

Riviera Hall Lutheran School

A Ministry of Resurrection Lutheran Church

"I guide you in the way of wisdom and lead you along straight paths." Proverbs 4:11

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I. OVERVIEW

MISSION STATEMENT

Riviera Hall Lutheran School provides students with a Christ-centered experience which focuses on building character, integrity, community, and academic success in a positive and nurturing environment.

PHILOSOPHY & CORE VALUES

Our academic program empowers our students at every grade level, building the foundation for a successful school experience by providing a dynamic curriculum and instilling a fundamental work ethic. We firmly believe that the experience students receive at RHLS will not only enhance their intellectual potential, but will instill in them the moral character to become proactive citizens in today's society. As a ministry of Resurrection Lutheran Church, our mission is actively supported by the members of the congregation who stand with the faculty and staff to ensure that our students achieve academic success and spiritual growth. This partnership is based on the Lutheran belief that educating our children is a vital element of our commitment to Jesus Christ and the Great Commission (Matthew 28:19).

Our dedicated faculty and staff seeks to inspire students to pursue and value spiritual growth and academic excellence. We foster an environment where students can freely develop a personal relationship with God in Christ, and in which individual and social responsibility are founded upon Christian values. Embracing the whole child, RHLS curriculum affirms and recognizes the unique talents and gifts of each of its students, and challenges them to achieve their highest potential. Through local and international outreach programs, RHLS students practice Christian values, while

learning the responsibilities they share as members of the global community. Our high standards of character, integrity and achievement are realized through the partnership of family, school and church.

Students are provided with a solid educational foundation. Building upon this foundation laid by each grade level, concepts of positive social interaction, problem solving, creative expression, sound study skills and high achievement are consistently reinforced throughout the school experience. The faculty is committed to cultivating independent learners who can use their individual strengths and confidence to become involved and aware citizens.

SCHOOLWIDE LEARNING RESULTS

Relationship with Christ

- ❖ Teach students how to make deliberate and conscious Christ-centered life choices.
- ❖ Instill morals and values to develop students of integrity.

High Academic Achievement

- ❖ Motivate students to maximize their individual potential, creativity, and unique talents.
- ❖ Build a core academic foundation that produces problem-solvers and critical thinkers.
- ❖ Empower students to achieve high standards of excellence, encourage self-discovery, and ultimately reach individual mastery.

Life-Long Learners

- ❖ Equip students with skills to overcome challenges with courage and confidence.
- ❖ Guide students' natural curiosity to develop a sense of self, independent thinking, and life-long learning.
- ❖ Create a safe and nurturing environment in which all types of learners can excel.

Socially Responsible Citizens

- ❖ Foster a personal commitment to service that makes a positive impact in the lives of others.
- ❖ Instill an understanding and appreciation of cultural diversity and individual differences.
- ❖ Develop effective communicators who listen and work willingly with others.

RESURRECTION LUTHERAN CHURCH

Resurrection Lutheran Church (RLC) founded RHLS in 1952. As one family, RLC and RHLS share a common goal of spreading the Word of Jesus Christ, our Lord and Savior and educating children in a Christian environment. RLC Church Council is made up of elected church members.

SCHOOL BOARD

The governing and policy-making body of Riviera Hall Lutheran School is the School Board. This board consists of members of Resurrection Lutheran Church duly elected by the congregation. The School Board is responsible to the congregation for the operation of its Christian school. The Board, together with the principal, plans the school program, writes the policies, supervises the development of the curriculum, staffs the school, oversees the financial framework, maintains a proper relationship between church and school, and school and patrons, and promotes the Christian school movement. The Board meets on the fourth Tuesday of each month. RHLS staff, RLC members, and parents and guardians of current students are welcome to attend the board meetings at any time. Requests to be on the agenda must come through the principal and school office at least one week prior to the meeting. Please note that during January, the board is working on the next year's budget and therefore is in closed session.

The principal is responsible to the School Board for the administration, interpretation and implementation of the policies established for the school. The principal is further charged with the implementation of the school curriculum, and assumes direct administrative duties connected with the school and extended day care program. The School Board and/or the principal reserve the right to amend this handbook. Parents will be given prompt notification if changes are made. Any use of the facility, grounds, or equipment must be requested through the office.

PARENT VOLUNTEERS

We encourage and welcome parents who are interested in volunteering for various positions at school. The Parent Volunteer Organization (PVO) offers parents the opportunity to share their time and talents. The PVO meets once a month and all parents are welcome to attend. Any parent or visitor on the school grounds for any reason must sign in at the office. The school needs your help to complete our programs successfully.

PARENT DRIVER POLICY:

Any parent volunteer who operates a personal vehicle or rental vehicle to conduct school related business may do so only with the pre-approval of the school administrator. A RHLS Volunteer Driver Form must be completed each school year with evidence and a copy of the employee's valid California Driver's License and valid auto insurance for the vehicle being operated. Copies will be maintained in the school office. Due to insurance restrictions, employees under the age of 25 or age 65 and over may not operate a motor vehicle unless they have been cleared to do so following a review of their Motor Vehicle Report (MVR) and approval/authorization by the school administrator. A DMV report may be completed for volunteer parents who transport students.

