

**Rancho Christian Schools**  
31300 Rancho Community Way  
Temecula, CA 92592 (951)303-1408

# **Rancho Christian Schools**

## **High School**



# **Parent/Student Handbook**

**2011-2012**

**Rancho Christian Schools**  
31300 Rancho Community Way  
Temecula, CA 92592 (951)303-1408

Dear RCS Family,

Thank you for choosing to partner with the faculty and staff of Rancho Christian Schools in the training up of your children in the image of Christ. It is an amazing ministry and an incredible blessing to watch them mature into vessels which He will use for His glory. I commend you for your commitment to this ministry in your home.

The Bible teaches that parents are to raise their children in the fear of the Lord (Deut 6:4-9). However, in today's fast-paced culture this is not an easy task for anyone. Thus the need for a partnership between the home and the school becomes vital. In addition, the church family is essential for biblical, spiritual, emotional, and social growth. Therefore, I believe there is a great need for a partnership between the **home**, the **school**, and the **church**. These three work together to instill a Christian worldview at every stage of a child's development. Christian educators have the privilege of partnering with parents and the church family in training children in the fear of the Lord.

God's purpose for mankind, since the Garden of Eden, has always been redemptive. There is a dual nature in Christian education. On one hand, people are created in the image of God. On the other hand, that image is broken due to sin. Therefore, part of Christian education is to point students to Christ in order that they may be redeemed. Part of the redemptive process is for students to discover their purpose in life. All instruction is to point toward the Creator and to reveal one's need for salvation and destiny in Him.

Contrary to popular beliefs, education is more than job preparation. Our English word for education comes from the Latin root "*educere*," which means "*to lead out or draw out*." Likewise, our English word vocation finds its root in the Latin "*vocare*," which means "*to call*." Thus, Christian educators "*lead out or draw out*" the individual's "*calling*." Children must be given opportunities to discover their calling in life within the grand scheme of God's ultimate purpose of bringing all things back to perfection in Christ (Romans 8:28-29; 11:36). Christian education is purposely designed to provide a scope and sequence curriculum that challenges students to engage their – **Head**: by growing in knowledge of truth and skill; **Heart**: by loving the Lord with all their being; **Hands**: by serving others in Christ. In the end, the goal of Christian school education is to graduate students who know God personally, embrace biblical values, and uniquely further God's kingdom in all levels of society. Therefore, our partnership in this process has eternal significance for each child and for those whom they will influence.

I feel very strongly that the strength and success of Christian school education is dependent upon the partnership of parents and staff through the power of the Holy Spirit. To this end I will continue to pray for each of us daily. May God grant us the energy and strength to be the best; may He grant us wisdom in each decision, and may we honor Him with everything that we do.

Thank you for giving of yourself sacrificially to the work of the Lord. May God bless you richly as you continue to do His will.

In Christ,



Mike Johnson,  
Superintendent

## **School Leadership and Administration**

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**Administration**

Mike Johnson	Superintendent and Principal K-11
Michael Rea	High School Vice Principal
Daniel Bolechowski	Middle School Vice Principal
Bob Swedberg	Elementary School and Operations Vice Principal
Alex McLean	Director of Communications and Development
Diane Oakden	Preschool Director
Jacquie Becker	Financial Accountant
Debbie Fallon	Director of Admissions and Office Staff
Anna Marovich	Reception
Kerry Rodda	Middle School/ High School Secretary
Brenda Hiedman	Registrar

**School Board Members**

Dave Moorhead	Church Member
Rick Rahn	Church Member, Businessman
Sharon Smith	Church Member, Educator
TBD	P.T.F. Representative
Tina Khatchaturian	Finance Representative (non-voting)
Karen Pinch	School Faculty Representative (non-voting)
Tiki Beech	Preschool Faculty Representative (non-voting)
Rae Ann Struikmans	Church Member, Educator
David Koltivich	Church Member, Educator
Craig Shadle	Church Member, School Parent

**SCHOOL BOARD RESPONSIBILITIES**

The primary role of the School Board is to hold the school administration accountable to the school mission and vision. As a vehicle for doing this, each member remains alert to any issues or concerns relating to curriculum and instruction, personnel, school programs and financial stewardship. Although the School Board does not finalize tuition rates, budget or philosophy, they are an instrumental part of the process. School Board members are involved in the accreditation self-study, and they serve on various special committees, such as the finance committee or superintendent's panel. In the end, the school administrators are commissioned by the School Board to carry out the daily operations and the implementation of the school mission. For more on the structure, meetings and School Board selection, refer to the School Governance document found on Edline under "From the Superintendent's Desk."

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## **Mission**

Rancho Christian Schools seeks to provide an academically challenging, Christ-centered education, in a safe environment, equipping students to serve our Lord Jesus Christ.

**To insure that students of Rancho Christian School(s) are equipped and prepared to serve the Lord Jesus Christ in any endeavor, they shall be challenged to:**

### **Core Values**

Know Jesus Christ as their personal Savior,  
Love God and love others as themselves as an act of service,  
Work at everything with their whole heart as work done for God,  
Grow in Christ obtaining both knowledge and skill.

### **Expected School wide Learning Results**

**The Rancho Christian School(s) graduate shall be:**

- **Christ-Like:** having obtained an understanding of the Christian faith, equipped for continued spiritual growth, able to integrate the word of God into their lives, prepared to serve Christ and others and having the character of a virtuous man or woman.
- **A Life-Long Learner:** having read a wide scope of literature, trained in the skills of doing research, gathering and assimilating information, recognizing their own personal giftedness, and having a knowledge and appreciation of art and culture.
- **Articulate:** able to express thoughtful ideas through writing, speech, and the creative arts.
- **A Thinker:** having obtained knowledge, skilled in critical analysis, able to solve problems and to draw logical conclusions.
- **Wholesome:** having both the knowledge and understanding to care for the mental, physical and spiritual welfare of themselves and others.

## **Vision**

Rancho Christian School(s) will help students grow up in Christ: skilled in reading, thinking, and rhetoric, prepared to seek out truth, to find answers to difficult questions, not conforming to the pattern of this world but to see the world with a transformed mind, knowing God's good and perfect will, ready to serve Him and His Church uniquely within the sphere of their gifts, abilities and calling at every level of society.

### **Student Vision**

We aim to grow and train young men and women of virtue and honor who demonstrate discernment and understanding, who reason and articulate clearly, who are capable of evaluating their entire range of experience in the light of the Word of God, and who do so with eagerness in joyful submission to God. We desire they be: sensitive to the needs of others, socially and spiritually gracious, loving without condition, physically healthy, equipped with the tools of learning, desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction, that they distinguish personal faith from

religion in form only, and that they possess the former, knowing and loving the Lord Jesus Christ. Because of this growing knowledge of and relationship with Christ, we will provide opportunities for students to grow in their gifts, training them to have a biblical worldview; envisioning themselves as agents of change and vessels of light in a dark world. All these we desire them to possess with humility and gratitude to God.

### **Faculty and Staff Vision**

We desire the same vision for our faculty and staff as for our students as they enter into this partnership of learning and growing in joyful submission to God. We desire them to be professional and diligent in their work and manners, gifted in teaching, loving their students and their subjects, that they possess a lifelong hunger to learn and grow, and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, and raising their own children to walk with the Lord. Each member of the faculty and staff is a qualified and dedicated Christian who is committed to educating your child. Full-time faculty are required to have a minimum of a Bachelor's degree and to be obtaining a state credential and are encouraged to have an ACSI teacher certification.

### **Parent Vision**

We aim to cultivate with our parents a sense of partnership and responsibility for the school community. Our desire is to see parents well informed about the goals of our Christ-centered approach. This approach includes the mutual benefit of each person being involved in and excited about the journey. This is why we work diligently to help parents join the faculty and staff in following biblical principles. While addressing concerns, hear both sides of a story before rendering a verdict, avoid gossip or slander at all costs, and embrace the Scripture's injunctions to encourage and stir up one another to love and good works. In this, and other ways, parents will support the faculty and staff in word and deed. This will in turn support the general mission and philosophy of the school.

## **General School Philosophy**

*Children are created in the image of God, which means they have the capacity to love, to make moral and rational decisions, and to be creative. Education should seek to address all aspects of the human person. At the same time children are a product of the fall, and therefore prone to sin and in need of moral and intellectual direction. As a result students need to be taught true from false and right from wrong. Just as the apostle Paul writes, our students should be encouraged to pursue whatever is right, whatever is true, whatever is noble and whatever is pure. Education should equip students to take up their vocation in obedience to Christ's cultural mandate. Each child should understand that God has given him or her special gifts to make a unique contribution to humanity's task of reversing the effects of the fall and extending the Lordship of Christ in the world (Total Truth, Pearcey, 2005, pg. 129, paraphrased).*

## **Admissions**

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Rancho Christian School(s) admits all school age children and does not discriminate on the basis of sex, race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs. Although families enrolling their children in RCS do not have to attend Rancho Community Church, they are strongly encouraged to participate in regular worship and education in a local Christian church. Although a student may not have made a personal faith decision upon entering the school, parents must understand that their child will be receiving a thoroughly Christian education, and their child will be encouraged to embrace the Christian faith as their own. Furthermore parents are expected to support in principle the mission, vision, philosophy and faith statement of the school as stated above.

### **Procedures**

The admissions process begins with initial testing and evaluation. Students must complete a battery of tests prior to admissions and an application fee is required prior to testing. Parents may be required to provide standardized test results and report cards as a part of the evaluation process. Parents and students are then asked to participate in an interview as a part of the final evaluation for admission. Once a child is accepted for enrollment, they are either enrolled in a class or placed on a wait list if the class is full. A non-refundable registration fee is required upon enrollment. An admission packet will be given to parents to be filled out before the student starts school. If admission is granted after June 1, a matriculation fee is required to complete the enrollment process.

### **Student Files**

All parents will need to complete the Student Information Packet when they enroll their child in Rancho Christian School(s). All forms must be completed and all immunizations must be up-to-date before admission. Please be sure that the office has, on record, a current phone list of local persons who may be called in an emergency if you cannot be reached. Please list at least three persons on your child's Student Information Packet. Notify the office immediately if there are any changes in your address or telephone number(s).

### **Testing**

All new students will need to fill out an application form and pay a non-refundable application fee. An appointment will be set up with the office. Your child's test will be evaluated within 2-3 days of the testing date. RCS will contact you within that time with the results. When accepted, you will need to fill out a registration form and pay a non-refundable registration fee.

All students who are new to RCS are subject to a one semester probationary period. A failure to maintain a minimum GPA of 2.0 may result in a Superintendent's panel to determine whether a student will be dismissed or placed on an individual plan for student improvement.

### **Registration**

Priority re-registration will be open to currently enrolled students and their siblings on a first-come, first-served basis. A non-refundable registration fee for the new fall school year is required. Upon receipt of your registration form and fee, a space will be held for your student(s).

Registration is guaranteed up until June 1<sup>st</sup>, at which time the matriculation fee is due for each student registered. Failure to pay the matriculation fee shall result in the removal of the student from the grade list and placed on a wait list until such time the matriculation fee is paid. Classes which are full retain a wait list of prospective students throughout the summer. Wait list priority is set at: children of faculty first priority, previous student second priority, siblings of current student third priority, new student by date of registration. This makes it very critical that matriculation fees be paid promptly. **Rancho Christian Schools will not accept registration for students whose tuition payments are not current or the previous year's tuition has not been paid.**

## **Attendance Policies**

### **Attendance**

Consistent attendance and promptness are essential for a student to be successful. Attendance at school provides the student with a classroom experience that is comprised of participation in class activities and direct instruction conducted by the classroom teachers. All instruction is a part of a designed program that leads a student in the necessary progress and development to insure success.

Rancho Christian Schools realize that occasional absences are understandable. RCS places the responsibility for regular attendance and punctuality on the parent(s).

**Absences:** It is imperative that our young people be in school. While certain absences are unavoidable, such as illness and family emergencies, it is of great importance that each child attends school regularly. If a child is going to be absent, the parent or guardian is to call the school office, explain the reason for the absence and the date of the absence(s). The office will communicate to the teacher, so that make-up work can be provided at the time of the student's return.

*The California State Education Code defines that an excused absence from school can only be granted for illness, medical appointments, or bereavement. The school determines when an absence is deemed unexcused. It is not the prerogative of a parent to excuse an absence. Prearranged absences are not excused. Unexcused absences may have academic consequences. Teachers are not required to provide make-up work for unexcused absences.*

If the absences are excused due to illness or another legitimate reason, the student is responsible to see that all missed work is made up in a timely manner. It is the student's responsibility to meet with the teacher to get assignments and due dates. This will be at the teacher's discretion.

**Excused Absences-** An "excused" absence is an absence with the knowledge and consent of parents and school due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical and dental appointments, and court appearances. **After five**

**consecutive days of illness, a doctor's note is required, indicating the nature of the illness.** Family trips, although pre-arranged, are not classified as excused absences.

**Unexcused Absences-** An absence for any reason other than those listed above will be considered "unexcused" regardless of parent knowledge and consent.

**Excessive absences-** Ten unexcused absences in one semester can result in the lowering of a student's grade by one full grade. Twenty absences of any kind in any individual class may result in failure and no credit for the class in question or subject to retention for elementary students.

**Leaving School Early- We ask that you make medical appointments after school hours.** Should your child need to leave early for some reason the parent is required to provide a note at the beginning of the day and to sign the student out in the office before the student may leave. If your child leaves school within an hour before school ends, a P.M. Tardy will be issued.

**Pre-arranged absences-** For absences that are anticipated, make-up assignments may be completed. If you have a prearranged absence for more than one day and want your child to receive credit for the work missed you must submit a written request to the office. A Prearranged Absence Form must be filled out and initialed by each of the student's teachers. This form is located on Edline. If the amount of makeup work is excessive, a fee may be charged to prepare the work in advance of normal school schedule.

**Tardiness-** Being on time at school is crucial for your young person. The enforcement of tardy rules is intended to teach the importance of punctuality, consideration for others, and pride in self for taking responsibility for one's actions. Parents are asked to reinforce this training by making sure that students are delivered to school in a timely fashion. Middle school begins promptly at 8:00 A.M. If you are more than ten minutes late to your first period class, you will be considered absent for that class. Middle school students should be prepared to begin the school day at 8:00 A.M. Elementary begins at 8:30 for flag salute. Elementary students who arrive after 8:30 are to report to a playground attendant for a tardy slip.

**Excessive Tardies:** For elementary students- three tardies within a grading quarter will result in a recess detention. Three recess detentions may lower your child's grade by one grade. For middle school students- two tardies in one week in any one class will result in a 45 minute detention. Three tardies in a quarter in any one class will result in a 45 minute detention. *Three (3) detentions in one semester for attendance or tardiness reasons will result in a Saturday School.*

The school recognizes that some tardiness to school will be unavoidable (accidents, car problems...) and will be excused. This will be at the office's discretion. Parents of students who are continually tardy will be required to meet with the teacher and Vice-Principal to resolve the problem.

### **School Hours**

Elementary School - Kindergarten	8:30 A.M. to 2:00 P.M.
Elementary School - 1 <sup>st</sup> – 5 <sup>th</sup>	8:30 A.M. to 3:00 P.M.
Middle School- 6 <sup>th</sup> – 8 <sup>th</sup>	8:00 A.M. to 2:45 P.M.
High School	8:00 A.M. to 2:45 P.M.

### **Extended Care**

Before and after school supervision is provided for all students at RCS on school days from 6:30 A.M. to 6:00 P.M. Families who use this service are billed monthly. This service to families is available only on days when school is in session and on a prearranged basis only. Each child must be registered for extended care to utilize service. Any elementary student who is not picked up by 3:10 will be sent to extended care. Any middle school student who is not picked up by 3:00 will be sent to extended care.

Extended care is a privilege, not a right. Students who are not respectful and/or disobedient will be refused use of this service. Consistent inappropriate behavior may result in the service being denied temporarily or on a permanent basis. You are eligible for extended care if your tuition account is current and in good standing.

