



REFUGE SCHOOL
OF ARTS AND INNOVATION

STUDENT / PARENT HANDBOOK

INTRODUCTION

Dear Parents and Students:

Welcome! We are very excited about this school year and we hope that you are, too. Refuge School of Arts and Innovation (RSAI) is counting on your support to make this year successful.

The staff at RSAI is dedicated to discovering your needs, and helping you benefit as much as possible from your experience with us. Many opportunities for spiritual and personal growth, as well as deep and lasting friendships will be made possible through our program.

This handbook is designed to give you an understanding of the basic policies and procedures of RSAI. If you have any questions, please feel free to contact us.

We look forward to getting to know each one of you. Please join us in praying daily for our school. By working together, RSAI can become all that God has destined it to be.

Sincerely in Christ,

The Administration, Teachers, Staff, and School Advisors of Refuge School of Arts and Innovation

Organization: Refuge School of Arts and Innovation (RSAI) of Rancho Cucamonga, California, operates within the structure of the constitution and by-laws of Refuge Community Church.

Refuge Community Church Mandate: We are fighting a theological battle for the goodness of God. We fight this battle by worshiping God in Spirit and by teaching God's Word in Truth, verse-by-verse. Our mandate is to change the narrative to God is good and we can trust Him.

RSAI Motto: Transforming culture through Christian education and applied creativity.

RSAI Mission Statement: To educate children in an emotionally healthy learning environment, empower a sense of identity, purpose and creativity in every child while delivering the highest quality education and teaching children to love God.

RSAI Vision Statement: Changing the world one life at a time through Christian Education.

RSAI Mascot: Lion

RSAI Colors: Red and Black

PARENTAL RESPONSIBILITIES

Parents/Guardians of RSAI students agree to wholly support the school's Biblical standards and environment of holiness and love in word and deed as based on Refuge Community Church's interpretation of scripture. For clarity please review the following scriptures: 1 Tim. 4:12, Col. 3:17, Titus 2:7-8, 1 Thess. 5:19-23, James 3:17-18, Romans 12:1-2, 1 Cor. 6:9-20, Ephesians 5:3-5, 1 Thess. 4:3-8, 2 Tim. 2:19-22, 1 John 3:1-3.

Additionally, parents agree to:

Make a concerted effort to attend the school activities in which your student is involved and attend the Parent-Teacher conferences.

Volunteer service:

1. Support RSAI with your volunteer service.
2. Provide prayer support for our school. This is essential. This is a spiritual battleground, and the battle must be fought with spiritual weapons. [Ephesians 6:13-20]
3. Support and uphold RSAI standards and policies.
4. Maintain communication with RSAI. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.
5. Not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e. other parents or students).
6. Refrain from taking your student out of school unnecessarily. Independent study (self-directed study) must be arranged in advance.
7. Be informed and involved with your student's work. If your child is having a problem, we encourage parents/guardians to take initiative to contact the teacher to pre-emptively resolve any academic or behavioral problems.

STUDENT CONDUCT

All students are expected to conduct themselves according to the highest Christian standards of honesty, honor, integrity, responsibility, and love toward his fellow Christians. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

Student Behavior:

Listed below are guidelines regarding standards of student behavior. Students are expected to act

according to these guidelines at all times, whether on or off school campus, including sports events and school related activities:

1. RSAI students are expected to treat others with the same respect with which adults in school treat them. **A student's actions, dress, possessions, etc., on or off campus may not cause a problem for anyone else.**
2. Problem actions include, but are not limited to: Not following school staff's instructions, misuse of facility, misuse of computers/Internet, lying, bullying, teasing, cheating, stealing, loitering, playing or visiting in restrooms or out of bound areas, inappropriate language, being unsafe, violence, romantic displays of affection, discussions regarding sexual matters and innuendo. Students are to follow a hands-off policy: no hitting, slapping, wrestling, or play fighting.
3. Problem possession includes, but not limited to: unauthorized electronic devices, weapons, illegal drugs, alcoholic beverages, and tobacco products.
4. RSAI students will conduct themselves in Christian character, which includes but is not limited to: being respectful of all others, honesty, fair play, good sportsmanship, and sexual abstinence.
5. If a student's actions, dress, or possessions cause a problem for anyone else, the student will be asked to solve that problem.
6. If any student cannot or chooses not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
7. If students and parents feel that the consequences appear not to be fair, they can request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

ANTI-BULLYING POLICY

Biblical illustration of relationships: John 15:12

"My command is this: Love each other as I have loved you."

