

Racine Christian School Parent Handbook



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Expectations: School, Parents, Students

God has blessed parents with the gift of children and placed the primary responsibility for raising and educating children upon parents. The school is a tool parents use to assist with this task. Racine Christian School envisions the tripod of church, school, and home working together to form a solid base to support a child's development. To properly work together it's important for us to understand what to expect from each other. Please read the following statements about what parents and students can expect of Racine Christian School and what the school expects of students and their families.

What can families expect from Racine Christian School?

1. Racine Christian School will provide a Christ centered and Biblically-based education consistent with our mission statement.
2. Parents and students will be treated with respect and consideration as God's image bearers.
3. Faculty, staff, and administration will do their very best to deliver a high quality education.
4. Upon request, teachers will schedule time to be available to assist students in their work when needed.
5. Administration will schedule time to be available to assist with solving difficulties as they arise upon request.
6. Racine Christian School will work diligently to provide a safe and friendly environment for students to learn and grow.
7. Racine Christian School will aid parents in guiding students to the next level of their education.

What does Racine Christian School expect from parents and guardians?

1. Parents and guardians will support our mission of assisting them to provide their children with a Christ centered and Biblically-based education.
2. Parents and guardians will model their faith while speaking of Racine Christian and conducting themselves in a manner that demonstrates their Christian faith.
3. Parents and guardians will treat teachers and school personnel with the respect and consideration due them as God's image bearers.
4. When questions, conflicts, or disagreements arise, parents and guardians will address the issue with the proper person and with an eye toward resolution and reconciliation.
5. Parents and guardians will encourage and assist their children in their studies and provide an atmosphere where academic success is nurtured.
6. Parents and guardians will stress the importance of good school attendance and punctuality.



7. Parents and guardians will volunteer for school sponsored activities.
8. Parents and guardians will pay tuition in a timely manner.
9. Parents and guardians will regularly use RCS communication tools, including email and electronic grading systems.

What does Racine Christian School expect from students?

1. Students will support the school's mission by consistently giving their best efforts in academic studies, respecting teachers and school personnel, and carrying the name of our school into the community in a positive way.
2. Students will attend school faithfully and be prompt in arriving to school and class.
3. Students will respect and obey school rules realizing that they exist for the proper training for the future and the well-being of everyone in the school.
4. Students will treat fellow students with respect and consideration as God's image bearers.
5. Students will dress and behave in a way that reflects faith and a desire to be an asset to the Racine Christian School community.
6. Students will seek help from teachers when having academic difficulty and use school resources and personnel properly to help them prepare for the next level in education.

I have read and agree with the expectations outlined above and will, to the best of my ability, live up to them.

Parent/Guardian's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

***This document must be signed annually by parents.**



Dispute Resolution Process (August 6, 2021)

We recognize that anytime people are working with and relating to each other, they are likely to occasionally disagree with each other. This holds true for Christians as much as for anyone else. We also recognize that Racine Christian School works best for the entire school community when we can find reasonable resolutions to our differences. It is a very rare case, indeed, when well intentioned parties meet each other with reconciliation in mind but remain unable to resolve their disagreements.

The following process, based on the principles set forth in Matthew 18 starting at verse 15, is expected to be followed at Racine Christian School.

Step One: When a disagreement arises (the most common situation being a parent and staff member disagreeing), we expect that the individual with whom you have an issue will be contacted first. The parties to the dispute will schedule a meeting with each other and the RCS office is happy to facilitate first contact. It is helpful for both parties to consider and put in writing the nature and circumstances of the dispute, as well as some potential ways in which to resolve it. When we meet, we will treat each other respectfully because we are all image bearers of God. Understanding that reconciliation does not mean “everyone finally understands that I was right all along”, the parties will attempt to come to a mutually acceptable resolution. It is our expectation that the vast majority of disagreements will be resolved between the parties at this step.

Step Two: If an acceptable resolution is not reached by the parties as described above, either or both will appeal to the Head of School. Another meeting will be scheduled, with the Head of School normally acting as a mediator. Again, a mutually acceptable resolution will be sought. In some circumstances, the Head of School may act as an arbitrator between the parties, but it is always preferable to work together to reach an agreement rather than having one imposed upon the parties. We expect that almost all disagreements will be resolved by the end of this step.

Step Three: If resolution is not reached by the parties and Head of School, a meeting will be arranged including the parties involved, the Head of School, and Board Member(s) to try to reach an understanding. We trust the Head of School to choose the appropriate Board Member(s) or Committee(s) to have present at this meeting. The dispute will again be discussed respectfully and a mutually acceptable resolution sought. If no resolution can be reached at this step, we may regretfully have to agree to disagree and try to decide if a relationship is still possible and on what terms.



