

# RVCS Private Satellite Program Main Policy Manual

## 2018-19



## Table of Contents

About RVCS PSP .....	2
Purpose .....	2
SRBC Position on Educational Choice.....	3
SRBC Educational Ministry Vision Statement .....	3
Statement of Belief .....	3
Membership Options .....	4
Non-Campus Student .....	4
Member Services .....	4
Social and Educational Opportunities .....	5
Campus Day .....	5
Member Requirements.....	5
General Expectations .....	5
Enrollment .....	6
Fees .....	6
HSLDA Parent Teaching Requirement.....	7
Testing .....	9
Forfeiture or Change of Membership.....	9
Withdrawal .....	9
RVCS Participation .....	9
Class Options.....	9
Sports Options .....	9
RVCS Activities .....	10
RVCS Fundraisers.....	10
PSP Administration.....	10
Organizational Structure .....	10
Items to Note from RVCS Handbook .....	10
Parent - Student Contract .....	13

### About RVCS PSP

**Purpose**

The Rincon Valley Christian Private Satellite Program (PSP) is a private school existing as a ministry of Santa Rosa Bible Church with oversight by Rincon Valley Christian School. The purpose of the PSP is to encourage Christian families in maintaining a Christ-centered, biblically focused home education, based on Deuteronomy 6:5-9, while offering a wide array of academic, administrative, athletic, spiritual, and social opportunities for grades Kindergarten through 12<sup>th</sup> grade.

The PSP operates under the provision of the California Education Code Section 58222, falling under the Private School Affidavit of Rincon Valley Christian School, which is filed annually each October. The PSP is not a WASC accredited program since curriculum choice is at the discretion of parents.

## **SRBC Position on Educational Choice**

God ordained the local church to accomplish His purposes and it is designed to work in concert with the family. The family is to be the primary means of instruction, discipline, and to be the primary teachers of God's Word to their children (Psalm 78:5-7). Scripture clearly states that fathers are to bring up their children in the discipline and instruction of the Lord (Ephesians 6:5). The family is where the Word of God should be discussed, taught, learned and memorized (Deut. 6:6-9). Parents are the primary ministers to their children. The local church should be seen as a supplement to assisting parents in this important role and responsibility.

We recognize that there are differing views regarding educational choices (public school, Christian school, PSP, home school, etc.) within various families among the church. Parents are to prayerfully consider the best educational option for each child and follow the Lord's leading. SRBC supports and respects each of these choices without denigrating or biasing our ministry towards one philosophy or choice. Division among believers based on educational choices is not acceptable as Romans 15:10 states, "You then, why do you judge your brother? Or why do you look down on your brother? For we will all stand before God's judgment seat."

## **SRBC Educational Ministry Vision Statement**

SRBC offers two alternatives to families for the education of their children. Both are ministries of the church, have an outreach to the community of Santa Rosa, and operate under the authority of SRBC's Official Board with delegated oversight by the Rincon Valley Christian School (RVCS). The educational ministries that are approved by the Official Board include both a "day school" program and a Private Satellite Program (PSP). Both of these programs are intended to operate under RVCS with full cooperation and mutual support from the faculty and families involved in either program. It is expected that there will be overlap of the programs where it is appropriate in accomplishing the educational and Christian character goals of the ministries. While the goal of both programs is the education of the student, it is expected that there will be different educational pathways associated with each. All ministries of SRBC are to strive to bring glory to God in excellence, integrity, and unity.

## **Statement of Belief**

A complete doctrinal statement of Santa Rosa Bible Church is written in the church's bylaws and may be found online at [www.srbible.org](http://www.srbible.org).