Rationale: In an effort to instill biblical values and create a loving environment, our school has adopted this policy. From time to time, conflict can occur. Refuge School of Arts and Innovation realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate action. We seek to

implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with our school's biblical standards of honoring and caring for all persons.

Definition: Bullying occurs when a person is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *"Bullying in Schools-The Hidden Curriculum"* 2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written / verbal / electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

Policy Statement: From time to time in a community such as a school, conflict and offense can occur. Bullying can result when one doesn't relate to others, as they should, trying to exert power and influence over others.

Refuge School of Arts and Innovation realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

RSAl will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

RSAl recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and / or administrator and addressed according to the procedures below.

Procedures:

- Confidential reporting of any bullying activity can be done by calling the school office and leaving a message without identifying yourself at (909) 987-7729
- Anonymously written reports may be placed in the secure deposit drop box located inside the school office.
- Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident and should be carried out in such a way as to minimize the risk of escalation.
- All parties will be spoken to- victim, bully and potential bystanders to establish the facts of the situation and to hold them accountable for their actions.
- Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- Parents / caregivers of student accused of bullying and the victim of the bullying will be informed.
- All incidences are to be documented and written reports will be kept on the behavior in our system.
- All staff will be informed about and have access to the information recorded.
- All incidents of bullying will be followed up with notification to parents / caregivers of the victim(s) and bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

Responsibilities:

STUDENTS

- In addition to reporting bullying behavior, student must ask the offending student to stop.
- Students being bullied must promptly report it to school staff, faculty, administration and their parents.
- Students who are aware of bullying must promptly report it to their teacher. It is the responsibility of all students (victim and witnesses) to report **all occurrences** of bullying behaviors as outlined in this policy, whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences.

- The filing of false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Students must be willing to resolve bullying situations, employing use of Restorative Chat reconciliation, forgiveness, and changes in behavior.
- Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a teacher or school principal.
- Report may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report unless the school's investigation confirms the bullying behavior.

PARENTS, GUARDIANS, OTHERS

- Refuge School of Arts & Innovation expects parents, guardians, caregivers and others who witness or become aware of an instance of bullying or retaliation involving a student to their child's teacher or the school principal.
- Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

STAFF

- Non-teaching staff will refer all allegations of bullying to a homeroom teacher, principle, or support staff supervisor of the school.

FACULTY

- A faculty / staff member will promptly report the incident to the school principle by the end of the day and provide a written behavior report of any instances of bullying or retaliation witnessed by the faculty / staff member or that is reported to the faculty / staff member by a student, parent, or other individual within two days. The requirement to notify the school principal shall not, however, limit the authority of the faculty / staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management.

REPORTING BULLYING

- It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear or consequences.

- Any student who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action.
- RSAI recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.

PREVENTION AND EDUCATION PROCEDURES

Written Notices: Notices of what constitutes bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be distributed to students and printed in the Student / Parent handbook.

A copy of the bullying policy will be posted on the school website (www.refuge.academy) can be made available to any interested party if requested.

Annual in-service professional development will review the policy and staff duties under the policy. The goal of professional development will be to establish a common understanding of the tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying.

RSAI teachers shall implement age and grade appropriate anti-bullying presentations in each grade. Presentations to occur twice a year at a minimum.

These presentations will include:

- Emphasizing accepted behavior and treatment of others through the classroom social contract agreement and classroom instruction;
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Note: *The administration of RSAI reserves the right to treat any single act as severe enough to warrant dismissal / expulsion from school.*

Discipline: Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of students learning to manage their own behavior. When

a student is trained they will become self-disciplined. As much as possible, the characteristics of our discipline are molded after God's.

- God teaches us out of unconditional love. He does not love us more when we do good, nor does he love us less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- God delights in us. [Proverbs 3:12]
- As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- God expects us to produce fruit in our lives. [Colossians 1:10]
- The fruit of repentance. [2 Corinthians 7:9-11]
- The peaceable fruit of righteousness. [Hebrews 12:12, Galatians 5:22,23]
- God forgives and forgets. [Hebrews 8:12, Titus 2:14]

