



# Racine Christian School

Parent's Hand Book

Last Updated June 22, 2017

# Table of Contents

Contact Information .....	3
Enrollment .....	3
Racine Parental Choice Program Applicants .....	3
Standard Enrollment Process.....	4
Reenrollment.....	4
Curriculum and Staff .....	4
Administration .....	5
Opening/Closing Dates & School Calendar.....	5
Inclement Weather Closing.....	5
Fees and Payments.....	5
Financial Aid and Scholarships .....	6
T.R.I.P. Program .....	6
School Communications .....	6
Student Conduct.....	6
General Behavior .....	7
Dress Code.....	7
Personal Appearance.....	7
Discipline .....	8
Discipline Process (P-202) .....	8
Illness/Absenteeism/Immunization .....	9
Lunch .....	10
Bus Transportation.....	10
Grading and Advancement.....	10
Standardized Testing.....	11
Homework.....	12
Athletics and Extracurricular Activities.....	12
Support Groups and Special Programs.....	13
Society for Christian Instruction.....	13
Supporting Churches.....	13
Friends of RCS.....	13
STAR (Shared Time and Resources) Program .....	13
TRIP (Tuition Reduction Incentive Program) .....	14
Speech and Spelling Festival.....	14
Music Festival.....	14
RCS Golf Outing and Banquet.....	14
Racine Christian School Staff.....	15



## Contact Information

<b>Administrator</b>	Mr. David Van Swol
<b>Email</b>	<a href="mailto:dvanswol@racinechristianschool.com">dvanswol@racinechristianschool.com</a>
<b>Mailing Address</b>	912 Virginia St. Racine, WI 53405
<b>Office Phone</b>	(262) 634.0961
<b>Office Fax</b>	(262) 634.7467
<b>Website</b>	<a href="http://www.RacineChristianSchool.com">www.RacineChristianSchool.com</a>

## Enrollment

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

### Racine Parental Choice Program Applicants

RCS will have five Racine Parental Choice Program (RPCP) enrollment periods. February, March, May, June and August. Applicants should begin the process by creating an online account at the Wisconsin DPI website. Please bring your user id and password, proof of residency, child's birth certificate if entering kindergarten or first grade and proof of income to an enrollment workshop at RCS. Our coordinators will assist you with the full enrollment process. More information, including workshop times, are available on the Wisconsin DPI website or on our website.

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



## Standard Enrollment Process

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

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

## Reenrollment

### **RPCP Process**

Each family is required to follow the RPCP enrollment process every year. Returning RPCP families no longer need to provide financial information. Proof of residency and a completed DPI enrollment process is still required.

### **Standard Process**

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

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

## Curriculum and Staff

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

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

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



## Administration

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

The Board meets as a whole on the third Monday of each month. New business for Board consideration should first be presented to the school administrator or an appropriate committee for study and recommendation.

### Opening/Closing Dates & School Calendar

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

### Inclement Weather Closing

For information about school closings, listen to radio station **WRJN – 1400 AM**, or any Milwaukee television station. Racine Christian School uses an alert system that will place automated phone calls from the school office to all parents in the case of school closure or delay. If the Racine Unified schools are *closed or planning a delayed start due to weather conditions*, Racine Christian School will be closed for the entire day.

### Fees and Payments

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

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

Tuition is payable in one of three ways.

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

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

Students participating in school athletic programs (team sports and cheerleading) are charged a flat fee of \$ 20.00 per year to help pay for referees, uniforms, and other costs.



## Financial Aid and Scholarships

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

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

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

## T.R.I.P. Program

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

## School Communications

Your primary source of information regarding school activities is the "**PAWPRINTS**", named for the school's Bobcat mascot. This bulletin is published each Monday throughout the school year, and is sent home with the youngest child from each family. The "**PAWPRINTS**" are also posted on the website at [www.racinechristianschool.com](http://www.racinechristianschool.com). There is also a great deal of other information posted on this website as well.

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

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

## Student Conduct

(Summarized from the RCS Policy Manual)

School doors will be opened promptly at 8:45 a.m. each day, and all students must be in their classrooms and seated by 9:05 a.m. for morning devotions. All students will be



dismissed at 3:55 p.m. All students should leave the school building and grounds by 4:05 p.m. unless engaged in a supervised extracurricular activity or enrolled in BASC (Before and After School Care)

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

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

The playground area is for the use of smaller children. Games such as baseball and football will be played in designated areas. Tackle football is not allowed, so helmets, pads, etc. should not be brought to school. Only touch or flag football may be played.

