

RVCS PSP Campus Day 2017-18 Parent Handbook

Enrollment in Campus Day is a privilege of RVCS PSP and class sizes are limited.

Absences: If your child will be absent, e-mail Leslie for K-5th grades or Shelley for 6th-12th grades and their teachers as soon as you are aware of an absence. If it is the morning of Campus Day, please text. If leaving early, the adult must sign out the student in room 2 (see Missing Class).

Academic Dishonesty: Any act of academic dishonesty including cheating, lying, plagiarism, copying, accessing answer keys, etc., will result in an automatic zero grade. Depending on severity, a student may be suspended or expelled from Campus Day for Academic Dishonesty.

Arrival: Campus Day **begins at 8:30 for 6th-12th grades**. Campus Day **begins at 9:30 for K-5th grades**. An optional chapel for K-5 is available from 8:45 - 9:20 in the church auditorium. K-2 students must be escorted to their classroom or chapel by an adult or high school student. Please walk quietly to class. If accessing classes in back, use the RVCS office breezeway. Classrooms will be open five minutes before class begins. **Students are not allowed in a classroom without adult supervision.** Please arrive on time, but do not send students to the classroom earlier than 5 minutes.

Breaks: K-5th will have their breaks on the playground using the junior high tables. Please see playground rules under "P". 6th-8th will have their breaks at the junior high table area. 9th-12th will use the quad and gym entry.

Classroom Rules: All students must comply with RVCS and RVCS PSP rules of behavior. In addition, each teacher will have their own classroom rules. Please review all classroom rules with your children. A few of the rules that apply to all classes: Bullying or picking on students is not tolerated. Please refrain from discussing events that other students are not invited to. Students must walk quietly between classes; use the middle breezeway without lockers to go to and from classes. Consumption of food and drink are not allowed in the classroom with the exception of classroom rain breaks. Use of gum and music players is not allowed on campus. Bringing toys and trading of toys or selling of items is prohibited. Weapons are not allowed on campus including toy weapons, airsoft guns, and pepper spray. Cell phone use is limited to phone calls to parents in the pick up area after Campus Day. Use of the gym is allowed only with adult supervision.

Communication: You will receive an e-mail from your children's teachers approximately two to four weeks before classes begin. This e-mail will include a list of supplies and curriculum needed for their class, their contact information, general scope of class, and classroom structure or rules. For 6th-12th grades, student's grading rubric, assignments, messages, and grades are viewed on EngradePro. See Engrade Manual in your Dropbox. If you have any questions regarding the class or if your child has any special learning or health needs, please contact their teachers.

Dress Code: All students and teachers must dress modestly and comply with the complete RVCS dress code which is in the RVCS Student Handbook and PSP Policy Manual. A few highlights to take note of: All students must wear shoes with enclosed heels or back straps. All dresses, skirts, and shorts must reach mid-thigh. Sleeves must come to a minimum of the shoulder line. Hair dye must be a natural color. Be sure to look at Policy Manual for complete dress code. If a student's clothing does not meet dress code the parent will be contacted to bring suitable clothing.

Shelley Gillette (6th-12th grades): **529-2413** (cell), e-mail st_gillette@comcast.net
 Leslie Tonks (K-5th grades): **801-349-5839** (cell), e-mail ltonks20@gmail.com
 Linda Hoffman: **696-2396** (cell), e-mail lhoffman@rvchristian.org

Emergency During CD: If you have an emergency during Campus Day and someone else will be picking up your children or you will be late picking them up, text or call Shelley (6th-12th) or Leslie (K-5th). If they do not answer please be sure to leave a message and try Linda. Please enter numbers in your cell phone.

Fees: You will be billed on your statement for the following fees: Registration, Support Fees, and Materials Fees. See Policy Manual and Campus Day Class Description for amounts and billing schedule. A couple of classes also have monthly surcharges. Enrollment in Campus Day is a financial commitment for the entire semester regardless of participation.

Field Trips: If a Campus Day field trip is planned which leaves from the school, prior to the date of the field trip we will need a signed permission slip from the parent of each student attending who will be riding with someone other than their parent. If leaving from the school, prior to leaving Shelley (6th-12th) or Leslie (K-5th) must make a copy of the following documents for each adult driving someone other than their own child: valid driver's license, insurance with minimum coverage of 100/300, and current registration.

Grades: Campus Day teachers will assign grades in EngradePro quarterly for 6th-12th which the parent will then enter in the student's Lesson Summary in Dropbox. Grades along with assignments due for 6th-12th can be viewed in EngradePro (see EngradePro manual). Parents may not change grades for 6th-12th. For K-5, grades will be assigned by the parent not the Campus Day teacher.

