

REFRESH LEARNING CENTER
K-12 MICRO SCHOOL

PARENT-STUDENT HANDBOOK



Discipling Children and Inspiring Lifelong Learners

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“go and make disciples of all nations”

Matthew 28:19

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INTRODUCTION

"And whatever you do, do it heartily, as to the Lord and not to men..." Col.3:23

The student handbook is designed to help you familiarize yourself with the many facets of student life at Refresh Learning Center (RLC). Please read it thoroughly and apply it wisely. Parents and students are required to read and complete the Handbook Agreement form prior to their first day of school. Agreement with the Parent Student Handbook indicates that both parents and students alike agree to abide by the provisions contained within the handbook for the duration of the school year. It should be understood that no handbook can address every possible scenario that might arise during the course of a school year. This representation of school guidelines is not meant to be exhaustive. Administration is the final arbiter in any decision. Parents/guardians and students accept the contents of the handbook as essential parts of the contract between them and the Refresh Learning Center in both letter and spirit.

HISTORY

The Refresh Learning Center was founded by Refresh Calvary AZ under the leadership of Pastor Don Aldana in 2023. The school was started to fulfill the needs of the church families who wanted their children to have a Christian education. The timing of the school was made clear 5 years after God originally called Pastor Donnie to start a school. With the growing apathy in parenting and the church, the vision of RLC is to disciple children and inspire lifelong learners. Pastor Donnie has prayed over, empowered and sent out a group of well qualified educators to administer the school under the same banner to which he was called.

ADMISSION

The Refresh Learning Center seeks students who will benefit from a Christian education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach, and substantial in their Christian faith, thought, and character. Candidates for admission are considered on their academic record, discipline

records, references, evident enthusiasm for learning, and a personal interview that evaluates the student and parental support of the vision and mission of RLC. All students must have a desire to attend RLC and agree to honesty and wholeheartedly amalgamate with school life and culture and apply themselves to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. We reserve the right to select students and families based on their worldview, lifestyle choices, academic performance, and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies.

RLC does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletic and other school-administered programs.

The administration of RLC reserves the right to make policy changes at any time. If any changes are made to this document, then those changes will be published on the school website at www.refreshlc.school. Additionally, parents and students will be notified via email of the change in policy and the date that such a policy will go into effect. Please be aware of your obligation to monitor these means of communication. They are the school's primary means to update you on all policy changes.

A child entering Kindergarten must be five years of age on or before January 1 of the year they are to enter school in order to be enrolled in Kindergarten class.

HEALTH & SAFETY

RLC staff are certified in First Aid/CPR. Our campus has a defibrillator strategically placed for easy access and the staff is trained in its use. The administration conducts regular fire and lockdown drills to ensure that our students and staff are prepared in case of an emergency. Our security gates are closed throughout the day to ensure student safety.

HEALTH RECORDS

The Refresh Learning Center will store student medical records with utmost security and privacy considered. Parents are responsible for keeping student health records updated and current.

MISSION

To train up children in the precepts of God's Word and instill Christ-centered morals and values in the next generation of disciples. With holy scripture being the focus and foundation of education, nurturing each child in their individual giftings and talents as God created within them. The faculty and staff endeavor to participate in the life of each student: encouraging spiritual growth, providing quality academic instruction, maintaining a safe environment, and offering social and emotional support.

PHILOSOPHY STATEMENT

The philosophy of the Refresh Learning Center is intrinsically aligned to that of Refresh Calvary AZ, where the supreme desire is to know Christ and be conformed into His image by the power of the Holy Spirit. We believe that bringing up a child in the likeness of Christ is primarily the responsibility and biblical duty of the child's parents. Therefore, the school's role is to assist in that education, without diminishing the parents' integral role. We strive to give students the skills to be productive citizens, but most importantly to nurture the student's relationship with Jesus Christ and to be an accurate reflection of His character to the world around us.

PLEDGE of ALLEGIANCE

All students at RLC are required to stand and participate in the pledge of allegiance to the American flag when directed to do so.

SPECIAL EDUCATION and RESOURCE SERVICES

We do not provide special education services or formal curricular modifications such as student testing or preparation of 504 plans or Individual Educational Plans. A qualified educational specialist is available to assist teachers with students needing specific target help. Referrals are made through the teacher and families will be directed to the school district closest to their residence. Depending on the level of services needed, there may be an option to have services brought to our school setting to assist with certain learning differences.

THEME VERSE, COLORS & MASCOT

"Sweet words are as a honeycomb, sweet to the mind and healing to the body" Prov 16:24

The school colors are black and yellow. The school mascot is the honey bee.

VISION

To disciple children and inspire lifelong learners. Matthew 28:19

The mission of the Refresh Learning Center is to engage students in a way that equips them for productive and effective service at home, at school, and in the world with the power and authority that comes from the Holy Spirit's lead and commission on their lives.