Finally: A formal appeal may be sought from the full Board. This appeal must be presented in writing to the Head of School. The Head of School will refer it to the Board Executive Committee by giving it to either the Board Secretary or the Board President. The Executive Committee will review and consider the appeal and either recommend its consideration by the full board or deny the appeal and notify the parties in writing of the denial.



Enrollment

Enrollment in Racine Christian School is open to all children entering grades **4K-8** whose parents desire a Christian education for them. There is no discrimination in enrollment based on race, sex, national origin, or physical characteristics. As much as possible, RCS will accommodate students having certain physical, developmental, or learning disabilities.

Racine Parental Choice Program Applicants

RCS participates in the Racine Parental Choice Program (RPCP). RCS will have five RPCP enrollment periods. February, March, May, June, and August. Each year, parents must complete the Online Parent Application. An email address is required.

After the enrollment period is complete, RCS will determine final placement according to the DPI rules and regulations and communicate with all parents whether they have been accepted or put on a waiting list if all RPCP slots have been filled. RPCP spots are limited, so we encourage all applicants to apply as early as possible. New Parent Orientation sessions will be set up, and we encourage all families to attend a session.

Standard Enrollment Process

Families not participating in the RPCP program must submit a formal application for admission, accompanied by a letter of recommendation from their home church pastor. A mandatory interview with the school's Personnel Committee follows, after which the full school Board votes to approve or deny the application.

Annual registration usually begins in February. Class size is normally limited to a maximum of 25 students. Applicants for classes that are filled will be placed on a waiting list. Enrollment from the waiting list is based on the date of application. Kindergarten enrollment is restricted to children whose fifth birthday falls on/or before September 1 of the year they wish to enroll.

Re-Enrollment

RPCP Process

Each family is required to follow the RPCP enrollment process **every year**. Returning RPCP families no longer need to provide financial information. Proof of residency and a completed DPI enrollment process is still required. **Parents not completing this process during the first month of enrollment may lose their child's seat and be placed on a waiting list.**

Standard Process

Families that are re-enrolling students must submit a registration form and registration fee to the school office before the registration deadlines. No other documentation is required.



For all applicants, earlier registration significantly increases the likelihood that your student will receive appropriate busing. Applications received, approved, and submitted to RUSD are guaranteed busing.

Back to School Session(s)

RCS offers back to school sessions (4K-4) and (5-8) to provide basic orientation and to allow families to experience fellowship prior to the beginning of each school year. During this time, parents and students will have an opportunity to drop off school supplies, get a basic orientation of the school and of their child's classroom.

Families will be introduced to volunteer opportunities, the Parent Teacher Organization, and fill out some of the required paperwork for the office.

Curriculum and Staff

Racine Christian School's mission is to glorify God by providing a Christ-centered education for our students, as stated in our Educational Philosophy Statement and our Statement of Faith. We do not simply include Bible study in our curriculum. Rather, our teaching staff infuses all subject areas with the same Christian principles by which they live. Our students not only study the Bible as a historical textbook but also as a living guide for their development.

The daily classes begin with prayer and include regular Bible study, memory work, and devotions in all grades. Each week, on Wednesday mornings, all students attend a chapel in the school gym. Various guest speakers are invited to lead these chapels throughout the school year.

RCS offers a full standard curriculum, choir (6th-8th grades), music (K – 5th grades), a school band program (4th-8th grades), art, gym and a Spanish program starting in grade 5. RCS also has an excellent library, student chromebooks, high-speed Internet access, overhead projectors and interactive whiteboard technology in all classrooms. We utilize textbooks from both Christian and secular publishers, and we rely on our teachers to provide the Christian foundation for all topics of study. Our teachers are all state-certified and carefully selected according to their personal character and Christian faith.

Administration

The daily planning and supervision of activities at Racine Christian are under the direction of the Head of School appointed by the school Board. Overall management of school operations is provided by a group of nine elected Board members who serve a three-year term. The Board operates on a committee basis. Membership on the seven standing committees is open to all parents and supporters of the school.



The Board meets as a whole on the third Monday of each month. New business for Board consideration should first be presented to the school administrator or an appropriate committee for study and recommendation. The Board offers two meetings, one in the fall and one in the spring, that are open for parents to attend and address the Board directly.

School Calendar

Holidays, early release dates, and the end of the school year will normally follow the same schedule as the Unified School District. One exception is the annual teacher's convention, which is scheduled by the Christian Educator's Association.

Inclement Weather Closing

For information about school closings, we will notify you via the Parent Alert text system on RenWeb. Closings may also be posted on Milwaukee television stations. **If the Racine Unified schools are closed or planning a delayed start due to weather conditions, Racine Christian School will be closed for the entire day.**

Fees and Payments

The school charges a per family annual registration fee, which should accompany each registration for admission.

Tuition is based on a sliding scale for up to three children attending at once from the same family. Additional children enrolled from the same family pay only a book and supply fee.

Tuition is payable in one of three ways.

