



**Racine Christian School
Parent Handbook**

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Enrollment

Enrollment in Racine Christian School is open to all children entering grades **K-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 will have five Racine Parental Choice Program (RPCP) enrollment periods. February, March, May, June and August. Applicants should begin the process by creating an online account at the Wisconsin DPI website. Please bring your user id and password, proof of residency, child's birth certificate (if entering kindergarten or first grade) and proof of income to. More information, is available on the Wisconsin DPI website or on our website.

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.

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.

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, full computer lab, high-speed Internet access, and 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.

Opening/Closing Dates & School Calendar

The school year officially begins on the Tuesday after Labor Day. 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, listen to radio station **WRJN – 1400 AM**, or any Milwaukee television station. Racine Christian School uses an alert system that will place automated phone calls from the school office to all parents in the case of school closure or delay. **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 \$20.00 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 for 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 uniform 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, sweats, and lounge-type pants may not be worn.
 - 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.

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 re-admission 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. Tardy slips will be turned in daily to the school office.
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



Illness/Absenteeism/Immunization

The school office should be notified promptly whenever a child will be absent for any reason. If it is known in advance that a student will be absent, a brief note explaining the reason for the absence should be provided to the teacher(s).

Students will be excused for dentist or doctor's appointments which occur during school hours, if approved in advance by the teacher(s) or the administrator. Any missed assignments must be made up to receive credit.

Certain communicable illnesses require a medical release signed by a physician or community health officer before the child can be re-admitted to school. Please contact your local health officer or the school office if you believe such a release may be needed.

According to WI Compulsory Attendance law, a student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

School staff may not dispense any medication (prescription or otherwise) without specific written permissions from a parent or guardian. A standard release form may be filed with the school office to authorize dispensing stock medications such as Tylenol, antibiotic ointment, and cough drops.

Students entering Kindergarten must be up-to-date on all standard immunizations prior to starting school in September. An immunization record for each student will be kept on file in the school office.

Staff members are required by Wisconsin law to report any suspected physical or sexual abuse to the proper authorities.

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 purchase \$10 punch cards to be used for 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 in September at a subsidized, flat rate for the year. Either white or chocolate-flavored milk are offered at the same price.



Students living close enough to school may go home for lunch, at the discretion of the administrator. Others are not permitted to leave the school grounds unless accompanied or given permission by their parents or other specified adult. 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.

Grading and Advancement

The primary purpose of grading students at Racine Christian School is to assess progress in learning, and communicate overall performance to parents. Letter grades are a communication tool, and not an end in themselves. Grades are assigned according to a student's achievement in relation to grade level and ability. Teacher's comments are used to expand upon the individual letter grades in analyzing performance.

Progress report forms are mailed home at the end of each nine-week grading period. Five-week notices are sent to parents of students who are failing or working severely below their ability level in any subject. Students in grades 5-8 must receive a passing grade in all classes, and maintain an overall grade average of 'C' or better to participate in extracurricular activities.



Grades will be posted to the online grading system each Friday for the week’s activities. These grades can be accessed from the school’s website www.RacineChristianSchool.com after secured login.

Advancement to the next grade level is based on a number of factors including performance relative to grade level, mastery of basic skills, physical and emotional readiness, and direct input from the student’s teacher and school administrator.

The following scale is to be used as a general guideline for grade assignments and for quarterly performance reports in grades 3-8.

Score	Grade	Comment
100-98	A	Excellent
97-95	A-	
94-93	B+	
92-88	B	Above Average
87-86	B-	
85-83	C+	
82-79	C	Average
78-77	C-	
76-73	D+	
72-70	D	Below Average
69-68	D-	
67-0	F	Unsatisfactory

An honor roll will be published in the Paw Prints to recognize academic achievement at a B level or above. We will publish an “A” and a “B” honor roll after each quarter.

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.

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 to ensure that Racine Christian School is meeting all educational obligations for our RCPC students. All students will take the Wisconsin Forward Exam in order to comply with all state requirements.



Grades K-2 will take the Fountas and Pinnell Benchmark Assessment to help identify instructional and independent reading levels.

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 provided by the school. This encourages neatness, 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.

Athletics and Extracurricular Activities

All students in grades 5-8 are encouraged to participate in organized team sports. RCS offers volleyball and basketball for girls and basketball for the boys. Track is also offered for all 6th-8th grade students. 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.

TRIP (Tuition Reduction Incentive Program)

(See page 6)



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 by Oostburg Christian School.

Music Festival

The CSI Music Festival is held on the first Friday in May. The school choir performs as a group, plus 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 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. Pete Van Der Puy	Head of School
Mrs. Linda Koetz	Kindergarten



Mrs. Melissa Ramcke	Kindergarten / First Grade Aide
Mrs. Kris Noe	First Grade
Mrs. Deb Wieggers	Second Grade
Mrs. Anna Stavlo	Third Grade
Mrs. Dawn Perez	Fourth Grade
Mr. Dale Large	5-8 Math / Athletic Director
Mrs. Sheila Richardson	5-8 Social Studies
Mr. Tim Bratt	5-8 Science / 5-8 Choir
Mr. Bill Frank	5-8 English / Language Arts
Mrs. Debbie Jenks	K-4 Resource
Mrs. Alison Van Ee	K-8 P.E. / 5-8 Resource
Mr. Sam English	K-8 Art / Custodian
Mrs. Janelle Reyes	K-4 Music
Mr. Tim Gullicksrud	4-8 Band (Racine Lutheran)
Mrs. Christina Webster	Office Manager
Mr. Jacob Kramer	Custodian

