

# **Ruskin Christian School Student Handbook**

**2009 - 2010**

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# Ruskin Christian School

820 College Avenue W. - Ruskin, FL 33570

(813) 645-6441

<http://www.ruskinchristian.com>

*(Office Hours: 7:30 a.m. - 4:30 p.m.)*

Superintendent ..... Dr. Barry Rumsey, M. Div, D. Min.  
Principal ..... Timothy N. Vanderveer, M. A.  
Preschool/Kindergarten Director ..... Barbara Grainger  
Athletic Director ..... Kent Alexander  
Fine Arts Director/FACCS Competition Coordinator ..... Holly Talley  
Guidance ..... Steve Weer, M.A.

## Mission

Ruskin Christian School, a ministry of First Baptist Church, exists to teach biblical values in a Christ-centered environment and to assist the home and church in their endeavor to "Train up a child in the way he should go..." (Proverbs 22:6) by providing each student with the opportunity for academic achievement, spiritual growth, and social development.

## EDUCATIONAL PHILOSOPHY

Ruskin Christian School was founded on the belief in the inerrant, inspired, Word of God, the Bible, the only infallible rule of faith and practice. The school exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The school seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

## EDUCATIONAL OBJECTIVES

Ruskin Christian School provides educational programs both to prepare students for entering college and to enter careers serving humanity. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere that will promote the spiritual, intellectual, social, and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

- To provide instruction from a competent Christian faculty committed to a quality academic program
- To provide students with an atmosphere that is wholesome, stimulating, and conducive to learning and to serving others
- To provide a balanced emphasis regarding theological beliefs, daily life and conduct, and educational philosophy and practice

- To effectively train young men and women to be servants of Christ in the school, church, community, and in the world
- To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice
- To acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit
- To motivate students to think and communicate clearly, objectively, and creatively
- To offer additional opportunities for complete student development through various extra-curricular activities such as athletic participation, fine arts programs, academic enrichment, and social events

## **ACCREDITATION/MEMBERSHIPS**

Ruskin Christian School is an associate member of the Florida Association of Christian Colleges and Schools (FACCS) and holds its accreditation with the Hillsborough County Christian Educators Association. RCS is in the initial stages of making application for FACCS school accreditation. Faculty members receive their teaching certification through FACCS.

Ruskin Christian School also holds membership in the International Association of Christian Colleges and Schools (IACCS).

## **BACK-TO-SCHOOL INFORMATION**

### **RCS WEBSITE**

Parents are encouraged to check the online school calendar often. Any changes or additions to the annual calendar will be posted on the online calendar. To access the calendar, go to [www.ruskinchristian.com](http://www.ruskinchristian.com) It is located on the home page.

### **BACK-TO-SCHOOL PARENT ORIENTATION (K2-12th GRADE)**

Parents are to attend the Parent Orientation on Thursday, **August 13, at 7:00 p.m.** in the church auditorium. Important information and procedures will be discussed at this time. After the general meeting, teachers will be in their rooms for a time of fellowship. If possible, leave the little ones at home! At least one parent is required to attend.

## **TUITION AND FEES**

### **ENROLLMENT FEES AND TUITION**

Ruskin Christian School tries to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of RCS.

**K5-12:** School tuition, after-school care fees, lunch fees, and other charges may be paid annually, by semester, or monthly (ten equal installments). The first payment is due on August 1, and must be made before students are allowed to start school. The last payment is due on May 1. Parent/Guardian(s) should mail their payment or drop it off in the school office. A \$25.00 late fee is charged after the tenth of each month.

**Preschool:** Tuition can be paid weekly (due on Monday morning) or monthly (due on the first of each month). Please leave checks or money orders in the payment drop box in the hallway by Mrs. Grainger's office. Cash payments are to be taken to the school office.

The 2009-2010 Tuition and Fee Schedule is available in the school office or online.

*Note: It is recommended that students do not carry payments to school.*

### **COMPUTER AND SCIENCE LAB FEES (grades 7-12)**

Science lab fees will be billed to the account in October to be paid in November. Computer lab fees will be billed in August and January, to be paid in September and February. The computer fee is only charged to those students that have a class in the computer lab.

### **RETURNED CHECK FEE AND LATE FEE**

Monthly tuition payments should be received by the school office no later than the first of the month. A late payment fee of \$25.00 will be charged if tuition is received after the 10th of the month. If paying weekly (preschool only), a late payment fee of \$10.00 will be charged if payment is not made by Friday of each week.

A returned check charge will be incurred each time a check is returned due to insufficient funds. The following scale will be followed:

<u>Returned Check</u>	<u>Amount Charged</u>
\$10 and under	\$10
\$10 - \$50	\$15
\$50 - \$100	\$20
\$100 +	\$25

If you have two or more returned checks, your account will be placed on a cash, money order, or cashier's check only basis.

**Past Due Accounts and Student Attendance:** If a school account is not paid by the 20th of the month, the student(s) will not be allowed to attend class until the account is current or until other arrangements have been made with the principal. All charges due must be paid in full before the student(s) may return. Teachers may give home assignments to help these students stay current in classwork. Students who are not permitted to attend class for financial reasons will have the days absent considered part of the maximum days allowed to be absent.

For the months of December and May, any student in grades K5-12 whose account is not paid in full by the 10<sup>th</sup> of each month, will not be allowed to return to class until the balance is paid in full.

If compliance with our financial policy becomes impossible, please contact the school office and make an appointment with the principal to discuss your account.

# GENERAL POLICIES/INFORMATION

## ATHLETICS

RCS participates in the Florida Christian Conference (FCC), and students in junior high and high school are eligible for participation. The school currently participates in boys soccer, basketball, and baseball, and in girls volleyball, basketball, and cheerleading. If a student withdraws or is expelled from school prior to the sports banquet, he or she will forfeit the right to receive any special awards and/or athletic letters (exception: if a student withdraws from RCS due to a move out of the area, he or she can attend the banquet and still receive awards). Students who have been expelled from RCS may not attend the banquet.

## AUTOMATED PHONE CALLING SERVICE

Throughout the year, RCS will notify you of important school-related information via an automated phone calling service. If you receive a recorded call from the school, you must listen to the entire message before deleting it. If you do not listen to the message in its entirety, it is likely that you will receive another call within a few minutes.

## CELL PHONES/PAGERS

Cell phones and pagers are to be turned off and put away during the school day (8:00 a.m.-3:00 p.m.). Cell phones, if used without permission, will be collected and turned in to the office if used for any of the following reasons: sending or receiving text/photo messages, receiving or making calls, taking pictures, etc. Although it is after 3:00 p.m., students must have permission to use his or her cell phone in after-school study hall.

First offense - the student and a parent will meet with the principal

Second offense - ten demerits and 7:00 a.m. detention

Third offense - One day of ISS

Fourth offense - One day of OSS

Fifth offense - Saturday School (8:00 a.m. -12:00 p.m and the cost is \$20.00); the student cannot bring the cell phone to school after the fifth offense

## CHAPELS/ASSEMBLIES

Chapel and assembly programs will be scheduled on a regular basis for the preschool, elementary, and secondary.

## COMMUNICATION WITH FACULTY

Nothing is more important to an organization's success than communication among the members of the organization. For that reason, there are a variety of ways that we offer as communication between parents and the school.

- Email - Teachers will provide his or her email address at orientation. You may contact teachers via email throughout the day.
- Telephone - If you need to speak with a faculty member, please call the school office between 8:00 a.m. and 2:45 p.m. Your call will be returned as soon as possible *after school*.
- Parent/Teacher Conferences - Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of both the administration and the faculty to be of service to both parent and student, and

each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by appointment with the teacher at a convenient after-school hour.

## **EMAIL**

RCS will also use email as another means of keeping you informed throughout the school year. Please make sure the email address you provided to the school on the student registration is your most current email address. The Principal's Weekly E-News is sent via email. If you change your email address after submitting the registration form, please notify the office of the change.

## **ELECTRONIC DEVICES ON CAMPUS (CD PLAYERS, IPODS, MP3'S, ETC.)**

Students are not to have any electronic devices before, during, or after school. All devices will be collected and only returned to a parent. Students will be held accountable for the content on the device if it is deemed inappropriate by the school administration. There will be additional consequences for repeated infractions.

## **ENROLLMENT/RESIDENCY**

For students to remain as an RCS student, they must reside with their parent or appointed guardian. In the absence of a legal document establishing residency with someone other than the custodial parent, the administration will evaluate the individual circumstances to determine continued enrollment.

## **EXCEPTIONS**

On rare occasions exceptions to a policy may be made when circumstance(s) warrant in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

## **FIELD TRIPS**

As field trips are planned, parents will be notified in advance of the details. For the safety of children, parents may be asked to chaperone the activity.

As indicated on the 2009-2010 Registration Form, permission has been granted by the parent/guardian for their child to participate in scheduled field trips. Based on the type of activity, you may be asked to sign additional forms for liability purposes.

## **FLOWERS AND BALLOON BOUQUETS**

Any flowers and/or balloon bouquets sent to students will be delivered to the student's classroom each afternoon between 2:30 and 2:50 p.m.

## **FUND-RAISING ACTIVITIES**

Ruskin Christian School operates on tuition money and receives no state or federal assistance. In order to keep the costs of tuition affordable, the school may participate in fund-raising events during the school year.

## **GENERAL STATEMENT OF POLICY**

Ruskin Christian School retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice. It is understood that RCS behavior expectations for our students span 24 hours a day, not just the time spent at school.

## **INVITATIONS FOR PARTIES, ETC.**

Children have tender hearts. In order not to offend any student, teachers will not hand out birthday or any party invitations in the classroom unless every child in the class receives one (exception: boys can be invited to a "boys-only" party and girls can be invited to an all-girls party).

