

## Philosophy

At C.F. Richards Christian School, we want every learner to excel in faith, learning, and service - this is done by blending Biblical truth and academic achievement to honor God and bless others. The staff of C.F. Richards partners with families and churches to develop children who are grounded and confident in their Christian beliefs. Academically, we are committed to providing hands-on, interactive learning experiences that encourage students to become critical thinkers and problem solvers. These experiences include vigorous, independent, and collaborative learning which fosters student growth in developmentally appropriate settings. Also, throughout the year, we strive to be of service to others to help students become passionate stewards of humanity. Christ-centered education and academic excellence in a safe and loving environment are cornerstones of C. F. Richards Christian School.

### **Mission Statement**

C. F. Richards Christian School exists to be a community of learners who love God and serve others.

### **Changes**

The administration and school board reserve the right to make changes to the handbook as deemed necessary. **Parents or guardians (hereafter referred to as parents for efficiency)** will be notified of such changes.

### **Our Objectives**

CFR will Journey to Excellence by: providing a school atmosphere that exemplifies and encourages a Christ-like character, establishing academic standards that allow each individual student to reach their God-desired potential, teaching, demonstrating, and expecting each student to grow in their understanding of responsibility toward themselves and their community, providing an opportunity for each student to enjoy their schooling experience.

### **Curriculum & Accreditation**

CFR's academic program uses an innovative Christian based curriculum. Our goal is to prepare children academically, emotionally, and most importantly, spiritually for their future both on this Earth and in the Heavenly Kingdom. The curriculum is approved by the Commonwealth of Virginia, the Potomac Conference of Seventh-day Adventists, and the local School Board. More information can be found online at [www.cfrichards.org](http://www.cfrichards.org) or in the academic section. C. F. Richards Christian School is accredited by the: National Council for Private School Accreditation Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools Adventist Accrediting Association

## **School-wide Expectations**

I will reflect Respect.

*So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. Matthew 7:12*

I will be a Responsible person.

*For each one will bear his own load. Galatians 6:5*

I will display Good Manners.

*To sum up, all of you be harmonious, sympathetic, brotherly, kindhearted, and humble in spirit; 1 Peter 3:8*

I will Edify others.

*Therefore encourage one another and build each other up, just as in fact you are doing. 1 Thessalonians 5:11*

I will strive to do my Best.

*Commit your work to the Lord, then it will succeed. Proverbs 16:3*

The teachers and staff of C.F. Richards Christian School are honored to be working with your children.

From [Adventisteducation.org](http://Adventisteducation.org): PARENTS, the very existence of Adventist education is a testimony to your conviction of your children's worth. You have determined that your children must continue learning in an environment infused with Christian values.

## **School Days**

### **Contact**

Email: [principal@cfrichards.org](mailto:principal@cfrichards.org) or [cfr@cfrichards.org](mailto:cfr@cfrichards.org) for the office Phone: 540-886-4984 Fax: 540-886-7082

### **Hours**

Monday-Thursday 8:30 a.m. - 3:30 p.m.

Friday 8:30 a.m. - 2:00 p.m.

Half Days 8:30 a.m. - 12:30 p.m.

### **Before & After School Care**

Before School Care is available Monday - Friday, 8:00 A.M.-8:25 A.M. There is no charge for this time period. After-School Care is available Monday through Thursday for an additional fee. Contact the principal for more information.

### **Attendance**

Punctuality and attendance are critical to the learning process. Valuable learning time is missed and learning gaps are created when a student is late or absent. Parents are responsible for assisting students in learning the missed material. In the state of Virginia, five days of unexcused absence is considered a truancy problem. It should be noted that if a student misses more than 90 minutes of school, Virginia law requires that he/she be marked as a half of a day absent.

### **Arrival and Dismissal**

Students should arrive at school no earlier than 8:00 a.m. at which time they must go immediately to the designated area. The students will remain under staff or trained volunteer supervision for the entirety of the school day until a parent or their designated ride arrives to pick them up. The parent is responsible for picking up their child on time. Students remaining at school after 3:45 pm will be placed in the after-school program and parents will be billed accordingly. For the protection of the students at our school, a child will not be permitted to leave with someone not on their approved pick-up list, unless the parent properly notifies the office or teacher by email, in-person, a note, or phone call. If an emergency should occur, parents are to call the office immediately to arrange a pick-up for their child.

