



2009-2010

Student  
Handbook

*This packet of information has been compiled and distributed so that we can begin the school year with a good understanding of the philosophy, policies, and practices of Robinson Township Christian School. It is crucial that you and your child study and understand the enclosed information so that the year will proceed smoothly for all. You should read and study this information.*

*Please indicate that you have, in fact, read and studied the information in this Handbook by signing this form and returning it immediately to the School.*

**Please keep this material somewhere handy for reference throughout the year.**

.....

We have read and studied the 2009-2010  
RTCS Student Handbook  
and agree to abide by the regulations it contains.

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Please Print Student Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Please Print Parent Name

\_\_\_\_\_

Date

\_\_\_\_\_

Please return to:  
Robinson Township Christian School  
77 Phillips Lane  
McKees Rocks, PA 15136

# Message to the Student

Welcome to Robinson Township Christian School. It is our prayer that your years at RTCS will be profitable and enjoyable, and that by working together as staff and students, we will be able to praise God and serve His Kingdom.

We hope you understand that attending a Christian school is a privilege granted only to those who accept the responsibilities of being a student. You and RTCS are, in reality, entering into a contract. The School has agreed to provide you with a Christian environment for learning and the pursuit of knowledge; you have agreed to participate in the life of the School in accordance with its rules and further to add positively to the School's environment.

Robinson Township Christian School has developed a behavior code so that this contract can be fulfilled, and so that each student has the opportunity to perform to the best of his/her ability and to the honor and glory of God. This code is governed by five fundamentals:

RESPECT: Treat all students and staff with the respect due someone made in God's image. Treat your own and others' property with respect (Philippians 2:3-4).

OBEDIENCE: Joyfully obey those placed in authority over you (Romans 13:1-2; Proverbs 19:20).

HONESTY: Do all work with honesty, because you are doing it for God's glory (Psalm 1:1-3).

INTEGRITY: Use language and display character that is moral and consistent with the Christian basis of our school (Isaiah 33:15-17; Proverbs 11:3; Matthew 12:34-37).

EFFORT: Use the gifts God has given you to the best of your ability, in accordance with God's will, as a good steward (Philippians 3:11-14).

All parents/guardians and upper school students are required to read this handbook. It explains in more detail our behavior code and provides essential information about our programs and activities.

We pray that while you are at Robinson Township Christian School you may grow in your walk with the Lord and that you will go from here equipped to redeem all of life for God's glory.

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### Disclaimer

**The guidelines set forth in this Handbook are not exhaustive, and the Administration reserves the right to make changes, as deemed necessary.**

## Organization

### Vision

The vision of Robinson Township Christian School is that our students will acquire wisdom, knowledge, a Biblical worldview, and a compassion for others, expressed by a wholehearted love for Jesus Christ.

### Mission Statement of Robinson Township Christian School

The mission of Robinson Township Christian School is to provide a Christ-centered education in which students are motivated to seek wisdom and knowledge and to develop a Christian character and witness, so that they may faithfully fulfill their calling in church, family, and society.

### Our Core Values

The foundation of Robinson Township Christian School is the Scripture of the Old and New Testaments, the infallible Word of God, as summarized in the Westminster Confession of Faith. On this basis, we affirm the following principles for Christian education:

#### 1. Scriptural Truth

**Scripture is the revealed Word of God and is taught as truth.**

Students are taught that:

- *they are created in the image of God – Genesis 1:26-27.*
- *they must confront the issues of sin and redemption – Romans 3:23, 1 John 1:9.*
- *they can know God as revealed in Christ and made present through the Holy Spirit – Luke 11:13, John 20:22.*

#### 2. Integration

**Every element of the curriculum is permeated with God's Word.**

Learning includes an understanding of:

- *Christ as our Creator, Sustainer, and Lord.*
- *knowledge as dependent on God's revelation in His creation and in His Word.*
- *human history and God's providential activity in it.*
- *humanity, its cultures, and how ideologies have shaped people and their institutions.*
- *how Christians are called to respond to and engage the world.*

### 3. Christian Personnel

**The Board, Administration, and Faculty of the School are evangelical Christians of Reformed convictions.**

All school personnel:

- *know Jesus Christ as their personal Savior.*
- *model Christ in their teaching and leading – Matthew 10:24.*
- *exhibit love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control – Galatians 5:22-23.*
- *view children as image-bearers of God and encourage students to develop talents and gifts to God's honor.*
- *reflect and support the School's foundation, vision, mission, and core values.*

### 4. Student Potential

**Every learning experience aims to engage students toward their full potential in Christ.**

Learning will focus on:

- *the individual's relationship and contribution to society.*
- *encouraging students to use their minds to the best of their ability in service to God.*
- *making competent and responsive disciples of Jesus Christ – Matthew 28:19-20.*
- *preparing for works of service – Ephesians 4:12-13.*
- *developing an eternal view of life.*

### 5. Operational Practice

**All the School's practices are grounded in Biblical norms and principles.**

Biblical standards permeate:

- *governance.*
- *business/finance.*
- *development/marketing.*
- *human resources.*
- *governmental relations.*
- *classroom management.*

#### References

Evearitt, Timothy. 1996. Leading a Christian School: A Book for Administrators and Board Members. The Center for the Advancement of Christian Education, Covenant College: Lookout Mtn., GA.

DeWitt, John, R. 1981. What is the Reformed Faith? Polton Press: Scotland.

Graham, Donovan, L. 2003. Teaching Redemptively: Bringing Grace and Truth into Your Classroom. Purposeful Design: Colorado Springs.

Van Brummelen, Harro. 2002. Stepping Stones to Curriculum: A Biblical Path. Purposeful Design: Colorado Springs.

## **History**

Robinson Township Christian School was organized in 1978 by individuals dedicated to Christian education from Grace Orthodox Presbyterian Church, Sewickley, and Providence Presbyterian Church, Robinson Township. The classes that year enrolled a total of fifteen (15) students in kindergarten and first grade.

### Milestones

- 1978 – School opens with 15 students K-1<sup>st</sup>
- 1983 – new educational wing built by PPC accommodates growing school
- 1985 – 10 students graduate from 8<sup>th</sup> grade
- 1999 – high school program begins
- 2002 – building additional classrooms for high school begins
- 2003 – the first senior class graduates

## **Government**

Robinson Township Christian School was formed by a group of individuals dedicated to the purpose and goals of Christian education. These founders formed a Corporation in 1978 by adopting articles of incorporation and bylaws to direct the course of the School.

## **Corporation**

### Steps to becoming a Corporation Member

- Do you have a commitment to Christian education, love of covenant children, and a desire to see a Christ-centered worldview taught in a nurturing educational environment?
- Do you believe in the infallible and inerrant word of God set forth in the Scriptures of the Old and New Testaments?
- Do you hold to the system of Biblical doctrine summarized in the Westminster Confession of Faith and Westminster Larger and Shorter Catechisms?
- If so, you can request to become a member of the RTCS Corporation by submitting a letter or notifying the Board President of your interest. Nominees to the Corporation are reviewed by the School Board.
- If eligible, the Corporation will vote on your acceptance at the next scheduled Corporation meeting (fall and spring). Corporation members may vote on school issues at the following corporation meeting.
- In addition, a \$25 (\$50 per family) yearly fee is required for membership. Any Parent or Guardian of a Robinson Township Christian School student is not required to pay the \$25 fee.

The Corporation elects from its members a rotating Board of Directors, charging them with the responsibilities of administering the policies and bylaws of the School.

## **Professional Accreditation and Associations**

Robinson Township Christian School is authorized by the Commonwealth of Pennsylvania to provide daily instruction.

The teachers at Robinson Township Christian School are dedicated Christians who have received degrees in education from accredited colleges and universities and are either certified by the Commonwealth of Pennsylvania or are working toward that certification. They are selected on the dual criteria of Christian commitment and exceptional competence in teaching.

Our school is a member of Christian Schools International (CSI), located in Grand Rapids, Michigan, and The Association of Christian Schools International (ACSI), located in Colorado Springs, Colorado. These organizations were founded to accomplish the purpose of promoting, establishing, and equipping Christian schools.

# Attendance

## After-School Hours

Under normal circumstances, the School will be locked down after 4:00 p.m. No students are to remain in the School or on school property unattended.

After-school activities, such as detention, sports, drama, clubs, academic games, and student council, have scheduled activity times. No students are to remain in the School or on school property unattended.

Parent(s)/Guardian(s) who abuse this policy **will be fined** and may be required to face the Board of Directors.

## Arrival and Early-Morning Procedures – 7<sup>th</sup> - 12<sup>th</sup> Grade

Arriving students are to enter the School immediately through the main school doors. No one will be let off the bus at any other place than the front of the School. The time before the first bell for homeroom should be used to gather materials for the day's classes, turn in attendance excuses to the main office, settle business with the Headmaster or Teachers, etc. At the sound of the warning bell, students should report to homeroom quickly. They should be attentive and cooperative during the morning exercises, including devotions and prayer. They should respond verbally when their names are called for attendance and listen carefully to any announcements for the day. Students should participate reverently in morning prayer and devotions.