## **LOST AND FOUND**

Lost and found articles are taken to the school office. Articles not claimed by the end of the month will be donated to charity. Please put your child's name in each coat, sweater, book bag, and lunch box.

## **MEALS AND SNACKS**

Lunches are purchased monthly and are paid for in advance. Credit is not given for absences unless a student misses more than three consecutive days.

Snacks are important for students in 1<sup>st</sup> - 4<sup>th</sup> grade to have during break or recess. We encourage healthy treats.

## **NOTIFICATION OF ADDRESS, TELEPHONE, EMAIL CHANGE**

Please notify the office if there is a change in your address, telephone numbers (home, work, and cell), and email address.

## **NONDISCRIMINATION POLICY**

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

## **OFF-CAMPUS SCHOOL ACTIVITIES**

Off-campus activities involving small or large groups, representing RCS teams, clubs, classes, or any other organization, must be approved by the principal. Parents asked by students to sponsor or support these activities are to contact the school administration for verification. Distribution of printed materials not approved by the school administration is prohibited.

## **PARENTS/VISITORS ON CAMPUS**

Students who do not attend RCS are not allowed on campus except for the following:

- Approved by the school office as a prospective student. Arrangements will be completed for "shadowing." A minimum of 24 - hours notice is required with approval by the principal.

- Visitors to our campus must report to the school office and a visitor's pass will be given to all approved visitors.
- Events that are open to the general public.

## **PARTIES**

### Kindergarten

Requests may be made with the teacher for birthday parties at school.

### Grades 1-6

Only scheduled and approved parties may be held. Please schedule with your child's teacher if you want to provide treats for your child. Arrangements will be made for this during the lunch period, recess, or at the end of the school day.

### Grades 7-12

Please schedule with your child's teacher if you want to provide treats for your child. Arrangements will be made for this during the lunch period or at the end of the school day. No surprise parties, please!

## **PUBLICATIONS**

This handbook gives you necessary information that will assist you and your child at Ruskin Christian School. In addition, the *E-News* is sent out weekly to families who provide their e-mail address as requested at the beginning of the year. The *E-News* communication provides reminders about up-coming activities, current school events, and scheduling or calendar changes.

## **RE-ENROLLMENT**

During the months of February and March, re-enrollment forms for the upcoming year are accepted on a first-come, first-served basis for current students.

## **SCHOOL CLOSINGS/INCLEMENT WEATHER**

RCS will close or dismiss school early due to inclement weather in conjunction with Hillsborough County Schools. In case of a tornado or severe thunderstorm during school hours, the school has designated safe rooms for the children. If students need to be evacuated, they will be transported to the nearest emergency shelter.

If Hillsborough County Schools are closed so their facilities can be used for evacuation shelters for evacuees of other counties, RCS will remain open.

If there are any changes to the information above, you will be notified via our automated phone calling service.

## **SCHOOL RECORDS**

All school records for students are under the control of the school administration. Student's records are available for inspection by the legal parent or guardian. These records are not available to any third party without the written authorization of both the student's legal parent or guardian and the administration of Ruskin Christian School.

## **TELEPHONE (Student use)**

Students are not permitted to use the school phone except in cases of emergency. The secretary will place all emergency phone calls. Please do not ask that your child be called to the phone. This causes disruptions in the class and office. We will deliver any message you request. The following are examples of non-emergencies (forgetting books, homework, P.E. clothes, athletic practice uniforms, wanting to go to a friends house after school, etc.)

## **WITHDRAWALS**

Withdrawals from school must begin in the school office. Should it become necessary for a student to transfer for reasons beyond the parent's control, the parent will be responsible for the tuition payment through the end of the current month of the student's enrollment. Students and parents should expect that it will take up to five school days to process withdrawal forms.

## **YEARBOOKS**

The yearbook tradition at Ruskin Christian School is a proud one. The yearbook features students, staff, and many class activities and school events that took place during the school year. This is a book full of treasured memories that students will want to keep for years to come. Yearbooks are distributed to students after the beginning of the next school year. The late delivery allows for end-of-the-year activities to be included in the yearbook.

The cost of the 2009-2010 yearbook will be \$40.00 dollars, which will be billed to you in October and November in the amount of \$20.00 each month. If you do not wish to purchase a yearbook, you should note that choice on the appropriate form, which will be given to you during the orientation session at the beginning of the school year. It is unlikely that we will have extra yearbooks for sale at the end of the school year.

# **SCHOOL-DAY PROCEDURES**

## **SCHOOL HOURS**

Office hours are 7:30 a.m. to 4:30 p.m. For those students enrolled in the after-school program, playground supervisors are on duty until 6:00 p.m.

School Starts	8:00 a.m.
School Ends	3:00 p.m.

Children adjust to the classroom situation more quickly when the parent does not remain in the classroom. We appreciate your cooperation in making this adjustment period as brief as possible.

## **MORNING DROP-OFF**

This information will be provided at the beginning of the school year.

## **AFTERNOON DISMISSAL**

This information will be provided at the beginning of the school year.

## **AUTHORIZATION FOR STUDENT PICK-UP**

Grades K2-6: If someone is sent to pick up a child that is not on the approved green card (Authorization for Pick-Up), a parent or guardian must notify the school office of the change. You will be asked to give the child's grade, date of birth, and address for identification purposes. Once arrangements have been made, the designated person must show picture identification.

K2-K5: During the school day, students must be signed out in the classroom. After 3:00 p.m. students must be signed out in the classroom or playground based on the afternoon schedule.

Grades 1-6: During the day, students must be signed out in the office by a parent, guardian, or an authorized person. After 3:00 p.m. the student must be signed out from the After-School Program.

Grades 7-12: During the school day, students must be signed out in the school office by a parent, guardian, or an authorized person. After 3:00 p.m. students are not required to sign out before leaving campus.

## **AFTER-SCHOOL PROGRAM**

### Grades 1-6:

As a convenience to our parents, we have after-school care until 6:00 p.m. The monthly charge for each child in the After-School Program is billed along with tuition on the monthly statement. You will receive complete details about the After-School Program and the pick-up of your children at the beginning of school or upon enrollment. Any student who stays on campus after school (3:15 p.m.), or stays on the playground for reasons other than planned school activities must pay After-School Program fees.

If you are unable to pick up your child by 3:15 p.m., please notify the office. For all students a charge of \$7.50 per day will be added to the school account.

A late fee of \$5.00 will be charged for each 15-minute time period, or any part thereof, that any child remains in our care after 6:00 p.m.

Parents should inform the teacher or the office in writing if someone other than the parent is permitted to pick up their child. If you call the office, you will be asked to provide the student's PIN number.

### Grades 7-12:

Students not participating in sports practice must be picked up by 3:15 p.m. daily. There is no after-school program for students who are not participating in athletics.

# ACADEMICS

The academic program in the elementary, junior high, and high school places a strong emphasis on Bible, reading, writing, and math skills at every grade level. Solid instruction in phonics is the basis for the elementary reading program at RCS. Science, history, Spanish (high school), and physical education, round out the academic program.

## ACADEMIC PROBATION

In grades 7-12, a student will be placed on academic probation when his or her cumulative GPA falls below a 2.0 at the end of any term. A student that is placed on academic probation will be required to have a meeting with the principal. A secondary meeting will be held to evaluate the student's progress.

## AGE REQUIREMENTS

Children in K5 through 1st grade must be the appropriate age for grade placement on or before September 1 (5 years old for K5, and 6 years old for 1st grade).

## BIBLE

Bible is recognized as the most important subject and is required. It augments the study of English, mathematics, history, geography, and science. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as "the Book of books." A knowledge of the Bible is one of the greatest educational assets any person can have, in addition to acquiring moral and spiritual values as a result of its study. Character development is one of the most important works of a school. No other course offered in the school affords such great opportunities for laying the foundation of Christian character. Each student must have a copy of the King James Version of the Bible. You may purchase a Bible in the school office.

## EXAM SCHEDULE (Grades 7-12)

The office will issue the Exam Schedule two weeks prior to the actual exams.

## EXAM EXEMPTIONS (Grades 7-12)

### Perfect Attendance Exemption

A student who has attended school every period of every day and is not tardy to his or her first period more than three times in a nine-week grading period will be awarded the privilege of exempting one exam each semester that he or she has perfect attendance. Tardies to school do not go beyond first period. Any student who arrives after first period is considered absent, not tardy, and will lose the perfect attendance exemption. Approved medical appointments (a doctor's note is required to validate the tardy) and class missed due to a funeral will not count as time missed from school for this exemption. Students who have physical rehabilitation sessions must be approved prior to the appointment by the Athletic Office (if the injury is school-related) and by the office (if the injury is not school-related). This exemption can only be used one time each semester, regardless of the number of classes in which a student has perfect attendance.

In addition to perfect attendance, the following conditions apply:

1. The student must have at least a "75" average in the class to be exempted.

2. The student can have no more than 19 demerits in the semester he or she is exempting.
3. A student who serves any time in Out-of or In-School-suspension or Saturday School, loses this exemption privilege for that semester.

#### *Procedure*

It is the responsibility of the student to complete the exemption form and have the teacher of the class he or she is requesting to be exempted from record and sign the form verifying that the student has a "C" average. The student will then turn the form into the office for verification of perfect attendance and discipline records. After the office has checked the necessary information, the teacher will be notified and the student will be informed if he or she has or has not been exempted.

#### "A" Exemption

This exemption can be used once each semester by students who maintain an "A" average in a class for the semester. In addition to the "A" average, requirements 2 and 3 (see Perfect Attendance) must also be met.

