

Resurrection Christian School



Resurrection Christian School

Boldly Christian • Academically Equipped • Globally Prepared

Parent and Student Handbook

2019 – 2020

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rcschool.org

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Resurrection Christian School

LETTER FROM THE SUPERINTENDENT

As superintendent I want to indeed be one of the first to welcome you to the Cougar family! We are delighted and humbled you have chosen RCS as the choice for your child's Christian education. At RCS we study the created to better understand the Creator. Every experience here is designed to assist you as parents, in molding and shaping your child further into the image of Christ. To be specific, there are three characteristics we will instill in each child. By the time students leave RCS they will be:

- **Boldly Christian** – The Bible tells us in Matthew 6:33 to “...seek first His Kingdom and then all these things will be added...” We are distinctly and unapologetically Christian and pleased to partner with families and churches in the development of the minds and hearts of students.
- **Academically Equipped** - Our programs – academic, athletic, and artistic – prepare students to flourish and to excel in college and the workplace, for a lifetime of impact for all of eternity. They are prepared by our faculty who are at the heart of all we do. They are committed intellectuals, researchers, and practitioners. Above all, they love students, their subject matter, and God and are committed to the success of every student.
- **Globally Prepared** - Our students are spectacular! They are scholars. They are athletes. They are artists. They are driven to succeed inside and outside of the classroom. Not only do our graduates move forward and to attend the university of their choice, but they go on to have significant careers and contribute to our society. Most important though is they are also committed fathers, mothers, and Christians. They are influencing countless sectors throughout the world.

Resurrection Christian school is a place where children can come with a promise and leave with a purpose. Let's be on this journey...together!

Respectfully,

Dr. Jerry Eshleman - Superintendent

BOARD OF EDUCATION

Eric Coet	President	Jay Stocker	Director
Joe DeAnda	Vice President	Tim Peterson	Director
Beth Bishop	Secretary	Lisa Leachman	Director
Chris Melson	Treasurer	Mark Siffring	Director
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.

Diane Iwanicki	President	Amy Maddox	Trustee
Jessica Siffring	Vice President	Ryan Cosner	Trustee
Cindy McBlair	Secretary	Kenneth Cook	Trustee
Brad Goings	Treasurer	Angie Carriker	Trustee
		TBD	Trustee

ADMINISTRATIVE STAFF

Dr. Jerry Eschleman	Superintendent
Brittany Davis	Director of Admissions
Bill Markham	Director of Technology
Camille Susemihl	Director of Finance
Brooke Vander Wal	Director of Development
Randy Wolf	Director of Facilities and Security

Elementary School:

Patty Hoppe	Elementary Principal
Carrie Koch	Elementary Assistant Principal

Middle School:

Brian Goodbar	Middle School Principal
Michelle Graff	Middle School Dean of Students
Bruce Dick	Middle School Athletic/Activities Director

High School:

Rogene Lowe	High School Principal
Dave Ausenhus	High School Dean of Students
Jane Radford	High School Guidance Counselor
Bruce Dick	High School Athletic/Activities Director

ADMINISTRATIVE ASSISTANTS

Heather Conradson	Assistant to the Superintendent
Becky Hood	Pre-School Administrative Assistant
Deb Kline	Elementary Administrative Assistant
Jeannette McNair	Elementary Administrative Assistant
Jenny Murrow	Middle School Administrative Assistant
Shonda Jobe	Middle School Administrative Assistant
Cindy Bowlin	High School Administrative Assistant
Becky Lohr	High School Administrative Assistant
Brandi Rennemeyer	High School Receptionist
TBD	Staff Accountant
Levi Smith	Coordinator of Athletics and Activities

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 has limited resources to effectively meet the needs of 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

The mission of RCS is to develop 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 reevaluate 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 3:30 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.

Middle School and High School students may be on campus between the hours of 7:30 a.m. and 4:00 p.m. Students are permitted access to the building after 4:00 p.m. only if they are actively participating and directly supervised by an adult (Teacher or Coach) in an activity or conducting school business.

Elementary School students not picked up by 3:45 p.m. and Middle School students not picked up by 4:05 p.m. will have a late fee of \$1.00 per minute assessed to their FACTS account.