Homework: See Class Descriptions for estimated amount of homework. For 6th-12th, homework assignments with due date can be viewed in EngradePro (see EngradePro manual). For K-5th, communication is through hand outs and e-mails. All students are expected to complete homework and class assignments on time and to the best of their ability. Homework must be completed by the student; copying is not allowed. If your child has a learning difficulty, which is hindering their ability to complete assignments, please contact your child's teacher regarding this.

Illness Policy: If a student has fever, diarrhea, or vomiting they should be kept home until they have been symptom-free for 24 hours without the aid of medicine to reduce the symptoms (Fever free for 24 hours without Tylenol reducing the fever.). If a student has pink-eye, impetigo, or strep throat, they may attend 24 hours after antibiotic treatment has begun. If your child has a suspicious rash, they should stay home until a health care provider has diagnosed the problem and advised that school attendance is safe for other students. Your child should be kept home if they are experiencing discomfort that would interfere with his/her ability to perform in school (uncontrollable coughing, severe lack of energy).

Label Items/Lost Items: Clearly label all backpacks, lunch boxes, books, and other loose items as well as any coats, sweatshirts or sweaters. We will attempt to return found labeled items directly to the student. Any unlabeled found items will be placed in the RVCS lost & found which can be found in the breezeway outside the RVCS office (room 5). RVCS periodically donates all unclaimed items to charity.

Lunch: 6th-8th grade students will have lunch in the junior high area. 9th-12th grade students will have lunch in the quad picnic table area or gym entryway. **Students may not hang out in the parking lot, the front of the campus, or go to the parking lot unless accompanied by an adult during lunch or other times that RVCS is in session. They may not leave during lunch unless a parent signs them out in PSP office and signs them back in when they return.** Please go over this rule with your children. 6th-12th grade students may purchase a hot lunch or food from vending machine or use the microwaves to heat their lunch. All students must go to their 3rd period class immediately at the end of lunch.

Shelley Gillette (6th-12th grades): **529-2413** (cell), e-mail st_gillette@comcast.net
 Leslie Tonks (K-5th grades): **801-349-5839** (cell), e-mail ltonks20@gmail.com
 Linda Hoffman: **696-2396** (cell), e-mail lhoffman@rvchristian.org

Medical Concerns: If your child has any medical concerns that we should be aware of, be sure to include this on your registration. If medication may be needed, contact Shelley Gillette (6th-12th) or Leslie Tonks (K-5th) to obtain the form. For prescription medication the doctor must also sign the form. For over the counter medication for K-8 only a parent signature is needed. Students K-8 may not carry medicine (including over the counter medication) unless it is emergency medicine and a doctor has authorized them to carry it. Students 9-12 may carry over the counter medication - no note needed; they may not carry prescription medication unless it is emergency medicine and a doctor has authorized them to carry it. All forms and medication in a new bottle must be turned in to Shelley Gillette or Leslie Tonks. If your child's condition is severe, please discuss with Shelley or Leslie and each of your child's teachers. If new concerns arise during the year, please contact Shelley or Leslie.

Missing Class: If your child will miss a class (leave and come back) or leave earlier than usual, notify Shelley Gillette (6th-12th) or Leslie Tonks (K-5th) and their teachers and sign them out in room 2. If they are returning you will also need to sign back in when they return. Students leaving other than their usual time must be signed out by an adult.

On Campus During School Hours: RVCS is a closed campus. This means during RVCS school hours **all students must be under the supervision of an adult in a class, chapel, or an assigned break area.** Students who do not have a full class schedule must be picked up immediately before the period they are not signed up for begins (if they have a class later in the day, they must sign out in room 2 & sign back in again). During RVCS school hours students or parents not in a class may not hang around the RVCS campus or parking lot. If you are waiting for a student(s) who is still taking classes, please pick up your student(s) who are not in a class and come back to pick up the other student(s) at their pick up time. We do not have space in room 2; therefore, students hanging out or studying in room 2 is not an option. If you need to pick up something from the campus during school hours, please quietly use the middle breezeway without lockers, keeping your children with you at all times. Children are never to be left in the car or parking lot unattended.

ID badges - adults: If adults are on campus, other than to walk a student to class, they must wear their Campus Day teacher ID or sign in and obtain a visitor badge in the PSP office. Adults, with badges, who are on campus during RVCS school hours should be teaching, helping, or conducting other business in the PSP office; we may not hang around the campus or parking lot. If you are on campus during a safety drill, you must participate in the drill. For fire drills, quietly walk to the nearest area: sports field or parking area.

