



# Parent Student Handbook

Ravenswood Christian School  
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A Ministry of Ravenswood Baptist Church

# Welcome

Welcome to the Ravenswood Christian School family. We are glad that you have chosen us to work with you in educating your child. We have committed our lives to provide the best Christian education available in Chicago.

Our desire is to work with you to see the principles of God's Word ingrained into the life and heart of your child. We understand that you as the parent have the responsibility from God to train your children, and we willingly offer our support in providing a Christian education to that end. Thank you for the privilege of working with your child; we trust each student will receive an excellent education in a warm, spiritual atmosphere that will prepare him for his life's work and help him be a faithful servant of the Lord.

## History of Ravenswood Christian School

The urgent need of a Christian school on the north side of Chicago and in the Ravenswood area had been a burden for many years on the hearts of the members of Ravenswood Baptist Church and its pastor, Homer C. Resler. After many prayers for wisdom and guidance by the pastor and his flock, this dream became a reality. On September 6, 1972, Ravenswood Christian School opened its doors for the first semester of its existence with 47 students enrolled.

The second year began with an enrollment of 90 students and the addition of the fifth through the eighth grades. A new building was erected to house the growing classes. To this day, the school continues to grow.

Today, Ravenswood Christian School offers a quality education to students from preschool through senior high. The Lord has put together a wonderful staff, with each teacher being prayerfully considered and chosen. Each full-time faculty member is also a member of the Ravenswood Baptist Church.

However, though we are giving the finest in Christian education, we realize none of this can be accomplished without the Lord's help. Please pray daily for the faculty and staff of Ravenswood Christian School as we work with your children this year.

## Doctrinal Statement

Ravenswood Christian School maintains the same doctrinal position as set forth in the constitution of Ravenswood Baptist Church. The following points briefly describe our doctrinal statement.

## **We believe that:**

1. All Scripture is divinely inspired by God.
2. One God eternally exists in three Persons: Father, Son, and Holy Spirit.
3. Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
4. Man was created in the image of God, male and female. Man sinned and, thereby, incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a human, sinful nature.
5. Christ died for our sins as a substitutionary sacrifice, and all who believe in Him are justified by His shed blood.
6. The crucified body of our Lord was resurrected from the dead. He entered into heaven and is our intercessor.
7. The personal, premillennial return of our Lord and Saviour, Jesus Christ is imminent.
8. All who repent of their sins and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and become the children of God.
9. Having been born again into the family of God, all true believers shall never perish, are possessors of everlasting life, and are eternally secure in Him.
10. The bodily resurrection of the just and unjust is certain: the everlasting blessedness of the saved and the everlasting punishment of the lost.

## **Mission Statement**

The purpose of Ravenswood Christian School is to afford parents an opportunity to train their children “in the nurture and admonition of the Lord” (Ephesians 6:4). While God gives the parent the responsibility to “train up a child in the way he should go” (Proverbs 22:6), Ravenswood Christian School exists as an extension of the home to help parents accomplish this vital task. This command, not to be taken lightly, requires a great deal of daily interaction. It is the purpose of Ravenswood Christian School to assist parents in giving each student a thorough Christian education with each subject taught within the parameters and according to the principles of the Word of God.

Ravenswood Christian School has more than a commitment to academic excellence, however. We have the greater goal of seeing young people molded into the image of Christ and maturing them for Christian service.

## **Admission Policy**

Students are tentatively accepted at Ravenswood Christian School after an interview with the administration. Final acceptance is contingent upon the results of any required testing, the review of permanent records of the student’s previous schooling, and the grade placement of the student.

Ravenswood Christian School admits students of any race, color, nationality, or ethnicity to participate in the privileges, programs, and activities generally accorded or made available to students at the school.

Parents must sign the Statement of Cooperation. Also, no student will be admitted or allowed to remain in Ravenswood Christian School who does not agree to cooperate with the overall purpose and program.

All new students are admitted on a nine-week probationary standing. Once the student demonstrates Christian character, academic competence, and self-discipline, the probationary standing will be dropped. All paperwork must be filled out completely and signed by the parents.

Students who are expelled or asked to withdraw from Ravenswood Christian School may become eligible for re-enrollment after two full semesters following their withdrawal.

## **Communication**

### **Website**

Our website [www.rbcshicago.org](http://www.rbcshicago.org) is a fantastic resource for inquiries including enrollment, school calendars, downloads, and other information.

### **E-mail**

We never want to fill your inbox with unnecessary correspondence; anything we send to you will be of the utmost importance.

### **Phone**

When you receive a call from Ravenswood Christian School, for most situations, you will be speaking with a live individual. There are times, however, where we may call you with a recorded message. Please take the time to listen to such messages, which contain vital information. School closings, severe weather, or another emergency may require the school to be closed. A decision to cancel classes is generally made by 6:00 AM and is made one day at a time. If the school has been closed, this information will be communicated through a text message.

## Social Media

You can “Like” RCS on Facebook at [facebook.com/RavenswoodChristianSchool](https://facebook.com/RavenswoodChristianSchool). Liking this page is a great way to stay up-to-date with school announcements, pictures of student life, and spiritual encouragement from God’s Word.

## Parent/Teacher Conferences

As the school is intended to be an extension of the home, we recognize the importance of the home and the school working together to obtain spiritual and academic growth for the student. Parent-teacher conferences may be necessary throughout the school year in order for parents to know their child’s progress. The school asks that all students and parents participate as needed in these beneficial conferences.

