



Ridgecrest Adventist Elementary  
School Handbook

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## **Our Commitment to You**

At Ridgecrest Adventist Elementary our primary aim is to provide students the opportunity to accept Christ as their personal Lord and Savior. With this goal in mind, students are challenged to achieve their highest potential academically, physically, socially, and spiritually.

Ridgecrest Adventist Elementary teachers believe in the existence of the Creator God as fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come.

Ridgecrest Adventist Elementary is accredited by the *Pacific Union Conference of Seventh-day Adventist*.

# ***Ridgecrest Adventist Elementary (RAE) Vision, Mission & Values Statement***

## Vision:

Provide Christian educational excellence for the children of Ridgecrest, inspiring them to strive and reach their fullest academic potential, and mentoring them to love and serve their families, neighbors, and our Creator Jesus Christ.

## Mission:

As part of the worldwide Seventh-day Adventist Educational system, RAE is the principle mission of the Ridgecrest Seventh-day Adventist Church. The RAE program is purposed to ignite in the student a lifelong passion to excel academically, physically, and spiritually.

## Values:

1. Educational excellence through a working partnership with the Home, Church, and School Life of the student.
2. Relationship & Service with Jesus Christ
3. Healthful Living
4. Public Service & Citizenship
5. Discipling a Biblical Moral Compass
6. Stewardship and Sacrifice for God & Man
7. Teacher Academic and Spiritual Critical Thinking

## ***Expected Outcomes of RAE Students:***

### Spirituality:

Each student will identify and demonstrate Christian lifestyle including moral and ethical behavior based on grace-oriented Biblical principles.

### Academics:

Each student will acquire skills in studying, critical thinking, practical living and goal setting.

### Citizenship:

Each student will demonstrate self-control, teamwork, and honesty with respect, courtesy, and service to others.

### Purpose:

Each student will recognize their place in God's Creation, and their ability to impact their society and their environment.

### **Academic Honesty**

Students and parents are expected to display and encourage individual learning. While parent help is encouraged and often necessary during homework time and projects, we expect the student to complete the work. Students are not to copy or cheat from another person or source, all work should be original.

### **Admission of Students**

Ridgecrest Adventist Elementary admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and makes no discrimination on the basis of race in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs. (Pacific Union Conference Education Code, 1504) All new students at Ridgecrest Adventist Elementary are on probationary status for the first quarter with their enrollment subject to review.

## Admission Process

Ridgecrest Adventist Elementary is part of the educational system of the Pacific Union Conference of Seventh-Day Adventist and is recognized by the state of California as an approved bona fide educational institution. Every child who becomes a student at Ridgecrest Adventist Elementary must follow the admission procedure as outlined below:

1. Since the school is sponsored by the local Seventh-day Adventist Church (SDA), primary consideration will be given to students from SDA families. Other students who meet entrance requirements will be considered. Since SDA schools are not equipped to provide special education, students who have special scholastic, behavioral, or physical needs will be encouraged to have those needs met at another school facility.
2. Students entering first grade must be six by September 2 of the current school year to qualify for admission. No child can enter TK before the age of 4.
3. Each new or transferring student is to complete the application packet of forms. Each returning student needs to fill out a returning form.
4. The faculty or staff may schedule a grade-placement test. The school reserves the right, after testing the child and counseling the parent, to change the grade placement of the child.
5. The principal has the right to request additional information.
6. All applicants may be subject to review by the school board. The applicant must receive confirmation of acceptance before attending classes. The processing of the application will normally take 3-5 business days following the board meeting.
7. All new students, fourth graders, and seventh graders are required to have a physical examination by a physician within 30 days of starting the admission process. Forms for these are available in the registration packet and in the school office.
8. **Students must have all state required immunizations, including: DPT, polio, measles, rubella, mumps, hepatitis B, and varicella (chicken pox). Any homeschoolers attending classes of any kind would be required to meet the immunization law for CA.**
9. Three referrals must be received for each new student.

## Arrival and departure

Our parking lot is a one-way drive. Please enter from the East entrance and exit on the West. Use extreme caution and slow speeds of 5 mph when driving on campus as children are present.

## Attendance Information

### *Excused absence*

An absence due to a verified illness, medical, dental, or optometric services, quarantine, school sponsored education trip, or bereavement. Parents need to strive to make medical appointments for after school or Friday afternoons.

### ***Pre-arranged absence***

An absence arranged at least five days in advance with a written request from the parents and approval from the teacher and the administration. Assignments given for the days to be missed must be turned in within five school days of the time the student returns to class (this is the responsibility of the student and the parent).

### ***Unexcused absence***

Any absence that does not meet the definition of pre-arranged or excused absence. The student risks the loss of grade points and the opportunity to make up the work.

### ***Truancy***

An absence that is not within school regulations and without knowledge of the parents or school staff.

### ***Tardy***

Failure to be in assigned place when the class begins. If students arrive after the designated time for class to begin, they will need to sign in at the school office to be admitted to class.