#### *Procedure*

It is the responsibility of the student to complete the exemption form and have the teacher of the class he or she is requesting to be exempted from record and sign the form verifying that the student has an "A" average. The student will turn the form into the office for review. The exemption will be approved or disapproved based on the number of demerits. After the office has checked the necessary information, the teacher will be notified and the student will be informed if he or she has or has not been exempted.

#### General Information Regarding Exemptions

Exemption forms will be available in the office the week prior to exams. Students must meet the deadlines given for turning in forms to the office. Regardless of the number of exemptions a student qualifies for, he or she can only exempt each class exam once during the school year. Students do not have to attend school during the exam period, but if they are on campus they must report to that class for that period of time.

A student may take the exam and keep the score if it improves his or her grade.

Option: A student who is not eligible for the perfect attendance exemption but does have an "A" in a second course may exempt the second exam with the "A" average. All other qualifications for exemption apply.

## **GRADE CLASSIFICATION**

Students must successfully pass all the requirements for each grade to be promoted to the next grade. Students may be required to attend summer school to be promoted.

### Junior High

To be classified as a seventh grader, the student must have completed the sixth grade; to be classified as an eighth grader, the student must have completed the seventh grade. See "Promotion" for requirements for passing to the next grade.

### High School

To be classified as a ninth grader, the student must have completed the eighth grade; to be classified as a 10<sup>th</sup> grader, a student must have accumulated 6 credits; to be classified as a

11<sup>th</sup> grader, a student must have accumulated 12 credits; to be classified as a 12<sup>th</sup> grader, a student must have accumulated 17 credits. A student must pass all the required courses during the regular school year or he or she may be required to attend summer school and make up the course.

## GRADING SCALE

- K2-4 Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)
- K5 - Qtr 1 - S, N, U; Qtr 2-4 - letter grades
- Grades 1-12

Numeric Grading Scale for grades 1-12		High School G.P.A. Quality Point Values
99-100 = A+	Excellent	4.00
92-98 = A		
90-91 = A-	Good	3.00
88-89 = B+		
82-87 = B		
80-81 = B-	Satisfactory	2.00
78-79 = C+		
72-77 = C		
70-71 = C-	Needs Improvement/below average	1.00
68-69 = D+		
62-67 = D		
60-61 = D-	Unsatisfactory - failure	0
0-59 = F		

Honors/Dual Enrollment classes are weighted by adding .5

Example: A+, A, A- = 4.50

If colleges and universities request an unweighted grade point average (G.P.A.), the following scale is used:

- A 4.00
- B 3.00
- C 2.00
- D 1.00
- F 0

## GRADUATION

May is graduation month for our kindergarten students and seniors. Parents, family, friends, and students look forward to these exciting times. You will be notified in advance of the scheduled activities for each graduation.

## GUIDANCE

The principal will work with high school students in preparation for college planning. During their junior high and high school years, students will take the following assessment tests:

ACT Education Planning and Assessment System components offered to our students are:

- PLAN, the 10<sup>th</sup> grade midpoint assessment, is designed to improve a student's planning and preparation for education, training, work, and career after high school.
- ACT Assessment, typically taken in 11<sup>th</sup> or 12<sup>th</sup> grade, is for college-bound students.

SAT assessment programs offered to our students are:

- PSAT, for all 11<sup>th</sup> graders and optional for 10<sup>th</sup> graders, is used as an initial screening for the National Merit Scholarship program officially for students in their junior year. Sophomores have the option of taking the PSAT unofficially as practice and must retake the test as juniors to enter the Merit Program.
- SAT Assessment, typically taken in 11<sup>th</sup> or 12<sup>th</sup> grade, is for college-bound students.

Students are encouraged to register for scheduled SAT and ACT testing. Colleges use their own criteria when evaluating prospective students, but a student's grade point average and SAT/ACT test scores are the most important. Students may register to take these assessment tests as many times as they wish, because colleges usually consider the best verbal and math scores when determining admission or placement. Registration materials are available in the office. There are a number of actions to take and deadlines to meet as a student prepares for college or a career, and appointments with parents or students are welcomed.

The Stanford Achievement Test Series is administered to grades K5-11 in the spring of each school year. The SAT is a multiple-choice assessment designed to assist educators and parents. The results of the tests provide reliable data to evaluate progress toward meeting educational goals and high expectations.

The Otis-Lennon School Ability Test (OLSAT) is administered to students in certain grades. The OLSAT measures the cognitive abilities that relate to a student's ability to learn in school. By assessing a student's abstract thinking and reasoning abilities, OLSAT supplies information to enhance insight that traditional achievement tests provide. OLSAT can assess students' thinking skills and provide an understanding of a student's relative strengths and weaknesses in performing a variety of reasoning tasks.

## **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

The Florida Bright Futures Scholarship Program is the umbrella program for two scholarships based on academic achievement of high school students. Students may become eligible for the Florida Academic Scholars Award of 100% tuition and fees, or the Florida Medallion Scholars Award of 75% tuition and fees. Each of these awards is for eligible students who enroll in a Florida public post-secondary education institution. Brochures with complete eligibility requirements are available in the office.

Students are encouraged to complete community service hours to include on college and scholarship applications. The Bright Futures Academic Scholarship has a 75-hour senior high community service requirement.

*Note: Percentages and financial amounts may change from year to year as determined by the State of Florida Legislature.*

## **HELP CLASS**

All teachers will conduct Help Class. For grades 1-4, this class is conducted during or after the school day as needed. In grade 5-12, Help Class is conducted after school. Help Class in K5 will depend on the needs of the students and will be planned by the teacher. Help Class is intended to review material. If a student is significantly behind, individual tutoring may be required in addition to Help Class.

Junior High and High School Help Class Schedule (3:15 p.m.-3:45 p.m.):

A Help Class Schedule will be distributed after the first week of school.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher gives homework to aid the students to advance in their studies. Therefore, each student is required to complete his or her homework assignments on time. Homework is given for several reasons:

- For drill: We believe that most students require repetitive drills to master material essential to their educational process.
- For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request the parent's full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade.

Homework assignments, upcoming quizzes, tests, projects, etc. are posted on each teacher's online homework page. You are encouraged to check the homework page daily to see that your child has completed all assignments and/or are prepared for all scheduled quizzes and tests. Teacher homework pages can be found under the *Student Links* section on the school website.

Grades 1-4: In addition to the homework page, a teacher may also give a homework assignment sheet on Monday, Tuesday, and Thursday. A parent's signature on the assignment sheet or assignment notebook will be required to indicate that the student made conscientious effort to fulfill the assignment.

Grades 5-12: If a student is present in class when a homework/daily assignment is made and present in class when the assignment is collected, the work must be turned in or a ZERO grade will be recorded. NO make-up work will be allowed unless the student presents an excused absence from the office and he or she presents the work due in a time frame equal to the number of days absent.

### *Correction of Math Daily Work*

The main reason for allowing students to correct math assignments is to give them the extra added practice they need so they can continue to learn and apply new concepts. Students who make an 89% or below on any homework assignment will be given the opportunity to correct it. This will help the students experience the needed practice and raise their grades. If a student reworks and corrects the missed problems showing all of his work, the teacher will add incentive points to the student's original grade equal to one-half the credit for each correctly worked problem. Example: The student's original score is 70% and he reworks and corrects all the missed problems.

The teacher will add  $(100-70)=30/2=15$  points to his original grade. The student's recorded grade will be  $70 + 15$  (incentive points) = 85%. After corrections are made, the final grade cannot exceed 90%.

### **HONOR ROLL**

Students are recognized for their academic accomplishments each nine week grading period based on the following:

- Principal's Academic Honor Roll - All "A"s
- Academic Honor Roll - All "A/B"s

Students must make a conduct grade of an "Excellent," "Good," or "Satisfactory" in **all** classes to qualify for these honors. Certificates are awarded to those who make each honor roll.

### **PATRIOTISM**

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction - a feeling of pride, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living." (Excerpt from Planned Patriotism)

All students are expected to participate in the reciting of the *Pledge of Allegiance* in class, chapels, assemblies, and at any other time that they are instructed to do so.

### **PLAGIARISM**

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material. It also includes information submitted via the Internet as a student's own work. Any student that is discovered to be plagiarizing will be in violation of the RCS student Honor Code and will be referred to the

principal. Demerits and In-School Suspension (ISS) will be given to those guilty of plagiarism. Repeated violations will result in dismissal from RCS.

## **PROMOTION POLICY (see also Summer School)**

### Grades K5-6

In order for students to be promoted to the next grade level, they must successfully complete all requirements for their current grade level. If a student makes below a 75% in reading, phonics, language, or math for the year, he or she will be required to attend and successfully pass the class(es) in summer school **and/or by a tutor at RCS**. If a student makes below a 70% in three academic subjects for the year, he or she will be required to repeat the grade in which they are currently enrolled. The grades earned in quarters two through four will be used to determine promotion, retention, and/or summer school.

### Grades 7-8

If a student makes below a 75% in English or math, he or she must attend summer school and successfully pass the course(s). If a student makes below a **70%** in English and math and one additional subject, he or she will be retained in the same grade. Students are required to take the necessary courses in the RCS Summer School Program. If a student fails science, history, or Bible, additional work may be assigned for completion to pass to the next grade.

The grades earned in quarters two through four, including semester exams, will be used to determine promotion, retention, and/or summer school.

### Grades 9 -12

Students who make an "F" in a required course either semester, must repeat that course for that semester. Credit may be acquired by attending and passing summer school at RCS if the course is offered. Once a student is enrolled at RCS, courses required for graduation must be taken at RCS unless exceptions are made by the principal.

## **REPORTS TO PARENTS**

### Kindergarten

Parents will receive weekly papers each Wednesday. A report card will be available for pick-up at the end of each nine-week grading period.