VALUES

- *We value glorifying God.* *We seek His honor and His will in His way. More than anything as a Christian school, we seek to serve and please Him.*
- *We value people.* *No matter the economic situation, age, race, or place, we will show courtesy, kindness, and respect for every person because we are all created in the image of God.*

- *We value growth.* *We want our students to grow and develop in their learning, their understanding, their character, and their faith. We are focused on real academic, social, emotional and spiritual growth.*
- *We value collaboration.* *Collaboration takes trust, communication, and hard work from all of us.*
- *We value leadership.* *Teachers lead their students in new and innovative ways, and students are encouraged to step up to do what is right, be responsible, and help those around them.*

SCHOOL-WIDE LEARNING GOALS (SLG's)

Communication: Demonstrate effective written and verbal communication. "From a wise mind comes wise speech; the words of the wise are persuasive." Proverbs 16:23

Comprehension: Demonstrate the ability to know and comprehend course materials. "Behold, my eye has seen all this, my ear has heard and understood it." Job 13:1

Cooperation: Demonstrate cooperation by working together to accomplish shared goals. "For as we have many members in one body, but all members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them..." Romans 12: 4-6a

Creativity: Demonstrate creative initiative through the constructive use of resources. "So, he who had received five talents came and brought five other talents, saying, 'Lord, you delivered to me five talents; look, I have gained five more besides them.' His lord said to him, 'Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of the Lord.'" Matthew 25:20-21

Critical Thinking: Demonstrate the ability to collect, analyze, and apply information accurately and effectively. "So that you incline your ear to wisdom and apply your heart to understanding." Proverbs 2:2

STATEMENT of FAITH

Refresh Learning Center abides by the Refresh Calvary AZ statement of faith. ***All subjects at RLC are taught from a biblical worldview as defined by the Refresh Calvary statement of faith.*** Refresh Calvary has been formed as a fellowship of believers in the lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the body of Christ.

1. We believe that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all things. ([Genesis 1:1](#); [Deuteronomy 6:4](#); [Isaiah 44:8 and 48:16](#); [Matthew 28:19-20](#); [John 10:30](#); [Hebrews 1:3](#)).
2. We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which this church operates and is the basis for which this church is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. ([Isaiah 28:13](#); [Nehemiah 8:8](#); [John 17:17](#); [2 Timothy 3:16-17](#); [Hebrews 4:12](#); [1 Peter 1:23-25](#); [2 Peter 1:3-4 and 1:21](#)).
3. We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ. ([Deuteronomy 33:27](#); [Psalms 90:2](#); [Psalms 102:27](#); [John 3:16 and 4:24](#); [1 Timothy 1:17](#); [Titus 1:3](#)).
4. We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth. ([Isaiah 7:14](#); [Micah 5:2](#); [Matthew 1:23](#); [Mark 16:19](#); [Luke 1:34-35](#); [John 1:1-2, 8:58 and 11:25](#); [1 Corinthians 15:3-4](#); [1 Timothy 3:16](#); [Hebrews 1:8](#); [1 John 1:2](#); [Revelation 1:8](#)).
5. We believe in the person of the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; ([Acts 1:8](#); [2 Corinthians 3:18](#); [John 16:8-11](#); [Romans 8:26 and 15:13,16](#); [Hebrews 9:14](#)).
6. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. ([John 6:13, 14:16-17 and 16:8-11](#); [Romans 8:26](#)).
7. We believe in the present ministry of the Holy Spirit and in the exercise of all Biblical gifts of the Spirit according to the instructions given to us in 1 Corinthians 12-14. ([1 Corinthians 14](#))
8. We believe that all people are sinners by nature and, therefore, are under condemnation; that God saves and regenerates based upon faith by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord. ([Acts 8:15-17](#); [Ephesians 2:1-3 and 8-9](#); [Romans 3:23 and 5:8](#); [Titus 3:5](#)).
9. We believe in the universal church, the living spiritual body, of which Christ is the head and all who are born again are a part of the Body of Christ. ([1 Corinthians 12:12-13](#); [Ephesians 4:15-16](#))
10. We believe that the Lord Jesus Christ instituted two ordinances for the church: (a) full immersion water baptism of believers, and (b) the Lord's Supper. ([Matthew 28:19](#); [Luke 22:19-20](#); [Acts 2:38](#); [1 Corinthians 11:23-26](#)) We also believe that the

Lord Jesus Christ validated the ordinance of marriage. ([Matthew 19:4-5](#) and [John 2:1-11](#))

11. We believe in the Second Coming of Jesus Christ which is His personal, visible return to earth and the establishment of His millennial kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless separation of the wicked. ([Matthew 16:27](#); [Acts 1:11](#); [Revelation 19:11-16, 20:11-15](#))
12. We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. ([Psalm 9:17](#); [Matthew 5:3, 5:22, 18:9 and 25:31-34](#); [Mark 9:42-49](#); [Luke 12:5](#); [John 3:18](#); [Hebrews 12:23](#); [1 Peter 1:4](#); [Revelation 14:10-11 and 20:11-15](#))
13. We believe in the Pre-Tribulation Rapture of the Church where all believers will meet the Lord in the air and be taken out of this world prior to the Tribulation that will come upon the earth. ([Isaiah 26:20](#); [Matthew 24:29-31](#); [Luke 21:36](#); [Romans 1:18, 5:9](#); [1 Thessalonians 1:10, 4:13-16 and 5:9](#); [2 Peter 2:7-9](#); [Revelation 3:10, 5:7-10 and 7:13-14](#))
14. 14. Statement on Marriage and Sexuality: We believe the term "marriage" has only one meaning, and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons who serve in the church in any capacity should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church. ([Genesis 2:24](#); [Matthew 19:4-6](#); [John 4:16-18](#); [Romans](#)

1:18-32; I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; 1 Timothy 1:9-11)

ACADEMIC POLICIES AND PROCEDURES

"For whatever things were written before were written for our learning, that we through the patience and comfort of the Scriptures might have hope." Rom. 15:4

The instructional program at the Refresh Learning Center is designed to enable our students to be ready and prepared for the next level. RLC offers a curriculum taught from a Christian perspective. We believe it is important to integrate scriptural principles into each area of the subject matter. It is our goal to teach students to be ready and prepared to function in today's world and be prepared for the rigor associated with higher learning. Upon successful completion of the Refresh Learning Center program, students will be ready to begin college, career or trade.