1. A one-time (discounted) lump sum payment due in full in June.
2. A monthly (12) installment plan with the first payment beginning in June.
3. A monthly (9) installment plan with the first payment beginning in September.

All tuition payments are handled through the online FACTS program unless other arrangements have been made with the Treasurer. It is your responsibility to notify the school's Assistant Treasurer if a payment will be delayed for any reason.

Students participating in school athletic programs (team sports and cheerleading) are charged a flat fee of \$25.00 per year to help pay for referees, uniforms, and other costs.

Financial Aid and Scholarships

RCS has a **Proverbs 22:6 Scholarship Fund** for qualifying minority students. Scholarships are awarded once a year in the spring.

The RCS Endowment Fund was established in 1986 as a way for donors to make a lasting gift to the school. Donated monies are invested in bonds and other securities. The interest from these investments goes directly into the school's General Fund to help reduce tuition for all students. For more information, contact the school Treasurer.



A **Community Scholarship** program was started in 2011 to provide tuition assistance for families who are not eligible for other scholarships or aid programs. This is a needs- based scholarship program, administered through FACTS, which may grant up to 50% of tuition.

T.R.I.P. Program

RCS has a gift card program called T.R.I.P. (Tuition Reduction Incentive Program). Parents, relatives, and friends can purchase gift cards that may be spent like cash at area restaurants, supermarkets, and other businesses. A percentage of the face value of each gift card is returned to you as a tuition credit twice a year, once in the Fall and again in the Spring. The more you use the program, the more you save. RCPC families are encouraged to, but not required, to use this program to benefit the school or another family.

School Communications

Your primary source of information regarding school activities is the “**PAWPRINTS**”, named for the school’s Bobcat mascot. This bulletin is published each Monday throughout the school year, and it is emailed to each family. The “**PAWPRINTS**” are also posted on the website at www.racinechristianschool.com. There is also a great deal of other information posted on the school website.

You will also receive classroom notes, which are informal letters sent home on a regular basis by your child’s teacher(s). These highlight classroom activities, curriculum plans, and other relevant information.

Once each year, a formal parent-teacher conference is scheduled to provide an opportunity to discuss your child’s progress. Both daytime and evening appointments slots are available to accommodate as many parents as possible. Phone calls from parents are always welcomed, and individual conferences may be arranged on request.



Student Conduct

(Summarized from the RCS Policy Manual)

School doors will be opened promptly at 8:45 a.m. each day, and all students must be in their classrooms and seated by 9:05 a.m. for morning devotions. Bus students will be dismissed at 3:50 and all other students will be dismissed by 3:55. All students should leave the school building and grounds by 4:05 p.m. unless engaged in a supervised extracurricular activity or enrolled in BASC (Before and After School Care)

All students should seek to behave in an appropriate Christian manner toward their classmates during play periods. Daily recess times are supervised by a teacher.

Basic recreation equipment is provided by the school; however, students may also bring their own personal items, for which they alone are responsible. Bikes may be ridden to school and locked in the rack provided. They are not to be ridden on the playground. Skateboards and roller skates should not be brought to school.

The playground area is for the use of smaller children. Games such as baseball and football will be played in designated areas. Only touch or flag football may be played.

If the grounds are wet or muddy, everyone must stay on the paved areas during recess. On rainy or extremely cold days, recess will be held in the gym at the discretion of the Head of School.

General Behavior

Students should be quiet and considerate of other classes while using the hallways. There should be no loud talking, running, or other commotion. Students should proceed directly to their classrooms without loitering in the hallways or bathrooms. For grades 1-4, book bags, backpacks, and coats are to be kept in lockers, or hung on the hooks provided outside of the classroom (inside for Kindergarten). Students in grades 5-8 may use their backpacks to transport their books from class to class.



Dress Code

At RCS our focus is on understanding God and His world through our educational process and avoiding distractions that might hinder us in this focus. In light of this, we have instituted a school dress code that emphasizes modesty, rejects offensive messaging, and encourages good hygiene / safety / decorum.

1. Modesty:

- Clothing may not reveal private areas.
 - Yoga pants / leggings must be covered with a top that extends past the fingertips.
 - Open shoulder tops may not be worn.
 - Shorts length must be past the fingertips.
- Make-up and jewelry must not be overdone; piercings limited to girls' ears.
- Pajamas and pajama-type pants may not be worn.
- Jeans with holes must have fabric backing behind the hole.
- Sunglasses, hats, and other head coverings may not be worn.
- For 5-8 physical education, appropriate shorts, shirts, and footwear must be worn.

2. Messaging / Graphics:

- Clothing may not promote alcohol, tobacco, drugs, or inappropriate secular media.
- Negative, crude, or disrespectful messages may not be displayed.

3. Personal Care / Safety / Decorum:

- Clothing should be clean and properly-sized.
- Hair should be clean and managed.
- Footwear without a closed or strapped heel may not be worn.
- Coats and jackets should not be worn in the classroom.