Students arriving after school begins must sign in at the office.

## Attendance

Daily attendance for class is required for students of compulsory school age in this Commonwealth. Absence from school is recorded daily in the attendance register. A written excuse from a parent or guardian stating the reason for the absence must be presented after the absence, when the student returns to school. **If a written excuse is not received within two days after the end of a marking period, the unexcused absence will remain on the student's record.** Written excuses must be kept on file for one year. All absences and tardy arrivals are recorded in the permanent record for lifetime referral.

Absence is excused in case of illness, death in the family, and other grave reasons or where explicit permission is given. Absence is unexcused if a written excuse is not presented or for unapproved activities.

A student is responsible for making up work when absent from school, and for completing satisfactorily the courses of study prescribed by the Commonwealth of Pennsylvania and Robinson Township Christian School.

If there is a serious attendance problem, the information will be documented and presented to the Education Committee. The school district truancy authorities will be contacted in accordance with Pennsylvania law, and the student may face possible expulsion.

Students must follow the procedures below when absent:

1. Have Parent/Guardian call the School on the morning of absence between 8:00 and 9:00 a.m.
2. Bring a written excuse to the teacher the *morning of returning* to school. The Commonwealth of Pennsylvania mandates that a written excuse be on file for each absent day.
3. Complete all missed work *according to each teacher's requirement*.
4. Students arriving after school begins or leaving before 3:00 p.m. must sign in or out at the office.

**Students will be allowed a maximum of ten (10) absences without a doctor's excuse. Absences beyond ten (10) days will be subject to review and action of the School Board.**

A student who misses more than twenty (20) days of a school year, excused or unexcused, may be required to repeat the year, or individual courses, at the discretion of the School Board.

### **Bell Schedule – 7<sup>th</sup> - 12<sup>th</sup> Grade**

PERIOD	BEGINS	ENDS	LENGTH in Minutes
Home Room	8:20	8:28	8
1	8:30	9:12	42
2	9:14	9:56	42
3	9:58	10:40	42
4	10:42	11:24	42
5	11:26	12:08	
LUNCH	12:10	12:38	28
6	12:40	1:22	42
7	1:24	2:06	42
8	2:08	2:50	42
LOCKERS/ HOMEROOM	2:53		

Two minutes are given to pass between classes.

### **Cancellations, 2-Hour Delays, Mandatory Days**

Pennsylvania state law requires that all students in elementary through high school attend school 180 days. A two-hour-delay day constitutes a school day and need not be made up. The school year may be extended to accommodate missed days in elementary through high-school grades.

Inclement-weather days and two-hour delays will cause cancellations to morning programs. These cancellations are an unavoidable circumstance.

## Daily Schedule and Change of Classes – 7<sup>th</sup> - 12<sup>th</sup> Grade

The usual daily program consists of eight (8) class periods with a two-minute change of class. Lunch is twenty-eight (28) minutes. Special schedules are used for two-hour delays, group testing, assemblies, and other special events. These are noted in advance.

During change of class, students are to proceed quickly and quietly. Traffic in the hallways is two-way. **KEEP TO THE RIGHT AT ALL TIMES AND IN SINGLE FILE.** This will insure the safety and speed for all. At no time is running in the hall permitted.

Students should bear in mind that the school hallways are often used by visitors to Providence Presbyterian Church. Students are expected to exercise courtesy toward adults in the hallway (e.g., opening doors, greeting people, permitting them right-of-way in the hallway).

Time does not permit going to the lockers for books between classes. Students are responsible for being on time for all classes.

## Dismissal Procedures

### *Vehicles*

Authorized drivers picking up students should pull through the circle in the parking lot and wait in your car. Students who are driven to school (1<sup>st</sup> – 12<sup>th</sup> grades) are dismissed from the church foyer area as each vehicle pulls in front of the double doors. A.M. kindergarten is dismissed from the school entry doors. Exercise caution as you enter the school parking lot.

Drivers are to adhere to the following guidelines:

1. Speed limit in parking lot is 5 miles per hour.
2. Do not leave vehicle unattended in circle.

Student drivers:

1. must have a completed RTCS Parking Permit Form on file in office.
2. must follow same guidelines as other drivers.
3. must have written parental consent to drive other students.
4. must pick up students in front of Church foyer area only.
5. may not drive for school field trips.

Students who are designated to be picked up at dismissal will be released only from the church foyer area. If you are walking, pick up your student in this designated area. Please submit a written note or call the school office by 2:00 p.m. with any change in transportation plans.

## Inclement Weather

*News of cancellation or delay will be heard on TV/Radio Stations: KDKA Radio 1020, KDKA-TV, WPXI-TV, WTAE-TV, or respective Web sites. Listen for our school name. You should listen for your own school district's closing or delays so you know when your children will be picked up by the school bus. If your school district cancels, and you decide not to bring your child, he/she is legally excused from attending RTCS that day. If your child is in morning kindergarten and we have a two-hour delay, your child does not have school. You may call the school office to hear a message on the school voice mail if there is a change in starting time.*

## **School Hours**

School is in session from:

8:30 a.m. – 3:00 p.m.	Grades 1-6
8:20 a.m. – 3:00 p.m.	Grades 7-12
8:30 a.m. – 12:00 Noon	Morning Kindergarten
12:00 Noon	Half-day dismissal

All students are expected to attend school regularly and punctually. Students should be in the building in time for homeroom period, but not before 8:00 a.m.

At the end of the school session, students are to be picked up no later than 3:10 p.m. (or 12:10 p.m. for morning kindergarten session) unless there are unavoidable circumstances, for which you should call to explain.

### **Tardiness – KN - 6<sup>th</sup> Grade**

Students are considered tardy for school if they are not in their homerooms at 8:30 a.m. A student who comes late to school must present a written excuse to an office staff member before going to class. An “admit slip” will be given which is to be shown to the teacher whose class the student is entering.

Students are not responsible if the buses on which they ride arrive late to school. This is considered ‘excused’ tardiness. In this event, the student still must report to the office before going to class.

### **Tardiness – 7<sup>th</sup> – 12<sup>th</sup> Grade**

Students are considered tardy for school if they are not in their homerooms when the bell rings at 8:20 a.m., even if they are in the building, unless their absence from class is authorized by the Headmaster.

A student who comes late to school must present a written excuse to an office staff member before going to class. An “admit slip” will be given which is to be shown to the teacher whose class the student is entering.

Unexcused tardiness and frequent tardiness, even with parental excuse, may result in disciplinary action, i.e., detention, suspension, etc.

Students who are detained by a teacher after class should receive an “admit slip” from that teacher to present to the teacher of the next class.

# *Academics*

## **Course Change Policy**

After numerous conferences with teachers, advisors, and parents, a schedule is formulated to fit the student's ability and career choice. Each student is expected to remain in the courses selected.

In exceptional cases, changes may be possible after due consideration of graduation requirements and subject sequences. Requests for changes would fall into two categories: those initiated by school/teacher and those initiated by student/parent.

For reasons of improper placement, a course change can be initiated by the school/teacher. The student's schedule is altered in conference with the subject teacher and the scheduler. A course change initiated by a student/parent should follow this procedure:

1. Contact the subject teacher regarding the possibility of dropping the course.
2. The scheduler needs to be notified regarding options for a replacement course.
3. Contact the receiving subject teacher, if applicable.
4. Submit this request along with appropriate signatures to the office for the files.

Signatures include the teacher of the dropped course, the teacher of the added course, if applicable, the Headmaster, and the signature of a parent agreeing with the decision.

All changes should be made by the middle of the first marking period.

## **Field Trips**

Field trips are planned to provide students with educational and/or recreational experiences outside of the classroom. Parental permission is required to participate in class trips. Permission slips must be signed by a parent or guardian for the student to attend the field trip.

We often need help in transporting students on field trips or for sports events. Our school parents have been generous in their assistance. We ask that parents who wish to provide transportation to events complete a Volunteer Driver Application Form at the beginning of the academic year.

Entrance fees for field trips will be charged for all grades.

## **Grading System**

Report cards are issued four (4) times per year to all students (November, January, March, and June).

### Kindergarten (all subjects)

- + Means your child has mastered the skill.
- ✓ Means your child is progressing but has not yet mastered the skill.
- Means your child is encountering a problem in this area of growth in learning.