### ***Early departure***

When a student leaves school before the dismissal time assigned for the class, it will count as a tardy. Written excuses will be given to the homeroom teacher.

### ***Written Excuses***

All student absences and tardies must be verified by the parent or guardian within five days. All excuses must contain the following: 1) student's name, 2) dates absent or tardy, 3) reason for the absence or tardiness, 4) parent's signature. If there is no written excuse (paper or e-mail) within five days, the tardy or absence will be considered unexcused.

### ***Excessive Tardies***

Tardies for any reason in excess of 15% during a grading period.

### ***Excessive Absences***

Absence from a class for any reason in excess of 15% during a grading period may result in the loss of a class grade and may jeopardize promotion to the next grade level.



### *Written excuses*

Written excuses will only be honored within five days of the absence. After that time the absence will be considered unexcused.

### **Attendance Policy –**

Students are expected to be in school and on time each day, we understand illness and delays occur, a grace period of no more than 15% of the quarter can be missed. Extended hospitalization or serious illness will be taken into consideration with appropriate documentation.

### **Beliefs –**

Seventh-day Adventists accept the Bible as the only source of our beliefs. We consider our movement to be the result of the Protestant conviction Sola Scripture – the Bible as the only standard of faith and practice for Christians.

Over the years, our church as agreed upon key statements that summarize the principal teachings Seventh-day Adventist understand from the scriptures. These statements are made collectively by a group of scholars studying and prayerfully searching the Bible with the help of the Holy Spirit.

Adventists hold 28 fundamental beliefs that can be organized into six doctrines: the doctrines of God, man salvation, the church, the Christian life and last things. In each teaching, God is the architect, who in wisdom, grace and infinite love, is restoring a relationship with humanity that will last for eternity.

### *Bible Study*

Seventh-day Adventist Christians would like to see themselves among those called “people of the Book”. It’s simple – we love the Bible! Every week, more than 20 million people around the world meet in Adventist Churches for Bible study. In our church we refer to it as “Sabbath School”. But Seventh-day Adventists are “people of the Book”. They study the Word of God for guidance in their lives. Online Bible Study resources are available at the HopeTalk.org website. This site includes links to online Bible study courses about a variety of topics, as well as links to sites with Biblical answers to many questions.

## **28 Fundamental Beliefs**

### **1. Holy Scriptures**

The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration through holy men of God who spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to man the knowledge necessary for salvation. The Holy Scriptures are the infallible revelation of His will. They are the standard of character, the test of experience, the authoritative revealer of doctrines, and the trustworthy record of God’s acts in history. (2 Peter 1:20, 21; 2 Tim. 3:16, 17; Ps. 119: 105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; Heb. 4:12.)

## 2. Trinity

There is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. He is forever worthy of worship, adoration, and service by the whole creation. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; Eph. 4:4-6; 1 Peter 1:2; 1 Tim. 1:17; Rev. 14:7)

## 3. Father

God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also revelations of the Father.

## 4. Son

God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly man, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (John 1:1-3, 14; Col. 1:15-19; John 10:30; 14:9; Rom. 6:23; 2 Cor. 5:17-19; John 5:22; Luke 1:35; Phil. 2:5-11; Heb. 2:9-18; 1 Cor. 15:3, 4; Heb. 8:1,2; John 14:1-3)

## 5. Holy Spirit

God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; Luke 1:35; 4:18; Acts 10:38; 2 Peter 1:21; 2 Cor. 3:18; Eph. 4:11, 12; Acts 1:8; John 14:16-18, 26; 15:26, 27; 16:7-13)

## 6. Creation

God is Creator of all things, and has revealed in Scripture the authentic account of His creative activity. In six days, the Lord made "the heaven and the earth" and all living things upon the earth, and rested on the seventh day of that first week. Thus, He established the Sabbath as a perpetual memorial of His completed creative work. The first man and woman

were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was “very good,” declaring the glory of God. (Gen. 1:2; Ex. 20:8-11; Ps. 19:1-6; 33:6, 9; 104; Heb. 11:3)

## 7. Nature of Man

Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position under God. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26-28; 2:7; Ps. 8:4-8; Acts 17:24-28; Gen. 3; Ps. 51:5; Rom. 5:12-17; 2 Cor. 5:19, 20; Ps. 51:10; 1 John 7, 8, 11, 20; Gen. 2:15)

## 8. Great Controversy

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God’s adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the worldwide flood. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-18; Gen. 3; Rom. 1:19-32; 5:12-21; 8:19-22; Gen. 6-8; 2 Peter 3:6; 1 Cor. 4:9; Heb. 1:14)

## 9. Life, Death, and Resurrection of Christ

In Christ’s life of perfect obedience to God’s will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God’s law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The resurrection of Christ proclaims God’s triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (John

3:16; Isa. 53; 1 Peter 2:21, 22; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 John 2:2; 4:10; Col. 2:15; Phil. 2:6-11)