ACADEMIC INTEGRITY

Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. Academic dishonesty is the deliberate attempt to misrepresent an individual's efforts, in writing, visual, or oral presentations. All of the following are examples of plagiarism and/or academic dishonesty:

- Looking at another students' test or quiz paper
- Using a "cheat sheet"
- Complicity (involved with the wrongdoing) in cheating
- Using a solution manual or answer key
- Stealing a test or the distribution of a stolen test
- Completing or copying another student's work or homework
- Redistribution of one's work or another student's work
- Submitting "No Name" work as your own
- Submitting or purchasing work that is not your own
- Using a technological device to refer to information or photographs
- Work (whether it be homework, exams, tests, or quizzes) that is not the sole work of an individual student or that contains answers from another student, a solution manual, or answer key.
- Having someone else write a paper or essay and then submitting that paper or essay as if it were one's own work. Additionally, writing a paper for someone else, and letting that person submit the paper as if it were his original work.
- Using any material, published or unpublished, word for word, without quotation marks, as all or part of the work submitted under one's name.
- Close, deliberate paraphrase of another's work, published or unpublished, without any cited acknowledgment.

- Submitting a paper previously written for another course or submitting one paper for two courses (unless approved by the instructor of each course).
- Purchasing a previously written paper from an on-online service and submitting it as one's own work.
- Obtaining test or quiz information from a fellow student without teacher permission or consent.

The faculty and administration of RLC may use computer search engines to validate and verify examples of plagiarism prior to disciplinary action. The consequences for plagiarism and academic dishonesty are:

- **First Offense** – Office referral; parent email, and a score of zero (0) on the assignment
- **Second Offense** - Office referral; parent conference, a score of zero (0) on the assignment.
- **Third Offense** – Office referral; parent conference, a score of zero, and suspension;
- **Fourth Offense** – Office referral; a score of zero, indefinite suspension and possible expulsion from RLC

ACADEMIC GRADING SCALE

A student's grade in each curricular area will be determined using the following scale: **A, B, C, D, F**. Check marks indicating levels of proficiency may also be used to provide feedback concerning student progress.

Kindergarten

E= Excellent (Mastered Concept)

S= Satisfactory Progress (Skills Evident Most of the Time)

N= Needs Improvement (Skills Sometimes Evident)

1st Grade - 12th Grade

All assignments, quizzes, and tests are given a percentage value, which is determined by dividing the number of points earned on the assignment by the total number of points possible on the assignment. The resulting percentage is assigned a letter grade as follows:

100% – 98% A+	89% – 87% B+	79% – 77% C+	69% – 67% D+
97% – 94% A	86% – 84% B	76% – 74% C	66% – 64% D
93% – 90% A-	83% – 80% B-	73% – 70% C-	63% – 60% D-
59% – 0% F			

CLASSROOM EXPECTATIONS

All teachers have specific classroom expectations for which students are held responsible throughout the school year. The following basic classroom expectations will be adhered to on campus and in classrooms:

- Respect for individual persons and their property.
- Respect for those in authority.
- Respect for the learning environment and students' right to learn without distractions.
- Respect for the student's rights in the learning process to express themselves without ridicule.

EXTRA-CURRICULAR ACTIVITIES

RLC students have opportunities to participate in a variety of extra-curricular/enrichment activities throughout the school year such as, but not limited to, athletics, swim lessons, choir, art, home economics, life skills, leadership, band, etc. Students who participate in these activities are expected to maintain their academic responsibilities and good citizenship.

FIELD TRIPS

RLC will plan field trip(s) during the year. For each trip, every child must have a permission slip and medical release form signed by the parents. Transportation is by school staff or carpool.

HOMEWORK

Homework is not a required part of the Refresh Learning Center curriculum, however reading is a vital reinforcement of school instruction and aids the student in learning and developing disciplined study habits. Parents should keep in mind that study patterns developed during the elementary years pave the way for stronger foundations during middle school, high school, and college. Homework is voluntary and encouraged for repetition and reinforcement of skills learned in the classroom however reading is mandatory.

Recommended Reading Time per Night

K-grade1 ~ 10 minutes

Grade 2-5 ~ 20 minutes

Grade 6-8 ~ 30 minutes

Grade 9-12 ~ 40 minutes

LATE WORK

While most work will be done in class, there may be instances where work is given to complete at home (ex; absence, family vacation). Each teacher may handle late work differently, please refer to each teacher's procedures for information about the policies and penalties for assignments, homework, and projects turned in after their respective due dates.

MAKE-UP WORK

Upon request, please email your child's teacher to request homework (stacie@refreshaz.church; coby@refreshaz.church; shaunna@refreshaz.church; alexandra@refreshaz.church). The homework and assignments may be picked up in the

Refresh Room before or after the regular school hours. Parents should make arrangements directly with the teacher to make-up any assignments, tests, and quizzes missed during an absence. When a student is absent from school due to a prolonged illness, teachers will assist with make-up work and grace will be given.

MISSING ASSIGNMENTS

It is primarily the responsibility of the students to ensure work is made up in a timely manner, although teachers will make every effort to ensure that the student is aware of missing work. Any tests or quizzes not made up within the designated period of time will receive a score of zero. When a student is absent from school due to a prolonged illness, parents should contact the teacher to make arrangements for an extended time. Homework that is not made up can have an adverse effect on a student's progress and learning.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled once each school year (Winter/Spring), in order to keep parents apprised of a student's progress. Teachers will notify parents of the times available and parents can select a time slot that best fits their schedule. Teachers will make every effort to accommodate parent schedules.