Grading: First – Twelfth

<b>A</b>	95-100	<b>C</b>	75-79
<b>A-</b>	93-94	<b>C-</b>	73-74
<b>B+</b>	90-92	<b>D+</b>	71-72
<b>B</b>	85-89	<b>D</b>	67-70
<b>B-</b>	83-84	<b>D-</b>	65-66
<b>C+</b>	80-82	<b>F</b>	0-64
		<b>I</b>	Incomplete

Art/French/Music/Physical Education

	<i>Grading Scale</i>		<i>Skill Level</i>
O	Outstanding	+	Above average
S+	Above Average	✓	Satisfactory
S	Satisfactory	-	Needs improvement
S-	Needs Improvement	N/A	Not applicable
U	Unsatisfactory		

Grade Point Average (for office use):

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	.7
B	3.0	C-	1.7	F	0

I (Incomplete) - Student has 2 weeks to make up the required work.

Honors Grade Point Average (for office use):

A	4.5	B-	3.2	D+	1.8
A-	4.2	C+	2.8	D	1.5
B+	3.8	C	2.5	D-	1.2
B	3.5	C-	2.2		

Advanced Placement (AP) Grade Point Average (for office use):

A	5.0	B-	3.7
A-	4.7	C+	3.3
B+	4.3	C	3.0
B	4.0	C-	2.7

**Graduation Requirements and Course of Study/High School (9<sup>th</sup>-12<sup>th</sup>)**

A minimum of 25 credits is required for graduation. The following credits must be achieved in the corresponding subjects to graduate:

English Literature	4 credits
Social Studies	4 credits
Science with Lab	3.25 credits
Mathematics	3 credits
Physical Education/Health	1.25 credits
Bible	4 credits
Foreign Language	2 credits
Fine Arts	1 credit
Electives	2 credits
Senior Project	0.50 credit

- All students must carry a minimum of 6.25 credits each year. Exceptions can be made for seniors if graduation requirements have been met (approval needed).
- A failure in any required course must be made up in summer school prior to the next school term.

## **Guidance**

Underclassmen may utilize any of the guidance materials. A pass from the classroom teacher is required from the student. Sessions should be scheduled during the student's free periods except in an emergency/crisis situation. Appointments are recommended so that the needs of all students may be met.

The guidance office is here to serve the students and parents/guardians throughout their high school years so as to make the transition to their post high school years a smooth one. Academic records are audited annually to insure that graduation requirements are being met. Students have access to college search programs, college catalogs, testing services, scholarship information, college fairs and visits. Parents/Guardians are encouraged to visit or call the Headmaster or Guidance Counselor with guidance-related questions.

## **Homework**

Teachers may assign homework to be accomplished outside of normal classroom periods. It is given for various reasons, including:

1. to help develop good study habits.
2. to reinforce material taught in class.
3. to prepare students for upcoming tests or quizzes.
4. to help the student beyond what is taught or read in class/to seek further or related materials.

When a student has been absent, it is the student's responsibility (and that of the parents) to secure books and assignments in order to be ready to participate on the day the student returns to class. Normally the student will be allowed two (2) days to complete work after his/her return to school following an absence.

## **Honor Roll**

The purpose of the Honor Roll is to give recognition to individual pupil academic progress in Jr. and Sr. High School. To be eligible, a student must maintain an average in the following categories:

1. Honor Roll – All students with a 3.0 average on a 4.0 scale. Eligible students must have all grades that are C and above.
2. High Honor Roll – All students with an average of 3.7 with all grades of a B- and above are eligible.

## **Parent-Teacher Communications – Elementary (KN – 6<sup>th</sup> Grade)**

Parent-Teacher Conferences are scheduled for parents after the first and third marking periods. Teachers are also available to meet with parents throughout the school year either before or after the school day. Parents may call the school office to schedule a conference. Calls to the teachers may be made between 8:00 – 8:30 a.m. and 3:00 – 3:30 p.m.

## **Parent-Teacher Communications - Jr. & Sr. High School**

### **I. Written Communications**

- A. Report cards four times per year
- B. Disciplinary notices in accordance with disciplinary policy
- C. Others at the discretion of teachers and parents

### **II. Personal Meetings**

- A. Back-to-School Night will be held in August. All families are expected to attend.
- B. Individual conferences as needed. Parents are encouraged to meet personally with teachers during the school year.

### **III. Phone Calls**

- A. Teachers will participate in student review sessions (SRS) on a regular basis in order to discuss the progress of each student. Students' parents will be contacted promptly with a summary of the discussion. A written synopsis is to go to the Administrator and to all of the core-subject teachers who have that student. Each junior and senior high student will be discussed at an SRS no less than once a semester.
- B. Other phone calls as needed.

## **Physical Education – KN - 6<sup>th</sup> grade**

Students in kindergarten through 6<sup>th</sup> grade receive physical education once a week. Early elementary students will not change into gym attire. Students are permitted to wear shorts on their designated gym day.

## **Physical Education – 7<sup>th</sup> - 12<sup>th</sup> grade**

Pennsylvania State law requires that students participate in a planned program of physical education each year. In order to be exempted for an extended period, a doctor's excuse is required. This must be renewed every nine weeks.

Also, please be advised of the following:

If your child is well enough to be in school, he/she will participate in P.E. (even if only minimally).

Each student will be allowed one (1) excused absence with a parental written excuse. After one (1) excused absence in a (9) nine-week period, the student will be required to turn in a

two-page research paper for each class missed on a subject of the P.E. Teacher's choice, relating to physical education. A student's grade may be lowered each time he/she misses any additional P.E. classes in a (9) nine-week period unless there is a doctor's excuse.

Please refrain from scheduling doctor and dentist appointments during P.E. time. After-school activities should be missed before any classes, including P.E. Students must remain in school all day. Those with excuses will use Room 202 to complete assignments.

All students will be required to go outside, except during inclement weather.

Inclement weather guidelines are:

1. Rain, sleet, and wet snow
2. Temperatures under 20 degrees F.

If you feel that your child should not go out due to the day's weather, the School must receive a call before 10 a.m. In that situation, the student will stay indoors for a calisthenics program.

Appropriate gym attire for 7<sup>th</sup> grade through 12<sup>th</sup> grade

1. Tennis shoes and socks
2. Loose-fitting gym shorts (warmer weather)
3. Loose-fitting sweat pants (cooler weather)
4. T-shirt or sweat shirt
5. No jeans!

Not having gym clothes is not a legal excuse for missing class.

### **Promotion and Retention**

1. Parents will be notified, in writing, of the consideration to retain their child in their current grade. A conference with the parents will be scheduled at that time.
2. Parents will be officially informed, in writing, by June 15 of the firm intention to retain the student.

A high-school student failing either one or two of the basic subjects will be required to make these up at an accredited summer school before being promoted. A student failing three or more of the basic subjects will not be promoted to the next grade level.

### **Special Services**

Allegheny Intermediate Unit, Division of Non-Public Schools

Free On-site Services:

1. Diagnostic/Evaluation Services
2. Speech Therapy

Tutorial Services – On-Site Services - Hourly fee

Tutors may be available after school hours through programs such as Classroom Plus.

## **Standardized Tests**

Students in first through eighth grade take the Iowa Test of Basic Skills Achievement Tests.

High school students may take part in standardized or nationally-normed tests such as the PSAT (offered at RTCS in the fall) or the SAT, ACT, and PLAN (offered in the home school district), competency-based tests, reading, and intelligence tests. In each case, parents are invited to discuss the results with teachers, and efforts are made to distribute information on the interpretation of the results.

## **Student Council**

Robinson Township Christian School Student Council is composed of students in grades 7 – 12 and provides an opportunity to develop and demonstrate responsible leadership. The Council and selected Adult Advisor meet on a monthly basis to plan social, academic, and service activities for consideration. The Council provides a forum to present student opinion and a place to promote school spirit. Elections are held in the spring for Student Council officers (9<sup>th</sup>-12<sup>th</sup>) for the upcoming year. In the fall, elections are held for class representatives.

### Requirements for Student Council:

1. Student's attitude – overall and/or specific areas
2. Impact student's participation will have on grades and schoolwork
3. Student's commitment to seeing tasks to completion
4. Student must have a GPA of 2.5 or higher at the time of election. Student must maintain at least a GPA of 2.5 through his/her elected term.

## **Study Hall**

The purpose of a study hall is to supplement home study; that is, to give the students an opportunity to:

1. prepare for classes.
2. complete unfinished assignments.
3. seek aid or clarification in doubtful or confusing matters.
4. use the resources of the library.

A study hall should be a place conducive to individual study and concentration:

1. There should be a minimum of noise and disruption.
2. There should be a maximum of quiet, organized activity.

Students are expected to:

1. practice courtesy, cooperation, and consideration for the needs of others.
2. consider study hall time another class period and act accordingly.
3. come to study hall prepared to utilize the time in a manner beneficial to their needs.
4. bring necessary materials: textbooks, workbooks, writing paper, pen/pencil, reading material.

Students should use the study hall time to develop the reading habit and broaden their interests by always bringing a book, magazine, or pamphlet with them in case they have a spare moment.