Attendance at RSAI is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the stated policies and programs of the school while on or off campus. The school endeavors to work and communicate closely with parents in all matters of discipline. RSAI discipline is based on Danny Silk's *"Loving Our Kids on Purpose"* and Jim Fay and Foster Cline's *"Love & Logic."* Students will be treated as individuals. When the need for correction is required, it is viewed as an opportunity for the student to learn by his/her mistake. The student will be actively involved in determining the best course to make amends; by asking forgiveness and deciding how to repair damaged relationships or objects. The student must learn that, as in life, "when I make a bad choice I have to fix it." We are not here to bail them out, but to guide them in making better choices. It is our goal to work with parents / guardians in the area of discipline. In order for any discipline to work in training children, it is essential for the school staff and parents / guardians to be in agreement. A parent / guardian who is not supportive of the school's discipline program will undermine the structure of the school. For this reason, parents / guardians that are against the policies of this school and school board may be asked to leave the school if no understanding can be reached.

Detention: Detention may be assigned to a student for, but not limited to the following:

- Attitude or behavior unbecoming a student at this school.
- Repeated dress code violations.
- Failing to report to an assigned detention on time.
- As a consequence of a teacher's classroom discipline plan.
- Fighting or aggressive behavior.

- Incidents of lying, cheating, stealing, profanity, or vulgarity.
- Willful damage to school property.
- Defiance of authority.
- Excessive tardies. (3 or more unexcused)
- Unexcused absence.

Detention will be served after school for a minimum of one hour. The parents and student will be notified as least 24 hours prior to the detention period, Detention is a disciplinary action that must be served on the day assigned. Failure to report to detention will result in a doubled detention. Detention may include some form of school service, such as, but not limited to, picking up litter, light cleaning, or pulling weeds. If a student receives repeated detentions a conference will be held with the student which may also include the parent(s), school administration, and school board. The student will be placed on probation or may be suspended. Further detentions may be grounds for expulsion.

Suspension: For gross misconduct by a student or a student who continually fails to respond to disciplinary procedures, the administration reserves the right to suspend the student. Suspension deprives the student of the privilege of attending his/her classes. During the period of suspension, the student will be responsible for all assignments given prior to the suspension. All work will be due upon the student's return. No credit will be given for class work or tests that are missed during the suspension. Students may not attend or participate in extra-curricular activities during suspension. The following is a list of behaviors that shall / may constitute good cause for suspension: (Just cause for suspension is not limited to this list.)

1. Continued willful disobedience, profanity or vulgarity, or open, persistent defiance of authority.
2. Possession, use, or sale of drugs, alcoholic beverages, tobacco or other controlled substances.
3. Possession of any weapons, i.e. guns, knives, etc.
4. Gambling.
5. Stealing.
6. Fighting.
7. Misconduct, when other means of correction fails to bring about proper behavior and conduct.

8. Willfully cutting, defacing, or otherwise injuring or damaging property (real or personal) belonging to the school or school personnel. The parent / guardian will be liable for all damages by the student.

The day(s) of suspension should be spent doing assigned work. We encourage parents to support the policy and not allow the day to become a free day.

Probation: Probation is defined as that period of time in which his/her teachers and the administration will evaluate the student in order to monitor student progress. When a student's conduct, attitude, or academics repeatedly falls below the standards outlined by the school, a student may be placed on probation. During this period, a student will forfeit the privilege of participating in extra-curricular activities for the full trimester. A student may be placed on probation when:

1. GPA falls below 2.0.
2. Conduct is repeatedly below school standards.
3. He/she is suspended.

Parents will be notified when a student is placed on probation. The student's progress will be regularly monitored. At the end of the trimester the School Board will evaluate each student on probation. The School Board will make a decision regarding the student's continuation.

Expulsion: After probation, if the student's academic work or behavior has not shown sufficient progress, the student may be expelled from the school. The following are examples of, but not limited to, reasons justifying immediate expulsion without probation:

1. Immorality (in appropriate touching with hands or feet).
2. Possession of obscene literature.
3. Possession, use or sale of illegal drugs, alcoholic beverages, or controlled substances as defined in the California Education Code.
4. Possession and/or use of weapons.

A student who has been expelled or withdrawn by request of the administration may apply for re-admission after a waiting period of two full trimesters following the date of expulsion or withdrawal.

THE ADMINISTRATION HAS ABSOLUTE DISCRETION
IN REGARD TO MATTERS OF DISCIPLINE.

CLASSROOM BEHAVIOR

Students are expected to conduct themselves in the classroom in the following manner:

1. Students shall follow the teacher's / classrooms expectations.
2. Students are to come prepared to learn and bring proper equipment to class.
3. Class will be dismissed by the teacher, not the clock or bell. Do not be discourteous by getting up before you are dismissed.
4. Eating in class is at the teacher's discretion.
5. Invitations to a student's birthday party can be distributed at school only if all students in the class are invited or all students of a single gender are invited. Otherwise, invitations cannot be distributed at school.