PHYSICAL EDUCATION

All RLC students participate in physical education. P.E. is an integral part of their education. The foundation of the P.E. program is physical fitness, skill development, and game strategy. Focus is placed on sportsmanship and doing the best job possible with the skills that God has given each child.

Kindergarten-1st grade students learn and practice physical fitness and fundamental motor skills. Cooperative games are introduced to enhance skill development and teach teamwork and collaboration skills.

2nd-4th graders will continue to practice fundamental motor skills with a major focus on learning the rules and strategies of each sport, with emphasis on teamwork and the value of a Godly attitude and effort.

5th-12th graders focus on developing an understanding of the way their physical bodies work, and how to develop and train their bodies so that they may serve the Lord with the talents with which He has blessed them.

Students must come to school prepared to participate in P.E or have close toed shoes in their backpack. Tennis shoes are required for each student during physical education class. One piece, conservative swimsuits, towels and goggles (if needed) are required for swim lessons.

PRIVACY

Access to student records and progress reports are confidential. At no time will a student's progress, lack thereof, personal information or social situations be shared with individuals other than the parents of that student.

REPORT CARDS and PROGRESS REPORTS

The academic school year is divided into two semesters. Each semester includes one (1) progress report. Progress reports are available at the end of each semester. Report cards will be made available if needed for public school records or testing.

RETENTION

On occasion, in public school, it may be the recommendation of the school that a student repeat a grade level. For many children this has proven to be beneficial to their educational, social, and emotional development however for others, it proves to be a social stigma that many are stifled by. The RLC understands this, therefore our goal is to build mastery in all subject areas. Once a child reaches mastery in one area, the content will increase in rigor, therefore keeping the learning engaging and scaffolded.

TEACHER REQUESTS

The administration prayerfully considers a student's social and educational needs in making student class/pod placements. Input from a student's previous teacher is also considered.

TUTORING

For students who need tutoring, enrichment time and after school hours may be used to build academic strengths. Students may receive extra time to complete assignments/projects during the school day if needed. Parents may request tutor time by emailing teachers directly however the teacher will have a daily pulse on which students are excelling in content areas and which could use extra time spent on concepts.

CURRICULUM ADOPTION PROCESS

Each year, The Refresh Learning Center will form a committee to review curriculum and make recommendations for curriculum materials. Our teachers and staff are committed to investing in your student to prepare him or her spiritually, emotionally, socially, and academically to give them "a future and a hope." Jeremiah 29:11. The school's goal is to provide the most up-to-date, standards/research-based, and appropriate materials for students. Teams composed of people with teaching and subject-matter expertise, administrators, and parents help in meeting this goal.

We consider a variety of publishers for our textbooks including but not limited to, BJU, My Father's World, Abekka, and Singapore Math. Textbooks are screened and chosen for Biblical foundation and academic content as they align with Arizona State Standards.

Our teachers are trusted to present materials from a Biblical viewpoint, select the chapters and selections in textbooks they need to focus on, and lead discussions that allow students to grow and develop. We are also careful to present information and lead discussions appropriate to the maturity level of the students.

RLS's mission is to "disciple children and inspire lifelong learners." Our teachers, through various curriculums and God's guidance, are building up our students to be strong in their faith, equipped with academic knowledge, and able to effectively make an impact for Christ in a secular world.

Not all reading books at RLC are from Christian Publishers, but all curriculum is taught by Christian teachers from a Biblical Worldview. It is the responsibility of the administration, teachers, and parents to monitor reading material.

ATTENDANCE/ TARDY POLICIES AND PROCEDURES

"Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil." Eph.5:15-16

ATTENDANCE PHILOSOPHY

Regular attendance in all classes is one of the greatest contributing factors to success in school. Excessive absences often affect a student's growth and classroom participation. Therefore, parents and students alike should take attendance seriously knowing that excellent attendance will lead to greater excellence in academics and a healthy attitude toward school. The school understands that there will be uncommon circumstances that arise, such as vacation, illness, medical appointments, etc. However, these should not interfere with school if it can be avoided.

REPORTING ABSENCES

All absences should be reported to the school staff by email, phone call, or note within 24 hours of an absence.

EXTENDED ABSENCES

Any student who has prior knowledge of an extended absence should make proper arrangements with the teacher to complete the student's schoolwork in advance or upon return within the required time.

EXCESSIVE ABSENCES

Ten (10) or more excused absences in any semester is considered excessive, and will be evaluated by the administration. Excessive absences can result in the student needing to repeat certain lessons in their current grade level before moving on in rigor.

TARDINESS PHILOSOPHY

It is important for students to arrive on time to school and to class. Punctuality demonstrates self-discipline and responsibility. Self-discipline in the area of punctuality is not only important for proper academic achievement, but essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. It is recommended that students arrive at school by 7:50-8:00 am, so as to allow for socialization and daily goal setting prior to beginning classroom work. A student who is late to school after 8:00 am, disrupts the class and misses valuable time at the beginning of the day. **Special note to parents:** Tardiness to school will not be judged excused or unexcused. We want students to develop the habit of being punctual, much as one must be on time for work. Therefore, we have provided students a measure of tardiness that will be allowed for those unforeseen problems that come up. Excessive tardiness will not be allowed to continue, even if the tardiness isn't caused by the student. Oversleeping, personal transportation issues or lack of planning are not excuses for being frequently late to school. Parents are encouraged to make appointments before or after school so that their child does not miss important class time. A student with excessive absences or tardies may require administrative involvement.

The school office maintains a cumulative record of all incidents of tardiness for every student.