## Administrative Meetings

Please feel free to call the school office and schedule a meeting with the administration.

# RCS Financial Policy

## Registration Fees and Tuition

A current fee schedule is available in the school office and on the school website. Registration is due upon enrollment in RCS and Tuition is due August 1; however, for the convenience of our parents, tuition may be paid annually, bi-annually or in monthly installments, interest-free through FACTS, an online financial management system for schools. The most common plan chosen is our 10-month plan.

Payment due dates default to the first of the month. A \$25 late fee is applied to any account that is 7 days past due. (If the 7th falls on a weekend, payment is due the **Friday before and will be late the following Monday.**) A \$40 NSF fee is also applied to any payment that has been returned for insufficient funds. If an account reaches 30 days past due, a plan to bring the account current must be communicated to the School Office and approved or the student’s ability to continue attending RCS will be in jeopardy. Report cards, transcripts and records cannot be released until this outstanding balance is paid in full. Ability to charge for optional expenses such as aftercare and summer camps will also be suspended until the past due account is paid.

A bank account or credit card must be provided during the enrollment process for payment of charges made on FACTS accounts. There is no additional fee for payments made by bank draft; however, a 2.95% processing fee does apply when paying by credit/debit card.

## Resource Fee

Parents are responsible to purchase books from the School. Prices for the books vary depending upon the grade level of the student(s) and are detailed on the current fee schedule. The Resource Fee is due August 1. If a student loses a book or if a class change becomes necessary, the book charge will be added to the student's FACTS account.

## Financial Withdrawal

Failure to bring your family's account current by the 14th day of any calendar month will result in "financial withdrawal" on the 20th of the month. (If the 20th falls on a weekend, "financial withdrawal" will be effective the following Monday.) A phone call and a sealed envelope will notify accounts in danger of "financial withdrawal" on the 14th day of the month.

Students on "financial withdrawal" may not attend classes until the bill is cared for or financial plans are made with the administration. Please note, students who are sent to school while on financial withdrawal will be removed from class and charged a \$50 penalty per student per day.

Permanent records, including quarterly grade reports, are not released to, or on behalf of, anyone whose family account shows a balance due.

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees (including but not limited to: registration, books, graduation, and Extended Care fees). Full payment of tuition and other fees must be made through the end of the calendar month for K3 through 8 and through the end of the semester for grades 9 through 12. RCS reserves the right to: withhold report cards and student records until tuition and other fees have been paid in full. By signing the Official RCS Financial Policy [or the initial Application for Enrollment or an Application for Re-enrollment], you are authorizing RCS to withhold report cards and other records until tuition and other fees have been paid in full.

## Tuition Discounts

Tuition discounts for additional children are only available within the same immediate family (same parents, billed together).

If you have a child in K3 or K4 and one or more in K5 through the 12th grade, the K3 or K4 student will be considered the first child.

Preschool first child rate only applies to children coming three full days or more.

# Refund Policy

## Registration & Resource Fee

Enrollment, registration, and resource fees are nonrefundable and non-transferable from one student to another or from one school year to another.

## Tuition

Tuition is non-transferable from one student to another or from one school year to another. Tuition is nonrefundable unless one of the following criteria applies:

- A. If withdrawal occurs before the first day of school, there will be a 90 percent refund of tuition monies paid.
- B. As of the first day of school, partial refunds will be given for the following reasons only:
  - a. Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
  - b. Job related transfer of parent or guardian beyond a 30-mile radius of the City of Chicago. Documentation of such transfer is required if a refund is requested.
- C. No Refund will be given if monies are owed on any other account. The amount owed must be paid first, or will be deducted from the refund due.
- D. When a student withdraws from RCS (for any reason), a letter of explanation is required to request any refund which applies.

# RCS Academic Policies

## School Hours

Child Care.....	7:30 AM - 5:00 PM
Early Arrival.....	7:55 AM - 8:15 AM
PK3-PK4 Half Day.....	7:30 AM - 12:00 PM
PK3-PK4 Full Day.....	7:30 AM - 5:00 PM
K5-6th Grades.....	8:15 AM - 3:15 PM
7th-12th Grades.....	8:15 AM - 3:15 PM

## Promotion

Elementary students currently in RCS must meet the following basic criteria for promotion to the next grade:

1. Students must pass at least three quarters of reading, math, grammar (1st-6th grades), and language arts (3rd-6th), and have at least a 70% average for the entire year.
2. Students must pass at least three quarters each of history and science.
3. Failure to pass at least two quarters each of Bible, spelling, and vocabulary, art, music, or PE will necessitate some work in summer school, at the recommendation of the teacher and principal.
4. Preschool–1st-grade students must demonstrate behavioral maturity and reading readiness to be promoted.
5. Students entering the 2nd grade must demonstrate reading readiness to be accepted into RCS.

Junior high students must meet the following basic criteria for promotion to the next grade:

1. Students must pass both semesters of English and math.
2. Students must pass at least one semester of each of the following classes: Bible, history, Spanish, and science with a 70%.
3. Eighth grade students must have completed and passed with a 70%, a written Constitution and U.S. Government exam to be promoted.

## Physical Education Requirement

Secondary and elementary students are required to come dressed for P.E. each day it is scheduled. For any day a student does not dress out, they will lose 5% from their semester grade. If a student fails to dress out for P.E. ten times in a semester, they will fail to receive credit for that semester. See P.E. requirements for graduation below.