Dress Code Violation Procedure:

1. Students will be discreetly approached about their clothing violation.
2. When possible, the teacher will direct a student to correct the violation.
3. Serious dress code violations will result in a parent being notified to bring in suitable clothing.
4. Teacher will record the violation. After a third violation, a detention will be assigned.

Standards for dress and appearance will be enforced on all field trips and outings. The teaching staff and administrator will jointly determine if a student's appearance is appropriate or inappropriate.



Cell phone policy

Students will not be allowed to carry or use cell phones during the school day (8:45-3:55). Phones are available in our office should a student need to contact their parent/guardian. Additionally, if you need to get a message to your child, you can do that by calling the main office. If a student brings a cell phone to school for use after school, it will be the STUDENT'S responsibility to ensure their phone remains OFF and stored in their locker during the school day.

Storage of cell phones (If brought to RCS):

- Devices are **REQUIRED** to be powered off and stored inside your locker upon arrival to school and must stay powered off and in your locker until the end of school.
- RCS is NOT responsible for any lost, damaged, or stolen devices.
- Students are NOT allowed to carry cell phones in their pockets or use their cell phones during school.

NOTABLE Consequences for misuse

Should a student choose to violate the RCS cell phone policy, the following will occur:

- **1st offense:** Staff member secures the device and turns into the main office. The student may pick it up at the end of the day. A notification will be emailed home.
- **2nd offense:** Staff member secures the device and turns into the main office. A parent/guardian will be required to pick up the device from the main office. A Discipline Notice will be given to the student.
- **3rd offense:** Staff member secures the device and turns it into the main office. The student will receive disciplinary action which may include detention(s), ISS, or other consequences. A parent/guardian will be required to pick up the device from the main office.
- Additional offenses may result in the loss of the privilege of bringing cell phones to school, and additional level consequences such as but not limited to parent/guardian meeting with HOS, and/or board members.

Purpose: At RCS, our primary purpose is EDUCATE. Having fewer distractions allows the students the opportunity to focus, therefore providing the students with the best environment to learn about God's world, grow in their faith and knowledge, and further HIS kingdom through service.



Discipline

Racine Christian School seeks to complement and reinforce the home in the development of the Christian child. The behavior of all of our students should glorify God and make their parents, Society members and the community, proud of them.

Violation of school rules and disrespectful or disruptive behavior will not be tolerated in the classroom or at school activities. Students must respect and obey the God-given authority delegated by their Christian parents to the teachers and others charged with their care and well-being. Any student who disregards the above will be disciplined according to the severity and frequency of the behavior(s). All students are held accountable to the same standards of expected behavior.

Most disciplinary cases will be resolved with a discipline write up, detention, or limitation of the student's privileges. More severe infractions will result in a three-day home suspension. Expulsion will be used in only the most extreme cases, or when other methods of discipline have failed. Parents may appeal expulsion through the school Board Executive committee.

In establishing disciplinary policy, the RCS Board has chosen to segregate simple acts of carelessness or inattention (such as tardiness) from the more serious deliberate acts of disobedience or misbehavior. See Discipline: Tardy - Detentions (P202B) for full details.

Students who have been suspended will be excluded from all extracurricular activities for the remainder of the semester, in which the suspension occurs (or a minimum of ten school days, whichever is greater). At the discretion of the teacher and Head of School, this may include other school-related activities including field trips, sports tournaments, and music festivals. While on suspension, students receive no credit for daily class participation. Tests, quizzes and other class projects may be made up and accepted for grading.

Disciplinary action for deliberate misbehavior follows a three-step, three-stage process. Repeated incidents are viewed as a pattern of negative behavior that warrants increasingly severe action. However, in cases of extreme misbehavior, the disciplinary progression may be interrupted by the direct action of the school Board.

Unless otherwise indicated by the Board or Head of School, all students will begin each school year with a clean slate. Exceptions may be made for students who were suspended or placed on disciplinary probation at the end of the previous school year.

Three-step, Three-stage Process:

Cycle 1:

- An initial incident will be punishable through a disciplinary write up.



- A second incident in the same semester, receives the same penalty, plus a call to the student's parents for a conference.
- A third incident in the same semester, a mandatory three-day suspension is given. A conference with parents and the student is required for re-admission to school.

Cycle 2:

- The first incident merits a discipline write up, a detention, a call home, and notification of a Board representative.
- The second merits the same plus a conference with the parents, Head of School, and Board representative.
- The third earns another three-day suspension. The student must write a formal apology, and agree to a written Behavior Contract with the Head of School and teaching staff for readmission to school.

