



# Middle School & High School

## Student Handbook

Redwood Christian Schools received the maximum accreditation period of six years from the Association of Christian Schools International and the Western Association of Schools and Colleges in 2012.

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## Introduction

Welcome to Redwood Christian Middle School & High School (RCMSHS) and, Thank You for investing in a Christ-centered education.

The mission of Redwood Christian Schools (RCS) is to provide a Christ-centered education which is able to equip students for daily living and eternal life. RCS fulfills this mission through three basic objectives. First, we train students to become Ambassadors for Christ. Second, we help students attain their potential physically, mentally, socially, spiritually and academically. Third, we encourage students to give their best in the service of the Lord, wherever He leads them. Ideally, all students who enroll in RCMSHS desire to receive a Christian education. We welcome students from all religious backgrounds provided they are open to being taught Christian truth. Our most successful and satisfied students are those who know they are here because of the Holy Spirit's leading.

Our evangelical Christian teachers are committed to Christian education. They are prepared and eager to minister to children. The administration and faculty are professionally trained, certified, and teaching in their area of preparation. More importantly than being accredited and certified, Redwood teachers are committed to drawing out the fullest potential in each student. Parents who enroll their children at RCMSHS can be confident that they will be educated in one of the finest, interdenominational, independent Christian schools in America.

This handbook states many of the guidelines and procedures of RCMSHS. Some are guidelines for developing Christian conduct, strong character and good habits in our students, while other guidelines provide for the smooth and efficient operation of the school, allowing for the administration and faculty to focus upon providing a Christ-centered education. It is important that both parents and students read and understand the contents of this handbook.

The purpose of this handbook is to cover key areas of the general philosophy, objectives, and standards of RCMSHS.

Two important documents, the *Parents'/Guardians' Pledge of Acceptance* and the *Agreement with the RCS Philosophy of Educating Students*, are located at the end of this handbook. They are part of the initial student application and are included in the annual re-enrollment of all students attending RCS. Please do not hesitate to ask for clarification on any item from your campus principal or the superintendent.

If you have any questions about RCMSHS guidelines or procedures, please contact the campus office at 510-317-8990. Redwood counts it a privilege to serve the Lord Jesus Christ and our parents as we share the common goal of "training a child in the way he should go" (Proverbs 22:6).

**Parent, School and Church Relationship:** The Bible clearly teaches that it is the parents' responsibility to instruct and train their children in the ways of the Lord (Deuteronomy 6:6-9 and Ephesians 6:4). The three key arenas for instruction and training are the home, the church and the school. Students need to be guided and instructed by adults who live by Biblical principles.

When students hear the same message from all who instruct them, developing a solid foundation for growth and maturity is an easier task.

Communication between RCMSHS and parents is essential if we are to properly serve our families. We are committed to communicating regularly with parents concerning the child's progress. At the end of each quarter we send home a report card. In the middle of each quarter we send home a progress report for students who have a C- or less in class. RenWeb **automatically** sends a progress report each week. Parents are also encouraged to initiate contact with the teachers. RCMSHS cannot accomplish its purpose without the cooperation of the home in regard to the guidelines established for RCMSHS. Reading the Bible, praying and attending a local church are strongly encouraged (Deuteronomy 6:6,7; Hebrews 10:25). RCMSHS is most effective in providing our students with a Christ-centered education when the family regularly reads the Bible, prays and attends a local church whose Statement of Faith is consistent with the RCS Statement of Faith.

**The Purpose, Core Values and Expected School-Wide Learning Results of RCS's:** Our primary purpose is to help prepare students to fulfill God's plan for them through an academic education and spiritual guidance. This requires that the curriculum presents life as it really is. We believe that the only way a student can understand his or her place in the world is by understanding and acting upon what the Creator says about Himself and His creation: God created the universe and all life simply by speaking them into existence. Man is part of this creation, but unique in that he or she alone is created in God's image. Man alone must choose whether he will have a relationship with God because man and woman lost the ability to have a personal relationship with God by deliberate choice. God supplied the means for re-establishing this relationship through His Son, Jesus Christ. Faith is acting on God's promises. It is by acting on these promises that believers may participate in His divine nature (II Peter 1:4). Although it is very important to behave in a manner that honors our authorities, we must also present our bodies as a living sacrifice to the One who is good so that He can do good in us (Romans 12:1,2).

The responsibility to educate the leaders of tomorrow is monumental. The task before each teacher is tremendous. You may feel confident that the faculty and staff of RCMSHS are committed to instilling the five core values of RCS into the life of each student:

- To establish **CHRISTIAN TRUTH** as a guide for life;
- To maintain a **HIGH ACADEMIC STANDARD**;
- To instill **PURE MORALS** in the heart of the student;
- To generate a **SPIRIT OF PATRIOTISM**; and

- To live a **DISCIPLINED LIFE**.

Embedded within our programs are five Expected School-Wide Learning Results (ESLRs). Through teaching in their content areas, the faculty will be modeling for students our five ESLRs as well as assessing student growth and understanding of them.

### *Developing a Mind for Christ*

A Christian mind believes that God exists, and that He created and brought truth, order, purpose, and authority into his creation! At RCS we believe that all truth is God's truth and that there is a difference between understanding and information, where information is the mere collection of facts and figures, and understanding uses these facts and figures to wrestle with God's truth, which will in turn lead to proper, God-honoring action. Our teachers all have shepherds' hearts and guide their students, teaching them to wrestle with God's truth so that they can use their intellect to honor God in all they do.

The goal of the Expected Schoolwide Learning Results at RCS is for our students to be "Developing a Mind for Christ" that fully recognizes God's truth, realizes that ideas have consequences, and works toward impacting the world around them for Christ. First and foremost, we teach our students to know and recognize truth as revealed by God through Scripture. Second, we teach our students to know and do what is right, to live by the values taught in Scripture. Third, we teach our students to be skillful and to do everything as if it were being done for the Lord Jesus!