Holidays and workdays are detailed on the school calendar and found on our website – 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. 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.

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

TUITION POLICY

The operation of Resurrection Christian School is financed through tuition and fees. Rez Church supports the school by supplementing maintenance and utility costs and providing limited rent on the elementary and middle school buildings. The tuition and fees for Resurrection Christian School are recommended by the school's administration and approved by the RCS Board annually. Through your enrollment at Resurrection Christian School each family consents the following policies that are in effect for tuition and fees.

FACTS Tuition Management

FACTS is the tuition management software utilized by RCS to administer the billing and collection of enrollment, tuition and incidental fees. RCS does not offer a self-pay option and all *NEW* families are required to register with FACTS at the time of enrollment. Once a family has established a FACTS account, the account will automatically rollover each year the student is enrolled to the new school year. FACTS provides families with full transparency of their school financial account and allows account owners to change bank information as needed. Families can pay online at any time or let payments process automatically. Changes to a due date or payment plan can be made by contacting the RCS Finance Department. RCS pays the cost of enrolling in FACTS. If a family chooses to pay via a credit or debit card, all fees for this service are assessed to the family. No fees are charged for accessing a bank account through the direct debit option (ACH).

At the time a fee is applied to a FACTS account, an e-mail is generated by FACTS. The e-mail provides detailed information regarding the charge: description of the fee, student name, the amount and due date. Five (5) days prior to any funds being drafted, FACTS generates another e-mail listing the amount and date of the draft. Details regarding the draft can be obtained by logging into FACTS and expanding the fields in either scheduled payments or account balance.

RCS assesses all incidental fees through FACTS. Incidental fees are fees that would normally be assessed to the parent throughout the course of the school year. These can be for field trips, athletics (sports), classroom labs, clubs or special uniforms or supplies for a school activity. Incidental fees can only be paid through FACTS. If a family chooses to bypass FACTS, a \$50 per year administrative fee will be assessed to their FACTS account.

Enrollment Fee

Both new and returning students are required to pay **a non-refundable family enrollment fee** each year. The fee is captured through FACTS ten days following finalization of the FACTS Agreement. Enrollment fees are payable in full and cannot be setup on a payment plan. Until the enrollment fee is paid, a student's ability to return to RCS will be contingent on space availability in the grade/class in which they have enrolled.

Tuition Payment

Payment of school tuition is a requirement of each RCS family in order to maintain a continuous and consistent cash flow to meet the needs of operating a well-managed school. Resurrection Christian School operates twelve months out of the year and operating expenses do not cease

when students are not in class. Therefore, tuition payments **commence on June 1st** and are collected through May of the following year.

The school offers several basic payment options for tuition payment:

- Full Payment (1 payment) – the entire tuition is due on or before June 5th or 20th
- Semi Annual Payment (2 payments) – half of the tuition is due on or before June 5th or 20th and the second half is due on or before December 5th or 20th
- Monthly Payments (12 payments) – monthly payments are due on or before the 5th or 20th of the month. If a student enrolls later than mid-June, monthly payments are spread over the remaining months (enrollment date thru May).

Tuition fees are reduced if enrollment occurs after September 1st. Enrollment fees are reduced if enrollment occurs after January 1st.

Tuition Payment Policy

Through FACTS, RCS provides two dates for payment of tuition – 5th or 20th of the month. Tuition is due on or before the scheduled payment due date. The parent/guardian is responsible for ensuring that funds are available for the draft of the tuition payment. Any payment that is returned for insufficient funds will be assessed a \$30 return fee by FACTS. This fee goes directly to FACTS to offset bank fees for the returned item. RCS ***cannot*** waive or refund these fees. FACTS will attempt to draft the tuition payment up to three (3) times providing an e-mail notification prior to each draft attempt. After the second attempt, RCS will assess a \$25 late fee.