## High School Graduation Requirements

1. A student must earn the requisite number of credits for graduation from RCS. One credit is earned for passing a course that meets five days per week in one semester.
2. Students must take the SAT and ACT exams during either their junior or senior year.
3. Credits for graduation are accumulated in grades 9-12, with 24 credits required for graduation from Ravenswood Christian School.
4. Only courses taken at RCS, and accepted transfer credits, may be counted toward a Ravenswood Christian School diploma.



The following courses are required for each student graduating from Ravenswood Christian School:

Subjects	Courses	Credits/yr.	Diploma
Bible	Kings of Israel	1	1
	Bible Doctrines	1	1
	Jesus and His Followers	.5	.5
	Life Management	.5	.5
	Genesis	.5	.5
	Revelation	.5	.5
Subjects	Courses	Credits/yr.	Diploma
English	Grammar 3 and Themes in Literature	1	1
	Grammar 4 and World Literature	1	1
	Grammar 5 and American Literature	1	1
	Grammar 6 and British Literature	1	1
Social Studies	Geography	.5	.5
	Health	.5	.5
	World History	1	1
	U. S. History	1	1
	American Government	.5	.5
	Economics	.5	.5
Physical Education	PE	2	2
Math	Algebra 1	1	1
	Geometry	1	1
	Algebra 2	1	1
Science	Physical Science	1	1
	Biology	1	1
	Chemistry	1	1

Electives	Spanish 1	1	1
	Spanish 2	1	1
	Speech for Today	1	1
	ACT/SAT Prep	1	1
Total for Graduation			24

## Report Cards

Our reporting system is designed to give parents and students an indication of the progress (or lack of progress) being made. Each student's ability, attitude, and application are considered in grading. Students are evaluated on their academic subjects and conduct. Academic grades are based on the quality and accuracy of work done on homework, quizzes, tests, exams, projects, etc.

Parents must pick up a student's report card after each quarter during parent-teacher meetings. Report cards are issued a week after each nine-week grading period. To evaluate progress effectively, parents should carefully consider all the details of the report card.

## Honor Roll

An honor roll is compiled at the end of the school year and is made up of the following:

"A" Honor Roll - Students who have maintained an "A" average with no unsatisfactory conduct grades.

"B" Honor Roll - Students who have maintained a "B" average with no unsatisfactory conduct grades.

## Homework

1. Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework for the necessary practice for concept mastery.
2. No homework will be assigned on weekends except for reading, spelling, and project assignments.
3. Normal homework will not be assigned over holidays or vacations. Occasional project work might need to be completed.
4. Assignments should be completed with minimal help from parents/relatives.
5. Students should complete their assignments in a **thorough** and **thoughtful** manner.

6. For each day an assignment is late, the grade is reduced by 15%. Assignments may not be turned in for credit more than two days past the due date unless the student was absent (secondary).
7. Should a student be absent on the day an assignment is given or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the ***student's (5th-12th grades) responsibility*** to find out what work was assigned. In the case of extended illness, parents should contact the teachers directly. Teachers will compile all make-up work for any student in K5 through 3rd grade.
8. If a student misses part of a day due to a planned event (dentist appointment, doctor's appointment, etc.) all homework is due that day and should be turned into his teacher before departure.
9. Students who are catching up may need to invest more time as they transition into the school.

<u>GRADE</u>	<u>APPROXIMATE HOMEWORK (average per night)</u>
K5	10 minutes (infrequently)
1st	15 minutes
2nd	30 minutes
3rd-4th	45 minutes
5th-6th	60 minutes
7th-8th	1 hour
9th-12th	1 to 2 hours

### **Standardized Testing**

The Stanford Achievement Test is administered each spring to measure academic progress and to compare this progress with public and private school students from all over the United States. This provides parents, students, and Ravenswood Christian School with very specific evaluations of strengths and weaknesses that can be used to improve the program of Ravenswood Christian School and help each student individually. Copies of the SAT are available in the front office for parents to pick up.

### **Academic Probation (Secondary)**

- A. If a student's GPA is below 2.0 ("C" average), he will be placed on academic probation during the following quarter. His parents will be informed in writing of the details of the probation.
- B. If at the end of the next quarter the student's quarter GPA has not risen to at least a 2.0, he will be academically withdrawn from RCS.

## Academic Probation (Elementary)

- A. To ensure that students do not become overwhelmed to the extent that their grades suffer, all who do not maintain at least a “C-” average and those who receive an “F” in any course will be placed on academic probation.
- B. If the student’s quarter average has not risen to at least a “C-” at the end of the next quarter, he will be academically withdrawn from RCS.

## Grading Scale

Academic Classes:	<u>%</u>	<u>Grade</u>	<u>GPA</u> (elementary only)
	100-98	A+	
	100-94	A	4.0
	93-90	A-	3.7
	89-87	B+	3.3
	86-84	B	3.0
	83-80	B-	2.7
	79-77	C+	2.3
	76-74	C	2.0
	73-70	C-	1.7
	69-60	D	1.4
	59-0	F	0.0

  

Non-Academic Classes:	<u>%</u>	<u>Grade</u>	<u>Meaning</u>
	100-90	E	Excellent
	89-70	S	Satisfactory
	69-0	U	Unsatisfactory

## Attendance

In order to gain the most from the school, each student must be in regular attendance. The school year consists of 4 quarters, which are divided between 2 semesters. We place great importance on school attendance and, as a result, allow very few exceptions for excused absences. Student attendance is recorded on a period-by-period basis for each course. Students are expected to attend all assigned classes.

