school field trips, functions, events, etc.

*Note: The school is not responsible for the automobile or its contents.*

The use of the student parking lot is a privilege. In order to be allowed to use the parking lot, students are expected to abide by parking lot rules. Failure to comply with these rules will result in disciplinary action. Parking and driving violations are subject to school disciplinary action, including suspension of driving/parking privileges.

## **SECURITY INFORMATION**

### **LOCKERS**

- Use only the locker assigned to you and/or your locker partner, and keep it locked at all times.
- Do not give your combination to another person, take another's combination, or tamper with any other person's locker.
- If you have a jammed locker or you forget your combination, please report this to the Main Office.
- Do not store valuable items in your locker.
- Do not write or mark in or on the lockers. Any damage to the locker and/or the lock should be immediately reported to the Main Office. Students who have damaged lockers will be charged for repair and/or cleaning.
- A student's locker may be opened for inspection at any time by the school administration.
- The use of personally owned locks is prohibited. P.E. does require personal locks.
- Students are responsible for the appearance and care of the locker assigned.
- Do not decorate the exterior of the locker.

**Resurrection Christian School is not responsible for lost or stolen items.**

### **CAMPUS LIMITATIONS**

RCS is a ministry of Resurrection Fellowship. Both the school and the church share the same facilities. Therefore, not all areas of the campus are open to students. The faculty and administration will detail the "off limit" areas during student orientation. Some playground areas designated for elementary students are also off limits to secondary students.

### **CLOSED CAMPUS**

Students are not allowed to leave campus unless they are with their parent(s)/guardian or have their permission for a special occasion and have been signed out. **The only exception to this policy is seniors.** They are given open campus privileges.

### **STUDENT VISITORS**

Students may have friends or relatives attend RCS for half a day ONLY IF they are considering attendance at RCS. They must receive pre-approval from the principal. All student visitors must abide by RCS rules and regulations. Visitors need to be approved 24 hours in advance.

### **VISITORS/VOLUNTEERS**

Parents and/or relatives are always welcome to eat lunch with their student and/or visit the classrooms. We ask that you coordinate your visit through the school office. For mutual convenience and safety, please inform the school of your visit, sign-in at the office, and acquire a visitor badge. We prefer that a classroom visit is scheduled 24 hours in advance.

Volunteers are also required to check-in at the office and to acquire a volunteer badge. Volunteers must work directly under the supervision of a staff person and cannot be legally left alone with students.

### **MEDICATIONS**

All medications, prescription or non-prescription, will be provided by the parent/guardian in the original pharmacy-labeled container, appropriately labeled with the student's name, the prescribing

physician, dosage, route of administration, and frequency of use. All medication will be stored and locked in the school health offices and administered by the school nurse or trained school designee. No medications can be administered without parental and/or physician permission. Parents/Guardians must sign an Authorization and Release of Medication Administration form before any medications can be administered at school. The parent/guardian agrees to pick up expired medication or unused medication within one week of notification by the staff. All medications must be picked up by the last day of school by an adult. Medications left at school will be destroyed. No employee of Resurrection Christian School is permitted to give any unauthorized medication to a student.

## HEALTH ROOM

An Administrative Assistant is available during school hours. In the event that a student is injured or too ill to remain at school, s/he will be given emergency first aid and be sent home or taken to the nearest hospital emergency room (as deemed appropriate) after the school has attempted to contact the parent. Students are not to contact parents by cell phone or classroom phone. Students are not to leave the building without checking out through the Main Office Health Room. As part of enrollment, parents complete an authorization for Resurrection Christian School's agent to consent to treatment of a minor. This authorization is used only in such unlikely cases where the parent cannot be reached prior to emergency admission of a student to professional medical care.

All students are covered by school-time accident insurance. This covers the student while traveling to and from school while participating, under direct school supervision, in activities conducted by the school.

