

Elementary Parent and Student Handbook

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

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This handbook is meant to cover key areas of the general philosophy and objectives of Redwood Christian Schools. More specific information will be provided as needed. Please review the contents of this handbook periodically with your student.

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The Parent-School Partnership

A parent-school partnership develops when both parent and school commit to working together. As between a husband and wife in a healthy marriage, cooperation and communication between the parent and school are vital.

The Parents'/Guardians' Pledge of Acceptance and Agreement with the Redwood Christian Schools Philosophy of Educating Students are listed at the end of this handbook as they appear on the initial student application. These are included on the annual re-enrollment form for all students attending Redwood Christian Schools (RCS). Please do not hesitate to ask for clarification on any item from your campus principal or the superintendent.

God has given parents the responsibility for the discipline and instruction of their children. They are to train each one diligently in God's truth. (Ephesians 6:4; Deuteronomy 11:18-21)

Parents who select RCS give our faculty and staff authority to teach and train their children. The school assists parents in teaching truth to their children and in training them according to biblical standards. (Psalm 34:11; Luke 6:40)

Biblical training involves discipline. RCS parents invest authority in the school to discipline their children as necessary. They agree to support the school and to maintain discipline in the home. (Proverbs 29:15,17; Hebrews 12:11)

RCS is most effective in providing our children with a Christ-centered education when the family regularly reads the Bible, prays, and attends a local church whose Statement of Faith is not inconsistent with the Statement of Faith of RCS. Reading the Bible, praying and attending a local church are strongly encouraged. (Deuteronomy 6:6-7; Hebrews 10:25)

At Redwood we intend to teach every subject through a biblical perspective. Students are taught character traits, attitudes and values which are consistent with the Word of God. Bible and chapel are intricate parts of the RCS ministry and are required for all students. Parents are invited to attend the weekly chapels.

Parents who decide to enroll (or re-enroll) their child in Redwood Christian Schools are providing an education which is openly committed to a biblical view of God and of life. It is important to choose an education partner whose beliefs are similar to that of the parents. During the formative years, school experiences (academic, social or spiritual) will affect your child's lifelong attitude. There are no morally neutral teachers or schools. Your choice of a school will have a major impact on your child's development. A Christ-centered school such as RCS can offer an education with qualified teachers who are committed to Christian beliefs.

Attendance

- **Absences/Illness**

Regular school attendance is required by law and is necessary for good scholarship. Therefore, communication between the home and school is critical when absences occur.

Parents are asked to call the school office or to send a signed excuse when their child is absent from school. If the absence is foreseeable, a note should be sent in advance. The parent is responsible to see that the school is notified.

Parents are asked to avoid taking their child out of school for music lessons, and, as possible, please schedule visits to the dentist or doctor on non-school days. When it is necessary for a child to miss school for more than a day, arrangements should be made with the teacher unless the absence is for family illness or bereavement. All school work required by the teacher must be made up within the time allotted by the teacher.

Any student who is sent home due to a temperature of 100°F or higher, or is vomiting or experiencing diarrhea may not return to school until he is symptom-free for 24 hours without medication. Any student who requires an antibiotic may return to school 24 hours after the first dose is given. The 24-hour recovery time benefits the student himself who is probably needing the time at home to strengthen his own immune system against other "bugs" to which he may be exposed at school. This procedure also helps protect the other students and staff in the school as well.

- **Tardies**

We recommend that all children start arriving in the classrooms at 8:45 a.m. so they have ample time to gather supplies and get ready for their morning work before 9:00 a.m. Please consider timeliness to school for the student to be as important as timeliness to work for the adult. Life and work patterns are being established by and in our students.

We excuse tardies caused by medical appointments and major traffic delays. Please let us know on the same day, or by the next school day, so that we can mark the tardy as excused. This can be done by note, by phone or in person (parent or authorized adult.) All tardies, excused and unexcused, will be recorded on your child's attendance record.

Students will be given a tardy when they are not in the classroom by 9:00 a.m. (Students in the room but not in their chairs by 9:00 a.m. may be given an Out of Order "reminder" tally rather than a tardy.) Excessive tardies may result in corrective action being taken by the school, including student suspensions. Generally speaking, leaving home 10 minutes earlier would solve about 80% of the tardies being recorded.

Awards

Periodically, awards are presented to students who have excelled in certain academic areas or who have exhibited character qualities the teacher wishes to honor. In addition, an assembly is held at the end of the year where yearly awards are presented to students from each class.

Bicycles

Students may ride bicycles to school but must walk them on and off the parking lot/playground. For the sake of security, bicycles must be parked in designated areas and locked. However, the school is not responsible to safeguard bicycles.

Conduct and Safety Guidelines

The safe and efficient operation of the school requires cooperation from everyone involved in each school activity. In general students are expected to:

- * conduct themselves in an orderly manner at all times;
- * be obedient and show respect toward all members of the school staff or those assigned by the staff to be in charge of them;
- * relate courteously and respectfully to other students;
- * refrain from littering the grounds, abusing equipment or defacing buildings or property.