Conflict Resolution (Due Process): When dealing with conflict resolution or due process, all involved agree to use Matthew 18:15, 16 as our guiding principle. It should be the purpose of every staff, student, and parent to follow this Biblical principle: "And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother." This scripture can be implemented by the following principles listed below:

1. Never share or discuss your conflict with anyone who is not part of the solution to the conflict.
2. Purpose that you will not listen to anyone who wants to share his/her personal conflict/problem or gossip to you about another person. Direct him/her to talk only to people that are part of the solution to the conflict.
3. If you have met with the person personally and the conflict has not been resolved, follow up and meet with the immediate supervisor and the person(s) with whom you have the conflict.
4. Be sensitive to the chain of command/ order of authority.
5. It is imperative that the love of Jesus Christ be extended to ALL our relationships.

Electronic Devices: Radios, CD players, MP3 players, iPods, collectables cards, video toys and games, miscellaneous toys, etc. are not to be brought to school or to any school function (with the exception of show and tell and at the discretion of the staff). If any of the above-mentioned items are brought to school (and not used for show and tell) they will be confiscated by the staff or the administrator and not returned until the end of the day. Jr High/High School students may bring CD players, MP3 players and iPods with headphones with prior approval by the teacher. If these items become a hindrance the ability to bring these to school will be revoked.

Cell Phones: Cell phones will be allowed at school. However, the school is not responsible for devices brought to school and will not be liable for damaged, destroyed, or lost devices. **They must be turned off and in the student's backpack as soon as student arrives on campus and**

must remain there until school is dismissed. This includes during lunch. Students may not have cell phones in their pockets at any time during the school day. Students may use cell phones after school is dismissed. If student has an electronic device on campus, the content must ALWAYS be appropriate (text messages, pictures, music, and ringtones). If a student needs to make an emergency call during the school day, the student should go to the office. If a parent needs to reach a student, the parent/guardian may call the school office.

If a student has their cell phone in their pocket or out any time during the school day the following will apply:

- First offense: Cell phone will be confiscated and must be picked up by the parent.
- Second or more offenses: Cell phone will be confiscated and must be picked up by a parent; student must pay a \$25.00 fine for each offense.

RSAl is not responsible for plans made by students without parental permission or school knowledge.

Parents must notify the school office in writing if their child will be leaving school with someone not on their authorized pickup list.

Weapons: Students are not allowed to have weapons or toy weapons on school grounds at any time.

Workbooks: Lost, stolen, or damaged workbooks or library books are the responsibility of the student to which they are assigned and replacement costs will be charged to that student's account. The Bible is the standard text used for every class. A modern translation of the Bible, such as New International Version, is required for all students (no storybook Bibles).

Assignments: Reasonable neatness and readable penmanship are expected or the teacher may not accept the assignment. Assignments are due on the day announced. "I forgot it at home" is not an acceptable excuse for late work. Assignments will not be accepted when handed in past the teacher's final deadline.

Concern for Property: As an expression of pride and respect toward their school, students should assume responsibility for keeping all facilities clean and in good order. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

Dress Code: All clothing shall be modest, neat and clean. **Shirts will be available for purchase which can be used on Spirit Days.**

- Garments designed with holes and frays are permissible. Holes and frayed areas that could expose undergarments or are above the short and skirt length requirement must have opaque fabric behind them.
- All undergarments must be completely covered by clothing.
- Graphics on shirts must not be offensive.
- Tank top straps should be at least one inch, no spaghetti straps
- Hair must be kept clean and well groomed. Hair must not cover eyes.

Hats: May be worn as long as the brim doesn't obstruct eye contact. Any hat may be worn outdoors for protection from the weather.

Shorts/Dresses/Skirts: May not be shorter than four finger lengths or mid-thigh whichever is shorter. Leggings and tights are not considered pants. If worn, they must be covered by a top that covers the bottom.

Shoes:

- Open-toed shoes are allowed for all grades.
- No moccasins (soft-soled), flip-flops, or wheeled shoes.
- All shoes must fasten to the student's feet with a back strap or fitted heel so that the shoe will not easily slip off their foot when running or playing.

Outerwear: Students may wear any jackets, coats, sweatshirts, sweaters, or vests that meet the general guidelines. Additionally, all clothing under outerwear must meet all other dress code criteria.