### **Early Dismissal**

Students leaving before dismissal are required to have the driver sign them out at the front office, stating the reason for the early dismissal. Except in case of an emergency dismissal, contact your child's teacher 24 hours ahead of time to let him or her know the student will be leaving early. If there is an emergency, please contact the teacher ASAP.

### **Tardiness**

Without a note of explanation from the parent, absences and tardies will not be excused. A tardy is excusable if the situation that caused the tardy is out of the driver's control (i.e. poor weather conditions; transportation break-down; major traffic back-up due to accident or unexpected lane closure). A child is considered tardy if not present in his or her classroom by 8:30 each morning. Frequent tardies can affect the student's grades and disrupt the entire classroom. Students may arrive as early as 8:00 am. Students arriving after 8:30 am must be signed in at the office by an adult. If a student needs to arrive late, please notify the teacher in advance.

## **Absences**

Parents of students must call the school office or text their child's teacher by 9:00 a.m. if their child will be absent from school for that day. Upon returning to school following any absence, the student must turn in a note signed by a parent, stating the date of absence and providing a reason for the absence. Without a note of explanation from the parent, absences will not be excused. The only excused absences are illness or medical appointment of the student, death in the immediate family or exceptional circumstances approved by the principal. Middle school students may be excused to visit high schools when arranged in advance with the principal. Failure to bring a note within three days of returning to school will result in an unexcused absence. Illness which results in four or more school absences requires a doctor's note. The responsibility for each student's attendance belongs solely to the parents. Per Potomac Conference policy, after three unexcused absences or five unexcused tardies, the student's teacher will notify the parents. After the sixth unexcused absence or seventh unexcused tardy, the principal will notify the school board chair and the Potomac Conference Education Department. The associate superintendent will contact the family. Further unexcused absences will result in a mandatory meeting between the parent and the school board. If the truancy problem persists, according to Virginia law, chronic absenteeism needs to be reported to Child Protective Services. After 15 absences a child may be considered for retention or dismissal from the school.

## **Vacations**

Vacations should be scheduled to avoid school absence. In the event a vacation conflicts with the school's calendar and a student will be missing school days, written notice of the upcoming vacation must be given to the teacher at least two weeks before vacation begins. This will allow the teacher adequate time to prepare the student's work for the student before he or she will be absent from class. Additional make-up work may be required upon the student's return. Absences due to vacation are considered unexcused. Students are expected to make up any missing work promptly and no later than the number of days absent.

## **Traffic Policy**

The traffic policy at CFR is to allow for safe and efficient delivery and retrieval of each child and to provide for effective use of our staff time. Enter the first entrance to the circle, stay close to the sidewalk and pull forward as far as possible. As others in front of you move away, pull forward to eliminate the gaps and thus make room for others in the circle. Students will be sent out to their ride during pick-up time. Park in the parking lot if you need to enter the school during drop-off or pick-up times so as not to interfere with the traffic pattern. If a parent needs to come in the school, students will remain with their class or with the parent until their ride is ready to leave.

## **Delays & Cancellations**

If school opening is delayed, or a school day is canceled because of weather or road conditions, it will be announced by 6:30 a.m. on WHSV (TV-3) and NBC29. Parents may also sign up to receive a text message from the principal when the decision to delay or cancel school is made. CFR respects parents' judgment regarding sending their children to school in bad weather and understands that some students travel quite a distance. If school is not closed but you feel it unsafe to send your child to school, please call the school or send a written excuse when your child returns to school (this would count as an excused absence). Parents may also request an early dismissal for their child if weather conditions will make transportation home unsafe at the regular dismissal time.

## **Student Supervision during Special Events**

During any after-school program or special event, students are expected to abide by the guidelines and policies of this handbook. School policy will not permit children to be unattended on school property. Parents are asked to monitor their children when they are not under staff supervision, and students are not to enter classrooms without permission.

## **Professional Days**

CFR teachers are all highly qualified educators and life-long learners. Throughout the year, professional days are held to enhance their skills or to update teachers on Potomac Conference initiatives and policies. School is closed on these days. The school calendar has the exact dates of this year's professional days.

## **Admissions**

CFR seeks to serve families from the Augusta County community who may benefit from the educational programs and overall values of the school. Families will gain the most benefit from Adventist education if they are Christian or at least sympathetic with Christian beliefs. CFR, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with Christian beliefs. Detailed information regarding admission and enrollment can be found at our website.