Parents are asked to discuss with their child(ren) the following rules which will help ensure orderliness and safety:

1. A student is expected to arrive before school starts and to be in his seat ready to begin when the bell rings. If a student is not in the room when the tardy bell rings at 9:00 a.m., he is tardy. If he is in the room, but not in his seat at 9:00 a.m., he receives an Out of Order tally.
2. Failure to have the required school supplies will be regarded as not having an assignment completed on time.
3. Permission to speak in class or to leave one's seat is requested by an upraised hand (without waving, calling out, or making other noises to attract attention), unless special arrangements are in effect.
4. Items that are non-school related such as toys or cards should be brought to school only for a specific reason agreed upon by the teacher. They will be kept by the teacher except during predetermined times. Any article which interferes with a student's academic work is classified as a toy.
5. The following may not be brought to school: weapons (real or toy), radios, electronic music players or devices, magazines, irreplaceable personal possessions (e.g., family heirlooms or "collectibles"), and chewing gum.

Note: student cell phones may not be used and must remain out of sight during school hours, 9:00 a.m. to 3:30 p.m., unless by specific permission from the school. If confiscated by the

teacher/supervisor, they may be recovered by the parent/guardian of the student.

6. Students are to refrain from running and making unnecessary noise in the corridors and classrooms.
7. Students are to wait with their teacher and be dismissed by their teacher after the dismissal bell signals the end of the school day.
8. Students are not to leave the campus after school without the permission of the parent/guardian.

Chapel

Parents are encouraged to attend the weekly chapels. Each class takes turns leading the inspirational services.

Conferences

One afternoon each week (from 3:30 p.m. to 4:15 p.m.) is set aside for parent-teacher conferences. The purpose of this conference time is to allow the parent to share one-on-one and communicate specific concerns. Parents are encouraged to inform the teacher in advance as to what questions will be asked so that the latter can be properly prepared for the conference. Please call the office for an appointment time.

Discipline

The purpose of discipline is to encourage the student to exercise self-control at school, at home, at church, and in every other area of life.

Exceptionally good conduct is recognized by having the student post a "plus reminder."

The elementary program at RCS uses a visualized system of discipline utilizing "plus reminders" for positive behavior and "reminders" for behavior in need of correction. Each classroom has a bulletin board devoted to both rewarding exceptionally good conduct (plus reminders) and reminding students in a visual manner of their misconduct. The system is color-coded for easy identification. The following acronym is posted in each classroom.

H - Hullabaloo (unnecessary noise)	Yellow
O - Out of Order	Orange
W - Work Not In (including supplies)	Green
I - Intentional Disobedience	Red
A - Attitude Lacking	Light Blue
C - Courtesy Lacking	Dark Blue
T - Talking Without Permission	Pink

When necessary, the teacher will ask the student to post a "reminder" corresponding to the violation. These "reminders" are recorded and removed at the end of each day.

All students must be trained to behave properly in a school setting. Students will not be allowed to

insult, belittle or bully anyone, be insolent, or mock that which pertains to God. Immediate and appropriate documentation and disciplinary action will be taken.

Dress Standards

The purpose of dress standards at Redwood Christian Schools is threefold:

- * to promote neatness and modesty,
- * to encourage the attitude that school is a place of work rather than play, and
- * to enhance safety during work and play.

Pants may be worn year-round by our female students. Walking/Bermuda shorts (shorts with pockets; not running shorts) may be worn year-round by all students (this should help when the weather is hot during the early and late months of the school year).

More details are provided in a dress-code summary mailed home each July. Please discuss the dress standards with your child(ren). (Note: the Middle School and High School dress code varies from the elementary dress code.)

Extended Care

Extended Care (EC) is offered both before and after school. A brochure describing this year-round program is available from the campus office and is posted on www.rcs.edu.

Fruit Break

To help students maintain energy and encourage them to eat fresh fruit, we have a "fruit break." Most varieties of fruit may be brought from home, as well as vegetables such as celery and carrots. Fruits which take considerable time to eat should be prepared in such a way as to help the child avoid making a mess in the classroom (e.g. fruit is cut in pieces and/or packaged properly). Canned fruit, pudding, candy, cake, or cookies are not appropriate for fruit break.

Homework

Parents know the value of playing with their children. We encourage parents to also work with their children in such educational pursuits as homework, individual projects, creating costumes, etc. It is important that deadlines be honored and work completed consistently. Specific questions about homework may be answered by the child's teacher.

Insurance

The school provides secondary insurance coverage for our students. The August-September-October Parent News Bulletin describes this insurance supplement.

K-5th Grade Visitation

Notification of the visitation day (usually held the day before school starts) and a list of supplies will be sent through the mail.