## 10. Experience of Salvation

In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Lord and Christ, as Substitute and Example. This faith which receives salvation comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (2 Cor. 5:17-21; Jon 3:16; Gal. 1:4; 4:4-7; Titus 3:3-7; John 16:8; Gal. 3:13, 14; 1 Peter 2:21, 22; Rom. 10:17; Luke 17:5; Mark 9:23, 24; Eph. 2:5-10; Rom. 3:21-26; Col. 1:13, 14; Rom. 8:14-17; Gal. 3:26; Jon 3:3-8; 1 Peter 1:23; Rom. 12:2; Heb. 8:7-12; Exe. 36:25-27; 2 Peter 1:3, 4; Rom. 8:1-4; 5:6-10)

## 11. Growing in Christ

By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy and assurance of His love. Now the Holy Spirit dwells within us and empowers us.

Continually committed to Jesus as our Savior and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. IN this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (Ps 1:1, 2; 23:4; 77:11, 12; Col 1:13, 14; 2:6, 14, 15; Luke 10:17-20; Eph. 5:19, 20; 6:12-18; 1 Thess. 5:23; 2 Peter 2:9; 3:18; 2 Cor. 3:17, 18; Phil 3:7-14; 1 Thess. 5:16-18; Matt 20:25-28; John 20:21; Gal 5:22-25; Rom 8:38, 39; 1 John 4:4; Heb. 10:25)

## 12. Church

The church is the community of believers who confess Jesus Christ as Lord and Savior. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to all mankind, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate

Word, and from the Scriptures, which are the written Word. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:3; Acts 7:38; Eph. 4:11-15; 3:8-11; Matt. 28:19, 20; 16:13-20; 18:18; Eph. 2:19-22; 1:22, 23; 5:23-27; Col. 1:17, 18)

### 13. Remnant and It's Mission

The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Rev. 12:17; 14:6-12; 18:1-4; 2 Cor. 5:10; Jude 3, 14; 1 Peter 1:16-19; 2 Peter 3:10-14; Rev. 21:1-14)

### 14. Unity in the Body of Christ

The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Rom. 12:4, 5; 1 Cor. 12:12-14; Matt. 28:19, 20; Ps. 133:1; 2 Cor. 5:16, 17; Acts 17:26, 27; Gal. 3:27, 29; Col. 3:10-15; Eph. 4:14-16; 4:1-6; John 17:20-23)

### 15. Baptism

By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus, we acknowledge Christ as Lord and Savior, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Rom. 6:1-6; Col. 2:12, 13; Acts 16:30-33; 22:16; 2:38; Matt. 28:19, 29)

## 16. Lord's Supper

The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Savior. In this experience of communion Christ is present to meet and strengthen His people. As we partake we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot washing to signify renewed cleansing, to express a willingness to serve one another in Christ like humility, and to unite our hearts in love. The communion service is open to all believing Christians. (1 Cor. 10:16, 17; 11:23-30; Matt. 26:17-30; Rev. 3:20; John 6:48-63; 13:1-17)

## 17. Spiritual Gifts and Ministries

God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, apostolic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Rom. 12:4-8; 1 Cor. 12:9-11, 27, 28; Eph. 4:8, 11-16; Acts 6:1-7; 1 Tim. 3:1-13; 1 Peter 4:10, 11)

## 18. The Gift of Prophecy

One of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and was manifested of Ellen G. White. As the Lord's messenger, her writings are a continuing and authoritative source of truth which provide for the church comfort, guidance, instruction, and correction. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Joel 2:28, 29; Acts 2:14-21; Heb. 1:1-3; Rev. 12:17; 19:10)

## 19. Law of God

The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Savior. Salvation is all of grace and not of works, but its fruitage is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is an evidence

of our love for the Lord and our concern for our fellow men. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Ex. 20:1-17; Ps. 40:7, 8; Matt. 22:36-40; Deut. 28:1-14; Matt. 5:17-20; Heb. 8:8-10; John 15:7-10; Eph. 2:8-10; 1 John 5:3; Rom. 8:3, 4; Ps. 19:7-14)

## 20. Sabbath

The beneficent Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Ex. 20:8-11; Luke 4:16; Isa. 56:5, 6; 58:13, 14; Matt. 12:1-12; Ex. 21:13-17; Eze. 20:12, 20; Deut. 5:12-15; Heb. 4:1-11; Lev. 23:32; Mark 1:32)

## 21. Stewardship

We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow men, and by returning tithes and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. The steward rejoices in the blessings that come to others as a result of his faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; 1 Cor. 9:9-14; Matt. 23:23; 2 Cor. 8:1-15; Rom. 15:26, 27)

## 22. Christian Behavior

We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things which will produce Christ like purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those who true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Rom. 12:1, 2; 1

John 2:6; Eph. 5:1-21; Phil. 4:8; 2 Cor. 10:5; 6:14-7:1; 1 Peter 3:1-4; 1 Cor. 6:19, 20; 10:31; Lev. 11:1-47; 3 John 2)