### **Late-Pickup**

Children left after the closing time 6:00 P.M. will be charged a late fee. When the school has a minimum day and closes prior to 6:00 P.M., late fees will apply at the stated time of closure. It is the parents' responsibility to notify the school in the event of a late pick-up. If the school is not notified of a late pick-up the staff will contact someone whom you have given authorization to take your child from the facility. If the school has not been contacted by a parent or someone with permission to take your child from the facility after one hour of closing, we will call the police and release your child to their authority. (See Tuition & Fee Schedule for more information)

### **Drop-off**

Drop off instructions and maps can be picked up in the front office. Typically families dropping middle school and upper elementary students only should enter the east end of campus and drop students at the u-turn area in front of the faculty parking. Families with lower elementary students should enter the west entrance, pass through the parking lot and drop students at the designated areas. At all times parents should drive slowly with caution to protect the safety and welfare of our students.

Parents are welcome to join the elementary student body at flag salute each morning. To join students on the black top, parents must first check in at the Elementary School Office. Once announcements begin (at 8:30 A.M. promptly) parents must stand off to the side of the student body (south end of black top). Parents need to say goodbye to their student prior to the beginning of announcements. If a parent chooses to remain during pledges, they are requested to join the student body in pledging and prayer. Please be respectful at all times, ceasing conversations that may be disruptive and distracting. Once prayer is over classes will be

dismissed and parents are to remain on the side and are not to rejoin their student's class or follow their student to their classroom.

### **Pick-up**

In order for students to go home with an adult whose name is not on the emergency contact list, the parent must complete a pick-up authorization form. In case of an emergency, please call and give us the name of the person picking your child up. Minors under the age of 18 years of age may NOT pick up any student from RCS.

Any high school student who has permission to ride a bike or walk to and from school must provide written documentation to the school office giving parental authorization for this to take place. Fourth and fifth grade students may be granted permission to ride bikes to school if they are accompanied by an older sibling.

### **Visitors**

We do encourage parent involvement and welcome visitors; however, our priority is the students and their education. It is at the school's discretion if timing is appropriate for a visitor to be on campus. All visitors to the campus (parents included) are to sign-in in the Elementary School Office and receive a visitor's badge.

### **Security**

We have installed a new safety feature called "The Raptor System." This is a computer system for checking in and out of our school campus. Every person entering our campus will need to swipe their Driver's License, and this system will track who they are, when they arrive, and when they depart. This is just another proactive step we are taking to ensure the safety of our children at RCS.

To provide additional security, all gates and fences will be closed and locked and therefore the only access to the campus will be through the Elementary School Office. Parents and visiting students may request to visit specific classes. Forms will be available in the office. Families of prospective students must request school visits and tours through the admissions office.

### **Office Hours**

Elementary School	7:30 A.M. to 4:00 P.M.
Middle School Office	7:30 A.M. to 4:00 P.M.
High School Office	7:30 A.M. to 4:00 P.M.
Extended Daycare	6:30 A.M. to 6:00 P.M.

### **Dress Regulations**

As Christians, it is our desire for students to please the Lord and be a good witness to others in both appearance and behavior. RCS believes there is a definite relationship between good dress habits, good work habits, and proper school behavior. Students are required to dress modestly and with neatness without drawing undue or excessive attention to themselves. At the same time we also believe God looks on the inward person and that dress is not an indication of spiritual maturity or personal value. The purpose of requiring uniforms is to encourage good habits, dressing modestly, and to remove distractions from the educational experience. Uniforms were

selected by the Administration and Parent Uniform Committee and are intended to be attractive, durable, and inexpensive.

There will be more flexibility with uniforms this school year. RCS has chosen to continue with *Dennis Uniform* and has also added *Lands' End Uniform* as our uniform suppliers. Uniforms can be purchased on-line, by phone, by mail order, or from their retail outlet in San Diego. **In addition, uniform bottoms may be purchased from other vendors as long as they meet the standards of the RCS uniform codes.** P.E. uniforms should also be purchased from Dennis Uniform. Royal blue basketball shorts (for P.E.) may be purchased from other vendors as long as they meet the standards of the RCS uniform codes.

**RCS Uniform is as follows: (Khaki is beige not green)**

**Chapel Uniform-Royal Blue top w/Khaki bottom**

**Girls**

Twill pants- Navy or Khaki

Capri pants- Navy or Khaki

Straight Skirt\*- Navy, Khaki, or Plaid (Plaid from Dennis only)

Skort- Navy\*- Khaki or Plaid (Plaid from Dennis only)

Bermuda Short- Navy or Khaki

Polo Shirt (with logo) - Royal Blue, Light Blue, Gray, White or Pink (Dennis only)

Blouse- White (Dennis only)

Sweater- Navy **\*\*see sweater memo**

Sweatshirt- Navy **\*\*see sweatshirt memo**

Nylon Hooded Jacket- Navy

\*Skirts, shorts and skorts may not be more than 2 inches above the knee.

**Boys**

Twill Pants-Navy or Khaki

Cargo Shorts- Navy, Khaki

Polo Shirt (with logo)-Royal Blue, Light Blue, White, Pink or Gray (Dennis only)

Sweatshirt- Navy **\*\*see sweatshirt memo below**

Nylon Hooded Jacket- Navy

Outer Clothing such as coats, jackets, etc. are optional and are not under the restriction of the dress code. Coats and jackets must be removed before entering into class. A coat or jacket is any outer garment that zips or buttons that is not sweater or sweatshirt material. The determination of the outer wear is at the discretion of RCS Staff & Faculty.

**\*\*Sweatshirts, pullovers or sweaters of any kind that are to be worn in or out of the classroom must be solid, plain, navy in color, or you may wear the Dennis or Lands' End Uniform sweater or sweatshirt containing the RCS logo. No other logos, writing, or patterns are allowed. All other sweatshirts & sweaters are not allowed.**

### **Additional Dress Code Items**

- Shoes must be worn at all times.
- Flip-flops may be worn. (Middle School Only)
- Single Ear Piercing is permitted for girls only. All other body piercing is forbidden.
- No choke chains, wallet chains, dog collars, studs or spikes may be worn.
- Sunglasses are acceptable outside only and are not to be worn in classroom or adjoining buildings.
- Hair should be clean and combed. Avoid extreme or questionable hairstyles or colors.
  - All hair color must be of a natural color.
  - Boys- hair must be cut to a length that it does not extend beyond the eyebrows in front or beyond the top of the collar on the sides or in back.
- Hats may only be worn to and from school, not during the school day. Hats must be removed during flag salute and prayer. If students have a condition which requires hats to be worn outdoors, a request from the parent with doctor recommendation may be submitted.
- P.E. uniforms should be worn for P.E. activities unless otherwise directed.
- Clothing must be worn without tears, holes, or frays.
- Undershirts must be white with no lace or fringe.
- Leggings must be navy, white, pink, light blue, or gray. They are to be solid, plain in color, and be similar to uniform shades of color.
- No tattoos including temporary tattoos.

### **Special Dress Days**

During special dress days students must still adhere to principles of modesty, neatness, and handbook uniform regulations. Tank tops are not allowed to be worn, underclothing should not show, and the waistline of the bottoms must fall at the waist and not below.

**This dress code is not all-inclusive. The administration of RCS reserves the right to make the final decision in these matters at their discretion. ANY situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code.**

### **Dress Code Violations**

**Middle school students** will be given one warning during the first week of the school year. Any violations after the first warning will result in an after school detention. When possible a child will be allowed to borrow clothing to allow them to return to class. If this is not possible a child may be held out of class until a parent can come to school to remedy the situation. If clothes are loaned to the child, please return them cleaned within two days to avoid a fee charged to your account.

In the event of a hair violation, a student will be given a warning along with 5 days to remedy the offense. If the offense is not corrected within 5 days, the student will not be allowed to return to class and shall serve in-school suspensions until corrected. In the event of an extreme hair color or haircut the parent will need to pick up the student immediately to correct the violation.

## **Student Behavior**

### **Discipline**

Disciplinary action taken by the administration and faculty is intended to both help a child understand what is right and wrong behavior, but also to provide a reasonable deterrence in order to promote right behavior. Our faculty and staff are committed to disciplining in love, believing that it is for the good and healthy development of the child.

It is essential that parents and teachers act as partners in the training of students. This requires that teachers consistently communicate with parents the nature of a child's offense and the course of disciplinary action. Parents must support the disciplinary process, believing that the faculty and administration seek to act in the best interests of every child. Therefore, it is expected that parents support the teachers of their students. If an issue occurs with a teacher and parent, it is expected that a meeting be set up as quickly as possible to discuss and resolve the issue in a positive, productive manner.

### **Bullying**

It is the policy of the Rancho Christian School(s) to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

#### **Definition:**

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, cyber (internet/text) both at school and home, or on school field trips. Examples of bullying are as follows:

Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (notes, over a cell phone or internet, texting etc.)

Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.

Psychological: acts that instill a sense of fear or anxiety, etc.

Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

#### **Awareness:**

Annually, as part of the required in-service training for all school staff, the Vice Principal or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combatting bullying, they must be watchful for bullying warning signs; closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc. Teachers will, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and

supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible, Health, Social Studies, and/or other classes. Late enrolling students will be educated by the teacher as part of their first week orientation.

At the beginning of the school year during an all school assembly, and as needed, the principal or designee shall ensure that the student body is familiar with the No Bullying Policy. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening.

The Vice-Principal or designee shall notify the parents/guardians that our Bullying Awareness and Procedures are listed in the Student Handbook and on the website. The *Bullying Incident Report* will also be available online and included in their Open House folder.

### **Reporting:**

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.

Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)

If the behavior meets the criteria for bullying, the staff member must report this to the school Vice-Principal or designee immediately in order to protect the alleged victim. The staff member is to immediately forward a *Bullying Incident Report* to the Vice-Principal for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied, and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

The Vice-Principal or designee will promptly and thoroughly address suspected reports of Bullying and will individually meet with the victim/witness and bully privately. If it is determined that bullying has occurred, he/she will act appropriately within the discipline codes of the board and will take reasonable action to end the bullying. The message for the child who bullies will be, “Your behavior is unacceptable and mean and must be stopped.” The Vice-Principal will inform the student that he/she will be closely monitored, and the student’s movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. The Vice-Principal will also ensure the careful monitoring of the victim during this time by enlisting the help of a class buddy. He shall ensure that prior to the end of the school day notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the *Bullying Incident Report*.

If necessary and appropriate, the police will be contacted.

Copies of the *Bullying Incident Report* shall be given to the victim's and offender's teachers, be placed in the victim's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

### **Christian Lifestyle**

Rancho Christian Schools promote high academic standards in a Christ-centered environment. We also realize that we have a responsibility to "train up a child in the way he should go, and when he is old he will not depart from it" (Proverbs 22:6). As children approach high school and college, our purpose extends to preparing Christian young people for effective service for Christ in whatever career they choose. Only those who are truly Christian can perform effective Christian service. Our goal for each student is his/her desire to have a vital, personal relationship with God through faith in Jesus Christ. Our expectations are that all students measure their lives by scriptural standards of conduct.

Spiritual growth is never the result of rules superimposed by the school; therefore, RCS standards of conduct are not designed merely to produce a pattern of outward conformity. RCS desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to Him. We want all students to be led by the Holy Spirit to live above the letter of rules and standards. In order for our school(s) to be an environment conducive for encouraging and establishing these standards, RCS expects every student to demonstrate, by attitude and behavior, a life committed to following Christ.

In order to maintain an effective learning environment that is necessary to lead our students into maturity and self-discipline, all faculty, staff, students, and parents are expected to conduct themselves in a manner that exhibits a spirit of cooperation, consideration, and respect. The following are general behavioral expectations of all students:

Students are expected to live by a scriptural standard of behavior that is consistent with the principles of conduct encouraged by the Bible. This scriptural standard of behavior is expected on and off campus:

1. No use of illegal drugs, alcoholic beverages, or any form of tobacco.
2. No involvement in immoral activities including but not limited to sexual immorality, premarital sex, and pornography.
3. No swearing, telling dirty stories, or using language unbecoming as a Christian.
4. No acts of dishonesty, such as cheating\*, lying, or stealing.
5. No publication or expression, including web publishing of images or text that would be considered immoral, occultic, abusive, or distasteful.

### **\*Definition of cheating:**

It is considered cheating anytime a student receives credit for the work done by another. An individual who knowingly aids another to cheat is also cheating. An individual who knowingly allows another to cheat without attempting to stop it is also guilty of cheating.

An individual who is found in the possession of an exam (or quiz) or an exam (or quiz) answer key prior to the scheduled exam is cheating. Discussing an examination with other students prior to the completion of all examination periods is cheating. Talking or asking questions aloud during an examination is considered cheating. Copying an answer from another student's test or quiz is cheating. Having possession of any form of the answers to an exam at anytime in the room during an examination is considered cheating. Using a programmable calculator to store information for use on an examination is cheating, unless specifically permitted by the instructor.

Copying homework of any kind is considered cheating. Plagiarism is cheating. (Plagiarism is defined as copying material from a book, periodical or the Internet without giving credit to the source by way of bibliography and/or footnote. The material copied does not have to be a perfect quote to be considered plagiarism. A paraphrase is still considered plagiarism if the source is not referenced and the material is not considered general knowledge).

### **Honesty and Integrity**

The faculty of Rancho Christian School(s) are of one mind in realizing a part of presenting the Gospel of our Lord Jesus Christ is to teach our students about character in the form of honesty, honor, and integrity. Regardless of what discipline we teach, if we fail to teach these important personal character traits, whatever else we do is of little consequence. In light of this, every effort will be made to be sure the students will understand what it means to cheat and every effort will be made to be sure that students will be encouraged to avoid the pitfalls of temptation.

### **General Behavioral Standards**

In the interest of creating an orderly and wholesome atmosphere for all students, **the following behavior is not permitted:**

1. Displaying on one's clothing or personal property such items as pictures or emblems that exalt groups or movements that are contrary to Biblical standards.
2. Bringing or possessing on campus harmful materials, flammables, pyrotechnics or any thing that may be used as a weapon.
3. Chewing gum or eating unshelled sunflower seeds in classrooms.
4. The use of magazines, radios, tape recorders, CD players, iPods, or any other electronic device, except by special permission of the classroom teacher for educational purposes\*\*.
5. Tampering with or taking items from another student.
6. Demonstrations of personal affection, i.e., familiar touch, holding hands, embracing, kissing, etc.
7. **No cell phones** are to be used during the school day. Cell phones can be used after school hours.

**\*\*Note: Electronic devices should not be brought to school unless special permission is granted by a teacher or administrator.**

### **Classroom Discipline**

It is expected that the individual teacher handle most discipline problems. In order to maintain a classroom environment which allows for maximum learning, each teacher will establish those standards deemed necessary to enhance an orderly environment and wholesome atmosphere for all students. However, all classes will maintain the following standards:

1. Each student must always demonstrate respect for and cooperation with all teachers, staff, and volunteers.
2. Students will be on time to each class, and will be prepared with the necessary materials and mental attitude, which indicates a readiness to learn.
3. Communication of any kind between students which is disruptive to the teacher or other students is unacceptable.
4. Personal grooming is inappropriate during class sessions and is not permitted.
5. Food and beverages will not be brought into the classrooms without expressed permission of the classroom teacher.
6. Students may not be in classrooms, the gym, the family life center, the library, or any school office without a teacher or staff member present.
7. The teacher's desk, briefcase, grade book, or any other personal belongings are personal property and will be treated as such by all students.
8. Students are to respect all school property including, but not limited to furniture or equipment inside and outside of the classroom.
9. Students are not to throw things, create unusual noises, abuse the classroom furniture or any other activity that will cause disruption, pose danger or otherwise cause a negative experience for their classmates and teacher.

## **Miscellaneous**

### **Child Abuse**

Each staff member is required by law; to report to the Child Protective Services of Riverside County any observed or suspected injury, unusual behavior, or incident which may threaten the physical or emotional health of any child.

### **Child Custody**

If legal stipulations apply to your child, it is required that this information be communicated to the school office. A copy of court orders will need to be in your child's file. It is also recommended that you conference with your child's homeroom teacher at the beginning of the school year to make this information understood by the teacher in order for everyone to comply with the court orders.

### **Communications**

Edline.net is our school webpage. Edline is an easy way for you to keep up-to-date online. All school communications will be emailed and can be reviewed online through this webpage. The school will generate a monthly newsletter. It is the discretion of each middle school teacher, to determine on an as-needed basis, how often to send written communication home. If you have any questions about classroom or school activities, please contact your child's teacher by note, email, or through the school office.