Library

Students may check out books from the school library for one or two weeks, with a one-week renewal option. Damaged or lost books must be paid for by the student.

Physical Education - Dress

Students in grades K-3 are to wear athletic-type shoes. Girls are to wear shorts under their dresses.

Students in grades 4-5 will dress in a P.E. uniform (including athletic shoes, shorts and shirts) which may be purchased at a designated supplier. The time and location of the gym suit sale is announced in the Parent News Bulletin. Athletic-type gym shoes with good ankle support need to be worn. Sweat suits can be worn if the main color is red, white or blue.

P.E. clothing must be labeled.

Shoes - print last name on the outside sole.

NOTE: Athletic shoes are required for playground recess as well as P.E.

Please refer to the dress code insert for more specific information regarding all dress standards.

Physical Education - Excuses

A student will be excused from P.E. for the specific number of days requested in writing by a parent or doctor. Both parent and P.E. teacher should instruct the student who is excused from P.E. that he will not be allowed to actively play in recess or in EC so that he can get well. Except for asthma or some other known chronic condition, a student who has to miss P.E. for more than a week should be taken by his parent to see a doctor in order to expedite recovery. A student will receive no P.E. grade on the days he is excused from P.E. If more than 20 days are missed in a quarter, the student may receive an "NR" (No Report) on his report card.

RenWeb

RenWeb is an online-based school management program that enables parents to go online and check on their student's progress in class, track homework assignments and communicate with the teachers. Parents access RenWeb (ParentsWeb) by going to www.rcs.edu and clicking on the Parents link then clicking on ParentsWeb. To learn more about RenWeb, please visit www.renweb.com or call your campus office.

School Hours

The school day is from 9:00 a.m. to 3:30 p.m. Students who are not in their classroom by 9:00 a.m. must report to the office and obtain a late slip before entering the classroom. Students arriving before 8:40 a.m. or remaining after 3:45 p.m. will be placed in the Extended Care (EC) program and charged the normal fees.

Standardized Assessments

Achievement tests are given during spring of each year to evaluate our students' progress. Results are sent home to the parents, usually with the last report card. Please call the campus office if you have questions.

Transportation

To ensure the safety of students when school is dismissed. Vehicles should pull straight into the parking spaces. Backing up should be avoided whenever possible when students and parents are in the parking lot.

Vacations During School Time

Families are encouraged to take their vacations during the school vacation days. For families that must be gone during school time:

1. It is advisable for parents to discuss their child's academic standing with their teacher before an extended school-time vacation. Most children need the valuable instruction gained by classroom discussions and explanations by the teacher.
2. The school office and the student's teacher should be notified of an anticipated absence 7-10 days in advance. Arrangements should be made with the teacher for completing as much of the missed school work as possible before or during the absence.
3. If item 2 has been fulfilled, then a student will have up to 7 school days to complete all remaining assignments. The maximum time allowance is 7 school days regardless of the length of the vacation period.

Visiting the School

The school welcomes adult visitors. For the security of our students, all adults who come on campus must first check in at the campus office and receive a Visitors Pass, except those who regularly help in the classroom. To minimize disruption in the classroom, younger brothers or sisters may not accompany the adult visitor during the visitation time.

A child who is a relative and is temporarily visiting in your home may visit the school, providing he is of school age, visits a grade close to his own and obtains clearance from the principal. Please secure clearance and guidelines from the campus principal and the teacher at least 24 hours in advance.

To ensure security and efficiency parents must come to the school office in order to pick up a child during school hours for an appointment away from the school. The child will not be allowed to meet the parent in the parking lot unless a waiver has been obtained from the principal. A special pass will be given if the parent needs to go into the classroom to pick up the child.

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 Redwood Christian Schools to be an extension of that training. (Proverbs 22:6; Luke 6:40)
2. We understand that the faculty and staff of Redwood Christian Schools 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 Redwood Christian Schools 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; 1 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 Redwood Christian Schools to discipline our child as deemed necessary by the School including picking up our child from school (K-5), detention, suspension and expulsion, and agree to abide by such discipline. (Proverbs 29:15, 17; Hebrews 12:11)
7. We agree that Redwood Christian Schools 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 Redwood Christian Schools Philosophy of Educating Students

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

Redwood Christian Schools (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.

Redwood Christian Schools 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, Redwood Christian Schools 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 Redwood Christian Schools 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).

Redwood Christian Schools

Redwood Christian Elementary (TK-5)

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

Redwood Christian Middle School (6-8)

Redwood Christian High School (9-12)
1000 Paseo Grande, San Lorenzo, CA 94580
Mr. Ben Warner, Principal
510-317-8990 BenWarner@rcs.edu

District Office

4200 James Avenue,
Castro Valley, CA 94546
Mr. Al Hearne II, Superintendent
510-889-7526 AlHearne@rcs.edu
Mrs. Meghan Costanzo, Business Manager
510-889-7817 MeghanCostanzo@rcs.edu