**Non-Discrimination Policy:** CFR admits students of any gender, race, religion, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of gender, race, religion, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, or other school-administered programs.

**Special Needs:** C. F. Richards Christian School accepts students with special needs on a case-by-case limited basis. When a student with special needs is accepted, an accommodation plan will be developed to allow the student to progress at a rate that is appropriate for the student. Parents may request that Staunton City Schools provide a service plan per the IDEA regulations. Services would then be supplied by Staunton.

**Ages:** For Kindergarten admission, the child must be at least five years of age by September 30th of the enrollment year. For entrance into the 1st grade, the child must be at least six years of age by September 30th of the enrollment year.

## **Probation**

All new students are placed on probation for one grading period (9 weeks). During this period, the student's academic progress, behavior, and positive contribution to the school will be reviewed. If it is determined that CFR is unable to meet the student's needs, or if the student does not seem to be making a positive contribution to the school program, a conference will be held with the parents to discuss the advisability of removing the student from the CFR program or other options. Returning students may also be placed on probation if their academic progress or behavior warrants.

## Academics

The following lists the subjects of study covered in each of the grades taught at CFR. Subjects are taught according to the Adventist Education Standards, available at [adventisteducation.org/elementary-standards](http://adventisteducation.org/elementary-standards). Students' abilities and interests are considered when planning lessons.

Pre-Kindergarten and Kindergarten: Bible, math, English language arts (reading skills, handwriting, and phonics), science, art, music, social studies, and P.E.

Elementary (grades 1 - 5): Bible, English language arts, math, P.E., technology, science, social studies, art, and music

Middle School (grades 6 - 8): Bible, English language arts, math, P.E., technology, science/health, world history (odd years)/U.S. history (even years), art, and music

**Physical Education:** Students are required to participate in physical education classes each week. If a child is unable to participate in class, a note explaining the reason should be sent to the child's teacher or gym teacher. A student will be allowed two successive days of nonparticipation with a note from the parent. A note from a physician is required for three or more days of nonparticipation. Please ensure your student has proper footwear on PE days.

**Religion:** It is CFR's mission that each student develops a personal relationship with Jesus Christ. Daily Bible classes provide students with a time to learn and discover more about Christ and His love for us! Each day begins with classroom worship time. On Friday mornings all students meet together for chapel time to sing and worship. Twice a year our school celebrates a week of worship. Themes such as friendship, honesty, and other topics relevant to our children are selected for focus and celebration. For more information regarding the beliefs of the Seventh-day Adventist Church see [www.adventist.org/en/beliefs/](http://www.adventist.org/en/beliefs/).

**Technology:** Students are given opportunities to use computers and other technology within their classes. Teachers work to ensure that students are obtaining the skills necessary to face the challenges of the 21st century. Students are required to sign an Acceptable Use Agreement before receiving a computer account and password or using a school device. For more information see the Technology Policies section later in this booklet.

### Field Trips

C.F. Richards Christian School considers field trips a stimulating and meaningful part of each child's education. A signed permission form must be returned for a child to participate in a field trip. Transportation, dress code, lunch arrangements and other necessary details will be stated in the permission forms sent home prior to the trips.

### Programs and Performances

Students are required to participate in school programs as assigned in order to develop self-confidence and other skills. Programs may be held at times other than school hours. These programs are part of the curriculum, and student participation is required.

### Missed Schoolwork

Absent students must take the initiative to hand in the homework and/or make up the assignment or test. The student must turn in make-up assignments within the same number of days they were absent. For example, if a student is absent for one day they have one day to make up the work. A student who is absent five days will be allowed five school days to make up the work. If work is not completed and turned in, it will be done during free time at school unless other arrangements have

been made with the teacher.

### **Homework**

Teachers may assign additional work to be completed outside of school to reinforce what is being taught. Students are expected to come to class with their homework completed by the assignment's due date. Please help your child with homework by asking them questions about what they are doing and providing a comfortable study area. It is expected that the work will be completed by the student with minimal help from parents. Contact your child's teacher if the length of time spent on homework becomes excessive, or if your child always says they have no homework. It is recommended that children read on their own or with someone at least 20 minutes a day.

### **Report Cards**

Report cards are distributed after each nine week grading period. Students are evaluated based on daily performance, homework, tests, and projects.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled for all parents at the time of the first and third-quarter reports. Please plan on attending. Notices will be sent home regarding the times and dates. Either the parent or teacher may request additional conferences throughout the school year.