If there are no other assignments, students **may not**:

1. talk without permission of the teacher.
2. write notes.
3. distract others by talking, gesturing, or walking about.

### **Textbooks, Property, and Facilities**

Many of our textbooks are provided by the Commonwealth of Pennsylvania under the provisions of Act 90/195. Books provided under this Act are stamped on the inside front cover with *PA Department of Education*. Textbooks purchased with State funds or by Robinson Township Christian School are on loan during the school year. The student is responsible for any loss or damage of textbooks.

All textbooks are to be covered. Fair compensation must be made for books that are lost or damaged. All lost or damaged library books, textbooks, and equipment must be turned in or paid for at the end of the school year, *before the report card will be handed out*. Compensation must be made for damage to any school or church property and equipment.

### **Vacations/Make-Up Work**

Robinson Township Christian School encourages parents to refrain from planning vacations during school. Parents and students should understand the following:

- The ease (or difficulty) of providing work in advance varies from grade to grade and from subject to subject. Parents/Guardians should make every effort to provide the teacher with no less than one (1) week's notice prior to the scheduled vacation. This enables the teacher to provide any work which he/she deems appropriate. However, it is the student's responsibility to make up work as soon as possible when he/she returns to school.

## Conduct and Discipline

Robinson Township Christian School is committed to providing a safe, orderly environment in which students may learn and play. There is a relationship between discipline in a school and the quality of education offered by the school. If students are undisciplined, their education suffers. It is the responsibility of the school and the home to work together to ensure that students learn to obey. Students who do not obey people in authority over them have trouble learning to obey God. Required obedience is based upon the Bible. God says that children should obey their parents and others in places of authority. The following texts emphasize this:

Children, obey your parents in all things, for this is well-pleasing unto the Lord (Colossians 3:20).

Obey them that have rule over you, and submit yourselves (Hebrews 13:17a).

### Academic Probation

Students whose grade point average (GPA) is 1.7 or below will receive an academic warning. Students whose GPA is 1.58 or below for one quarter or have 'F' grades in two major subject areas (Bible, Math, Social Studies, Science, Language Arts) will be placed on academic probation.

Parents will be notified by letter that their child has been placed on probation.

Students may lose extracurricular activities and course-elective privileges during the next quarter.

Continued academic and behavioral probation can lead to dismissal from the School.

### Bus Procedure and Conduct

With few exceptions, students of Robinson Township Christian School are transported by the school districts in which they reside. Arrangements for transportation are made directly by the transportation director or bus contractor of the respective districts with information provided by the School. The School does not determine times, stops, etc. The following are important ideas to remember:

1. Every student is obliged to observe the rules of good conduct, courtesy, and safety aboard the buses and at the stops.
2. The School supports and cooperates with procedures defined by the school districts for dealing with bus misconduct. Robinson Township Christian School may include suspension of bus privileges in severe cases.
3. Questions and complaints about bus service should be directed to the person in charge of student transportation in your school district.
4. **Only students who are legal residents of the district may ride the buses of that district.** The districts are very strict on this because of insurance considerations. The School cannot provide exemption to their policies.

5. Since the Supreme Court upheld the private school bus law, responsibility for your child's transportation rests with your home school district. Address all questions and complaints to them. Reasonable service is your right.
6. *If you do not require bus service due to an absence, or if you are providing transportation that day, you **must** call the school district transportation director or bus contractor.* Telephone numbers are provided in the RTCS school directory.

Parents or Guardians of bused students must inform the school office if they wish to pick up their child (preferably by 2:00 p.m.). It is preferred that a note be sent to school so we can make the change on our daily transportation schedule. Please contact your school district transportation director or bus contractor if you are changing your child's transportation in any way.

### **Causes for Disciplinary Action**

At Robinson Township Christian School the basic rule students must obey is to be respectful. They must show respect to those in authority over them, to other students, to property of the School and other students, as well as to themselves. In order to be respectful, students must also be kind and have self-control. Students who do not show the proper respect will be disciplined. Examples of behavior which is not acceptable are listed below:

1. Taking God's name in vain, profanity, or vulgarity in speech or actions.
2. Improper public display of affection.
3. The possession or use of drugs, alcohol, or tobacco.
4. Leaving the classroom or building without permission.
5. Possession or use of dangerous items.
6. Fighting.
7. Verbal intimidation or harassment.
8. Running in the school building.
9. Chewing gum.
10. The use of skateboards, roller blades, radios, cell phones, Walkmans, beepers, etc. on school property.
11. Disrespectful attitude, actions, or speech toward another person.
12. Cheating or lying.
13. Being late for class.
14. Dress-code violations.

No list can include all possible situations. This listing is not intended to be exhaustive, but to provide general guidelines for acceptable behavior. The administration has the final responsibility and authority to enforce the intent and spirit of the discipline policy.

### **Alcohol, Tobacco, Drug, and Weapons Policy**

The possession and/or use of alcohol or tobacco will result in an automatic five-day (5) suspension from school. The possession and/or use of dangerous items or illegal drugs on school property will result in an automatic expulsion from school.

## **Disciplinary Measures**

The classroom teacher is responsible for maintaining discipline within the classroom. The teacher will go over the rules at the beginning of the school year and will remind students as needed. If a student does not obey the rules, the teacher will reprimand the student and will punish him/her as appropriate. Parents will be contacted when a student does not respond to disciplinary measures.

If a student continues to disobey in the classroom or if the behavior is deemed dangerous to the student or others, the child will be sent to the Headmaster.

1. On the first visit to the Headmaster, there will be verbal counseling with the Administrator.
2. On the second visit, there will be a written warning given which will require a parent's signature.
3. On the third visit, a second written warning or a suspension notice will be given. The parent's signature will again be required.
4. On the fourth visit, the student may be dismissed from school.

The above procedure is a guideline. All disciplinary actions are at the discretion of the Headmaster. **It is very important that the home and school cooperate fully in the discipline of students.** Parents should never undermine the authority of the School by making derogatory remarks about a teacher or the School in the presence of any students or any other parents. To do so violates Scripture and tears down the credibility of the school and teacher.

**Matthew 18 teaches Christians the proper way to handle disagreements.** Robinson Township Christian School uses this model as the method to resolve differences. If a parent has a concern regarding his/her student, the first step is to talk with the teacher. If the parent is not satisfied with the teacher's resolution, then the parent may take the matter to the Headmaster. If there is still no resolution, then the parent may appeal to the Education Committee, and lastly to the Board of Directors for final resolution.

## **Detention, Suspension, and Expulsion**

1. Detention will be served after school from 3:15 p.m. to 4:00 p.m. with a faculty member on a chosen date. The student has two (2) weeks to make the proper arrangements. All detentions will be documented in the school office.
2. During an in-school suspension, students will sit alone in the office. They will receive zeros for all grades during the period of suspension.
3. During an out-of-school suspension period, students are not permitted on school grounds, nor are they permitted to participate in school activities. Students will receive zeros for all grades during the period of suspension. Parents will be notified by phone as soon as suspension is levied. A written notice will be sent to confirm the suspension. Students will not be readmitted until the parent arranges a time and meets with the Headmaster and/or Discipline Committee.

4. The Discipline Committee may recommend expulsion when:
  - a. The health, safety, and welfare of other students and/or staff are endangered.
  - b. Behavior interferes with the learning of other students or disrupts the overall educational process.
  - c. The student has violated a behavioral contract in which expulsion was an agreed-upon consequence.
  - d. The student is incorrigible and unwilling to modify serious or chronic misbehaviors.

Expulsion will be levied only after a hearing of all facts and circumstances and after parents have been informed of the situation.

A student with a history of disciplinary problems that resulted in that student's removal from the School may return to RTCS upon approval of the Education Committee and the Board of Directors. Should the student return, his or her acceptance will be deemed probationary. If the student exhibits the behavioral problems that led to his or her initial dismissal, the traditional progressive disciplinary guidelines will be bypassed, and more severe penalties, up to and including expulsion, will be considered earlier in the process, at the discretion of the Principal/Headmaster and/or Education Committee.

### **Harassment and Bullying Policy**

RTCS intends to provide all enrolled students, in every grade, an environment that is free of offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, or to comments or actions because of race, national origin, age, gender, physical characteristics or disability robs the person of dignity and is not permitted. Any student who is verbally or physically abusive or disrespectful of any other student or person will be subject to corrective action and discipline, possibly including suspension or expulsion.

### **Graphing Calculator Policy**

Graphing calculators provide a valuable tool for teaching and applying higher-level mathematics. However, Robinson Township Christian School does not permit using the calculator to write notes, graph obscene drawings, or program games. The School reserves the right to check the contents of the graphing calculator at any time.

The use of graphing calculators at RTCS is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. In addition, a violation of this policy will result in disciplinary action.