Cycle 3:

- The first incident merits an in-school detention, and review of Behavior Contract with the parents.
- The second merits the same, plus a conference with the parents, Head of School, and Board representative. A final warning will be given that the next incident will be the last.
- The third incident will result in expulsion from school.
- Expulsions and Suspensions may be appealed to the school board within five school days.

Specific Cases:

Defacing desks, lockers, textbooks or damaging other school property by careless or malicious acts will require students' to serve a three-day suspension and make restitution for damages. Any incident of theft or cheating will result in a three-day suspension.

Possession, sale or use of tobacco, alcohol, drugs, or other controlled substances on school premises, or during school-related functions (both on and off campus) is strictly prohibited. Participants will receive a three-day suspension, or a maximum penalty of immediate expulsion from school.

Incidents involving foul, abusive or disrespectful language, or use of obscene gestures will not be tolerated. Depending on the nature and severity, these may be punishable by detention up to, and including, expulsion from school.

Possession or use of firearms and/or other dangerous weapons on school premises is prohibited, as are threats or acts of physical violence directed toward a teacher, staff member, or another student. Violators will be punished by immediate expulsion, and notification of law enforcement authorities where necessary.



If a student is expelled from Racine Christian School, they will continue to remain expelled for the following one calendar school year if they apply for readmission to the school.

DISCIPLINE TARDY and DETENTION

The Racine Christian School Detention Policy is based on the fact that in order for the teaching staff to do the best possible job of helping each student learn, students must attend regularly and be punctual. That means they must be in their assigned seats on time, whether it is at the beginning of the school day, after recess, or between classes.

Repeated tardiness by students can disrupt class concentration, delay teaching time, and breed a general attitude of apathy toward promptness. Parents play an important role in making sure their children get to class on time. Toward that end, the school places great emphasis on tardiness, and makes a strong effort to communicate that fact to parents and students.

Tardy Definition:

1. Any incident of tardiness will be counted toward Tuesday after-school detentions.
 - a. Late to school
 - b. Late from any class
 - c. Late from recess
 - d. Late from lunch
2. Four (4) tardies in one quarter will result in assignment of a one-hour after-school detention.
3. Each additional two (2) tardies within the same quarter will result in another detention.

Tardy Detention:

1. Students will be notified of the date and time their detention is to be served.

The RCS Tardy Policy is an **all-school** policy.

1. Individual teachers will use their own discretion in explaining tardiness rules to their classes and in marking tardies. Tardies will be recorded daily in RenWeb.
2. All teaching staff will participate in supervising detentions.
 - a. Each staff member will serve approximately four times per school year
 - b. The Head of School shall be responsible for making up the supervision schedule.

Office staff participation:

1. Will continue to record tardies required and served of students



Subject STUDENT ILLNESS, ABSENCE AND VACATION GUIDELINES	Date 8/10/22	
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These guidelines attempt to address a variety of causes of student absence. Please be aware that Wisconsin State Statute requires compulsory school attendance and defines Habitual Truancy as “a pupil who is absent without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.”

In ANY situation in which class time is missed, the Student is responsible for completing all class work missed. Promotion to the next grade level or eligibility for graduation will be jeopardized if required work is not completed.

Daily Illness/Absenteeism

1. The school office should be notified before normal school hours begin whenever a child will be absent due to illness or other reason.
2. If it is known in advance that a student will be absent from school, a note should be provided to the teacher(s) or Head of School explaining the reason for the absence.
3. Students may be excused for dentist or doctor’s appointments that occur during school hours. These should be approved in advance by the student’s teacher and the school office. The student will be responsible for making up any classwork missed.
4. Certain communicable illnesses require a medical release signed by a physician or community health office before the child can be readmitted to school. Please contact your local health officer or the school office if you believe such a release may be needed.

Planned Absence/Vacation

Overall, the school calendar is structured with ample time for student vacation or holidays as a normal part of the school year. With few exceptions, family vacation and other activities should be planned to coincide with designated school holidays. This helps to:

1. Minimize disruption of the student’s learning, which, in most courses, tends to be sequential, with current lessons building on previous ones.
2. Minimize extra work for staff, who have scheduled lesson plans based on the calendar, and are responsible for orderly progress in carrying out these plans for the entire class.



Conditions:

1. For any planned absence (non-emergency) of one or more consecutive school days, parents or students must:
 - a. Notify the Head of School and teacher(s), in writing, at least two weeks in advance of the student's first day of absence.
 - b. Ensure that make-up work is completed within the allotted time upon return. Students will be given as much time as missed (up to five days) to make up the missed material. For example, if 2 days are missed, all work will be completed and turned in a maximum of 2 days after the student returns.

Unplanned or Extended Absence:

1. For unplanned absence of an emergency nature, parents should immediately notify the Head of School and consult the teacher(s) regarding plans to make up missing assignments. In most cases, full credit will be given for all work completed upon return to school.
2. For extended absence due to a serious or chronic illness, the parents should meet regularly with the Head of School and the student's teacher(s) to obtain lesson plans, turn in homework, and to assess the progress relative to the remainder of the class. Where necessary, tutorial help or alternative assignments may be recommended to compensate for lost class time.