Students will be sent home if they have a fever, report vomiting, diarrhea, or are feeling ill enough that they cannot participate in school activities. **All students must be fever-free and without vomiting or diarrhea for at least 24 hours and able to eat a normal meal before returning to school.**

Resurrection Christian School will follow the guidelines compiled by the Communicable Disease Epidemiology Program at the Colorado Department of Public Health and Environment. A copy of these stated guidelines is kept in each school office.

## EMERGENCY SCHOOL CLOSURES

Whenever weather conditions or other emergency conditions dictate the wisdom of canceling classes, we will issue a Parent Alert through RenWeb and post closure information on [www.rcschool.org](http://www.rcschool.org), local news channels, and the RCS Facebook page. This will usually be done prior to 7:00 a.m. in the morning.

## RCS PARENT ALERTS

RCS has an automated parent alert system that has the ability to contact all school families via email, text messaging, and phone to a mobile and/or home telephone. There are three main ways we use this tool to increase our communication to our families:

- In the event of emergency school closures, we will send out a text message and will call the contact numbers listed in RenWeb for each student.
- For MAJOR school events and announcements, we will schedule an automatic phone call to the contact numbers listed in RenWeb for each student.
- For EXTREME EMERGENCIES (i.e. lock downs, tornadoes, etc.), we will send out a text message, email, and will call the contact numbers listed in RenWeb for each student.

Please make sure your emergency contact information (email, phone numbers, and emergency

contacts) is updated in RenWeb, as this is how we update you in the event of an immediate information message situation. You can opt out of the non-emergency parent alerts by changing your preferences in RenWeb. We will post weather-related information on our Facebook page and our website.

If you have any concerns or questions regarding the automated parent alert system, please call (970) 612-0674.

## **EMERGENCY PROCEDURES**

For the safety of students, faculty, and staff, a Crisis Team has been established. The Crisis Team has created and implemented emergency procedures, security assignments, and an emergency action plan to ensure the school is prepared for the various situations that may arise.

### **EVACUATIONS**

An evacuation plan is posted in all rooms in the school. In the event of an evacuation, students will be instructed to evacuate quickly and quietly in an orderly manner according to the area plan. Teachers will take attendance to ensure all students are accounted for. Examples of evacuation: fire, tornado, other inclement weather.

### **LOCKDOWN**

In the event the school is notified of an emergency requiring the school to “lock-down,” the following procedures will be in effect: Teachers will keep students in their classrooms, lock the doors, close the blinds, take attendance, and wait for further instructions. The halls will be cleared of students and an exterior lock check will be administered, locking all doors into the building. Examples of when a “lock-down” might occur: alert from law enforcement agencies, bomb threats, and/or an intruder in the building.

## **STUDENT RESOURCES**

### **BOOKS**

All textbooks are school property and should not to be defaced or marked in any way. Students are responsible for the care of all books issued to them. Textbooks are issued during the first week of school and turned back in during the final week of school. Students returning books with marks or other damage will be subject to fines. A lost or severely damaged book will be subject to a charge equal to its replacement cost.

### **COMPUTER LAB GUIDELINES**

1. Students are not permitted in the lab without staff supervision.
2. **No** food, beverages, or gum are allowed.
3. No personal software may be brought to school or loaded on any school computer.

## **DISCIPLINE & STUDENT POLICIES**

### **PHILOSOPHY**

At Resurrection Christian School, we believe that students should make choices, accept responsibility, and stand accountable for their decisions and actions. It is our expectation that students will make positive decisions affecting their lives. We expect our students to act responsibly, conducting themselves in a manner which will not disrupt or detract from the educational environment at RCS. We expect our students to behave in a manner that would honor Christ, family, RCS, and themselves. **When a student does make a poor choice, Resurrection Christian School provides a safe and positive environment in which he/she can learn from his/her mistake.**

### **LEAVING CAMPUS**

In emergency situations and for appointments that cannot be scheduled outside of school hours, the correct procedure for leaving campus is as follows:

1. Students must present an excuse from a parent to the office.
2. Students must sign out in the office.
3. If/when the student returns, s/he must sign-in at the office.
4. Seniors leaving campus must sign in and out at the office.