### 23. Marriage and the Family

Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian marriage commitment is to God as well as to the spouse, and should be entered into only between partners who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, marriage partners who fully commit themselves to each other in Christ may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Parents are to bring up their children to love and obey the Lord. By their example and their words, they are to teach them that Christ is a loving disciplinarian, ever tender and caring, who wants them to become members of His body, the family of God. Increasing family closeness is one of the earmarks of the final gospel message. (Gen. 2:18-25; Matt. 19:3-9; John 2:1-11; 2 Cor. 6:14; Eph. 5:21-33; Matt. 5:31, 32; Mark 10:11, 12; Luke 16:18; 1 Cor. 7:10, 11; Ex. 20:12; Eph. 6:1-4; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6)

### 24. Christ's Ministry in the Heavenly Sanctuary

There is a sanctuary in heaven, the true tabernacle which the Lord set up and not man. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. He was inaugurated as our great High Priest and began His intercessory ministry at the time of His ascension. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Heb. 8:15; 4:14-16; 9:11-28; 10:19-22; 1:3; 2:16, 17; Dan. 7:9-27; 8:13, 14; 9:24-27; Num. 14:34; Eze. 4:6; Lev. 16; Rev. 14:6, 7; 20:12; 14:12; 22:12)



## 25. Second Coming of Christ

The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Savior's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates the Christ's coming is imminent. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Titus 2:13; Heb. 9:28; John 14:1-3; Acts 1:9-11; Matt. 24:14; Rev. 1:7; Matt. 24:43, 44; 1 Thess. 4:13-18; 1 Cor. 15:51-54; 2 Thess. 1:7-10; 2:8; Rev. 14:14-20; 19:11-21; Matt. 24; Mark 13; Luke 21; 2 Tim. 3:1-5; 1 Thess. 5:1-6)

## 26. Death and Resurrection

The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Rom. 6:23; 1 Tim. 6:15, 16; Eccl. 9:5, 6; Ps. 146: 3, 4; John 11:11-14; Col. 3:4; 1 Cor. 15:51-54; 1 Thess. 4:13-17; John 5:28, 29; Rev. 20:1-10)

## 27. Millennium and the End of Sin

The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. As its close Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Rev. 20; 1 Cor. 6:2, 3; Jer. 4:23-26; Rev. 21:1-5; Mal. 4:1; Eze. 28:18, 19)

## 28. New Earth

On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (2 Peter 3:13; Isa. 35; 65:17-25; Matt. 5:5; Rev. 21:1-7; 22:1-5; 11:15)

## **Bicycles**

All bicycles on the campus are to be placed in the racks provided, and locked securely. Students are not to ride bicycles anywhere on campus. Students are expected to have and use helmets, they will not be allowed to leave campus on their bike without one.

## **Booster Seat Travel**

Children under the age of 8 must be secured in a booster seat; parents must provide this for their child when going on field trips. Children over the age of 8 but under 4'9" that are not able to be properly secured in a seatbelt must provide a booster seat to insure proper fit and safety.

## **Calendar**

The school calendar is online at [ridgecrestae.com](http://ridgecrestae.com)

## **Cell Phones**

Cell phones are not to be brought on campus. If a student has a cell phone per parent's written request, the phone will stay in the teacher's desk until after school when it will be returned to the student. Any unauthorized phones will be taken away and stored in the office until a parent can pick it up. On the second offense, the phone will be held in the office until the end of the school year.

## **Chapel Program**

Students are expected to attend all chapel services with an attitude of reverence and respect. Attendance and behavior at chapel is included in the Bible grade.

## **Closed Campus**

Ridgecrest Adventist Elementary is a closed campus. Once students arrive at school they are to remain on campus until school is dismissed. Permission from the office must be obtained and verified with the teacher before a student may be release for any reason. Students leaving the campus during the day without permission from the school and the parent face suspension.

## Communication with Teachers

Teachers at Ridgecrest Adventist Elementary are committed to effective communication with their students' parents. In addition to the fall and spring formal conferences, they are happy to schedule an appointment at any mutually acceptable time. Please be aware that a long conversation the morning when class is beginning is not an appropriate conference time. Should a disagreement or misunderstanding take place we encourage you to approach the teacher to discuss the matter at a prearranged time. Please bring with you a written statement. If the situation does not seem to be resolved we encourage you to speak with the principal or school board chair if the teacher is the principal. Please follow the advice found in Matthew 18:15-16:

*“If your brother sins against you, go and tell him his fault, between you and him alone.  
If he listens to you, you have gained your brother.  
But if he does not listen, take one or two others along with you that every charge may be  
established by the evidence of two or three witnesses.”*

Please remember that we may not always come to a perfect agreement, but we still need to work together in a positive Christian manner. The more time we spend holding one another up and concentrating on the positive things, the stronger our school family will become. We are eager to work with you in addressing and resolving all problems as soon as possible. Social media bashing is not an appropriate way to air grievances. Such behavior is grounds for the school to take adverse action.