Parents are encouraged to schedule family vacations during school vacations. Absences for vacationing students will count toward the class limits. It is the responsibility of the vacationing student to request assignments from his/her teachers.

## Signing In and Out

1. Parents of preschool students need to sign their names when dropping off their child(ren) for the day and must also sign out their student when leaving.
2. Parents of elementary students need to sign their names and write in the time of drop-off or pick-up for before school care and out for after school care.

## Attendance and Absences

Attendance in class is of the utmost importance, therefore we have designed these policies with this in mind. In order to protect the learning environment, no parent is permitted to disturb any classroom during the day.

Excused absences are given for:

- Personal Illness
- Medical Appointments (must present a doctor's note upon returning to school)
- Family Emergencies
- College Visits
- School Sponsored Activities

Unexcused absences are given for any other reason.

- All other absences will be considered unexcused, including outside school suspensions and family vacations.
- Students will receive a zero for all classes for any unexcused absences.

Approved excused absences are allowed in certain situations.

- All requests for a planned absence must be submitted and approved **10 days prior to the absence(s)**
- All requests for planned excused absences are subject to review by the school leadership.
- If the leadership approves the absence, the student will be responsible for gathering together their own make-up work.

All absences must be reported to the school office. Absences reported to teachers or staff in lieu of the school office will not be accepted. We highly discourage parents from taking their child out of school for vacation, celebrations, shopping, business appointments, etc. No refund or credit will be given for extended absences due to illness or family vacation. Any unreported absence will be considered unexcused. Students with unexcused absences will not be allowed to make up missed school work.

When an absence occurs:

1. Parents are encouraged to contact the school office via email prior to the start of the school day to notify the school of their student's absence.

2. All absences from class will be counted toward the attendance limit. Please refer to the list of excused absences and unexcused absences.
3. Students who are absent from school as a result of illness for 5 or more consecutive days must report directly to the office with professional documentation upon their return to school.
4. ***When a student fails to bring a written excuse from home or when he takes a “planned absence” without prior arrangements with the school administration, the absence will be considered unexcused.***
5. Any student who has more than the absence limit will not receive credit for the class, regardless of their academic performance in the class. Students are allowed 10 absences per semester.
6. After the tenth absence, all absences related to illness must be followed with a note from a medical doctor.
7. Students who are at risk of losing credit due to the number of absences in a semester will receive periodic reports and will meet with a staff member.
8. Any student who is absent will not be able to attend any extracurricular activities on that day (i.e. recitals, concerts, etc.) unless special permission is granted by administration.
9. In order to be considered present, a student must have been in attendance for at least one half of the school day. (8:15 am–11:45 am or 11:45 am–3:15 pm)

### **Make-Up Work**

All work, including tests, missed due to an excused or unexcused absence must be made up within 5 days of the absence, regardless of the duration of absence. If work is not made up within 5 days, zeros will be given for each incomplete assignment.

Students are responsible to communicate with teachers on arrangements to make up missed tests or quizzes, immediately upon returning to school.

### **Tardiness**

Because promptness is an important Biblical principle, students will be expected to be at school on time. Excessive tardiness hinders the student’s effectiveness and disrupts the class to be taught.

A student who is late to school must report to the office for an admission pass, then turn in their admission pass to their teacher. When a student is more than two class periods late, he is considered absent for a half-day. A student will be held accountable for being late even if it is the fault of another driver or that of his parents.

### **Elementary Tardy Policy**

Students will be considered tardy if he/she is not sitting in his/her assigned seat at 8:15am.

In lieu of protecting the learning environment for each student, any elementary student who incurs 5 tardies in a 30-day period, that student's account will be billed \$20.

### **Secondary Tardy Policy**

Students will be considered tardy if he/she is not sitting in his/her assigned seat at 8:15am.

When a secondary student incurs 5 tardies in a 30-day period, that student's account will be billed \$20. Any student that misses ten minutes or more of a class period will be considered absent for that class.

### **Leaving School**

Parents should email the school office with the reason for leaving and the expected time the student will leave. All parents coming during class time to pick up students for dental appointments, medical appointments, or other excused absences must report to the office and not to the student's classroom. Students may not leave school for any other reason without being accompanied by a school-approved chaperone.

The parent is to come to the school office and ask for the student, and the parent must sign the official checkout register before the student may be dismissed.

Students are to be in scheduled classes at all times unless ill or excused by the office (leaving school in order to go home early for the day will not be considered excused). Only the office/ administration can grant permission for the student to leave the campus. Teachers are not allowed to grant such permission.

All students leaving the school grounds before afternoon dismissal must sign out in the school office or be signed out in the school office by a parent or guardian.

### **Dismissal of Students**

1. All students will be dismissed at 3:15 PM.
2. Elementary students will be signed into extended care at 3:30 PM.
3. Jr./Sr. High Students that are not picked up by 3:30 PM will be dismissed from the school to the Sulzer Library located at Sunnyside Avenue and Lincoln Avenue to be picked up. Please plan accordingly.

## **Missing Physical Education**

Students who are unable to participate in Physical Education must have a printed doctor's excuse or a signed note from a parent.

## **Hallway Etiquette**

All students must have permission from a staff member to be outside the classroom. A student may not miss an academic class during the school day without permission from a parent. Hallway behavior should be reflective of an academic institution (students should talk quietly and close their lockers quietly in the halls).