It is expected that as part of developing a mind for Christ that:

RCS students will be **Active Learners** who approach learning as a thinking activity and assume personal responsibility to remember and apply what is presented in school. They will be taught to:

- Use and manage time by organizing priorities, and by setting and attaining goals
- Identify similarities and differences
- Ask their own questions and locate their own answers
- Properly use resources
- Listen and take effective notes
- Read, summarize, and study written text
- Create metaphors and analogies to aid with memorization
- Remember and transfer knowledge between different contexts
- Daily walk with God through prayer, Bible reading, and meditation

RCS students will be **Responsible and Respectful Citizens** who treat others as they wish to be treated. They will be taught to:

- Demonstrate respect for authority
- Accept personal, social, and civic responsibility

- Contribute their time and talents to improve the quality of life in their sphere of influence
- Model responsible citizenship marked by kindness, integrity, compassion, and Biblical ethics

RCS students will be **Critical and Creative Thinkers** who approach the world with intellectual curiosity and are able to solve problems using a Biblical Worldview. They will be taught to:

- Identify, locate, and organize information and turn this into understanding
- Apply, analyze, synthesize, and evaluate ideas when solving problems
- Investigate meaning beyond the obvious
- Identify fact and opinion
- Determine validity of sources
- Document sources
- Evaluate information from a Biblical Worldview
- Manage complexity by planning and prioritizing
- Demonstrate problem solving skills in real life situations
- Design creative and contextually appropriate presentations of the Gospel

RCS students will be challenged to be **Spiritually Growing Students** through service to Jesus Christ. They will be taught to:

- Accept that Jesus Christ is the son of God and that He wants to be involved in a personal relationship as their Lord and Savior
- Demonstrate God's love, will, and authority in their lives through service to others
- Develop spiritual gifts through involvement in ministry activities
- Share God's truth with those around them, through both word and deed
- Respect the dignity and sanctity of all human life

RCS students will be **Effective Communicators**, able to express their ideas, through various media, characterized by a clear sense of meaning, purpose, and audience. They will be taught to:

- Conduct research using appropriate technology
- Reflectively summarize
- Critically evaluate
- Identify the main purpose/point
- Explain the difference between fact and opinion
- Communicate the Gospel

## Academics

We believe that all truth is God's truth and that God is sovereign over all the curricular disciplines. Decisions relating to curriculum and instruction are guided by God's view of the world as presented in the Bible. Each course is built on the foundation that God exists and has

revealed His will and ways in the Bible.

RCMSHS offers all students a well-rounded Christ-centered education that challenges them to do their utmost in preparation for serving the Lord Jesus in their chosen profession or vocation. A vital component of our Christ-centered education calls for all students to take a Bible class each year.

**Academic Assistance Program:** The Academic Assistance Program is not a college-prep program. It is designed to assist students with learning difficulties to develop skills and abilities that enable them to graduate with their class. This program provides individual attention and assistance. It has a limited class size with a teacher-student ratio of generally not more than 1 to 20. When mastery of the core curriculum is demonstrated, students in the Academic Assistance Program may enter the college-prep program. Academic Assistance Program students who complete the course of study and pass the Academic Assistance Program assessment will receive a Redwood Christian High School diploma.

**College-prep:** Our college-prep program is designed for students who intend to go to college or technical school but is also flexible enough to allow a student to graduate without meeting some college entrance requirements. For instance, a student is not required to take a foreign language or three years of math to graduate. However, all college-required subjects, such as English, biology, history and algebra, are designed to meet college entrance standards.

**Conferences:** We encourage communication between parents and appropriate school personnel at the first sign of academic or behavioral difficulty. Please do not wait until the end of the quarter to request a conference. Teachers are available to meet with parents before school, during their conference period, or after school, either in person or over the phone. Conferences can be arranged by calling the school office at 510-317-8990 or by directly e-mailing a teacher. Each staff member has an e-mail address that follows the format of firstlast@rcs.edu; for example, AlHearne@rcs.edu.

**Class Withdrawal/Changes:** Classes may be changed during the first three weeks of the semester. After the third week academic classes may not be added. Students may not drop a class after the sixth week of the semester. Class changes require teacher, parent, and administration approval.

**Grading Scale:**

A+	-	97-100%, 4 GPA points	C+	-	77-79%, 2 GPA points
A	-	93-96%, 4 GPA points	C	-	73-76%, 2 GPA points
A-	-	90-92%, 4 GPA points	C-	-	70-72%, 2 GPA points
B+	-	87-89%, 3 GPA points	D+	-	67-69%, 1 GPA points
B	-	83-86%, 3 GPA points	D	-	63-66%, 1 GPA points
B-	-	80-82%, 3 GPA points	D-	-	60-62%, 1 GPA points
			F	-	0-59%, 0 GPA points

**Graduation Requirements:** High School students must meet specific subject matter requirements and have at least a 2.0 grade-point-average to graduate.

A total of 240 total units in the areas listed below is required for high school graduation:

Units:	Course:
40	Bible (four years)
40	English (four years)
20	Physical Education (two years)
20	Math (two years)
30	Social Studies (three years)
20	Science (two years)
5	Understanding the Times (one semester)
5	Speech (one semester)
60	Electives (six, one year classes)

Additional information may be found in the *Information from the Counselor* booklet.

**Physical Education:** Students in grades 6-10 will dress in a specific P.E. uniform, which is to be purchased through Bancroft Uniforms. P.E. uniforms are always sold during “New Student Orientation”. Families enrolling after the beginning of school will receive the information with their Letter of Acceptance. Additional information is given the first few days of class. Participation in physical education is just as important as it is in other classes. Students who do not dress for P.E. will jeopardize their ability to pass the class unless they have written permission to not dress. We ask that parents write a note when it is necessary for a student to miss class for a day or two when recovering from an illness. If a student should not dress for three or more days, he or she must obtain a doctor's note.