In the event a family fails to pay tuition on time, the Board has initiated the following procedures:

- Any account that is 30 days past due will be assessed a \$25 late fee and receive a delinquency notice from FACTS. A \$25 late fee may be assessed for each month the account is delinquent.
- Any account 60 days past due will continue to receive delinquency reminders from FACTS as well as a call/e-mail/letter from the RCS Finance Department.
- Any account 75 days past due will receive a phone call from the Superintendent's Office.
- Any account 90 days past due will be forwarded to the Board for recommendation of discontinuation of school services to the family and referral of account to a collection agency.

Refund Policy

In order to avoid financial responsibility for tuition, Notice of Withdrawal must be submitted to the RCS Admission's Department by June 1st. *Enrollment and testing fees are non-refundable under any circumstances.* After June 1st, the parent/guardian will be responsible for the tuition incurred for each month starting June 1st until a Notice of Withdrawal is received by the RCS Admission's Department. Notice of Withdrawal must be received before the first of the month in order to stop tuition from drafting for that month. If tuition has been prepaid, Notice of Withdrawal must be received before the first of the month in order to receive a refund for that month. Refunds will be processed within 30 days following Notice of Withdrawal.

RCS tuition is not allocated per quarter or semester. RCS tuition is not based on the number of days the school is in session. Since financial responsibility for tuition commences June 1st, tuition is allocated over a 12-month period and refunds are prorated based on 12 months. For example, if a student withdraws in August, the parent/guardian is financially responsible for three (3) months of tuition (June – August). A student that is withdrawn in December, will have a financial responsibility for seven (7) months of tuition (June – December).

Resurrection Christian School reserves the right to remove student(s) from the school if tuition payments are past due. RCS further has the right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until all fees are paid in full (enrollment, tuition and incidental). In addition, Resurrection Christian School has the right to withhold all report cards, mid-term reports, school records, transcripts and diplomas until all financial obligations have been met.

Families that have past due accounts are not eligible to apply for tuition assistance. Families that are experiencing financial difficulties should contact the Director of Finance immediately.

ACADEMIC INFORMATION/GUIDELINES AND GUIDANCE AND COUNSELING

ACADEMIC TESTING

- NWEA MAP testing – grades K-8. (Fall/Winter/Spring)
- Freshmen and sophomores are required to take the Aspire test (pre-ACT). (Fall)
- Juniors are required to take the PSAT (Preliminary Scholastic Aptitude Test). (Fall)
- Seniors are required to take the ACT by December of their senior year.

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. Elementary School report cards are provided hard copy and handed out to the student the last week of each quarter.

Middle School and High School report cards will be available on FACTS SIS (formerly RenWeb 1). The office will notify you via e-mail when report cards are posted. Final report cards will be posted on FACTS SIS (formerly RenWeb 1) in June.

Note: Report cards will not be released if there are unsatisfied financial obligations.

Elementary School report cards will be given out each quarter.

A student's grades, attendance, and tardies may be monitored by accessing www.rcschool.org and logging into FACTS SIS (formerly RenWeb 1) for grades 6 through 12. Information, instructions, and passwords will be provided during Parent Orientation prior to the first day of school. FACTS SIS (formerly RenWeb 1) 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 middle and high school students must maintain a minimum of a 2.0 GPA at the end of each semester to remain at RCS. If a student's GPA falls below this standard, he/she will be placed on academic probation and will have one semester to raise it to the required level. To support the student, an intervention plan for the next semester will be created in cooperation with the student, parents, teachers, and administrators. The student's progress will be actively monitored throughout the semester. At the end of the probation semester, the student's performance will be re-evaluated by school administration. If the minimum academic requirement is not met, then the following potential actions may occur: revised intervention plan, recommendation for outside testing and support, or dismissal from RCS.

ADD/DROP POLICY

Middle and High School students may only change a course during the first week of a semester. The principal or dean of students must approve all schedule changes.

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 admissions department.

WITHDRAWAL PROCEDURES: Any student withdrawing from RCS must complete a withdrawal form that can be attained from the admissions department. 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>.

A student who is not in-process, not appropriately vaccinated for his/her age, or not exempt shall be denied attendance in accordance with the law.

HIGH SCHOOL 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

HS 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.

HS 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.

HS GRADUATION REQUIREMENTS

Our graduation requirements are college preparatory in nature and rigor. However, it is still advised that a student check with the colleges he/she 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

COURSE	CREDITS
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
TOTAL	26 Credits

***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.

HS SCHEDULING

High School students are counseled at each registration period to ensure 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.

