



# WELCOME



2018 - 2019

## ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK

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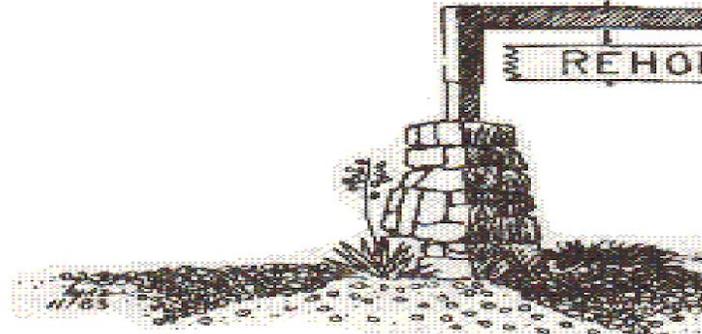
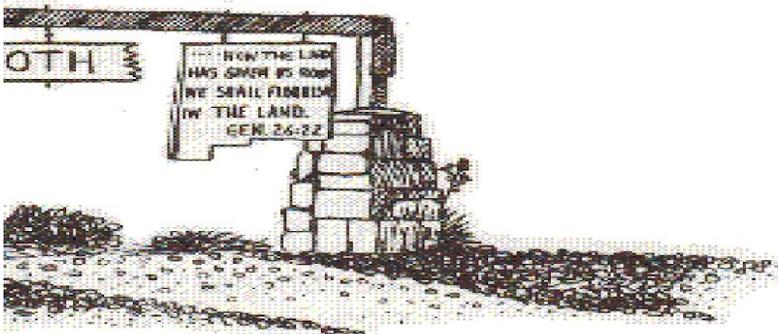
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## I. INTRODUCTION TO ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK

*This Handbook has been written to cover important areas of school life and student responsibility. Rehoboth Christian School seeks to provide an atmosphere where children and young people can develop intellectually, physically, spiritually, and socially, much as Christ did in his life.*

*"And Jesus increased in wisdom (intellectual development) and stature (physical development) and in favor with God (spiritual development) and man (social development)"*

(Luke 2:52)



## II. ATTENDANCE

A. *Student Admission Information* (a more thorough Admissions policy is available through the office of the registrar or superintendent)

1. **Kindergarten - Children must be five years old by September 1 of the current school year.**
2. **Grade 1 - Children must be six years old by September 1 of the current school year.**
3. **All students applying for enrollment must be tested or submit results of standardized tests within the past school year.**
4. **All kindergarten and new students must have and show proof of having had the following immunizations: Diphtheria - Pertussis - Tetanus - Poliomyelitis - Measles – Rubella – mumps – Hepatitis B – Chicken Pox or Varicella.**

B. *Absences*

1. **Excused Absences** - Parents are to send a note or call the school if their child is sick or not able to come to school for one of the following reasons: Unavoidable-illness on the part of the child, death in the immediate family, funeral of a close friend or relative, doctor / dental appointments. Absences will be recorded as ½ (anything between 45 - 180 minutes gone) or 1 full day absent.
2. **Other Unexcused Absences** - Parental requests to check students out of school for personal pleasure or family convenience is discouraged. Parents must realize that students who are absent miss some instruction that is impossible to make up outside of school time and any unnecessary checking out of students is discouraged including near the end of the day. Parents are asked to assume the responsibility of making sure that their children complete work missed. This must be arranged with the teacher before (if possible) or after the absence.
3. **Excessive Absences** - Students who are absent more than 20 days (excused and/or unexcused) during a school year may have to attend summer school or be retained if they do not satisfactorily make up the work and are not performing on grade level.