**Progress Reports:** The optimal time to address an academic problem is when it first appears. Therefore, progress reports are automatically e-mailed home, via RenWeb to both students and parents on a weekly basis. Because they are automatically generated by RenWeb, if there is a question, please be as specific as possible when e-mailing or calling the teacher and try to include a copy of the progress report in your email. In addition, mid-way through the quarter, a Progress Report is handed out for each student who has a grade of C- or lower and also emailed home to parents. Please do not wait until the end of the quarter to address questions regarding the overall grade or the grade on an individual assignment.

**RenWeb:** RCMSHS uses web-based school management software that enables parents and students to check progress in class, daily attendance, tardies, and homework assignments. In addition, parents and students can use it to easily e-mail individual teachers. In order to access RenWeb please contact the school office (510-317-8990) to have your e-mail address recorded. Then go to [www.rcs.edu](http://www.rcs.edu) and click on RenWeb and follow the on-screen instructions.

**Report Cards:** are passed out at school, typically on the first Friday of the next quarter, and are

also emailed home to parents. We encourage parents to contact teachers when comments and/or grades on the report card indicate the need for improvement.

**Textbooks:** With few exceptions, the school provides textbooks at no additional charge. Students are required to purchase some of the novels read in English class. Our textbooks are from a variety of publishers; and each one is approved by the faculty, administration and board. Not all textbooks are from Christian publishers but each book is evaluated on its content, presentation, and support materials, in addition to its philosophical base. RCMSHS does not endorse all material in the books. A major purpose of educating students is to develop the ability to discern truth from error.

Students are responsible for the care of their textbooks. Upon receiving a textbook each student must write his or her name inside the front cover. Textbooks are to be properly covered and properly put away (inside a backpack or locker) when not in use. Textbooks that are not properly put away will be taken to the office and the student will be fined \$1.00. In addition, the student will have to pay for damaged or lost textbooks at the end of the year.

**Valedictorian:** The graduating class valedictorian will be determined by the following criteria:

- Has attended RCS from the beginning of grade 9
- Has met the 240 Unit Requirement with only courses taken at RCS
- Is ranked #1 on the 4.0 GPA Scale
- Has not had to take a class again for a second time
- Has not been suspended from school
- Has not been involved in major discipline problems

## Athletics

RCMSHS offers many opportunities for students interested in athletics. To be eligible, a student must maintain a 2.0 g.p.a. and show satisfactory conduct. A student may be suspended from a team for misconduct. In order to participate in a sporting event, whether practice or a game, a student must attend classes on the day of the event unless other prior arrangements have been made with the school.

In order to participate in the athletic program, a student must have a yearly physical examination and statement of insurance on file at the Athletic Department before he or she may try out for any team or squad. We recommend making arrangements for this each year during the summer. The necessary forms are available in the Athletic Office and online [www.rcsathletics.org](http://www.rcsathletics.org). For more information regarding athletics please contact our Athletic Director, Jim Cleveland, at 510-317-8998 or email him at [JimCleveland@rcs.edu](mailto:JimCleveland@rcs.edu).

### High School Sport Programs:

- ✓ Baseball - Varsity and JV (Boys only)
- ✓ Basketball - Varsity and JV (Boys and Girls)
- ✓ Cross Country - Varsity (Boys and Girls)
- ✓ Soccer - Varsity and JV (Boys and Girls)
- ✓ Softball – Varsity (Girls only)
- ✓ Tennis - Varsity (Girls only)
- ✓ Track and Field - Varsity and JV (Boys and Girls)
- ✓ Volleyball - Varsity & JV (Boys and Girls)

### Middle School Sport Programs:

- ✓ Baseball (Boys)
- ✓ Basketball (Boys and Girls)
- ✓ Cross Country (Boys and Girls)
- ✓ Soccer (Boys and Girls)
- ✓ Softball (Girls)
- ✓ Volleyball (Boys and Girls)

## Chapel

Although RCMSHS is an academic institution, we take seriously our role as a part of the body of Christ, which includes coming together for a time of corporate worship. We generally hold chapels once a week and attendance is required. Because we are helping to train the next generation of church leaders, we allow students to be actively involved in the planning and implementation of chapel services. Chapels may be led by students, guest speakers, drama groups, musicians or faculty members. Common themes running through our chapel services are the challenge to commit your life to Jesus Christ, to develop an intimate relationship with Him, and to live your life according to Scripture.

## Student Behavior Expectations, Safety, and Discipline Procedures

RCMSHS requires its students to act as appropriate Ambassadors for Christ; therefore, **their conduct, both on campus and off campus**, should serve as a testimony of the Christian faith. Students are expected to be respectful, cooperative, courteous, orderly, and properly respond to correction. School employees are in a position of authority over students while they are at school, athletic events, field trips, and all school activities. RCMSHS places a great deal of emphasis on the development of maturity in its students. In order to provide the best learning environment for everyone on campus, a student must be willing to conform to the rules established by the school. Students are taught about the four types of people discussed in the book of Proverbs: The Wise, those who make God honoring decisions. The Simple, those who did not know not it was wrong. The Simple require training. The Foolish, those who knew it was wrong, choose to do it anyway. The Foolish need correction and appropriate consequences. The Mocker / Scorner, those who knew it was wrong, led others into doing wrong, and mocked / scorned the authority that attempted to bring about correction. The Mocker / Scorner is removed from the school.