HS 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. He/she 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

HS 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 9th and 10th 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.

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.

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, he/she 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 (High School) and will be put on attendance probation with an intervention plan. Parents can access their student's attendance on our website by logging into FACTS SIS (formerly RenWeb 1).

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 – HIGH SCHOOL

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 – Elementary, Middle and High School

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. Parents will also be contacted. On the 9th 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. For Elementary School students 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.

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*). 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 he/she 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 unless other arrangements have been made.

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.
- **Middle School traffic MUST** wait until after 3:30 p.m. to enter the EAST 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. No curbside pickup will be allowed on the WEST side of Rez Church. If you have to get out of your car, utilize the proper parking areas.

STUDENT DRIVING RIGHTS AND RESPONSIBILITIES FOR HIGH SCHOOL STUDENTS

- 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 while on campus.

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

CAMPUS SECURITY MEASURES

All visitors and parents must check in at the respective school office and obtain a visitor's pass when entering the building for any reason.

SURVEILLANCE TECHNOLOGY

As part of the effort to ensure a safe and secure learning environment, video cameras are located in and around the building. Video surveillance recorders are used by RCS to monitor anyone on school grounds and at school sponsored events, except in areas that if monitored would violate a student's right to privacy (e.g., bathrooms, locker rooms).

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. With the exception of P.E. in the Middle School which 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 Rez.Church. 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. Student 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.

All volunteers are required to pass a background check. See the office on how to complete the process. 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.

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

A Health Aide is available between 9:00 A.M. – 2:30 P.M. In the event that a student is injured or too ill to remain at school, he/she 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 their school 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 without medication 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 FACTS SIS (formerly RenWeb 1) and post closure

information on 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 FACTS SIS (formerly RenWeb 1) for each student.
- For MAJOR school events and announcements, we will schedule an automatic phone call to the contact numbers listed in FACTS SIS (formerly RenWeb 1) 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 FACTS SIS (formerly RenWeb 1) for each student.

Please make sure your emergency contact information (email, phone numbers, and emergency contacts) is updated in FACTS SIS (formerly RenWeb 1), 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 FACTS SIS (formerly RenWeb 1). 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/LOCKOUT

In the event the school is notified of an emergency requiring the school to be secured, the campus may be placed in a "lockdown" or "lockout" status.

For lockdown, 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 "lockdown" might occur: alert from law enforcement agencies, bomb threats, and/or an intruder in the building.

For lockout, the following procedures will be in effect: Teachers and students will continue with normal activity. Exterior doors will be locked. No one will be allowed to enter or exit during the lockout. Example of when a "lockout" may occur is when police activity is nearby.

STUDENT RESOURCES

DEVICES

RCS' vision is that students acquire the skills necessary to select and manage digital tools that will empower them in research, problem solving, content creation, communication, and collaboration. RCS is a Bring Your Own Device (BYOD) school. Families are asked to provide a working laptop or tablet with keyboard. Minimum device specifications will be provided in your school supply list.

Students in grades 6-12 will be expected to bring their digital device to school every day. Grades 4 and 5 may bring a device, but it is not an expectation.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. RCS, its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

Rule for Appropriate/Inappropriate Use

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her internet device at school, and when abused privileges will be taken away.

- The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premise or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized information is in violation of this agreement.
- Printing from personal devices will not be permitted at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Charging devices will be available on a limited basis and is at the discretion of the classroom teacher.
- Students will not use someone's account without permission and/or transmitting and receiving information with said account.
- Pretending to be someone else when posting, transmitting, or receiving messages is not allowed.
- Using inappropriate language, posting inappropriate pictures, accessing inappropriate materials is prohibited.
- Student should not post personal information about themselves or others, such as address, phone numbers, and full name unless otherwise specified by an RCS staff member.
- Students should not make appointments to meet in person people met online.

Consequences for Inappropriate Use

Noncompliance with applicable regulations will result in, but not limited to a) a suspension of accounts and/or access to RCS technology resources; b) revocation of accounts and/or access; c) disciplinary action consistent with student handbook policies.