The following summarizes some of the major tenets of our doctrine:

- We teach that the Bible (39 Old Testament and 27 New Testament books) in the original writings is the verbally inspired word of God. It is complete, without error and infallible (fully trustworthy). It is the only revelation of God's Truth for the church age.
- We teach that there is one Triune God, eternally existing in three persons- Father, Son and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfection
- We teach the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His substitutionary death for our sins, His bodily resurrection and His personal, imminent bodily return to remove the Church from the earth. In those end-times, there will be

a bodily resurrection for all mankind followed by everlasting conscious existence in either heaven or hell as determined for each by God

- We teach that all men are sinners both by nature and practice and apart from faith in Jesus Christ are subject to eternal separation from God. All are therefore in need of personal regeneration by faith in the shed blood of the Lord Jesus Christ. Those who have trusted Christ as their Savior are indwelt by the Holy Spirit and are enabled to live a godly life through submission to Him.
- We teach that those who have confessed Christ as Savior are eternally secure in Christ.
- We teach that God established three institutions: family, government, and the Church. The Church is distinct from Israel.

Rincon Valley Christian School is a ministry of Santa Rosa Bible Church and firmly believes in the great doctrines of historic Christianity as they are revealed in the Bible. Consistent with the teaching of the Bible we believe that God created male and female to fulfill their God given gender roles in His world. We believe that the Bible teaches that marriage is between one man and one woman and that the biological gender of a person is not changeable by preference or individually perceived orientation. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).

## Membership Options

### Non-Campus Student

Families may choose to have their student(s) enrolled as a Non-Campus Student. Non-Campus Student(s) is for families who choose not to attend any on campus activities including Campus Day, RVC sports, RVC secondary socials, and any other on campus PSP events. Immunizations are not required for non-campus students. All other services, fees, and requirements apply. To sign up for this option for your student(s), ask for a Non-Campus enrollment form.

## Member Services

**Website** - [rinconvalleychristian.org/psp](http://rinconvalleychristian.org/psp)

The majority of our forms, school calendar, links to HSLDA, CHEA, and eScrip, and much more are available on our website.

**Official student cumulative files maintained by PSP staff.**

**Forms to record monthly lesson summary, attendance, and grades**

**Official High School Report Cards, Transcripts, and Diploma**

**School Calendar and Weekly News E-mails**

### **Quarterly Parent Encouraging Meeting (PEM)**

The purpose of the PEM is for educational and spiritual encouragement and support. Care Groups provide additional support in a more personal setting in a small group. Attendance at mandatory PEMs by one or both parents is required. PEM attendance is counted when the member attending is present for the entire meeting including announcements, care group time, and speaker presentation. There is a \$25 fee for each missed mandatory PEM. If a member misses all mandatory PEMs, their membership may be forfeited.

### **Social and Educational Opportunities**

Children are required to be accompanied by a parent at all activities unless special arrangements have been made with another adult and PSP staff has been notified.

*\*Participation in events with an asterisk is for PSP enrolled students only.*

\*School Sports Opportunities  
\*Honors Night Recognition Program  
Field Trips  
\*Student Spectacular  
Seasonal Parties

Wells Fargo Center Shows  
\*Campus Day  
End of Year Swim Party  
LBC Shows

### **Campus Day**

The optional Campus Day exists to provide opportunities for students to participate in classes once a week in a classroom setting in both academic and elective courses. Classes are on campus and taught primarily by PSP parents. 3 morning classes plus chapel are offered for K-6th students and 4 morning and afternoon classes plus chapel are offered for 7th-12th grades. At the High School level these courses fulfill CIF requirements. Campus Day runs for 15 weeks for each of the fall and spring semesters. Parental involvement is necessary to provide oversight and accountability for their students to be successful.

**Curriculum Lending Library** - Borrow curriculum and other resources for an entire school year.

**Spring Stanford Achievement Computerized Testing** (for grades 4 - 11)

**School Pictures and Annual PSP Yearbook**

**End of the Year Honors Night and Graduation Ceremony**

<h2><b>Member Requirements</b></h2>
-------------------------------------

### **General Expectations**

Compliance with all PSP policies  
Willingness to be supportive of the authority you place your students under  
Adherence to guidelines in RVCS Student Handbook  
Regular church attendance  
Clear testimony of salvation  
Support of SRBC doctrinal statement  
PSP is a volunteer run program. 10 hours of participation per semester is expected.