RESPONSE TO ABSENCES AND TARDINESS

Absent and Tardy Responses

Excused Absences (per semester)		Tardies (per semester)	
# of Absences	School Response	# of Tardies	School Response
5	Parent email	10	Parent email
10	Parent email	15	Parent email, lunch time detention
15	Conference with principal	20	Parent email, after school detention
20	Attendance contract		Conference with principal, tardy contract

CLOSED CAMPUS (Sign-In and Sign-Out Policies)

All students must remain on campus the entirety of the school day. Any student who must leave campus for any reason must be signed out in the school office by a parent/guardian who is listed on the student record. Upon returning to school, the parent/guardian must return to the school office and sign the student in. It is imperative that the school be notified in advance and proper authorization is given for release to any other adult besides the authorized parent/guardian. Administration may refuse to release a student from campus if the above criteria have not been fulfilled.

BEHAVIOR POLICIES AND PROCEDURES

"Listen to counsel and accept discipline, so that you may be wise the rest of your days."

Proverbs 19:20

One of the most important lessons a child can learn is the proper response to authority. To accomplish this task, we must set discipline guidelines that are enforced fairly, consistently, lovingly, and prayerfully. Listed below are the guidelines for dealing with behavior problems that may arise each day in the classroom and on campus. Administration reserves the right to handle each individual situation uniquely as the Lord leads.

BULLYING POLICY

Bullying is not right nor is it tolerated at the Refresh Learning Center. Wherever bullying appears we will seek to address it and put a stop to it. With that said, bullying is often misunderstood.

Bullying is defined as an ongoing or repeated act or an especially severe or egregious event that a reasonable person would find hostile, offensive, threatening, intimidating, or humiliating involving real or perceived power imbalances.

When bullying is reported:

1. The bullying claim is investigated by the administration. Involved students, parents, and/or staff are interviewed.
2. If the bullying is substantiated, then meetings will follow involving all parties and parents.
3. Detention, suspension, and expulsion, may be administered depending on the severity or context of the situation.
4. Follow-up is made with students and parents to ensure that the bullying has ceased and nothing retaliatory has occurred.

CLASSROOM BEHAVIOR POLICIES AND PROCEDURES

At RLC, we use a variety of methods to encourage positive behavior. Positive and desired behavior is encouraged and rewarded; while warnings and consequences may be earned and enforced to enable change. Each teacher has an opportunity to implement a unique system that reflects Love and Logic; loving and respecting students, encouraging them to independently solve problems, delivering natural consequences with sincere empathy and compassion. Students are always encouraged and provided the opportunity to improve, if they are demonstrating negative or undesired behavior.

Office Referral

If the student chronically misbehaves, they will receive an Administrative Office Referral and be sent to the principal or vice-principal's office to encourage the student to change their behavior. Office Referrals can accumulate.

- First Office Referral – Counseling, parent notification.
- Second Office Referral - Counseling, parent conference, lunch detention.
- Third Office Referral – Parent conference, lunch detention and formation of a Behavior Contract.
- Fourth Office Referral – Two-day lunch detention, Parent Conference, Modification of the Behavior Contract.
- Fifth Office Referral – May result in expulsion from school.

Classroom Daily Steps of Discipline

- 1st violation: Students are redirected and warned; teachers use effective classroom management strategies to help extinguish undesired behavior, and seek to encourage students to correct their actions and seek to demonstrate positive behavior.
- 2nd violation: a point is given
- 3rd violation: a point is given and the student is referred to the office

MAJOR INFRACTIONS

The following infractions carry significant consequences. **This includes instances that occur before or after school hours, on and off-campus.** The major infractions listed above may result in detention(s), immediate suspension, or expulsion. These consequences will be applied at the discretion of the school administrators.

- Using profane or lewd language (oral or written)
- Plagiarizing/cheating
- Forging notes/signatures
- Vandalizing school, staff, or student property
- Possessing/distributing pornographic material (printed or digital)

- Being truant (partial or full day)
- Stealing
- Engaging in illegal activity
- Fighting or bullying (including cyber-bullying)
- Engaging in sexual misconduct
- Sexting (lewd photos, solicitation of inappropriate content, text messaging, video or postings)
- Showing extreme insubordination/disrespect to school authorities
- Lying to school authorities/obstructing any school investigation
- Using or possessing or distributing alcohol, drugs, or tobacco products
- Inappropriate use of social media applications (false accounts, inappropriate content)
- Brandishing or possessing a weapon

CELL PHONE / SMARTWATCH / EARBUDS (Not Permitted at RLC)

Cell Phones, SmartWatches, and EarBuds are not permitted to be used or worn by students in the Kindergarten through 8th grades, as they serve as a distraction and safety concern on the campus. Students may bring these devices to school, but the devices must be turned-off and stored in the student's backpack while on campus during the hours of 8:00 am - 2:00 pm. In addition, students may not use a Cell Phone or wear or use a SmartWatch or EarBuds while on a field trip or while attending a school sponsored sporting event. If a Cell Phone, SmartWatch, or EarBuds are turned-on, used, worn, or taken out of the student's backpack, the following actions will be enforced:

- **First Offense:** Cell phone, SmartWatch, EarBuds will be taken away by a school staff member and placed in the office. Parents may pick it up at 2:00 pm.
- **Second Offense:** Cell phone, SmartWatch, or EarBuds will be taken away by a school staff member and placed in the office. A Parent Conference will be scheduled.
- **Third Offense:** Cell phone, SmartWatch, or EarBuds will be taken away by a school staff member and placed in the office. A Parent Conference will be scheduled. For the remainder of the year, the student will no longer be permitted to bring the Cell Phone, SmartWatch, or EarBuds to school to store it in their backpack.

DETENTION

Lunchtime Detention may be assigned to a student who commits a Major Infraction (See list above), or receives an Office Referral.