Reporting Violations

Immediately report any known violation of RCS's acceptable use policies to a supervising teacher, administrator, or other staff member. You must report requests for personally identifying information

or contact from unknown individuals as well as any content or communication that is abusive, obscene, pornographic, sexually orientate, harassing, damaging to another's reputation, or illegal.

Monitored Use and Filtering

Email transmissions and other use of electronic communications shall not be considered confidential and may be monitored at any time designated by staff to ensure appropriate use for educational or administrative purposes.

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

The following applies:

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, he/she must sign-in at the office.
4. Seniors leaving campus must sign in and out at the office.

PERSONAL ITEMS

During school hours, (7:30 a.m. – 4:00 p.m.) students should not use devices for gaming. Students are not allowed to bring 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 (High School only); 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), 18.12.101, 18.12.105.1, 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 or vape products 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.
26. Behavior not aligned to our mission as a Christian school.

**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.

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. No public displays of affection are acceptable.
- 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.

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, he/she 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.

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 heellies are not permitted.**
- **In the elementary grades flip flops are not to be worn.**

CLOTHING:

- Holes in jeans cannot be above the knee.
- 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 upper-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; 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.
- 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.
- 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.
- Headphones and ear buds 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.

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

FALL (Q1)

Volleyball
Co-ed Cross Country
Football
Cheerleading

WINTER (Q2)

Cheerleading
Boys Basketball

WINTER (Q3)

Wrestling
Girls Basketball

SPRING (Q4)

Co-ed Track
Girls Soccer
Girls Softball

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

HS ATHLETICS

HS FALL

Football
Volleyball
Boys Golf
Co-ed Cross Country
Cheerleading
Girls Softball

HS WINTER

Boys Basketball
Girls Basketball
Cheerleading
Hockey
Wrestling

HS SPRING

Girls Soccer
Baseball
Co-ed Track & Field
Girls Golf

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, he/she 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 1st.
4. Not have dropped out of school.
5. Not play more than four seasons in any sport during high school

STUDENT ACTIVITIES

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 Coordinator 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 Coordinator and that the activity does not conflict with any other major event.

HIGH SCHOOL DISCIPLESHIP SMALL GROUPS

Small groups are a key element to building the RCS high school community and providing mentorship opportunities for students. Every small group focuses on helping students strengthen their relationships with other students, with staff and with God.

Each year, small groups are designed and lead by staff with student input. Small group themes are designed with student interests, passions or needs in mind and provide an opportunity to pray together, serve together, support each other and share with each other. Students are involved in selecting their small groups for the year. Small groups are approximately 20 in size and meet on Wednesdays during school hours.

FORMATION OF A SCHOOL CLUB

The school administration 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/RETREATS

Field trips/Retreats require a *Field Trip Permission Form* for each trip. Daily classroom dress is required unless specific attire is required per the field trip event. Any fees associated with the trip will be charged through FACTS. If a chaperone is required, he/she will need to meet the approved volunteer requirements.

POLICY INFORMATION

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

RCS Statement of Cooperation **2019-2020**

Please read the following Statement of Cooperation carefully before enrolling your child(ren) at Resurrection Christian School. It is our desire to work together with your family and Christ to form a cord of 3 strands that cannot easily be broken to equip your child(ren) to be disciples of Jesus Christ and to impact the world. (Ecclesiastes 4:12b)

By signing this Statement of Cooperation, you are forming a covenant relationship with RCS by which you promise to work together using Biblical standards for conduct and problem-solving.

I.

I acknowledge and accept the educational and spiritual standards of this school. I understand that attendance at RCS is a **privilege**, and not a right, which may be forfeited by any student not conforming to the adopted standards of conduct.

II. Conduct Code: I agree to:

- A. Abide by the policies and decisions made by the RCS School Board, administration, and teachers.
- B. Speak the truth in love. (Ephesians 4:15)
- C. Treat others with dignity and respect.
- D. Not post defamatory, offensive, or derogatory comments regarding RCS or any student/parent/RCS Staff, on all social media sites.