### Grades 1-4

- A *Weekly Academic Report* will be sent home each Wednesday. This report will have attached to it all papers done by the student the previous week. Parents are asked to sign the report and return both the student's papers and the report the next day. Student's papers may be kept until Friday if needed.
- ***Online Progress Reports:* Parents can access their child's grades online through our online gradebook. At the beginning of each year, parents will receive the necessary information to activate and access the online gradebook.**
- *Academic Progress Reports* are sent home at the end of each three-week period. Attached to the report is a computer-generated report that gives the parent all grades and grade averages in each subject area for the three-week period. Papers for the prior week will also be included with the *Three Week Progress Report*. Parents may keep the printed grade report.
- *Report Cards* - At the end of each nine-week term, each student will receive a report card listing letter grades and averages for all classes.

## Grades 5-12

- *Academic Progress Reports* - Every three weeks an individual copy of each student's *Academic Progress Report* will be sent home for the parent's review. These grade reports will show each grade the student has made during the reporting period for each subject. A parent signature is required on the cover sheet and it is to be returned to the homeroom teacher the following day. Do not return the progress reports with the cover sheet. You are to keep them for future reference.
- *Online Progress Reports:* Parents can access their child's grades online through our online gradebook. At the beginning of each year, parents will receive the necessary information to activate and access the online gradebook.
- *Report Cards* - At the end of each nine-week term, each student will receive a report card listing letter grades and averages for all classes.

## **SUMMER READING**

Returning students entering grades 5-12 have a summer reading program. New students are required to participate in this program if he or she is enrolled by the end of June. Other grades may be required to also complete a summer reading program.

## **SUMMER SCHOOL**

A summer school program is available to students presently attending RCS and for students who have enrolled at RCS for the coming school year. Students who come to summer school in order to be promoted to the next grade level, must achieve proficiency in their subject area in order to be promoted to the next grade level (grades 1-8) or to receive credit (grades 9-12).

## **TEST SCHEDULE DAYS 7-12**

Students will not normally be required to take more than three tests on any given day. In the case of a short week, the testing schedule can be adjusted as needed with the principal's approval. Students taking more than one elective may be required to take more tests. The following schedule is customary, although it could vary with administrator approval for a particular course:

- Monday - English and Electives
  - Tuesday - History, Science, and Foreign Language
  - Wednesday - English
  - Thursday - None (possibly math)
  - Friday - Science, History, and Bible
- Note: Math tests can vary from day to day based on the number of lessons required before a test is given.

## **TEXTBOOKS**

Hardback texts are supplied by the school in some subjects. In case of a lost textbook, the student will be charged for the total replacement cost of the text. Damaged books will be assessed fines according to the damage. Students are required to have hardback textbooks covered at all times. Some additional workbooks and materials are required for each grade level. Parents will be notified of the cost of these materials as the need arises.

## **TUTORING**

Tutoring is provided by some classroom teachers. Teachers are free to tutor after 3:30 p.m., and all tutoring should be planned after that time. Teachers are asked not to tutor students in their own classes (exceptions may be made if no other teacher is available).

## **VALEDICTORIAN/SALUTATORIAN**

For a student to be eligible for these honors, he or she must have been in attendance at RCS for their junior and senior year. This requires that at least half of the grades and credits earned must be earned while enrolled as a student at RCS. This can include credits earned at RCS, the Florida Virtual School, and dual enrollment programs. To be eligible for these awards, students must have a GPA of 3.5 or higher. If there is a tie in the GPA ranking, the numeric average will be used to break a tie.

# ATTENDANCE

Regular attendance and being on time for school each day plays a big role in the success of the student and the class. When a student is present and ready to start on time each morning, much can be accomplished. The class can begin promptly and start on a positive note. When a student is consistently absent or tardy, it not only affects his personal progress, but that of his class, as well. For these reasons, we expect each student to be present and on time for school each day.

However, we know that on occasion, doctor, dental, or family emergencies will occur. Students must bring a note from the doctor or dentist office in order for the tardy or absence to be excused. Notes from the doctor should reference any days that a student has missed because of illness.

## ATTENDANCE PROCEDURES

Students must be present at least four (4) hours in order to be counted present one-half day. Recognition for perfect attendance is not given to students that miss more than one half-day.

### K2-K4

Daily attendance is strongly encouraged due to the academic materials taught in each class. Excessive absences could cause a child to fall behind academically from the rest of the class.

### Grades K5-4

#### Tardies

K5 students are to report directly to the class room. Any student not in the room at 8:00 a.m. is tardy and should go to the office for a Tardy Slip before being admitted to class.

Grades 1-4: Any student not in the classroom at 8:00 a.m. is tardy and should go to the office for a Tardy Slip before being admitted to class.

Students are allowed six tardies per nine-week grading period. This includes doctor and dentist appointments, emergencies, and all other reasons for tardies. After the third tardy, a letter will be mailed to parents.

For each tardy after six, the student's final average for the nine weeks will be lowered by one point for each tardy in the first period subject.

Students who are tardy to school more than six times in a grading period will not be eligible for perfect attendance recognition.

Excessive tardies (consistently more than six per nine weeks) may jeopardize the student being allowed back at RCS the following school year.

#### Absences

Only 8 absences per class per semester will be allowed (excused and unexcused combined). Parents are encouraged to use discretion regarding their child's absences. Two points per absence in excess of **8 per semester** will be deducted from the final nine weeks grade in each subject. Two points per class will be deducted for all unexcused absences.

Absences are excused for the following reasons:

- Student illness and injury
- Medical appointments
- Death of a relative
- Legal proceedings
- Unusual circumstances, as determined by the administration
- Planned absences approved by the administration
- Extended or excessive absences with professional documentation

All else, such as the following, are considered unexcused:

- Appointments for haircuts
- Shopping
- Family socials, outings, community events, out-of-town guests and business events (without getting pre-approval)
- Over-sleeping

### General Information

When returning to school following an absence the student is to give his or her teacher a note from a parent or guardian stating the reason for the absence. All absences require a doctor, dentist, or parent note in order to be excused. For family emergencies, a note from a parent is required stating the reason for the absence in order to be excused.

For each unexcused absence, two points will be deducted from the final nine week in each subject. **Notes for unexcused absences will be not accepted after report cards have been processed.**

Make-up work for unplanned absences must be made up within the same number of days equal to the absence(s). For example, if a student misses two days, he or she must turn in make-up work the morning of the third day back to school (example: A student is absent on Monday and Tuesday - make-up work must be turned on Friday morning at the beginning of school).

If the work is not made up on time, there will be a five (5) point penalty for each day it is late. After five school days, make-up work will not be accepted. Exceptions may be made for extended absences.

Tests and quizzes that occur when a student is absent must be made up at school. Daily work should be done at home.

Pre-planned absences: In order for absences to be excused, they must be approved by the principal prior to the absence. Absences that are pre-planned require the student to bring all work back on the day of his or her return. If the student has advance knowledge of a test or project due on the day he or she returns, the project is due the date he or she returns to school, and also, tests will be taken on the day he or she returns unless more time is given by the teacher. Projects not turned in or tests not taken by the assigned date will have a five (5) point grade reduction per day until the assignment(s) are completed.

More than 8 absences during a semester will require written documentation from a doctor stating that the student was under a doctor's care. Parents must notify the school office if there is a family emergency that results in a student being absent from school.

## Grades 5-12

### Attendance

Classroom attendance is essential for every student. Learning lost due to absences and tardiness can never be experienced in the same way again. A lost moment in time can never be replaced or repeated. Being present and on time for school is a vital part of training our children to be good stewards of their time for the Lord.

### Absences

Only 8 absences per class per semester will be allowed (excused and unexcused combined). Parents are encouraged to use discretion regarding their child's absences. Two points per absence in excess of **8 per semester** will be deducted from the final nine week grade. If a student has excessive absences and is homebound or is hospitalized but is under a doctor's care, additional absences will be given.

*Absences are excused for the following reasons:*

- Student illness and injury
- Medical appointments
- Death of a relative
- Legal proceedings
- Unusual circumstances, as determined by the administration
- Planned absences approved by the administration
- Extended or excessive absences with professional documentation

*All else, such as the following, are considered unexcused:*

- Appointments for driver's licenses
- Appointments for haircuts
- Shopping
- Family socials, outings, community events, out-of-town guests, and business events (without getting pre-approval)
- Over-sleeping
- Missing school due to a job

*NOTE: For each unexcused absence, two points will be deducted from the student's final nine weeks grade. **Notes for unexcused absences will not accepted after report cards have been processed.***

*It is the responsibility of the student to make up his or her work if missed assignments are not completed, a zero will also be recorded.*

### Procedures following an absence

When a student has been absent for any reason, he or she must bring a written note to the office **stating the reason for the absence**. No absence will be excused at any time without this written notice. If the student is absent from school due to a medical appointment, a note from the doctor is required. Students are to report to the office upon their return to school. The office will issue an "Admit to Class" (excused or unexcused) based on the reason for the absence. Students are to have each teacher sign the admit at the beginning of each class. If a student is given an unexcused admit for his or her absence because he or she did not bring a note, he or she must bring a note on the following day.

If the student is seen away from home for any reason other than going to the doctor on the day for which the excused absence is requested for illness, the absence will be ruled unexcused. If a student misses school due to illness, he or she should not jeopardize his or her excused absence by going to work, the mall, or school functions, etc. If a student misses school due to illness, he or she should remain at home the entire day.

Excused absences will not be given during the following times except for medical or family emergencies:

- Semester Exam days

- The week of achievement testing

#### Procedures for a Planned Absence:

Students are to have a written note stating the reason for the absence and must turn it in to the school office three school days before the requested absence for this consideration. This will give the office time to check the student's absentee report to determine if the absences can be excused. If the absence is not approved, it will be considered an unexcused absence. Planned absences will not be approved during exam days (nine week and semester).