## **Disaster and Emergency Procedures**

### **Emergency Health Procedures**

R.C.S. offers immediate first-aid to all injured or ill students. See injury and illnesses for further information.

### **Evacuation drills**

Evacuation drills (fire and earthquake) are held monthly during the school year. Instructions regarding these drills are given to each class. Evacuation routes are posted in every classroom. All of our staff members have been trained in CPR and First Aid.

### **Injuries/Illnesses/First Aid/Emergencies**

**Injuries:** All injuries, no matter how small, are to be reported immediately to the teacher supervising the activity in which the injury occurred. The school personnel are only allowed to apply water and ice as a means of first aid. We will apply band aids or bandage to keep any wound clean. In the event of an injury to the head, the school personnel will notify the parents, and the child will be observed for 15-20 minutes in the school office. In the case of serious injuries or other emergencies, parents will be notified and the paramedics will be called, if needed. In the event a parent cannot be reached, someone listed on the child's emergency form will be notified.

**Illness:** In an effort to protect other students and staff members from illness, we require parents to keep their child at home when he/she is ill. Please do not return your child to school until they are able to participate fully in the normal school day.

Every student is required to have medical and emergency information on file. It is the parents' responsibility to update any medical or emergency contacts in their child's file.

Please notify the office of any changes in order that specific steps may be identified should the students become ill or have an emergency for which immediate treatment is necessary.

If a student becomes ill during the school day and is not able to remain in class, the parents or another designated adult will be notified. Parents are responsible, once notified, for having their ill child picked up from school within **30 MINUTES**. They are not allowed to remain in the office and must be picked up promptly.

### **24 Hour Policy**

If a child experiences a fever of 100.0° F or greater, vomiting, or diarrhea, the student must remain at home until the symptoms have been gone for 24 hours.

**Medication:** The school is not permitted to administer non-prescription medication, including aspirin/Tylenol. Only doctor prescribed medication may be administered. The medication must be in its original prescribed package with the student's name on it. The student's parent must complete the Authorization to Administer Medicine Form and submit to the office for approval. All medicine must be accompanied by a physician's directions or be in their original pharmaceutical container describing directions for administering and left in the school office.

No medication will be administered without the parent first filling out the proper consent forms in the office with detailed information regarding the name of the medicine, dosage, and time to be administered. All students are not to have any medication in their possession at school (this includes vitamins and cough drops).

As a precaution, please notify your child's teacher in writing if your child is on a new medication (permanent or temporary), including any possible side effects he/she might be experiencing or could develop as a result of this medication. Side effect papers are provided by your pharmacy with new prescriptions.

### **Exposure to Communicable Illnesses**

If your child is exposed to a communicable illness, you will be informed by a letter which will be sent out by your child's teacher. If your child develops any of the symptoms, please make the school aware ASAP. A physician's note is required indicating communicability and the date the student may return to class.

### **Field Trips**

Field trips are a vital and important tool in our educational program. They are considered part of the regular school day. Charter buses or private vehicles driven by parents will be used for field trip transportation. The child's teacher will notify parents about field trip information and collect permission forms. Under no circumstances can a child attend a field trip without a signed field trip permission form. Anyone desiring to chaperone or drive on a field must complete a Chaperone/Driver Application and a LiveScan. The process takes 2-3 weeks to complete and must be done in a timely manner. No volunteer is able to attend field trips unless approved by the office. Parents or grandparents who volunteer to help must be able to attend the entire field trip. We cannot allow siblings to accompany parent helpers on field trips. Drivers must possess a valid California driver's license, carry the proper insurance, and must have a usable seatbelt for each child in the car.

Parents who are on a cash-only payment requirement will be required to pay for field trips directly to the school office. In order for a student to attend an overnight field trip, their account must be current and in good standing,

### **Holidays**

We will observe the following holidays and will be closed on the days nationally recognized.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday and the week before or after Easter (depends on calendar year)
- Memorial Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- School is closed for 10 school days at Christmas

School will not be in session on faculty in-service days as well as the ACSI Elementary Speech Meet.

*Reminders are also given prior to each holiday. Please refer to the Annual School Calendar located on [www.ranchochristian.org](http://www.ranchochristian.org)*

### **Library**

Our school library is expanding to meet the needs of all the students. Use of the library is a privilege. Students will be permitted to check out library books. Any damaged or lost books will be the responsibility of the parent for replacement.

### **Lost and Found**

Items left at school will be turned into the Lost and Found. To assure that your child does not lose books, clothing, etc. Please label with the child's name. Found items are kept for a short period of time before being donated to a charitable organization.

### **Lunch/Snack/Hot Lunch**

We encourage students to bring a healthy snack to be eaten during their morning break. Information for the lunch program is published each year and provided in the Back to School Packets or may be found on our Web site. You may also pick up a copy of the lunch schedule and a price list in the office. The lunch a' la carte window will be open to 4th grade – middle school students before school and during the morning break.

Vending Machines are available to students in the school hallway after school hours. Middle & high school students may use them during school hours. These machines contain a variety of Snapple and Gatorade beverages along with a variety of snacks. We encourage parents to help their child to make good choices in their spending and in purchasing of snacks.

### **Messages to Students**

In an **emergency**, students can be reached by calling the school office, and we will get the message to your child immediately. Students are permitted to use the school phone only if approved by the classroom teacher. **PLEASE only call if an emergency out of respect to the students in the classroom, the staff, and faculty.** (Requesting a lunch from home, or other forgotten items, will not be permitted.)

### **Parent Involvement**

We encourage parents to get involved in the school. We will have several opportunities throughout the year for you to visit your child's class. However, remember siblings may only attend with the teacher's permission. A monthly newsletter will be sent home around the first of each month to keep you informed of upcoming events. There will be occasions when we need parents to assist with special activities, drive on field trips, or donate food for special events and activities. We look forward to working with you and appreciate your help.

Please recognize that our students learn better in an environment where distractions are kept to a minimum. Any change in the learning environment, including visitors, will disrupt the students' attention. Administrators and staff take care to enter classes only when necessary and at moments when it creates the least disturbance. Parents should always arrange visits to the

classroom by making appointments through the school office. For parents who volunteer and are on campus on a regular basis, it is very important to observe the proper procedure for visiting classrooms.

### **Volunteers**

Parent involvement is encouraged and appreciated. Please let the school office know how you would like to help. We need volunteers to help in the classrooms, the school office, lunch program, class tutor, handyman, home projects, school programs, field trips, and on the playground. Let us know how you would like to help. All parents who come on campus, especially those who volunteer for us must;

- Check in at the elementary office and then the middle school office.
- Be appropriately dressed. Parent volunteers must agree not to discuss anything with other parents while volunteering regarding teachers, students, or classroom procedures.
- Must be background checked through our Live Scan system. Make an appointment with the office.

### **Parent -Teacher Fellowship**

The Parent Teacher Fellowship (P.T.F.) is a helpful part of the total school program. Through the P.T.F., parents often assist in room parties, field trips, fund-raisers, and other events. Parents are encouraged to join this program. All P.T.F. members must be background checked through our Live Scan system.

### **Parties**

Birthday parties must be arranged in advance with the classroom teacher. The classroom teacher and room parent will plan holiday parties. Parents are encouraged to help in the preparation of activities and the serving of food.

### **Harassment**

Rancho Christian High School is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, disability, or age. This policy prohibits unlawful harassment, including verbal, physical, and visual harassment.

Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to the immediate supervisor, school director, or if necessary, to any other administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken.

### **Student Withdrawal**

**Parents requesting to withdraw their child must give a written notice to the school office 90 days prior to withdrawal.** Any refund of tuition is based on the 90-day withdrawal policy as stated in the Financial Contract. The student's books must be turned in to the school office by the date of withdrawal, all necessary fees and any outstanding charges must be paid in full, and the necessary paperwork must be completed before a student's grades will be provided. If the

grades are in progress and are not available at that time, the school secretary will notify the parent when they are available.

### **Transportation**

Rancho Christian School(s) does not provide any transportation for students to and from school. It is the responsibility of the student's parent(s) to provide transportation to and from school. Students who are driven to school are to be dropped off and picked up at the designated area. Parents may inquire in the office about carpooling lists.

### **Textbooks**

All textbooks used in the classroom are the property of Rancho Christian School(s). A fee will be charged if books are damaged or lost. Students are required to handle all of their books with respect and treat them with care. Hardbound books must be covered with an appropriate book cover.

### **Tuition Payments**

Tuition payments are due by the first day of each month and considered late after the fifth of each month. Cash payments need to be made in the school office to obtain a receipt. All other tuition payments may be placed in the designated drop box. A late fee will be assessed to payments received after the fifth of each month. If your account is past due, all sibling discounts will be revoked for each month past due. All checks that are returned NSF will be charged a service fee. If your check is returned NSF, and it is after the fifth of the month, a late charge will also be assessed. A 2.5% discount will be given to families who pay their tuition in full by July 1st. The sibling discount is applied to the sibling(s) with the lower tuition. Refer to the Financial Contract for tuition and discount amounts.

## **High School Policies**

### **Academics**

#### **Curriculum and Instruction**

##### **Curriculum**

Whenever someone asks about curriculum, there is always that natural tendency to respond with a list of textbook publishers currently in use. Although textbooks are a part of any school curriculum, they should never be thought of as the driving force or cornerstone of the curriculum.

At Rancho Christian Schools curriculum guides for each grade level and each department are designed by incorporating mission and vision; development of philosophy for each discipline; establishing standards and behavioral objectives; and then lastly choosing the right support materials in the form textbooks, literature books, and practice workbooks that support the curriculum.

The curriculum guides are not seen as static documents (written in cement), but instead as dynamic and alive. Each year faculty committees are formed to evaluate and review curriculum and instruction. By looking at student assessments, interviewing teachers and students, and by reviewing standards, these committees make recommendations for change and improvement. This ensures that we never become complacent, even when student performance is high, but that we continue to strive for improvement.

### **Rancho Christian High School**

The RCHS curriculum was designed as a result of research into proven and effective forms of curriculum and instruction. It borrows from the traditional liberal arts education with a strong emphasis in reading and writing across the curriculum; creating connections between the different disciplines; training students in critical thinking; building articulation; while providing a Biblically integrated, Christ-centered approach.

Each year students study the core disciplines in the context of a historical approach. They are challenged to read extensively, and to enter class prepared to engage in discussions fostered by Socratic styles of instruction. The curriculum is time-tested and will prepare those who are bound for college, while at the same time equipping every student to meet the challenges of life.

### **Will RCHS Be College Preparatory**

The distinctive of the Christian Liberal Arts education is:

- Biblical integration throughout.
- Writing across the curriculum with strong support of grammar, and development of persuasive argument.
- Reading source literature with a critical eye, asking important questions.
- Making connections between all the disciplines, mathematics and science, literature and history, art and philosophy, etc.
- Equipping students with knowledge and skill to become life-long learners.
- Growing students who are articulate and critical thinkers.

To better understand how this distinctive education prepares students for college, consider the following quotes from “Understanding University Success” a national study on standards of success conducted by the Association of American Universities.

- Students need to engage texts critically and identify a theme or idea.
- Successful students connect reading to writing and thinking skills.
- Reading is an active process that involves asking questions and noticing patterns.
- Grammar is the basis for good writing.
- Good writers use language to express ideas (articulate), not simply to describe events.
- Successful students also understand how to support an argument (persuasively) so well that a strong position emerges.
- Students must think comparatively and make connections across texts, disciplines and points of view.(integration)

- To discuss literature students must have a basic understanding of its place in history (integration) and to place it in geographical context.
- Successful students in science are capable of integrating scientific methods and contextual understanding, critical thinking, and hands-on skills.
- Successful students understand the interrelationships among scientific concepts, are able to use mathematical reasoning and understand the origins of scientific knowledge by knowing about the central features of the historical traditions and contemporary events that relate to the development of scientific inquiry.
- Successful students write with clarity, cohesiveness and meaning, and are able to design a testable scientific question.
- Students succeed when they are ready to embrace the learning process.

The curriculum of the Christian Liberal Arts High School is a unique blend of academic rigor, Biblical integration, and interdisciplinary study. It begins with understanding the classical model of the Trivium describing the types and levels of cognitive development. It views each student as passing through the stages of grammar (knowledge gathering), to dialectic (logic) to rhetoric (expression) in becoming the completed life long learner. (For more about the Trivium read “The Lost Tools of Learning” by Dorothy Sayers, available in the school office) The goal is to create students of virtue, good men and women. This is accomplished by first helping students to see the intrinsic value of education through integration across the curriculum, helping students to see the connections between different disciplines of study and most importantly to help them see the relationship of learning to their relationship with God. Ultimately, students must examine every part of their education and ask the all of important questions of : What does this have to do with me? What does it have to do with by relationship with the world? And what does it have to do with my relationship with God.

To accomplish this goal we have developed a curriculum that is built in a historical context with a heavy emphasis in literature, writing and Biblical integration.

**Freshmen Year:** Western Civilization from the Greeks through the Middle Ages. Students will study Geometry and the literature of the early Greeks and Christians, while at the same time study the foundations of modern scientific thought and the influence of art and music in culture. All of this will be culminated in a study of early Christian theology as it led to the development of Christian Apologetics.

**Sophomore Year:** Western Civilization from the Reformation to the 20<sup>th</sup> Century. Students will study the history and literature of Europe from the time of the Renaissance and Reformation up to through the Age of Enlightenment. Students can expect to read a wide variety of literature from of a long list of European authors. The Bible will be thoroughly integrated into each class as they study the Gospel of John and the Letter to the Romans in the context of understanding the development of the Theology of Christians leaders like Martin Luther and John Calvin. Students will also study Chemistry in the context of the history in which it was developed, as well as second year Algebra and its application to the sciences.

**Junior Year:** Foundations of America, a study in the history and literature of American thought, including the influence of the Old Testament Law in the development of American culture and government. Biology is the next science historically and students will study the mathematics and work of Pascal, Leibniz and Newton who laid the foundation of modern calculus. To supplement the extensive writing experience there will be a special course in the techniques of expressive writing.

**Senior Year:** The 20<sup>th</sup> Century- a study in the history and literature of the modern era with a special look at the 20<sup>th</sup> century Christian writers, C.S. Lewis, J.R.R. Tolkein, G.K. Chesterton, A.W. Tozer, to name a few. Mathematics and science will climax with a look in the beauty and complexity of Calculus and Modern Physics. Special courses will also be provided in Philosophy, World Views and Rhetoric.

## **Preparing for Life After High School**

As previously stated, education is about growth, and the Christian Liberal Arts education is about growing toward Christ. It is an education for every man. However, it is generally recognized that High School is a stepping stone to college and therefore should equip and prepare the students for the challenges and rigor of the college experience. To ensure the success of this equipping requires that a student begin by establish goals and objectives to achieve in order to gain the best preparation. This can be accomplished by completing a Four Year Plan. This plan is central to helping a student establish reasonable goals of academic success.

### **The Four Year Plan**

Prior to the beginning of the high school each student should make an appointment with a member of the College/Career Planning office to go over career goals and objectives and to create a sketch of a four year plan outlining course schedules and plans for involvement in extra-curricular activities. During this time students will learn about graduation requirements as well as the requirements for attending the college of their choice, and the necessary preparation for specific careers. Students will also learn about college entrance exams and membership in the California Scholarship Federation.

### **Grading/Evaluation**

Semester grades are the official grades recorded on the student's transcript. The school issues quarter grades that, while unofficial, give the student assessment of progress at the mid-point of each semester. Report cards are issued at the close of each grading period (quarter and semester). Semester and final report cards may be withheld until all outstanding tuition, fines and fees are paid.

A grading system is a statistical measure of progress and performance. It is used to give the student, parent, and teacher an indication of student progress to achieving stated objectives, while at the same time measuring student performance relative to their peers.

The Academic GPA is the grade point average taken from academic core courses, including electives. Internships, P.E., and aide positions are not included in the Academic GPA. The total GPA is the grade point average taken from all courses for which grades are given.

### **Honors and AP points**

Honors courses will be designated with an H at the end of the course code, i.e. Math10 or Math10H. Honors courses do not receive any additional grade designation or increase in GPA. In compliance with

recommendations of the College Board, all AP courses will receive one extra GPA point for the grades A, B and C,( i.e. A=5, B=4 and C=3 points).