Serious discipline problems, **whether they occur on or away from campus**, as determined by Administration, are handled by the office, after consultation with appropriate teachers and students. Willful disobedience, harassment or threats, a rebellious attitude, fighting, hitting, pushing, kicking, or any other inappropriate physical interaction, cheating, truancy, profanity,

destruction of school property, smoking, stealing, lying, inappropriate use of technology, and disrespect of a teacher, are several examples of serious discipline problems which may result in suspension or expulsion as determined by Administration. Other serious problems such as immorality, sexual promiscuity, drug / alcohol use may result in immediate expulsion or required withdrawal from the school, **whether they occur on or away from the campus.**

When a student does not exercise self-control, the parent will be informed of the misconduct by the office via a letter, e-mail or a phone call. A teacher may also call the parent when a special situation arises or when there is a lack of improvement in behavior patterns that disrupt the teaching process. Out of respect for the diverse standards of our students and their families, certain activities such as card playing, dancing and secular music are not part of school-sanctioned activities.

RCMSHS's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical morality the school teaches. This includes, but is not limited to, participating in, supporting, or condoning defiance of authority, disrespect; theft, vandalism, misuse of technology; distribution or use of controlled or illegal substances; sexual immorality, homosexual activity, or bisexual activity; promoting such previously listed practices; or being unable to support the moral principles of the school.

To maintain a safe, loving, secure educational environment on school grounds and at school-related events and to protect the safety and welfare of students and school personnel, RCS has the right to perform unannounced searches, including the use of authorities and trained animals, in order to find and to seize contraband. RCS has the right to perform physical searches of students to determine whether or not they pose a danger to themselves, others, are undermining school policy, rules, or regulations, or are behaving in such a way to make or to cause a general nuisance to the educational process. The Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, cell phone, iPad, PDA, digital device, or automobile, and other personal property, student lockers, desks, and other school property, under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, welfare, or educational environment of any person or persons on school property. Contraband is any substance, material, or word (spoken or digital), prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, tobacco, e-cigarettes, drug paraphernalia, guns, knives, weapons, incendiary devices, verbal harassment, digital harassment, unauthorized written communication, or unauthorized digital communication. All items deemed to be illegal, illicit, disruptive, harassment, or a general nuisance to the educational process will be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Principal or

authorized staff, subject to legal impediment.

RCS has the right to perform random and blanket searches, including the use of authorities and trained search animals, of lockers, desks, pockets, purses, backpacks, gym bags, automobiles, cell phones, iPads, digital devices, PDA's, and other personal property to review student possessions for health and safety compliance, school policy, rules, and regulations, in order to maintain a safe, loving, secure educational environment. Students found to be in possession of contraband will face disciplinary consequences at the discretion of the Principal or authorized staff members, including if deemed necessary expulsion from school.

**Bullying & Cyber-bullying:** RCMSHS takes the safety of its students very seriously. Students have the right to feel safe and secure while at school. Bullying and/or cyber-bullying may be punishable by detention, suspension or expulsion. Both bullying and cyber-bullying are intentional, hurtful acts, words or other behavior such as, but not limited to: name-calling, threatening, hurtful letters or e-mail, text or instant messaging, telephone communications, Internet blogs, Internet chat rooms, Internet postings, and hostile and/or defamatory personal Web sites. Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt on campus. Therefore, RCMSHS will take the appropriate steps necessary to stop the act and restore the safe atmosphere of our campus.

**Closed Campus:** RCMSHS is a closed campus; students may not leave campus during the school day without a legitimate reason. Students who have a legitimate reason to leave campus during the school day must give written permission from a parent or guardian to the office when checking out and they must also check back in with the office upon returning to school. Failure to check in/check out will result in a detention. Our lease and use permit will not allow for a parental note to release students from campus for lunch, to pick up snacks, to attend parties, or any other non-related school activity during the day. In addition, all visitors and non-school personnel must check in with the office and receive permission to be on campus.

**Demerits:** Students who do not follow the rules of RCMSHS are issued demerits. Students receive one demerit for items such as: breaking the dress code, eating or drinking during class, or chewing gum. Students may be assigned to detention after accumulating 3 or more demerits.

# of Demerits and their consequences:

- 1 – Warning, with parent communication
- 2 – Conference with Dean, parent communication
- 3 – Conference with Dean and parents, with possible detention
- 4 – Conference with Dean and detention
- 5 – Saturday detention and parent conference
- 6 – Saturday detention and parent conference
- 7 – One day in school suspension and parent conference
- 8 – One day in school suspension and parent conference
- 9 – One day out of school suspension and parent conference required to return to school

- 10 – Three day out of school suspension and parent conference required to return to school
- 11 – Five day out of school suspension and parent conference required to return to school

Students will receive a fresh start each quarter with zero demerits.

**Detention:** Students are required to serve detention for failing to meet the standards of RCMSHS, either through the accumulation of demerits or tardies. Detention is not scheduled at the convenience of the student but will be held after school on Monday, or the first day of the week, from 3:00 - 3:45. Students in detention are not allowed to communicate in any manner with other students during their detention period. Failure to comply will result in an additional day of detention. A change in the detention date can be made, but office staff must grant the change by lunch time on the day of the detention. Failure to attend a scheduled detention carries a penalty of a second detention. Detention may be served two times during any one quarter. If the student earns a third detention, for any reason, he or she will be required to attend Saturday detention.

**Electronic Devices:** Although students are allowed to have cell phones, Bluetooths and iPods on campus, RCMSHS is not responsible for lost or stolen items. Cell phones, Bluetooths, iPods, and other electronic devices may not be in the immediate possession of the student during class. During class cell phones must be switched to silent or turned off in order to not disrupt the learning environment. While on campus, students may only use their cell phones before school, at lunch, or after school. Students are not allowed, at any time, to: 1) leave class to answer or place phone calls; 2) send any type of messages (text, videos, etc.) during class with a phone; 3) use cell phones to record, in audio, still picture or video formats, their teachers or fellow students. iPods may only be used before and after school. School officials, when having reason to, will read emails and/or text messages on cell phones. For iPad regulations see the *iLearn@rcs.edu Handbook*.

If a teacher sees or hears a cell phone, iPod, any accessory, or other electronic device during the school day (except as noted above), he or she will take it and turn it into the office. These devices will not be returned to the student, they will only be returned to a parent after school. The first time a student has any electronic device taken he or she will receive a warning, the second and all subsequent times will result in a Saturday detention.