Orientation: On the first Campus Day we will have a mandatory assembly at 8:00. All Campus Day students and one of their parents must attend. Each student will need to bring the following (in addition to their supplies, books, and snack): a CD schedule and map with their classes highlighted (You will receive blanks via e-mail which you will need to print and complete for each child.) and an emergency package in a ziplock bag with student's name on it containing: 3 day food supply that will keep for the entire year and for younger children a picture of their family and a comfort item. Packages will be returned at end of the year.

Parking Lot Safety: Students 12 years of age and under must be walking (not running) and within arm's reach of a parent at all times in the parking lot. Students of all ages are never allowed in the parking lot by themselves during school hours. Students are never to be left in a car without an adult. Skateboarding, playing ball, or running around the parking lot is not allowed.

Pick up for K-5th at 12:30: Students are to be promptly picked up using the car line. Place a sign in your front passenger side window with your last name, students' names, and the name of their last class. Drive in the right hand parking lot entrance, driving straight until you turn left in front of the sidewalk
 Shelley Gillette (6th-12th grades): **529-2413** (cell), e-mail st_gillette@comcast.net
 Leslie Tonks (K-5th grades): **801-349-5839** (cell), e-mail ltunks20@gmail.com
 Linda Hoffman: **696-2396** (cell), e-mail lhoffman@rvchristian.org

across the front of the school. Do not get out of your car. Students will be lined up on the sidewalk near room 2. Staff & teachers will bring your child to your car. Then drive all the way down the front of the school. Drive down the nearest aisle of parking spaces until you must turn left. Then go to the stop sign and turn right to exit through the exit driveway (the one on your right). Drive careful, watching for children at all times.

Pick up at 3:00:

3rd-5th grade afternoon teachers' children: If you are already on campus due to teaching, walk to the outside area in front of room 2 and pick up your children. If you are arriving by car, use the car pick up line - see *Pick up at 12:30* above. **Watch very carefully for students crossing the line.** Parents and students may not visit in the car pick up driving area or island. **All children need to be within arm's reach at all times after leaving the sidewalk.** Any students on campus after being picked up must be with an adult; students are never to be left in a car or parking lot without an adult.

6th-12th grades: Will be dismissed and you will need to make arrangements where to meet them. Any high school students driving themselves must park in the parking lot near the gym. **All drivers need to be extra careful when driving through the parking lot or backing up.**

Unless a student is staying for an official after school activity such as a sport or drama practice, all students are expected to be picked up and leave after school.

Pick up at other times: All students who not have a full schedule must be picked up immediately before the period that they do not have a class. Students may not hang around campus, parking lot, or room 2. If students are returning for a class later, they must sign out in room 2 and sign back in again when they have returned.

Pick up for all ages & times: If your student is being picked up by someone other than their parent, you must notify Shelley Gillette (6th-12th) or Leslie Tonks (K-5th) ahead of time. A fine of \$10 with an additional \$10 per every quarter hour will be charged for students who are not picked up on time. Repeated pickup problems may result in loss of Campus Day privileges.

Playground Rules K-5: Please go over these playground rules with your child: Students must walk quietly to and from the playground; go down, not up the slide; no bailing out of swings; running games cannot be played in the chip area; good sportsmanship is expected at all times. **When you hear a whistle, stop all activity (voice and movement) to listen to the announcement. A short double whistle means you can resume activity. A whistle is blown when there is 5 minutes left. This is the time to use the restroom and pick up any sport or lunch items they have out. When recess is over, they will hear a long whistle; it is time to gather their backpacks and line up near the junior high picnic tables according to their next class. K-2nd will be escorted to their next class and 3rd-5th will walk as a line to their next class.**

Snacks: There is a morning break if students would like to bring a snack. They cannot eat in class. Trading of food is not allowed due to food allergies. RVCS has a student with severe peanut allergies. We are encouraged to avoid peanut products in snacks or lunches. If peanuts or nut products are included, your child will have to follow RVCS peanut protocol for safety reasons. 6th-12th grades may purchase item from the vending machine.

Theft / Vandalism: Theft or vandalism of any kind may result in expulsion from Campus Day privileges. Writing, carving, defacing, scratching, or marking desks, walls, or other surfaces of the school will result in disciplinary action, including possible replacement at the parent's expense.

Shelley Gillette (6th-12th grades): **529-2413** (cell), e-mail st_gillette@comcast.net
 Leslie Tonks (K-5th grades): **801-349-5839** (cell), e-mail lttonks20@gmail.com
 Linda Hoffman: **696-2396** (cell), e-mail lhoffman@rvchristian.org