Jewelry: No facial piercing or nose rings. Small non-hanging earrings are allowed.

Students are responsible for meeting dress code and will be required to change inappropriate clothing before attending class. Subsequent violations will be considered disrespectful behavior and addressed.

Label All Outerwear: Due to cool mornings that turn warm mid-day students regularly remove their coats, jackets, and sweaters during recess and lunch resulting in an abundance of lost outerwear. Please label all outerwear with your student's full name as most of these lost coats and jackets go unclaimed and end up being donated to a local charity.

THE ADMINISTRATION RESERVES THE RIGHT OF FINAL JUDGMENT
REGARDING PROPER DRESS.

COMPUTER / INTERNET USE AGREEMENT

I will demonstrate Godly character through trustworthiness, respect, responsibility, fairness, caring, and citizenship. Philippians 4:8 "Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things."

RESPECT FOR PRIVACY: I will respect others' right to privacy. I will only access, look in or use other individuals', organizations' or companies' information on the computer or through telecommunications if I have the permission of the individual, organization or company who owns the information. I will never give out personal information over the Internet to someone I don't know.

RESPECT FOR PROPERTY: I will respect others' property. I will only make changes to or delete computer programs, files or information that belong to others if I have been given permission to do so by the person, organization, or company who owns the program, file or information.

RESPECT FOR OWNERSHIP: I will respect others' rights to ownership and to earn a living for their work. I will only use computer software, files, or information which I own or which I have been given permission to borrow. I will only make a backup copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own or have written. I will only use computer programs which I have written or have been authorized to use by the author. I will pay the developer or publisher for any shareware programs I decide to use.

RESPECT FOR OTHERS AND THE LAW: I will only use computers, software, and related technologies for purposes that are beneficial to others, that are not harmful (physically, financially, or otherwise) to others or others' property, and that are within the law. "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God." Romans 13:1.

I WILL USE THE SCHOOL'S COMPUTER FOR ACADEMIC PURPOSES ONLY: I will use the school's computers, software, and related technologies for education purposes only. I will not check e-mail, browse the internet, or manage information unless specifically directed to do so by your teacher as part of a school assignment.

Student Limitations on Computer & Internet Activities: The school's computers & internet may not be used for any purpose that conflicts with goals or the Student Computer/Internet Policy of Refuge Co-Op School of Arts & Innovation for illegal or unethical purposes.

The students will:

- not install or remove any software
- not download files to the school's or church's computers without permission from the teacher.
- not use the system without signing the RSAI Computer/Internet User Agreement.
- follow all teachers' instructions regarding the use of the RSAI computers and computer network.
- only use the internet when a teacher is present in the classroom and in full view of the teacher.
- handle hardware and software tools with care and respect.
- respect other student's privacy by not viewing or altering their files or settings.
- not send or receive or view material or messages that are likely to be obscene, immoral, racist, sexist, illegal, unethical, or inappropriate in language for this Christian school environment.
- not send a message with someone else's name as author or send a message that is inconsistent with the school's Internet Etiquette, Student Limitations and Biblical standards of conduct. "You shall not bare false witness against your neighbor." Exodus 20:16.
- not send any material in violation of federal or state law regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by trade secret. Impair or damage the school's system operations or disrupt the use of the system by another user.
- not share your individual account and password or use another person's password.
- not participate in online chat or discussion groups unless specifically directed by my teacher.
- will only use email when authorized by my instructor for school related activities.
- not use school's computers or web access to manage personal web site.
- not sign up for or visit any website or services that would require me to falsify my identity.

Penalty for Inappropriate Use: Inappropriate use may result in your losing access to the computers and or the Internet and could result in suspension or expulsion. The student may also be subject to additional disciplinary action. **Students that (either intentionally or accidentally) introduce a computer virus could be held liable for the cost of restoring the computer system.**

ATTENDANCE POLICY

Regular attendance is required by law and is vital to the student's success in school. When a student is absent, he/she misses classroom instruction and discussion that is impossible to adequately make up and therefore decreases the student's ability to do the best he/she could do. All parents are asked to use good judgment and not allow their student to be absent unless it is absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours. California law requires us to keep accurate attendance records.

School Hours: Students are not to arrive at school more than 25 minutes prior to the first class period, and are to be off the school campus no later than 15 minutes following their last class unless they are involved in a church or school sponsored activity. Students who have business with a teacher or other faculty member before or after school are the exception to this standard. All classes begin 8:00 a.m. (tardy at 8:05 a.m.)