## Conduct Guidelines

The Bible is our first textbook at Ridgecrest Adventist Elementary, and the following message found in Micah 6:8 describes the behavior expected of our students: *He has showed you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.* Any practice or attitude, which tends to nullify a Christian atmosphere or defeat the purpose of the school, will not be permitted on the campus at any time.

The following activities make students liable for dismissal immediately:

- Defiance, insubordination, or discourtesy to any faculty or staff member.
- Disturbance of class.
- Continued failure to complete assignments and homework.
- Undermining the religious ideals held by the Seventh-day Adventist Church.
- Dishonesty in any form.
- Using profane, aggressive, or indecent language.
- Possessing or displaying obscene literature pictures or articles.
- Tampering with school fire equipment or the fire alarm system.
- Willful destruction of school or personal property.
- Improper or suggestive sexual conduct or any public display of affection.
- The use or possession of weapons or explosives of any kind including all types of firecrackers.
- Gambling or the possession of gambling devices.

- Using, handling, possessing or furnishing to others tobacco, alcoholic beverages or drugs.
- Selling or trading of any personal items.
- The possession of any personal electronic entertainment equipment.
- Participating in any act that may injure, degrade, or disgrace, or in any way bully a fellow student.

Whenever in the judgment of the Discipline Committee a student's attendance at the school is no longer profitable to the student, or should that student's influence become detrimental to others, the student may be dismissed from the school even though no overt act has been committed. Regulations adopted and announced by the faculty during the school year are as binding as those printed in this handbook.

### **Constituent Church**

Ridgecrest Adventist Elementary is subsidized by the following Seventh-day Adventist church in the Ridgecrest area:

Ridgecrest Seventh-day Adventist Church  
 555 W. Las Flores Avenue  
 Ridgecrest, CA 93555  
 760.375.2303

### **Disciplinary Procedures**

After an incident in which Conduct Guidelines are violated, students are liable for the following procedures:

- The adult most closely involved to the incident interviews the student(s) and witnesses, and reports to the principal.
- The student's parents are contacted concerning the problem, and notified of a suspension if applicable.
- A Discipline Committee Meeting I scheduled that includes the committee members, the supervising adult, and the student.
- The student may be interviewed again at the discretion of the committee.
- The Discipline Committee assigns a consequence in the presence of the student and parents.

If an appeal of the consequence is made, the Discipline Committee will meet one more time with the family. In the event that a student is asked to withdraw, and the parent refuses, the case is taken to the School Board. If the School Board makes the final decision of expulsion, this action will appear on the student's permanent record.

## **Disciplinary Authority**

All members of the school staff share in the responsibility of supervision of student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or major infractions of school rules are referred to the Administration, the Discipline Committee, and, if necessary, the School Board.

## **Suspension of Students**

A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal or principal's designee. A student may be suspended for repeated offenses when other procedures have not been effective. In the event of a serious overt act, or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks.

## **Withdrawal**

If the consequence assigned is a request for the parents to withdraw their student, the parent must withdraw the student immediately. The Discipline Committee may offer an opportunity to complete classes on an independent study basis at home. A "withdrawal" is not included in the student's permanent record.

## **Expulsion**

If the parent refuses to withdraw their student, the student remains on school suspension until an emergency school board meeting can take place, during which the board will make a final decision.

## **Dress Code**

Students will be expected to follow the basic guidelines of Biblical modesty, which include appropriateness, good grooming, neatness, cleanliness, and the Seventh-day Adventist tradition of simplicity. Specific dress standards for grades K-8 include the following:

- **Daily Uniform**
  - Closed toe shoes that secure to the foot, no boots
  - Socks must be worn at all times
  - Khaki or Navy Pants only. (NO tight stretch pants, leggings or baggy pants)
  - Khaki or Navy skirts and shorts, must be modest in length extending well beyond the end of the fingertips when arms are at side
  - White or black long sleeve undershirts may be worn under the uniform shirt
  - RAE sweatshirt uniforms are the only outerwear allowed in class
  - Heavy jackets will be allowed for outdoor playground use only
  - No hats are allowed in the classroom

- **Dress Uniform**

- Black dress shoes
- Button up shirt
- Black bow tie – on loan from the school during the event
- White socks, nude hose or bare
- Black pants or skirt, skirt must touch or extend past the knee
- Band - girls will wear the band dress

- **Field Trip Uniform**

- School field trip t-shirt
- Blue jeans or uniform bottoms (may not be tight fitting)
- Closed toe shoes

- **Spirit Week/Free dress days**

- No clothing that has a low neckline, reveals a bare midriff, back, or stomach, or is tight-fitting or sheer
- No tank tops or spandex-type shorts
- No short or skirts more than three inches above the knee

- **Simplicity**

The following are unacceptable for all students:

- Noticeably bright cosmetics
- Colored fingernail polish
- Extreme hairstyles
- Jewelry including rings, bracelets, necklaces, and earrings
- Tattoos

The appropriateness of all dress and grooming is left to the discretion of the faculty and administration. If dress or hair is considered inappropriate for school wear, parents will be notified and need to either bring a change of clothing or pick up their child. School standards of dress are expected at any school-sponsored function, whether it is held on or off campus, and at any time unless other arrangements are made prior to the activity.