Willingness to participate in PSP fundraising through grocery cards (Oliver's, Molsberry's, FoodMaxx, or Lucky) and eScrip online shopping mall.  
 Commitment to checking email regularly for PSP communications

**Enrollment**

Enrollment is open to children at least 5 years old by September 1<sup>st</sup>. Children can only be enrolled in one school program. Annual membership in HSLDA is mandatory in all cases.

**Fees**

**Application Fee**, non-refundable, processed at schedule of interview **\$25**

**Enrollment Fee**

New Family, non-refundable (application received by June 10th) **\$150**  
 New Family, non-refundable (application received after June 10th) **\$200**

**Re-enrollment Fee**

Returning families, non-refundable (paid by March 10th) **\$100**  
 Returning families, non-refundable (after February re-enrollment period) **\$150**

**RVCS Annual Student Body Fee (per student):**

K-6th grades: **\$25**  
 7<sup>th</sup>-8th grades: **\$50**  
 9th-12th grades: **\$50 per semester (total of \$100 for year)**

**PSP Membership Fee**

1 student: **\$360 or 8 payments of \$45 each**  
 2 students: **\$440 or 8 payments of \$55 each**  
 3 students: **\$520 or 8 payments of \$65 each**  
 4+ students: **\$600 or 8 payments of \$75 each**  
 High School Student (9<sup>th</sup>-12<sup>th</sup>) surcharge each: **\$40 or 8 payments of \$5 each**

Monthly payments are due by the 10th of each month September through May with no tuition payment due in March when re-enrollment is due. Campus Day Co-op Fees below are in addition to fees above, if participating in Campus Day Co-op.

**Home School Legal Defense Membership** (payable to HSLDA; use Group # 299594) **\$100**

**Campus Day Cooperative Fees**

**Family adult volunteering on campus a minimum of 15 hours per semester is required.**

Registration Fee, per family, per semester, non-refundable **\$25**  
 Support Fee for K-6th, per class, per semester, non-refundable **\$20**  
 Support Fee for 7th-12th, per class, per semester, non-refundable **\$25**  
 Materials Fee, per class, per semester, non-refundable **varies per class**  
 Drop-off Fee (if applicable), per class, per month (4 months per semester),  
 a minimum of 3 classes must be taken. Limited availability for  
 those who are unable to volunteer. **K-6th: \$30**  
**7th-12th: \$40**

**RVCS Day School Class Fees** (Class Request Form may be completed as of Aug 1<sup>st</sup>. Classes are subject to availability, based on day school enrollment.)

Upon application: \$250 registration fee, per student

Other Fees: Course or curriculum fees; study hall, if applicable

Monthly - 1/5 of RVCS on campus tuition per class

**RVCS College Counseling Support**

College counseling with the RVCS On Campus Counselor **\$50 per hr**

**RVCS Sports Fees** (subject to change) (fee is according to grade of sport team, not student grade) All fees due before 1st practice.

Cheerleading - all grades **\$100**

5<sup>th</sup> - 6<sup>th</sup> grade sports except flag football (per sport) **\$50**

7<sup>th</sup> - 8<sup>th</sup> grade sports & flag football (per sport) **\$125**

9<sup>th</sup> - 12<sup>th</sup> grade sports except football (per sport) **\$375**

9<sup>th</sup> - 12<sup>th</sup> grade football (per sport) **\$500**

**CIF Paperwork**

Per eligibility quarter (high school students participating in RVCS sports) **\$25**

Late submission of required CIF documentation, per student, per quarter **\$10**

**Field Trips and Activities**

Fees for field trips and activities vary depending upon the event. All fees are non-refundable and must be paid in a timely manner or forfeiture of attendance may occur.

**Stanford Achievement Computerized Testing (SAT) Fee**

4<sup>th</sup> -11<sup>th</sup> grades per student **\$20**

Make-up Testing **additional \$25 per half day session**

**Other Expenses**

Parents are responsible for the purchase of the curriculum of their choice.

Participation in RVCS day school activities may have additional costs.