### **Standard Grading Scale**

Outstanding A 90-100

Good B 80-89

Average C 70-79

Needs Improvement D 60-69

Failing F 59 or less

Incomplete I

Quarter and semester grades of Incomplete (Inc.) become an “F” if not made up within ten (10) school days from the date of issuance of the Report Card.

### **Academic Probation**

If a student falls below a Grade Point Average (GPA) of 2.0 in a semester, he/she may be placed on academic probation. Academic probation is determined each semester during the academic year. Grades earned and reported on student report cards will be the basis for establishing a GPA.

1. A student will be notified by the Administrator that he/she is on Academic Probation for the following reasons:
  - a. An “F” in two or more subjects
  - b. A total GPA below 2.0
2. Students who do not maintain a GPA of 2.0 for two successive semesters or who receive two or more grades of "F" will meet with the Faculty Academic Council to determine eligibility for enrollment for the subsequent semester.
3. A total GPA of 2.0 will be used to determine eligibility for co-curricular activities every quarter. (Note: Ineligibility is determined by quarter grades, academic probation by semester grades)

### **Academic Integrity**

The faculty of Rancho Christian High School will encourage students to follow Christian principles of life and character and to be good citizens. Academic dishonesty involves a form of theft or bearing false witness. Students who make the choice to be dishonest are choosing to commit a serious offense against God and their community. Academic and behavioral dishonesty includes, but is not limited to, the following acts:

1. Copying another student’s homework
2. Sharing answers on a test
3. Looking at another student’s test or quiz paper
4. Plagiarizing ideas or content in an essay or research paper
5. Providing another student with test information
6. Bringing any notes into class during an exam
7. Having access to an exam prior to it being administered
8. Falsifying information of any kind
9. Electronic transmissions or use of unapproved devices

The consequence for participating in any of the above-listed actions is a zero grade on the homework, test, or paper involved in the dishonesty. In addition, the teacher will notify the Faculty Academic Council and parent and document the action for the student’s permanent file. The student may be suspended for first offense as determined by the FAC. If a second offense occurs, in addition to the above consequences, the student will receive suspension for one day. If a third offense occurs, the student will receive the above consequences and will be referred to the Superintendent’s Panel.

### **Extended Studies Policy**

Students may receive credit for courses taken at another educational institution if the following criteria are met:

1. **REMEDIATION.** Students who earn a letter grade of "D" or "F" in a Rancho Christian High School course may make up that course by taking the course at a high school or college that has been pre-approved through the Counseling Office and by the FAC. The student will be required to take and pass (at 70%) a RCHS competency exam at the conclusion of the course. The final grade placed on the RCHS transcript will be determined by the transfer grade (70%) averaged with the competency exam (30%) grade. This is not a replacement grade. The course will be added to the transcript and an "R" will be placed at the end of the course code (i.e. Math10R) to indicate the course has been repeated. In the event a student earns a letter grade of "C" or better in a Rancho course and they wish to improve their grade, the pre-approved course must be taken at the college level.

2. **ELECTIVE COURSES.** Pre-approved elective courses taken at the high school or college level, or as part of an approved summer enrichment program will be added to a student's Rancho transcript.

Note: For all inquiries or applications for credit for courses outside of RCHS, please contact the counseling office.

### **Transfer Credit**

1. *Other High Schools.* Transfer credits will be given for courses that meet RCHS requirements. Course descriptions may be required to determine which RCHS course most closely matches the transferred course. Notification of transfer credits will be given within 60 days of admission.

2. *College Courses.* RCHS students are encouraged to take college courses for elective credit. However, core course credit must first be attempted at Rancho. In the event of failure, remedial courses can be taken at a college *WITH PRIOR ADMINISTRATIVE APPROVAL*. Please contact the Counseling Office to pre-approve remedial college courses. College courses taken by a RCHS student, which are not considered a graduation requirement, will not be added to the student's high school transcript.

## **SUMMER SCHOOL POLICY**

RCHS provides a number of summer school courses through Seven Star Academy, our online education partner. These courses have been preapproved for credit and they do include courses for credit recovery. Summer school classes require an additional tuition cost. For a list of the accepted courses and the respective fees, please contact the counseling office.

### **Academic Awards**

#### *Valedictorian*

The valedictorian shall be elected by the FAC. Preference is given to the students with the highest Grade Point Average through seven (7) semesters of study at Rancho Community Christian, but the final determination of the Valedictorian is based on the student from this elite group who best represents the values of Rancho Community Christian. The Valedictorian's duty is to address the graduating class during commencement.

#### *Salutatorian*

The salutatorian shall be selected by the FAC. The Salutatorian is the student who is second in the FAC Valedictorian voting. The Salutatorian is an elite student who represents Rancho Community Christian's values. The Salutatorian's duty is to address the graduating class and to introduce the Valedictorian at commencement.

*Graduation with Honors*

Graduation with Honors is noted on the Graduation Program. Recognition is based on a total earned grade point average during the first seven semesters of high school credit. Honors categories are as follows:

1. Diploma with Honors - to graduating students who have earned an academic GPA of 3.0-3.49.
2. Diploma with High Honors - to graduating students who have earned an academic GPA of 3.5-4.00.
3. Diploma with Highest Honors - to graduating students who have earned an academic GPA of 4.00 or above.

*Gold Sealbearer/California Scholarship Federation*

Membership in the California Scholarship Federation is granted by semester and is by application only. Students eligible for membership must apply within the first three weeks of issuance of report cards for the semester in which qualifying grades were earned. Students must have the equivalent of at least three "A's" and one "B" for semester grades in academic subjects. Any semester "D" or "F" disqualifies CSF membership. Life membership (Sealbearer) is awarded to each CSF member who achieves at least four semesters (grades 10-12) of active membership (one semester to be earned in grade 12). Students in grade 9 receive may receive affiliate membership in CSF.

*Community Scholarships*

Each year, graduating seniors will compete for scholarships in various fields of post-high school courses of study with awards granted from various civic and business organizations within the community.

*General Curriculum Awards*

Departmental recognition for outstanding performance is awarded to students (9-12) at the Honors Night Program each spring.

**Honor Roll**

**Eagle Award of Distinction**

The Eagle Award of Academic Distinction is awarded to any student who has a semester GPA of 4.0 or above.

**High Honor Roll**

Students who achieve a semester GPA of 3.5-3.99 shall be awarded High Honor Roll status.

**Honor Roll**

Students who achieve a semester GPA of 3.0-3.49 shall be awarded Honor Roll status.

**Christian Service Award**

The Christian service award is voted on by the faculty and presented at graduation to the senior student who best exemplifies the qualities of Christian character and service to be called a Servant of Christ.

**Outstanding Senior Award**

The outstanding senior award is chosen by the members of the senior class and is the student which best demonstrates excellence in all avenues of student life, including academics, extra-curricular, spiritual leadership, and school spirit.

**Graduation Ceremony**

All students must have 220 Hours of credit and have successfully completed the required courses to graduate from RCCS. Students may not participate in end of the year senior activities or the graduation ceremony if the following standards are not met: Christian service hours, Business Office clearance

(payment of tuition and outstanding fines), 220 hours of credit and required courses successfully completed. Diplomas will be retained by the school until all course requirements for graduation are met. A student may petition to complete up to 5 hours of course credit during the summer post graduation, while still participating in graduation. All student transcripts are reviewed thoroughly by the FAC prior to graduation.

Credits for courses are earned as follows:

## **RCHS Graduation Requirements**

**Humanities (Literature, Social Studies, Philosophy and Religion) – 115 Credits (10 Semesters of English Literature and Rhetoric, 8 Semesters of History/Social Science, 5 Semesters of Religious Studies and Philosophy)**

**Equivalency of:**

- 20 Credits of World History
- 20 Credits of World Literature/English
- 10 Credits of American History
- 10 Credits of American Literature
- 10 Credits of Modern Literature
- 5 Credits of Government
- 5 Credits of Economics
- 25 Credits of Philosophy and Religion
- 5 Credits of Rhetoric
- 5 Credits of Writing

**Foreign Language- 20 Credits (2 Years of Language)**

20 Credits of Foreign Language

**Mathematics and Science- 50 Credits (3 years of Math, 3 Years of Science including 2 years of Lab Science)**

(10 Credits of Algebra I, may be completed during 8<sup>th</sup> grade year)

- 10 Credits of Geometry
- 10 Credits of Algebra II with Trigonometry
- 10 Credits Foundations of Modern Science
- 10 Credits of Chemistry
- 10 Credits of Biology

**Fine Arts- 10 Credits (1 Year of Fine Arts)**

10 Credits of Fine Arts Elective (which can include 5 Credits of Art and Culture)

**Physical Education- 25 Credits (2Years of PE, .5 Year of Health)**

20 Credits of Physical Education (10 of which must be completed in the classroom, 8 of which can be completed in extra-curricular sports)

5 Credits of Health

**Total Credits Required for Graduation- 220 Credits.**

**Total Credits Possible – 280 Credit**

**Rancho Christian High School**

**Academic Tracks**

<b>Essentials*</b>	<b>College Prep**</b>	<b>Accelerated***</b>	<b>UC A-G****</b>
2 Yrs Science <i>FMS</i> <i>Biology</i>	3 Yrs Science <i>FMS</i> <i>Biology</i> <i>Chemistry</i>	4 Yrs Science <i>FMS</i> <i>Biology</i> <i>Chemistry</i> <i>Physics/Elective</i>	2 Yrs Lab Science <i>Biology</i> <i>Chemistry/Physics</i>
4.5 Yrs English <i>World Lit. 9</i> <i>World Lit. 10</i> <i>American Lit. 11</i> <i>Modern Lit. 12</i> <i>Writing Sem.</i>	4.5 Yrs English <i>World Lit. 9</i> <i>World Lit. 10</i> <i>American Lit. 11</i> <i>Modern Lit. 12</i> <i>Writing Sem.</i>	4.5 Yrs English <i>World Lit. 9</i> <i>World Lit. 10</i> <i>AP Language</i> <i>AP Literature</i> <i>Writing Sem.</i>	4 Yrs English <i>English 9</i> <i>English 10</i> <i>English 11</i> <i>English 12</i>
4 Yrs. Soc. Stud. <i>World Hist. I</i> <i>World Hist. II</i> <i>US History</i> <i>US Gov./Econ.</i>	4 Yrs. Soc. Stud. <i>World Hist. I</i> <i>World Hist. II</i> <i>US History</i> <i>US Gov/Econ</i>	4 Yrs Soc. Stud. <i>World Hist. I</i> <i>AP Euro. Hist.</i> <i>AP US History</i> <i>US Gov/Econ</i>	3 Yrs. Soc. Stud. <i>World History/Geo.</i> <i>US History</i> <i>US Gov./Economics</i>
2 Yrs Math <i>Alg 1</i> <i>Geometry</i>	3 Yrs Math <i>Algebra I</i> <i>Geometry</i> <i>Algebra II</i>	4 Yrs Math <i>Geometry</i> <i>Algebra II</i> <i>Pre Calculus</i> <i>AP Calculus</i>	3Yrs Math <i>Geometry</i> <i>Algebra II</i> <i>PreCalculus</i>
2 Yrs For. Lang	2 Yrs For. Lang	4 Yrs For. Lang <i>AP Language</i>	2 Yrs For. Lang
2 Yr Fine Art	1 Yr Fine Art	2 Yr Fine Art <i>AP Studio Art</i>	1 Yr Fine Art
3.5 Yrs Bible <i>Apologetics</i> <i>The Christian Life</i> <i>World Views</i> <i>Christ. And Culture</i> <i>Bible Elective</i>	2.5 Yrs Bible <i>Apologetics</i> <i>The Christian Life</i> <i>World Views</i> <i>Christ. And Culture</i>	2.5 Yrs Bible <i>Apologetics</i> <i>The Christian Life</i> <i>World Views</i> <i>Christianity and Culture</i>	N/A
.5 Yrs Rhetoric	.5 Yrs Rhetoric	.5 Yrs Rhetoric.	N/A
.5 Yrs Health/Virtue	.5 Yrs Health/Virtue	.5 Yrs Health/Virtue	N/A

\*General Track- Fulfills basic graduation requirements for the State of California, opts out of Algebra II and Chemistry with an additional year of Bible and Fine Arts.

\*\*College Preparatory- Comprehensive college preparatory curriculum with requirements that exceed the University of California A-G requirements.

\*\*\*Accelerated Track- The same comprehensive program as the college preparatory track with the added features of being able to complete AP or accelerated courses either on site or at local colleges.

\*\*\*\*University of California has specific requirements in the area of core courses, foreign language and fine arts. Each our courses in these departments have been submitted and are UC approved.

### **Seven Star Academy-**

RCCHS has partnered with Seven Star Academy to offer our students the option to take online classes that will fulfill one of three possible types of credit: 1) Elective courses for credit which are not currently offered by RCCHS, 2) Remediation of a core subject in order to recover credit, 3) Dual credit course such as AP courses that are not currently offered at RCCHS. For a complete listing of the approved Seven Star classes please contact the counseling office. (Note: Seven Star Academy courses can not be used to replace core subject graduation requirements.)

This unique partnership allows RCCHS to not only offer a wide array of electives, but it also provides students with experience with on-line courses that have become more commonplace at the postsecondary level due to the growth of technology in our society. We encourage every student to explore their options and consider enrolling in at least one on-line class before graduating from high school. Students may enroll in 5 units of credit in any given semester without any additional tuition costs. Students who enroll in Seven Star for the summer, for remedial work or for accelerated work beyond a full-time schedule will incur additional tuition costs. (Talk to the College/Career counselor for more information about Seven Star)

## **University of California A-G Requirements: Purpose, Responsibility, and General Criteria for the “a-g” Requirements**

All courses fulfilling the A-G requirements for University of California, and been submitted and approved. Below is an explanation of the A-G requirements.

The purposes of the “a-g” subject area requirements are to ensure that entering students

- ◆ Can participate fully in the first year program at the University in a broad variety of fields of study;
- ◆ Have attained the necessary preparation for courses, majors and programs offered at the University;
- ◆ Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies; and
- ◆ Have attained essential critical thinking and study skills.

The following general criteria must be satisfied for courses to meet the requirement:

- ◆ Be academically challenging;
- ◆ Involve substantial reading and writing;
- ◆ Include problems and laboratory work, as appropriate;

- ◆ Show serious attention to analytical thinking as well as factual content; and
- ◆ Develop students' oral and listening skills.

The Board of Admissions and Relations with Schools (BOARS) establishes the subject areas and pattern of courses required for minimum eligibility for freshman admission to the University of California. BOARS is a committee of the University's Academic Senate and includes faculty representatives from each campus of the University. The Academic Senate has been given the responsibility from the UC Regents to set the conditions for admission, subject to final approval of the Board of Regents.

*The [California State University](#) system has agreed to accept courses certified by the University of California to meet its subject area requirements.*

## General Requirements by Subject Area

The following sequence of high school courses is required by the Academic Senate of the University of California as appropriate for fulfilling the minimum eligibility requirements for admission to the University of California. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work.

The "a-g" requirements can be summarized as follows:

- (a) **History / Social Science** – Two years, including one year of world history, cultures, and historical geography **and** one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- (b) **English** – Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature.
- (c) **Mathematics** – Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- (d) **Laboratory Science** – Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.
- (e) **Language Other Than English** – Two years of the same language other than English.
- (f) **Visual & Performing Arts** – One year, including dance, drama/theater, music, or visual art.
- (g) **College Preparatory Elective** – One year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g"

## Essentials Diploma

The Christian Liberal Arts curriculum offered by RCHS prepares the student to be successful in college, however it is also an education for every man. Acknowledging that not all students will choose to attend the four-year university or college, an individual student may opt for a **Essentials Diploma** in which a student is required to complete only two years of high school mathematics and two years of science, one being a laboratory science. The total credits for the **Essentials Diploma** remains at 220 hours. In lieu of the science and mathematics requirement, students must complete an additional 10 hours (1 year) in the fine arts and 10 hours in the humanities (which may include Bible).

### **Tutoring Opportunities**

The RCHS faculty are encouraged to keep regular office hours after school. Each teacher will post times for student tutoring sessions in their course syllabus. If a student desires individual tutoring, they may make a request to the Discovery Center. Private tutoring costs can range between \$40 - \$80 per hour.