- C. ***Tardies*** - A tardy is defined as arriving late to school in the morning or leaving school within 1 hour from the end of school.
1. Tardies are harmful to a student's progress in school and disruptive to the instructional program. For every 5 tardies at the beginning or end of the day, the student will be assessed a 1 day absence. Other excessive tardies may result in make up work at recess time.
  2. Students will not be penalized for tardies due to situations like late bus runs, severe weather conditions, or specific emergencies that arise at home.
- D. ***Leaving School Grounds / Custodial Parent Arrangement*** - Any student leaving school grounds during the school day must have a written statement from a parent, a phone call from a parent or the physical presence of a parent to be released from school. Students will not be released from school to anyone for whom a restraining order has been issued and is on file. The school personnel can refuse the release of a student to anyone whom, in the judgment of the school staff, poses a threat to the safety of the student.

**E. After School Transportation** - Students not riding buses should be picked up no later than 3:25 PM. Students left on the playground or on school grounds are not supervised and are not the responsibility of the school. Please be prompt in picking your child up after school. **Please note: any change in transportation arrangements must be made with Ms. Sharon Jim via note or phone call before 2:30 PM.**

**F. Transfers** - Parents who withdraw their children during the school year should check them out with their teachers and complete the "Student Withdrawal Form" in the school office. All texts and library books used by the student must be returned to school. All financial obligations must be met at the business office before official records can be sent to another school. It is helpful if advance notice can be given the school before the day of withdrawal.



### III. ACADEMIC POLICIES

#### A. Curriculum

1. The curriculum includes the courses that are taught along with appropriate attitudes, values, and skills. RCS provides a curriculum within a Christian framework to meet the spiritual, intellectual, emotional, physical, and social needs of each student.
2. Textbooks - Students are expected to take care of their books. They will be held accountable for damages such as writing, marking, torn pages, and lost books.
3. Homework - Homework is expected of all students. The amount of homework depends upon the grade level and subject matter. A general guideline is 10 minutes of homework per night for each year in school.



#### B. Grading System

1. Philosophy - We believe children differ in abilities, interest, past experiences, and the rate at which they mature. Learning is highly individual and students have different learning styles. Assessments on the report card indicate the teacher's judgment of the child's educational growth according to his/her ability as well as grade level expectations.

2. The interpretation of the marks on the report card for grades 1, 2, 3 are as follows: (Note: The kindergarten report card uses a different marking system than grades one through five and is only distributed at the end of each semester rather than after each quarter) The 4<sup>th</sup> / 5<sup>th</sup> grade report card uses letter grades A – F for core content areas, along with the number system below for skill areas listed.
  - a) (1) Excellent Progress - Indicates that the student is working to his/her greatest potential.
  - b) (2) Good Progress - Indicates that the student is doing commendable work and progressing well.
  - c) (3) Satisfactory Progress - Indicates that the student is doing adequate work.
  - d) (4) Having Difficulty - Indicates that the student is having a hard time, making little progress.
3. An important part of the evaluation process is the teacher's explanation of the marks. Therefore Parent-Teacher Conferences are scheduled in the Fall and Spring at the end of the first and third quarters, and teachers write comments on the report cards at the end of each semester (second and fourth quarters). Parents are required to attend these conferences or arrange for another conference time if the time is unworkable.
4. A sample copy of the elementary report card for grades 1, 2, 3 is attached to the end of this handbook.

### C. Technology

1. Elementary Student Technology - Technology is an important tool in helping children to learn. Following are the guidelines for technology use:
  - iPads, netbooks, chromebooks, and computers need to be used only under teacher supervision. Technology is used for educational purposes only, as assigned by the teacher and should be handled with respect.
  - Student internet use should only be on websites determined by a teacher to be educational and appropriate. Students should not be on non educational or inappropriate websites at any time.
  - If any student fails to follow these guidelines, he/she will immediately lose all technology privileges for a period of time designated by the principal. Parents will be contacted.