NON DISCRIMINATION

Riviera Hall Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, disability, race, color, national and ethnic origin in administration of its educational policies, financial aid and loan programs, and athletic and other school-administered programs.

ANTI BULLY / HARASSMENT POLICY

RHLS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

RHLS expects students and/or staff to immediately report incidents of bullying /harassment to the principal. Staff who witness such acts take immediate steps to intervene. Each complaint of bullying is promptly investigated.

Teachers discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of bullying. Students who bully are subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designer.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal.

- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

SEXUAL OR RACIAL HARASSMENT

RHLS is committed to providing a learning environment based on Christian love and respect, which is free from sexual or racial harassment in any form. Harassment in any form is not tolerated, and is grounds for expulsion.

FAMILY MEDIATION

The school does not mediate between parents in a divorce/custody case, or any other legal issue. We will observe court orders that pertain to the health and safety of the child. Information and opinions shared at teacher conferences or in the principal's office are not to be used in these cases without the express knowledge and consent of the staff person involved. Any information shared by a parent with RHLS concerning the child or the school, or any information deemed pertinent by the school to be shared with a parent will be shared with both parents. RHLS has a policy of transparency and openness with every parent. RHLS is no place for parent disputes. Any person who brings those disputes to school does so at the risk of immediate removal of the child from the school.

I. POLICIES

FINANCIAL

Riviera Hall Lutheran School is supported financially by tuition, fees, annual fundraising, the SCRIP program and gifts. Registration and tuition fees do not cover the total cost of educating each child. Our fundraisers are an integral part of providing a quality education. It is expected that tuition and day care charges will be paid in full and on time, so that we may meet our financial obligations. Non-payment of amounts due may result in the dismissal of your child from Riviera Hall Lutheran School. Blackbaud Tuition Management manages all billing and payment processing for RHLS.

1. Enrollment Fee:

Enrollment fees are paid upon entering the school and are a one-time fee.

2. Tuition:

Blackbaud Tuition Management performs all RHLS billing functions and processes payments. There are two options to pay tuition:

1. Payment in full: Tuition may be paid in full by July 5th. Families that elect to pay in full will receive a discount of 1.5% for the first student and 1.5% for each sibling.
2. 10-month payment plan: Annual tuition may be paid to Blackbaud Tuition Management in ten monthly installments due by the fifth of each month. The first payment is due July 5th, and the last payment will be due April 5th.
3. According to the Church policy, RLC church members in good standing qualify for a 25% tuition discount when they actively serve in the ministries of the congregation, have been part of the congregation for at least six months, regularly attend Sunday worship services, and financially support the work of the church. Please contact the school office by June 30th for approval.

3. Overdue Tuition:

Parents who have not paid monthly tuition by the fifth of each month will be billed a \$40 late fee. A payment that is returned from the bank due to insufficient funds will be assessed a fee of \$30. Payment and late charges must be received by the first of the next month or the student will be dropped from enrollment. If there is a financial emergency, or extenuating circumstances, please contact Blackbaud Tuition Management or the school office immediately. A limited amount of financial aid is available annually. See the principal for more information.

II. ACADEMICS

ACADEMIC STANDARDS

Admission to a private Christian school is a privilege, not a right. RHLS has high academic and behavior standards. Admission to RHLS is considered on an annual basis. All students must submit an application during a specified enrollment time.

Although RHLS seeks to promote academic continuity, a student's enrollment in one grade level does not by itself, assure his/her enrollment in the next grade level. In some cases acceptance will be conditional on a contract arrangement.

The principal reserves the right to request a conference with parents and recommend actions that the teacher and principal feel is in the best interest of the child. This may be another school, educational therapist, psychologist or other agency. We require a parental release form in order that the school and any person or agency working with your student may confer closely with the school to help the student. A team approach is the most effective way to maximize an educational plan. We will make every effort to assure grade level academic performance. Private schools have the right and duty to find what it deems best for the child. We strive for fair and equitable treatment of all students. RHLS is neither licensed nor credentialed to work with students with challenging learning problems.

HOMEWORK

Riviera Hall believes in homework at all levels of education. Homework for students achieves many desirable educational ends. It reinforces classroom learning and may be necessary to complete work begun in the classroom. It keeps parents informed of student progress. Parents can help by providing conditions that are conducive to study, encouraging the child without pressures, and requiring the child to complete the homework. Parents should encourage, offer guidance, and require evidence that homework has been completed, but never actually do the work for the student.

Homework time can vary. It is affected by the promptness with which the student begins an exercise while still in class, and the nature of the work assigned. It also increases with the grade level. Thus, homework may vary from a few minutes to as much as a few hours some nights (Middle School). If you have questions about the amount of homework, please contact the teacher.