Daily class dismissals: Grade K-6 2:00 p.m.

Drop Off & Pick Up Procedure: Please keep in mind at all times that keeping the traffic flow going is a necessity. Traffic will flow in a clockwise pattern starting on the North side of the school's campus and exiting on the South exit onto 6th street. Please try to load/unload all passengers from the right side of your vehicle. This will prevent students from having to move between cars and keep them out of traffic flow.

Pick-up cards/placards with students' names and grades will be distributed to each RSAI family at the beginning of the school year. All cars will be required to display their pick-up card(s) in the right side of the vehicle dashboard in order for RSAI security and staff personnel to clearly see. If a car picking up students does not have a pick-up card, the driver will be required to park and walk up to their teacher(s) to collect child(ren) or go into the school office for approval to pick up student(s).

Keep all conversations with teachers and others to a minimum. If your topic of conversation becomes lengthy you will be holding up other parents that are trying to move through the line. DO NOT leave your car unattended for even a moment. Unattended cars create gridlock, causing delays for everyone. If you need to exit your car you must park in a designated parking space.

Closed Campus: RSAI operates under a closed campus policy. All visitors must register at the school office and receive and wear a visitor name badge while on campus, before leaving campus at any time, prior to the normal dismissal bell, students must have administrative approval and be signed out in the office by a parent/guardian. Upon returning all students must be signed back into school.

Tardies/Early Departures: A student is considered tardy (late) for class if he/she is not in their seat when the tardy bell rings. Early departures from school will be counted as a tardy. Students that arrive late to school must check in at the school office/Principal. The school office may excuse a tardy for the following reasons: medical/dental appointments, illness, car trouble, or unexpected traffic delays. If a student misses three or more periods (half the school day) the tardy will become an absence. Each three (3) unexcused tardies/early departures will be counted as one (1) absence.

Excused Absences: Excused absences will include the following: illness (after 3 days absence a doctor's note will be required), medical/dental appointments, funerals, family emergencies, court appointments, and approved family days off.

Family Days (1 to 2 days): RSAI understands the importance for family time and allows parents the choice to take an occasional family day for family connection. A family day will count as an excused absence. All missed assignments are expected to be completed within 2 days of returning to school. It is important that this privilege not be abused. It is intended for children to strengthen their bond with family members; it is not simply a day off from school.

Make-Up Work: After excused absence or family days: All work assigned before the illness is due the day the student returns. All work assigned while absent will be due in one day for each day absent, not to exceed one week. Any tests missed during an absence will be given at the teacher's discretion. Special arrangements will be made for long-term absences due to illness.

Re-admission Following an Absence: When a student is absent or tardy, the parent/guardian must report the reason for the absence or tardy to the school. The office may be notified by phone, a signed note, email, or in person. After days of absence a doctor's note may be required. The office will issue a re-admit slip to enter class. Parents can email the office at refugeco.opschool@gmail.com

Truancy: Parents of students with excessive absences, tardies, or early departures will receive a truancy letter and possibly be required to meet with the principal to develop a plan with a timeline for correcting attendance problems. Should the excessive absences/ tardies/ early departures continue, the parent(s) will be referred to the Refuge School Board. Failure to resolve an absence and /or tardy issue could lead to the student being expelled from school. Excessive absences are defined as students with three (3) days of unexcused or ten (10) days of excused absences. Parent(s) of a student with excessive absences will be sent a letter requesting a conference with the principal to address the attendance issue. A second letter will be sent after five (5) days of unexcused or twelve (12) days of excused absences. A third letter will be mailed requiring a meeting with the school board after seven (7) unexcused absences or fifteen (15) days of excused absences to determine the next course of action.

Withdrawals and Transfers: In the event of a withdrawal or transfer, necessary forms must be completed through the office. Prior to withdrawal or transfer, appropriate workbooks and other school property must be returned and all charges paid before records will be released.

ACADEMIC POLICY

Grading: The purpose of grading at RSAI is to help students and their parents know how they are progressing and provide an evaluation of the student's performance for use by institutions of higher learning in admittance procedures. Much emphasis is placed upon grades in relationship to the success and worth of an individual in our society. We want to encourage each student to become all he/she is capable of becoming and to do his/her very best at all times. Grades and evaluations should never be used as measure of value or worth, but as an indicator of how much the student has learned compared to what was expected. All tests and examinations will be given a percentage grade, which can be translated into the following letter grade scale.