**Fines, Miscellaneous, & Late Fees**

Each mandatory PEM absence **\$25**

Campus Day Changes after enrollment period - per student, per change **\$10**

Late Campus Day pick up, per 15 minutes **\$10**

High School Transcript or College Recommendation, each **\$10**

Late account balance - \$10 per week past 10<sup>th</sup> due date **\$10**

Late paperwork due on the 10<sup>th</sup> of each month, \$5 per day

Members with past due accounts may not add sports or other activities to their account

**HSLDA Parent Teaching Requirement**

K-8<sup>th</sup> graders must be parent-taught in at least half of their subjects. High school

students are exempt, but a parent must closely and actively monitor all work.

**Due before the first day of school: (not first day of Campus Day)**

- Emergency Form (updated in Dropbox)
- HSLDA membership

**Annual paper forms handed in by September 10th (please retain copies):**

- Parent-Student Contract
- Paperwork & Financial Policy

**Annual records due by September 10th (updated in Dropbox):**

- Lesson Summary per student (fill in subjects and curriculum used)
- High School Tracking (9<sup>th</sup>-12<sup>th</sup> only)

**Monthly and Quarterly Records**

Each month members must update attendance and lesson summaries in the Lesson Summary file for each student in their family folder in Dropbox which is due by the 10th of the following month. Grades must be updated in the Lesson Summary at the end of each school quarter according to dates listed on PSP calendar.

**Attendance**

The PSP school year runs June 1 thru May 31. A minimum of 170 school days is required. Please refer to the PSP calendar for a standard attendance day schedule that you can utilize for the year. Secondary students may not be absent more than 10 school days per semester.

**Grading and Report Cards**

Grades for Kindergarten-12<sup>th</sup> grades are due in the student's Lesson Summary in Dropbox at the end of each quarter (see PSP Calendar for due dates). Grades are based on the parent assigned grading rubrics or outside grading rubric assigned by an outside teacher. For Campus Day classes, K-6<sup>th</sup> grades are assigned by the parent and 7<sup>th</sup>-12<sup>th</sup> grades are assigned by the teacher. If playing high school RVCS sport, CIF outside grade verification forms are also due quarterly (see PSP Calendar for due dates and High School Handbook for more information).

The following grading systems apply to RVCS PSP as well as the day school:

K-2<sup>nd</sup> Grades

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

3<sup>rd</sup>-12<sup>th</sup> Grades

- A = Outstanding 90-100%
- B = Very Good 80-89%
- C = Average 70-79%
- D = Needs Improvement 60-69%
- F = Failure/repeat the material 0-59%

**Suggested Grading Categories:**

3<sup>rd</sup>-6<sup>th</sup> Grades

30% Participation

7<sup>th</sup>-12<sup>th</sup> Grades

10% Participation

30% Daily Work  
20% Tests/Exams  
20% Special Projects

50% Daily Work  
20% Tests/Exams  
20% Special Projects

### Testing

We complete the Stanford Achievement Computerized Test in Reading, Language Arts and Mathematics for all 4<sup>th</sup>-11<sup>th</sup> grade students. Our SAT tests follow the recommended unlimited time format. Test results are not used by the PSP for promotion purposes, but are useful to the parent-teachers for future academic planning.

### Forfeiture or Change of Membership

If a PSP member misses all mandatory meetings or 3 due dates, their PSP membership may be forfeited.

### Withdrawal

To withdraw from the PSP, a 30-day written notice must be emailed in advance directly to the PSP Administrator. Tuition will be charged through the month of withdrawal.

## RVCS Participation

PSP students participating in any on campus or school sponsored activity must follow the day school's code of conduct and dress code described in the current year RVCS Student Handbook, available [here](#). All campus class and sports concerns should be directly communicated to the on campus teacher or coach. Please refer to the RVCS Student Handbook for specific on-campus procedures.

### Class Options

7th-12th grade RVCS PSP students may attend classes at the RVCS day school campus on a space available basis and upon approval of the RVCS administration. Fill out the Blended Class Application (see RVC website under Programs - Blended Learning for form) and submit to PSP Administrator for approval. It will then forward to the RVC administration. Course offerings are usually determined in June Fees are paid directly to RVCS office.