#### Absence for a School Activity

Any student who misses a class due to an extracurricular activity is responsible for having all assigned work completed when he or she returns to class. Students are expected to turn in all homework and take all scheduled quizzes and tests. It is of utmost importance that the student see the teacher prior to the absence to get all assigned work.

#### Athletic Attendance Policy

Students must attend all classes during the school day to participate in after-school athletic activities. Students who are absent from school are not allowed to attend any after-school practices or scheduled events. Doctor appointments will be considered excused, and students may participate. Other valid reasons will be considered. The student's attendance and tardy record will also be taken into consideration.

#### Absence for a Portion of the School Day

If a student misses an announced assignment, test, or quiz because of an absence for a portion of the school day, but is well enough to be in school for the remainder of that day, the student must make up the missed test or quiz by the end of the day. If no study hall time is available for making up the test or quiz, the student must make it up after school. Failure to make up the missed assignment, test, or quiz on the assigned day will result in a grade of zero; a zero will be given if the absence was considered unexcused.

#### Make-up Work due to an Absence

Students who receive an excused absence from class may make up their work. The work must be made up within the same number of days that the student was absent. For example, if a student misses two days, he or she must turn in make-up work on the third day back to school (example: A student is absent on Monday and Tuesday - make-up work must be turned on Friday at the beginning of the period). If all work is not made up within the allotted time, zeroes will be given. *In unusual circumstances, the administration can allow extra time for the student to complete the work.*

## Tardiness

If at all possible, please schedule all student-related appointments after school. If a student misses class(es) due to tardiness to school, it is considered an absence from the class missed.

### Tardy To School (during period 1)

Students are expected to be on time to classes and all school activities during the day. Any student who comes to school late should go directly to the school office upon arrival. A note explaining the reason for the tardy is required when the student signs in, or the tardy will be considered unexcused. A note can be brought the next day to have the tardy excused. For valid reasons, the office will excuse **up to** six tardies during a nine-week period.

When a student has his or her seventh tardy to school, one point will be deducted from the student's final nine-weeks grade for each tardy (6 tardies - no points deducted; 7 tardies - one point; 8 tardies - 2 points; 10 tardies - 3 points, etc.). Points will be deducted at the end of the grading period (*exception: After the sixth tardy, students late to school due to medical appointments or rehab sessions will not have points deducted from their grade if they have a note from the doctor indicating the time and date of the appointment. Rehab sessions scheduled during the day due to a sports related injury must be approved by the Athletic Office*).

### Tardy to Class During the School Day

In all other periods (2-7), the student is tardy if he or she is not seated at his or her assigned desk when the tardy bell stops ringing. A student who is tardy disrupts the classroom and distracts other students. A student who receives an unexcused tardy to class will be assigned a detention to be served with the teacher after school on a designated day. For each unexcused tardy thereafter, one point will be deducted from the student's final nine-weeks grade. Points will be deducted at the end of the grading period and are not reflected on the weekly progress report.

## **SIGNING OUT BEFORE THE END OF THE SCHOOL DAY**

### K2-K5

Parents are to go directly to the classroom and sign out their child. The teacher will keep accurate records of those who leave early and who picks up the child.

### Grades 1-12

All students who must leave campus before the end of the day must sign out in the office. Students must have a note from their parent or guardian stating the reason why the student needs to leave campus. If the reason for signing out is an excusable reason (see Attendance) the student will be given an excused absence from class when he returns to school. If the reason is unexcused but the student has a note to leave campus, he or she will be allowed to leave, but the absence from class will be unexcused and two points will be deducted from the final nine-weeks grade in each class missed.

If a student signs out for medical appointments, he or she **must bring a note from the doctor's office in order to have the absence excused**. Any student who fails to check out in the office prior to leaving campus will be given a Disciplinary Referral for skipping.

Grades K2-6: If someone is sent to pick up a child that is not on the approved green card (Authorization for Pick-Up), a parent or guardian must notify the school office of the change. You will be asked to give the child's grade, date of birth, and address for identification purposes. Once arrangements have been made, the designated person must show picture identification.

School dismissal is at 3:00 p.m. In the elementary, the last few minutes of each day is spent getting ready to go home. This includes putting materials away, packing book bags, and other last minute details. Please do not come to the office between 2:30-3:00 p.m. and sign-out your child unless it is an emergency.

## HONOR CODE

One of the goals of RCS is to teach and demonstrate honorable conduct. It sets the standard and serves as one resource for classroom instruction and right behavior. There are certain life characteristics that are foundational for success in life. Each member of the RCS family is expected to act honorably at all times.

We believe that teaching these core character traits is vital for each child's future success in life. They are not only matters for knowledge, but also matters of the "heart." At Ruskin Christian, these Honor Code traits will be emphasized and expected of all members of the RCS family.

Honor Code: Because I want to be a person of integrity and honorable character, and I want to be a member of the Ruskin Christian School community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I will make a personal commitment to:

- Cooperate respectfully with those in authority.
- Strive for excellence as a student.
- Seek to build relationships with people of high moral character.
- Care for and respect others and their property (students will be responsible for damage that occurs due to horseplay or deliberate actions).
- Be truthful, trustworthy, and appropriate in my words and actions.
- Be pure and upright in my relationships, not involving myself in sexual misconduct.
- Choose modes of entertainment that are Christ-honoring, avoiding the appearance of evil.
- Refrain from any form of cheating (including plagiarism; giving or receiving information on a homework assignment, project, quiz, or test).
- Totally abstain from the use or possession of tobacco, drugs, or alcohol.
- Refrain from any form of electronic media that contains questionable content that violates the standards of RCS. Students who maintain a personal internet site will be expected to keep their pages free of materials or photos that are not Christ honoring, and may be held accountable for questionable content that is found on his or her site.

On my word of honor, I will respect the RCS Student Honor Code, and I will actively work to uphold its high standards. I shall do my best to be a good citizen of Ruskin Christian School.

I realize that breaking the Ruskin Christian School Honor Code could result in disciplinary action, suspension, or expulsion.

*Note: The RCS Student Honor Code is signed by students (and their parents) in grades 5-12 upon admission to RCS and at the beginning of the year.*

## **CONDUCT**

Good conduct is necessary for the welfare of the student as well as the entire school. Each teacher is given the responsibility of maintaining effective classroom regulations in a Christian manner. Students are expected to conduct themselves as young ladies and gentlemen at all times. Students should be especially courteous and respectful to all adults.

Please help us guide your children in what they bring to school. As a general guideline, we ask that all toys and electronic devices be left at home unless there is a designated day in which to bring these. The following is a partial list of things we ask to be kept at home:

- Hand-held or portable video games
- Comic books, magazines
- Radios, DVD/ CD players, IPODS, MP3s, etc.
- Baseball and other types of trading cards; playing cards

Any inappropriate items brought to school, including the items listed above, will be taken from the student and kept in the office until they are picked up by the child's parent or guardian.

We do everything we can to ensure the safety of your child while here at Ruskin Christian School. Many parents send their children here because of that security. We must make sure that no students bring any object that will bring harm to another student. If a student brings an object that could be considered a weapon (which includes a knife) the discipline could be expulsion.

The school expects full cooperation from both students and parents in the education of the student and in adherence to all school policies and regulations. If the school feels this cooperation is lacking, the student may be asked to transfer to another school.

## **DISCIPLINE**

RCS uses various methods to encourage students in the area of discipline. Many of those methods use positive reinforcement and rewards designated toward the ultimate goal of intrinsic motivation. In addition to positive motivation, RCS also uses several disciplinary strategies designed to correct students when they are involved in inappropriate behavior. Included in these methods are classroom management procedures used by the faculty as well as procedures used by the administration.

Parents and teachers must cooperate fully for the benefit of the child. Anything said or done that diminishes the respect for a teacher or a parent will cause harm to the child. When there is misunderstanding or a conflict with a teacher, please meet with the teacher to resolve the issue. Should the problem remain, please contact the administration.

## **BEHAVIORAL EXPECTATIONS**

### K2-K5

The following offences warrant limited Time-Out at recess:

- Talking, whispering, or hand signaling during instructional time
- Out of seat without permission
- Disturbance in the classroom, hall, lunchroom, chapel, music, or playground
- Kicking, pushing, shoving, hitting or slapping, tripping, or anything that can hurt another child
- Direct disobedience
- Wasting time and not doing work (K4-K5)

The following warrant a visit to the supervisor for proper disciplinary action, which usually includes a yellow slip that is sent home to the parent or the parent being called.

- Lying
- Swearing
- Fighting
- Stealing
- Obscene gestures
- Repeated offences
- Hitting, kicking, biting, slapping, or talking back

### Grades 1-4

The following are the general expectations for each student:

- Follow directions the first time they are given
- Keep hands, feet, and objects to yourself
- No teasing or name calling
- Stay in your assigned seat unless permission is given
- Raise your hand and speak when recognized

- Bring books, notebooks, and pencils to class
- Have homework assignment book signed
- Follow the RCS dress code

Consequences: Grades 1-4

- 1st time: Name on board = warning
- 2nd time: Name plus check = 10 minutes off of recess or PE time
- 3rd time: Name plus two checks = student writes note to parents
- 4th time: Name plus three checks = student will be sent to the principal
- 5th time: Name plus four checks = principal will call a parent
- Severe disruption: student will be sent to the principal

### Grades 5-12

## **CLASSROOM MANAGEMENT**

In order to maintain an appropriate learning environment, we will expect students to conduct themselves appropriately. The teacher is in charge of the class and will maintain classroom behavior of students. Certain behaviors are not acceptable and are listed below.