### **Diplomas**

Diplomas will be issued to students who have successfully completed eighth grade course work. Those who have not successfully completed these requirements will instead be issued a certificate of completion.

### **Testing**

Standardized testing, the MAP Growth test, is administered three times a year for students in kindergarten through eighth grade. The purpose of these tests is to show student growth, help the school best plan the appropriate instruction, and properly evaluate programs offered. They may also be used in conjunction with classroom assessment, observation, participation, and performance to determine student placement. Results will be shared with parents.

### **School Supplies**

Parents are required to provide all necessary school supplies. A list of required supplies for the upcoming year will be posted on the school website and available in the office. Students should have these supplies by the first day of school, and always have the requested supplies on hand. Label all supplies with the student's name or initials.

Textbooks and other learning materials are provided by C.F. Richards Christian School. The registration fee covers the expense of consumable workbooks, software, apps and the rental of hardback textbooks. Students are responsible for the care of all distributed textbooks and learning materials and the cost of replacement if lost or damaged.

## **Behavior**

The goal of CFR is to educate each child to the best of his or her ability. To reach this goal, it is necessary that the school function within a disruption-free environment. The major means by which the school can provide this type of environment is to minimize the cause of misbehavior and work to prevent its occurrence. To accomplish this goal, we, the C. F. Richards Christian School community of staff, students, and families, mutually agree to:

- Promote mutual respect and sensitivity to the feelings and rights of others.
- Foster an atmosphere of kindness, consideration, and support toward others.
- Create trust within the classroom and the school.
- Develop and use problem-solving strategies to improve self-control, responsibility for one's self, responsibility for one's environment, and respect for the rights of others.
- Establish well-defined limits of behavior and remain consistent in implementing those limits.
- Create a Christian atmosphere where students demonstrate love of themselves and others.

The school staff, families, and students have collaborated in the development of this discipline policy and are partners in its implementation. As partners with the school, parents are expected to discuss, review, and support both school and classroom rules with their children. Together, teachers and parents will help students understand and demonstrate appropriate behavior.

CFR is a Christ-centered learning community that welcomes all whose behavior and lifestyle are consistent with the teachings of Scripture as understood by the Seventh-day Adventist Church. Students can remain in good standing provided they conduct themselves consistently with the teachings of the Seventh-day Adventist Church on sexual conduct, sexual orientation, and gender expression as set forth below.

CFR upholds Biblical principles which include, but are not limited to, behaviors related to sexual matters. Human sexuality is a gift from God, and it is to be respected within the confines of a marital union between a man and a woman. Sexual conduct outside of this union is not acceptable. The local school administration and board will uphold these Biblical principles. Students' gender expression is expected to align with their biological gender at birth. CFR will only accept and retain students whose gender expression aligns with their biological gender at birth.

Biblical references - Gen 1:27; Gen 2:22-24; Gen 3:6-19; Jer 17:9; Rom 3:9; 7:14-23; 8:20-23; Gal 5:17; Rom 12:2; Prov 14:12; Prov 16:25; 2 Tim 3:16; Gen 2:7; Jer 13:17; 52:28-30; Ezek 18:4; Acts 2:41; 1 Cor 15:45; Eph 5:28; Rom 12:1-2; Rev 18:13; 1 Pet 1:24; 2 Tim 4:22; 1 John 4:1-3; 1 Tim 6:14-16; 1 Cor 15:51-54; Gen 1:27; 5:1-2; Ps 139:13-14; Mark 10:6; Matt 5:28, 31-32; 1 Tim 1:8-11; Heb 13:4; Rom 1:21-28; 1 Cor 6:9-10; Mark 12:31; Matt 12:20; 1 Cor 6:9-11; 1 Cor 6:19

The Seventh-day Adventist Church's official statement on transgenderism  
(<https://www.adventist.org/official-statements/statement-on-transgenderism/>)

The Seventh-day Adventist Church's website on human sexuality: [humansexuality.org](http://humansexuality.org)

## **Citizenship**

Good citizenship is a trait both desired and encouraged. It includes proper behavior throughout one's activities and in the classroom. Behavior acceptable to others and God is taught and expected. Areas of concern will be noted on the report cards, and parents, teachers, and staff will monitor improvement. Citizenship is evaluated on a regular basis. Parents will be contacted by the teacher should a problem develop. If the problem continues after a conference with the teacher



and parents, the principal will meet with the parents and teacher. Should the problem continue after this meeting, dismissal may be considered.