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

### General Behavior

Students should be quiet and considerate of other classes while using the hallways. There should be no loud talking, running or other commotion. Students should proceed directly to their classrooms without loitering in the hallways or bathrooms. Book bags, backpacks, and coats are to be kept in lockers, or hung on the hooks provided outside of the classroom (inside for Kindergarten).

## Dress Code

RCS has a uniform policy. Adherence to the school's uniform policy must be followed at all times during educational hours, including field trips and outings. Students may choose to wear non-uniformed clothing after educational hours. However, sleeveless shirts and jerseys (boys), bare midriffs, combat fatigues, visible body piercing (other than the ears for girls only), hats or any other head covering, and sunglasses are prohibited at all times. Clothing bearing slogans or messages considered offensive or contrary to our Christian culture are also to be avoided at all times on school property.

### Personal Appearance

Clothing should be neat, clean, untoned, and should neither be overly tight nor grossly oversized. Additional information is available in the RCS Dress Code Policy. Boy's hair must be neatly cut and combed. Girls should avoid excessive use of cosmetics and jewelry, and should not bring personal appliances (curling irons, hair dryers, etc.), hair spray and cosmetics to school.



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

## Discipline

Racine Christian School seeks to complement and reinforce the Christian behaviors taught in the home. We want the behavior of our students to be such that it glorifies God and makes parents and the community proud of them.

Disrespectful and disruptive behavior, or violation of school rules, will not be tolerated and will be dealt with according to the severity and frequency of the infractions. Most disciplinary cases will be resolved with detention, in-school service work, or limitation of the student's privileges. More severe violations will result in a three-day in-school or home suspension. Expulsion will be used only in the most extreme cases, or when other methods of discipline have failed.

One-hour detentions are given for the following: four unexcused tardies in a single marking period, disruptive or distracting classroom behavior, and disobedience of school rules or teachers' instructions. All detentions will be served at a date and time assigned by the teaching staff or administrator. Parents of students who receive detentions will be notified in writing and will be given an opportunity for a conference.

### Discipline Process (P-202)

Our disciplinary process goes through three successive cycles. Our desire is to provide appropriate levels of discipline to spur corrective action. The school's staff and administration will work closely with the parents of the student during this time.

#### Cycle 1

- An initial incident will result with in-school service, writing lines, detention, etc.
- A second incident in the same marking period receives the same penalty, plus a call to the student's parents for a conference.
- A third incident in the same marking period, a mandatory three-day suspension is given. A conference with parents and the student is required for re-admission.

#### Cycle 2

- The first incident merits in-school service or detention, a call home, and a notification of a Board representative.
- The second merits the same, plus a conference with the parents, Principal, the Board representative.
- The third incident earns another three day suspension. The student must write a formal apology, and agree to a written Behavior contract with the Principal and teaching staff before re-admission to school.

#### Cycle 3



- The first incident merits an in-School detention, and review of Behavior Contract with the parents.
- The second merits the same, plus a conference with the parents, Principal, and Board representative. A final warning will be given that the next incident will be the last.
- The third incident will result in expulsion from school.

### Specific Cases

- In defacing desks, lockers, textbooks or damaging other school property by careless or malicious acts will require students to serve a three-day suspension and make restitution for damages.
- Any incident of theft or cheating will result in a three—day suspension.
- Possession, sale or use of tobacco, alcohol, drugs, or other controlled substances on school premises, or during school-related functions (both on and off campus) is strictly prohibited. Participants will receive a three-day suspension, or a maximum penalty of immediate expulsion from school.
- Incidents involving foul, abusive or disrespectful language, or use of obscene gestures will not be tolerated. Depending on the nature and severity, these may be punishable by detention Up to, and including, expulsion from school.
- Possession or use of firearms and/or other dangerous weapons on school premises is prohibited, as are threats or acts of physical violence directed toward a teacher, staff member, or another student. Violators will be punished by immediate expulsion, and notification of law enforcement authorities where necessary.