Detention must be served during the student lunch in the Refresh Room on the day assigned by the administration. Any request to change the date of a detention must be made by the student's parent/guardian. If detention is not fulfilled on the day assigned it may result in additional detention.

SUSPENSION

A student may be suspended from school for committing a Major Infraction (See list above). The length of a student's suspension from school is prayerfully determined by the administration on a case-by-case basis. Suspension may be as short as one day, or an indefinite number of days, depending on the offense. Students placed on suspension may communicate with their teachers and do academic work at home to keep up with their academic plan.

Parents have the right to request that the administration reconsider a decision to indefinitely suspend a student. A formal meeting will be scheduled with an administrator who was not involved in the investigation of the alleged offense, after which a final decision will be rendered.

DISCIPLINARY PROBATION

A student's behavior record may be grounds for administration to place that student on disciplinary probation for the *following* school year. If administration deems probation necessary, the administration will meet with the student and his parents sometime during the summer before the school year in question. During this meeting, the terms of the probationary contract will be discussed and agreed upon by all parties.

EXPULSION / FORCED WITHDRAWAL

Any student expelled or forced to withdraw may not reapply for admission to the Refresh Learning Center for a period of one full school year. Re-admission to RLC is contingent on the following:

- Satisfactory behavior during this one-year period
- Satisfactory academic growth during this one-year period
- Recommendation from a youth pastor or church pastor
- Recommendation from the current school principal/vice principal/homeschool parent

Our goal should always be, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him" (Colossians 3:17). In the best interest of the entire school community, these behavior policies and procedures must be maintained by all students of the Refresh Learning Center, both on and off campus, so that we might all live and work happily together. We do not expect all students or families to be Christians, but we do expect that all students and families respect that we as a school are a Christian School and structure ourselves around the literal interpretation of the unchanging Word of God.

POLICY AND PROCEDURE OF APPEAL FOR INDEFINITE SUSPENSIONS or EXPULSION

Right of Appeal:

Any student given an indefinite suspension or is expelled from RLC has a right to appeal to an Appeals Committee.

Method of Appeal to the Executive Director of Schools:

1. An appeal can be presented by letter or email within three (3) days of the indefinite suspension or expulsion to the school administration.
2. If no appeal request is received within three (3) calendar days after the principal's decision is received by the parent or student, the principal's decision will be final and non-appealable.
3. As soon as possible after receipt of an appeal, the administration will hold a conference with the parent or guardian to review the details of the suspension, including the violation and charges.
4. At the conclusion of the conference, the administration will state whether to terminate or modify the indefinite suspension. If the student and parent are not in agreement with the decision by the administration, the student and parents have the right to have the indefinite suspension reviewed by the Senior Pastor at Refresh Calvary and their Board members.

DRESS CODE POLICIES AND PROCEDURES

Our students have a dress code because we believe there are significant benefits such as creating a mindset of school being a special place with special expectations. In addition, a dress code sets a clearly defined standard, functions as an "equalizer" among the students, and makes dressing easier. The dress code is required every school day unless otherwise designated for special events. We desire the appearance of our students to aim for neatness, grace, and dignity that befits the Imago Dei (image of God), reflecting our virtues of wisdom, stewardship, humility and self-control. **The administration is the final authority on interpretations of the dress code.**

Dress code is enforced during the regular school day from 8:00 AM to 2:00 PM, and at all school functions and field trips. Students are expected to dress as outlined below for regular, free dress, and dress up days.

DAILY REGULAR DRESS -

All Student dress clothing should be in good condition - free from tears and holes. Hats, hoods, and sunglasses are for outside the classroom. Student accessories should not distract from the learning environment.

- **TOPS:** students wear a short or long sleeve, button or zipper shirt

- May be of any brand, color or pattern
- No worldly/distracting/vulgar Logo/image is acceptable
- **BOTTOMS:** Students wear pants or shorts that extend to the knee.
 - May be of any brand, color, or pattern
 - No rips, tears, or holes in the pants
 - Girls may be permitted to wear dresses, with shorts underneath.
- **OUTERWEAR:** Students may wear outerwear
 - May be of any brand, color, or pattern
 - No worldly/distracting/vulgar Logo/image
- **SHOES:** Must be worn at all times as students are active throughout the day. Sandals and open-toed shoes are permitted for normal activities however tennis shoes are required for physical education.
- **HAIR:** Hair color of students must be a natural color (i.e. blonde, black, brown, red, and most shades thereof). Any unnatural color in hair is not permitted.
- **SKIN:** Students may not write, draw, or paint on their skin

Multiple Dress Code violations will result in a parent conference.

SPECIAL DRESS DAYS

Students may wear the "Special Dress Day" attire on the specific day the special dress day is assigned. For example, on Red, White, and Blue Dress Day, students may intentionally wear all three colors in any type of clothing that is deemed appropriate.

GENERAL INFORMATION

*"He who testifies to these things says, "Yes, I am coming soon." Amen. Come, Lord Jesus."
Rev.22:20*

ACCOUNTING OFFICE

The accounting office is located within the School Office and handles all accounting needs for Kindergarten through High School. Please direct all accounting questions to the administrative team.

Late Fee and Past Due Accounts

- Tuition is due monthly beginning in August. Any payments not received by the agreed upon due date will be considered past due and assessed a \$20 late fee.
- If an account becomes past due more than one month, the student(s) will not be allowed to attend school until the account is brought current.

Financial Aid

Needs based financial aid is available through Refresh Calvary Church. Once a meeting has taken place regarding financial assistance, parents will be notified by email concerning if they qualify for tuition assistance or the amount of financial aid that has been awarded. The administration is also willing to work with parents to count volunteer hours for registration fees.