## **Eating**

Students may eat only in the designated eating areas and are responsible for disposing of trash properly. Chewing gum anywhere on campus is strictly prohibited for litter reasons and will incur a minimum \$5 fine (fine will be raised for repeated offenses). Students are subject to campus cleanup if they have chew gum.

We at RAE are very concerned about the health of our students. The food we eat is a big part and can greatly affect the learning of the student. Based upon our understanding of the Bible in regard to health we would request that food brought on campus for the student be as healthy as possible. In this spirit, we request that unclean foods such as pork and shellfish not be brought on campus. We would also ask that the students refrain from bringing sodas, sports and caffeinated drinks on campus.

## Extended Care

Extended care is offered at this time, but arrangements need to be made ahead of time. Students are expected to arrive no earlier than 15 minutes before the start of school and must be picked up within 15 minutes of school ending.

## Field Trips

Students must have written permission from a parent or guardian each time they are taken off campus. No student will be allowed to go on an excursion without this specific written permission at the school 72 hours in advance of the trip (faxes will not be accepted).

One permission slip for a series of trips throughout the year to the same location may be given.

If a student does not participate on an educational field trip, completion of an alternate assignment of comparable subject matter will be required.

Only students enrolled in the specific class going on the field trip will be allowed to participate, siblings of driving parents may attend on a case by case basis.

Accounts must be cleared before a student may participate in extra-curricular activities including field trips.

## Financial Policies

The following policies are in effect:

Tuition payments are due and payable on or before the 5<sup>th</sup> day of each calendar month, with a one-time admission fee of \$340 (non-refundable) due at registration.

There is an early registration discount of \$50 if the child is enrolled and registration fees are paid before May 31 for the coming school year.

Monthly tuition is as follows:

	<b>Member of Ridgecrest Seventh-day Adventist Church</b>	<b>Non-member</b>
1 <sup>st</sup> Student	\$350	\$440
2 <sup>nd</sup> Student	\$297	\$374
3 <sup>rd</sup> Student	\$245	\$308
4 <sup>th</sup> Student	\$140	\$176

Families are offered a \$20 per month discount for each new student (full paying tuition) they recruit. This will be applied to each full month the referred student is enrolled in our school for a maximum of one school year.

Any financial aid will be paid to the account once the parent contribution has been met. Financial aid maybe relinquished on delinquent accounts.

If an account becomes 30 days overdue, the student may be asked to withdraw from classes until the account is current.

There will be a \$25 charge for any returned checks.

Accounts must be cleared before a student may participate in extra-curricular activities (field trips, private lessons, etc.), to take final exams, or receive a yearbook.

Family discounts are offered. There is a 15% discount for the second child's tuition, a 30% discount for the third child's tuition, and 60% discount on the fourth child's tuition. The fifth child is free.

Checks are to be made payable to: **Ridgecrest Seventh-day Adventist Church**. They may be mailed or dropped off in the school office safe.

## **Homework**

Homework strengthens learning for mastery as it expands academic learning time and extends independent practice. It also provides parents with daily affirmation opportunities as they encourage their children to assume responsibility for personal accomplishments. Homework assignments should not require continual adult monitoring for understanding or completion.

Assignments should require only those skills already learned in class. Time spent on homework for the typical student should approximate the following times per day:

<b>Grade</b>	<b>Minutes</b>	<b>Grade</b>	<b>Minutes</b>
1	10 – 20	5	50 – 70
2	20 – 30	6	60 – 70
3	30 – 40	7	90 – 120
4	40 – 50	8	90 – 150

We expect the parent to be ultimately responsible for the completion of homework by providing space and time during the evening for this activity, and to check the quality of their student's work. The term "homework" describes the original intention of the activity – it is work to be done at home. This is normally work the student did not complete in the allotted time at school.



## Hours

Grades	Day(s)	Arrival Time	Dismissal Time
Kindergarten	Monday – Friday	8:00 am	12:00 noon or 3:15 pm
1 – 8	Monday – Thursday	8:00 am	3:15 pm
1 – 8	Friday	8:00 am	12:00 noon
5 – 8 (Band)	Wednesday	8:00 am	3:45 pm
5 – 8 (Lego)	Thursday	3:15 pm	4:45 pm (afterschool activity)

## Illness Policy

We recognize the difficulty that working parents have when their child is ill. However, for the benefit of other children and your child, we must insist that you find alternate care when your child is ill. If your child has any of the symptoms listed below, or is otherwise ill, you will be asked to keep your child at home.