## Illness/Absenteeism/Immunization

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

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

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

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

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



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

## Lunch

Students should plan to bring their own lunch from home. Hot lunches may be served once a week, usually on Friday. Additional main entrees may be available for purchase. The menu is published weekly in the "Pawprints". Classes eat lunch together in the school gym according to a set schedule. Students are not allowed to bring food into the classrooms or keep it in their desks.

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

Students living close enough to school may go home for lunch, at the discretion of the administrator. Others are not permitted to leave the school grounds unless accompanied or given permission by their parents or other specified adult. We prefer you not make a habit of bringing in lunch selections from nearby restaurants. Instead, if you wish to give your child a special treat, please pick him/her up from school and drive to the restaurant.

## Bus Transportation

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

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

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

## Grading and Advancement



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

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

Grades will be posted to the online grading system each Friday for the week's activities. These grades can be accessed from the school's website [www.RacineChristianSchool.com](http://www.RacineChristianSchool.com) after secured login.

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

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

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

### Standardized Testing

Each year, Racine Christian School conducts standardized testing of all students in grades 1-8. Grades 1 and 2 take the California Achievement Tests (CAT) in the spring, while grades 3-8 take the Iowa Tests of Basic Skills (ITBS) in the fall. These tests are used to help monitor the academic achievement and growth of students as they move through the grades.

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



students' academic needs. Classes at RCS typically score 1 to 3 years above actual grade level on these tests.

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

### Homework

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

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

## Athletics and Extracurricular Activities

All students in grades 5-8 are encouraged to participate in organized team sports. RCS offers volleyball and basketball for girls and basketball for the boys. Track is also offered for all 6<sup>th</sup>-8<sup>th</sup> grade students. A cheerleading squad is also offered for those girls who do not participate in basketball.

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

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

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

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



## Support Groups and Special Programs

### Society for Christian Instruction

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

### Supporting Churches

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

### Friends of RCS

Friends of RCS is made up of RCS parents and the supporting community who are interested in enhancing their children's education. Check out their publication, the Bobcat Bulletin for updates and activities throughout the year.

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

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

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

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

### STAR (Shared Time and Resources) Program

Each school family is expected to dedicate a minimum of **20** volunteer work hours over the course of the school year in support of RCS activities, or pay an additional \$500.00 fee. Families participating in the RCPC program at RCS are not required to participate in the STAR program, however, we encourage them to do so. By encouraging participation of all



families, STAR helps equalize the volunteer work load, reduces operating expenses, and contributes to a better overall educational environment for our children.

STAR hours may be earned by any adult volunteer (parents, grandparents, uncles, aunts, and friends) through participation in various school activities such as committee service, library/computer lab duty, hot lunch serving, Fall Apple Pie Sale, Spring Auction, fundraising sales, coaching athletic teams, facility maintenance work and others.

STAR hours may not be shared between families.

### TRIP (Tuition Reduction Incentive Program)

( See page 6)

### Speech and Spelling Festival

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

### Music Festival

The CSI Music Festival is held on the last Friday in April. The school choir performs as a group, plus there are numerous categories for individual vocal and instrumental performers in grades 6-8. The festival is held at the Elmbrook Church in Brookfield and draws participants from 7 schools across Southeastern, WI.

### RCS Golf Outing and Banquet

This annual event, usually held in September, raises money for the RCS Endowment Fund. All parents and friends of the school are invited to join us for this day of fun and fellowship. A light buffet supper is typically offered for golfers and non-golfers alike.

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



## Racine Christian School Staff

<b>Mr. David Van Swol</b>	Administrator
<b>Mrs. Linda Koetz</b>	Kindergarten
<b>Mrs. Melissa Ramcke</b>	Kindergarten Aide
<b>Mrs. Kris Noe</b>	First Grade
<b>Mrs. Deb Wiegers</b>	Second Grade
<b>Mrs. Anna Stavlo</b>	Third Grade
<b>Mrs. Dawn Perez</b>	Fourth Grade
<b>Mr. Dale Large</b>	Fifth Grade / Athletic Director
<b>Mrs. Sheila Richardson</b>	Sixth Grade
<b>Mr. Tim Bratt</b>	Middle School/Science
<b>Mrs. Sara Hoffman</b>	Eighth Grade
<b>Mrs. Judy Joose</b>	Office Staff
<b>Mrs. Christina Webster</b>	Office Staff