Please help by checking your child's agenda regularly. Some assignments are long term projects. Helping your child plan the time line can prevent "week-end panic." We expect homework to be neat and complete.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first and second grading periods, or as

needed. The first trimester conference is mandatory for all parents. The second trimester conference is by teacher request only. At a conference, parents receive an appraisal of the child's progress to date. If the parent or teacher feels a conference is necessary at another time, they may make an appointment. Teachers and coaches are available for short personal conferences with both students and/or parents. Contact the office for an appointment. A telephone call or an email during these set times can often clarify most concerns. Please do not drop by the classroom and expect a conference. An appointment may be made with the principal in the same manner. We know communication is vital.

Progress reports are sent home to parents with students in grades 4-8 who need to be apprised of significant deficits in a student's work. This is done approximately six weeks before report cards. Parents must sign and return these progress reports to acknowledge their receipt and may request a conference if necessary. Report Cards are sent home at conference times and at the close of each grading period. A student earning a grade point average below 2.0 will be on Academic Probation and will lose all extra-curricular privileges.

PERMANENT RECORDS

All health records, academic transcripts, emergency sheets, and test results are placed in the child's permanent file. Parents are welcome to review these files upon written request. Only these files are forwarded to the next school. Immunization records must be current.

III. RULES AND EXPECTATIONS

We strive for the highest standards of courtesy and behavior. The development of self-discipline, as well as self-esteem, is of the utmost importance in helping a student realize his/her potential.

The classroom teacher and/or staff person always handles minor discipline problems. More serious or continued violation of school rules will be brought to the attention of the principal. If serious consequences are required, the principal may also suspend the student, for a limited time, or recommend expulsion.

Student Expectations:

- a. Exhibit courtesy, kindness and respect toward others at all times.
- b. Exhibit honesty in their dealings with others.
- c. Respect one's own and other's property.
- d. Respect the laws of God, the community and country.
- e. Abide by the rules and regulations of the school as outlined in the Student Handbook.
- f. Use respectful language.
- g. Respect the authority of any school staff member.
- h. Play safely. Obey the rules.
- i. Take proper care of school property and equipment.
- j. Use restrooms properly.

- k. Running and loud noises in the halls or classrooms are not allowed.
- l. Never leave campus without written proper authorization.
- m. Gum is not allowed on school grounds or any school sponsored activity or trip.
- n. Drugs or alcohol in any form will not be tolerated.
- o. Physical or emotional abuse will not be tolerated.

Children are encouraged to work out conflicts among themselves before coming to an adult. Please discuss and rehearse the following possibilities with your child to give them the confidence to try resolving interpersonal conflicts.

- Talk it over, and then be willing to listen.
- Walk away from the child or situation.

Please remind your child there is a big difference between a minor conflict and a situation that could result in injury or property damage. Such situations should be immediately reported to a supervising adult.

MAJOR RULES

Commission of any of the following infractions will result in disciplinary action, including suspension, and may result in immediate dismissal:

1. Personal or academic dishonesty, including cheating, lying, or plagiarism
2. Malicious behavior, either physical or verbal, towards others
3. Prejudicial, harassing, or discriminatory behavior regarding race, gender, sexual orientation, socioeconomic status, nationality, religion, ethnicity, native language, physical appearance, medical condition, age, or mental incapacity.
4. Possession of firearms or any other weapons
5. Stealing
6. Violating personal privacy or possessions, including desks, classroom cubbies, book bags, computer files, or other personal effects
7. Bringing, providing, selling to others, using, or being under the influence of illegal drugs or alcohol on campus or at any school sponsored activity will result in dismissal from the school. Prescription drugs become illegal drugs when they are dispensed to, possessed by, or used by a student for whom they are not prescribed; in such cases, both the student dispensing and the student receiving the medication will have committed a major rules violation. All prescription drugs must be provided to the office in their original bottle with dosage instructions, and cannot be self-administered by the student.
8. Vandalism (damaging or defacing school or personal property, including computer files)
9. Repeated and serious violations of minor school rules
10. Behavior which damages the reputation and well-being of the school

Students may not leave school without permission or being signed out at the office. Everyone is responsible for disposing of litter properly, whether one's own or somebody else's. Only recyclable goods should be deposited in the trash cans labeled for recycling. Students must take home their personal property after school and not leave it at school in hallways or classrooms.

The use of cell phones is not permitted during school hours (8:00 a.m. – 3:00 p.m.) unless used with teacher approval. Cell phones should always be turned off during class and should only be used in cases of emergency, unless in day care or with teacher approval for important family messages.

For middle school students only: any books or notebooks left after 5:00 p.m. will be turned into the middle school classrooms. Lunch boxes and other personal items left after 5:00 p.m. will be subject to disposal.

The use of roller skates, roller blades, and skateboards is not permitted on campus during school hours and cannot be stored in classrooms for after-school use.

Parents are expected to fully cooperate with the system, including the Dress Code enforcement. The principal is the final recourse in any disciplinary situation and may waive any disciplinary rule for just cause at his or her discretion. The school administration reserves the right not to follow the discipline steps if circumstances warrant.