## **Field Trips**

Field trips are taken at various times during the school year to places of educational interest. The Chicago area has many places of special interest and benefit for the students. The students are required to maintain the same level of discipline away from the school as is required at the school. School dress will always be in effect unless the school gives permission to wear gym clothes in advance.

There are times throughout the school year when parents may be asked to serve as chaperones or will desire to do so. The school requires parents to follow the same conduct expectations that are required of the students. Parents serving as chaperones are expected to assist the teacher in maintaining the school's standards of safety and behavior. Generally, the parent chaperone should not bring non-school age children along.

## **Lost and Found**

Lost and found articles are picked up on a regular basis. Items not claimed within 10 days will be given to a needy family or to a charity.

## **Lunch Program**

The school does not offer a lunch program at this time, however, a microwave will be available for a student to heat up his lunch. No refrigeration of student's lunches or drinks is available.



# Health Care Policies

The School Code of Illinois requires Physical Exam on all children entering a public, private, or parochial school for and the following grade levels for the first time:

Preschool, Kindergarten, 6th Grade, 9th Grade. Exams must be completed one year prior to the first entrance to the required grade. The exam must be completed on the required "Certificate of Child Health" form. Parent signature and completion of the Health History section required on this form. Exams are due no later than October 15<sup>th</sup> of the school year.

Minimum Immunization requirements must be met including:

- Proof of one dose of T-dap is required for students entering grades 6-12
- Varicella – Two doses required for students entering Kindergarten, 6th and 9th Grade, or proof of Immunity (Physician statement or laboratory evidence)
- Mumps and Rubella – two doses grades K – 12
- Meningococcal Vaccine –For the 2020-21 school year
  - One dose for first entry into 6th or 7th grade (on or after the 11th birthday)
  - Two doses for students entering 12th grade; if the first dose was given on or After the 16th birthday, only one dose is required

Eye exams (by an ophthalmologist or optometrist) are required for:

Kindergarten and students entering a State of Illinois school for the first time an eye exam or waiver must be submitted by October 15 of the school year.

Physical Exams, Immunization requirements and Eye Exams are due at the start of the school year and must be submitted no later than October 15 of the school year.

Dental Examinations are required for students entering:

Kindergarten, 2nd grade, 6th grade, and 9th grade Dental Exams or waiver must be submitted by May 15 of the current school year and must be completed no more than 18 months prior to the May 15th deadline. Dental examinations must be recorded on the appropriate State of Illinois, Illinois Department of Public Health, school physical, immunization, and eye exam records: within 30 days of registration.

## Transfer students:

**Please send in health forms as early as possible and prior to deadlines.** Please turn in all forms and waivers to the school office. The immunization schedule and forms are available for you to present to your physician in the school office. These forms need to be turned in no later than October 15, for the current year. If these forms are not turned into the school office by October 15, your child will not be permitted to attend classes until the forms are completed and turned in. If you have a note from your doctor

with a scheduled appointment date, your child will be allowed to attend classes. A hearing test will be required for all students for the school year of 2021-2022.

A copy of the student's birth certificate must also be submitted and kept in the student's file. A copy of a current passport can be substituted for a birth certificate. A transfer student may be admitted by transferring a physical examination record if the examination papers are in the correct year that is required. Also, the required immunization papers need to be received at that time.

Students who become ill during the school day will be taken to the school office. No student who has a fever or has been vomiting will be allowed to remain in school. A call will be made to the parents asking them to take the child home or to the doctor. Do not send your child to school if he has a fever.

As a general rule, when a student is well enough to attend school, he is well enough to participate in Physical Education activities. If there is a medical problem, a doctor's note must be provided.

**All student medication, including aspirin, is to be turned in to the school office, along with specific instructions for administering medication.**

If your child has allergies and requires an Epi-Pen, they may keep it on their person or in their locker as needed. The school must have a written authorization from the student's physician, and a written statement from the student's physician containing the name and purpose of the Epi-pen, the prescribed dosage and the time or circumstances under which the Epi-pen is to be administered. The self-administration of medication or Epi-pen must be renewed each school year. There will be an Epi-Pen available, in a locked box if the occasion arises that a child might need it.

If a student has asthma, they may be allowed to carry their medication. The parent must provide the school a written authorization for the self-administration and self-carry of asthma medication. Medications must have a prescription label with the name of the medication, the prescribed dosage and the time or circumstances in which the medication is to be administered. The permission for self-administration of medication must be renewed each school year.

The school also has an AED in a locked box in the case of an emergency. Students may not play with the AED machine and are subject to suspension/expulsion if they do so.

## Limited Liability

The school is to provide parents a written notice of limited liability to school from any injury arising from the administration of medication, except for the willful and wanton conduct. The notice must include limited liability to physicians from any injury connected with providing the school standing protocol or prescription for epi-pens, except for the willful and wanton conduct. PARENT'S MUST SIGN - RELEASE OF LIABILITY.

## Lockers

Students will be assigned a locker that is the property of Ravenswood Christian School. At any time, announced or unannounced, locker checks may be performed. Students are asked to keep their lockers neat at all times with nothing (stickers, signs, pictures, etc.) attached to the outside. Anything attached to the inside must meet the standards of Ravenswood Christian School, must be approved by their homeroom teacher, and should be attached with magnets, (nothing may be applied with tape).