### **Campus Procedures**

#### **School Hours**

The school day runs from 8:00 AM to 2:45 PM. Students who are on campus before or after these times must be supervised by a coach, band leader, drama director, or other approved extracurricular leader. Otherwise, students must leave campus or study in the library or assigned homework room until picked up.

#### **Arrival and Departure**

Students who do not drive must be dropped off at the High School on the west end of campus. Please do not park anywhere except designated student parking. Students who drive must proceed directly to the student parking lot, park, and walk to the main campus. Students may **not** return to their cars during the school day without permission from the high school office.

#### **Closed Campus**

Students are not permitted to leave the campus during school hours except for pre-approved school activities. Visitors must sign in and obtain a visitor badge from the High School Office. Students **must** be signed out if they leave campus (i.e. for a doctor's appointment). Student's who are 18 years of age and have signed parental permission, may sign themselves out to leave campus.

#### **Student Sign-Out**

Parents must visit the office to sign their children out. The office will then call the classroom to dismiss the student. Please do not have your student meet you in the parking lot. Students who are not properly signed out will be given unexcused absences and will not be able to make up any missed assignments.

#### **Off-campus Lunch**

The High School campus will remain a closed campus. Students may go to lunch off campus with parental supervision only. Parents must sign the student out at the office when taking a child to lunch.

#### **Personal Possessions**

Students will be provided lockers for the storage of books and personal belongings. Lockers must be kept locked at all times. The school does not assume any responsibility for liability for lost, stolen or broken personal items. The administration strongly recommends that students do not bring personal items of financial or sentimental value to campus.

#### **Cell Phones**

Cell phones are allowed on campus, but must be turned off during the school day. Text messaging and taking pictures with a camera phone are **not** allowed. Having a cell phone is a privilege and not a right. In

addition, students are not permitted to leave class to respond to a cell telephone call received. Any time a cell phone interrupts a class, the teacher will confiscate it and give it to the Principal, and a parent must pick it up. After a second violation, a student will lose his or her privilege for using a cell phone on campus for the remainder of the year.

### **Electronic Devices**

With the exception of cell phones, no electronic devices are allowed on campus during school hours (such as iPods, PSP's, MP3 players, etc.).

### **Digital Readers**

Digital readers are an integral part of the high school program. Students will have a digital reader checked out to them during student orientation. The reader will have a library of books already installed. Students wishing to download additional resources to the reader must seek the assistance of the school librarian. Students may not download materials on the digital reader without permission from the librarian.

The Digital Reader is provided to the student on a lease to own program. At the beginning of each year \$100.00 of student fees is applied to the lease of the reader. At the end of four years the student will be allowed to take possession of the reader.

If a digital reader becomes damaged, they must be returned to the library for repair. If a student loses a digital reader, the parents are responsible for the remainder of the lease before the reader will be replaced. (See digital reader lease agreement)

### **Personal Computers**

Personal computers are allowed on campus with administrative approval. Please see the school office for request of permission for personal computer usage on campus.

### **Student Pick-Up**

Students who are driven to school are to be dropped off and picked up at the designated drop-off area at the high school campus. Please refer to School Division policies for drop-off/pick-up procedures. For the safety of our students, please do not drive behind buildings. Students who are driven to school for an activity may be dropped off and picked up at the site designated by the activity coordinator.

### **Late Pick-Up**

School ends at 2:45 PM each day. Students who remain on campus after 3:15 PM or before 7:45 AM may report to the designated homework room or the Library. The homework room is open from 7:00 AM to 8:00 AM and from 3:00 PM to 4:00 PM.

### **Vehicle and Parking Regulations**

1. Students who wish to drive and park a vehicle or motorcycle on campus must have the proper valid driver's license for the type of vehicle being driven.
2. Vehicles must be driven in full compliance with state and local laws.
3. Students who wish to drive on campus must complete a Vehicle Responsibility Form identifying the vehicle license number, the student's driver's license number, and insurance policy information. The completed form is to be submitted to the High School Office prior to a parking permit being issued.
4. Students who drive to school must park their vehicles at the Gym in the designated student parking areas.
5. Student's vehicles are off limits and may not be visited or moved during the school day.
6. Motorcycles and all similar vehicles must be street legal with quiet exhaust systems.

7. Protective helmets are to be worn when riding motorbikes, motorcycles, and all similar vehicles.
8. The campus speed limit is 15 m.p.h. and is to be observed at all times.
9. Vehicles are to be ridden only on paved roads and parking lots, NOT on open areas, sidewalk, or the athletic fields.
10. Golf carts are considered school vehicles, and **students are not permitted to drive them.**
11. Students may not ride in the back of pick-up trucks or on the outside of vehicles.
12. Abuse or carelessness when operating a vehicle on campus may lead to disciplinary action including restriction of the student's vehicle use on campus.

### **Lockers and Locks**

1. All lockers are the property of RCCS and may be searched if student safety is at risk.
2. Lockers must be locked at all times.
3. Outside surfaces of lockers must remain free of marks, dents, stickers, or decorations.
4. Inside surfaces of lockers may be personalized to display individual character, but must reflect good choices.
5. Do not slam lockers, please shut gently.
6. Students are responsible for having all necessary supplies for class. Students may expect consequences for not being prepared for class.
7. RCCS assumes no responsibility for items left in lockers.
8. Care should be taken to avoid slamming or kicking the lockers closed.
9. All students' property (backpack, sports gear, etc.) must be stored inside the locker; the hallways must remain clear.

### **Visitors**

All visitors to the RCCS campus are to check in at the office of the division being visited. Parents who come to campus to help on a regular or occasional basis must also check in at the office. Student visitors to the classrooms are restricted to prospective students. Visits are normally not allowed during the first and last week of each grading period or during final exams. Student visitors must obtain permission from the Principal prior to their visit. It is expected that visitors will comply with our Modesty Guiding Principle (as described in our Dress Regulations) when on campus. Parent observations may be arranged by appointment through the Admissions Office.

### **Parent/Guardian Residence Requirement**

In order to achieve success in the academic and spiritual education of our students, it is required that the child remain in residence with the parent/guardian throughout their enrollment with RCCS. This requirement is in order to assure that RCCS and the parent/guardian are able to monitor and manage the attendance, academia, discipline, and spiritual training of the child. This requirement is to include any enrolled student who achieves the age of majority, eighteen (18) years, prior to graduation from RCCS. If a student should terminate his/her residence with their parent/guardian prior to graduating, RCCS is to be notified immediately so the school may take action as it deems appropriate up to and including expulsion.

### **Emergency Contact**

Parents are required to complete an emergency medical card and general consent form for their student(s) each year. Please be sure that you include a current phone list of at least two LOCAL people who may, in an emergency, be called upon if you cannot be reached. Notify the office immediately if there are any changes in emergency card information. Please include current medical information and your insurance information so proper treatment may be obtained. Students may not attend class until their emergency card is completed and turned in.

### **School Library**

Hours: Monday through Friday - 7:30 a.m. to 4:00 p.m.

Policy: All library procedures and policies are covered in the Library Information Sheet issued to students early in September of each school year and under the computer and internet policy below.

Library Fines: Fines will be assessed for late return of books and for lost books.

Use of the Library: Books in the School Library may be checked out by any student in grades K-12 and by any parent of any student in grades K-12. Parents may check out books and may accompany their children for after school work.

### **Computer and Internet Policy**

Computers and Internet access are available in classrooms and the library and computer lab. Although the Internet represents a valuable information resource for legitimate school business and research and information sharing, it also presents a significant opportunity for abuse. It is the school's policy that Internet use should be strictly limited to school activities or assignments.

#### **Appropriate Internet and Computer Usage**

1. Consulting with experts in a variety of fields.
2. Communicating with other individuals regarding a particular area of study or work-related situation.
3. Conducting searches, evaluating resources, and locating relevant material.
4. Interacting with up-to-date primary sources.
5. Using educational software as told by instructor.

Students are held responsible for their actions whenever using the school's computers and/or Internet.

#### **Improper Computer and Internet Usage**

1. Using the network for any unlawful activities, including sending or receiving copyrighted materials in violation of copyright laws or license agreements.
2. Using the network for financial gain or initiating any financial transactions.
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. Vandalizing the data of another user.
5. Wastefully using finite resources. Internet traffic affects the school's network computer infrastructure by using network bandwidth, storage and computer resources. Conserve these resources and protect system response time.
6. Gaining unauthorized access to resources, including attempting to bypass the censorware installed on a computer with Internet access.
7. The intentional access or disclosure of proprietary or confidential school data by anyone without a legitimate business purpose and right to know is prohibited.
8. Invading the privacy of individuals including reading email that belongs to others without their permission.
9. Using an account owned by another user, with or without that user's permission.
10. Passwords and other computer security procedures are confidential and may not be disclosed to anyone without first obtaining permission from the pertinent administrator.
11. Posting personal communications without the author's consent or posting information not meant to be made public.
12. Posting rude or inappropriate messages.
13. Sending or retrieving sexually explicit or offensive images, messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement or libel.

14. Downloading malware, including viruses, spyware, adware, or any damaging software or code viruses, or attempting to circumvent security programs.
15. Violating the spirit of the school's Mission Statement

It is to be understood that Internet access is a privilege, not a right, and a student's access may be terminated. All students agree to abide by the following Code of Ethics with regard to their electronic communication:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to students, faculty members, and others I communicate with on the Internet. I agree to follow the school's basic rules on conduct, and I will strive to apply Philippians 4:8, "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praise worthy - think about such things."

Students use the Internet at their own risk. RCCS is not responsible for:

1. The reliability of the content of a source received by a user. Students must appropriately evaluate sources.
2. Any consequences of disruption in service that may result in lack of resources. Though every effort is made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or students.
3. Guarantee of privacy or security of electronic mail. All e-mail messages are the property of the school. The administration reserves the right to investigate and monitor any e-mail, images, or documentation that comes through RCCS computers.

The computers and peripheral equipment, including printers, software, and e-mail, are the property of RCCS. Students are prohibited from moving the computers and peripheral equipment within the school and/or removing them from the school property. In addition, under no circumstances are students to install or remove software or hardware on individual computers or the network. The **only** persons authorized to install or remove hardware and software are the Technology Coordinators.

### **Truancy**

Truancy shall be defined as any unexcused absence without knowledge and permission of an adult guardian. If a student is determined to be truant, the Principal and parent(s) will be notified. The student will lose credit for any assigned work and will be suspended. Further truanancies may warrant suspensions, probation, and possible referral to the Superintendent's panel, which may include expulsion.

### **Lost and Found**

Lost and found articles will be kept in the Office.

1. To keep the campus clean, anything found on the floor or ground outside lockers should be taken to the Attendance Office.
2. Report any items lost to the High School Office.
3. Found items are kept for short periods of time before being donated to a charitable organization.
4. School issued books found abandoned on campus should be turned in to the Librarian and may be retrieved from the Library at the cost of \$5.00.

### **Student Government**

The Student Government meets at regularly scheduled times. The Student Body Officers consist of the President, the Vice President, the Secretary, and the Treasurer. Other positions include Spirit Coordinator, Athletic Representative, Freshman Representative Christian Service Representative, and Chaplain. There are also individual class elected positions, including President and Vice President. Elections are held each May.

*Purpose of Student Government:*

1. Develop attitudes of good citizenship.
2. Coordinate student activities.
3. Encourage spiritual growth in RCHS students.
4. Promote school spirit.
5. Provide a channel of communication between staff and faculty and administration.
6. Support the general school policies as established by the Board of Trustees.
7. Develop and practice Christian leadership.
8. Model the behavior standards of RCHS.

## **General Behavioral Standards**

### **Zero Tolerance: Controlled Substances and Weapons**

In keeping with policies of zero tolerance, students who are found in possession of alcohol, tobacco, controlled substances including drugs and drug paraphernalia, weapons of any kind including firearms, knives, etc., are subject to immediate suspension from school to await a superintendents panel to determine whether the student will be allowed to remain enrolled at RCHS.

### **Interpersonal Relationships**

Students need to be aware that the administration and staff will be consistent in communicating with parents any time there teenagers begin to show interest in a member of the opposite text. Appropriate displays of affection for High School students are limited to holding hands and "side hugs." Students who demonstrate inappropriate displays of affection will receive detention for the first offense. If a second offense occurs, the teacher will document the incident, the Principal and parent will be notified, and the student(s) will receive a second detention. If a third offense occurs, in addition to the above consequences, the student(s) will receive a suspension.

### **Conduct**

The conduct and discipline philosophy and policies are written in light of the truth of Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it." RCCS realizes its responsibility and role in the personal growth and development of the students who attend here. We believe it is our responsibility to assist the parents in training and leading their children into maturity and self-discipline. With this in mind, we have established policies to indicate the type of behavior and conduct that is acceptable and the necessary consequences of behavior and conduct that is not acceptable. The faculty and administration have the following expectations with regard to discipline and accountability at RCCS, and students are expected to:

- Be courteous, well-mannered, and gracious in their conduct.
- Be positive and show respect and sincere consideration for peers and adults.
- Have a high regard for personal and school property.
- Be honest, dependable and self-disciplined.
- Refrain from inappropriate displays of affection.
- Correct and change behavior which is disruptive or destructive to the learning environment.
- Behave in a manner that is conducive to the commonly held goals of the school community.

RCCS is a community of hundreds of individuals who work, learn, and live together in a relatively small space. Students, faculty, and staff are expected to conduct themselves in a manner that exhibits a spirit of cooperation, consideration, and respect. Given a community this size, there is a need for rules and regulations, required procedure, and protocol. But in addition to obeying the "letter of the law," we expect our students to exhibit an appreciation for the "spirit of the law" as well. RCCS expects the full cooperation and assistance of the parents in student discipline. All communication should be conducted with mutual respect and cooperation. The school, parents, and students are mutually responsible and accountable for the well being of the school community. It is expected that most discipline problems will

be handled by the classroom teacher, the goal being to encourage students and to help them realize the benefits of personal responsibility and self-discipline. More serious problems and repeated problems will be referred to the Administrator. Withdrawal of a student pending disciplinary action will not prevent RCCS from proceeding with the pending disciplinary action.

### **Harassment**

RCCS is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, sex, disability, or age. This policy prohibits unlawful harassment including verbal, physical, and visual harassment. Any student who believes that he/she has been the victim of unlawful harassment should **immediately** report the matter to the school administrator or person of higher authority. Complaints of harassment will be promptly investigated, and appropriate corrective action will be taken.

### **FIRE ALARMS/911**

The fire alarm system at RCCS is designed to notify everyone of danger in order to save lives. When our fire alarm system sounds, it automatically summons the Temecula Fire Department for response. When our fire alarm sounds or 911 is dialed and we discover that it is a deliberate false alarm, there will be serious consequences associated with this type of “prank.” According to the Temecula Fire Department, Law Enforcement Code 148.4 states the misdemeanor penalty for making a false alarm is a minimum of 1 year in jail + \$1,000 fine. However, if during the commission of the fire department response, someone is injured or killed, the charge of the false alarm offender is automatically elevated to a felony and mandatory prison.

### **School Environment**

In keeping with the mission of RCHS, the administration and faculty are committed to training students to behave and act in a way that supports a loving, caring, trusting community, whereby the members of the community can participate in all activities without fear or concern. As a result, it is expected that each student will hold to the principle of being concerned for the interests of others before their own. Any student who fails to uphold this principle of supporting Christian community, shall be held accountable.

### **Classroom Environment**

Students are to enter class with a positive attitude, ready to get down to business. At all times, students shall show respect to both their teacher and fellow classmates. A failure by a student to maintain this standard of respect and decorum will result in dismissal from the class. The student will then not be allowed to return to class until they provide the appropriate form of an apology to their teacher and classmates.

### **Consequences for Misbehavior**

When a student’s behavior violates school policy, he/she is subject to discipline. Parents are notified and included in the disciplinary process. All such incidents will be documented and the written documentation will become a part of the student’s discipline file. Any discipline resulting in suspension may result in the student being placed on behavioral probation. The Superintendent’s Panel will determine the disciplinary action for major offenses, which may include expulsion.