### **PERSONAL ITEMS**

During school hours, students should not use devices for gaming. Students are discouraged from bringing gaming devices to school. Personal electronic devices should be used for educational purposes only, under the direction of a teacher. Cell phones may be used before/after school, during passing periods and at lunch; they are not to be used in classrooms. **Students assume responsibility of personal items stored in school and athletic lockers with no liability on the part of Resurrection Christian School.** Inappropriate items will be confiscated. Repeated violations will result in parent conferences and disciplinary consequences.

## **DISCIPLINE & STUDENT CODE OF CONDUCT** **(Summation)**

The following conduct, occurring at school or on school/church grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school grounds when the conduct has a clear connection to school, shall be subject to disciplinary measures, including classroom removal, suspension, expulsion, and /or possible notification of Sheriff's Department or other appropriate law enforcement agencies:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Repeated disruptive conduct that interferes with the school or educational opportunity of other students.
3. Willful destruction or defacing of school or church property.
4. Behavior on or off school/church property which is detrimental to the welfare, health, or safety of that student, other students, or of school personnel including without limitation, behavior which creates a threat of physical harm to the student, other students, or school personnel.
5. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a school teacher or school employee, or instances of damage occurring on school/ church premises to the personal property of a school teacher or school employee.
6. Committing a serious violation in a school building or in/on school property.
7. Committing a violation of the policy on weapons in schools. Expulsion shall be mandatory for the carrying, bringing, using, or possessing of a dangerous weapon as

defined in Colo. Rev. Stat. 22-33-106(1)(d)(II), Weapons in Schools, without the authorization of the school or District.

8. Committing a violation of the District's policy on student involvement regarding drugs and alcohol. Expulsion shall be mandatory for any student involved in the gift, purchase, exchange, or sale of an illegal drug or alcohol on school/church property, at school-sanctioned activities, when being transported in school-approved vehicles, or at any time or in any place where the student's conduct violates the RCS Student Code of Conduct.
9. Committing an act which, if committed by an adult, would constitute robbery or first or second degree assault, as defined by state law, for which expulsion shall be mandatory. Committing a violation of RCS policy regarding non-discrimination/ non- harassment of students and staff.
10. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
11. Intentionally causing, attempting to cause, or threatening physical injury to another person.
12. Violating rule of use of tobacco occurring at school or on school/church grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school grounds when the conduct violates the Student Code of Conduct.
13. Violating any criminal law which has an effect on the school or on the general safety or welfare of students or staff.
14. Violating any school rule or regulation.
15. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test or plagiarism.
16. Disrupting the school program by intentionally causing a false fire alarm or bomb threat.
17. Throwing objects, with the exception of supervised school activities, that cause bodily injury or property damage.
18. Profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
19. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
20. Committing extortion, coercion, or blackmail, including, without limitation, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. Violating the RCS policy regarding sexual harassment.
23. Engaging in sexual misconduct including without limitation, displays or other inappropriate sexual conduct as biblically defined \*\*.
24. Violating the RCS policy regarding student use of district information technology.
25. Behavior that in any way constitutes bullying, including cyber, physical, language, and related aggression.

\*\*We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14,17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8=11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt gender other than one's birth gender is immoral and therefore sin (Gen. 1:17; Deut. 22:5)."

Enforcement procedures may vary, depending upon the facts and circumstances of an individual case. For example, when a student faces possible classroom removal, suspension or expulsion from school, a specific detailed procedure must be followed by the principal and/or the principal's designee. In some instances, expulsion is mandatory. When a student faces less serious consequences for failing to comply with RCS policies and regulations, more simplified procedures

**are appropriate.** **Suspensions** are usually served out of school under the direct supervision of the parent(s). Students must complete all homework and adhere to all due dates.

\***Expulsions** are referred to the superintendent. Appeals can be made to the RCS Board.

## **STUDENT DRESS STANDARDS**

A student's appearance has an impact on his/her attitudes and behaviors. Respect for the school community and the education process is shown by students' attire. Not all fashions that are appropriate to be worn outside of school are appropriate for school.

