

# **Redwood Christian School**

## **Student & Family Handbook**

*“Superior in Academics – Structured in Values”*

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Daniel Gent, Principal

### **Our Mission**

*“To work with the home and church to provide a Christ-centered, spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in the world.”*

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## **INTRODUCTION**

This handbook is written to inform you of the operational policies and procedures of Redwood Christian School. We encourage you to read it thoroughly and discuss it with your children. If questions still exist, feel free to call the school office. We welcome your inquiries about our school.

Redwood Christian School is a non-denominational school serving the academic needs of families in our area. RCS provides a truly Christ-centered education, and is administered and implemented by those called to this ministry.

As such, RCS is an extension of the in-home training of children. The school staff works closely with parents to teach and train the whole child. Our team effort produces successful students who are able to be witnesses for Christ.

Redwood Christian School is a ministry of the First Church of the Nazarene and is governed by an appointed board. The school board is always open to suggestions from the parents. Anyone wishing to address the board is asked to contact the school administrator so that the matter may be placed on the next meeting agenda.

Redwood Christian School is a member of the Association of Christian Schools International. ACSI is an organization which serves Christian schools across the United States and around the world. ACSI also provides professional training for our staff through continuing education seminars.

We trust that you will find this handbook to be helpful and informative. Thank you for your interest in Redwood Christian School.

Sincerely,

Daniel Gent  
Principal

## **PURPOSE**

To create a Christ-filled educational environment.

To work together with students and their families to succeed in the educational process.

To recognize the uniqueness of each student and to nurture each special God-given talent and ability.

To equip children to become disciples of Jesus through the process of teaching, training, and character building.

To provide a setting where:

Christian values are demonstrated, appreciated, and encouraged.

Students are given the opportunity for self-direction, value judgments, and decision-making.

Failures and mistakes are seen as areas for growth rather than as stigmatizing events.

Each student develops intellectually, spiritually, morally, physically and socially to the highest degree possible.

**REDWOOD CHRISTIAN SCHOOL**  
**STATEMENT OF BELIEFS**

**WE BELIEVE...**

...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.  
(2 Timothy 3:16, 2 Peter 1:21)

...there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.  
(Genesis 1:1. Matthew 28:19, John 10:30)

...in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11, Revelation 19:11)

...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

...in the resurrection of both the saved and the lost - the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)

...in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

...in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

## ADMISSION

### Non-discriminatory Policy

All students are considered on their merit, and no applicant will be denied admission on the basis of ethnic origin or gender.

### Legal Requirements

State law requires that a student entering kindergarten must be five years old by December 2<sup>nd</sup> of that year. **A copy of the birth certificate is required for kindergarten students.**

### **THE FOLLOWING IMMUNIZATIONS ARE REQUIRED FOR ADMISSION INTO ELEMENTARY SCHOOL:**

**4 DOSES – Polio**

**5 DOSES – DTP, DtaP, DR, Td**

**2 DOSES – MMR**

**3 DOSES – Hepatitis B**

**1 DOSE – Varicella**

State law requires a “**Report of health Examination for School Entry**” for *each child entering the first grade*. The appropriate time for this health examination is within 18 months before entering first grade. The form must be completed within 90 days after entering first grade, and will be kept in your child’s cumulative file at school.

### Returning Students

Each spring the school will send home re-enrollment forms. Parents are asked to return the form with the registration fee by the specified date in order to reserve a space for the fall term.

Initial admittance to Redwood Christian School does not imply automatic readmission. Redwood Christian School reserves the right to refuse admission or readmission to any prospective or returning student. Applicants who withhold pertinent information, or who falsify information, may be required to withdraw from Redwood Christian School.

### New Students

An application for admission and a handbook should be obtained from the school office. Please read the handbook thoroughly. Students transferring to Redwood Christian School from another school must have a good record of conduct, character, attitude, and attendance. Final admissions acceptance will be subject to academic assessment and approval of records by Redwood Christian School.

Return the completed application and registration fee to the school office. After the Administrator reviews the application, an interview will be arranged with parent(s) and student(s).