For 4th-6th grades, Band and Choir meets twice per week. Annual cost for one class is \$550, which covers class cost and materials. Cost for both Band and Choir is \$1100. Must apply in August by contacting Wendy Cunningham in RVCS elementary office.

### Sports Options

RVCS PSP students have the privilege of trying out for RVCS sports teams. Placement on a team is not guaranteed. PSP high school students who will be playing on an RVC sports team must submit Student Athlete paperwork to the PSP Administrator prior to the start of practice; younger grades will sign up through RVCS. While participating on a RVCS sports team, students must pay the associated sports fees before the first practice and comply with all RVCS rules of conduct and dress.

Parents are expected to help with any requested parent participation (driving, ticket sales, snack bar); this does not count towards PSP parent participation. RVCS

participates in high school sports under the auspices of the North Coast Section (NCS) of the California Interscholastic Federation (CIF), the state governing body for high school sports. Under NCS rules, all student athletes are required to maintain at least a 2.0 GPA while playing, with no F's in any class, and PSP athletes are required to have a minimum of four outside graded subjects (other than a parent) per quarter of eligibility. 7th-8th grade students participating in RVCS sports must also comply with the high school GPA and no F's requirement. Please see the PSP High School Handbook for more information.

### **RVCS Activities**

Participation in various RVCS activities is usually open to PSP students. Full commitment to involvement and associated fees is mandatory prior to signing up for the activity. PSP members will approach all activities with the day school with an attitude of unity and full participation.

### **RVCS Fundraisers**

PSP families are encouraged to participate in the major day school fundraisers in support of school wide technology upgrades, art and athletic programs, and tuition assistance.

## **PSP Administration**

### **Organizational Structure**

Santa Rosa Bible Church and Rincon Valley Christian School are considered one legal entity, under non-profit status. Both the day school and the satellite program file under one State of California Private School Affidavit. Rincon Valley Christian School's Private Satellite Program is a ministry of Santa Rosa Bible Church, and an educational program within Rincon Valley Christian School. Santa Rosa Bible Church is governed by the Church Board of Directors. Rincon Valley Christian School is administered by RVC's Head of School who reports to and is directed by the Church Board. The PSP Administrator reports to and is directed by the RVC Head of School.

## **Items to Note from RVCS Handbook**

All RVCS PSP students are required to comply with all behavior and dress code guidelines in the RVC Student Handbook found on the RVCS website. Below are just a few items to note.

The emphasis on student appearance is twofold:

1. Godliness, modesty, and cleanliness.
2. Parental support is essential to a successful implementation of the dress code.

#### **Hair**

- Hair is to be well groomed and maintained.
- Eyes should be visible with hairstyle.
- Boys' hair is to be worn above the collar of a regular t-shirt.

#### **Accessories**

- Hats are removed during chapel and at the discretion of each teacher.
- Piercings are limited to standard ear piercings.

#### **Footwear**

- Shoes must be worn at all times. Sandals are to have enclosed heels or back straps.

#### **Tops**

- Logos, illustrations, and words on clothing are to be consistent with God's Word.

- Midsection and bra including straps are covered.
- Armholes are appropriately sized.
- Sleeves come to a minimum of the shoulder line.

#### Bottoms

- Pants worn at waist with appropriate fit (no form fitting)
- Pants may have holes but all holes must have material behind them (no skin visible).
- Pajama pants for special spirit days only
- Shorts are to reach mid-thigh.

#### Dresses

- Skirts and dresses are to reach mid-thigh, regardless of whether leggings are worn.
- Blouses or tunics over leggings are to reach mid-thigh.
- Changes to dress code will be communicate via official notification from the school office.

#### Dress Code Consequences

Any clothing that is deemed inappropriate (i.e. not within RVC guidelines) will be required to be changed that same school day

- Students will be sent to the office and required to change.
- If student does not have a change of clothes, parent must bring an alternative option.
- Dress code violations occurring at school or at school events will be noted in RenWeb and parents will be notified.

#### Dress Code After School Hours

Dress at after school events such as concerts, athletic events, sports practices, social activities and other school events should reflect the RVC dress code. Specific changes or allowances will be communicated in advance of the event, otherwise, assume normal dress code.