- D. **Standardized Testing** - *A systematic approach to standardized testing is followed at Rehoboth Christian School. Grades 3-10 take the NWEA (Northwest Evaluation Association) tests two times each year in the Fall and in the Spring. One primary purpose of this test is to help the staff assess the weaknesses of the curriculum and make adjustments. Grades K, 1,2 use other standardized testing. The High School administers the following standardized tests: NWEA, Explore (9<sup>th</sup> grade), The Plan (10<sup>th</sup> grade), PSAT (11<sup>th</sup> grade), and the ACT or SAT (12<sup>th</sup> grade).*
- E. **Ways Parents Can Help** - *It is vital that the Christian home and Christian school work together as partners in the education of each child. Many parenting resources from a Christian perspective including videos, DVD's, and books are available to be checked out free of charge from the front desk in the elementary / mid school. The following items are important to the wholesome growth and development of children.*
- a. Compliment freely and sincerely.
  - b. Provide some time alone with each child.
  - c. Attend the regularly planned Parent-Teacher Conferences.
  - d. Ask the child's teacher for a conference whenever you are concerned about his/her work.
  - e. Control the amount and kind of television your child watches.
  - f. Correct in love.
  - g. Communicate God's high valuation of the child.
  - h. Spend mutually enjoyable time together.
  - i. Make sure your child gets plenty of sleep.
  - j. Provide a good, healthy diet for your child, including a nutritious breakfast.



F. ***The Library - The Navajo Code Talker Communications Center***

1. **The Communications Center is an important part of our school. Students are encouraged to make full use of the Communications Center to enhance their reading skills and progress in school.**
2. **Books are checked out for two weeks and may be renewed an additional two weeks.**
3. **Magazines may be checked out for one week. Magazines must stay in the building unless special permission to take them home is given by the teacher.**
4. **Students may not check out a book if they have a book overdue or an unpaid fine. If books are not returned by the end of the semester, the cost of the book will be charged to the parents tuition bill.**
5. **If library books are lost or damaged, students will be required to pay for the replacement.**



**IV. DRESS CODE**

- A. ***The standard for dress at RCS is designed to reflect the Christian nature of our school and to serve as a guide for our parents and students. We are image bearers of our Lord and we should in every way reflect him--in our behavior, in our manner of speaking, in our attitude towards learning, and in our dress and hair styles.***

**B. Therefore, clothing worn to school and school functions should be neat, clean, not sagging, tight, or short, with no midriff showing, and without suggestive words, pictures, symbols, references to alcoholic beverages, and names of secular rock music groups, wrestling groups or ads or radio stations. Footwear should include a covering of the back of the foot. No flip-flops. Hair styles should be neat and clean (no spiked hair or other inappropriate hair styles or colors). The following procedure will be used in dealing with objectionable clothing:**

**1. First occurrence:**

- a) The teacher will talk to the student about the concern and take corrective action as appropriate (Have the student turn the T-shirt inside out, pull up the pants, etc.).

**2. Second occurrence:**

- a) The teacher will confer with the principal and the principal will call the parent regarding the concern.

**3. Third occurrence:**

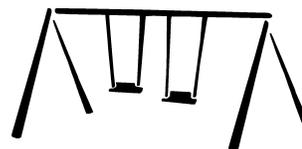
- a) The principal will call the parent and request another set of clothing or assign the student to an in-house suspension for the day.

## **V. PLAYGROUND RULES**

### **A. Boundaries**

**1. The boundaries of the playground are as follows:**

- a) South – Designated path on top of knoll  
b) East – Designated path beyond soccer field  
c) North – Swingset area  
d) West - sidewalk in front of dorms



- 2. Students may go beyond these boundaries only when given permission by a staff member or playground supervisor.**

- B. **Recess** - Students are expected to be outside during recesses. Exceptions will be made in times of rain or extreme cold weather (below 15 degrees F) or according to parent's instructions.
- C. **Playground Supervision** - A playground supervisor is always on playground duty during recesses. When a problem arises on the playground, students should immediately talk to the person on duty.
- D. **Student Attitudes** - Students are expected to show kindness and courtesy to each other on the playground. Saying and doing positive things to each other help make school a productive, rewarding, and enjoyable place.
- E. **Playground Supplies** – Some playground supplies may be available in each room. Students may bring their own balls etc. to play with. Every student is responsible for the equipment he/she checks out. If the equipment is lost or purposely damaged, the student will have to pay for it. Students should put names on their own property.