The school reserves the right to search desks, lockers and backpacks when deemed necessary.

IV. SCHOOL DAY

Hours for middle school are from 8:15 a.m. to 2:45 p.m. Hours for Kindergarten through first grade are from 8:40 a.m. to 3:00 p.m. Hours for grades third through fifth are 8:15 a.m. to 3:10 p.m. The playground is unsupervised before 8:00 a.m. and after 3:20 p.m. Children at school before 8:00 a.m. and after 3:20 p.m. must be enrolled in day care. Parents will be billed accordingly.

After arrival at school, no student may leave the premises until a parent or authorized person comes to the office to sign him or her out. Parents may not come to the classroom to pick up or drop off their child. Parents should go to the office to sign his/her child out, after which the teacher will be called and asked to send the student to the office. Under no circumstances may a student be released to wait on the sidewalk. The child may not leave the school with any adult other than the parent or guardian until identification and permission by the parent has been given in writing. For those middle school students with written parental authorization to leave campus, the student must sign themselves in and out in the school office. Parents are encouraged to pick up their children at their dismissal time listed below, and not before. Taking a student out of class early is disruptive to the educational process. The school does not maintain responsibility for the safety or welfare of students after they have left the school grounds.

DRIVE THROUGH PROCESS

In the morning, we encourage parents to use the drive through and drop your children off on the playground for their safety. You may use the curb out front of the school after 8:30am. Young children should be walked to the office by an adult. Please pull as far forward in the parking zone as possible. Have the student exit quickly and move your car immediately. There is no parking on the playground. Do not leave your vehicle unattended on the playground and do not block the ramp. Middle School students arriving after 8:15 a.m. and elementary school students arriving after 8:40 a.m. must go directly to the office to obtain an admittance slip.

In the afternoon students will be dismissed at staggered dismissal times to allow for small groups of traffic. All students must be picked up on the playground via the drive-through. Please enter through the south parking lot near the church office. You will be able to drive out through the north parking lot near the preschool office, having made a comfortable loop of the school/church campus. Middle School pick-up is on the playground and starts at 2:45 pm. K-1st grade pick-up starts at 3:00 pm. 3rd-5th grade pick-up starts at 3:10 pm. The same guidelines above for drop-off apply for pick-up as well. **Please drive slowly and carefully.** The preschool parking lot is for exit only from 3:05 to 3:20 p.m. each day. Please be courteous and patient **Students not picked up**

by 3:20 p.m. will be signed into day care.

Please do not park or wait for your student in the preschool lot.

LUNCH

Students bring their own lunches to school. You also have an option to order from Kelly's Corner, Casa Playa, Riera's or participate in one of the many fundraising lunch options. If you must bring lunch to your child after school has begun, please deliver it to the office, not the child's classroom. Please provide lunches that do not require additional preparation outside the classroom. Do not send drinks in glass containers and no sodas. Water, milk, and juice are encouraged.

ATTENDANCE, ABSENCE, TARDINESS

Please call the Riviera Hall office by 9:00 a.m. to report your child's absence. Absences are excused for the following reasons only: illness of pupil, death in the family, medical and dental appointments, court appearances and exceptional emergencies. All other absences are considered unexcused. Even excused absences can put the student behind in classroom work, and can create difficulties for the child and for the teacher. Excessive unexcused absences may result in a conference with the principal and an Incomplete on the report card. It is the student's responsibility to discuss with the teacher the material covered during the absence, and complete all work assigned during that period.

All requests for homework should be made before 10:00 a.m. for pick up at 3:05 p.m. Any missed exams will be administered at the discretion of the teacher. Furthermore, students who know in advance of a **planned absence** are responsible for taking any test and turning in any assignments **prior** to leaving or at the discretion of the teacher. Where feasible teachers will assign work one week prior to planned absence.

We strongly discourage parents from taking children on extended vacations during the school year. If the parent knows in advance of an extended, personal emergency absence for their student, the teacher should be contacted about homework as soon as possible. Homework will be due the day the student returns.

Any pupil subject to compulsory full time education who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the principal of the school - **California Education Code 48260**

STANDARDIZED TESTING

We use the online Measures of Academic Progress (MAP) Test. Students take the test two-three times per year. Results will be shared in June.

TARDIES

Students arriving at the classroom after the 8:40 a.m. elementary start and the 8:15 a.m. middle school start will be marked tardy. Tardy students must check in directly to the school office and receive an admittance slip. After five tardies in a trimester, parents will be contacted by the principal.

CHAPEL

Chapel is held every Friday giving our students the opportunity to praise and worship God, our Father. Parents are always welcome to join us in worship. Please see the chapel dress code under the "Dress Code" section of this handbook.

SINGING AT RLC

In appreciation for the support provided to the school by Resurrection Lutheran Church, each grade performs at church one Sunday during the year. Attendance for this event is mandatory for all students and is a condition of enrollment. On the day of the event, students need to be in Rygh Hall twenty minutes prior to beginning of service and services start promptly at 9:00 a.m. If your child cannot attend this event, written notice must be submitted and approved by the principal. Students must then make it up with another class.