RVC depend on parents to work with the school in maintaining the biblical standard for dress and appearance, the emphasis of RVCS is godliness (1 Timothy 6:4, 11), modesty and cleanliness. (1 Tim.2:9-10 and 1 Peter 3:3-4)

RVCS is acknowledging those with allergies and is now a fragrance-free school.

#### Other Rules

- Chewing gum on campus is prohibited at all times.
- NO weapons (knives, firearms, bullets, etc,) of any kind (even toys) may be brought to school.
- Toys, radios, electronic games, lasers, etc. may not be brought to school.
- Cell phones & personal electronic devices must be turned off and stored in a backpack when school is in session and they are not permitted in locker rooms.
- Food and beverages (including water) are not allowed in any of the labs at any time.
- Students are NOT to be in the gym without teacher supervision due to insurance liability
- Students are not permitted to "hang out" on parking lot side of campus during breaks or lunch.
- Students are not allowed to leave campus during lunch unless signed out by parent.
- Students who drive to school are to park in the student parking spaces in front of the gym.
- Prohibited behaviors: Academic dishonesty, bullying, inappropriate language (cursing/swearing, threats, sexual, etc), fornication or pregnancy, harassment, public displays of affection, racial discrimination, sexting, sexual harassment, use or possession of tobacco, alcohol, or drugs.

- If any medication needs exist for any PSP student while on campus, please see Campus Day Parent Handbook for procedure. Most PSP students are not allowed to self dispense any medications.



# RVCS PSP 2018-19 Parent - Student Contract

### Parents:

- I understand that RVCS PSP is a ministry of Santa Rosa Bible Church and support the Christian purpose, doctrinal basis of RVCS and the PSP goals and values. I desire to work with the PSP, Rincon Valley Christian School and Santa Rosa Bible Church in the total education of my child(ren).
- I have read the RVCS PSP policy manual completely and agree to meet all the requirements. Failure to comply with all requirements may result in disciplinary action or forfeiture of membership.
- I promise to pay all dues and fees for the students enrolled in the PSP, Campus Day Cooperative, and RVCS day school including sports and on campus activities.
- I certify that all the information presented by me in this contract is to the best of my knowledge, true, complete, and accurate. It is understood that my child's attendance is a privilege, not a right.

### Parents & Students:

- As a family, we will support and submit to the authority of the on campus administration, teachers, and coaches we place ourselves under.
- We have read the Items to Note from RVCS Student Handbook including dress code and moral conduct (previous page) and all family members (parents and students) agree to comply with RVCS's policy.
- We understand that students not in dress code will be required to change and the parent will be called to bring appropriate clothes or pick up student.

**Printed Name and Signature of Father**

**Printed Name and Signature of Mother**

---

Date Date

**Printed Names and Signatures of all enrolled students**

---

---

---

---

*Rincon Valley Christian School and Private Satellite Program admit students of any race, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate because of race, color, and national origin in the administration of its educational and admissions policies, tuition assistance programs, and athletic and other school-administered programs.*

## RVCS PSP Payment Schedule 2018-19

Items in bold are mandatory

All other fees are optional based on participation

You will find additional optional activities available for sign up on our monthly Response Form. Payment is due by the 10th of the month. See Policy Manual for current fees.