### **Internet Use**

The Internet provides enormous potential, both as a tool for teaching and support for learners. Robinson Township Christian School, to the extent possible, has taken precautions to restrict access to educationally-inappropriate curriculum materials via the Internet. Although

Internet access brings many benefits to the School, there are a number of issues relating to acceptable use which are addressed in our school's Internet Usage Policy. The Policy must be signed by all those who will use the School's equipment before being given access to the Internet.

### Internet Terms and Conditions

1. Acceptable Use – The purpose of the Internet at RTCS is to support research and education. Therefore, the use of the Internet must be in support of education and research and consistent with the educational objective of RTCS. Any use of the School's computer resources to transmit, download, upload, or duplicate any copyrighted materials (including, but not limited to, software, publications, and graphics) or materials protected by applicable copyright laws is prohibited. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. Users shall not transmit, download, upload, duplicate, or create any threatening or obscene materials, which are intended to embarrass, harass, or dispute the educational and Christian environment of the School. Use of the system for commercial solicitation is prohibited. Users shall not purchase items via the Internet, or subscribe to commercial services, such as bulletin boards or chat groups, without prior approval from their Parent or Guardian and the School. Users (or Parents or Guardians for those under 18) shall be responsible for all charges due for such purchases. Use for product advertisement or public lobbying is also prohibited.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each student who receives access will be held responsible for usage. The Administration or its designee will deem what is appropriate use, and its decision is final.
3. Network Guidelines – Users are expected to abide by the generally-accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not get abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - Users should not reveal personal address, phone numbers, or social security number.
  - Users should not use the Internet to intentionally obtain or modify files, passwords, and data belonging to others.

Electronic mail and other materials created by the user are not private. Users have no expectation of privacy for any materials created, copied, downloaded, or accessed by the user on the workstation including hard copies of such materials. The Administration has access to all materials on the system including e-mail.

- Do not use the network in such a way that would disrupt the use of the network by other users.

- All communications and information accessible via the Internet must be assumed to be the private property of the author and must be properly documented.
  - Users should not load or use unauthorized games, programs, files, or other electronic media.
  - Users should not destroy, modify, or abuse the network hardware and software.
  - Users should not create links to other networks whose content or purpose would violate these guidelines.
  - Users should not use the network for non-work or non-school-related work.
4. Warranties – RTCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. RTCS will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a user’s error or omissions. Use of any information obtained via the Internet is at the user’s own risk. RTCS specifically denies any responsibility of the accuracy or quality of information obtained through its services.
  5. Security – Security on any computer is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet, he or she must notify the Administrator or his or her designee. He or she may not demonstrate the problem to other users. Attempts to log in to the computer, network, or Internet as a system administrator or under a username other than the one given to the student will result in cancellation of user privileges or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
  6. Vandalism – Vandalism will result in cancellation of the School’s computer privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, and/or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, or any illegal or improper use of the Internet or accessed equipment.
  7. Responsibility for Reporting Materials – Each user of the School’s computer networking resources has a responsibility to report threatening or obscene materials, expressions of racism or hate, or other materials. The School has the right to delete, read, or take other appropriate action with regard to such materials reported or discovered on the user’s workstation.

#### References

- The Use of the Internet in Schools. The National Association of Head Teachers. 1998**
- Acceptable Use of the Internet, Including Local, Intranet, and Internet Computer Networks for Board Members, Staff, Students and Other Users in the School District of Pittsburgh. Pittsburgh City Schools. 1998.**
- Internet Usage Policy. West Islip Public Schools. 2002**
- Association of Coordinators and Teachers of Internet Technology**

## **Personal Items**

If a student is suspected of possessing items that are banned from use on school property, the following guidelines may be applied:

1. The Administrator or faculty member has the right to investigate a student's locker or book bag while the student is present.
2. The Administrator or faculty member has the primary role of seizing banned materials and will take precautions not to deliberately involve other students.

## **Student Sexual Harassment Policy**

Robinson Township Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. RTCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **DEFINITION OF SEXUAL HARASSMENT**

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

### ***EXAMPLES OF HARASSMENT***

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or proposition;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;

6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations; and
7. Physical conducts such as touching, assaulting, impeding, or blocking movements.

#### *EMPLOYEE-STUDENT SEXUAL HARASSMENT*

Employee-student sexual harassment is prohibited.

#### STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

#### WHAT TO DO IF YOU EXPERIENCE OR OBSERVE HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

#### WHERE TO REPORT HARASSMENT

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Mr. Brett Wirebaugh  
Headmaster  
412-787-5919

Mrs. Tina Stuart, President  
RTCS School Board  
412-264-2672

Mrs. Mary Brown, Chairman  
Education Committee/BOD  
724-899-2029

#### CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the School reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### PROTECTION AGAINST RETALIATION

It is against the School's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

#### PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Administrator. The Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The

individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subjected to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Student Violence – Part I**

Our goal is to promote a Christian environment in the School. Nonetheless, due to the fallen nature of humanity, students will frequently tease other students. There is a clear spiritual concern that students learn to cultivate the fruits of the Spirit through daily modeling of Christ-like behavior. Through the educational process, the School will emphasize the importance of acting Christianly toward others. However, when a student does not respond to a positive Christian environment, the school administration will take a proactive stance.

The school administration seeks to provide a safe environment that requires not only the elimination of threats of violence or weapons, but also requires respect and support for all the School's codes of conduct. If the school administration is aware of a student who, through teasing, intimidation, or bullying, is creating emotional duress or an unsafe environment for other students, the school administration will investigate and determine what actions will occur as a result of the student's behavior. Examples of inappropriate behavior include, but are not limited to, utilizing habitually cruel or overbearing comments, spreading rumors, mocking, malicious teasing, or encouraging exclusion. The school administration will examine the level of maturity of the student and whether or not he is capable of understanding the significance of his behavior and decide upon appropriate discipline.

### **Student Violence – Part II**

Robinson Township Christian School has a no-tolerance policy involving threats or perceived threats of violence by students. Parents/Guardians should understand that the School's first responsibility is the protection of all of its students. The School takes this responsibility seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on his or her person, the school administration will immediately expel the student. Parents/Guardians are advised that the school administration will contact local police or appropriate authorities and will note in the student's permanent record that he or she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle. (See Weapons Policy for further descriptions.)

If the School determines that a threat of violence is credible and specific (directed toward particular students or staff), the Administration will report the threat to the Parent/Guardian of the student and, where appropriate, the student and/or staff member threatened. The School will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of the school administration, that the threat might be genuine and that the student might be capable of carrying out the threat of violence.

In those circumstances in which the School determines that the threat is likely not credible, the school administration will suspend the student, pending a parent meeting. These

include all cases in which the student was “just joking.” If circumstances warrant, the School may conduct further investigation. The School may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the School. No student will be permitted to continue enrollment in the School until the School Board is satisfied that the student poses no credible threat to others in the School.

### **Weapons Policy**

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, school buses, or to any school-related activity. A weapon shall include but not be limited to any knife, toy knife, cutting instrument, cutting tool, nun-chuck stick, firearm, rifle, toy guns, or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for the lawful uses which it may have. This includes firearms which are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on school property violates state criminal statutes and school regulations (18 Pa. Cons. Stat 912) and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police will be called.
3. The student will be expelled.

## ***General Information***

### **Abstinence Education**

Abstinence education units are offered to students in Jr. and Sr. high school. The “Great to Wait” program is facilitated by qualified instructors from the Choices Pregnancy Center, Moon Township. Permission from a Parent/Guardian is required before a student will be enrolled in the class. The following topics are discussed:

Sexually-Transmitted Diseases  
Consequences of sex outside of marriage – emotional and physical  
Myth of safe sex  
Second virginity

### **Admissions Policy**

Robinson Township Christian School accepts students who have successfully completed the application process and are academically able to function in a normal classroom setting. The School does not discriminate on the basis of race, color, national or ethnic origin.

Admission to kindergarten and first grade requires that the student be five (5) or six (6) years of age, respectively, by September 1 of that academic year. However, exceptional cases will be evaluated on an individual basis. Parents should contact the Headmaster and request that their child enter kindergarten or 1<sup>st</sup> grade before he/she meets the age requirement. *The school Health Immunization Regulation known as Article 10 (1983) requires that the immunization status of every child is to be ascertained prior to admission to school or continued attendance at school.*

Parents who wish to begin the process to enroll their child in Robinson Township Christian School should follow these steps in the order given:

1. The parents must submit a completed, signed application and a \$100.00 fee with the application.
2. Students go through a process that may include interviewing, testing, and evaluating past school records.
3. The parents must meet with members of the Education Committee/Board of Directors in an interview, addressing policy, curriculum, etc.