- A fresh, sneezy, and runny cold
- Fever of 100 degrees or above (Child must be fever free for 24 hours before returning to school)
- Diarrhea and/or vomiting (A child must be symptom-free for 24 hours before returning to school)
- Eye infection/conjunctivitis/ “pink eye” (Consult a physician before returning to school)
- Impetigo (Consult a physician before returning to school)
- Any symptoms of a communicable disease
- Head lice or nits (hair must be treated and nit free before returning to school)

If your child becomes ill during the day, you will be notified and asked to pick up your child immediately. Teachers are concerned when a child is absent, and would appreciate knowing when your child is sick. If a communicable disease is diagnosed, we need the information for the sake of other children who may have been exposed. If a child is injured while at school, the parent will be contacted at once. In the case of an extreme emergency, paramedics will be called.

## Kindergarten

Students whose fifth birthday falls before September 2 are eligible for one year of Kindergarten as academic preparation for first grade. School hours are from 8 am – 12 noon Monday – Friday. Full day is also available upon request. Financial Aid is currently unavailable for this grade level.

## **Kindergarten – Transitional**

Transitional kindergarten is the first year of a two-year kindergarten program specifically designed for children who turn five in the fall of their kindergarten year. It uses a modified kindergarten curriculum that is developmentally appropriate for younger children. It provides a bridge between preschool and traditional kindergarten and is intended to help students with fall birthdays become more successful in their future years of schooling. Students whose fifth birthday falls between September 2 and December 2 are eligible. School hours are from 8 am – 12 noon Monday – Friday and will be combined with the regular Kindergarten class. Financial Aid is currently unavailable for this grade level.

## **Littering**

Any personal item including textbooks or trash left in a classroom after the student leaves the room, or on school property outside the student’s individual locker, will be subject to a \$1/item littering fee. Any laptop computer found outside the classroom or student locker will be subject to a \$5 fee.

## **Lockers**

Lockers are provided for use by 5-8<sup>th</sup> grade students, and are to be kept unlocked at all times.

## **Lost and Found**

The school cannot assume responsibility for lost articles or for personal property left by anyone on the school grounds, in school buildings, on field trips, or at any school-sponsored activity.

Please mark your child’s belongings. If you find something is missing, please check at the school. We often have clothing that we find that no one claims.

## **Lunch Tickets**

Students may purchase tickets for a nutritious hot lunch only offered on Wednesdays:

- Grades K-4: \$3 a meal
- Grades 5-8: \$4 a meal
- Adults: \$5 a meal

In the event that a student does not bring a lunch and has no lunch tickets purchased, a lunch ticket IOU will be issued at the rate of one and one-half times the lunch ticket price, and will be issued on an emergency basis only. Purchase of multiple meals in advance is allowed through the Home and School Department.

## **Medication**

Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by designated school personnel if the school has on file the following:

- 1) A written statement from the physician detailing the time schedules, amount, and method by which such medication is to be taken, and
- 2) A written statement from the parent or guardian indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain:

- The name and place of business of the seller
- The serial number
- The date of such prescription
- The name of the person for whom such a drug is prescribed
- The name of the member of the medical profession who prescribed the drug
- Must bear directions for use as prescribed by the member of the medical profession

## **Music**

All students will participate in the music programs of the school and are EXPECTED to attend ALL performances. A portion of the music grade is given for attendance at these events.

## **Outdoor School**

As part of our school program, we participate in an outdoor education experience each year (e.g. Catalina, Death Valley, Northern California). The fees for this program are NOT covered by registration fees. We encourage you to ask family and relatives for funds to help with these costs. The fee will be due before the trip is taken.

## **Parents and Teacher Commitments**

**As RAE parents, we will:**

- Treat our child with dignity and respect.
- Support the school's expectations of our child's responsibility and behavior.
- Send our child to school on time having had breakfast and adequate rest.
- Encourage our child to complete all class assignments and homework to the best of his ability.
- Keep our child at home when he/she is ill.
- Send our child to school dressed appropriately.
- Uphold our child's teacher to our child and go directly to the teacher should any problem develop.

- Screen all our child’s entertainment keeping Christian values as the standard of measurement.
- Teach our child the value of using refined language.
- Provide our child with opportunities to worship and experience Christian fellowship outside of school.

**As RAE teachers, we will:**

- Treat your child with dignity and respect.
- Respond to your child’s needs with loving care.
- Encourage your child to strive for excellence while completing his work to the best of his ability.
- Preserve and nurture high self-esteem.
- Not embarrass your child or make him/her feel “put down”.
- Hold your child accountable for his/her behavior and responsibilities.
- Return graded class work and homework promptly and be available for parent-teacher conferences.
- Respond quickly to your questions and concerns and attempt to put ourselves in your shoes as much as possible.
- Provide an academic program that can make your child feel successful.
- Conduct a daily devotional period designed at encouraging a friendship between your child and the Lord Jesus Christ.

**Parent-Teacher Association Meetings**

All parents are encouraged to attend the monthly parent meetings; generally, meets on the first Thursday evening of the month from 6:00 – 6:30 pm. Students attending the parent meeting must sit with their parent(s) if they are on campus during this time.