**REDWOOD CHRISTIAN SCHOOL**  
**Expected Student Behavior**

- Students are expected to come to school on time and be fully prepared for the day.
- Students will be respectful, kind and courteous to school staff, other students, and visitors at all times.
- Students will speak to each other and all school staff in a respectful, kind and courteous way, and respond in kind when greeted.
- Students will listen attentively and patiently when teacher or school staff are speaking.
- Students will put forth their best work at all times, and complete all assignments on time.
- Students will obey all school rules, and respectfully follow the directions of all school staff.
- Students are expected to display good sportsmanship in games and other physical activities, and invite others into their games.
- Students will say “please” and “thank you” when appropriate, and hold doors open for others.
- Students will conduct themselves in a respectful and courteous way during school assemblies and field trips, following directions given by school staff or parent chaperones.
- Students will respond immediately and with respect to correction given by any staff member.
- Students will continue to work in a quiet and respectful way when the teacher’s back is turned or when s/he is helping other students.
- Students will respond to fellow students with kindness and assistance when help is needed.
- Students will be courteous, and willingly share items with other students.
- Students, when frustrated or upset, will write down their concerns and address them to their teachers.
- When talking with a teacher or staff member about a concern, students will do so in a respectful way and in privacy.

Courteous – Polite and kind; having good manners and respect for others.

Respect – To feel high regard for; to honor.

Ephesians 4:32 – “Be kind and compassionate to one another...”

Hebrews 13:17 – “Obey your leaders and submit to their authority.”

## **DISCIPLINE POLICIES**

Students want and need to know the boundaries of acceptable behavior. It brings a sense of security. With this in mind, discipline shall be based on an understanding of the individual needs and development of each student, and shall be directed toward teaching Christ-like behavior.

Teachers will seek to re-channel problem behavior and teach each child to respect the rights and property of others, and to respect authority. Individual teachers, with the support and assistance of the principal, and parents when necessary, will handle misconduct. See “Redwood Christian School Disciplinary Communication” on the back of the “Enrollment Contract” for more information.

It is important to understand that attendance at Redwood Christian School is a privilege and not a right; that right may be forfeited by any student or family who does not conform to the standards and regulations of the institution. Redwood Christian School may at any time request the withdrawal of a student who, in the opinion of Redwood Christian School, is not in harmony with the spirit of the institution, regardless of whether or not her conforms to the specific rules and regulations of Redwood Christian School.

Proverbs 15:32 – “He who ignores discipline despises himself, but whoever heeds correction gains understanding.”



## SCHOOL FEES 2022-2023

### ANNUAL REGISTRATION FEE

New student	\$100
Currently enrolled student	\$75.00

### ACTIVITIES FEE & ACCIDENT INSURANCE (per student)

\$200

### TUITION

Grades K-8	First Child	\$5,100
Grades K-8	Second Child	\$3,825
Grades K-8	Third Child	\$3,060
Grades K-8	Fourth Child	\$2,550

**11 EQUAL MONTHLY PAYMENTS**  
**(begins in August)**

### CURRICULUM & SUPPLIES

Includes texts (purchase & rent), workbooks, and most classroom supplies.

Grades K-8.....per student / year.....\$300.00

### CURRICULUM

Our school uses *A Beka Book* and *Bob Jones* curriculum in the classroom. *A Beka Book* and *Bob Jones* set the standard of excellence in the publishing of textbooks and other materials for Christian schools.

### SCRIP

Scrip is our gift card program. There is scrip available from a variety of retailers. The school receives a certain percentage every time you use scrip. The percentage varies from store to store anywhere from 2% to 18%. Every time you make a purchase, your account will be reduced by the exact percentage the school receives. We do not cap the amount of scrip you may use throughout the year to apply to your account.

## **DISCOUNTS**

**Nazarene:** A tuition discount will be given to families who are members of the Eureka First Church of the Nazarene and are actively involved in its ministry. There will be a 10% discount applied monthly.

**Military, Law Enforcement, Fire and Paramedic:** Active duty and veteran families, as well as law enforcement, fire and paramedic personnel will receive a discount of \$750.

**Pastoral Discount:** Those who are currently pastoring a local church will receive a discount of \$750.

**Pre-payment Discount:** For families who prepay their tuition, curriculum and fees prior to August 10<sup>th</sup>, there will be a 5% discount applied.

**Financial Aid:** Limited financial aid is available. Financial aid applications are available in the school office.

**NOTE: ACCOUNTS MUST BE KEPT CURRENT TO RECEIVE DISCOUNTS AND SCHOLARSHIPS.**

## **BILLING PROCEDURES**

Payments are due on the 1<sup>st</sup> of each month (August through June) and become delinquent after the 10<sup>th</sup>, at which time a \$30.00 finance charge will be added to the outstanding balance. Accounts that are over two months delinquent in their payments may result in the removal of student(s) from school until the outstanding balance is paid or other arrangements are made by the family with the administrator for an alternative payment plan.

### **Refund Policy:**

If a student withdraws from school, a refund is given based on “unused time”. Withdrawal during the 1<sup>st</sup> to the 15<sup>th</sup> of the month equals ½ months refund. Withdrawal during the 16<sup>th</sup> to the 31<sup>st</sup> receives no refund for that month.