CHAPEL

Chapel provides students an opportunity to participate in a collective worship experience with their classmates. It provides a vital opportunity for students to engage in spiritual content and be equipped to grow spiritually in the knowledge and wisdom of the Lord. Chapel takes place once morning, each school week.

CLASSROOM VISITATION

All classroom visitations must be cleared through the school office. Parents and visitors are not permitted to walk into the classroom. Please contact the teaching team regarding campus visitation during school hours. Visitors will use the walk-in gate at the north side of the property and will sign in at the door of the Refresh Room. If it is necessary to get a message or other item to a student, please contact school staff first and take it to the Refresh Room once we know to be expecting you.

COMMUNICATION WITH TEACHERS

We believe that open communication between parents and teachers is a vital component to the success of each student. Therefore, we encourage and welcome dialogue between parents and staff members. Please observe the following guidelines when attempting to contact any of your child's teachers:

- **Phone calls:** To prevent interruptions to the learning process, phone calls from parents will not be forwarded to teachers during school hours. The office staff will take messages and contact information from parents/guardians and forward it to the teachers who will then return the phone call at their earliest convenience.
- **Email:** Each teacher has a unique email address that can be found in the staff directory on the school website (<http://www.refreshlc.school>). Teachers are expected to read and respond to all emails within twenty-four hours.
- **In person:** Arrangements can be made to meet with a teacher before school, after school, or during that teacher's prep period.

COMMUNICATION WITH YOUR CHILD DURING SCHOOL HOURS

If parents/guardians wish to communicate with their child during the school day, the RLC administration requests that the following guidelines be observed:

- **Phone calls to the school:** Phones will be silenced in the classroom. If need be, please text or email the child's teacher and when it is appropriate, the message will be communicated.

EMERGENCY AND HEALTH PROCEDURES

The teaching/administrative staff will offer immediate first-aid to all injured or ill students. The school nurse is on call during school hours. The school has a contract with Rural Metro Fire Department and they are aware of the school at the Cotton Lane property.

If a student is injured on campus during school hours, the student should report this injury to a staff member, teacher or administrator, who will immediately send the student to the office. If the child has an injury, our on-call nurse will be contacted. If it is an emergency, 911 will be called as well as the parents/emergency contacts.

If a student becomes ill during school hours, the student should request a hall pass from a staff member or teacher to go to the school office. The school nurse will be contacted as well as a parent when necessary. If a student is advised to leave campus, the parent will be contacted, and the parent/guardian must sign the student out on the sign-out sheet in the school office.

OVER THE COUNTER MEDICATIONS

All student medications that need to be taken during the school day must be administered by the administration in the School Office.

If your child needs Over-the-Counter Medication during school hours, please be sure to bring the medication to the School Office and provide a parent's signature on the Over-the-Counter Medication authorization form.

If your child requires prescription medication please be sure to bring the medication to the School Office and provide authorization with your doctor's signature. For each medication administered, at least one parent will be notified.

EMERGENCY REUNIFICATION WITH STUDENTS

In case of a school emergency or natural disaster, it is our primary concern that students remain safe at all times and that an orderly dismissal and release of our students will take place. School staff will remain on duty until all children have been safely checked out by a parent, guardian, or emergency contact (as designated on your child's school emergency card). Staff will release children only to those designated adults. Therefore, keeping current information on your child's emergency card is imperative. Refresh Learning Center will issue notification for student release once an emergency has been rendered safe by the authorities.: The school phone number is: (714) 402-5178.

Parents/guardians who are off campus, please follow these procedures:

1. If the school is in a state of emergency, please do not attempt to enter the campus. Follow the instructions of the law enforcement personnel, as they will maintain control of the school's perimeter for everyone's protection.
2. Depending on the nature of the emergency, if you are able to walk to the school to pick up your child, then we recommend that you do so. Parking will be very limited. If you must drive, then be prepared to park off campus.
3. Upon arriving at the school, please remain calm and follow all instructions from the teaching team, who will be in the back lot to direct you to the reunification point.

Parents who have entered the property, please follow these procedures:

1. Follow the directions of the security team.
2. Locate your student at the grassy meadow.
3. Sign the student release form.
4. Present a picture ID upon request.
5. Proceed and line up at the student pick-up area.
6. A staff member will bring your child from the assembly area to the release area.
7. After receiving your child, please leave the property immediately.

Please be patient and respectful to our staff. It is their primary concern that students remain safe and calm while an orderly release of all students takes place.

FINANCIAL GRANT AND AID

Financial grant and aid is available to those families who find themselves in a situation of temporary hardship. Application for financial aid must be completed and will be granted based on Pastor recommendation.

FOOD

Parents will be responsible for providing their child(ren) with a sack lunch and snack, daily. Refrigerators and microwaves are available if needed. If a parent forgets to send lunch for their student, they may bring lunch to the school office. If a child has forgotten their lunch, the student should come to the office at recess or at the beginning of the lunch period to see if their lunch has arrived. If a child needs a school lunch, school staff will ensure they have something to eat.

IMMUNIZATIONS

RLC does not mandate vaccinations for admission to school. We do expect all parents to stay current with proper health and nutrition guidelines for their children.

LOST and FOUND PROCEDURES

The best way to ensure the return of your child's belongings is to always put their name on every item they bring to school. Please don't allow your child to bring home someone else's items. If your child has someone else's item in their possession, please have them return it to school

Where to Find My Lost Items:

- Misplaced or lost items will be placed on the lost and found rack daily, near the red door.. Valuables such as jewelry, electronic devices, or money will be turned into the school office and must be identified for return.