**Personal Electronic Equipment**

Student-owned music players, games, and other electronic equipment are not permitted on campus, and are subject to confiscation.

**Pets**

Special permission must be obtained from the teacher before bringing pets to the school.

## Property Rights

Each student is to respect the property of the school and of every member of the school. Students are expected to pay for damage done to school property or the property of others. Basic property policies are the following:

1. A minimum charge of \$5 will be made against anyone who loses or tampers with the locks, school property, property of other individuals, student lockers, or for the unauthorized possession of a key to any school lock.
2. The school assumes no responsibility for damage to or the loss of books, clothing, musical instruments, bicycles, or other personal property left by anyone on the school grounds or in the school building either during or after school hours.
3. Defacing of school property will be dealt with on an individual basis.
4. If a student takes or tampers with anything belonging to someone else without their permission, that student will be liable for immediate suspension.

## Report Cards

### Definition of Grades

Report cards for students in grades 1 and above will be issued after each nine-week quarter period. In addition, five-week progress reports will be sent home to students in grades 3 and above. The following grading system is used:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% or below
NC	No Credit
CR	Credit
W	Withdrawal
E	Excellent
S	Satisfactory
N	Needs Improvement

## **Grade Point Average**

Points are used to determine a student's grade average. Each letter grade receives the following points:

A	4
B	3
C	2
D	1
F	0

To determine the grade point average, the total number of points earned is divided by the number of subjects attempted.

## **Early Withdrawal**

Students who leave school before the close of the semester for the school year do so at their own risk in regard to class credit. Semester examinations are not given in advance. Assurance of full credit when the student leaves early is not guaranteed. Some exceptions are allowed if cleared through the administration.

## **Late Entrance**

Late entrance is generally not allowed, students are encouraged to finish the quarter before transferring. Grades may not be issued for the first quarter enrolled if time remaining in the quarter is less than  $\frac{3}{4}$ . Students will be dealt with on an individual basis if they are unable to finish the quarter and need to be admitted immediately. Transferring 8<sup>th</sup> graders may not be eligible for graduation.

## **Academic Probation**

Students who continually fail to complete class assignments and/or homework assignments in a satisfactory manner will be placed on Academic Probation, which may affect continued attendance.

## **School Insurance**

In the event of an injury during the school day or at a school-sponsored event, insurance forms are available in the school office for you to take to the physician/hospital.

## **Sexual Harassment**

Ridgecrest Adventist Elementary is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with defined procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal.

- **Definition**

- Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes pictures, graffiti, jokes and gestures. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

- **Reporting Procedures**

- Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to their classroom teacher, another teacher, or the principal. If the harassment comes from an adult, the student shall report directly to the principal.

## **Skateboards/Scooters**

Skateboards, scooters, and shoes with built-in wheels are not allowed on the campus at any time, unless used as transportation and should be stored with the bikes. If they are found they will be confiscated and subsequently given to the parent. If it is found a second time, it will be kept until the end of the school year. This includes shoes with built-in wheels. Parents will need to bring alternate shoes.

## **Supervised Areas**

All students are to be in supervised areas while they are on campus.

## **Supplies**

Students need to bring the supplies indicated by their classroom teacher, and are expected to have their supplies available at all times. Copies of these list are available on the website.

## **Telephone**

In the event of illness or an emergency a student may request a teacher or office staff member to make a call on their behalf. Students and teachers will not be interrupted during class time to answer calls.

## Tuition and Fees

- Registration: a one-time fee of \$340
- Kindergarten/Transitional Kindergarten: \$250 a month for 10 months unless full-time: Member \$350 / Non-member \$440
- Grades 1-8: Member \$350 a month 10 months / Non-member \$440

*Each child is eligible for \$600 a month subsidy from the local constituent church – this is provided to assist parents with a reasonable fee.*

## Homeschool Enrichment Classes

- 1<sup>st</sup> class - \$150
  - Additional classes - \$75
- 1<sup>st</sup> class of sibling - \$100
  - Additional classes - \$75
- ITBS Testing - \$45

## Toys

Toys are not to be brought from home except for Kindergartners Show and Tell on Fridays.

## Visitors

- **Parents and school board members** are welcome to visit the school at any time. All visitors must first register in the school office before visiting any teacher or student. A visitor's pass must be worn at all times.
- **Student's relatives or friends** wishing to visit the school or participate in a school-sponsored activity during normal school hours must have written permission from their parent or guardian in addition to permission from the school office. They may be asked to leave if the above conditions are not met. Students are to inform their guests of school regulations and dress standards.
- **Any student not enrolled** at Ridgecrest Adventist Elementary who is on campus during pre or post school hours must be accompanied by an adult.

Ridgecrest Adventist Elementary can guarantee the actions of staff and volunteers only. The wrong actions of any student or visitor to the campus will be dealt with, but the school cannot assume responsibility for their actions.





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Please contact them through the school

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