**NOTE:** The first month’s (August) tuition is non-refundable.

## **HEALTH GUIDELINES**

### **Illness at School**

A sick child cannot remain at school. Parents are expected to make immediate arrangements to pick up their child when the need arises. Under no circumstances should parents send children to school when they have a fever, contagious virus, bacterial infection or have not sufficiently recovered from an illness.

A child **MUST** be kept home from school if s/he:

- Had a fever and/or has been vomiting in the last 24 hours.
- Shows any symptoms of a communicable virus or bacterial infection such as a cold, flu, pink eye, measles, chicken pox, mumps, etc.
- Has a rash that has not been identified.

### **Medication**

All medications must be clearly labeled with the student's name and must be accompanied by written instructions from the parents or physician. Only staff members will administer medications at school. All medications sent from home, including cough drops, must be kept in the office. Parental permission is required before any medication is administered, whether prescription or over-the-counter, unless there is signed permission on the Medical Release form for pain aid to be administered.

### **Doctors Excuse**

Occasionally a student cannot participate in recess, gym, or strenuous physical activity. When this is the case, please send a note to the student's teacher. Any long-term requests must have a doctor's written suggestion for an activity the child can perform.

# **STUDENT POLICIES**

## **ATTENDANCE**

In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student. This policy statement has been developed to encourage good attendance and to discourage tardiness. Our goal is to maximize every student's opportunity to learn. Attendance is the responsibility of parents and students.

**Absence:** An absence is defined as being absent from the classroom for more than one hour of a school day. Absences may be either excused or unexcused.

**Tardiness:** Tardiness to class is defined as not being physically in the room at 8:25 am. Three tardies is equal to 1 unexcused absence.

### **Excused Absences:**

- **Illness:** A doctor's/parent note of reason for absence is required.
- **Professional Appointment:** Whenever possible, professional appointments should be made after school hours. A parent's note of reason for absence is required.
- **Personal or family emergency:** A parent note is required.
- **Homebound Instruction:** The student will be responsible for making up all work assigned during the period of absence.
- **Miscellaneous:** It is possible that occasions may arise other than those listed in this section, necessitating that a student miss school. The administration shall make the sole determination if such an absence is excused or unexcused.

Any absence that does not meet the criteria of an excused absence will be considered unexcused. The school administration will determine if an absence is excused or unexcused. All absences without advanced warning will be considered unexcused. Please call the school office before 8:20 am and provide the student's name and grade level. Your call will be recorded on the answering machine (24 hours a day) or handled directly by office personnel.

### **Excessive Absences:**

After three unexcused absences, the parents of the student will be contacted. Six unexcused absences per trimester is considered to be excessive.

- If a student is absent six times in a trimester, the student will be considered on attendance probation for the remainder of the trimester, and the student will serve a one day at home suspension.
- If a student is absent three times while on attendance probation a conference will be held with the family, and the student will serve a one-week suspension.
- If a student is placed on attendance probation for two consecutive semesters a further conference will be held to determine whether the student is able to continue enrollment or if the family should consider an alternative means of educating their student.

**Bibles:** The New International Version (NIV) is used for classroom Bible study and memorization. Students may purchase Bibles in the school office for \$10.00.

**Telephone Use:** Student use of the school phone should be minimal. It is available for necessary student calls (this does not include arranging after school plans). Students must wait at the counter and receive permission to use the phone from the office staff.

**Cell Phone Use:** Cell phone use is not allowed during school hours. Cell phones must be turned off and stowed in backpacks during school hours. Students not following this rule will have their phone confiscated and kept in the office for their parent to pick up.

**Invitations:** Students may pass out party invitations at school only if every child in the class receives an invitation. If all students in the class are not invited, we ask that you please mail the invitations.

**Off-limit Items:** All non-school personal items are not allowed at school unless a teacher or the principal gives special permission.

## **DAILY SCHEDULE**

The doors are opened at 8:10am each day. The first bell rings at 8:20am. School begins promptly at 8:25am. The schedule is as follows:

TK & Kindergarten	8:25am – 2:00pm
1 <sup>st</sup> Grade	8:25am – 2:00pm
2 <sup>nd</sup> – 8 <sup>th</sup> Grades	8:25am – 3:00pm (M, T, TH, F) (2:00pm on Wednesday)

**School is dismissed at 2:00pm on Wednesdays to allow extra time for staff meetings.**

Students should be picked up promptly at the end of the school day.