Truancy / Accumulated Absences:

1. 118.16(1)(a) (a) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester..
2. While illness may result in an extended absence, parents / guardians of a child who misses more than 5 days unexcused in a semester will need to meet with the head of school to discuss reasons for the absences. Notes from this discussion will be placed in the student's cumulative file.
3. If, after meeting with the head of school, unexcused absences persist, another meeting will be scheduled with the executive committee of the Board. Parameters will be set at this meeting for continued enrollment and/or expulsion of the child.



Subject GRADING AND PROMOTION	Date 7/18/22	
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The primary purpose of grading students at Racine Christian School is to assess progress in the learning process and communicate overall performance to parents. For grades K – 3, mastery of grade level appropriate skills will be heavily emphasized. Emphasis will be placed on using letter grades as a communication tool, and not as an end in themselves.

1. Grades will be assessed on the basis of a student’s achievement in relation to grade level and ability. Teacher comments are used to expand upon the individual letter grades in analyzing each student’s performance. Progress reports for grades K – 2 may rate the student’s level of mastery of skills in relation to grade level and ability instead of assessing overall letter grades. Use of letter grades in subject areas, in addition to skill mastery ratings, will begin in grade 3.

2. The following scale is to be used as a general guideline for grade assignments and for quarterly performance reports:

100-98 A	Excellent	82-79 C	Average
97-95 A-		78-77 C-	
94-93 B+	Above	7-73 D+	Below
92-88 B	Average	72-70 D	Average
87-86 B-		69-68 D-	
85-83 C+		67-0 F	Unsatisfactory

3. Progress reports will be sent home at the end of each quarter. The RCS staff will update their grades on the current online grading system at least once a week. With the implementation of an online grading system, parents are responsible for monitoring the progress of their child(ren).
4. Students in grades 5 – 8 must maintain a passing grade in every subject, and an overall grade average of ‘C’ or better to participate in extracurricular activities including, but not limited to, team sports and field trips.
5. Advancing a student to the next grade level will be based on a number of factors including the following:
 - A. Performance relative to grade level
 - B. Mastery of basic skills
 - C. Physical and emotional readiness
 - D. Direct input from the teacher and Head of School.



6. Retention Relative to Grade Level

- a. In the lower grades, retention is viewed as a means of placing the student with an appropriate learning group based on developmental rather than chronological age. If the child can benefit by another year of growing up, retention will be recommended. The final decision regarding student retention will be made by the head of school in consultation with the classroom teacher and the parent. Once a decision is made, parents have options:
- Have their child repeat the grade,
 - Enroll the child in and successfully complete an approved summer program followed by grade level testing by August 1st. Re-evaluation will take place at this time.
 - Enroll them in another school.

*Parents may appeal the decision to the Education committee.

- b. In the middle and upper grades, retention is a last resort. Generally, remedial instruction will be pursued for students lacking in basic skills for core classes while they remain with their regular class. This instruction may be provided by RCS resource teacher(s) or by private tutor. Retention will be considered for those students, and particularly new transfers, who continually struggle to master basics and perform at an age-appropriate grade level.

Students not averaging a cumulative passing grade in all core courses must show proof of successful completion of an approved course for credit recovery before promotion or graduation will be considered.

Credit must be earned at parents' expense for semester failure in math, science, social studies, or ELA. Acceptable credit may be earned through an approved program.

A student who has not successfully completed and passed the course of studies, or has not successfully completed an approved credit recovery study, will not graduate or take part in the graduation ceremony.

Acceleration of students may take place in individual cases after serious consideration by the parents, teacher, Education Committee, and the Head of School.

In a situation where a student with significant cognitive delays or impairment is enrolled, and there is an articulated set of expectations for the student that is documented and agreed upon by parents, teachers, and administration, promotion will be based solely on the merits of the student's performance as it relates to the agreement.



Standardized Testing

Each year, Racine Christian School conducts Forward testing to comply with the Choice Program requirements. This testing is done with students in grades 3-8.

RCS conducts Fountas and Pinnell leveled reading tests for K-2. In addition, RCS conducts Aimsweb testing for grades K-8 to assess local and national performance levels and growth norms for the screening and progress monitoring of math and reading skills.

The tests also help teachers identify the strengths and weaknesses of different students. This information allows them to develop curriculum and lesson plans that better meet the students' academic needs.

Additional testing will be administered as needed to ensure that Racine Christian School is meeting all educational obligations for our RCPC students.

Homework

In Grades K-4, homework is generally light, and consists mainly of studying for tests, memory work, Accelerated Reader, and occasional special projects. In grades 5-8, homework increases significantly, and includes daily assignments, tests, Accelerated Reader, term papers, and special projects.