**Expulsion:** Attending RCMSHS is a privilege and the administration has rarely found it necessary to expel a student. Failure of the student or parents to comply with all current and future policies, rules, and regulations of the RCMSHS is grounds for the school to expel the student. RCMSHS reserves the right to expel any student for violation of any current or future policy, rule or regulation by the student or parent, or if RCMSHS determines that either the student or parent is not in agreement with the "Parents'/Guardians' Pledge of Acceptance" and the "Agreement with the RCS Philosophy of Educating Students".

Students may be recommended for expulsion when they fail to perform adequately in academics. It should also be understood that frequent infraction of, or lack of regard for, the

rules of conduct listed in this handbook, gambling, stealing, the use of profanity, or any other behavior or action the RCS Administration deems inappropriate may result in expulsion from school. The following are examples of inappropriate behavior and actions, **whether they occur on or off campus**: immorality; possession of obscene literature; possession, arranging sales, taking, or being under the influence of drugs or alcoholic beverages or being present when committed by a minor; smoking; deliberate abuse of school property; possession of knives or weapons of any kind; bullying or cyber-bullying; or any other illegal act. The administration reserves the right to determine if other infractions warrant expulsion. Students expelled will be considered for return on a case by case basis. Normally students are not considered for return until one semester from the date of withdrawal. Students who are expelled are not allowed to attend any RCMSHS sponsored function or activity during the time of their consequence.

**Non-acceptable Items:** Any item that is illegal in the United States, the state of California, or the county of Alameda is not allowed to be brought to school or school functions. Such items include but are not limited to: alcohol, tobacco, narcotics, weapons (real or toy), knives, and/or pornography.

**Plagiarism and Cheating:** Plagiarism comes in mainly two forms from students. First is copying word-for-word (regardless of length), from an author without giving credit. Second is using ideas from an author, even if written in the student's own words, without giving credit to the author. Cheating, including plagiarism, is when one student gets an answer from another student, whether on tests, quizzes, in class work, or homework. Cheating almost always involves two students: the one receiving the answer and the one supplying the answer. Consequences for cheating and plagiarism are cumulative from year to year and also progressive:

1. For the first offense a student will receive a 50% on the assignment (test/quiz/project/writing/homework/final/etc.) and have a parent-teacher-administrator conference where the administrator will provide the first incident cheating letter.
2. For the second offense a student will receive 50% on the assignment, a one-day out-of-school suspension and have a parent-teacher-administrator conference where the administrator will provide the second incident cheating letter.
3. For the third offense a student will receive 50% on the assignment, a five-day out-of-school suspension and have a parent-teacher-administrator conference where the administrator will provide the third incident cheating letter.
4. For the fourth offense a student will be recommended for expulsion and have a parent-teacher-administrator conference.

**Student Drivers:** Students may drive to school if they have parent permission and a reserved parking space. Students who are passengers must also have parental permission to ride in cars driven by students. Student drivers are expected to: drive safely, obey the 5 mph speed limit, not blast car radios, not squeal tires, and follow all other parking lot rules/regulations. The student parking lot is a restricted area during the school day and may only be entered after receiving permission from the office. RCMSHS assumes no responsibility for the safety of the students' cars. Parking may be restricted due to certain conditions. Parking off campus by

students is not permitted.

**Student Relationships:** An important part of the maturing process is the development of proper and respectful attitudes toward members of the opposite sex. We strive to encourage the growth of such attitudes and the development of wholesome, God-glorifying boy-girl relationships which are appropriate for both the age of the student and the context of a learning environment. Students are to refrain from public displays of affection at school and school functions. Students who violate these guidelines will receive counseling and if necessary will face disciplinary consequences, as deemed appropriate by RCS Administrators.

**Saturday Detention:** Upon earning a third detention, the student will be required to attend Saturday detention from 8:00 AM - 10:00 AM. Saturday detention will cost the student \$25.00. Students attending Saturday detention will be involved in service projects to help maintain the campus. Saturday Detention will be scheduled as necessary.

**Suspension:** The administration reserves the right to determine when a student's behavior will warrant a suspension. Suspended students are not allowed to attend RCMSHS functions during the time of their suspension. When a student has not responded to the efforts of the faculty to change his or her behavior, he or she may receive a suspension of one to five days. A student may also be suspended for fighting at school, intentionally failing to obey school personnel or behaving illegally whether it occurs on or off campus. Students who are suspended are not allowed to attend any RCMSHS sponsored function or activity during the time of their consequence.

## Daily Schedule

The school day contains eight periods. Middle School students will have 5<sup>th</sup> period lunch while High School students will have 6<sup>th</sup> period lunch.

### Regular Schedule:

1st	8:00	-	8:50
2nd	8:55	-	9:40
Break	9:40	-	9:50
3rd	9:50	-	10:35
4th	10:40	-	11:25
5th	11:30	-	12:15
6th	12:20	-	1:05
7th	1:10	-	1:55
Break	1:55	-	2:05
8th	2:05	-	2:50

### Chapel:

1st	8:00	-	8:40
HS 2nd	8:45	-	9:25 (MS Chapel)
MS 2nd	9:30	-	10:25 (HS Chapel)
Break	10:25	-	10:35
3rd	10:35	-	11:20
4th	11:25	-	12:00
5th	12:05	-	12:40
6th	12:45	-	1:20
7th	1:25	-	2:00
Break	2:00	-	2:10
8th	2:10	-	2:50

## Dress Code

The dress code was approved by the RCS School Board in June 2009.

**Introduction:** We hope the following guidelines will help you understand and commit to the overall attitude we desire of our students, which is to cheerfully comply with the Redwood Christian dress standards! The purpose of the dress standard at RCMSHS is three-fold: (1) to promote neatness and modesty, (2) to encourage the attitude that school is a place of instruction rather than play, (3) to enhance safety during the school day. By maintaining a standard of dress, we hope to encourage our students to learn how to make appropriate dress choices as Ambassadors for Christ, representing Him in all we do.