<u>Percent Grade</u>	<u>Letter Grade</u>	<u>4-Point System</u>
98-100	A+	4
96-97	A	4
94-95	A-	4
92-93	B+	3
90-91	B	3
88-89	B-	3
86-87	C+	2
83-85	C	2
80-82	C-	2
74-79	D	1

Students who score less than 80% will need to retest.

Incomplete: A student who has been given an Incomplete for a class at the end of a grading period must complete the course within two weeks, otherwise a zero will be placed in the missing assignments and reflected in the grade.

Report Cards: Official grades are given at the end of each quarter. If accounts are current, report cards will be given at Parent Teacher Conferences or emailed home. Parent Teacher Conferences will be held at as scheduled in the academic calendar for all students and at the teacher's discretion.

Progress Reports: Parents may check the progress of their student at any time. Students' academic records are available through RSAI. Contact the school office to gain access to your child's information.

Academic Integrity Policy: RSAI is committed to promoting ethical conduct appropriate as a responsible member of our Culture of Honor. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the honor that is so vital in our school community.

Cheating

There are many varied forms of cheating including but not limited to:

- Copying another student's answers
- Letting another student copy your answers or work
- Sending or receiving answers by text message
- Using or distributing copies of test questions, answers, or answer keys
- Secretly using "crib notes" or the Internet to help you answer test questions
- Having someone else take a test for you, or doing the same for another student
- Changing your answers on a test after it's been graded and then asking for the grade to be changed.
- Putting your name on group work that you did not participate in

Plagiarism

Plagiarism - passing off someone else's work as your own - is another form of cheating that becomes more of an issue as students move from middle and high school to college and beyond. Some forms of plagiarism are:

- Taking credit for something that is not your work
- Copying text (or even an entire paper) from a website, book, or other source without putting the copied words in quotes and giving credit to the source
- Buying, stealing, borrowing, or downloading a paper written by someone else
- Passing off someone else's work as your own

Consequences

1st Offense: Parent / Guardian will be notified. Student will receive a zero on the assignment.

2nd Offense: Parent / Guardian will be notified. Student will be expected to attend one detention in which they write a paper on what it means to cheat or plagiarize. They will receive a zero on the assignment.

ADMITTANCE POLICY

Non-discriminatory Policy: It is, and shall be, the policy and practice of RSAI, in admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, gender, or national origin.

Admissions: Attendance at RSAI is a privilege and admittance is by application only. Acceptance, including terms and conditions, is determined by the administration. Applications are available online at www.refuge.academy and must be completed in detail. Applications for the next school year may not be submitted until March 1st. If the class is full, accepted students will be put on a waiting list for spots that come available. The enrollment process is as follows:

1. Read the entire handbook and share appropriate sections with your child(ren).
2. Submit the following:
 - Completed application
 - Copy of official Birth Certificate (not hospital copy)
 - School transcripts from prior school
3. Following review of the application for enrollment by the administrator, the applicant and his/her parents will be contacted for a Heritage Testing appointment. This testing will give an indication of the student's working grade level. Kindergarten students will have a Kindergarten assessment administered.

4. If it is determined the student is able to work successfully in Heritage's curriculum and expectations, as well as the student and parents agree wholly to support Refuge's moral and spiritual lifestyle standards, the parents will be notified of the student's acceptance into school. Parents will be asked to complete the necessary financial forms and pay the non-refundable application fee to hold their child's spot on the class list. Parents will be required to sign up for an overview of the direct deposit program.
5. All new students will be placed on academic/behavioral probation for the first semester. Any student who does not conform to the standards and regulations of the school will be dismissed.
6. Students that are denied admittance to the school may submit an appeal in writing to the Refuge School of Arts & Innovation School Board to be reviewed at their next regularly scheduled meeting.

Re-Enrollment: Beginning February 1st, currently enrolled students may apply for re-enrollment to RSAI for the following year. The following conditions must be met to qualify for re-enrollment:

1. The student must be meeting academic, behavior, and moral standards as laid out in this handbook.
2. A fully completed re-enrollment application along with the application fee must be submitted to the office.
3. All financial obligations to the school must be current.

Students that are not re-enrolled by March 1st cannot be guaranteed a place in the class for the following school year. See the RSAI Tuition and Fees Schedule for application cost.

FINANCIAL POLICY

All payments made in the school office should be to Refuge School of Arts & Innovation.