**The following dress standards have been established for appropriate dress at school and all school-related functions to help maintain a sense of Christian modesty while also educating students as to what is appropriate dress in the school environment. If there is any question that an item may be inappropriate for dress, it should not be worn. Students dressed inappropriately will be asked to change. Repeated violations will result in parent conferences and further disciplinary action.**

Students are expected to dress appropriately for all school activities and to maintain a high standard of dress. The following general standards will be in effect:

### **SHOES:**

- **It is a state law that shoes, sandals, or boots must be worn in the buildings to avoid injury and disease.**
- Students must wear hard soled shoes; **bath/bedroom-type slippers, house shoes, or heelies are not permitted.**
- **In the elementary grades flip flops are not to be worn.**

### **CLOTHING:**

- Holes in jeans cannot be above the knee. No frays are allowed on jeans.
- Sagging/baggy pants that are worn below the waist, and chains are prohibited.
- Clothing may not be excessively over-sized or sloppy in appearance.
- Clothing may not be immodest, revealing, or excessively tight. **The following are NOT permitted at school: Tube tops, crop tops, and halter-tops. Yoga pants and/or leggings may be worn if top measures at mid-thigh or below.**
- Undergarments may not be exposed or visible through clothing.
- Clothing must conceal cleavage, sides, back, and midriff. Female students must wear camisoles or tank tops beneath clothes that may be sheer, low cut, or short in length.
- Shorts, skirts, and dresses must fit properly and be modest in appearance as determined by administration. Skirts cannot be shorter than a credit card length above the knee when standing, and shorts should be no higher than mid-thigh when sitting.
- Athletic shorts must be mid-thigh in length (no soccer or volleyball shorts).
- Sleeveless shirts are acceptable provided undergarments, cleavage, sides, back, and midriff are not exposed, and shirts are not excessively loose or tight; however, spaghetti strap tank tops are not permitted.
- Sleepwear, pajamas, blankets, and house slippers are not permitted at school.
- Clothing associated with or denoting membership in or affiliation with any gang will not be allowed. Any manner of grooming or apparel, including clothing, jewelry, chains, emblems and badges, bandanas, baggy, and saggy clothing which by virtue of color, arrangement, trademark, or other attribute is prohibited.
- Beachwear and athletic wear are inappropriate except in the gym and on athletic fields. A decent coverage of the body is expected.
- Tank tops, muscle shirts, short shorts, low cut pants, pants/skirts/shorts with laces up the side, pajama pants, bare midriffs, low cut tops, halter tops, net shirts, swimsuits, "spaghetti" straps, off the shoulder tops, visible undergarments, etc., are not appropriate attire for school.
- Dress will not be worn that causes or is likely to cause disruption of the educational

process. Clothes making statements with sexual innuendoes or advertising alcohol, drugs, and/or cigarettes are prohibited. Any students wearing T-shirts that are deemed offensive will be asked to change.

- **Wearing apparel that interferes with or endangers self or others** while he/she is participating in classroom activities will not be worn. The decision as to the safety or unsuitability of the clothing is a matter of the judgment of school personnel.

### **ACCESSORIES:**

- Hats and/or dark sunglasses are not to be worn in the building and will be confiscated. The primary reason for this policy is to establish an atmosphere of courtesy during the student's "working day." These items will be confiscated and returned only at the discretion of administration. Repeated offenses will result in further disciplinary actions.
- Hats, head coverings, hair scarves, and bandanas are not permitted; hoods may not be worn covering the head or face. Students may wear hats outdoors only during inclement weather provided the message/logo meets the dress standards described for clothing.
- No body piercing is allowed with the exception of pierced ears or small nose studs (for females). Gauges are not permitted. Earrings for males should be studs only.
- Chains of any kind, attached or unattached to clothing, are not permitted and will be confiscated.
- Spikes, rivets, or skull depictions on any articles of clothing, jewelry, or accessories are not permitted.
- Winter coats, gloves, etc. may not be worn inside the building.
- Headphones and ear buds are not allowed during school hours.
- Video gaming on personal devices are not allowed during school hours.