## Phone Calls

Students are never permitted to use the school phones for personal reasons. In case of emergency, the student may go to the school office to have a call placed for him. No cell phones are allowed to be in the student's possession during the school day. All cell phones must be kept in the student's locker and turned off.

## School Closing Information

A severe storm or another emergency may require the school to be closed. A decision to close school is generally made by 6:00 AM. Information regarding school closings or delayed openings due to inclement weather are announced CBS2, NBC5, ABC7, WGN New, Fox, CLTV, WGN Radio 720, WBBM Newsradio78AM, or online at [www.emergencyclosing.com](http://www.emergencyclosing.com), (Look for the school name and city or school phone number 773-561-6576.)

## Auto Policy

In order for a student to drive to school, he must obtain permission from the administration and register his vehicle and license with the school. The school parking lot is not available for student use.

Upon arriving at school, the student is to lock his car and not return to it during the course of the day. A student driver may never give rides to fellow students unless the school has received specific, written permission from both sets of parents.

## Health and Safety Policies

### Restroom Policies

- Students will be encouraged to properly wash their hands following restroom use, as age appropriate, by their teacher.
- A maximum limit of 6 people will be allowed in a restroom at any given time.

### Face Covering Policy

- Students are not required to wear a face covering at RCS.
- Individuals in the school building can elect to wear a face covering if parents wish for their child to wear a face covering throughout the school day.

### Hand Hygiene

- Hands should be washed often with soap and water for at least 20 seconds upon arrival and dismissal from school, if possible.
- It is recommended to wash hands upon arrival and departure from school; if washing is not practical, hand sanitizer will be available.
- Hand washing is also recommended after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; before/after routine care for another person, such as a child; upon return from the playground/physical education; and following glove removal.

### Procedures for sickness

Please do not send students to school who have experienced a fever, sore throat, diarrhea, or vomiting within the past 24 hours. Please give them time to recover. If a child becomes ill during the school day, the parent will be notified. Sickness at school is generally determined if the child is running a fever or vomiting.

### If a Student or Staff Member becomes Sick

1. School community members who are sick should not return to school until they have met the proper criteria to return.

2. A 24-hour time frame must elapse from resolution of fever without fever-reducing medication.

## **Closed Campus**

Ravenswood Christian School operates on the “closed campus” principle. This simply means that attendance at school is required from the regular start of classes until the regular dismissal time, regardless of the number of free periods a student may have. As soon as students arrive at school, they are not permitted to leave the property until dismissal without prior arrangements between parents and school.

## **Security**

The school doors are locked as an increased attempt to provide a safe environment for our students and staff. For additional safety, at no time, may a student open an entrance and exit door to permit someone (including parents) to enter the building. The only time this is permitted is with a staff member’s permission.

Students need to follow all directions of teachers and law enforcement during lockdowns and fire drills.

## **Visitors**

Visitors are always welcome at Ravenswood Christian School. We do, however, ask that all visitors or individuals utilizing our facility be in good health and check-in with the school office upon arrival. In order to keep our facility safe, visitation will be limited as much as possible. Access for parents will be limited to the school office during the school day or to drop-off food for a birthday celebration. Volunteer activity in the building will be limited as well.

## **Safety Drills**

Safety drills are scheduled periodically at different times during the school year. Such drills include fire and inclement weather, as well as various lockdown drills. It is important that students move quickly and in an orderly manner to the assigned area as soon as the alarm is sounded. Specific directions are posted in all classrooms. In case of severe weather or other emergencies, students will remain in the building. Precautions will be taken for the safety and protection of the students in full cooperation with the local and state safety officials.

## AHERA Compliance

Ravenswood Christian School complies with the Asbestos Hazard Emergency Response Act (AHERA), a federal law that requires school districts to inspect asbestos-containing material and file management plans with a designated state agency. Inspections have not disclosed any Asbestos-Containing Building Material (ACBM) needing immediate attention.

## Students

### Student Behavior

Our goal regarding student behavior is to partner with parents in training children to be self-disciplined, as exemplified in the life of Christ. In order to aid us in accomplishing this goal, our expectations for student behavior are as follows:

#### *Obedience*

- Carrying out specific instructions or requests promptly
- Following instructions as directed
- Participating with a good spirit

#### *Respect*

- Proper response to authority
- Proper voice tone in answering
- Direct eye contact when speaking to an authority
- No flippant or rebellious attitude
- Attitude of gratitude
- An attitude of regard for feelings or worth of others • An agreeable spirit
- No name-calling of adults or peers
- No violation of others' rights, property, or person

#### *Responsibility*

- Bringing in or completing homework, bringing necessary materials to class
  - Completing projects or assignments
- Maintaining tidy desks or lockers

### General Conduct

In the classrooms of Ravenswood Christian School, these six fundamental rules must be followed:

1. Students are not to be out of their seats without permission.
2. Students will not speak out in class without permission.
3. Students will always address and reply to teachers with utmost respect.
4. Students will always follow the instructions carefully.
5. Students will be prepared for class with finished assignments, books, and necessary supplies.
6. Students will respond to correction or direction with a positive attitude.

The administration of Ravenswood Christian School reserves the right to discipline\* or expel any student who, in the opinion of the administration, does not fit into the spirit of the school regardless of whether or not he conforms to the specific rules and regulations of the school.

### **Attitude**

All students are to do their best to maintain a Christ-like attitude at all times. Constant or repeated complaining, griping, or sullenness will not be tolerated.