Two Recommendations for Material Possessions:

1. Students should place their names on/in everything they own, including their books and clothing.
2. Students should use their backpacks to store any and all loose items. Do not use the bathrooms or the ground to store items. Loose items are often picked up, moved, kicked, and stepped on.

OFFICE HOURS

The School Office (Refresh Room) is open for business from 7:30 am to 2:30 pm Monday through Thursday throughout the school year..

PHOTO USAGE

Throughout the year, your student's picture may be taken at various events or locations (such as lunch time, pep rallies, field trips, games, etc.) and used in our school Band app, website, Newsletter, Yearbook, or various school-related literature. Your signature on the agreement in the enrollment packet will be authorization for RLC to use these photos.

PARKING LOT AND CARPOOL PROCEDURE

When using the parking lot, please keep in mind the following rules:

1. Be careful! Be watchful! Drive Slowly! .
2. Do not drive over or remove cones.

SCHOOL WEBSITE

Parents and students are encouraged to visit the web site regularly www.refreshlc.school for up to date information about the happenings at school and important policy information found in the Parent Student Handbook.

TEXTBOOKS

Student Enrollment Fees pay for all books. Students will receive their books on the first day of school and following placement tests.

VOLUNTEER POLICIES

RLC recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the relationships between the school and the community. The school encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

HOW DO I SIGN UP?

If you are interested in volunteering at a school site:

- Contact Coby directly to obtain information regarding volunteer opportunities available.
- Complete the background check by clicking [here](#)
- Receive approval from the school principal before volunteering.

VOLUNTEERS

Volunteers who visit the school to regularly spend time with children require a background check.

Examples include:

- Regularly participates in the scheduled classroom/school support (Weekly reading groups)
- Supervision of students before school, after school, during breakfast and/or lunch
- Day field trip chaperone
- Overnight field trip chaperone
- Before, during, or after school enrichment program supervisors
- Club Sponsors

Irregular visitors who will NEVER be outside of the direct supervision of our RLC staff do not require a background check.

Examples include:

- Participation in classroom/school events, fairs, recognitions, and celebrations
- Classroom or lunchtime visit on a limited basis
- Classroom presenters
- Clerical volunteers - copying, collating, filing, etc.
- High school student volunteer in high school sponsored program
- Participation in school beautification projects or projects of a limited duration

Volunteers must be cleared by the school and/or District prior to participating in school activities. For liability reasons, volunteers are expected to make alternate plans for the care of siblings.

VOLUNTEER RESPONSIBILITIES

Sign In/Sign Out: All volunteers must sign in and sign out in the school office when volunteering. This allows for proper accounting in the event of an emergency and provides an extra measure of security and safety.

Confidentiality: Volunteers must protect the teachers' and students' right to privacy. Volunteers may not disclose school information or personal matters which you may have overheard. Student concerns are to be discussed only with the teacher or staff member with whom the volunteer is working with or the school principal.

Professionalism: Although participation is voluntary, volunteers should act in a professional manner at all times including proper dress and interaction while on campus. Besides being responsible for maintaining an attitude of mutual respect and support for staff and students, the volunteer should become familiar with school and classroom policies and procedures. Volunteering requires flexibility and a willingness to take and follow directions.

Dependability and Punctuality: Volunteers provide valuable support for the students and staff both inside and outside the classroom. When committing to a volunteer opportunity, volunteers should be sure to arrive on time. If a volunteer is unable to fulfill a commitment, contact with the school office/teacher should be made as soon as possible.

Universal Health Precautions: All body fluids (vomit, blood etc.) are to be treated as if they are infected with a blood-borne disease. Volunteers should obtain direction from school staff on locating and utilizing personal protective equipment. Proper handwashing and hand-sanitizing techniques are the most important things that can be done to avoid sickness.

Child Protection Responsibility: Volunteers should be aware of child abuse reporting requirements for school employees.

School personnel must report:

- Cases of suspected infliction of physical or mental suffering on minor
- Cases of suspected physical injuries to minors by other than accidental means
- Cases of suspected sexual molestation
- Cases of suspected neglect

School personnel are defined as teachers, administrators, receptionists, attendance, or certificated employees of any school. All school personnel are mandated reporters for suspected child abuse. If you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator.

Please be aware that volunteers not following the responsibilities as outlined above may be asked to leave campus and/or restricted from volunteer opportunities.

PARENT DRIVER POLICY

For parents to transport students other than their own child the following documents are required:

1. A valid copy of a Arizona driver's license (Cannot clear to transport student with any out-of-state IDs or passports)
2. Valid proof of insurance for the specific driver. (The driver's name needs to be on the insurance card or declaration page. Insurance must be current).

WITHDRAWAL PROCEDURE

Each case of student withdrawal is unique; please call the School Office to speak with a school administrator. RLC cannot give cum files to the student or parents. A file transfer request form must be completed by the parent before cum files will be sent to the new school.

TUITION REFUND POLICY

RLC operating expenses do not decrease upon the departure of a student during the course of the school year. We trust that by paying the non-refundable enrollment fee, parents are making a commitment for the entire school year. RLC makes year-long commitments to staff and other contractors based on enrollment numbers. In the event of a withdrawal, we require full tuition through the student's final enrollment day (calculated on a daily basis). If a student receives financial aid it will be re-calculated to a daily rate. **The official date of withdrawal will be determined when the parent or guardian completes the online withdrawal form.**

TUITION INFORMATION

- Tuition is applied over 12 months, starting in July or August.
- Tuition can be paid directly to the school and reimbursed through ESA, or the school can bill Class Wallet on your behalf.
- An enrollment fee is paid by all students at the beginning of the school year.