The following areas are not intended as a complete list but as representative of behavior that is unacceptable.

Talking without permission	30 minute teacher detention	3 demerits
Disturbing classmates	30 minute teacher detention	3 demerits
Sleeping in class	30 minute teacher detention	3 demerits
Unprepared for class	30 minute teacher detention	3 demerits
Required papers not signed	30 minute teacher detention	3 demerits
Disruptive behavior	30 minute teacher detention	5 demerits
Writing/passing notes	30 minute teacher detention	5 demerits
Rude or discourteous	60 minute teacher detention	6 demerits

*Note: The teacher has the option of scheduling a 60 minute detention into two 30 minute sessions.*

### **Additional Classroom/Teacher Detention Information**

- Any student who endangers the classroom or another student will be sent directly to the principal.
- Failing to serve a teacher’s detention will result in an additional 30 minute detention and the assigned demerits will be doubled. If that detention is not served, the teacher will call the parent and then refer the student to the principal. An additional detention and five additional demerits will be given. Consistently failing to serve teachers’ detentions will likely lead to the student being dismissed from RCS.
- It is the full responsibility of the student to have detention notices and referrals signed by a parent/guardian and returned the following day. Failing to return a white copy of a detention and/or referral within the specified time will result in an additional 30 minute detention. If a detention notice is not signed and returned within two days, the teacher will write a disciplinary referral and send it to the principal. Additional demerits will be assessed for the referral.

### **Disciplinary Referrals**

The following infractions will be reviewed by the principal and appropriate discipline will be issued. Each offense will be assigned demerits as well as either detention, ISS, OSS, or dismissal.

- Inappropriate use of words such as “God”, “Jesus”, or “Lord”- We are to respect our Lord and must refrain from the inappropriate misuse and slang conversation that reflects a tone of sarcasm or disrespect.
- Inappropriate display of affection (kissing, hugging, etc.)
- Driving violations on campus (in addition to suspension of driving privileges)

Certain disciplinary infractions will be referred to the principal for a review. The following is a partial list of prohibited activities for which disciplinary penalties will be assessed.

- *Ten demerits* will be assessed for the following:
  - Leaving campus without permission (In addition to discipline, all work missed will be recorded as a “0”)
  - Skipping class (In addition to discipline, all work missed will be recorded as a “0.” Skipping class is defined as “being anywhere other than in the assigned class”)

- Horseplay (which could lead to fighting)
  - Profanity and/or inappropriate-suggestive slang words (a minimum of ten demerits)
  - Disturbing chapel or any public assembly (a minimum of ten demerits)
- *Fifteen demerits* will be assessed for the following:
    - Skipping school (full day) (In addition to discipline, all work missed will be recorded as a "0")
- *A minimum of twenty demerits* will be assessed for the following:
    - \*Deliberately damaging school, church, and/or the personal property of our faculty and staff, including but not limited to painting words, numbers, or markings of any kind (In addition to the discipline, the student must pay for the repairs as soon as they are known, or the student will be suspended until the repairs are paid)
      - \*Safety violations (matches, fireworks, lighters, etc.)
      - \*This could also result in expulsion from school.
    - Going into an administrator's, staff member's, or faculty member's personal belongings (This includes, but is not limited to purses, briefcases, grade book, desk, or computers)
    - Disrespect by word or action toward any administrator, faculty, or staff member
    - Cheating (additional demerits are assigned for each offense thereafter)
    - The use or possession of any tobacco product, both on and off campus (first offense)
    - Vulgarity and/or conversation including inappropriate sexual content or connotations
- *A minimum of twenty demerits to dismissal/expulsion* will be assessed for the following:
    - Fighting or "bullying"
    - Making physical threats, verbal or written
    - Racist comments, verbal or written
    - Sexual harassment
    - Possession of lewd/pornographic material
    - Making obscene gestures or comments; vulgarity
    - Possession of firearms or weapons on campus (including hunting rifles or any kind of knife)
    - Acts or attempted acts of violence
    - Conduct resulting in arrest (if the student is permitted to remain in school, he or she will be placed on behavioral probation immediately)
    - Questionable conduct on or off campus
- *Expulsion* will be the penalty for the following:
    - Use, possession, or distribution of illegal drugs at any time (on or off campus)
    - Use, possession, or distribution of alcohol at any time (on or off campus)
    - Second offense for fighting
    - Sexual immorality
- Computer and Internet Misuse - Students may not perform any of the following activities using school computers while on campus: download or upload any computer file without faculty permission; use the network for illegal activity; use the network

system for financial gain; create, display, or transmit hateful, violent, threatening, racist, sexist, obscene or harassing language, and/or pictures or materials; invade the privacy of others including data, information, or use the password of another user; vandalism and mischief that incapacitates, compromises, or destroys RCS resources and/or data; any use that would not be consistent with the RCS handbook or overall mission statement. Students are not allowed to access any website that allows for electronic communication including E-mail, blogs, MySpace.com, etc. Any student that is discovered to be in violation will be referred to the principal. Demerits and ISS, up to dismissal from school, will be given to those who violate the school's Internet Use Policy.

In addition to these activities listed above, a student may be asked to meet with the administration if his or her actions or attitudes are not in the best interest of RCS.

### **Demerit System**

Demerits are cumulative for each semester. Students will receive demerits for the various violations as outlined in this handbook. The accumulation of demerits up to a designated level will result in ISS and/or OSS as stated below. Thus, a specific violation could result in more days of ISS and/or OSS than would be given for the individual violation because the penalty for accumulated demerits will also be assessed. **However, a specific violation of 10 or more demerits will also carry a penalty of one or more days of ISS.**

15	One hour detention (7:00 a.m. - 8:00 a.m.)
25	One day of ISS
35	One day of OSS (counts as an unexcused absence)
45	Saturday School (8:00 a.m. - 12:00 p.m and the cost is \$20.00)
55	One Day of OSS (counts as an unexcused absence)
65	Dismissal

### **Behavioral Probation**

When a student reaches 45 demerits in a semester, that student will be placed on behavioral probation for the remainder of the current semester and the next semester. A student on behavioral probation will only be allowed 25 demerits for the following semester. At 10 demerits, a student on probation will receive one day of ISS. At 20 demerits, that student will receive another day of ISS. At 25, that student will be required to withdraw from school. When a student is placed on behavioral probation, both the student and parents must meet with the principal.

### **Principal's Detention (3:15 - 4:15 p.m.)**

- Students must use the restroom and get water before coming to detention. Students will not be allowed to leave the detention until 4:15 p.m.
- Students must bring two sharpened pencils and five sheets of 8-1/2 x 11 notebook paper (there will be no borrowing of supplies allowed).
- Students will be given assigned work and may be on cleaning duty during a portion of the detention.
- Students must be in their seat by 3:15 p.m. A tardy to detention will result in an additional detention. Failure to serve a detention or dismissal from detention because of inappropriate behavior will result in one day of suspension.

- No talking will be permitted. (This includes any type of communication such as whispering, notes, sign language, etc.)
- Students must remain in their seat.
- Students may not leave early for any reason - please plan ahead.
- No food, drink, candy, gum, or any other snack will be allowed in the classroom.
- All dress code and conduct policies will be adhered to during detention.

## **DISCIPLINE - GENERAL (GRADES 1-12)**

### **MAJOR CONSEQUENCES/DISCIPLINARY REFERRALS**

The reason that RCS has the disciplinary system mentioned earlier is to provide our classrooms with the control necessary to create a learning atmosphere. There are times when certain students opt not to abide by the rules on a consistent basis. Situations that are repetitive or extreme in nature will be referred to the principal for review. Follow-up correction is handled by the principal after he has met with the necessary parties involved. A disciplinary referral form will be sent home with the student to be signed by the parent and returned to school the following day.

### **IN-SCHOOL SUSPENSION (ISS)**

Normally, ISS is reserved for our upper elementary, junior, and high school students. However, there are disciplinary situations that may arise that could be deserving of this means of correction for lower grades as well. While in ISS, the following rules will apply:

- Any students in ISS will report to the office by 8:00 a.m. Students must get all books and supplies (notebook paper, pencils, etc.) prior to reporting to the office.
- Regular school work will be completed during this period including tests, quizzes, and daily work scheduled for the day.
- A sack lunch must be brought from home unless lunch is ordered from the cafeteria.
- While in suspension, the student will stay in the designated room. Students will not be allowed to socialize during the change of classes.
- Students may not leave early for any reason.
- No food, drink, or snacks will be eaten except during the designated lunch time.
- All dress code and conduct policies will be adhered to during ISS.
- Violation of any of these rules may result in further disciplinary action.

### **OUT-OF-SCHOOL SUSPENSION**

The administration will suspend a student out of school after two in-school suspensions have been served or for other extreme cases of misbehavior. In most cases, this means of correction is reserved for our upper-level elementary, junior high, and high school students, however, in some cases it may be applicable to students in other grade levels based upon administrative review.

### **SATURDAY SCHOOL**

Saturday School will be assigned to students once he or she reaches a certain number of demerits. The date will be announced in advance and students must report on time, stay the entire the time, and pay the \$20.00 fee.

## **SERIOUS BEHAVIOR**

In addition to demerits, students involved in any of the following may face probation or dismissal from school. These behaviors are not all inclusive.

- Fighting or any form of physical harassment
- Verbal or physical threats, sexual harassment in any form
- Inappropriate physical contact
- Profanity or off-colored jokes; obscene gestures or comments
- Possession or use of tobacco, alcohol, or illegal drugs on or off school grounds
- Deliberately damaging school, church, and/or faculty or staff property
- Violations of expectations given under the Honorable Conduct section
- Bringing any type of weapon to school or a school function (knives or any sharp instruments included)
- Verbal or written criticism of a faculty or staff member

## **DISCIPLINARY REVIEW TEAM**

The administration will meet to review the behavior of students experiencing behavioral difficulties. The team will review the student's disciplinary file and reach a decision for appropriate discipline.