SCRIP

SCRIP is a program that allows merchants to make direct, immediate financial contributions to participating organizations in their community, like Riviera Hall. In this program, the merchants sell their gift cards to RHLS at a discount. RHLS then sells the merchant's gift cards at face value to our school and church families and friends, thereby raising funds for up-to-date, state-adopted curriculum materials, other classroom essentials, special projects, and the implementation of new projects.

FUNDRAISING

Tuition alone does not cover the cost of the outstanding education RHLS students receive. Fundraising is essential to enhance the varied aspects of education that Riviera Hall provides. We encourage every family to participate to the best of their ability.

OFFICE PHONE

Teachers and students cannot be called to the phone between 8:15 a.m. and 3:05 p.m. We urge that you do not call the school to speak to your child and/or child's teacher during these hours except in case of emergency. You are welcome to leave a message. The teacher or student will return the call as soon as feasible. Should a parent need to be contacted, the student may use the school office or day care phone only with permission of the supervising adult. Students may not use the office or day care telephone for social arrangements.

CELL PHONE/ELECTRONICS POLICY

Students may not use their cell phone or smart watches for any reason or have their phone or smart watch on their person for any reason. Appropriate use of phones & smart watches that complies with school-wide online etiquette may occur before and after school.

Consequences: If a student does not adhere to policy, a teacher may confiscate the phone or smart watch, to be returned to student at the end of the school day. Teachers and principal will log inappropriate uses of phones. Repeated infractions of policy will result in consequences from the principal. Inappropriate use of phones during class time will result in lower participation grades.

Exceptions: Exceptions to routine policy may occur. Examples are 8th grade trips to the village and occasional academic uses of phones for mobile purposes around campus or in class. Once phone tasks are complete, student must return phone to locker or backpack.

CELEBRATIONS & CLASS PARTIES

In-class birthday celebrations (i.e., snacks, etc.) shall occur at the discretion of the teacher. Room parents should schedule the Christmas, Valentine, and End of the Year parties with the teacher. Room parents are also responsible to contact and discuss party arrangements with the teacher.

VISITORS

To provide maximum security and to ensure minimum interruptions of the instructional program, all visitors and parents are required to sign in and receive a visitor's badge at the school office, not the classroom.

Parents may make an appointment to visit a classroom by contacting the classroom teacher or the school office. Only currently enrolled students are permitted in the classroom during normal operating hours. Visits must be arranged in advance with the teacher.

FIELD TRIPS

Field trips are taken to places of interest and of educational value during the school year. Parents are notified in advance of the field trip and are required to fill out and sign a permission form. No child may attend a trip without this signed permission form. These field trips are a part of the curriculum and all children are expected to participate, however, they may be denied participation if they fail to meet academic or conduct requirements.

If the student does not attend the field trip he/she will be marked absent. All field trips are staff supervised. If parent drivers are required, unauthorized stops and detours are not allowed. All drivers must provide proof of valid driver's license and insurance.

DAY CARE

Extended day care is available to all Riviera Hall students. Day care begins at 7:30 a.m. and closes at 5:00 p.m. The authorized party must sign the student in and out in the day care book. There is a \$2.00 late fee per minute charged for children picked up after 5:00 p.m. Abuse of the pick up time could result in removal from day care. All rules that apply during school hours also apply during day care hours. Please contact the office for rates and information regarding this program. Some holidays and vacation times are available only if sufficient paid reservations are received two weeks in advance. See the published calendar for special day care availability.

PARENT/TEACHER RELATIONSHIPS

Any working or personal relationship outside of the school setting between school employee and parent are separate from the school teacher/parent relationship and is not condoned or sanctioned by the church or school.

PARENT/TEACHER PROTOCOL

If a concern regarding an incident in your child's class should arise, the teacher is the first person parents should contact. If the parent is not satisfied the principal is the second person who should be contacted. Finally, as step 3, parents have the right to contact the school board if they feel that the issue has not been resolved.

V. STUDENT HEALTH

HEALTH AND MEDICATION

All students must have the completed California School Immunization Record PM 286B on file at the time of enrollment. A copy of immunization records and birth certificate is required for all students. Students who have not submitted a copy of the required immunization records will not be permitted to attend classes. California law requires Middle School students to have the Tdap booster before entering grade 7. Parents must provide the school with a doctor's evidence of the booster.

No student should come to school with an elevated temperature, a rash, nausea, COVID, or severe cough. Should any of these develop at school, the parent will be called and the student sent home. Please keep the school advised of any changes in emergency office and home telephone numbers. It is important for the safety of your child that we have emergency contact numbers in case of serious illness or injury. An emergency card is kept on file in the school office. Please keep it current.