Making light of Bible classes, chapel programs, or guest speakers is always unacceptable. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result. Suspensions will cause a student to receive a "0" for all assignments and quizzes that they miss, as well as the lowering of their quarter grades by one point for each day of suspension.

### **Bullying**

Bullying is defined as persistent inappropriate behavior (physical, verbal, written, or online) from one student to another. Cases of suspected bullying should be brought directly to the school administrator to be dealt with immediately. In the event of a case of bullying, the administration would then meet with all parents involved for notification and/or help in correction of the problem. Disciplinary action (including the use of suspension, and expulsion) would then be implemented at the discretion of the administration.

### **Foul Language**

The use of foul or vulgar language, either in jest, anger, or absentmindedness will be dealt with firmly, even on the first offense. Repeated use will result in suspension or expulsion. Suggestive remarks or actions will be dealt with similarly.

## **Expulsion Offensive**

No student who drinks alcoholic beverages, uses illegal drugs, is immoral in behavior, or is a member of a gang will be retained in Ravenswood Christian School. This applies to the student's conduct at and away from school.

## **Prohibited Articles**

The following articles are not permitted at the school or at activities sponsored by the school: tobacco products, alcoholic beverages, illegal narcotics, knives, guns, and explosives of any kind.

Magazines not related to class work are not permitted at school. The student's teacher must check all outside books not related to classwork for content.

Only a parent or guardian may pick up any prohibited articles taken from a student.

## **Music Standards**

Ravenswood Christian School encourages all students to learn to appreciate good music. We believe that music that does not honor God will deaden the spiritual desires of students. Therefore, students are not permitted to discuss or sing music that leadership believes does not honor God.

## **Gum Policy**

Because of the problems gum chewing causes, students are not to chew gum at any time on the school grounds. This restriction includes lunch hour, physical education class, and before and after school.

## **Electronic Policy**

Students are allowed to bring their phones (electronic device) to school, but must keep them off and in their book bags until after 3:15 PM every day.

- First offense will result in confiscation of the phone or electronic device, in which the parent must pick up the device.
- Second offense will result in confiscation and a charge of \$10 to recover the phone by the parent.
- Third offense will result in losing the privilege to bring an electronic device to school.
- Students may only use the office phone in an emergency and only upon availability.



## iPad Usage Policies

Integrating technology into the learning experience by providing 1:1 devices will allow students and teachers the opportunity to teach and learn in ways that prepare students for a successful future as 21st century citizens. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is the iPad. iPads are the instructional tools that have been chosen to provide teachers and students access to information, creativity, collaboration, and functionality both within and outside of the classroom. Specifically, our iPad program will:

- Support Instruction
- Engage Students
- Differentiate Learning
- Promote 21st Century Skills
- Develop the 4 C's
  - Creativity
  - Collaboration
  - Critical thinking
  - Communication
- Optimize Organizational Skills

All students in grades K5-12th will have access to an iPad that will be used at school and periodically at home for grades 7th-12th. Students and parents are required to sign the School Parent/Student iPad Use Agreement.

### Statement of Responsibility

**The use of Ravenswood Christian School's technology equipment and network is a privilege, not a right.** The privilege of using the technology resources provided by the school is not transferable by a student to people or groups outside the school and terminates when a student is no longer enrolled in Ravenswood Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad. If a person violates any of the Policies, Procedures, and Information named in this handbook, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied as directed by building administrators.

**Student users should assume that none of their data is private or confidential.** Any communication or data on the network or school device may be subject to review by network or school administration.

The user is responsible for what he/she says and does with the iPad and on the network.

## RCS Standard of Appearance Update

The following Bible passages are the premise from which Ravenswood Baptist Church and its ministries derives its standards of dress:

### Our appearance should not be worldly.

*2 Corinthians 6:14-17 Be ye not unequally yoked together with unbelievers: for **what fellowship hath righteousness with unrighteousness?** and what communion hath light with darkness? And what concord hath Christ with Belial? or **what part hath he that believeth with an infidel?** And what agreement hath the temple of God with idols? for ye are the temple of the living God; as God hath said, I will dwell in them, and walk in them; and I will be their God, and they shall be my people. **Wherefore come out from among them, and be ye separate**, saith the Lord, and touch not the unclean thing: and I will be a Father unto you, and ye shall be my sons and daughters, saith the Lord Almighty.*

*James 1:27 Pure religion and undefiled before God and the Father is this, To visit the fatherless and widows in their affliction, and **to keep himself unspotted from the world.***

We should separate ourselves from the appearance of worldly\* cultures. Hollywood, grunge, gothic, national heathen cultural elements, etc. should not be emulated. No worldly\* styles, graphics, accessories should be worn.

\**Worldly* is a term Christians use to describe any anti-God cultures. Just because something is “in style” or “trendy” doesn’t mean it is worldly, but a Christian should desire to identify with Christ and not those cultures, which are against Him.