### **Classroom Standards**

Teachers and staff will address inappropriate student behavior in their own classrooms by using appropriate disciplinary and classroom management methods as mandated by state and federal laws, the Columbia Union Educational Code, and this handbook. The principal will be asked to intervene when needed. Parents will be informed of recurring or harmful behavior.

### **Harassment**

Sexual harassment is defined by law as any inappropriate verbal, written, or physical conduct of an intended sexual nature by student or staff, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. All allegations of sexual harassment must be reported to the principal who will review the allegation and take any and all action deemed necessary in accordance with the Education Code of the North American Division of Seventh-day Adventists.

### **Consequences**

**In-School Suspension:** If a student requires removal from classroom for an extended period of time, contact will be made with the parents and a decision may be reached to determine if an in-school suspension for the student for a determined period of time (i.e. one, two, or three days) is appropriate. Before the student can return to the classroom, a meeting must be held with the administrator, teacher, parents, and student.

**Suspension:** Students will not be permitted to remain in school or participate in any school-related activities. The principal will determine the length the child is to be suspended, which shall not exceed three days. Once a child is suspended, the parent will be contacted and must pick-up the child immediately from school. During the period of suspension, the parent and student are responsible for obtaining the student's work and having it completed by the student's return to school. Before the student can return, a meeting must be held with the principal, teacher, parents, and student.

**Expulsion:** Removal of the student from the school will be recommended in extreme cases according to school policy and code. The principal is required to make this request to the School Board and to the Education Superintendent's Office at the Potomac Conference. Students may be immediately dismissed if they bring or use instruments of personal injury, weapons, explosives, imitations thereof, or threaten harm through the use of any of these instruments. Special circumstances may result in immediate progress to the final steps of the disciplinary code. All procedures of due process as outlined above will be followed in the instance of suspension and/or possible dismissal from school.

## **Other Guidelines for Students**

### **Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who damage or disfigure school property will be required to pay for all necessary repairs or replacements.

## **Personal Property**

All non-school-related personal items should be left at home, including all toys and electronic devices. Teachers may make specific classroom exceptions. Parents may retrieve any property that is brought to school from their child's teacher or the office. CFR will not be liable for the safety of these items.

## **Lunches**

Adventists have traditionally encouraged a plant-based diet with those who choose to eat meat avoiding things like pork and shellfish (similar to halal or kosher). While vegetarian hot lunches may be available for purchase 1-2 days each week, students should plan to bring their own lunches most of the time. These lunches should:

- only require a minimum of heating in a microwave.
- reflect a healthy, balanced meal.
- provide the appropriate nutrition to enhance attention and learning.
- leave out highly sugared, caffeinated, high-fat, low-nutritional foods.

For the safety of all of our students, we ask that no "trading" of lunch items be done. Anything brought to share (such as birthday cupcakes) should be cleared with the classroom teacher first and shared with all classmates.

## **Cell Phones & other devices**

Just leave them at home! This includes smartwatches. To enhance learning, cultivate interpersonal skills, and minimize distractions, CFR students are not permitted to use cell phones (or other personal electronic devices) at school. Students and parents are welcome to use the school phone for important calls. Exceptions may be made due to medical need at the principal's discretion. Teachers may also allow students to use the teacher's phone for parent calls. For field trips and other transportation, the cell phone policy applies, unless specified otherwise by the teacher or chaperone in charge.

## **Dress Code**

To prevent distractions from the learning environment and keep students safe, each student must be neat, clean, and appropriately dressed. School staff will have the final say regarding what is acceptable in these areas. Students not complying with the dress code will be required to call a parent to bring suitable clothing or change into clothing provided at school, if available, upon parent request. Dress code should also be followed by students at all school sponsored events.

**GUIDELINES:** Avoid offensive language, symbols or pictures on all clothing. Clothing should be neat and clean. Graphics on clothing should not be commercial—no movies, commercial sports teams, TV shows, video games, politics, etc.

**Shirts and Dresses:** Must have sleeves—including PE clothes. No cutouts or holes. Shirts should fit properly.

**Pants and Skirts:** All pants (including jeans) or skirts are to fit around the waist. Shorts and skirts must be no shorter than 4 inches above the knee. Leggings may only be worn under a top or dress that is no shorter than 4 inches above the knee.

No sports, camouflage, or leisure wear.