### ***Transfer Students***

The following guidelines will be used to determine if a transfer student is to be considered for admission to Robinson Township Christian School:

1. A record of school performance absent of suspensions and/or expulsions
2. Prior academic performance (a grade average of C- or better)
3. Preparedness for the next level of work
4. Constructive attitude toward the School and what it seeks to accomplish
5. Emotional stability
6. Financial obligations being satisfactorily met with former private school

If the above guidelines are satisfied:

1. Students in grades 9 – 12 will be invited to visit the School for a day and will interview with the Headmaster.
2. Students in grades 1 – 8 will be scheduled for a placement test.
3. The School will arrange for a parent interview after receipt of the application and all other guidelines are met.

The Board of Directors generally meets monthly. Please keep in mind that Steps 1 – 3 must be accomplished before the Board may vote, and the Board's vote is necessary before the child may begin attending Robinson Township Christian School.

## **Athletic Eligibility Policy**

### Academic Eligibility

All student athletes must be declared eligible for athletics at the beginning of each quarter. In cases where a student's work in any preceding quarter does not meet the standards provided for in this policy, said student shall be ineligible to participate in competitive athletics for the first four (4) weeks of the next grading period. A student may be accepted into the athletic program on a provisional basis.

New students must meet eligibility requirements on academic eligibility. Students who are enrolled for the first time must comply with the requirements of the academic eligibility rules. The standard required for the preceding quarter shall be obtained from the records of the last school attended.

The standard for eligibility will be at least 2.0 cumulative GPA in all core courses (classes that meet at least three periods per week) with no F's and no more than 2 D's.

Grades will be checked biweekly during the quarter to be sure student athletes are maintaining a 2.0 GPA or higher.

Student athletes can be placed on suspension at the time of biweekly checks.

Student athletes on academic suspension will have their grades checked weekly. If they have raised their GPA to a 2.0, they will be reinstated.

A student who has been absent from school during the semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty days following his 20<sup>th</sup> day of absence.

### Conduct Eligibility

Students should understand and keep in mind that being selected to represent their school in an interscholastic athletic activity is a privilege. Parents/Guardians and students are required to attend any mandatory pre-season meetings to review practice policies, schedules, and eligibility rules.

Athletes should abide by all school regulations and maintain proper sportsmanlike conduct. Failure to abide by school regulations or engage in unsportsmanlike conduct will result in a suspension from the athletic activity.

A student who has received an academic or behavioral suspension may not participate in interscholastic athletic activities and/or attend practice during the period of suspension.

#### Day of Game Procedures

On game day, all student athletes participating in an athletic event are required to attend school a full day unless previous arrangements have been made with the Headmaster. This policy applies to all extracurricular activities.

#### Insurance and Medical Eligibility

It is the policy of the School that no student will be permitted to engage in any competitive or interscholastic sports without first securing insurance. In order for students to participate in the athletic program of RTCS, the following forms must be up to date and on file in the office:

- 1) Permission and Indemnification Form
- 2) Physician's Athletic Examination Report for Competitive Sports
- 3) Athletic Medical Questionnaire
- 4) Athletic Permission Form

#### Parent Meetings

1. Parent meetings will be held at the beginning of each sports season.
2. The Athletic Director and Coach will attend these meetings.
3. Parents will be informed of all school and team rules and policies (including the eligibility policy).
4. Parents will be given copies of all rules and policies.
5. Parents will sign a commitment of support of policies.
6. Parents who do not attend the meeting will receive the materials through their student. Their child may not play until their signed commitment form is returned.

#### Travel to and from Sports Competitions

Parents/Guardians are required to annually sign the Parent Permission and Indemnification Form that provides permission for students to compete in sports activities at RTCS and off campus, travel to and from sport competitions, and attend competitions requiring lodging away from home.

#### Athletic Fees

An athletic fee must be paid prior to the start of the season.

### **Cell Phone Usage**

Students may bring cell phones to school, but they must be kept off at all times during school hours. Students may not make or receive cell phone calls, or send or receive text messages, during school hours unless otherwise permitted by a teacher or staff. Cell phone usage is, however, permitted during school-sponsored activities after school, and is left up to the discretion of the coach or adult in charge of the activity.

## Clearances

Volunteers who work with students must pass the Pennsylvania Child Abuse History Clearance through the Department of Public Welfare, Childline and Abuse Registry (P.O. Box 8170, Harrisburg, PA, 17105-8170) and have registered a copy of the clearance with the office.

Applications are available in the school office. The Registry Department charges \$10.00 for the clearance check.

## Devotional Meetings

KN – 6th grades: Devotional Meetings will be held weekly and led by teachers.

7<sup>th</sup> – 12<sup>th</sup> grades: Weekly Devotional Meetings will be held and led by a teacher and student team. Students should bring their Bible to Devotional Meetings.

## Dress Code

*Dress is primarily the responsibility of the Parent(s)/Guardians(s) – the School bears the responsibility to establish standards in keeping with good taste and modesty. Since these standards are relative, the judgment of the staff of the School, and particularly the Administrator, will be used to assure that the improper grooming of a student does not reflect negatively upon the image of RTCS and does not influence negatively the attitude of any student toward himself as an image-bearer of God, toward other students, or toward those in authority over him.*

RTCS has established the following dress code for the benefit of the students. It is designed to promote diligence in their calling as students and to ensure modesty in their personal demeanor. The dress code is not intended to be exhaustive. Rather, the items listed are examples of what is appropriate or inappropriate during school hours and at all RTCS school functions.

The dress code will apply to all RTCS school functions.

### Examples of Appropriate and Inappropriate Clothing

#### Girls – Appropriate

Dresses, skirts, split skirts, skorts, pantsuits, dress slacks, denim jeans in good condition (no patches or holes), dress T-shirts, jumpers. All clothing must be loose fitting. No low-cut blouses or tops are permitted. Blouses or shirts must be worn buttoned and sized to completely cover the waistline at all times (flesh should not be exposed when arms are raised above the head). Dresses, jumpers, split skirts, and skorts must be no shorter than 3 inches above the knee. Shorts, which may be worn on gym day only, must be no shorter than 5 inches above the knee. Capri or cropped pants are acceptable Monday through Friday.

#### Girls – Inappropriate

Army fatigues, camouflage clothing, tight-fitting stretch pants, low-riding pants, sweatpants, standard sweatshirts, jogging suits, tube tops, halter tops, tank tops, bare shoulders or midriff blouses, excessive piercing, tattoos, clothing with writing or graphics of pop music/video culture, ripped seams or tattered clothing, hats, visors, and/or head bandannas.

### Boys – Appropriate

Dress trousers or casual slacks, denims in good condition, shorts on gym day, shirts, dress T-shirts in good condition. Belts should be worn when needed.

### Boys – Inappropriate

Army fatigues or camouflage clothing, sweat suits, cutoff tops, muscle shirts, excessive chains, any piercing, tattoos, oversized pants, ripped seams or tattered clothing, visible undergarments, clothing with writing or graphics of pop music/video culture, hats, bandannas, or visors.

### Kindergarten Students

Students should be dressed in comfortable clothing. Playwear and fleecewear are acceptable. Shorts are permitted on gym day.

### A Special Note to Preteen/Teen Girls and Their Parent(s)/Guardian(s)

Endeavor at all times to dress modestly, avoiding clothing that is “too little,” “too tight,” or “too flirtatious.” Rather, strive to cultivate godliness and inward beauty, “the unfading beauty of a gentle and quiet spirit which is of great worth in God’s sight” (I Peter 3:4).<sup>1</sup>

### Goal

In the area of proper dress and general appearance of the students, we seek to determine a standard which will reflect favorably on the Christian nature of our school, and which will be an acceptable standard in the eyes of most of our parents. The goal of the dress code is not to be restrictive but to help maintain a positive witness and a good learning environment. Decisions are at times somewhat subjective, but the administrators will make the final decision.

### Violation of Dress Code

If a student violates the dress code, he or she may be given a replacement garment if applicable, or asked to remove headwear or piercing. Parents will be contacted.

At the Headmaster’s discretion, a student may not be permitted to attend classes until suitable clothing is delivered by the Parent(s)/Guardian(s).

<sup>1</sup> Harris, J. “Boy Meets Girl.” 2000, Multnomah: Sisters, Oregon.  
Wilson, D. “Modest Daughters.” 2002, Credenda Agenda, Vol. 13.

## **Health Regulations and Services**

The School provides only the basic kinds of first aid in case of an accident. For minor bruises and scrapes, the teacher will cleanse the wound and apply a bandage.

Students taking any type of medication must bring a note from home giving them permission to take it. The proper dosage should be sent in a container with the child’s name on it and be one which the child can open. (*See Medication Policy*)

The Montour School system provides a nurse who comes once a week to RTCS in compliance with Pennsylvania School Law. She makes sure our medical records are complete and up-to-date, and conducts the screening programs. Pennsylvania School Law requires that each child have:

- (1) a physical exam in grades KN, 6, and 11;
- (2) a dental exam in grades KN, 3, and 7; and
- (3) a tuberculin test in grades KN and 1.