### **Violation/Consequence**

#### **The accumulation of three detentions will lead to a One Day Suspension.**

A student may face from 1-3 days of suspension for any of the following:

- A student causes, attempts to cause, or threatens to cause physical injury to another person, including fighting; including willfully used force or violence upon the person of another, except in self-defense shall result in Suspension from School.
- A student is intentionally engaged in harassment; verbal, physical, or visual. Threats or intimidation, or endangering the physical or emotional safety of another person.
- A student has harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Any time a student commits or attempts to theft.
- Any time a student has disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

### **Saturday School**

#### **Failure to serve detentions or accumulation of excessive tardies results in Saturday School.**

Disciplinary policies are put in place to correct student misbehavior and move a student in a direction of understanding expectations for right behavior. In order for discipline to be an effective deterrent for wrong behavior, the disciplinary action must be received by the student with an attitude of humility and submission, while at the same time the action must be supported fully by the administration, faculty and parents. When there is a failure to support the policies and procedures of the discipline code, then further action must be taken to maintain the integrity of the discipline code.

In the event that a student fails to show up for an assigned detention, or in the event that a student receives two detentions within the same week (the detention failing to be an affective deterrent), the student will be required to attend Saturday School. Attendance in Saturday School carries with it a fee of \$10.00/hr to defray the cost of supervision (this fee shall be applied the parents bill). Saturday School can range from 1-3 hours, depending on the offense, and shall begin promptly at 9:00 AM.

If a student receives three detentions for tardies (a total of nine tardies) they will be assigned to the maximum three hour period of Saturday School.

Failure to show up for Saturday School will result in the student being suspended the following Monday from school. Notification to parents of Saturday School assignment or subsequent suspension will be sent via email (edline).

Students may avoid Saturday School by prompt attention given to serving any detention. Students may avoid the consequence of suspension by completing the Saturday School assignment.

## **Superintendent Panel**

### **The Accumulation of Three Suspensions will Lead to a Superintendent's Panel**

Students may be referred to a Superintendent's Panel when they have:

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, either on campus or at a school activity, unless in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal Possessed an imitation firearm – meaning a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm- shall result in referral to Superintendent's Panel.
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage or an intoxicant of any kind
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, any drug paraphernalia, or any substance represented as a controlled substance (look-alike), and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel
- Caused or attempted to cause damage to school property or private property Minor vandalism/graffiti damage (under \$500) or Major vandalism/graffiti damage (over \$500) Stolen or attempted to steal school or private property or Knowingly received stolen school property or private property \* As used here, "school property" includes, but is not limited to, electronic files and databases
- Committed a lewd or obscene act or engaged in habitual profanity or vulgarity
- Committed or attempted to commit a sexual assault as defined in the Penal Code or committed a sexual battery as defined in the Penal Code

## **Dress Regulations**

As Christians, it is our desire for students to please the Lord and be a good witness to others in both appearance and behavior. RCCS believes there is a definite relationship between good dress habits, good work habits, and proper school behavior. Students are required to dress modestly and attractively without drawing undue or excessive attention to themselves. At the same time we also believe God looks on the inward person and that dress is not an indication of spiritual maturity or personal value. In keeping with these principles, beginning with the fall of 2006, RCCS students will be required to wear uniforms. The purpose of requiring uniforms is to encourage good habits, dressing modestly, and to remove distractions from the educational experience. Uniforms were chose by the Administration and Parent Uniform Committee that would be attractive, durable and inexpensive.

Dennis Uniforms was chosen as our uniform supplier. Uniforms can be purchased on-line, by phone, by mail order, or from their retail outlet in San Diego. **All uniforms must be purchased from Dennis with the exception of Dickies twill flat front pants and shorts in khaki or navy, which**

**may also be purchased through Tilly's locally. (These are the only two sanctioned vendors for uniform purchase, and the Dickies pants and shorts must be from the uniform line.)**

The Uniform is as follows:

### **Girls**

Twill pants- Black, Navy or Khaki (Dennis or Dickies Uniforms)  
Capri pants- Black, Navy or Khaki  
Straight Skirt- Black, Navy, Khaki, or Plaid (Middle School Only)  
Skort- Navy, Khaki or Plaid  
Bermuda Short- Black, Navy or Khaki  
Polo Shirt(with logo)- Royal(special eagle logo), Light Blue, Gray, White or Pink  
Blouse- White  
Sweater- Navy  
Sweat Shirt(with logo)- Navy  
Nylon Hooded Jacket- Navy

### **Boys**

Twill Pants-Black, Navy or Khaki (Dennis or Dickies Uniforms)  
Cargo Shorts- Khaki  
Polo Shirt(with logo)- Royal(special eagle logo), Light Blue, White, Pink or Gray  
Sweat Shirt(with eagle logo)- Navy  
Nylon Hooded Jacket- Navy  
Outer Clothing such as coats, jackets, etc. are optional and are not under the restriction of the dress code. Coats and jackets should be removed when in class.

**\*\*Sweatshirts of any kind that are to be worn in or out of the classroom must be plain navy in color or containing the RCCS logo. All other sweatshirts shall not be worn.**

### **Additional Dress Code Items**

- Shoes must be worn at all times.
- Flip-flops may be worn.
- Single Ear Piercing is permitted for girls, however all other body piercing is forbidden.
- No choke chains, wallet chains, dog collars, studs or spikes may be worn.
- Sunglasses are acceptable outside only, and are not to be worn in classroom or adjoining buildings.
- Hair should be clean and combed. Avoid extreme or questionable hairstyles or colors.
  - All hair color must be of a natural color.

- **Boys- hair must be cut to a length that it does not extend beyond the eyebrows in front or beyond the top of the collar on the sides or in back or if the hair extends beyond the eyebrows in front, it must be tied back out of the eyes and face.**
- **Girls- hair must be tied back from the face with the appropriate hair accessories.**
- Hats may only be worn to and from school, not during the school day. Hats must be removed during flag salute and prayer.
- P.E. uniforms should be worn for P.E. activities, unless otherwise directed.
- **Clothing must be worn without tears, holes or frays.**
- **Undershirts must be navy or white and may not extended below the uniform shirt (i.e. must be tucked in).**
- **Leggings must be navy or white.**
- **No tattoos including temporary tattoos.**

### **Special Dress Days**

During special dress day students must still adhere to principles of modesty and neatness. Tank tops should not be worn, underclothing should not show, pants waistline must fall at the waist and not below, skirt length must extend below fingertips when arms are extended at student's side. This dress code is not all-inclusive. The Administration of RCCS reserves the right to make the final decision in these matters at their discretion. ANY situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code.

### **Dress Code Violations**

Parents will be notified of each dress code violation and of the appropriate disciplinary action taken. When possible a child will be allowed to borrow clothing to allow them to return to class. If this is not possible a child may be held out of class until a parent can come to school to remedy the situation. In the event of a hair cut violation, a student will be given a warning, with 5 days to remedy the offense. If the offense is not corrected within 5 days, or in the event of a hair color violation, the student will not be allowed to return to class and shall serve in school suspensions until corrected.

### **Jackets and Accessories**

For comfort students may wear navy or gray sweatshirts or sweaters as provided by Dennis Uniforms in class. All other jacket and or outer wear must remain in student lockers during the school day.

### **PE Uniform**

RCCHS sanctioned PE uniforms distributed by Dennis Uniforms must be worn during each day in PE. Appropriate footwear in the form of athletic shoes must be worn at all times. Failure to dress in the appropriate PE attire will result in the lowering of the students grade.

### **Hair and Makeup**

Although it is not the intent of RCHS to create an atmosphere of legalism, it is considered both appropriate and important for students to understand proper appearance and decorum in the school environment, including the importance of neatness and proper hygiene, modesty and respect. In keeping with this philosophy, the following policies must be adhered to:

- Make-up is allowed for girls only, but must be kept modest and subtle not intending to draw attention.
- Girl's hair must be neat and clean and tied back from the face.
- Boy's hair must be neat and clean, cut to a length so that it does not extend beyond the top of the collar in back and past the eyebrows in front.

### **Body Piercing**

Girls may wear pierced earrings, one pair only. Anything other form of body piercing including nose, lip, tongue, belly button, etc. is forbidden.

### **Parent Responsibilities**

The school's Parent Participation Program is designed to actively involve parents in the education of their child(ren), build a strong community, and provide an incentive for parents to contribute to the operation of the school. Parents are encouraged to serve 20 participation hours per year, per family. A variety of opportunities are available for parents to serve their hours including participation in the parent organizations. The RCCS Parent Group meets monthly and serves as the communication and coordinating group for a variety of programs and activities. The parent group has elected officers and they meet on a regular basis. An open invitation is extended to parents who would be willing to serve or help. For information on how you can be involved, contact your school administrator. When helping at school, parents are asked to sign in at the appropriate school office. We also ask that parents not bring their other children when they are serving their participation hours or working on campus.

### **Work Permits**

Students who wish to secure a work permit may pick up forms and instructions in the school office.

### **Make-Up Work**

When an excused absence occurs, the student is responsible for any classwork missed and must arrange with the teacher to make up assignments, tests, or quizzes. All make-up work must be returned within a time period equal to the length of the absence. For example, for a one-day absence, make-up work is due back within 24 hours (i.e. the day the student returns to class).

### **Extracurricular Activities**

#### **STANDARDS OF ELIGIBILITY**

For the privilege of participating in co-curricular activities, a student must maintain a 2.0 total GPA and no more than one "F." Eligibility includes, but is not limited to, athletics, Student Government, drama productions, and cheerleading. Eligibility reports are taken from the following grading periods: First Quarter, First Semester, Third Quarter, Second Semester. Eligibility is based on the last grading period preceding the co-curricular activity. A student who is ineligible is not prohibited from attending co-curricular activities such as athletic events, drama productions, dances, etc. If it becomes necessary to fill a vacated position due to ineligibility, it is possible the student may not resume the same position when they regain their eligible status. Final decisions on reinstatement will be made at the discretion of the

faculty advisor, coach, Athletic Director, Principal, or Superintendent. *Students under suspension are not allowed to participate in co-curricular activities and are not allowed on campus.*

### **Philosophy of Athletics**

Participation in the athletic program at RCCS is an integral part of the total educational program. Physical activity and athletic competition enhance the physical, mental, and spiritual development of young people. Students participating in High School athletics are charged an athletic fee of \$100.00 per sport. Student athletes must adhere to the guidelines in the Athletic Handbook and the CIF Code of Conduct.

RCCS Athletic Department offers the following competitive sports programs for boys and girls:

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### **ACADEMIC ELIGIBILITY**

Student athletes must maintain a GPA of 2.0 or above to remain eligible for athletics competition (CIF rule). Athletic eligibility will be assessed at the close of each quarter grading period.

### **BEHAVIORAL ELIGIBILITY**

Students must maintain the highest standard of behavior in and out of the classroom. Student athletes who receive a detention will suffer one day suspension from the team, (which may also result in additional consequences, depending on the team). A student who is suspended from school will face a five day suspension from their team. Two behavioral suspensions during the same season will result in a player being dismissed from the team.

### **Steroid/Performance Enhancing Supplement Policy**

RCCS recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the School's drug prevention and intervention efforts, the administration, faculty and staff shall take reasonable steps to work with parents to prevent students from using steroids or other performance enhancing supplements. Students participating in interscholastic athletics are prohibited from using steroids or any other performance-enhancing supplement. Before participating in interscholastic athletics, a student athlete and his/her parents/guardian shall sign an Agreement that the student athlete shall not use steroids, unless the student has a written prescription from a fully licensed physician, as recognized by the American Medical Association, to treat a medical condition. A student who is found to have violated the Agreement or this Policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with School policy. Coaches and/or other qualified persons shall educate students about the School's prohibition and the dangers of using steroids and other performance-enhancing supplements. Students in violation of the steroid/performance enhancing supplement policy shall be subject to disciplinary action. Upon a finding of policy violation, the athlete will be given the opportunity to be reinstated in the athletic program provided they can produce acceptable proof that their system is clear of any steroids and performance enhancing supplements. RCCS is a zero tolerance facility. No person including school personnel and coaches, shall distribute, or promote to students any drug or performance-enhancing dietary supplements that promote muscle building. School personnel and coaches may provide only nonmuscle building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes. Permissible nonmuscle-building nutritional supplements are limited according to the following classes: over the counter RCCS pre-approved carbohydrate/electrolyte drinks and energy bars. School personnel, including coaches, shall follow the manufacturer's recommendations when discussing the use of any drug or food supplement with a student athlete. In order to minimize the health and safety risks to student athletes, RCCS personnel shall not supply or

recommend any drug, medication, or food supplement to enhance an athlete's performance. The following warning shall be printed in 10-point bold type, and shall be posted in the locker room of the middle and senior high schools and shall be contained in any contracts for the lease or rental of the School's athletic facilities (Civil Code 1812.97):

**Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.**

RCCS does not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students. Students and parents of students involved in athletics will be asked to sign an "Agreement for Student Athlete and Parent/Guardian Regarding Use of Steroids/Performance Enhancing Supplements."

### **Athletics and PE credit**

Students are required to complete two full years of PE credit for graduation. Participation in athletics can provide one year of credit for every two seasons of sport in which the athlete competes.

### **Athletic Awards**

At the conclusion of each sport season, an awards program will be held to honor participating athletes.

#### ***Eagle Award***

The highest award given to one member of each sporting team for exhibiting best qualities of a student athlete including: coachability, team spirit, work ethic, Christian character and sportsmanship.

#### ***Sportsman and Sportswoman of the Year***

This award is given to the top male and female athlete at RCCS. Athletes are judged on their Christian example on and off the playing field, effort in games and practices, leadership, dependability, diligence, and self-control. Preference will be given to seniors and to athletes who have lettered in two or more sports. The names of the Sportsman and Sportswoman of the Year are inscribed on a perpetual plaque.

#### ***Scholar Athlete Award***

This award is given to the athlete whom the coach deems to be giving their best in the classroom as well as on the fields or courts. This award will be presented in a patch to be worn on the letter jacket.

#### ***Varsity Letters***

RCCS believes that each athlete who successfully completes a season on the Varsity level should earn a letter. We stress participation in sports. An athlete who works hard in practice, striving to give his/her best, deserves letter recognition. The Head Coach will determine which athletes "successfully complete" a season and receives a Varsity Letter.

#### ***Other Athletic Awards***

One of the major goals of the Athletic Department is to develop character traits in our athletes that will make them more successful individuals and allow them to become more conformed to the image of Jesus Christ. Various character awards are presented to student athletes who, in

their lives, have demonstrated character qualities which have encouraged their peers and who support the Eagle philosophy of athletics.

These awards include the following:

- Hustle Award—100% effort in games and practice
- Coachable Award—Teachable – does what he/she is told
- Leadership Award—An example to teammates by action and word
- Dependable Award—Consistent, not moody
- Self-Control Award—Doesn't let mistakes by teammates or officials compromise behavior and attitude
- Diligence Award—Works hard until a skill is mastered

### **Clubs**

The club experience is intended to help students develop social skills, leadership, and an opportunity for involvement beyond the classroom. If students are interested in forming a club, see the Dean for instructions. A Club Rush Day is held in the fall.

### **Chapel**

Chapel is held regularly in each division and students are required to attend. Chapel time is a special and reverent time during the busy school week. It is a time set apart for worship and reflection. The services are nondenominational and support the school's Mission and Purpose of challenging students to know Jesus Christ as Lord, love others as themselves, grow in knowledge and skill, and to serve the Lord through their character and leadership. Chapel services include prayer, singing, a speaker, and occasional special programs. Parents and guests are welcome and encouraged to attend. Students and guests are expected to conduct themselves in a respectful manner.

### **Service Hours**

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In order to encourage each student to develop a sense of how he/she can meet the needs of people in the community, ten hours of Christian Service are required for each year, grades 9, and 10 and twenty hours of Christian service are required for each year grades 11 and 12.

Completion of Christian Service Hours will be noted on the transcript. Seniors must complete their service hours before receiving their diploma. Information on suggested service projects are available through the High School Office. Transfer students may graduate under modified Bible requirements depending on the grade level at which they entered RCCS. All classes taken outside RCCS must receive prior approval from the Academic Review Committee.

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### **Church Attendance**

Students are not required to attend Rancho Community Church in order to enroll in RCHS. However, regular church attendance in a local church is strongly encouraged for all students and families.