In the higher grades, students are also expected to keep track of their daily assignments in a notebook or by logging into their Google classroom account. This encourages organization, accuracy, and self-sufficiency. The actual amount of time spent on homework will vary greatly according to the individual child's ability and study habits.

In grades 5-8, when a student reaches five incomplete assignments, he or she will be expected to attend after school sessions (4:00-5:30) with Mr. Frank until such time as the student has "caught up" with his or her homework.

Resource Program (Extended Learning Center)

Philosophy:

At Racine Christian School, we recognize each student as a unique creation, endowed by God with an individual set of gifts and challenges. We are committed to doing the best we are able with the resources at our disposal to help each student live up to his or her potential.

Program Qualification:

1. Teacher Referral based upon:



- a. Performance on standardized tests
- b. Classroom performance
2. Presence of a current individualized education plan (IEP).
3. Parent referral upon meeting with teacher and head of school.

K-4 Focus:

1. Push-in classroom assistance for individual students or small groups.
2. Pull-out assistance for individual students or small groups to work on areas identified by the classroom teacher; diagnostic testing

5-8 Focus:

1. Push-in classroom assistance for individual students or small groups.
2. Pull-out assistance for individual students or small groups to help students with organization, project completion, and homework.

Special Needs Scholarship Program (SNSP)

The Special Needs Scholarship Program (SNSP) is a program that is available to families who have a student with an individualized education plan. Parents must apply to the program. The ELC staff will assist parents with the qualification process.

Students in SNSP will receive assistance beyond what is provided by Title 1 staff through Racine Unified via a special scholarship, which funds the additional help.

Students who test out of the program will remain a partial SNSP participant through the time of graduation from RCS.

Lunch

Students should plan to bring their own lunch from home. Hot lunches may be served once a week, usually on Friday. Additional main entrees may be available for purchase. The menu is published weekly in the "Pawprints". Parents may put money on their students lunch account at any time during the year to cover hot lunch days. Students must have funds available in order to participate in the hot lunch. Classes eat lunch together in the school gym according to a set schedule. Students are not allowed to bring food into the classrooms or keep it in their desks.

Racine Christian also participates in the federal government milk program which pays approximately one-half of the cost of the milk. Students may order milk at the beginning of the school year at a subsidized, flat rate for the year. Either white or chocolate-flavored milk are offered at the same price.



We prefer you not make a habit of bringing in lunch selections from nearby restaurants. Instead, if you wish to give your child a special treat, please pick him/her up from school and drive to the restaurant.

Bus Transportation

Bus transportation is provided by the approved supplier under contract to the Racine Unified School System for those children who are eligible. Early registration is crucial in ensuring bus transportation. Students registering after April may experience difficulties obtaining bus service through our busing partner, RUSD.

The area in front of the school building on Virginia Street is reserved for bus loading and unloading, and is posted with **no-parking** signs. All other vehicles are prohibited from using this space during designated hours. Failure to observe these restrictions will result in an unsafe condition, and violators may be ticketed by the Racine Police Department. While parking and waiting for your student in designated areas, please make every effort to park efficiently and respectfully to other drivers. Please minimize the distance between parked cars and drive in a cautious, respectful manner.

Parents are responsible for their child's conduct at the bus stop and while being transported. All bus riders are subject to the provisions of the Code of Student Responsibilities and Rights. Copies are available in the school office.

BASC (Before/After School Care)

We offer before/after school care daily. If you are interested, please request a form from the school office. Before school care begins at 6:30 a.m. and after school care begins at 4:00 and ends promptly at 6:00 p.m. Enrollment in BASC is billed through FACTS.

Athletics and Extracurricular Activities

All students in grades 5-8 are encouraged to participate in organized team sports. RCS offers the following seasonal sports:

Fall (Cross Country for girls and boys, volleyball for girls),
Winter (Basketball for both girls and boys, cheerleading for girls*)
Spring (Track for both boys and girls grades 6-8)

*A cheerleading squad is also offered for those girls who do not participate in basketball. Dual participation in cheerleading and basketball will be considered on an individual basis.



Parents must fill out and sign a liability release form before their child may join a team. A sports physical exam is mandatory. Tryouts are not required; however, students need to meet the academic eligibility requirement to participate. Players are also evaluated on the basis of attitude and sportsmanship. If a player's behavior is inconsistent with the Christian ideals advocated by the school, he/she may be suspended or removed from the team.

Team practice times and game schedules are published in the "Pawprints" and on the school's website. Parents are responsible for transporting their children to and from all scheduled games, and are expected to support the teams in other ways such as coaching, scorekeeping, running concessions at home games, fund raising, etc.

Decisions regarding team assignments, positions, playing time, eligibility, etc., will be up to the individual coaches and school athletic director. In any sport, the 'A' squad will be filled first with 7th and 8th graders. If there are enough players, a separate 'B' squad will be formed for 5th and 6th graders.