*Note: a second dose of measles vaccine (MMR) will be required beginning school year 2000-2001. This requirement is for all children in all grades in all schools in Pennsylvania.*

It is recommended that you have your own physician conduct these tests. A screening program is used to identify children who may need further medical or dental attention. The screening program includes:

- 1.) a vision test every year for every child;
- 2.) a hearing test for every child in KN, 3, 7; and
- 3.) a scoliosis test for grades 5 – 8.

Parents should assist in maintaining good health by:

- 1.) proper meals at regular times, especially a full breakfast;
- 2.) regular bedtime;
- 3.) proper dress according to weather conditions; and
- 4.) keeping a student home if affected by a bad cold, swollen glands, inflamed eyes, fever within the last 24 hours, nausea and vomiting during the previous night.

The required number of days to keep your child home after contracting a contagious disease is:

- a. Chicken Pox - exclude from school until all sores are crusted, six days from last crop of vesicles.
- b. Conjunctivitis - exclude until student is on treatment for 24 hours.
- c. Impetigo - exclude until adequately treated and no drainage from sore.
- d. Strep Throat - exclude until student is on treatment for 24 hours. Keep your child at home until you have the results of the throat culture (unless your child is on medication).
- e. Lice – exclude student from school until checked by the school nurse.

## **Invitation to Return**

During the month of March, the Faculty, in consultation with the Headmaster, shall determine students that will be invited to return to Robinson Township Christian School the following fall. It is also a time when some students are either recommended to be placed on probation for the remainder of the academic year or recommended not to return to Robinson Township Christian School after school closes in June.

The following guidelines will be used to determine if a student should return:

- Academic performance
- A cooperative spirit with regard to personal conduct
- Constructive attitudes toward the School and what it seeks to accomplish
- Emotional stability
- Preparedness for the next level of work
- Respect for authority
- Obedience

If a student shows a consistent lack of interest in his/her work or an unwillingness to cooperate with staff, he may be refused reenrollment. In some cases, the student may be allowed to reenroll provisionally. Provisional reenrollment means that the student will be dismissed immediately and permanently if the problem is not resolved.

## **Library Policy**

1. All students will have an opportunity to visit the library each week and check out two (2) books for one (1) week. We will be reading to kindergarten and grades 1 and 2 each week.
2. Students are expected to behave in a quiet, orderly fashion while in the library. Those who are not willing to do so will be sent back to their classroom and disciplined as their teacher sees fit.
3. Overdue books
  - ~ If a student forgets to return his books on library day, he may check out one (1) book for the next week.
  - ~ If a student has three (3) overdue books, he may not check out any more books until the overdue books are returned.
  - ~ If a student has any book that is two (2) weeks overdue, he may not take out any more books until it is returned.
  - ~ An overdue fine of five cents (5¢) will be charged each school day until the book is returned.
4. Damaged books
  - ~ A damaged book must be paid for before any more books can be checked out of the library.
  - ~ Upon paying for the damaged book, the student may keep the book.
  - ~ At the end of the grading period, all fines for damaged books *must be paid before a report card will be given to the student.*
5. Lost books
  - ~ A student must pay for a book he has lost.
  - ~ If the lost book is found after he has paid for it, his money will be returned as long as a replacement book has not yet been purchased.
  - ~ Lost books must be paid for before a report card will be issued.
  - ~ If a family cannot afford to pay for a lost or damaged book, the student must serve detention. He will work during the detention at \$3.00 an hour until the book is paid for.
6. Encyclopedias may be checked out for one (1) week only. They must be checked out from a library aide, and *they must remain at school.*
7. Magazines may be checked out for one week and carried to and from school in a manila envelope provided by the library.
8. A student may reserve a book or magazine. He will be notified when it is available.

## **Lockers**

Jr. and Sr. High students will be provided a locker that may be shared with another student. Lockers are to be used to store books, lunches, jackets, and gym clothes. Valuable items are never to be kept there. The School is not responsible for any lost, stolen, or damaged articles under any circumstances. Nothing is to be kept on top of the lockers. Large or valued items that must be brought to school should be taken to the office, with the Headmaster's knowledge, for safekeeping until the end of the day.

The School retains the right to check the contents of the student lockers periodically. Students are not permitted to switch lockers once they are assigned. No student is to use another's locker for any reason. No student is to go into another's locker unless the student is present. Any pilfering is to be reported immediately.

## **Lost and Found**

Throughout the school year, items left on school property will be placed in a visible location clearly labeled "Lost and Found." All clothing and other items left unclaimed for one month may be removed. Consequently, parents are encouraged to mark all items belonging to their child.

## **Lunch**

Students are to bring a bag lunch and personal eating utensils to school Monday – Thursday. The lunch must be ready to eat. A microwave will not be available to heat student lunches.

Individual cartons of white milk, chocolate milk, lemonade, and other beverages are available for purchase daily.

A prepared hot lunch is offered every Friday. Students must order their Friday hot lunch on Monday. Lunch fee is due on Friday.

Lunchroom Conduct – Remember, eating lunch in the lunchroom is a privilege.

1. Students must request permission to leave their seats.
2. Students may not waste or trade food.
3. Students may not play with food or make a mess with food.
4. Students must remain seated until dismissed by their teacher.
5. Students must properly clean up after themselves.
6. Respectful and edifying behavior is expected of every student.
7. Lunchroom helpers should ask permission before leaving.
8. The microwave is not available for student use.
9. Students are not permitted past the double doors into the church wing for any reason.

## **Medication Policy**

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours.<sup>1</sup> However, when medication *must* be administered during school hours in an emergency

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<sup>1</sup> The Pennsylvania Department of Health "Guide for School Nursing Services in Pennsylvania" states that medication should be given by school nurses only as prescribed by a physician. A legal opinion of the Pennsylvania Department of Justice states, "Except in *truly emergency situations*, teachers may not administer individually prescribed medications."

situation, a definite procedure for administering and storing medication is required to prevent mistakes and to avoid potential liability for the School and school personnel.

### **Procedures for Implementing the Medication Policy**

1. A secure location must be set up for storage of the medication. Students should never be given access to this location.
2. The medication should be delivered to the School by the Parent, Guardian or other responsible adult along with a *physician's written request for distribution by school personnel*.
3. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
4. Parents must sign an *Indemnity Agreement* and return it to the school office.
5. A record book will be maintained indicating the student's name, the name of the medication, the date and time of distribution, and the identity of the person dispensing medication. This record must be marked *every time* medication is dispensed.
6. Only those medications which absolutely must be administered during school hours should be brought to the School for distribution by school personnel.

### **Non-Prescription Medication**

- a. The School will not dispense non-prescription medicine, even with parent's permission, with the exception of cough drops or throat lozenges.
- b. If a student has a recurring need for a non-prescription medication, such as antacids, Tylenol, allergy medication, etc., a parent may make it available for the student's self-administration. In this case, the above items (#1-6) will apply.
- c. Students must not carry medication of any kind, prescription or non-prescription. Possible exceptions are pocket-sized inhalers; in such a case, the office should be made aware of the student's condition. Violation of this policy is subject to disciplinary action.

### **Music Player Usage**

CD players, radios, Walkmen, and mP3 players are not to be used during school, and students are discouraged from bringing them. If brought to school, such items must remain turned off and packed away at all times.

### **Parental Support**

The primary responsibility for education rests upon the parents to whom children are entrusted by God. RTCS functions as the parent's agent.

Our desire to operate as your agent means we need full cooperation of parents. This means ensuring that your child is getting the education that he needs. Parental standards must be high. Therefore, as minimal requirements we expect the support of each parent in the following:

1. Read the Handbook and facilitate compliance. Talk to your child(ren) about all areas that pertain to his responsibilities as a student at RTCS in terms he can understand.
2. Regular pupil attendance. Vacations should be scheduled during school holidays.
3. Prompt arrival in the morning. Late arrivals hinder your child's progress and disturb the class.

4. Supervision of homework. Parents must hold their children accountable in completing their homework.
5. Support in disciplinary action
6. Prompt response to school communication. Please return forms, permission slips, etc. as soon as possible.
7. Promptly address any problems following the guidelines under Questions/Suggestions.
8. Prompt tuition payment.
9. Willingness to serve the School. We rely upon parents to serve the School in a variety of ways.
10. Participation in school functions. The School needs your full support at school programs and open houses. It is important that all students be able to participate in school programs.
11. Promotion of the School. Promoting the School in your community helps us greatly.

## **Plagiarism<sup>1</sup>**

Cheating is a growing problem in American schools, and Christian school students are not immune to the temptation to cheat. One widespread form of cheating is plagiarism. Essentially, plagiarism is taking the work of another person and presenting it as your own. Thus it involves both stealing (using another person's work) and lying (pretending that it is your own).