### Our appearance should be modest.

Definition: mod·est—*adjective*

1. having or showing a moderate or humble estimate of one's merits, importance, etc.; free from vanity, egotism, boastfulness, or great pretensions.
2. free from ostentation or showy extravagance: *a modest house.*
3. having or showing regard for the decencies of behavior, speech, dress, etc.; decent: *a modest neckline on a dress.*

4. limited or moderate in amount, extent, etc.: *a modest increase in salary.*

*1 Timothy 2:9a In like manner also, that women adorn themselves **in modest apparel**...*

*1 Peter 3:3-4 **Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; But let it be the hidden man of the heart, in which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price.***

*1 Corinthians 5:12 For we commend not ourselves again unto you, but give you occasion to glory on our behalf, that ye may have somewhat to answer **them which glory in appearance, and not in the heart.***

God, in the Scriptures, puts a great emphasis on our spirit, heart, and attitude. He puts a small emphasis on our appearance. His desire is two-fold:

- God does not desire our clothes and accessories to draw **our** focus away from Him.
- God does not desire our clothes and accessories to draw **other's** focus away from Him.

These standards of appearance are established for individuals to maintain their own personal appearance. Administration will enforce these standards, but we desire to do so with parental assistance and involvement. Remember, God wants our focus to be on Him.

*John 7:24 Judge not according to the appearance, but judge righteous judgment.*

### **Girls may wear:**

- School uniform polo-type shirt (over the head, 3-button).
  - **Elementary** – Solid red or navy blue (not teal, turquoise, or royal blue)
  - **Secondary** – Solid light gray (not dark gray or charcoal) or navy blue (not teal, turquoise, or royal blue)
- No writing or designs may be on the shirt, but small logos are permitted.
- No specific brand is required.
- If a student wears a sweatshirt, it must be an RCS sweatshirt.
- Navy or gray plain sweaters (not sweatshirts) or cardigans may be worn.
- Khaki style, blue-jean, cargo-style pants
- Shorts or skirts
- Sweatpants or joggers may only be worn on gym days.
- All shorts and skirts must be to the top of the knee when standing.
- **Yoga pants, jeggings, or leggings will not be permitted.**
- **Jackets and coats in the classroom will not be permitted.**

**Boys may wear:**

- School uniform polo-type shirt (over the head, 3-button).
  - **Elementary** – Solid red or navy blue (not teal, turquoise, or royal blue)
  - **Secondary** – Solid light gray (not dark gray or charcoal) or navy blue (not teal, turquoise, or royal blue)
- No writing or designs may be on the shirt, but small logos are permitted.
- No specific brand is required.
- If a student wears a sweatshirt, it must be an RCS sweatshirt.
- Navy or gray plain sweaters (not sweatshirts) or cardigans may be worn.
- Khaki style, blue-jean, cargo-style pants or shorts
- Sweatpants or joggers may only be worn on gym days.
- All shorts must be to the top of the knee when standing.
- **Jackets and coats in the classroom will not be permitted.**

**Shoes (girls and boys)**

- Students may wear black or brown casual shoes, boots, or any sneakers. **No open-toed footwear.**
- All shoes must be worn with socks. Slip-on shoes may be worn, but they must have socks.
- No snow boots are permitted to be worn during the school day in class. If a student comes to school in snow boots, they must change into school-approved shoes.

**Physical Education**

- Students are **required** to wear Ravenswood Christian School gym uniforms on gym days. No old or outdated school uniforms are permitted.
- Every student will receive a PE shirt at the beginning of September. This shirt must be worn for PE. Secondary students will receive two gym shirts.
- Additional PE shirts may be purchased through the school office for \$12 each.
- Students may also wear black sweatpants, joggers, windbreaker pants, or knee length shorts for gym class. No other types or styles of pants may be worn.
- Sweatshirts are permitted during the colder weather. If a student wears a sweatshirt for PE, it must be an RCS sweatshirt.
- All students are required to wear athletic sneakers for PE.

**Miscellaneous Standard of Appearance Policies**

The RCS Standard of Appearance policy applies to the entire school day including before and after school, while on property. Students must come dressed for school and may not change out of uniform while on property, unless arrangements have been made with the administration regarding extracurricular activities.

## After School Policy

Loitering is prohibited. Students may not remain on school grounds after 3:30, unless they are participating in an extracurricular activity or some official school function.

## Solicitation

Soliciting is forbidden at Ravenswood Christian School without the permission of the administration. This includes the selling of tickets, candy, etc., the distribution of political materials, the circulation of petitions, or parents selling products from their own businesses.

## General Practices

No visitor may speak or perform in any program or class unless permission is secured in advance from the administration.

No student may use the name of the school on any radio or television program or in any publication without prior authorization from the school administration.

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations apply to students and their guests. These include dress regulations and staying until the function is over.

## Couples

Dating among the students is neither encouraged nor discouraged by the school. These are some regulations that may be of interest to both students and parents:

1. No couples or mixed groups may be on any part of the school grounds, inside or outside the buildings, unless they are under the direct or general supervision of a school staff member.
2. There is to be no physical contact between any male and female student before, during, or after school, or at any school function. Each student is to be above reproach in his behavior toward both students and guests at all times.

## **A Closing Word**

God has ordained two institutions to educate the child: the home and the church. The education given by our school is based upon the foundation laid by parents at home. The Word of God is clear that education begins in the home. It is our desire to work cooperatively with parents who understand their God-given responsibility to teach their children in the nurture and admonition of the Lord. The families of our students are always welcome to attend the services of Ravenswood Baptist Church, of which Ravenswood Christian School is a ministry. Our administration invites parents to contact us at any time to discuss the educational or spiritual needs of your children.

# Statement of Cooperation

I, the parent of \_\_\_\_\_, understand the expectations for my child and will cooperate with the enforcement of the above policies.

Full Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

***\*This form must be filled out, signed, and turned into the school office prior to August 28. Students may be held from class if this form is not turned in.***