III. Conflict: I agree to:

- A. Pray for humility and wisdom when conflict arises.
- B. Plan my words carefully (think of how you would want to be confronted).
- C. Choose the right time and place (talk in person whenever possible).
- D. Assume the best about the other person until you have facts to prove otherwise. ([Prov. 11:27](#))
- E. Listen carefully. ([Prov. 18:13](#))
- F. Speak only to build others up. (Ephesians 4:29)
- G. Commit to finding a solution.
- H. Have the goal to work toward forgiveness and reconciliation.

IV. Doctrine: I agree to:

- A. Keep doctrinal controversy out of the school at all times.
- B. Keep denominationalism out of the school at all times. (I Corinthians 13, Galatians 5:13-15, Ephesians 4:1-7)

V. School Liability: I agree to:

- A. Hold the school and its agents harmless for any liability to my child or any other 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.
- B. I release the school from all liability, except willful or criminal misconduct or gross negligence, while my child is under school care and responsibility.

VI. Finances: I agree to:

- A. Not have any outstanding unpaid tuition at any other school or preschool within or outside Colorado.
- B. Read the copy of the RCS Tuition and Fees Policies and accept the conditions.

- C. Pay tuition on time; if tuition is 30 days overdue, my child will not be able to attend school and that report cards, diplomas, and student records may be withheld if required payments are not made or arranged.
- D. Pay late fees if they are assessed.
- E. Accept whatever lawful means RCS chooses to collect any amount owing, including reasonable attorney fees, collection agency fees, late fees, interest, etc.

VII. Discipline: I agree to:

- A. Give RCS the authority to make and enforce classroom and school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures.
- B. Cooperate by instructing, admonishing, warning, guiding, and as necessary disciplining in my child in the home.
- C. Support the school's disciplinary decisions and actions.
- D. Finally, I understand that a student who persists in unacceptable conduct will not be permitted to remain at RCS. (Proverbs 13:24, 22:6, 23:13, 14, 29:15-17, Ephesians 6:1-3)

VIII. Non-discrimination: I agree to:

Resurrection Christian School does not discriminate on the basis of race, color, or national ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and athletic, or other school-administered programs.

IX. Marriage, Sexuality, and Gender Identity: I believe:

- A. God has established marriage as a life-long, 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. (Genesis 2:24-25, Exodus 20:14, Exodus, 22:19, Leviticus 18:22-23, Leviticus 20:13, 15-16, Matthew 19:4-6, 9, Romans 1:18-31, I Corinthians 6:9-10, 15-20, I Timothy 1:8-11, Jude 7)
- B. God created the human race, male and female, and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Genesis 1:27, Deuteronomy 22:5)

X. Damages: I agree to:

- A. Accept responsibility for damages caused by my own child or me.
- B. Pay assessments made to cover damage to school property, or private property, whether willful or accidental.

XI. Christian Reconciliation in Lieu of Lawsuits: I agree to:

- A. Waive my right to a lawsuit for any cause other than criminal behavior. (I Corinthians 6:1-8)

- B. 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 communicate personally and in writing to the Superintendent of RCS the fact the conflict exists and will require immediate attention of both parties.
- C. Seek a solution to the conflict through discussion, prayer, and negotiations.
- D. If the above does not resolve the claim, I will, with RCS, 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. Judgement upon an arbitration decision may be entered in any court otherwise having jurisdiction.

XII. Parental Violation of Cooperation Statement: I understand:

- A. If there is an apparent violation of the RCS Statement of Cooperation either attitudinally, verbally, and/or behaviorally we will impose the following steps to resolve the problem:
 - a. The parent(s) must have a conference with the RCS Board of Education and school principal for all parties to seek an understanding of the conflict. If there is no violation, no action will be taken.
 - b. 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 School Board.
 - c. During the probation period, if a parent(s) displays a violation of the Cooperation Statement, per the RCS School Board's determination, the parent(s) will again meet with the RCS School Board and be asked to withdraw his/her child(ren) from school.
 - d. If the parent(s) refuses to willfully withdraw, the RCS School Board will expel the family and such information will be recorded in permanent files.
 - e. In all situations the decision of the RSC School Board is final.

STUDENT STATEMENT OF COOPERATION

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.