### **CAMPUS/OFFICE HOURS**

Administration Office 7:30 a.m. - 4:00 p.m.

Homework Room 7:00 a.m. - 4:00 p.m.

You may leave voice mail messages 24 hours a day!

To help improve the safety and protection of our campus, please note that our campus will be inaccessible during the evenings and on weekends (except for special school activities).

### **Field Trips**

Field Trips essential part of any academic program. Field trips do incur costs and are paid through an individual charge for each event. The cost of the field trip will often include the cost of transportation and the cost of any required admission. Field trips can range from attending regional art and history museums, nature adventures, or trips abroad.

At the beginning of each year students will participate in an all school retreat. This retreat is intended to develop a sense of Christian community and encourage spiritual growth amongst all of the students.

### **College Visits**

Students are allowed five excused absences for college visits during their senior year. A prearranged absence form must be completed for each visit. (Available in the School Office)

### **Student Withdrawal**

1. Parent must notify the school office **in writing immediately** if the student is withdrawing from RCHS.
2. An exit interview (either in person or via the telephone) should then be scheduled with the school Principal, Director of Admissions, or Superintendent to discuss the reason for leaving.
3. The student's books including the digital reader must be turned into High School Office (grades 9-12) on the same day as the exit interview.
4. The withdrawal paperwork will be prepared by the school secretary. The parent must go to the Business Office to pay any tuition and/or outstanding charges.
5. After clearance by the Business Office, RCCS will provide a copy of the completed Student Withdrawal Report directly to the parent. RCCS will only deliver the completed document to a parent or legal guardian. If the grades are in progress and are not available at that time, the school secretary will notify the parent when grades are available.
6. In the event the student seeks to withdraw from RCHS while a disciplinary action is in place or pending, the Student Withdrawal Report shall be deemed an Interim Report, pending the outcome of the discipline. RCHS will forward the Interim Report, as well as the Final Report to the student's new school. Withdrawal of a student pending disciplinary action will not prevent RCHS from proceeding with the pending disciplinary action.
7. In the event an outstanding balance is due at the time of student's withdrawal for miscellaneous charges, including unreturned or damaged books and school equipment, the school may withhold student's grades and transcript and notify the student's new school of the outstanding charges due.

### **Fundraising**

Tuition and fees provide only a portion of the total cost required to educate a student at RCCS. As is the case with most private schools and colleges, this revenue shortfall must be made up by gifts and contributions. RCC and RCCS conducts an Annual Benefit Auction and various other activities and events to achieve the school's revenue requirements. The RCCS PTF is a parent group of Elementary and Middle School Parents that raise funds to directly benefit the students at RCCS. The Booster Club is a parent organization that raises funds for the high school athletic programs and Fine Arts. In addition, proceeds from the SCRIP Program and various other student and parent fundraising activities conducted

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by the RCCS PTF, Booster Club, etc. all go to support the school's programs. **All proposed fund raising activities must be submitted to the Development Office for approval prior to implementation.**

### **Homeschool Programs**

The Home School program for High School has been established to give assistance and guidance to parents who desire a special educational partnership between home and school. The programs combine a home-based education with professional instruction, school resources, special programs, and opportunities for interaction that can be provided by RCCS. As part of the admissions process, the parent/guardian must sign a home school agreement stating that (a) the parent/guardian assumes full responsibility for teaching and supervising the student's learning. Students enrolled in the Homeschool Program may choose to enroll in individual courses as a part-time student. Homeschool students may also participate in extra-curricular activities and chapel. Please see the Homeschool Brochure for detailed information.

### **School Philosophy**

#### **History**

In 1968, seven farmers living in the rural Rancho California valley made a decision to build a little Chapel on a hill, and Rancho Community Church was born. Since these early beginnings, Rancho Community Church has faithfully served this community (now the Temecula/Murrieta Valley) -- by loving people, teaching God's word, developing a positive community, building strong families, and helping parents train up children. We serve children and families when we build a solid foundation of character, faith, love, leadership, and quality academics through the ministries of our schools.

In 1984, Rancho Community Church opened the valley's first preschool, Sonshine Preschool, and through this ministry, thousands of students have been nurtured in a warm, caring environment, preparing our youngest treasures for elementary school and beyond. In 1993, at the urging of our preschool parents, the elementary school opened and in 1999 the middle school. Recently, our Board made the decision to pursue opening a high school as early as September 2008, so those in 6<sup>th</sup> grade in 2005-6 will likely have the opportunity to be the first graduating class of Rancho Christian High School.

Beginning with the fall of 2005, the church and school moved to the present campus on Temecula Parkway (Highway 79 South). The forty acre campus along with 80,000 square feet of buildings now houses our church, preschool and K-8 programs.

#### **Historical Background**

Between 1837 and 1848 Horace Mann wrote a series of letters to the Board of Education of the state of Massachusetts. These letters became a part of Mann's legacy and today he is often credited with being the father of public education in America, a common school for all. It might seem strange, therefore, to find within the pages of these letters a framework for private Christian school education. At some point, education in western society stopped being a thoroughly Christian endeavor and became secular. Mann wrote the following: "Those who knowingly withhold sustenance from a newborn baby commit infanticide. And by the same reasoning, they who refuse to enlighten the intellect of the rising generation are guilty of degrading the human race. They, who refuse to train up children in the way they should go, are training up incendiaries and madmen to destroy property and life, and to invade and pollute the sanctuaries of society!" These were very strong words, a common attribute of Mann's writings. Before you begin to think that it was mere coincidence that Mann quoted scripture to make his point, think again. Mann was convinced of the importance and necessity of Bible education. In fact, when questioned about it, he argued vigorously that the common school must remain essentially Christian with the Bible at the core of the curriculum.

Beginning with the Scopes trial of 1925, public schools became the focal point of a debate over the role of school prayer and Bible education that lasted well into the 1960s until finally the Bible was removed from public instruction. It is probably no coincidence that the removal of the Bible and prayer from American schools paralleled

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a steady decline in American education and falling test scores that continues today. The growth of Christian school education over the past 50 years has primarily been a reaction to the removal of the Bible from schools as well as a return to the common school envisioned by Mann. Why did Horace Mann feel so strongly that Bible education was a “necessity of social existence” and even more, believed that “training a child in the way he should go” comes with a promise?

Recent research in education shows that one of the primary keys to student success in school is a healthy, nurturing, stable home. When the Bible was removed from schools it was also removed from society. The pattern of self-less love, moral conviction, purity, and integrity contained within the pages of scripture have been lost to generations. Not only may we soon see the fulfillment of prophecy as described by Mann “a community without a conscience will soon extinguish itself”, but today’s generation of youth is faced with the pain of dysfunctional families and the influence of immorality in society with little or no help. Where are they supposed to find answers to their feelings of abandonment and despair? Where will they find acceptance? How will they know to do what is right? How are they to know that they are not alone?

### **Moral Education and Society**

In the middle of the 19<sup>th</sup> century the authority of the Bible began to be questioned all over Europe as liberalism began to take its root in western society. As a result the church began to falter all over Europe until now more than a century later less than 5% of the population of Europe are evangelical Christians. In America the rise of fundamentalism stemmed the tide of liberalism, at least for a time. Central to the fundamentalist tradition was the inerrancy and absolute authority of the Word of God. Today, for the most part, conservative evangelical Christians are the offspring of the fundamentalist movement of the 19<sup>th</sup> century.

In the mid twentieth century, liberalism began to take hold in America, especially in the east. Before long, the Bible was removed from public life under the guise of separation of church and state. Soon it was no longer “politically correct” to view the Bible as a rule and guide for life and by the 1960s the Bible was removed from public education entirely. Today in America, we have a generation of adults who no longer reveres the Word of God, nor believe in its truth.

The Christian school is a necessary response by the Christian community to again claim the responsibility for training children in the Truth. Any education apart from the Word of God, neglects what is true, and what is right. All truth comes from God, and as He grants us wisdom and understanding, this same truth eventually leads us back to Him. Justin the Martyr expressed so eloquently in his *First Apology* during the second century, that the soul purpose of philosophy is to know what is true about God. To pursue truth is to pursue God.

Education is more than an accumulation of knowledge and skills enabling us to pursue a career and or life style that will bring us contentment, wealth and happiness. Education is about growth. It changes a person, it builds character, it affects the way we see the world around us. Education that is integrated with the Word of God is all about bringing us to a place of knowing God better. Knowing God is the primary directive for every Christian and therefore the cornerstone of sound Christian education.

Teaching children to know God is more than just relating the stories of the Bible. True integration of the Bible into the Christian school means that it becomes the framework for how we live, think, and love. This is the advantage of the Christian school. We have the freedom to use the Bible as the standard for teaching our children important values and life principles. Today public schools are struggling to teach values and morality because they have no standard. Without the Word of God, what becomes the standard of right and wrong? Is it relativism, humanism, or naturalism? None of these provides a working standard. This is what Mann was describing when he wrote of a society “without a conscience.” In the end it is destined for destruction.

Consider the important values that are basic to the gospel message of Christ. The Gospel (along with the rest of the New Testament) directs us to love one another and to put the interests of others above our own selfish ambition. The gospel directs us to pursue truth, nobility, and righteousness in all things. The gospel directs us to respect and obey any authority over us. The gospel directs us to be honest and to work at everything with our whole heart. Each of these directives becomes central to the philosophy and operation of a Christian school.

### **Academic Excellence**

In Colossians chapter 3 the apostle Paul writes, “Whatever you do whether in word or deed, do all in the name of the Lord Jesus... and whatever you do work at it with your whole heart as work done to please God, not to please men.” God is not pleased with mediocrity. It is not enough for a school to be content with providing a safe and healthy environment. A Christian school needs to strive for excellence in all things whether it is training a child intellectually, emotionally, physically, morally or spiritually.

Recent studies show that students enrolled in ACSI member schools generally score 1.5 to 2 grade level equivalents above their counterparts in public schools on national standardized tests. This is a strong testimony to the success that Christian schools are currently experiencing, but is it enough? As mentioned before, one of the keys to student success in school is a nurturing home life. Students in Christian schools, who come from stable homes on average, demonstrate better student performance. Is this enough to account for the strong disparity in test scores between public and private education? Are there other advantages of private Christian school education?

As students climb the ladder of cognitive development as described by Piaget, they need to grow in areas of self-discipline, initiative, creativity and work ethic as well. The strength of these attributes in any individual is usually driven by a sense of ownership and maturity. This maintains the balance between the intellectual development and emotional development. Each individual matures emotionally and intellectually at a unique rate; however, this does not mean that the growth cannot be accelerated. The acceleration of this growth is strongly tied to the individual’s spiritual development.

“Academic excellence must not be construed only to mean producing future collegians or to having all students test two years above national norms. If we truly believe that each child is individually gifted by God, then academic excellence will be defined as a program which helps each child reach his individual maximum, which may or may not be two years above national norms” (Philosophy of Christian Schools, ACSI). Academic excellence will be measured by how a student is stretched and challenged to the highest potential, while at the same time directed toward recognition of personal giftedness. The mission of the Christian school is to provide a high quality academic program that assists young men and women toward a balance of rigorous intellectual competence, healthy personal development, and strong Christian commitments. Studies show that the number one desire of parents is to have their child attend a school where they feel comfortable and happy. However, this is not our intent, for even though we desire that each child discover what it means to know happiness and peace, we know that this is accomplished by stretching and challenging them and in fact making them feel very uncomfortable.

### ***Christus Primatum Tenens***

Roughly translated this phrase means “Christ first always.” This reminds us of the words of Paul in the letter to the Philippians when he wrote “to live is Christ, to die is gain.” To Paul, Christ was and is everything. Regardless of our life pursuit, Christ is preeminent. In Christ everything else finds meaning. There is a strong connection between these words and what Paul wrote later in Philippians 4, “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think on these things.” In Christ we come to know what is right, what is true, what is praiseworthy, what is excellent.

Imagine the importance of putting Christ first in everything and how it applies to “training a child in the way that he should go.” It all begins with the Lordship of Christ. How do we begin training a child to obey parents and teachers if we do not first establish the importance of obedience to God? In the same respect excellence in education is all about Christ. Would Christ have us be only mediocre? If Christian school students are improperly trained either to meet the demands of higher education or to contribute to society, would it be honoring to God?

### **Spiritual Nurturing**

The Christian school is an arm of both the church and Christian home. As such, implied in its mission is the desire to see each student come to a saving knowledge of Jesus Christ. However, the Christian school provides a special role in the spiritual growth and discipleship of the student as well. With Biblical integration across the curriculum, students are provided with an opportunity to grow in their depth of understanding of their personal faith and development of a Christian world view.

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Although students may come to know Christ by what they hear and learn in the classroom, the objectives of the classroom are not primarily evangelistic, but instead educational. Educational objectives are measurable and personal faith in Christ (a true heart felt commitment) is something the church or Christian educator refrains from attempting to measure. In the Christian school classroom, whether the child is a Christian or non-Christian the educational objective is the same. The goal is to take the student down a path to discovering what it means to be a Christian, to grow in knowledge and skill, to develop a Christian world view, and to adopt habits and lifestyle that are consistent with this world view. For the non-Christian student it is a journey of exploration that hopefully will lead to a moment of conversion, but in the very least will provide the student with Biblically sound life skills, that will encourage him to become a positive contributor to society. For the Christian student it is a journey of discipleship and spiritual growth that will leave the student thoroughly equipped to not only serve society with knowledge and skill, but to live as salt and light in a darkened world that needs a savior.

### **A Christian Faculty**

At the heart of the Christian school are the faculty and staff. It is essential that every member of the faculty, administration and staff be thoroughly equipped both academically and spiritually. The strength of the Christian school will be found in the level of expertise, professionalism, passion and personal Christian faith of the faculty. It is an unhealthy philosophy which allows any of these areas to be compromised in the hiring of Christian school faculty.

Christian school teachers are amongst the most sacrificial and giving individuals within the Christian community. Despite their level of sacrifice and commitment, it would be harmful to the effectiveness of a Christian school to place an individual in a position where they are asked to perform a task that is beyond their level of training and expertise. At the same time it is just as harmful to both the school and community to ask the teacher to make sacrifices that represent an economic hardship. Either of these scenarios will result in faculty who are overwhelmed, anxious, stressed, and even spiritually empty.

The Christian school teacher is to be above reproach, committed in their personal faith and actively participating in the ministry of the local church. The Christian school is not a substitute for the church in the personal walk and growth of the teacher. The church is there to provide spiritual sustenance and nourishment in the same way the teacher provides it for the student. Horace Mann wrote “no teacher should be allowed to cross the threshold of the classroom who is not clothed, from the crown of his head to the sole of his foot in garments of virtue, ... pure tastes, good manners, and exemplary morals.” These standards of lifestyle require a teacher to be committed to personal spiritual growth and a depth of knowledge and understanding of the Word of God.

Teachers are students first. Teachers should never view themselves as a completed vessel. They are lifelong learners on a journey of growth and discovery. The joys of this journey are fans that feed the flames of their passions to teach. Teachers need to partner with students, walk alongside, open doors to new discoveries, never surprised to learn something new along the way.

Hopefully, every Christian school administrator has to come to the realization that a school can only be as strong as its faculty. Too often administrators are struggling to hold on to authority when what they need to do is let it go. The Biblical perspective on positional authority has already been established for every believer. It is not something that has to be claimed, Christ has already claimed it. The administrator has authority granted by Christ, what is needed is an attitude of servanthood. The Christian school administrator needs to discover what is necessary to empower the faculty, to build them up, to help them to get better at what they do. This requires constant support in all areas including: finances, facilities and resources, professional training, and spiritual training. The effectiveness of an administrator to correct, train, even rebuke when necessary, begins and ends with his ability to provide support, encouragement, sensitivity and love.

### **Effectiveness**

“Young men and women who are products of Christian schooling will mature to loving God with their whole heart, mind and soul; growing in wisdom and stature; living in the world as salt and light; and giving sacrificially of themselves and their resources, reflecting the essence and love of the Christ who lives and dwells within them” (Smitherman, ACSI). This is an awesome task set before us. The effective Christian school requires several dynamics to accomplish this: 1) A guaranteed and viable curriculum that sets the instructional course with a

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documented scope and sequence clearly tied to the mission and objectives of the school; 2) A committed Christian faculty, who themselves are lifelong learners, who are professionally equipped, who know what is to be taught, to what level and to what ends; 3) An administration who upholds the mission and vision of the school in all matters of decision making, who support and serve the teachers by empowering them to be better tomorrow than what they are today and who seeks to partner with parents in the process of training each child; and 4) Parents who understand and support the school mission, who trust the administration and faculty as trained professionals equipped to accomplish the mission, and who seek help in reinforcing the Biblical values of the school when necessary.