- **All dress code standards will be in effect while students are on campus, on field trips, or at any other school related functions.**
- ***The administration reserves the right to make the final decision in regard to any questionable student dress or appearance.***

Please ask these questions when selecting clothing and hairstyles:

- Is it immodest (I John 2:15-17)?
- Might my appearance be disruptive to learning by calling attention to itself?
- Does my appearance identify with a negative counter-cultural group or a rebellious element of society?
- Does the clothing present a health or safety hazard?
- Is the clothing faded from washing, worn, or improperly fitted?
- Is the clothing designed for a purpose other than school wear?
- If the answer is "yes" to any of the above, then the attire or appearance is not acceptable for school.

A Note To Parents: In keeping with the agreement between the RCS and the family during the application process, RCS expects that:

- Parents teach their children the importance of dressing modestly and professionally;
- Parents will monitor compliance before their children leave home.
- Parents and students will work to prevent the dress code from becoming a major issue;
- Students will happily comply with the dress code.

We, as adults, know that criticism creates a spirit of unrest in children. We acknowledge that much of the dress code is institutional preference, therefore, the Redwood Christian School Board has set the dress standard that all who attend RCS have agreed to follow.

### General Clothing Information

- All clothing must be modest, neat and clean in appearance without frays, holes, or rips, and free from slogans, pictures, logos, etc. which are inconsistent with RCS philosophy.
- The following are not permitted:
  - Clothing that mimics negative counter-cultural fads, gang attire, bandanas, long belts and oversized apparel.
  - Camouflage of any color.
  - Overalls, sweat pants, oversized, sagging, or tight pants.
  - Tank tops or sleeveless style shirts.
  - Leggings and thermal underwear worn as outer garments.
  - Beach wear.
  - Tattoos or chains.
  - New Age, occult, spiked, or stud-style jewelry.
- Piercings are not to be worn by boys at any RCS functions.
- Girls may only wear piercings in the ear at RCS functions.
- All baseball style caps, beanies, and other hats, including sweatshirt hoods are to be removed when inside a building.

### **Shirts And Tops**

- All students must wear a shirt (for purposes of this pamphlet, "shirt" also means a "blouse") that has a fold-over collar or wear an administration approved RCS spirit t-shirt (JOG, class, club, athletic, etc) or wear an administration approved pull-over hoodie sweatshirt..
- Shirts must have sleeves.
- Shirts may not be tight-fitting.
- Shirts may not be pulled to the back and secured with elastic bands or clips.
- A school-acceptable shirt must be worn under all sweaters and sweatshirts.
- All shirts with fold-over collars must be buttoned up to the second button. Only the very top button may be undone.
- Girls may not show cleavage.
- All shirts must be long enough to be tucked in even when arms are raised.
- Boys' shirts with tails must be tucked in.
- Shirts longer than your finger tips when your arms are extended must be tucked in.
- Boys t-shirts worn as undergarments may not fall lower than their shirt.

### **Pants And Shorts**

- Students may wear pants, jeans or walking/Bermuda shorts with pockets and belt loops (not running or athletic shorts) year-round.
- Pants, jeans and shorts are to be neat and clean, without holes, and may not be frayed in any way.
- The waist of the pants or shorts must be around the waist, not the hips.
- Boys must wear a belt at all times.
- Pants, jeans or shorts may not be so tight (immodest) that attention is drawn to the curvature of the body from the waist to the ankle.

### **Dresses And Skirts (Girls only)**

- Hems must be 4" from the floor when kneeling.
- Slits must also be no more than 4" from the floor when kneeling.
- Split skirts may be worn provided they meet the length requirement and are full enough to look like a skirt.
- Proper undergarments should be worn at all times.

### **Shoes**

- Students are to wear shoes at all times.
- Shoes, like all other clothing must be neat & clean in appearance.
- Open-toed shoes must have a strap around the heel.
- No beach wear is allowed, including flip-flops.
- Dress sandals must have a strap that goes around the heel.

### **Hair**

- Hair must be trim and neat in appearance, balanced and uniform in cut.
- Hairstyles that mimic negative counter-cultural, rock, or punk styles may not be worn.
- Coloring hair in an unnatural shade or color is not permitted.
- The natural length of boys' hair may not be lower than: 1) the top of the collar, 2) the eye brow, 3) the bottom of the ear.
- Sideburns may not be lower than the bottom of the ear.
- 6th through 11th grade boys are to be clean shaven.
- 12th grade boys are allowed to have facial hair following the senior picture being taken and up to but not including High School Graduation.
- Facial hair on 12th grade boys must be neat and trim in appearance, balanced and uniform in length.

### **Formal**

- The dress code for Formal Events is designed to promote modesty.
- Specific guidelines concerning formal gowns are handed out in advance and require both student and parent signatures.

### **Athletic Game Day Dress**

- Boys must wear dress slacks, dress shoes and socks, dress belt and a dress shirt with an appropriate tie. Sweaters and sports coats are encouraged, but not required.
- Girls must wear nice dresses, skirts or dress slacks with blouses. (Dresses and skirts are encouraged if weather permits. Denim or corduroy are not considered game day dress). Dress shoes are required (flip-flops or casual, slipper type shoes are not allowed).

### **Enforcement**

- A student who is in violation of the dress code will be notified by the appropriate Dean that he or she has been issued a demerit. If a student feels that his or her clothing is not in

violation of the dress code, then he or she may speak to the Dean the day the citation is given.

- The first dress citation will result in a warning. All others will result in demerits.
- The Dean will require a change of clothes if the attire is not appropriate.
- Please contact Mr. Hearne, the RCMSHS Principal, with any questions at 510-317-8990.