All school rules apply at after-school activities and practices. All such activities are to be supervised by a coach or other adult who is responsible for the students' conduct. Only those who are actively engaged in an extra-curricular function may remain in the school building after the normal dismissal time.

Support Groups and Special Programs

Society for Christian Instruction

Formal ownership of, and authority over, the Racine Christian School rests with the members of the 'Society'. This group traces its origin to the Racine Christian Reformed Church whose members originally established the school in 1929. The basis of the Society is set forth in a formal document or 'constitution', copies of which are available in the school office.

Supporting Churches

Students from a supporting church are entitled to an annual tuition discount. Currently, the only supporting church affiliated with RCS is the Racine Christian Reformed Church. A supporting church is any church that contributes a sum sufficient to cover the difference between the supporting church and non-supporting church tuition from all students, from said church, as shown on the registration form. Inquiries about becoming a supporting church are welcomed and should be directed to the school office.

Parent Teacher Organization

The Parent Teacher Organization is made up of RCS parents and the supporting community who are interested in enhancing their children's education.

All families are expected to help support the following sponsored programs:



- Hot lunch - Assist in serving, clean-up, or contribution of food items for the month you are assigned.
- Apple Pie Sale -Work and participate in making the pies, donate food items, sell pies, help set up or take down, etc.
- Auction - Contribute items for sale, solicit donations from area merchants, help with publicity, help organize or set up the auction, etc.

Other functions for which you may also volunteer your services are:

- Committee – serve on a Board or a Parent Teacher Organization subcommittee
- Room parents – At least two per classroom are needed to lend occasional help with field trips, class parties, and other functions.
- Annual Fundraisers – Help support the annual sales. (pizza, magazine, calendar, kringle, Entertainment books, etc.)
- Other services – Help with vision screening, hearing tests, school pictures, kindergarten round-up, or the annual summer school cleaning.

Speech and Spelling Festival

On the second Friday of November, Christian Schools International (CSI) sponsors a festival for Christian schools in and around Southeastern Wisconsin. Students in grades 5-8 may enter and are judged in a variety of speech categories including original speech, dramatic monologue or dialogue, and storytelling. The event is hosted during a school day on a rotating basis, by one of the CSI WI Christian Schools.

Music Festival

The CSI Music Festival is typically held on the first Friday in May. The school choir performs as a group. Additionally, there are numerous categories for individual vocal and instrumental performers in grades 6-8. The festival is held at the Brookfield Christian School in Brookfield and draws participants from 7 schools across Southeastern, WI.

CSI WI Track Meet

The CSI Track Meet is typically held on the third Friday in May at Delavan Christian School.

A complete version of all policies mentioned in this handbook is available in the school office.



Racine Christian School Staff

Mr. Mark Peterson	Head of School	mpeterson@racinechristianschool.com
Mr. Dale Large	Asst Head of School / Technology	dlarge@racinechristianschool.com
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Mrs. Cindi Kramer	Office Assistant	schooloffice@racinechristianschool.com
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Mrs. Virginia Evreniadis	First Grade Aide	
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Mrs. Heather Lopez	Second Grade Aide	hlopez@racinechristianschool.com
Mrs. Kristina Konecny	Third Grade	kkonecny@racinechristianschool.com
Mrs. Wendy Margowski	Fourth Grade	wemargowski@racinechristianschool.com
Mrs. Jessica Schultz	Third and Fourth Grade Aide	jschultz@racinechristianschool.com
Mrs. Erinne Lehman	5-8 Math	elehman@racinechristianschool.com
Mrs. Sheila Richardson	5-8 Social Studies	srichardson@racinechristianschool.com
Mr. Tim Bratt	5-8 Science / 5-8 Choir	tbratt@racinechristianschool.com
Mr. Bill Frank	5-8 English / Language Arts	wfrank@racinechristianschool.com
Mr. Daniel Peterson	K-8 Physical Education / Athletic Director	dpeterson@racinechristianschool.com athletics@racinechristianschool.com
Mrs. Linda Koetz	K-3 Art	lkoetz@racinechristianschool.com
Mr. David Van Swol	4-8 Art	devanswol@racinechristianschool.com
Mrs. Sarah Uthe	K-4 Music	suthe@racinechristianschool.com
Mrs. Tiane Gee	Librarian	tgee@racinechristianschool.com
Mrs. Zaida Arena	5-8 Spanish	
Mr. Jared Kramer	Custodian	
Mr. Adrian Lopez	Custodian	
Mrs. Deneen Czosnek	Before and After School Care/ 4K Extended Day Care	
Mrs. Nicole Jerup	Before and After School Care	



Mrs. Erica Pearson	Kitchen Coordinator	
Mrs. Nicole Jerup		
Mr. Frank Penza	Maintenance	