**F. Playground Behavior**



1. Use of playground equipment:
  - a) Swings: Keep swings from going over the crossbar. Use swings to go forward and backward. Twisting swings is not allowed.
  - b) Slide: Use the steps to get to the top of the slide; only going down the slides feet first is permitted.
  - c) Tire Swing: Load limit of two persons: take turns; one person pushing only.
  - d) Basketball goals: Use only for shooting baskets, not as monkey bars.

2. When playground equipment is broken, students should tell a teacher or the principal

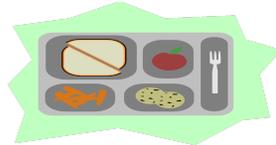
3. Leave rocks, sticks, and dirt on the ground. No throwing allowed.



4. Keep all balls, sticks, and stones off the roof.

5. Skateboarding and roller blading is not permitted during the school day.

6. **Snowballs - Throwing snowballs is allowed on the soccer field east of the main playground.**
7. **Sledding – sledding rules must be followed as posted in classrooms.**
8. **One of the best ways to keep the playground looking nice is to put trash in the proper containers. Give a hoot! Don't pollute.**



## **VI. DINING HALL GUIDELINES**

**A. Schedule - Classes are dismissed for lunch on a staggered basis between 11:40 and 11:55 AM each day.**

### **B. Meal Program**

1. **Breakfast is served each morning in the dining hall on Mon, Tues, Wed, Fri; no breakfast will be served on Thursday or on days with delayed starts.**
2. **All students must eat the noon meal in the Fellowship Hall (dining hall). They may bring their own sack lunch or purchase meals from the food service program. Students who qualify may participate in the free and reduced meal program. If you would like to see if you qualify for the free and reduced meal program, please pick up an application at the dining hall.**
3. **Meals may be purchased daily or multiple meals may be purchased ahead of time at the dining hall or the administration building. Multiple meals are recorded on a student's meal card. If a student's account gets below \$4.00, a register receipt is sent home with the child to remind parents that the account is low on funds. Throwing food is never allowed.**
4. **The walls, stones and sides by the dining hall and the roof are off limits. Students must stay off the walls and out of the landscaped areas.**
5. **Students are not allowed to play by the dining hall entrance. When they are finished eating, students should go to the elementary school playground.**

6. When going to and from the dining hall, students must walk across the road at the cross walk.

## VII. MISCELLANEOUS ITEMS

### A. *Chapels and Assemblies*



1. Students and teachers participate in chapel on a regular basis. Students are to enter and leave chapels or assemblies quietly and orderly and listen in a respectful manner.

### B. *Emergency procedures (please refer to emergency plan handbook)*

1. Fire drills are conducted at regular intervals as required by state law. The signal is a repeated loud beep on the fire alarm system. Students are to exit the building in a quiet and orderly way directed by their teacher.
2. Lockdown drills are conducted at regular intervals. Students are required to follow the procedures set up by the school to keep them safe.



C. **Bus Safety** (For a thorough explanation of bus procedures and policies, see the bus transportation director)- Student transportation is a privilege extended to students, not a right. It is extremely important for the safety of all students that bus rules be strictly followed. At the beginning of the school year, parents and students are to review the bus rules and sign a form indicating they understand and will obey the rules. A first infraction of the rules results in a warning. A second infraction results in loss of recess privileges. A third and subsequent infraction may result in a suspension from riding the bus for a period of time determined by the principal. A parent note or phone call is required for a student to take alternate ways home. **Students who want to ride a different bus than what they normally ride must first obtain the approval of the Transportation Director.** No elementary school child will be left at a bus stop unattended. The child will stay on the bus and be brought back to school if no adult is present to pick up a child. In the event a child is not picked up at the designated time at a bus stop, a parent could be charged a \$20.00 fee for the first occurrence. A second occurrence could result in the school calling the police / authorities to stay with the child until the parent can pick up the child or appropriate action deemed by authorities is taken.