### **HAIRSTYLES:**

The school administration reserves the right to require a student to change a hair style, groom facial hair, or change a hair color at any time the hair style, color, length, or grooming is considered inappropriate.

- Hair may not be any unnatural color.
- Hair should not be so long that it hangs over students' eyes.
- Hair and appearance should be clean and appropriate for school.

NOTE: The school does periodically allow "spirit" days, special dress-up days, fun days, etc. Specific parameters for such days will be communicated prior to the actual day.

### **OTHER ITEMS**

- Food and drink are only allowed in the classrooms during designated times with teacher permission. Teachers have the option to allow water bottles in class.
- All students must initiate respect for the facility by picking up trash, using trashcans, and putting things away immediately no matter who it belongs to.
- Bikes, skateboards, roller blades, scooters, etc. are not allowed in the building.
- Use proper physical conduct when with a student of the opposite sex. Please refrain from any public displays of affection.
- Set the example, practice honesty, respect, truthfulness, and responsibility.
- Students will abstain from all vulgar and abusive language, including personal putdowns or cutting remarks, obscene body language, and sexual harassment.

## **ATHLETICS AND ACTIVITIES**

### **PHILOSOPHY**

Athletics and activities are an essential part of Resurrection Christian School's educational



program. At RCS, athletics and activities are important, but academics come first. Please note eligibility guidelines and rules set by CHSAA below. Participation in athletic and activity programs contribute to the development of good sportsmanship, Christian character, teamwork, physical development, and coordination.

**General expectations for students participating in athletics/activities and representing their school:**

All participating students are expected to place their academic school day above all else and devote their attention to achieving in the classroom.

- As a representative of Resurrection Christian School, a participating student is expected to act on and off campus in a manner that honors Christ, family, and RCS.
- The participating student’s personal appearance should reflect cleanliness and concern for his/her wellbeing, as well as concern for those with whom he/she is associated.

All participating students are expected to set a positive example for the total student body, conducting him/herself always as a prudent human being, honoring Christ, and endeavoring to be a leader regarding all school policies governing student behavior.

**ATHLETIC PARTICIPATION**

No student will be permitted to practice or compete on any athletic team until he/she has turned in the Athletic form to the Athletic Office; this form includes:

1. Physical Exam – good for one calendar year.
2. Consent to Participate.
3. Honor Code.
4. An Athletic Registration/Emergency Information form completely filled out and signed by parent/guardian for each sport that the athlete is going to participate in.
5. Proof of Health Insurance and Possible Injury form signed by parent/guardian and student. (The physical statement signed by the doctor is not necessary for managers).

**MS ATHLETICS**

<b>FALL (Q1)</b>	<b>WINTER (Q2)</b>	<b>WINTER (Q3)</b>	<b>SPRING (Q4)</b>
Volleyball	Cheerleading	Wrestling	Track
B & G Cross Country	Boys Basketball	Cheerleading	Girls Soccer
Football	Hockey	Girls Basketball	
Cheerleading			

The following Colorado High School Activities Association (CHSAA-sanctioned sports) are offered at Resurrection Christian High School:

**HS ATHLETICS**

<b>HS FALL</b>	<b>HS WINTER</b>	<b>HS SPRING</b>
Football	Boys Basketball	Girls Soccer
Volleyball	Girls Basketball	Baseball
Boys Golf	Cheerleading	B & G Track & Field
B & G Cross Country	Hockey	Girls Golf
Cheerleading	Wrestling	

**SPORTSMANSHIP**

The basic fundamentals of good sportsmanship include:

- Knowing and understanding the rules of the contest
- Showing respect for the officials, including accepting their decisions
- Showing respect for the opponents at all times
- Recognizing and appreciating the skills of all students participating in the contest
- Maintaining self-control at all times
- Showing a positive attitude in cheering and school spirit

## **CLASS ATTENDANCE**

Student athletes and students participating in activities must be in attendance for at least one-half of their daily classes in order to compete or practice that day, unless an advance approval for absence is on file in the Main Office. The student's parent or legal guardian must give advance approval.