## Miscellaneous

**Equipment and Property Damage:** It is the responsibility of each student to ensure that the school's property remains as free as possible from litter and damage. Students are expected to pick up their trash and clean up any mess they make. If a student damages school property, he or she will be charged with repair or replacement.

**Insurance:** The school provides secondary insurance coverage for our students. The family is to provide primary coverage, particularly for accidents. The August-September *Parent News Bulletin* describes the school's secondary insurance coverage. New families will receive the information in their application packet.

**Medication:** If it is necessary for a student to take medication during school hours, the medicine must be turned in to the office to be administered by school personnel. Students are to bring a note from home explaining when and how medication is to be administered. In addition, written instructions from the doctor are required for prescribed medication. RCMSHS shall not be responsible for the outcome of any medication taken or administered at the school. With parental permission on file, a student may obtain Tylenol from the office.

**Visitors:** Students who are interested in attending Redwood are allowed to visit the campus if arrangements are made with the campus office. However, students from other schools who for whatever reason are not attending school that day are not to be on campus. Upon arrival, all visitors to the campus must check in at the office to receive a visitor's pass.

## School Attendance

Regular attendance is required by law and is necessary for good scholarship. Learning is greatly enhanced by listening to explanations by people who have developed wisdom in the subject. Insight is also developed as students have the opportunity to share with each other. Therefore, parents are asked to arrange appointments, private lessons and vacations around the school schedule so that absences are limited to illness, bereavement and family emergencies.

**Absences:** When a student is absent, the school must receive a note or phone call from the parent or guardian explaining the absence within 24 hours. If a student is absent from school, he or she may not participate in or attend any after school activity, including but not limited to

field trips, athletic events, or class socials. Prolonged absences due to illness (5 days or more) can only be excused by a Dr.'s note.

**Athletic Participation:** In order to participate in a sporting event, whether practice or a game, a student must attend classes on the day of the event unless other prior arrangements have been made with the school.

**Blue Slips:** If a student is planning to be absent for any reason other than a routine medical appointment, he or she must obtain a "Blue Slip" from the office, fill it out and have it signed by all of his or her teachers, a parent and an assistant principal. The "Blue Slip" should be turned in 24 hours before the planned absence, and failure to do so will result in a detention. RCMSHS discourages planned absences longer than a day. If the family feels the absence is important, a "Blue Slip" should be filled out at least a week in advance of the absence to provide time for students to gather information about the class work to be covered while they are absent and to turn in the work before leaving. It must be understood by the student that an absence does not relieve him or her of the responsibility for completing the assigned work.

**Cutting:** A cut is an absence which has not been authorized by the parent or the school. Work missed during a cut will need to be made up but will not earn a grade. If a student develops a habit of cutting, he or she will be subject to suspension and/or expulsion from school. Quizzes may not be made up; major tests and projects will receive a penalty.

**Illness at school:** If at any time during the school day a student feels too ill to remain in class, he or she must report to the office. Parental arrangements will then be made for the student to be picked up from school. Under no circumstances is a student to leave campus without permission from the campus office.

**Make-up work:** All make-up work is due the first Monday after student has returned to school, unless special arrangements have been made with the teacher. When a student is absent, he or she is responsible to make up all the work that is missed. It is his or her responsibility to find out what assignments, quizzes or tests were missed (this should be done via RenWeb first and by getting clarifications and handouts with the teacher second). Exceptions for prolonged absences may be arranged with his or her teachers. A lowered grade may be given for work not turned in on time. Work not turned in may also result in an "F" for the course, depending upon the importance of the assignment.

**Tardiness:** We have long been concerned with the problem of tardies and the consequent disruption of the classes as well as the loss in participation time for the student. Students have a responsibility to the class, to the teacher, and to themselves to be on time. A student is considered tardy if he or she is not ready when class begins. Each time a student is tardy, he or she write a tardy letter to parents (6-8<sup>th</sup> grade handwrite and deliver in person, 9-12<sup>th</sup> grade email parents and CC the appropriate Dean). This letter serves as a warning toward a future detention or as notification for detention. Students receive a warning for their first and second tardies. Each subsequent tardy will result in a detention (remember, the third detention of a

quarter is automatically a Saturday detention). Parents and students can check RenWeb to see the number of accrued tardies each quarter. Students start over with zero tardies each quarter.

Examples of excused first period tardies are as follows:

- Sickness with parent verification by note or phone call.
- Medical appointment with verification by a note from doctor.
- Auto accidents, direct or indirect involvement (subject to verification).
- Unavoidable breakdowns (flat tire, dead battery, etc). Running out of gas is not an unavoidable breakdown.
- Unique, unavoidable circumstances, as confirmed by administration.
- Bus delays or breakdowns.

Examples of unexcused first period tardies are the following:

- Oversleeping/leaving late
- Running out of gas
- Normal traffic problems
- Late car pool (all students will be marked tardy)
- Coming into the office with a Starbucks, Jamba Juice, Egg McMuffin, etc.
- Not calling/E-mailing to excuse legitimate 1<sup>st</sup> period tardies as of defined above within 24 hours

The administration will be responsible to determine whether an absence or tardy is excused or unexcused. Please contact Mrs. Kidwell regarding first period tardies if you feel it should be an excused tardy.

Tardy Letter Instructions:

Being punctual and on time is your responsibility as a student. This letter is to serve as a tangible reminder of your responsibility and for you to take ownership of why you were late to class.

- 1) Fill out this letter to your parents
- 2) Take this letter home to your parent(s)
- 3) At home tonight, login to RenWeb and check to see how many tardies you have accrued this quarter.
- 4) Do not be tardy again

Sample Tardy Letter:

Date \_\_\_\_\_

Dear \_\_\_\_\_,

I was tardy to \_\_\_\_ period today because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

To the best of my memory, this is my \_\_\_\_\_ tardy this quarter.  
The RCS Student Handbook states,

“Students will receive a warning for their first and second tardies. Each subsequent tardy will result in a detention (remember, the third detention of a quarter is automatically a Saturday detention). Parents and students can check RenWeb to see the number of accrued tardies each quarter. Students start over with zero tardies each quarter” (page 21).