## **DISCIPLINARY PROBATION**

A student who has an excessive number of referrals or suspensions may be placed on disciplinary probation. A conference will be held with the parents and the principal. The probation will be determined by the principal in relation to the offense. A student placed on probation may be in jeopardy of dismissal from the school.

## **DISMISSAL**

When a student is dismissed from the school, he or she loses the privilege of attending RCS. A dismissed student cannot be on the grounds at any time. A dismissed student may be considered for re-admission after one calendar year.

## **FOOD/GUM/CANDY/DRINK**

Food, gum, candy, and drinks can be destructive and costly to the facilities when students deliberately choose to abuse it. Students are not to eat food, candy, chew gum, or drink beverages on the school property (before, during, or after school) including classrooms and hallways, unless in designated areas as determined by the administration. A \$5.00 fine will be assessed for each offense. You will be notified in writing of the fine, and if it is not paid by the due date, it will be charged to your account. Based on individual classroom rules, students may be allowed to have bottled water in the classroom.

## **DRESS CODE**

The way students dress influences their behavior, self-image, and performance. We want to encourage students to develop an attitude about their appearance that shows self-respect and self-esteem.

The dress code of RCS is based upon teaching modesty and appropriateness in an educational environment. It is the intention of the dress code to enable the students to

learn in an acceptable academic environment and may be modified for special occasions. Parents and students should know what is acceptable dress for students. It is important that our parents and students support the dress code.

Students must be dressed and meet the established dress code guidelines before coming to school for the day. They must meet the school's dress code while leaving the school at the end of the day except for those participating in approved school extra-curricular activities - then they will follow the established guidelines for that activity.

All polo shirts, blouses, shorts, pants, slacks, jumpers, and skorts must be purchased from Educational Outfitters in Tampa.

## **GIRLS' DRESS CODE**

### **PRESCHOOL - K 4**

The dress code for preschool students is modest play attire. Shorts and tee's are acceptable. Tight-fitting shorts and bathing suits are not acceptable. Students should wear shoes appropriate for playing outdoors. Flip-flops, slip-ons, and beach wear are not acceptable for outdoor activities. *In selecting shoes for school, please be reminded that your child will be playing and participating in physical activities at recess.* Camouflage attire of any kind is not appropriate for school.

### **K5 -4<sup>TH</sup> GRADE GIRLS**

Polo shirts: yellow, gray, light blue, navy, and white (can be worn with navy and khaki shorts, slacks, and skorts) Note: polo shirts must be tucked in.

Blouse: white Peter Pan blouse must be worn with the jumper

Jumper: plaid, navy, or khaki

Skort: navy and khaki

Shorts and slacks: navy, khaki, and plaid

Belt: A navy, black, or brown dress style belt with regular dress style buckle is required with shorts and slacks with belt loops.

#### *Shoes and socks*

1. Athletic/tennis-style shoes are to be worn. Shoe colors must coordinate with the uniform colors. Avoid shoes with symbols/logos that are inconsistent with the Christian standards of RCS. The administration has the right to deem any style or color unacceptable. Shoes are to be properly laced and tied at all times. Avoid dress shoes and boots as they are not acceptable for recess and PE.

2. Flip-flops, sandals, beach wear, crocs, and shoes with skate-wheels are not appropriate for school.

3. Socks must be worn with all shoes.

4. Socks: Solid white, navy, khaki, and white socks with plaid trim that matches the uniform plaid (plaid trim socks must be purchased at the uniform store)

#### *Outerwear*

1. Only RCS logo sweat shirts and jackets may be worn inside the classroom, cafeteria, and auditorium (chapels, assemblies, etc.)

2. Students must remove jackets inside the classroom, and jackets should only be worn during the winter months.

3. Camouflage attire of any kind is not appropriate for school.

#### *Hats/Visors/Scarves*

Hats, visors, and scarves are not to be worn to school. If a student is in extended care and wishes to wear a hat after school, she may do so. During the school day, these items should be put away.

#### *Hair*

No faddish or extreme hairstyles or colors. The administration will make the decision on any questionable styles or colors.

#### *Jewelry*

All jewelry should be worn in good taste. Earrings should be matching sets and limited to two pairs. Choker-style necklaces are not acceptable.

### **5<sup>TH</sup> - 12<sup>TH</sup> GRADE GIRLS**

Polo shirts: Yellow, gray, light blue, navy, and white (can be worn with navy and khaki shorts, slacks, and skorts) Note: polo shirts must be tucked in.

White Oxford: may be worn with plaid, navy, and khaki

White Princess Blouse: may be worn with plaid, navy, and khaki

Light Blue Princess Blouse: may be worn with navy and khaki

Shorts: navy, khaki, and plaid

Slacks and capris: Navy and khaki

Skirts: navy and khaki (pleated)

Skort: plaid, navy, and khaki

#### *General:*

1. Skirts, shorts, and skorts must come to the top of the knee.
2. The polo shirts and white oxfords must be tucked in.
3. All shirts and blouses must be buttoned except for the top button.
4. The princess blouse does not have to be tucked in.
5. A belt (solid color - navy, black, or brown) must be worn with shorts, slacks, and capris with belt loops.

#### *Shoes and socks*

1. Shoes must be worn at all times.
2. Extreme casual shoes, flip-flops, beach wear, crocs, and shoes with skate-wheels are not permitted.
3. Athletic/tennis-style shoes may be worn with shorts, slacks, capris, skirts and skorts all days except on dress-up day. Shoe colors must coordinate with the uniform colors. Avoid shoes with symbols/logos that are inconsistent with the Christian standards of RCS. The administration has the right to deem any style or color unacceptable. Shoes are to be properly laced and tied at all times.
4. Socks (solid colors - navy, white, khaki) must be worn with athletic/tennis-style shoes, and socks (navy and white) or hosiery (navy, white, or neutral) must be worn with dress shoes.

### *Dress-up Day Attire*

Girls must wear the navy skirt or plaid skirt with the white oxford or the princess blouse. Dress shoes with socks or hosiery is also required. Canvas style shoes are not considered dress shoes. Dressy sandals with a back strap may be worn on dress-up only.

### *Outer Wear*

1. Only RCS logo sweat shirts and jackets may be worn inside the classroom, cafeteria, and auditorium (chapels, assemblies, etc.)
2. Students must remove jackets inside the classroom, and jackets should only be worn during the winter months.
3. Camouflage attire of any kind is not appropriate for school.

### *Hats/visors/scarfs*

Hats/visors/scarfs may not be worn at anytime in the building or outside during the school day (7:30 a.m. -3:00 p.m.).

### *Hair*

No faddish or extreme hairstyles or colors. The administration will make the decision on any questionable styles or colors.

### *Jewelry*

All jewelry should be worn in good taste and appropriate for a school setting and limited in number. Body piercing jewelry, other than pierced ears, is not allowed. Earrings are limited to two matching sets. Choker-style necklaces are not acceptable.

## **BOYS' DRESS CODE**

### **PRESCHOOL - K4**

1. The dress code for preschool students is modest play attire.
2. Shorts and tee's are acceptable. Bathing suits are not acceptable.
3. Students should wear shoes appropriate for playing outdoors. Flip-flops, slip-on sandals, beach wear, and shoes with skate-wheels are not acceptable for outdoor activities.
4. In selecting shoes for school, please be reminded that your child will be playing and participating in physical activities at recess.
5. Camouflage attire of any kind is not appropriate for school.
6. Boys' hair should be neatly cut and not appear shaggy or bushy. In the back, hair should not touch the collar of a regular shirt. Hair should be trimmed over the ears, not touching or being tucked behind them. Hair should not touch the eyebrows. Rat tails and dread locks are not permitted. Hair should be of a traditional style and always neat in appearance. Faddish and extreme styles and colors are to be avoided. The administration will make the final decision on any questionable styles.

### **K5 - 4<sup>TH</sup> GRADE BOYS**

Polo Shirts: yellow, gray, light blue, white, navy, and rugby (striped navy and white)

Note: shirts must be tucked in.

Shorts/pants: navy and khaki

Belts: A navy, brown, or black dress style belt with regular dress style buckle is required with shorts and pants with belt loops.

### *Shoes and socks*

1. Avoid dress shoes and boots as they are not acceptable for recess and PE.
2. Athletic/tennis-style shoes are to be worn. Shoe colors must coordinate with the uniform colors. Avoid shoes with symbols/logos that are inconsistent with the Christian standards of RCS. The administration has the right to deem any style or color unacceptable. Shoes are to be properly laced and tied at all times.
3. Socks must be worn at all times (white or navy)
4. Flip-flops, sandals, beach wear, crocs, and shoes with skate-wheels are not appropriate for school.

### *Outerwear*

1. Only RCS logo sweat shirts and jackets may be worn inside the classroom, cafeteria, and auditorium (chapels, assemblies, etc.)
2. Students must remove jackets inside the classroom, and jackets should only be worn during the winter months.
3. Camouflage attire of any kind is not appropriate for school.

### *Hats/Visors*

Hats and visors are not to be worn to school. During the school day, these items should be put away.

### *Hair*

Boys' hair should be neatly cut and not appear shaggy or bushy. In the back, hair should not touch the collar of a regular, collared shirt. Hair should be trimmed over the ears, not touching or being tucked behind them. Hair should not touch the eyebrows. Rat tails and dread locks are not permitted. Hair should be of a traditional style and always neat in appearance. Faddish and extreme styles and colors are to be avoided. RCS is not the place "to make a statement" with the style or color of your hair. The administration will make the final decision on any questionable styles.