Application Fee: Application fee is due with the application and is non-refundable. See RSAI Tuition and Fees Schedule for cost.

Tuition: Tuition is based on an annual fee, with a monthly payment option. The annual tuition amount may be paid over a maximum of ten months. The first payment is due August 1st with the last payment due May 1st. Monthly tuition payments are available. The monthly payments can be arranged via automatic payment withdrawal, check or cash. Contact the school office for further information.

Late Tuition Fees: Late fees will be assessed on all payments paid directly to the school office not paid by the 7th of the month. The RSAI late fee of \$30.00 will be added to your account. If after the 8th day the fee will increase to 10% of the past due amount. Report cards and records will not be released to families that have a past due balance.

Delinquent Accounts: In the event an account becomes over 30 days delinquent, we reserve the right to remove your child(ren) from the school. Late fees will be added to past due balances and report cards will be withheld until accounts are brought current. Families with delinquent accounts will not be allowed to re-enroll their students.

Late Enrollments: Application fee for late enrollments will not be pro-rated. Tuition will be pro-rated based on the number of weeks remaining in the school year. The partial year tuition may be paid in full or will be divided into equal payments.

Withdrawals: If a student withdraws during the school year, tuition will be pro-rated based on the number of weeks the student(s) have/has attended in the school year. **PLEASE NOTE: The last day to withdraw and have tuition pro-rated in this manner will be March 30th. After March 30th each family will be expected to pay their full annual tuition.** It is our goal that all RSAI students complete their education by remaining in school until the posted end date.

Refunds: Refunds will not be made for absences due to illness, holidays, or other causes. The tuition is based on the annual amount not the monthly payment. Refunds will be made after all other payment responsibilities are cleared. All refunds require a withdrawal form to be filled out in the school office. Refunds require 20-30 days to process.

GENERAL INFORMATION

Nutritional Guidelines: To assist you, please visit the USDA dietary guidelines located at <https://www.cnpp.usda.gov/dietary-guidelines>

Refuge School of Arts and Innovation does NOT have a school lunch program. Lunches are to be provided by parents /guardians. Students need to bring a cold lunch and snacks each day to school. There are no opportunities to heat items.

Specialty drinks:

- Must be finished prior to entering the building
- No drinks such as coffee, cocoa, or smoothies can be brought into the classroom.
- ONLY WATER IS ALLOWED IN THE CLASSROOM

Things to consider in packing lunch:

- Healthy and nutritional food
- Limited sugar
- No sodas or energy drinks

Gum Chewing: Gum chewing is not allowed at any time on the school campus during school hours.

Spiritual Development: Spiritual development will occur on a daily basis in the classroom. Chapel days may be schedule throughout the year.

First Aid Emergencies: First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent / guardian will be notified. It is essential that an emergency call number is current. We would encourage every parent to have at least two emergency numbers available. The school office CANNOT:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, poison oak, etc.)
3. Treat pink-eye.
4. Administer any remedy (cough drops, aspirin, etc.) without a Medical Authorization Form properly filled out by a doctor and parent.
5. Diagnose illness.

Illness: RSAI follows California state law regarding the administering of medications at school. State law requires that a child who becomes ill at school be isolated until someone call for them. A child will not be admitted into class until 24 hours after one of the following: sore throat, temperature, diarrhea, or vomiting. Please be sure your child is feeling well before class begins.

Prescription and Non-Prescription Drugs: California law states that only school office personnel may administer prescription and non-prescription drugs. Parents must have a Medical Authorization Form (signed by doctor and parent) on file. All medication must be left in the school office for safekeeping. Please do not send any medication for the student to take unsupervised.

Field Trips and Off Campus Events: On occasion students may participate in off campus field trips, ministry trips or sporting events. Students must have a travel consent form signed by their parent or guardian before being allowed to participate in any school sanctioned travel. The school will not be responsible for any event that is not officially sanctioned by the school administration.

Lost and Found: All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in the lost and found. As the lost and found becomes full, items will be donated (at least every two weeks) to a local charity to be thrown out.

School Supplies: A school supply list will be available online after the admissions procedures have been completed and the student has been accepted to RSAI. Teachers may request some extra materials as needed.

Phone Calls: Parents who find it necessary to call students should leave a message with the office to be delivered to the student. Students will not be called from class to the telephone, except in the case of an extreme emergency. Students are to use the office phone for personal calls. Cell phones may be at school but must remain off and kept in the student's backpack or cubby.