When remedies are prescribed for the student and must be taken during the school day, the parent must send the medication to the office with written instructions, and in a prescription bottle or in a prescription bottle that includes written instructions. **Students are not allowed to self medicate.** For those students who may need a pain reliever periodically, parents may sign a release form in Gradelink to be kept on file. The students can then go to the office at the appropriate time to request a pain reliever. The school cannot dispense any medication without written instructions and written permission from the parent.

ACCIDENT OR ILLNESS

If the parent cannot be reached immediately when an accident or sudden illness occurs, we will:

- a. Determine as best we can whether the child needs more than minor first aid.
- b. If more than minor first aid is necessary, and if time is available, parents will be called and apprised of the situation.
- c. If there is no time to wait for the parents, we will immediately call 911. We will notify parents as soon as possible.

PETS

Pets are permitted to come to school only if expressly requested by the teacher. If a pet is to be shared with the class, the parent may bring it in at the time of sharing and then take it home immediately. Service/ therapy pets are always allowed on campus.

VII. DRESS CODE

UNIFORMS

We use two vendors for uniforms Land's End and Norman's Uniforms. You can purchase uniforms

online with both vendors, or if you prefer going to a store you can go to Norman's in San Pedro. Each company has a catalog of approved apparel.

HAIR, JEWELRY, MAKE-UP

Haircuts must not be below the shirt collar and not hang below the eyebrows or interfere with vision. No dyed or bleached hair. Jewelry must be moderate in style. No make-up allowed.

CASUAL DRESS DAYS

Casual dress days are to be earned by adherence to the dress code and are usually held on noon dismissal days. Emphasis is placed upon cleanliness, appropriateness of dress, and modesty. No tank tops less than 2", midriffs, short shorts, baggy pants, camouflage fabric or caps. Casual dress days are a privilege that will remain in effect as long as students do not abuse that privilege.

In the case of any dress code violation, the student's parent will be called to bring the proper uniform item to school.

Boots of any type are not permitted for P.E. even on casual dress days.

CHAPEL DRESS CODE

Students are expected to dress neatly for chapel.

MIDDLE SCHOOL POLICIES

I. ACADEMIC STANDARDS AND POLICIES

TEACHER & PARENT MEETINGS

In order to provide the highest quality of education possible to each and every student, the middle school teachers need to best utilize their time in school for preparing lessons and grading assignments. Impromptu and unscheduled visits by parents before, during and after school make providing this quality of education difficult. As a result, the middle school teachers will make available their office hours during which they will be free for scheduled appointments with parents. If you wish to meet with one of the teachers, please call the office to schedule an appointment on the first available date.

PRINCIPAL'S LIST AND HONOR ROLL

RHLS recognizes students, in grades 6 through 8, who achieve good grades. Honors are awarded at the end of each reporting period. There are two categories of Academic Honors:

- a. Principal's List** - For students who receive a 3.95 GPA overall for the grading period.
- b. Honor Roll** - For students who have a 3.60 GPA or higher.

Students who earn academic honors each trimester are invited to attend an honors breakfast with their families. Students who maintain either Honor Roll or Principal's List for their middle

school years will be awarded honors chords for graduation.

STUDY HALL PROCEDURES

Study Hall is a time for students to work independently, stay focused, and use their time responsibly to complete assignments or study quietly. Students not using their time productively will lose study Hall or will receive a grade deduction.

TEXTBOOKS

Any books or notebooks left after 5:00 p.m. will be turned in to the office for retrieval. Lunch boxes and other personal items left after 5:00 p.m. will be subject to disposal.

FREE READING

Students should have a personal reading book with them each day for use in study hall or class following the completion of tests or in-class assignments. Though this extra reading will be largely unstructured, the books read must be approved by the Literature teacher.

II. CLASS ATTENDANCE

ABSENCES, MAKE UP WORK & TESTS

Unplanned Absences Form (Excused/Unexcused)

It is understandable if students unexpectedly become ill, but it is unacceptable if students miss school because they want to miss a test or assignment. Due dates are still in effect. If a student needs an extension, email communication must be made by the student, to the teacher. Digital assignments should be turned in as usual in Google Classroom. For other assignments, students must upload pictures / images and share the assignment through email as proof of completion, and bring in the hard copy the day of return. Tests must also be completed the day the student returns, regardless of additional tests planned by other classes. Tests shall be reasonably equivalent to, but not necessarily identical to, the tests that the student missed during the absence. Students will come in on their own time to make up tests before school or at lunch recess the day of their return. It is the students' responsibility to independently learn the content and complete the assignments (teachers will not reteach).

While these policies are in place, we are understanding of special circumstances and simply request open, clear communication with parents, students, and the teachers. Communication is key!!