D. **Health and Safety Form** - A Health Consent Form must be completed in Renweb and on file for every student. This form indicates the procedure the parent wishes to have followed should a child be injured or become ill at school. In cases where outside medical help is required, parents will be contacted as quickly as possible.

E. **Immunizations** - All students need to be current on all state required immunizations for them to attend school. Students will not be allowed to be in school if immunization records are not up to date.



F. ***Administration of Medication at School***

1. Self-administration

- a) Older students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the parent/guardian. The student must be instructed by the parent/guardian or physician on how to take the medicine. The parent/guardian must communicate this with the child's teacher or school secretary. It is recommended that only one day's supply of medication be carried by the student to school each day. All medication will be kept in a locked location.

## 2. Administration by a Staff Member

- a) If a student is either too young or incapable of taking his/her own medication, arrangements must be made with the school secretary and/or the child's teacher to administer the medication to the student. The container with the medication must be labeled with the name of the drug, the strength and current dosage, schedule for administration, the name of the student, and for prescription medications, the name of the physician or nurse practitioner. All students must be taught, according to their level of ability, why and when they take their medication.
- b) Parent Permission can be given on the "Health Consent Form" at the beginning of the school year to allow staff members permission to administer Tylenol to students according to package directions for minor complaints and discomforts.

G. Parent News - An important link of communication between school and home is the weekly PARENT NEWS distributed / emailed every Thursday. This contains weekly happenings at RCS, news items concerning the operation of the school, and inspirational articles related to education and parenting.

H. Electronic Devices - Electronic devices, including Ipods, Game Boys, Cell Phones etc., while allowed on some buses, may not be used during school hours. If a student uses an electronic device during school hours, the device is confiscated and returned to the student at the end of the semester or to the parent when the parent meets with the principal.

I. Visitors - Parents are invited to visit classes at anytime. It is helpful to make arrangements for this ahead of time. Occasionally students may wish to have friends attend school with them. Arrangements for taking a friend to school must be made in advance with the principal.

J. Phone Use - Students must have permission from their teacher other school personnel to use any phone, including cell phones.

School phones may not be used for students to make arrangements for social activities with other students. When parents call the school for their children, messages will be taken and delivered to the students. Students will not be allowed to talk on the phone during class time unless it is an urgent matter. While bringing cell phones to school is not prohibited, it strongly discouraged. They should be for emergency use only and only used under the guidance of and with permission from and in the presence of a school staff member. Lost or stolen cell phones are not the responsibility of the school. Misuse of a cell phone will result in having it taken away. A parent will need to pick it up from the principal's office.

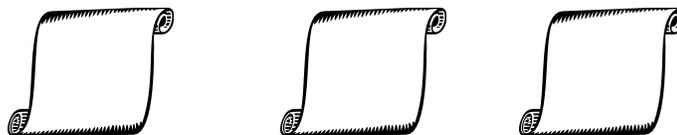


or

- K. *Snacks / Gum* – *Students should not bring candy to school to eat as a snack. Teachers may use candy treats on a very limited basis as rewards for class activities. Students should bring healthy snacks to eat during snack time. To protect and extend the use of the carpet and other school property, students are not allowed to chew or have gum at school.*
  
- L. *Special Deliveries* – *Please make arrangements ahead of time with the classroom teacher if you would like to bring something special to school for your child on a special occasion (birthday etc). Items not prearranged will be kept in the office until an appropriate time can be found so as not to create disruption during instruction time.*
  
- M. *Field Trip Procedures* - *All field trips must be approved by the building principal. Trips are intended to supplement classroom instruction and enhance student learning by connecting classroom material to the real world. Students may not be allowed to go on a special field trip or event if there are academic or behavioral concerns deemed by the teacher and principal. They would be expected to attend school in order to avoid an absence.*
  