PreK-2nd grade students may wear play clothes that are made of stretchy knit fabric.

**Footwear:** Closed-toed shoes with closed-heels or straps across the back. No sandals or flip-flops.

Shoes should be safe and practical for recess and PE classes. Students are welcome to keep a pair of sneakers at school.

Hairstyles: Hair should be neatly groomed and a natural color.

Other Guidelines: No hats indoors. All clothing is to fit and be in good repair, no holes or rips. No tattoos. Any makeup should look natural.

Many Adventists choose to not wear jewelry for a variety of reasons. Parents who wish their child to wear jewelry to school should speak to the principal about what is appropriate for both modesty and safety. A rule of thumb: No dangling or jangling.

## **Technology Policies**

CFR has Acceptable Use Policy registration forms that detail the information in our handbook in student appropriate language. Each year parents and students will be expected to read and sign that they agree to comply before the student is given technology privileges.

### **Internet Safety during School**

Our goal is to teach our students to make smart, honest decisions as they use Internet apps, websites, and now (AI) artificial intelligence with ethics and standards based on Biblical principles.

Our Internet server has a filtration system, but like all filtering software, it is not 100% foolproof. Students are only to use school devices. No personal internet or smart devices are allowed.

### **Social Media and Cyberbullying**

Through the Internet, students can access endless amounts of information and share ideas instantly by e-mail and social media. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Therefore, viewing and posting on social media should only be done at home with parental supervision. Our school policy is that no social media sites should be accessed at school. Access to the Internet varies depending on the grade level of the student. Grades K-2 have limited access to the Internet. They primarily use computers and iPads for testing, to practice reading, and develop phonics skills. Grades 3-8 have access to the Internet on Chromebooks for testing, online textbooks, conducting research, and developing skills in math, keyboarding, and other subjects.

Cyberbullying is using the Internet to post texts or images intended to hurt or embarrass another person. Personal attacks and hateful/hurtful communications occurring at any time between CFR students will not be tolerated and will result in disciplinary action from the school administration. It takes a collaboration of family, teachers, and the students themselves to work together to create a successful safety net in this complex digital age. Individual students must understand and demonstrate accountability for their online activities and take responsibility for their digital footprints. Responsible families will hold their children accountable for this process, just as teachers at CFR promise to do as well.

### **Technology Rules and Guidelines**

CFR provides students with opportunities to enhance their learning by using various devices at school. These devices are on loan. They are not to be taken home unless special permission is granted by a teacher. CFR devices need to be cared for gently. The devices are intended for multiyear use. Students receive supervision while using CFR devices including Chromebooks but are expected to behave responsibly even when teachers are not watching them individually. Those who intentionally misuse our equipment, use social media, or go to unapproved/inappropriate

Internet sites during school are subject to loss of use of CFR devices, Internet privileges, and/or other disciplinary actions. The use of electronic devices is a privilege, not a right, and will be revoked if warranted. Charges for replacing lost or damaged equipment/devices may be placed.

C. F. Richards students are expected to comply with the following specific rules as related to all CFR devices and internet use:

- Never give out home address, phone number, or any other personal information to anyone online.
- Use of any technology aspect to harm people or their work is prohibited.
- CFR devices/equipment are not to be harmed or damaged in any way. This includes scratching, writing, drawing, or placing stickers on devices.
- Care must be taken with downloads that no malicious software is accidentally installed, downloading images, documents, etc., Therefore, opening links and downloading information may only be done with permission.
- Never use any storage device that came from an unknown source to save work.
- Respect all copyright laws.
- Do not view, send, or display offensive messages or pictures.
- No profane, abusive, or impolite language should be used to communicate.
- All materials accessed must be in line with the rules of school behavior. Never view, send, or access materials that you would not want your teachers and parents to see.
- Keep all passwords and login information secret.
- Print only with permission.
- Respect the folders, work, and files of others. Students should not copy other people's work or intrude into other people's files.
- Notify an adult immediately if you or someone else encounters materials that violate the rules of appropriate use.
- No school owned device or equipment should leave school property without permission.

### **Media Policy**

It is the policy of this school to select resources that adhere to the principles laid out in scripture: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things." Philippians 4:8. In class all resources including books and video selections will be based on (but not necessarily limited to) the following:

-To provide appropriate materials to the students that will help them grow in their Christian faith and will lead them to fulfill God's purpose for their lives.

-To provide materials that will support the curriculum, taking into consideration the individual needs, the varied interests, abilities, and maturity levels of the students.