Planned Absences Form

If it is necessary for your child to be absent 1 - 4 days for a reason other than illness, "Planned Absences" is an alternative to the regular classroom instruction during that time. Planned absences are unexcused. They are intended to assist students in making up work missed while gone from school for reasons which are not excused. Legally excused absences are for illness, medical appointments, funeral of an immediate family member or a court appearance only. Students with excessive absences will be reported to the principal. If you wish to use this option, parents should notify the office at least 5 school days in advance of the first date of the planned. Students should also notify their teachers at least 5 school days in advance and collect any work. Any assignments provided to the student during an absence are due by the day of return (no extension). Digital assignments can be submitted online by the teacher-determined due date. It must be understood that the student will miss critical instruction and curriculum that may hinder their understanding of the content and grade success. As mentioned, it is the student's responsibility to independently learn the content and complete the assignments (teachers will not

reteach). The teacher of any class from which a student is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. It is the student's responsibility to arrange with the teacher to make up missed work.

Short-Term Independent Study

If it is necessary for your child to be absent 5 or more days for a reason other than illness, "Independent Study" is an alternative to the regular classroom instruction during that time. It must be understood that this does not replicate the educational program occurring during the child's absence. If you wish to use this option, please notify the principal and the teachers at least 10 school days prior to the first date of the planned absence to apply for Independent Study, and this will be subject to approval by the office. Once you have been approved, the parent, student, teacher, and principal will sign contracts and agree to complete the assigned work within a specific timeline. As mentioned earlier, the teacher of any class from which a student is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

TARDINESS

In Middle School, regular and excessive tardiness will result in students missing class lecture and assignments.

If a student is tardy, he or she must report to the school office before going to the classroom. If the tardy is excused, the student will receive an "Excused Tardy" slip which should be presented to the teacher. Students with an excused tardy will be permitted to turn in any homework which was due. Excused tardies will be issued ONLY for illness of pupil, medical/dental appointments, court appearances or exceptional emergencies.

III. ACTIVITIES AND SCHOOL DAY POLICIES

EVENING FUNCTIONS/DANCES

On days of evening functions, students are expected to be picked up at dismissal time, as usual, and to return later for the function. The school cannot and will not be responsible for the safety and supervision of students remaining on campus during the interim period. These functions have clear ground rules that are outlined to the students and strictly enforced. Adequate supervision can be provided only during the hours of the function, so early arrival or late departure should be avoided. Students attending school dances are expected to dress in a manner that reflects the values and standards of our school community. Dresses and outfits must be modest and appropriate for a formal school event. The following attire is not permitted for girls: backless dresses, tube tops, exposed midriffs, or skirts and dresses that are excessively short. Clothing containing inappropriate language, images, or content is also prohibited. School administration reserves the right to determine the appropriateness of attire and may deny entry to students who do not comply with the dress code.

FIELD TRIPS

All students are eligible to attend field trips, except under the following circumstances:

1. If the student is on behavioral probation at the time of the trip.
2. If the student is receiving a failing grade in any class at the time of the trip or at a date in

advance of the trip identified by the teacher.

BREAK TIME

During the morning break, students need to be on the patio and not in the hallway.

USE OF OFFICE PHONES

Students may only request the use of the phones in the office for legitimate health issues or emergencies. They may not be used to schedule social events or to have parents deliver forgotten assignments. Under no condition may a student use their cell phones without the permission of a teacher.

USE OF COPIERS

Students are not permitted to use the office copier. The school copier may not be used to copy study sheets, assignment sheets, etc.

BACKPACKS

In consideration of safety, backpacks **are not permitted in the classrooms**.

SALE OF MERCHANDISE

The sale of goods (candy, etc.) by students to other students is prohibited.

SCHOOL TECHNOLOGY USAGE RULES

The school network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails the responsibility of students for good behavior while using school computers in a classroom or anywhere else on school grounds. Communications on the network are often public in nature, and general school rules for behavior and communication apply.

Computer storage areas (network, computer hard drive) will be open for review by teachers, and users should not expect files stored on the school's server or computers to be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information such as television, telephones, movies, radio and other potentially offensive media. All users are responsible for their actions and on-line activities. This policy does not state all the required behavior by students. For example, only, the following is a general list of some of the uses of technology resources that are unacceptable:

1. Sending or retrieving material unrelated to the educational objective for which access is granted
2. Creating, sending, or viewing indecent messages or pictures
3. Harassing, insulting, or threatening others
4. Damaging, destroying, removing or abusing equipment, including but not limited to computers, computer systems, computer networks, printers and software
5. Violating copyright laws
6. Using another's user ID or password
7. Trespassing in another's folders, work or files
9. Intentionally wasting limited resources like computer paper
10. Using the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary actions. Serious violations of misuse of the computer system may be considered as a violation of major school rules.

LAPTOPS

Students are not permitted to use their laptops to play games or engage in any activities, which violate the school's technology usage rules. Students must also assume complete responsibility for the laptop as the school will not be responsible for any damage or loss, which may occur. Students should ensure that their laptop has adequate battery life.

IV. DISCIPLINE**INTRODUCTION**

The faculty of the Middle School is committed to providing students with a Christ-centered educational experience which focuses on building character and integrity in a positive and nurturing environment. By cultivating the individual strengths of our students and providing a challenging curriculum, we seek to instill sound study skills and a fundamental work ethic. We firmly believe that the experience students have at RHLS will not only enhance their intellectual potential, but will instill in them the moral character to make them good citizens in today's society.