## **ELIGIBILITY**

Eligibility standards are consistent for all schools belonging to the Colorado High School Activities Association (CHSAA). Every athlete and activity participant at RCS will have their academic performance and citizenship monitored on a weekly basis during their season. The student must enroll in a minimum of five credit hours, must be subject to regular coach/teacher/administrative reviews, and cannot have two D's or one F during any given weekly review. Citizenship grades are included and semester grades take precedence over quarter grades when applicable.

On a weekly basis, teachers report the current grades of every athlete to the athletic/activities department. If a student becomes ineligible, s/he cannot participate in any game/competition for one week until the next periodic review. Coaches also reserve the right to withhold practicing time and/or require special tutoring for ineligible players.

## **SEMESTER ELIGIBILITY**

To be eligible to represent Resurrection Christian School in athletics and activities, a student must:

1. Have passed a minimum of 4 Carnegie credit hours the proceeding semester.
2. Transfer students ARE subject to the guidelines and rules dictated by the Colorado High School Activities Association (CHSAA).
3. Must not have turned 19 years old before August 1<sup>st</sup>.
4. Not have dropped out of school.
5. Not play more than four seasons in any sport during high school

## **STUDENT ACTIVITIES**

### **FINE ARTS PROGRAM REQUIREMENTS**

A major function of our fine arts classes is performances and presentations. Students must participate and attend all programs associated with his/her class (music productions, banquet, concerts, shows, etc.). Failure to do so may result in a significant grade reduction. Parents must request an exemption, in writing to the teacher, for students to miss major productions, concerts, etc.

**The Activities Office** approves student activities and establishes guidelines for the activity programs at Resurrection Christian School. In order to schedule an activity, each club or service organization must adhere to the following process:

1. Pick up an Activity Request Form in the Activities Office and make an appointment to discuss the proposal with the Activities Director.
2. Fill out the Activity Request Form completely. Depending on the scope of the activity, specific club members and the advisor will work with the Activities Director on an overall

- plan to ensure a successful project.
3. It is the responsibility of the students and their advisor to be sure that facilities have been scheduled through the Activities Director and that the activity does not conflict with any other major event.

## **High School Discipleship Small Groups**

One of the vital elements of fulfilling the “Boldly Christian” aspect of the RCS mission statement is the focus on small group ministries, known as discipleship groups, at high school. The main purpose of these groups is to build relationships: personal relationships with Christ, with each other, and with group leaders.

Each year, new discipleship groups are created that include a mix of 9th-11th grade students, approximately twelve/group. These small groups meet on Thursdays and spend time praying for each other, discussing worldviews and 21st century issues, reflecting on chapel, and hanging out to get to know each other. Small group leaders are high school teachers, as well as parents and other individuals who feel lead to be a part of this program.

## **FORMATION OF A SCHOOL CLUB**

The Activities Director authorizes the formation of school clubs/activities. Any group wishing to organize a club/activity should plan the following:

- To have aims, ideals, goals, and activities that are of constructive value to that group in particular and to the school in general
- To have a member of the Resurrection Christian School faculty as one of its advisors
- To have equal opportunity for eligible RCS students who might desire membership
- To develop and present application for approval to the Activities Office

## **FIELD TRIPS**

Field trips require a *Field Trip Permission Form* for each trip. Daily classroom dress is required unless specific attire is required per the field trip event.

## **STUDENT SEXUAL HARASSMENT POLICY**

(Employee-Student and Student-Student)

***Resurrection Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.***

### Definition of sexual harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

What to do if you experience or observe sexual harassment

- Student(s) who feel that they have been subjected to conduct of a harassing nature **are encouraged to promptly** report the matter to a parent or church/school official.
- Students who observe conducts of a sexually harassing nature are also encouraged to report the matter.