### *Jewelry*

Earrings and other body piercings are considered inappropriate for young men and may not be worn to school or any school event/activity. A single gold or silver necklace is acceptable if worn under the shirt. Choker-style necklaces are not acceptable.

## **5<sup>TH</sup> - 12<sup>TH</sup> GRADE BOYS**

Polo shirts: yellow, gray, light blue, white, and navy

White Oxford: may be worn with navy and khaki shorts and pants

Note: all shirts must be tucked in.

Shorts: navy and khaki

Pants: navy or khaki

Belts: A navy, brown, or black dress style belt with regular dress style buckle is required with shorts and pants with belt loops.

### *General*

1. The polo shirts and white oxfords must be tucked in at all times.
2. All shirts must be buttoned except for the top button.
3. A navy, black, or brown dress style belt with regular dress style buckle is required with shorts and pants with belt loops.

### *Shoes and socks*

1. Athletic/tennis-style shoes may be worn on all days except on dress-up day. Shoe colors must coordinate with the uniform colors. Avoid shoes with symbols/logos that are inconsistent with the Christian standards of RCS. The administration has the right to deem any style or color unacceptable. Shoes are to be properly laced and tied at all times.
2. Socks (navy or white) must be worn at all times with pants and shorts except when deck shoes (canvas or leather) are worn with walking shorts.
3. Dress shoes must be worn on dress-up day.
4. Sandals, beach wear, crocs, and flip-flops are not acceptable.

### *Dress-up Day*

Navy pants with white oxford shirt, navy socks, and dress shoes.

### *Outerwear*

1. Only RCS logo sweat shirts and jackets may be worn inside the classroom, cafeteria, and auditorium (chapels, assemblies, etc.)
2. Students must remove jackets inside the classroom and jackets should only be worn during the winter months.
3. Camouflage attire of any kind is not appropriate for school.

### *Hair*

Boys' hair should be neatly cut and not appear shaggy or bushy. In the back, hair should not touch the collar of a regular, collared shirt. Hair should be trimmed over the ears, not touching or being tucked behind them. Hair should not touch the eyebrows. Rat tails and dread locks are not permitted. Hair should be of a traditional style and always neat in appearance. Boys must be clean-shaven daily, and no beards or mustaches are allowed. Side burns must not be longer than the bottom of the ear. Faddish and extreme styles and colors are to be avoided. RCS is not the place "to make a statement" with the style or color of your hair. The administration will make the final decision on any questionable styles.

### *Hats/Visors*

Hats and visors may not be worn at anytime in the building or outside during the school day (7:30 a.m. -3:00 p.m.). Exceptions may be made for outdoor P.E. activities.

### *Jewelry*

Earrings and other body piercings are considered inappropriate for young men and may not be worn to school or any school event/activity. A single gold or silver necklace is acceptable if worn under the shirt. Choker-style necklaces are not acceptable.

## **DRESS CODE SUMMARY - GRADES K5-4**

Any student whose personal appearance does not agree with the school dress code will be asked to take a note home stating the requirements of the dress code. Any student receiving *three violations* in one nine-week period, will be subject to after-school detentions and In-School Suspension. We must have complete cooperation from parents to make sure that students wear only the approved uniform purchased from Educational Outfitters.

## **DRESS CODE SUMMARY - GRADES 5-12**

Students not dressed according to the dress code in the area of modesty (low cut, too tight, midriff exposure) will not be allowed to attend class. Parents will be notified, and a correction must be made in order for the student to attend class. Any class missed for

dress code violations will result in an assigned grade of "0" for that class for that day. The same number of demerits will be issued as listed below. We must have complete cooperation from parents to make sure that students wear only the approved uniform purchased from Educational Outfitters.

If the dress code violation is not a modesty issue, the student may be allowed to attend class, but there are other consequences associated with the offense:

1<sup>st</sup> offense - five demerits

2<sup>nd</sup> offense - ten demerits and 7:00 a.m. detention

3<sup>rd</sup> offense - ten demerits and In-school Suspension (ISS) and a parent/student conference with the principal

4<sup>th</sup> offense - ten demerits and one day of Out-of-School Suspension; possible dismissal based on accumulation of demerits

5<sup>th</sup> offense - Saturday School (8:00 a.m. - 12:00 p.m. and a fee of \$20.00)

Note: If a student receives demerits for other reasons in addition to dress code infractions, the 7:00 a.m. detention, ISS, and/or OSS will be assigned based on the total number of demerits assigned. See page 29 for the list of consequences based on the total number of demerits for all consequences. The above listed actions would apply if all demerits earned were for dress code infractions only.

Continual referrals will indicate an unwillingness to cooperate and the student may be asked to withdraw from RCS.

### **SCHOOL ACTIVITIES DRESS CODE - ALL STUDENTS**

We ask that students dress modestly in accordance with the school dress code for all extra-curricular activities. Jeans may be worn to sporting events and other activities as designated by the school administration. Students are subject to dress code referrals for his or her attire as it relates to modesty at school-sponsored activities. Clothing with questionable writing or logos is not to be worn.

# STUDENT HEALTH/IMMUNIZATION

## Medication Procedures

### Prescription Medication

If a child is to receive any prescription medication during the school day, the parent or guardian must have an authorization form on file in the office. The *Authorization for Administration of Medication* form is available in the office. *It is to be completed each school year.* The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to come to school and personally give it to him or her. Teachers cannot be held responsible for carrying out these duties, nor should a student keep medication in his or her lunch box or locker. If the office is to administer the medication, it will have to be in the original container labeled with the student's name and time of administration. Prescription medication must be in the pharmacy container. The student or parent will be responsible for picking up any medicine that needs to be taken home before the office closes at 4:00 p.m.

### Non-Prescription Medication

The school office does not dispense any nonprescription medicine other than Tylenol/Ibuprofen. You must authorize the school to dispense these medications by completing the *Medical Release Form* and returning it to the school.

### Allergic Reactions and Benadryl

For an apparent allergic reaction we will dispense Benadryl if the appropriate permission has been given.

## **HEALTH FORM AND CERTIFICATE OF IMMUNIZATION**

Florida law requires all students attending school in Florida for the first time to have a physical examination within the 12 month period prior to entering a Florida school.

Florida law requires a physical examination form (DH-3040 06/2002) and a certificate of immunization (DH-680A 07/2001) for all students entering K5. Forms are to be completed by your physician within the 12 month period prior to entering K5. Only a certificate of immunization is required for students entering preschool.

It will be necessary to bring your child's health reports as stated above to the office prior to Orientation. No child may be admitted to class until this is completed as required by law.

## **STUDENT HEALTH RECORDS**

### Checklist of Requirements

*For students attending school in Florida for the first time:*

- Local physicians have the required physical form (DH-3040 06/2002 Yellow Form). Documentation of this physical exam must be submitted to the office before the first day of attendance.

- Florida Certificate of Immunization. If entering from out of state, immunization record must be verified by a Florida physician or the Hillsborough County Health Department. Either the physician or the health department will issue a Florida Certificate of Immunization (DH-680A 07/2001 Blue Form), which must be presented to the office before the first day of attendance. This certificate is current through the expiration date issued by the physician.

*For all students:*

- Up-to-date immunizations are required for all students. Parents should be familiar with all necessary immunizations required to attend school in the State of Florida.
- If immunization records are not available, you must get a Temporary Certificate of Immunization from the Hillsborough County Health Department.
- K2-K5 physical forms are valid for only two years from the date issued. If the date of expiration is prior to your child entering 1<sup>st</sup> grade, another physical is required at the end of the second year as noted on the physical form.

**COMMUNICABLE DISEASES, HEALTH AND IMMUNIZATIONS**

Ruskin Christian School maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

AIDS	Human Immunodeficiency Virus (HIV)	Rocky Mt. Spotted Fever
AIDS Related Complex (ARC)	Legionnaire's Disease	R. Rickettsia
Amebiasis	Leptospirosis	Rubella (including congenital)
Animal Bite to Human by Potentially rabid animal	Lumphogranuloma	Salmonellosis
Anthrax	Venereum	Schistosomiasis
Botulism	Malaria	Shigellosis
Campylobacteriosis	Measles (rubeola)	Smallpox
Chancroid	Meningitis	Syphilis
Dengue	Meningococcal Disease	Tetanus
Diphtheria	Mumps	Toxoplasmosis acute
Encephalitis	Paralytic Shellfish	Trichinosis
Giardiasis	Poisoning	Tuberculosis
Gonorrhea	Pertussis	Tularemia
Granuloma Inguinale	Pesticide Poisoning	Typhoid Fever
Hansen's Disease (Leprosy)	Plague	Typhus
Hemorrhagic Fevers	Polioyomyelitis	Vibrio Cholera
Hepatitis	Psittacosis	Vibrio Infections
Histoplasmosis	Rabies	Yellow Fever
	Relapsing Fever	

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be dismissed from school while ill. If the nature of the disease and circumstances warrant, RCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable

disease. RCS reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school.

### **STUDENT ILLNESS**

For the welfare of your child and others in the school, all children who are sick must be kept at home. Do not send students to school with a fever and/or runny nose with a green discharge.

**Please complete and return this page to your child's home room teacher at Orientation.**

**All Parents**

I have read the RCS Handbook and will support the school in these policies and any others that may be adopted by the school.

\_\_\_\_\_  
*Student's Name (print legibly)*

\_\_\_\_\_  
*Parent's/guardian's Signature*

\_\_\_\_\_  
*Date*

**Upper Level Elementary, Junior High, and High School Students (Grades 5-12)**

I have read the RCS Handbook and will support the school in these policies and others that may be adopted by the school.

I have also read and signed the school's Honor Code and will abide by its expectations.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*