In order to ensure that all students have the same opportunity to take full advantage of the educational benefits offered in the Middle School, a structured and predictable disciplinary system must be in place. By providing students with clear behavioral and ethical boundaries of acceptable Citizenship, we offer our students unambiguous standards and rules to guide themselves through the Middle School experience. For these policies to have meaning, however, they must be backed by consistently applied penalties when violated and positive enforcement when followed.

OVERALL CITIZENSHIP GRADE

Citizenship is the behavior a student exhibits as a whole throughout the day. In an effort to accurately gauge a student's citizenship, the Middle School uses the following system. Each student will have only one Citizenship grade for behavior in their classes and on the playground. This single grade will be used to determine eligibility for membership on Student Senate and sports teams, and whether a student is eligible to attend field trips and class trips (Astrocamp, CIMI, and Eighth Grade Trip).

BEHAVIORAL DISCIPLINE

Maintaining a focused and respectful classroom environment is essential in order to foster learning and personal growth. As a result, students must be assured that they can study in a positive and supportive setting. Therefore, students who exhibit poor behavior shall have their Citizenship or participation grade penalized. Behavioral infractions shall consist of:

- Class disruption, including but not limited to talking, making unnecessary noise, and being out of one's seat without permission
- Disrespectful behavior to other students
- Leaving one's work area messy
- Not having required materials available during class (books, pens, paper)

- Leaving any possessions outside the classroom after 5:00 p.m.
- Use of cell phones or other electronic devices without permission, and includes confiscation of the item
- Disruptive behavior or exhibiting poor sportsmanship on the playground
- Standing in the hallway at the 10:10 a.m. break.

STUDENT REMOVAL FROM CLASSROOM

The RHLS Middle School is meant to be a place where every student has the equal opportunity to learn and benefit from the education being provided without behavioral disruptions. As a result, preserving the quality and focus of the classroom learning environment for all students is the primary objective for the faculty. If a teacher needs to discipline a student three (3) times in one class session regarding his or her behavior, the student will be sent to the office and his or her parents will be called to pick up the child. Students who demonstrate disrespectful behavior to a teacher will be sent to the office immediately.

It will be the responsibility of the student who is being picked up to turn in their homework prior to leaving with their parent. Any homework not submitted will receive zero credit. Furthermore, any tests or quizzes which are missed will be made up on a subsequent date as scheduled by the teacher.

SUSPENSION

Students who receive an out-of-school suspension will receive no credit for all assignments due or completed during the period of the suspension and will receive no credit for any tests or quizzes administered during the suspension. If a student is suspended as a result of behavioral infractions, he or she will be placed on contract for the trimester. Subsequent behavioral problems while on contract may result in dismissal from school. The vandalism, defacing, theft, or hiding (even if in jest) of another student's property will constitute grounds for immediate suspension.

CLASSROOM RULES

Please be aware that these school-wide rules are in addition to any rules the middle school faculty may establish for their individual classrooms.

ACADEMIC HONESTY & HONOR CODE

Academic dishonesty, such as cheating, copying, plagiarizing or taking credit for another person's work, regardless of how small the assignment, will result in the student receiving no credit for the assignment and a recommendation that the middle school faculty write no high school letters of recommendation for the student. Please be aware cheating on an assignment or test may result in the student failing the class for which the assignment or test was due depending upon its weight and past performance of the student during the trimester.

TRANSITION PERIOD

Students will be provided three days to become accustomed to the application of these policies by the Middle School faculty during which time they shall receive warnings in order to understand how their behavior would affect their Citizenship & Participation grade.

V. EIGHTH GRADE TRIP

ELIGIBILITY

In order to be eligible to participate on the eighth grade trip, a student must not have failed a class two out of three trimesters; as of April 30, 2026. **In addition, tuition must be current for the child to attend the trip.**

Students not eligible to attend or who choose not to attend the eighth grade trip will not receive the class fundraising allotment, and the student's share will be distributed amongst those students attending the trip.

DRESS CODE

Girls:

- ❖ No denim clothing of any color
- ❖ Girls must wear shorts, skirts or pants of appropriate length (fingertip policy)
- ❖ No midriffs, strapless tops, or spaghetti straps
- ❖ Sleeveless shirts permitted
- ❖ No shirts with large silk-screen logos or sayings across the front or back of them (small and tasteful logos ok)
- ❖ 2 skirts or dresses for semi-formal events

Boys:

- ❖ No denim clothing of any color
- ❖ Collared shirts (no t-shirts)
- ❖ No shirts with large silk-screen logos or sayings across the front or back of them (small and tasteful logos ok)
- ❖ No baggy pants
- ❖ Belt for pants which require a belt
- ❖ Hats permitted outside only (no names of professional sports teams or political themes)
- ❖ 2 pairs of pants
- ❖ 2-3 dress shirts (button-down cotton, etc.)