Due By	PSP Membership	Other Items
1 <sup>st</sup> day school		<b>Renew HSLDA at HSLDA.org</b> using our group #299594
September 10th	<b>In full or 1st of 8 payments, if making payments</b>	Fall Campus Day Support Fees WF Shows RVCS Sports Fees: cross country, football, soccer, volleyball, and flag football
October 10th	<b>2<sup>nd</sup> payment</b>	Fall Campus Day Materials Fees High School Sports Paperwork Fee (to play 2 <sup>nd</sup> quarter)
November 10th	<b>3<sup>rd</sup> payment</b>	<b>Student Body Fees: K-8th &amp; 1/2 of 9th-12th</b> RVCS Sports Fees: MS boys basketball and JH volleyball
December 10th	<b>4<sup>th</sup> payment</b>	Spring Campus Day Registration fee Yearbook(s) RVCS Sport Fees: HS basketball High School Sports Paperwork Fee (to play 3 <sup>rd</sup> quarter)
January 10th	<b>5<sup>th</sup> payment</b>	Spring Campus Day Support Fees
February 10th	<b>6<sup>th</sup> payment</b>	Spring Campus Day Materials Fees RVCS Sports Fees: girls MS basketball
March 10th	<b>*Re-enrollment fee for following year</b>	<b>SAT Testing (required for 4<sup>th</sup>-11<sup>th</sup>)</b> High School Sports Paperwork Fee (to play 4 <sup>th</sup> quarter) RVCS Sports Fees: baseball, golf, softball, tennis, track, & Elementary Basketball
April 10th	<b>7<sup>th</sup> payment</b>	<b>Student Body Fees: 2nd half of 9th-12th</b> RVCS Sports Fees: MS soccer
May 10th	<b>8<sup>th</sup> payment</b>	Fall Campus Day Registration Fee High School Sports Paperwork Fee (to play 1 <sup>st</sup> quarter)



# RVCS PSP 2018-19 Paperwork and Financial Policy

Please read the following Paperwork and Financial Policy, sign, and submit via paper by September 10th. Turning in paperwork on time is mandatory. CA Educ. Law requires much of this paperwork. Paperwork that is turned in late creates extra work for our staff. Please plan for a successful school year by adding all due dates from our PSP calendar to your personal calendar. PSP membership may be terminated for lack of adherence to PSP requirements. If for some reason an emergency arises and you will be late, please communicate with the appropriate staff member.

**\*Beginning of the Year Paperwork:**

**Due by midnight of August PEM (update files in family Dropbox folder)** Family Emergency Form (updated), Curriculum used column in the Lesson Summary for each student, and High School Tracking for each 9<sup>th</sup> - 12<sup>th</sup> grade student.

**Due by September 10th (find paperwork within the Main Policy Manual, print pages, sign, and turn in):** Parent - Student Contract and Paperwork & Financial Policy.

**\*Monthly Lesson Summaries and Attendance:**

**Due by the 10<sup>th</sup> of each month:** Update the Monthly Lesson Summary and Attendance file in your family Dropbox folder by completing a brief summary of lessons completed by subject and the monthly and Year-to-date attendance days. 170 minimum days are required by May 31<sup>st</sup> of each school year.

**\*Quarterly: All (K-12<sup>th</sup>) Lesson Summaries must also be updated quarterly with grades in the family Dropbox folder.** Please refer to the PSP calendar for deadlines.

**CIF Paperwork (check calendar for due dates):** Four classes (other than a parent) graded courses are required. Proof of grades must be emailed to [pspadmin@rvchristian.org](mailto:pspadmin@rvchristian.org). Campus Day grades are given to us by the teacher; you do not need to e-mail those; however, you must enter all grades in your Lesson Summary. CIF eligibility cannot be issued until all paperwork is submitted. \$10 fee for late paperwork and \$10 fee for staff entering grades in your Lesson Summary. If you are having a problem getting a document, please contact the PSP Administrator.

**Payments:** Your emailed statement balance including tuition, Campus Day, sports, and activity payments is due by the 10<sup>th</sup> of each month. *A late fee of \$10 per family per week will apply to past due accounts. Families may not add sports or activities to a past due account.*

**PEM Attendance** is mandatory for one parent to mandatory PEM. PEM attendance is counted when the member is present for the entire meeting including announcements, care group time, and speaker. *There is a \$25 fine for each absence with 2 being the maximum missed.*

**Field Trip and Activity** payments are non-refundable, even if something prevents participation. Late payment may result in forfeiture of participation in the activity, including non-refund of prior payments.

**RVC Fundraising Support** is strongly encouraged as a means of school wide support.

**Membership Forfeited:** If mandatory meetings missed or due dates are missed your PSP membership may be forfeited.

**I have read the PSP Policy Manual and agree to pay all fees and adhere to all paperwork, financial, & meeting policies.**

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_