## **AFTER SCHOOL PICK UP**

Students in TK, Kindergarten and 1<sup>st</sup> Grade must exit through the double-glass doors on “E” Street by the playground. Students in 2<sup>nd</sup>-8<sup>th</sup> Grades exit using the church main entrance. Parents should park on Humboldt Street or use the church parking lot.

After their dismissal time, students who have not been picked up will be sent to the office. A staff person will be there to supervise them until their ride arrives. Parents will be billed for this service at the discretion of the Redwood Christian School administration.

## **AFTER SCHOOL CARE**

After school care is available for all students from 2:00 p.m. until 5:30 p.m. for \$6.00/hours. More information is available in a separate program brochure in the school office.

## ACADEMIC POLICIES

### Assignment Books

When a student has homework it will be noted in their book, which must be signed by the parent and returned to school the next day. The primary purpose of this policy is to make sure that parents are informed of all daily and homework assignments.

### Report Cards and Conferences

Report cards are given at the end of each term. Report cards will be mailed, sent home in sealed envelopes or given to parents at term conferences. Parent-Teacher conferences will be scheduled at least once every school year. Parents are welcome to arrange additional conferences at any time as needed.

### Grade Guidelines

High Honor Roll – average 90% and above, Honor Roll – average 80% to 89%

<b>A</b>	90-100%	<b>B</b>	80-89%
<b>C</b>	70-79%	<b>D</b>	60-69%

### Achievement Tests

Standardized testing will be administered to all students in the spring of each year. Parents may request a copy of the test results for their child(ren) by contacting the school office.

### Learning Disabilities Policy

*Definitions:* Severe Learning Disability: Any condition in a potential student that would require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, or staff in order to provide the educational services desired by the parents.

*Guidelines:*

1. Children with a severe learning disability will not be admitted to Redwood Christian School due to the lack of adequate staff, funding and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other students in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## **MISCELLANEOUS**

### **Visitors**

All parents and visitors must register in the office before entering a classroom. This includes all classroom volunteers. When delivering an item to your child at school, please bring it to the office and s/he will pick it up there. When entering a classroom, please knock and wait for the teacher to greet you.

### **Chapel**

Chapel services are held on Wednesday mornings from 8:35-9:30am. Various speakers share a message with the students. Parents are always welcome to join us for the service. School begins every morning (except Wednesday) with Chapelette. Students gather together for pledges, prayer and worship from 8:30-8:45am.

### **Volunteer and Service Hours**

Every parent with children enrolled at Redwood Christian School has numerous opportunities to contribute time, resources and finances to meet the needs within the school program. In fact, without parent involvement, some programs would have to be cut back and/or tuition would increase. Each family is required to volunteer 30 hours during the school year. Opportunities for service to the school include helping with fundraisers, baking items, driving for field trips, classroom assistance, recess supervision, or financing a student scholarship. Unfulfilled service hours will be billed on the June statement at \$20.00 per hour.

### **Parent-Staff Communication**

The primary method of parent-staff communication is through the classroom Dojo app. Email is used as a secondary method.

### **Sports Program**

RCS teams may compete with local elementary, or city league teams throughout the year. Sports that may be offered are: girls' volleyball, cross-country, girls' basketball, boys' basketball, or co-ed basketball. To participate in sports (or any other extracurricular activity) a student must be current in all homework assignments, maintain a "C" grade in all subjects, and exhibit positive behavior for that academic year.

### **Lunches**

Students should bring their lunches in sacks or lunch boxes clearly marked with their name. Candy, gum, soft drinks and foods with excessive sugar content are not allowed at school.

### **Withdrawal From School**

To withdraw a student from school, the office should be notified immediately and all books and other school property must be returned. Records will be released when the school bill is paid in full.



## DRESS CODE

### Uniform Dress Code

The dress code policy is written to encourage modesty, school spirit, reducing distractions, and school unity. As a school, Redwood Christian School desires to portray a Christ-like attitude in our dress, which is what man sees, for “man looks at the outward appearance, but the Lord looks at the heart.” 1 Samuel 16:7

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the dress code is a family responsibility. Parents shall assume this important responsibility and thereby leave the school free to focus on its primary goals of building godly character and academic competence.

RCS has a preferred school account with Lands’ End with all of the accepted uniform components listed. All plaid items for the girls, and all school spirit wear will need to be purchased from Land’s End. Other items may be purchased from wherever you choose. However, RCS does benefit from items purchased through Lands’ End. We believe that our families will benefit from and appreciate the high quality of the uniforms available. Our Lands’ End school code is: **900191909**. We realize there are many kinds and styles of clothing that are acceptable and honoring to the Lord. RCS has chosen the following in establishing our dress code.