Cheating of any kind is not tolerated at RTCS. Therefore, to make the matter as clear as possible, the following are all considered to be forms of plagiarism:

1. Turning in someone else's work and taking credit for it yourself (e.g., copying someone else's homework).
2. Copying words or ideas from someone else without giving that person proper credit (e.g., not putting a quotation in quotation marks or not citing the source of the quotation).
3. Changing words or phrases in a quotation without changing the sentence structure or the essential meaning, and not citing the source of the original quotation (paraphrasing without crediting the source is still plagiarism).
4. Copying so many words and ideas from a source that it makes up the majority of your work, whether or not you credit the source.

Plagiarism is easy to avoid: do your own work and acknowledge help that you have gotten from others. If you are ever not sure about whether something needs to be cited or not, ask your teacher about it. As a rule of thumb, it is better to cite too much than not enough.

Being scrupulously honest about all things—including your school work—pleases God and it sets you apart from many in the world to whom dishonesty has become a way of life. Being honest is a way for us to be salt and light.<sup>1</sup>

<sup>1</sup>Author, Jonathan Stark

## **Private Vehicle Transportation**

Students are not permitted to ride home in a personal vehicle with anyone other than their established drivers unless a note is sent to school. In case of an emergency, please call the school office.

## **Questions, Suggestions**

In the running of any school, problems and misunderstandings may arise. God has given us an extremely successful and systematic way of solving human relationship problems. It is found in Matthew 18:

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. For where two or three come together in my name, there I am with them [Matthew 18:15-16, 20].*

### Student/Parents to Teacher:

1. All educational questions or insights must first be presented to the teacher by the parents, or if the student is mature enough, by the student with the parent's knowledge and consent. If the student presents the question, a respectful demeanor is required at all times.
2. The Headmaster should be contacted only if satisfactory answers, responses, or solutions are not achieved through this means.
3. The Education Committee should be contacted only if satisfactory answers, responses, or solutions are not achieved through contact with the Headmaster.
4. The RTCS School Board should be contacted if the above three measures have been exhausted.
5. This procedure also applies to Board Members and Staff who are acting in their capacity as Parent(s)/Guardian(s), and not as representative of the Board of Directors or as employees of RTCS.

### Parents/Guardians to Headmaster:

1. If Parent(s)/Guardian(s) have a question or insight about the general operation of the School, they should contact the Headmaster.
2. The Education Committee should be contacted only if satisfactory answers, responses, or solutions are not achieved through contact with the Headmaster.
3. The RTCS School Board should be contacted only if satisfactory answers, responses, or solutions are not achieved through the above measures.
4. This procedure also applies to Board Members and Staff who are acting in their capacity as Parent(s)/Guardian(s), and not as representatives of the Board of Directors or as employees of RTCS.

Matters of Discipline: Please refer to the Discipline Policy.

## **Recess**

All students in grades 1-6 will be required to go outside for recess except during inclement weather. Students must have a written excuse from a physician in order to remain inside.

Inclement weather guidelines are:

1. Rain, sleet, and wet snow
2. Temperatures under 20 degrees F.

## **School Records**

The student cumulative files are kept in the school office. Information included in these permanent records is released to other educational or medical institutions with parental permission, providing that all financial obligations have been met. The School Board has the final authority to release student records. Each file contains:

1. A record of all courses taken and grades received
2. Attendance records
3. All standardized test results
4. Robinson Township Christian School entrance and admission information
5. Any school correspondence that refers to the student
6. A copy of discipline actions taken
7. References and recommendations

## **School-Sponsored Events**

General Rules: The following will not be tolerated at school-sponsored events and are grounds for disciplinary action:

1. The use of alcohol, tobacco, and/or drugs
2. Improper public display of affection
3. Possession or use of dangerous items
4. Verbal intimidation or harassment
5. Fighting
6. Destruction, vandalism, or abuse of school property or the property of others
7. Disrespectful attitude, actions, or speech toward another person
8. Leaving the school-sponsored event before checking out with chaperones

Additional Instructions:

- Parents and/or Guardians must provide transportation for those students who do not have the appropriate licensing to operate a motor vehicle in the State of Pennsylvania.
- Chaperones must keep a list of guests as they arrive and monitor their departure.
- School-sponsored events must have a staff member present for the duration of the event.
- Chaperones are responsible for the behavior of those students assigned to them. If a chaperone is experiencing difficulties, please report the problem immediately to the staff member who is in attendance.
- If difficulties arise with a student, the Parents and/or Guardians will be called to escort them home from the event immediately.

## **Solicitation**

Solicitation for non-school-related events and activities is not encouraged at Robinson Township Christian School. Therefore, all requests for such solicitations must be reviewed by the Education Committee for appropriateness. Approved requests will be limited to those which provide for the students' extracurricular support (physical fitness activities, summer school, cultural events), typically provided by educational institutions but unavailable at RTCS.

## **Spring Formal**

Students in grades 9-12 are invited to attend this annual event. All guests must be at least in the ninth (9<sup>th</sup>) grade to attend and must adhere to the code of conduct that is expected from RTCS students. The time/date/locale will be at the discretion of the adult chaperones.

## **Student Volunteer Program – Jr. and Sr. High School**

Students are encouraged to explore opportunities of Christian service from within their church, community, and school. As a service to the student, the School will maintain a log for the student of evidenced hours. The student's efforts will be noted on his/her official transcript. Students must complete a volunteer worksheet to accumulate his/her hours. The worksheet can be turned in to the office at any time, and the data will be recorded.

## **Telephone**

The office telephone is to be used for school business only. Students and parents may use the telephone with permission only for emergencies.

## **Termination of Contract**

If the contract is terminated at any time, there will be a \$100 termination fee assessed. In addition, if the contract is terminated more than 30 days and less than 90 days before the start of school, the fee will be 15% of the remaining tuition balance. If the contract is terminated before school starts but less than 30 days before school starts, the additional fee will be 20% of the remaining tuition balance. If the contract is terminated after school starts, the additional fee will be 30% of the remaining tuition balance. All parties have the right to a written appeal to the RTCS Board of Directors within ten days of withdrawal.

You also agree to pay all costs to RTCS and reasonable attorney's fees if we have to bring legal action to collect fees, payments, and other charges. You authorize us to make whatever inquiries necessary in the course of review or collection of any credit extended.

## **Tuition/Fees**

Tuition payments are to be made in accordance with the amounts, dates, and conditions stipulated by the Enrollment Contract. To receive the early payment discount, payment must be received by July 1. No exceptions will be made for payments received beyond this date. It is vital for the operation of the School that these payments are made promptly. Failure to make prompt payment could result in the School's withholding reports and termination of your child's enrollment.

Students will not be permitted to register or return for the following school year until all financial obligations have been met.

Report cards will not be distributed if an account has a delinquent tuition balance. In the case of a graduating student, any outstanding tuition or charges must be paid prior to the student's participation in final examinations, commencement ceremonies, or other culminating programs. The School may withhold his/her diploma and transcript until final payment is received.

An athletic fee is due from all students who participate in any sport throughout the year. A material fee is assessed for kindergarten and preschool. A book fee is assessed for grades 1 - 12. Entrance fees for field trips are charged for all grades.

## **Visitors**

When classroom visits are desired, it is necessary to make arrangements through the school office in advance. Visits should be for the purpose of observation. Arrangements for teacher consultations can be made for another time. *No one should go to a child's room without first checking in at the school office.*

- Visitors, upon arrival, should be presented to the Headmaster or his/her designee and sign in at the office.
- Visitors will be given a badge to be worn during the stay.
- Visitor must return the badge after the visit.
- Visitors must comply with all school rules.

### Academic Visitors

1. Student may transfer to RTCS in the future.
2. Scheduling is handled by Headmaster to accommodate present and future academic concerns.
3. Teachers are notified prior to visit.
4. An RTCS student serves as a host(ess).

### Social Visitors

1. RTCS host(ess) must obtain permission from the Headmaster at least two days prior to the visit.
2. A form, to be initialed by each teacher who will be visited, will be given to the host(ess).

## **Volunteer Driver**

We often need help in transporting students on field trips or for sports events. We require Parents/Guardians to complete a Volunteer Driver Application Form at the beginning of the school year if they wish to provide transportation to events. The Headmaster will approve drivers based on insurance information and accident/driver history. The application is effective for one school year.

Classroom teachers will inform Parents/Guardians of transportation needs throughout the school year.

## **Volunteer Programs**

We ask that all parents volunteer according to their gifts, talents, and capacity to serve the school community.

Volunteer areas include recess monitors, field trip drivers, hot lunch servers, library aides, lunchroom monitors, and more.

To keep costs in line, RTCS does not employ full-time maintenance personnel. Parents/Guardians are encouraged to participate on “workdays” throughout the school year and summer.