Report to:

Position: Principal or Superintendent

Procedure for investigation of the complaint and for taking corrective action

When one of the school officials designated in this policy receives a complaint, s/he shall immediately inform the principal. The principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **POLICY/PROCEDURE CHANGES**

The school reserves the right to change any policy or procedure contained in this handbook at the school's sole discretion.

## **RCS PARENT STATEMENT OF COOPERATION** **2017-2018**

*You are asked to carefully read this Statement of Cooperation before enrolling your child(ren) at RCS. It is our desire that we are a support to you, but that you also are a support to us. We feel it is scripturally imperative that we work together in agreement. Therefore, RCS must be the right fit for you and your family. All parents must sign their support of our entire Statement of Cooperation if their child(ren) is to be enrolled at RCS. Any alterations to this document will make it null and void, and we cannot then accept your child(ren). Thank you for your attention to this matter.*

1. **GENERAL STATEMENT OF SUPPORT:** I do hereby acknowledge and accept the educational and spiritual standards of this school. I understand that attendance at this school is a privilege, not a right, which may be forfeited by any student not conforming to the adopted standards of conduct. The signing of this agreement constitutes a contract to abide by the rules and regulations of the school as established by the governing board and administration.

2. **NON-DISCRIMINATION:** I understand that, based upon Scriptural principles, Resurrection Christian School (1) admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school, and (2) does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic, or other school-administered programs.

3. **MARRIAGE, SEXUALITY, AND GENDER IDENTITY:** I believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14,17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). I believe that God created the human race

male and female and that all conduct with the intent to adopt gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5)."

4. CONDUCT CODE: I agree to abide by the Standards of Student Conduct and Policies of the school. I also agree to abide by policies and decisions made by the School Board, administration, and teachers during the course of the school year. I recognize that my student's life is an example to others at the school and in the community, and therefore agree that the school has a legitimate reason to appropriately discipline my student for misconduct at school or away from school.

5. DISCIPLINE: The school shall have authority to make and enforce classroom and school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. I agree that I will cooperate by instructing, admonishing, warning, guiding and, as necessary, disciplining my child in the home. I will support the school's disciplinary decisions and actions. I understand that a student who persists in unacceptable conduct will not be permitted to remain at this school (Prov. 13:24; 22:6; 23:13, 14; 29:15-17; Eph. 6:1-3).

6. DAMAGES: I accept responsibility for damages caused by my child or me. I understand that assessments will be made to cover damage to school property, leased church property, or private property, whether willful or accidental.

7. ACTIVITIES PERMISSION: I give permission for my child to take part in all school-sponsored field trips. Volunteer drivers and vehicles so used will not be held liable when such service is delivered in good faith and the vehicle has adequate medical and liability insurance currently in force. Seat belt use is mandatory on all field trips in vehicles that have seat belts.

8. GRIEVANCE SETTLEMENT: I pledge to communicate my grievances honestly and directly to those involved, to overlook minor offenses (Prov. 19:11), and to work toward forgiveness and reconciliation with those who wrong my child or me.

9. RULES OF PROCEDURE FOR CHRISTIAN CONCILIATION in lieu of LAWSUITS: In recognition of the clear Scriptural admonition that Christians are not to take each other to court where they will be counseled and judged by those who do not know God (I Cor. 6:1-8), I hereby waive my right to lawsuit for any cause other than for criminal behavior, and I agree immediately upon recognition of any claim, dispute, or conflict arising from or related to this agreement between me and RCS or any of its employees, to (1) communicate personally and in writing to the chief school administrator of RCS the fact that a conflict exists, and which will require the immediate attention of both parties. I agree to seek a solution to the conflict through discussion, prayer, and negotiation. I agree that if this does not resolve the claim, dispute, or conflict, I will, with RCS (2) settle such claim, dispute, or conflict by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

10. DOCTRINAL CONTROVERSY: I pledge my full cooperation to keep doctrinal controversy and denominationalism out of the school at all times. (I Cor. 13; Gal. 5:13-15; Eph. 4:1-7)

11. SCHOOL LIABILITY: I agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. I RELEASE THE SCHOOL FROM ALL LIABILITY, EXCEPT WILLFUL OR CRIMINAL MISCONDUCT OR GROSS NEGLIGENCE, WHILE MY CHILD IS UNDER SCHOOL CARE AND RESPONSIBILITY.