-To provide materials that will encourage knowledge growth, literacy development, and cultural-aesthetic appreciation.

Our desire is to always inspire ethical standards and spiritual wisdom.

## **Family**

We love having volunteers! All parents, volunteers, and visitors must report to the office upon entering the building and sign in during school hours. This helps to provide a safe and well-ordered atmosphere for your child's education. Please respect instructional time and schedule visits in advance.

### **Visitors and Volunteers**

Non-enrolled students may visit the school only when accompanied by a parent. Before the desired visit, the family must obtain permission from the teacher. Volunteers working with students must complete a 3-step process to ensure student safety. This includes fingerprinting, DSS registry, and online training. We appreciate your cooperation in ensuring our students' safety.

### **Home & School Association**

All parents of CFR students are encouraged to be active members of the Home and School Association. C.F. Richard Christian School's Home & School Association has been established to promote cooperation and communication between the school, homes, and churches. Home & School initiates and supports events at C.F. Richards, helps with fundraising and promoting the school, communicates with our area churches, provides teachers with classroom funds and supplies, and many other things.

### **Work Bees & Service Hours**

Much of the maintenance work at CFR is completed by parents and volunteers. It is requested that every family participate and contribute at least 4 hours of service time per year. CFR will hold work bees throughout the year. These events are held on scheduled Sundays from 8:30 am to 1pm with lunch provided, unless otherwise posted. Volunteers may come for all or part of the day. If parents are unable to attend during work bee hours, arrangements may be made with the principal for an alternative time to volunteer. Work Bee dates for the year will be announced well in advance and may be on the school calendar.

### **Insurance**

The school purchases insurance to cover all students in the case of an accident occurring on campus. This is covered by a portion of the registration fee. In order to keep the cost at a minimum, the insurance is "excess only" coverage. This means that the parents' insurance is primary. The student's school policy covers only the excess after the parent's primary policy has paid. Additional coverage is available through Student Accident Insurance.

### **Child Custody**

All custody concerns should be reported to the school office at the beginning of each school year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the conditions for visitation. All materials such as tests, report cards, and bulletins are sent with the child to his or her custodial parent. Non-custodial parents may request additional materials from the school office and the classroom teacher. These will be provided as per the local, state, and federal laws, and the discretion of the school. Permission to provide information to family members must be provided in writing by the custodial parent.

### **Emergency Drills**

Fire drills will be conducted routinely and students will be trained in appropriate safety measures. Other safety training is practiced in accordance with the Potomac Conference and the state throughout the year.

## **Mandated Reporting**

C. F. Richards Christian School follows state and county child abuse and neglect laws. The code of Virginia requires that suspected cases of child abuse and neglect be reported to local government agencies.

## **School Transfers**

Written permission signed by parents or a request from the next school is required for the transfer of records.

## **Withdrawals**

Any parent, who chooses to withdraw their child prior to the end of the school year, must fill out and submit a formal Withdrawal Request form. These forms may be obtained in the front office. All tuition charges and fees will be calculated based upon the effective withdrawal date or the date the office receives the withdrawal request form, whichever is later. Students who withdraw for disciplinary reasons will not be permitted on campus after the effective withdrawal date without the express permission of the school.

## **Financial Responsibility**

Registration fees are due at the time of registration. Re-enrollment fees for the next school year are due in March. Tuition may be paid in one lump sum in August or in a 10 month payment plan. In the 10 month plan, the yearly tuition is divided into 10 payments payable on the 1st of each month starting in August and ending in June. No tuition payment is due in March. Instead registration for the following school year is due. Tuition and incidental payments are scheduled and paid online through our FACTs Family Portal available on the school website. A student who withdraws during the school year will be granted a prorated refund on the tuition already paid, as determined by the school Finance Committee. No refund will be granted if the student is expelled. CFR reserves the right to send any unpaid account to a collection agency for processing. Any questions regarding a financial issue should be addressed to the school treasurer or principal.

## **FACTs Family Portal**

Parents can update student medical and contact information and review student grades and attendance online through FACTs Family Portal (formerly known as ParentsWeb) at <https://factsmgmt.com/login/>. Select Parent Log In from the menu bar and FACTs Family Portal from the top menu. Enter CFR-VA into the District Code field. Create an account or enter your ParentsWeb username and password. If you have forgotten your username or password, please click on the link provided.