I will be assigned a Detention if I have three or more tardies. (Detentions for tardies are assigned on Wednesdays to be served the following Monday. International students serve Detention on Thursday.)

Love,

\_\_\_\_\_

Parents'/Guardians' Pledge of Acceptance

(As found on student application and re-enrollment forms)

1. We, as parents or guardians who are accepting the Biblical challenge to “train up a child in the way he should go,” do state that this training will be carried on in the home. We shall place our trust in RCS to be an extension of that training. (Proverbs 22:6; Luke 6:40)
2. We understand that the faculty and staff of RCS will teach love and respect for the Lord Jesus Christ and obedience to Him. (I Samuel 15:22; Matthew 28:20; John 14:15, 21)
3. We understand that RCS is most effective in providing our child(ren) with a Christ-centered education when we as a family read the Bible, pray and attend a local church whose Statement of Faith is not inconsistent with the Statement of Faith of RCS. (Deuteronomy 6:6,7; Hebrews 10:25)
4. We do hereby state that we have read the RCS Student Handbook pertaining to this student and have examined the School’s curriculum, statement of faith, facilities, disciplinary procedures and the Refund Policy as stated in the Tuition and Fees Schedule, and we do accept those procedures and pledge our support to the faculty and administration of the School. (Amos 3:3; 1 Corinthians 1:10; Philippians 2:2)
5. We pledge our fullest cooperation to not make an issue of any doctrinal controversy or denominationalism. (John 17:23; I Corinthians 1:10; Ephesians 4:3-7)
6. We understand that in order for discipline to be most effective, it must be administered immediately. We hereby invest authority in RCS to discipline our child as deemed necessary by the School including picking up our child from school (K-6), detention, suspension and expulsion, and agree to abide by such discipline. (Proverbs 29:15, 17; Hebrews 12:11)
7. We agree that RCS can suspend and/or expel, at its sole discretion, our child named on this form if it is determined by the administration of the School to be in the best interest of either our child or the school. We understand that failure to pay tuition as it is due is grounds for expulsion of our child named on this form.
8. We, as parents or guardians of our child, do sincerely give our pledge that we will support and abide by all items as stated above. (Deuteronomy 23:21; Numbers 30:2)

Agreement with the RCS Philosophy of Educating Students  
(As found on student application and re-enrollment forms)

RCS believes that a student's home and school should have a harmonious relationship. Thus we ask the home to be in agreement with the policies, practices and philosophy stated herein on our application and on our Web site. Our philosophy is based on the conviction that Bible knowledge and a personal relationship with Jesus Christ are essential to fulfill the spiritual, academic and social development of the student, and we strive to foster that philosophy in our classes, programs and curriculum to provide a Christ-centered education.

RCS does not limit its enrollment to only students who have committed their lives to Jesus Christ. We welcome students of all religious backgrounds, and strongly encourage families to regularly attend church together. The total process of education at RCS includes encouraging students who have not committed their lives to Jesus Christ (unsaved) to trust in Him for their salvation, and then develop a Christian worldview by relating the whole person to God in all facets of life.

Our philosophy of Christian education recognizes the God-ordained role of parents to their child(ren). In view of this relationship, RCS affirms that education is primarily the parents' responsibility. Our school functions as an extension of the home, to assist the proper relationship between the family, church and the educational process in providing a Christ-centered education to our students.

Just as parents expect RCS to support their family, it is the expectation of RCS that our families will:

- Support the school in all its efforts to provide excellent academic and spiritual training;
- Affirm the school in maintaining its educational and Biblical standards, policies and procedures;
- Support decisions and discipline made by the school as they relate to their child(ren);
- Participate, when possible, in school affairs and functions;
- Faithfully meet their financial obligations to the school;
- Resolve any issues or problems with school personnel by following the Biblical procedures stated in Matthew 18:15-17 (i.e., first go directly to those involved with any confusion or misunderstanding);
- Read the RCS Student Handbook available at all school offices and posted on

www.rcs.edu;

- Read and understand the RCS Statement of Faith; and
- Have read and understood the items listed on the reverse side of this page.
- By signing this Agreement, we pledge and agree to:
- Try our best to meet each of the expectations the school has for its families stated above; and
- Actively support the board, administration and faculty of RCS in implementing the School's philosophy of providing a Christ-centered education.

Name of Parent/Guardian (Print)      Signature

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

If you have any questions about the School's guidelines, please contact your campus office. Redwood counts it a privilege to serve you, your child and the Lord Jesus Christ in our common goal to "train a child in the way he should go" (Proverbs 22:6).

## Contact Information

### Redwood Christian Middle School & High School (6-12)

- Address: 1000 Paseo Grande, San Lorenzo, CA 94580
- Phone: 510-317-8990
- Principal: Mr. Ben Warner - BenWarner@rcs.edu
- Assistant Principal: Miss Erin McGrath - ErinMcGrath@rcs.edu
- Assistant Principal: Mr. Albert Castaneda - AlbertCastaneda@rcs.edu
- Director of RCMSHS Global: Mr. Evan Barnhart - EvanBarnhart@rcs.edu

### Redwood Elementary (K-5)

- Address: Redwood Chapel, 19300 Redwood Road, Castro Valley, CA 94546
- Phone: 510-537-4288
- Principal: Mr. Dale Huemoeller - DaleHuemoeller@rcs.edu

### District Offices

- Address: 4200 James Avenue, Castro Valley, CA 94546
- Phone: 510-889-7526 or 510-889-7817
- Superintendent: Mr. Al Hearne - AlHearne@rcs.edu
- Business Manager: Mr. Ed Hubbard - EdHubbard@rcs.edu