12. FINANCES: I hereby certify that I do not have outstanding unpaid tuition at any other school or preschool within or outside of Colorado. I have received a copy of the tuition and fee policies and accept the conditions. I understand that tuition thirty (30) days overdue must be paid before my child may continue in the school, and that report cards, diplomas, and student records may be withheld if required payments are not made or arranged. Past due accounts will be assessed late fees and/or

other penalties as per published RCS policy. If the school makes a good faith attempt to collect directly from me any unpaid account balance, and is unsuccessful in doing so, I will accept whatever lawful means the school chooses to collect any amount owing, including reasonable attorney fees, collection agency fees, late fees, interest, etc.

13. **COOPERATION:** As stated in paragraph #1 General Statement of Support, “The signing of this agreement constitutes a contract to abide by the rules and regulations of the school as established by the governing board and administration.” In a spirit of peace and unity, even though I may not agree with decisions made by the School Board and administration, I will accept those decisions and trust the School Board’s and administration’s wisdom and integrity. Failure to sign this agreement prevents enrollment of any child in RCS. Should any violation of this agreement of cooperation occur during the school year, I understand my child(ren) may be removed from RCS.

### **Parental Violation of Cooperation Statement**

If there is an apparent violation of the Cooperation Statement, either attitudinally, verbally, and/or behaviorally, we will impose the following steps to resolve the problem:

1. The parent(s) must conference with the RCS Board and principal for all parties to seek an understanding of the conflict. If there is no violation, no action will be necessary.
2. Conversely, if the conference, per the decision of the school board, does reveal a problem, then the family will be placed on probation for a period of time to be determined by the RCS Board.
3. During the probationary period, if a parent displays any violation of the Cooperation Statement, per the RCS Board’s determination, then the parent(s) will again meet with the RCS Board and be asked to withdraw his/her child(ren) from the school. If the parents refuse to willfully withdraw, the RCS Board will expel the family and such information will be recorded in their permanent file(s).
4. In all situations, the decision of the RCS Board is final.

### **GRIEVANCE PROCEDURES FOR PARENTS**

The following procedures should be followed to facilitate a quick and godly resolution; they are based on Matthew 5 and 18. Parents should follow these steps:

1. Principals have the authority to suspend students from school; please speak with him/her to resolve any issue.
2. If you have not been able to resolve the issue, please make an appointment with the superintendent.
3. If you still have not resolved the issue, you may ask to appeal the decision to the School Board.

### **STUDENT STATEMENT OF COOPERATION /Code of Conduct**

*All students admitted to RCS must agree to and sign this Statement of Cooperation.*

I agree to follow all the rules and policies of the school, to honor, respect, and obey the teacher(s), school staff, and principal, and to do all I can to grow spiritually, socially, and academically. As a student at RCS, I also promise:

1. To practice honesty, truthfulness, and responsibility.
2. To show respect to my fellow students, guests, visitors, and teachers.
3. To be present and on time to school.
4. To bring all necessary materials to class and be prepared for class.
5. To talk positively to my classmates, teachers, and school staff refraining from all vulgar and abusive language including personal put-downs, cutting remarks, harassment, or obscene body language.
6. To be kind to my classmates, teachers, and school staff.
7. To follow the school appearance code.

8. To not bring distracting or inappropriate items to school.
9. To not bring things like knives, weapons, matches, lighters, laser pointers, fireworks, etc. to school or a school function at any time.
10. To abstain from involvement in or even the appearance of involvement in improper activities (tobacco, alcohol, drugs, illegal conduct, immorality, gangs, physical violence or aggression, lying, cheating, stealing, etc.).
11. To fully follow the guidelines and policies in the RCS Parent/Student Handbook and those set by my teachers.