## **Emergency & Medical Information**

The school must always have current emergency contact information on file. Each student must have a medical record that must be kept current. This should include a record of all health conditions or medical problems for each child so that the child can be treated properly in the case of an emergency. Should a child's medical condition change during the school year, please immediately advise the school. Each child must have all immunizations up-to-date prior to starting the school year.

## **Medications**

All medication is given only upon completion of a medication form by the parent and, for prescription medication, by the child's physician. This includes over-the-counter medications such as aspirin, Tylenol, and cough drops. Forms are available in the school office. All medication must

remain in the original bottle and be labeled with the student's name, the date, and proper dosage. This includes all non-prescription medication. Each family must supply their own medication which will be locked in the school office and only administered by school staff.

### **First Aid/Illness**

Due to our size and facility restrictions, we do not have a designated clinic. Therefore a sick child may not remain at school. Parents will be contacted as soon as possible in the event of any serious accident, including head traumas, eye injuries, or other serious trauma or sickness. Parents will also be called to promptly pick up a sick child for the following reasons: temperature of at least 100F, vomiting or diarrhea, pink eye, head lice, chicken pox, skin eruptions of any type, or other medical instances as necessary. Children must be free of the above symptoms without medication for 24 hours before returning to school. In the case of a minor accident or illness, all necessary and possible first aid will be given. To maintain a safe campus, all CFR employees are trained and certified in CPR and First Aid. In case of an accident or illness requiring professional medical attention, a parent will be called immediately. When conditions warrant, the child will be transported to the hospital emergency room.

### **Conciliation Procedure**

*Communication and cooperation between teachers, parents, and students will help avoid most problems, but on occasion, problems arise between parents and teachers. The following conciliation procedure provided by the Potomac Conference based on Matthew 18 and I Corinthians 6 is to be followed for resolving these problems. The objective of both parent and teacher is to resolve problems on an informal basis, if possible, and then on a formal basis if necessary.*

### **Potomac Conference Parent-Teacher Conciliation Procedure**

On occasion, issues may arise between parents and teachers. Most issues should be resolved through ordinary conversations between parent and teacher. In the event of a significant concern, the following steps are to be followed.

1. The parent should contact the teacher about the concern. If, after speaking with the teacher, the parent does not believe the issue has been resolved, the parent is asked to speak with the principal to find a resolution. The principal may try to resolve the issue in this initial conversation. The principal may also ask the parent to provide him or her with a written statement of his or her concern.
2. After the parent writes his or her statement of concern and it is given to the principal, the principal will attempt to find a resolution. If unable to find a resolution, or if such an attempt is not appropriate, a conference involving the teacher, principal, and parent is arranged to discuss the concern. If resolution is made, the teacher writes out the statement of resolution and the teacher, principal, and parent sign the statement with one copy given to the parent and another copy to be kept at the school.
3. If there is no resolution to the concern at step two, the principal will present the concern to the Potomac Conference Office of Education (PCOE) and the School Board Chairman and together determine if the issue should be taken further. If it is determined that additional steps are needed and the concern is one that does not involve personnel issues (if personnel issues are involved, see step five), a meeting with the School Board Chairman, parent, and principal will be arranged. This meeting may also include representation from the PCOE and/or the teacher, if the situation warrants. If resolution is made, no further steps will be taken.
4. If there is no resolution at step three, the concern will be presented to the School Board with a

PCOE representative present, and the decision of the School Board will be final.

5. If, after meeting with the teacher, principal, and parent, there is reason to believe that the issue is one of personnel (see step three), the principal will consult with the PCOE and the School Board Chairman. They will determine if it is a personnel issue. If it is a personnel issue, a meeting of the personnel committee will be arranged with a PCOE representative present. The teacher or principal involved will be notified prior to the personnel committee meeting.
6. If the personnel committee is not successful in reaching a resolution, the concern is taken to the School Board. The School Board, with a PCOE representative present, then makes a recommendation to the Potomac Conference Vice President of Education. The Vice President for Education presents the concern and the board recommendation to the Potomac Conference K-12 Board of Education for their decision.

The relationship between the parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counterproductive to the student's success, the parent will be required to withdraw their child from the school program.

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator—individuality, power to think and to do. The men and women in whom this power is developed are those who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train young people to be thinkers, and not mere reflectors of other people’s thoughts. Let students be directed to the sources of truth, to the vast fields opened for research in nature and revelation. Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen.” *True Education*, p12