**Philosophy of Bible Instruction in a Multi-denominational Community**

Rancho Christian School is a ministry of Rancho Community Church, a member church of the Reformed Church of America. As such, the school has adopted a statement of faith that is consistent with reformed traditions, being consistent with the statements found in the Apostles' Creed. However, it is understood from our admissions philosophy and policies that students admitted to the school come from a variety of church backgrounds, including the various protestant denominations, American evangelical denominations, charismatic or Pentecostal denominations, as well as the Catholic Church. It is also understood that there may be students admitted to the school of different faiths other than orthodox Christianity.

The statement of faith establishes the basic framework of doctrinal teaching contained within the school curriculum. It is believed that this statement provides a summary of those fundamental teachings consistent within all of orthodox Christianity. As such these fundamental teachings are taught with conviction to be true. At no time will the teaching faculty waiver on these fundamental teachings.

Aside from these fundamental teachings found within the statement of faith it is understood that there are a number of peripheral doctrines within the Christian Church, and that there is a difference of opinion amongst the various denominations of the church as to the teaching of these doctrines. Examples of these peripheral doctrines might include: the role of free-will as discussed by Calvinism and Arminianism; the gift of speaking in tongues as described by the Charismatic and Pentecostal traditions; doctrines concerning the sacraments and ordinances; doctrines of eschatology; traditions of worship and lifestyle; etc. These teachings and many others are clearly defined within the Reformed tradition; however, because RCS seeks to provide training to children who come from a variety of traditions, it has adopted the following principles for Bible instruction:

1. The doctrines as described by the Statement of Faith, shall be taught with conviction as truth, and supported by all faculty and staff.
2. Any peripheral doctrines not described specifically in the Statement of Faith shall be discussed openly and respectfully in class. All positions will be presented fairly without intent to indoctrinate the student.
3. It will not be the intended goal of the Bible curriculum or instructor to settle disagreement of opposing viewpoints, but instead to provide students with the tools to seek further study and find answers to difficult questions. In all things the student will be encouraged to view the Bible as the final rule and guide for knowing what is true.
4. Clear distinctions will be made between what is considered orthodox Christian teachings, and unorthodox teachings offered by both cults and other world religions.
5. Although Christians vary in their views of Christian lifestyle, we believe that there are specific moral directives that are Biblically founded including obedience to the Ten Commandments, and a lifestyle of integrity, temperance and purity.
6. During discussion, students will be encouraged to offer opinions and insight, and each student will be treated with respect and integrity.

The teaching faculty are not required to be members of Rancho Community Church or the Reformed Church of America, and therefore shall come from a variety of church backgrounds. At all times, they will be asked to moderate discussion with fairness and openness. They will also be encouraged to make clear to the students when they are expressing opinions that have originated with their own heritage, personal study and reflection, and that these opinions may or may not be consistent with the teachings of RCC or the RCA.

In keeping with the mission of the school, the Bible curriculum and instruction will strive to provide students with knowledge and understanding of the Word of God, so that they may remain committed in their faith, and so they may be equipped to continue in a life of personal growth. To accomplish this, the curriculum will emphasize the

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following core objectives at each level of education from preschool through high school:

Each student will be challenged to know and understand:

1. The Bible is the Word of God, fully inspired, inerrant and infallible.
2. God is the creator of all that we call the universe.
3. God is completely sovereign and directly involved in the lives of men.
4. Man was created to have fellowship with God.
5. Sin and the resulting separation from God entered the world as a result of the fall, one man's sin.
6. Jesus Christ is God incarnate, fully God and fully man.
7. Redemption comes as a gift of grace through the sacrificial offering of Christ.
8. We have hope, in that our salvation is in Christ, and we shall inherit eternal life as a result of Christ's death and resurrection.

\*Note: For more information see "Philosophy of Bible Education," a document available from the Bible Department.

### **A Christian Philosophy of Science Education**

A philosophy of science education examines questions of the nature of scientific truth, the methods used in the gathering of evidence and the formulation of theories or laws, the premises or biases that might influence the way we view science, and even the relationship between faith and science. The way we view science and the way we do science is influenced by what we know of the Bible and what we believe about God.

### **God is the Creator of the Universe**

Fundamentally all Christians, including Christian scientists, must believe that God is the creator of the universe. For "since what may be known about God is plain to them, because God has made it plain to them. For since the creation of the world God's invisible qualities-his eternal power and divine nature-have been clearly seen, being understood from what has been made." (Romans 1) This simple truth, God is the creator, is central to the Christian faith, and should always be the cornerstone of scientific education in the Christian school.

Scientists are human. As every other human they are subject to the fall, for like everyone else they have inherited sin since the time of Adam. As a result, like every other man, scientists are vulnerable to sin and the failures it brings. Scientists are not perfectly moral, but in fact can be motivated by selfish desires. Scientists are not purely objective, like everyone else, they can be affected by personal bias and prejudice shaped by a lifetime of experience. This means that science is in fact held hostage to man's humanity and the fall.

Theories regarding the origin of the universe and the origin of life are often seen as controversial and in conflict with religion. This is because these theories strike right at the heart of the belief in a creator God. At the same time there are a variety of viewpoints within the Christian scientific community with regard to the interpretation of Genesis 1 and the question of origins. Accepting that this wide range of viewpoints does exist, the faculty of Rancho Christian School(s) will openly teach and discuss each and every viewpoint with regard to the question of origins without attempting to indoctrinate, except for the fundamental doctrines, which all Christians must hold to, that God is the creator of the Universe, all things have been created by Him, and He holds all things together in heaven and earth by His sovereign hand. To state it further, the faculty of Rancho Christian School(s) shall support the following core values in their science instruction:

1. God is the creator of the universe.
2. God is sovereign and is actively involved in the physical world.
3. Science is an investigation of the workings of creation.
4. The primary goal of the Christian scientist is to glorify God as the creator of the universe.
5. The primary goal of the Christian science student is to know God through creation.
6. Scientific truth gives us glimpses of God but is bound up in the limits of mathematical probabilities and can be influenced by human bias and prejudice.
7. Naturalism is a philosophy that is in direct conflict with Christianity since it espouses that nature is all there is; therefore, there is no God.

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8. Naturalism is supported by the theories of evolution and spontaneous generation, since they both argue origin of life and of the species by only natural processes.
9. Any and all scientific theories shall be discussed openly, with freedom to explore all viewpoints.
10. Students shall be encouraged to examine all viewpoints in light of the fundamental teachings of orthodox Christianity. (For further reading see the expanded version of the “Christian Philosophy of Science Instruction” on Edline as well as “Origins: A Supplement to Life Science” and “Beginnings: A Supplement to Earth Science” available through the science department)

**A Mission of Growing Servants of Jesus Christ**

Consider the important values that are basic to the gospel message of Christ. The gospel (along with the rest of the New Testament) directs us to love one another, and to put the interests of others above our own selfish ambition. The gospel directs us to pursue truth, nobility and righteousness in all things. The gospel directs us to respect and obey any authority over us. The gospel directs us to be honest and to work at everything with our whole heart. Each of these directives becomes central to the philosophy and operation of a Christian school.

“Young men and woman who are products of Christian schooling, will mature to loving God with their whole heart, mind, and soul; growing in wisdom and stature; living in the world as salt and light; and giving sacrificially of themselves and their resources, reflecting the essence and love of the Christ who lives and dwells within them” (Smitherman, ACIS) .

**Christian Liberal Arts Education**

The purpose of the Christian liberal arts education is to create the good man, a man of virtue, a man of good tastes, a man who is both interesting and interested. C.S. Lewis in his book *The Abolition of Man*, would describe this as creating “men with chests.” This is necessary, for it is the chest, not the head, which controls the appetites of the stomach.

**Developing Thinking, Articulate Students**

Christian liberal arts education connects methodology to the level of cognitive development of the child. It begins with the accumulation of knowledge by repetition and practice in the grammar stage continuing with the development of critical thinking through the early adolescent (dialectic) stage and culminating with building skills to articulate and express ideas during the late adolescent (rhetoric) stage.

**Developing Lifelong Learners**

“The sole true end of education is simply this: to teach men how to learn for themselves; and whatever instruction fails to do this is effort spent in vain. For the tools of learning are the same, in any and every subject; and the person who knows how to use them will, at any age, get the mastery of a new subject in half the time and with a quarter of the effort expended by the person who has not the tools at his command. To learn six subjects without remembering how they were learnt does nothing to ease the approach to a seventh; to have learnt and remembered the art of learning makes the approach to every subject an open door” (Dorothy Sayers).

At every level the students shall be challenged with problem solving, extensive reading lists and writing assignments. The difference is clear when students are taken beyond conventionally taught subjects and asked to apply their knowledge through logic and clear expression. The objective is to form students who are passionate about learning.

**Complete Integration**

In the Christian liberal arts model, subjects are not thought of as individual compartments, but connected disciplines relating to each other. Not only is the Bible integrated into each discipline, but connections are made between Literature, History, Art, Music, Science, and Mathematics. Teaching styles range from the didactic method (lecture) toward the Socratic method (discussion) as children move through the levels of the classical Trivium from grammar to rhetoric stages.

For education to be effective, it must go beyond conveying fact. Truly effective education cultivates thinking and articulate students who are able to develop facts into arguments and convey those arguments clearly and persuasively.

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**Traditions**

**School Verse**                    *“They that wait upon the Lord shall renew their strength, they shall mount up with wings as eagles; they shall run and not be weary; they shall walk, and not faint.” (Isaiah 40:31).*

**School Colors**                    Blue and Gold

**School Mascot**    Eagle

**Statement of Faith**

**We believe** in one God, who is our Heavenly Father, who made all things and rules over all in wisdom, righteousness, and love. We believe that this one living and true God is a Trinity of persons: the Father, the Son, and the Holy Spirit.

**We believe** that man was originally created in the image of God. As he came forth from the hand of the Creator, he was truly righteous and holy. By a free act, man rebelled against God's rule, and by this rebellion, separated himself from God who is the source of all life. We believe that sin is rebellion against God. Whenever we break God's holy laws we sin against Him. Since sin cuts one off from fellowship with God, who alone is the source of life, it can finally lead only to eternal death.

**We believe** that "God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life" (John 3:16). We believe that the Eternal Son of God became man for us men and our salvation, and that He is forever the Son of God and Son of Man, in one Divine Person. We believe our Lord Jesus Christ was born of the Virgin Mary, that He lived a perfect and holy life, and that He died on the cross to bear the sin and guilt of His people. We believe that this same Lord Jesus Christ arose from the dead, and is even now reigning at God's throne in Heaven.

**We believe** that by faith we have applied to our hearts all the benefits which Christ merited for us on Calvary's cross. We believe that by a living faith in the Savior our sins are forgiven us by God, and the perfect righteousness of Christ Jesus is declared to be ours.

**We believe** that everything we receive, including our faith and salvation, is due only to the grace of God. By “grace” we mean God's unmerited favor toward us; God blesses us because of what He is, rather than what we are. This marvelous truth forever cuts off all grounds for human pride and vain glory.

**We believe** that we are saved from sin and condemnation by God's grace, through faith alone. Faith, however, is never without good works. As Christians, we are called upon to pattern our lives after the example of the Lord Jesus Christ. These good works can never become a source of pride, as though God has saved us because we are better than other men, for these very works also are the result of God's grace in our lives.

**We believe** that the church is the special possession of the Son of God, who in every age and in every place calls people into its fellowship by His Word and Spirit. We believe that all those who by true faith are united to the Savior, are part of His body, the church. We believe that it is the duty of every Christian to unite himself to a worshipping congregation where the true Christian faith, as presented to us by the witness of the Holy Scripture, is proclaimed.

**We believe** that there are but two sacraments, instituted by Christ for the edification, or strengthening of the faith of His followers. The sacraments of Baptism and Holy Communion are signs and seals of God's activity and grace. In Baptism, we receive the mark which sets us apart as belonging to the family of God. The water of Baptism symbolizes the washing away of our sins by the blood of Jesus Christ. The sacrament of Holy Communion presents to us in visible and symbolic form the same Savior who is proclaimed in Holy Scripture. Thus when by faith, we partake of the bread and fruit of the vine, we reaffirm our faith in Jesus Christ.

**We believe** that the same Lord Jesus Christ, who ascended into Heaven, shall one day return as the judge of the living and the dead.

**We believe** that at the return of Christ the dead shall arise, and all men shall receive their just judgment of God.

**We believe** that those who have confessed Christ before men, He will own and confess before God and the holy angels, and receive them into the eternal joys of Heaven.

**We believe** these doctrines are confessed in the Apostles' Creed.

**APOSTLES' CREED**

I believe in God the Father Almighty, Maker of Heaven and earth, and in Jesus Christ, His only Son our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified dead and buried; He descended into Hell. The third day He arose again from the dead; He ascended into Heaven and sitteth on the right hand of God the Father Almighty; From thence He shall come to judge the living and the dead. I believe in the Holy Spirit; the Holy Universal Church; The communion of saints; The forgiveness of sins; The Resurrection of the body; And the life everlasting.  
Amen.

**Resolving Conflict and Communication**

In every school there are a multitude of interpersonal relationships. If Satan can cut off any line of communication, he will score a victory. People end up offending others and being offended themselves because of the gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God. Our goal is to build unity so we can enjoy an atmosphere of the presence of God and to impress to our students and their families His love and power. Our goal is to exalt Jesus Christ and to build His body of believers. In keeping with this goal we ask that each member of the faculty and staff commit to the leadership covenant of Rancho Community Church and Schools.

**Leadership Team Covenant**

- Always speak the truth in love
- Disagree with each other openly but respectfully
- Support, defend and speak well of each other
- Misconduct or offenses will be handled in the spirit of Matthew 18
- We will listen to feedback from each other within our school community without taking it personally, and seek God's direction for implementing change
- We will not entertain gossip (often disguised as "concerns", "prayer requests", "constructive criticisms")
- To avail ourselves to one another in service, prayer, encouragement, support both personally and in one another's ministries
- Fully unite around the decisions of the team – the team's decision is your decision
- We will sharpen each other in our personal growth and ministries, enhancing one another's strengths and minimizing one another's weaknesses
- Forgive one another quickly – hold no grudge
- We are a leadership team in ONE ministry striving together toward ONE vision

If differences between parents or fellow staff members arise it is important to remember that it is not always the Principal's or Vice-Principal's responsibility or place to settle disputes among other people. It is our place to listen and give only good reports about others and to help our staff do the same. This attitude will demonstrate that we have one goal. This is not to build up an administrator or a teacher, but to exalt Jesus Christ and to build His body of believers. If differences or conflict should happen the Matthew 18 principle will apply at our school when it comes to resolving differences and/or conflict.

"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: If he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established." Matt.18:15-16

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1. If you feel you have been offended by someone, pick a time when you can be alone and go to that person in love and honesty to talk with them. Your goal should be to restore and resolve, not accuse.
2. If you are not satisfied that the matter has been resolved then go to the Principal, with another teacher or staff member so he/she can go with you as a witness and to provide objective counsel.
3. If the matter is not resolved after meeting with a third party, then you may have to take the matter to be heard by the superintendent or in some instances the superintendent's panel. (Before going to this step, be sure that you have followed each step of the "Mathew 18 checklist.")
4. The role of Superintendent, Principal, Vice Principal, or any other observer, is to offer objective counsel in resolving any concern or issue. Ultimately the decision of the team must be supported by all. The belief is that the decision of the team provides checks and balances which eliminates personal bias and agendas.

Like anything else in the Christian life, this commitment requires continual vigilance. Remember, a mark of spirituality is not whether we are able to expose the faults of others, but whether we are able to restore and work toward resolution. Unity, security and the knowledge that we are exalting God will be the result of our commitment.

For additional reading see the document "The Matthew 18 Principle: A Guide for Conflict Resolution" as well as "Matthew 18 Checklist" on Edline.