### GIRLS’ DRESS CODE Monday through Thursday

Dress:	Plaid jumper, plaid skirt or navy jumper (Lands’ End – classic navy large plaid) cotton skort or skirt (navy or khaki). <b>Hemline is to be no shorter than 2” above the knee.</b>
Pants & Bermuda shorts:	Cotton twill pants (see page 16) or Bermuda shorts (navy or khaki), <b>low rise, tight-fitting pants/Bermuda shorts are not permitted, nor pants with stretchy Lycra/Spandex material.</b>
Blouse:	Plain white blouse with collar, buttoned down the front Polo shirt or turtleneck, red, white, or navy
Sweaters:	Solid color – red, white, or navy
Sweatshirt:	RCS sweatshirt (proper blouse or polo must still be worn)
Shoes:	Tennis shoes
Socks:	Required

### Friday – Spirit Day and Field Trips

Uniform	RCS T-shirt or RCS sweatshirt (in good condition) and jeans/jeans capri’s (pants or skirt, blue or black and in good condition). Jeans must be neither too tight nor too loose (baggy) and may not have holes, rips or frays. Low rise and tight-fitting jeans such as jeggings are not permitted.
Shoes:	Tennis shoes
Socks:	Required

**BOYS' DRESS CODE**  
**Monday through Thursday**

Pants & Bermuda shorts:	Cotton twill pants (see below) or Bermuda shorts (navy or khaki)
Shirt:	White or light blue Oxford shirt (button down collar) Polo shirt or turtleneck – red, white, or navy
Sweater:	Solid color - red, white, or navy
Sweatshirt:	RCS sweatshirt (proper shirt must still be worn)
Shoes:	Tennis shoes
Socks:	Required

**Friday – Spirit Day and Field Trips**

Uniform	RCS T-shirt or RCS sweatshirt (in good condition) and jeans (blue or black in good condition). Jeans must be neither too tight nor too loose (baggy) and may not have holes, rips or frays. Low rise jeans are not permitted.
Shoes:	Tennis shoes
Socks:	Required

**For Girls and Boys**

**No logos or trims on blouses, polo shirts, and sweaters.**

**\*\*Undershirts must be in school colors: red, white or navy\*\***

**Permitted uniform pants (or visual equivalent):**



Girls



Boys

**P.E. Uniform for 3<sup>rd</sup>-8<sup>th</sup> Grade Students**

We prefer the students to “dress down” for P.E. However, if your student chooses to not “dress down”, s/he will still be expected to fully participate in P.E. Here is the accepted P.E. uniform: RCS T-shirt or solid color – red, white, or navy T-shirt, and solid color – board or basketball shorts (mid thigh to knee in length). Sweatpants are optional. Use Monday, Tuesday, and Thursday dress code for shoes.

## **Non-Uniform Days**

The 1<sup>st</sup> Monday of each month is a non-uniform (Free Dress) day, on which students may choose to wear nice, modest clothing.

**The following items are not allowed:**

- **Short skirts (with skirt hemlines over 2” above the knee)**
- **Tank tops, low cut tops**
- **Tight-fitting clothes (such as jeggings)**
- **Torn shirts and pants**
- **Shorts (uniform Bermuda acceptable)**
- **Sweatpants, or workout clothing (ANY type of fabric)**
- **No open-toed shoes, flip-flops, or high heeled shoes.**
- **Sunglasses may not be worn inside the school building.**

**Leggings cannot be worn as pants (they may only be worn under dresses or uniform shorts).**

The general rule: “If it is questionable, don’t wear it!” will be applied. **These same guidelines also apply for students using a “Free Dress Pass” AND for Fun Days (Green Day, Twins Day, etc.). Free Dress Passes may not be used on chapel days.** If your child comes in attire that is in contradiction to what is accepted, you will be called to bring a change of clothes.

### **Jewelry**

**Girls:** Watches, simple chains, simple rings, simple bracelets, and one pair of small 1” maximum earrings are acceptable. No other jewelry may be worn.

**Boys:** Watches, simple chains, simple rings, and simple bracelets are acceptable. No other jewelry (including earrings) may be worn.

### **Hair**

**Girls:** Hair is to be neatly brushed and styled away from the student’s face. No extreme coloring, deviation from natural hair colors, or extreme styles are permitted.

**Boys:** Hair is to be neat. Hair should be no longer than the top of the shirt collar in back and should not fall below the eyebrows in front. On the sides, hair may cover up to half the ear. No extreme coloring, deviation from natural hair colors, or extreme styles – such as buzz art and mohawks, are permitted.

### **Hats**

Hats may not be worn, and hoods must be down inside the school building.