- N. *Reporting Suspected Child Abuse* - The

**This policy recognizes our responsibility in protecting our students, promoting healing of broken lives and providing loving, Christ-like support to our students and their families.**

- O. *Permanent School Record* - **Student records contain sensitive and confidential information along with other information that is more public. This policy provides guidelines as to how information in student records may be distributed. The school shall keep an accurate and up-to-date record on each child. The cumulative record shall be the child’s permanent school record and it shall contain all pertinent data to be recorded in the spaces provided. For the complete policy, contact the superintendent.**



## **VIII. ELEMENTARY COUNSELING PROGRAM / CONFLICT RESOLUTION POLICY**

The elementary school has a part-time counselor, supervised by the PreK - 5 principal. Although the counselor is a specialist in performing guidance functions, guidance is provided by the entire staff. Students should feel free to contact any staff member for help or assistance.

The elementary school guidance and counseling program consists of several components. Students receive one-on-one counseling based on staff referral or parent referral. Small groups dealing with specific topics such as grief, anger, friendships are a second component of the guidance program. Parents will be informed of counseling for their child if counseling is done in a group setting or if individual counseling is done on a continual or for an extended time. Counselors will send home an “Informed Consent” note in these instances.

When it is observed or reported that a student is experiencing conflict with another student, the teacher, school counselor, or principal sets up a mediation meeting between the two students. Clear parameters are set and each student is given the opportunity to voice frustration, concerns, fears and anger while the teacher, counselor or principal is present. If this process does not bring reconciliation between the students, they must at least agree to be respectful and civil towards each other. If this is not possible, a meeting with the respective parents is arranged by the counselor where clear behavioral expectations are established. Failure to abide to these behavioral expectations will lead to a disciplinary issue.

## **IX. HUMAN DIGNITY / BULLYING POLICY**

Rehoboth Christian School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. Rehoboth Christian School will vigorously address bullying so that there is no disruption to the learning environment and learning process.

Bullying is a pattern of deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyber bullying)

Bullying behavior is prohibited in all activities under school supervision.

Rehoboth Christian School intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of but not limited to national origin, race, age, sex, physical characteristics, or disability is not permitted. All persons are to be treated with respect because they are created to reflect God Himself.

1. Harassment (bullying) of others by teachers, administrators, support staff, students, or other persons both at school or school events is not condoned or allowed.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the chairperson of the Board of Trustees. Each report will be given serious consideration and investigated appropriately. Employees who believe to have witnessed or perceive such acts to have occurred are also responsible for reporting them per this policy.
3. Reports of harassment (bullying) and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report of a person who may be unjustly accused.
4. Rehoboth Christian School recognizes that a full, fair examination and investigation of all the facts is necessary in determining whether a person's particular action, social interaction or other behavior, is discriminatory or produces an offensive employment relationship. Rehoboth Christian School also recognizes that false accusations of sexual harassment can have serious effects on innocent women and men.
5. Any person who is determined to have violated this policy will be subject to disciplinary action including the termination (for staff members) or expulsion (for students).
6. Sexual harassment includes:
  - making unwelcome sexual advances, engaging in unwelcome physical contact,
  - making sexual comments, writing a note to someone else either electronically or by hand with content that may be construed as sexual. Using words (written or spoken), picture, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile or offensive learning or working environment.
7. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment (bullying). Persons engaging in this misbehavior will be disciplined.
8. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

## **X. DISCIPLINE PHILOSOPHY AND POLICY**

- A. *We believe it is important to uphold Biblical standards of behavior because Rehoboth is a Christian School.***
- B. *As Christians, it is our responsibility to examine how God would have us live and work together.***

**C. *The following list of behaviors we judge as being in violation of Biblical standards or state laws, and therefore students involved in such are subject to the discipline of the school. This list includes what we would consider to be wrongdoing, although it is not a complete list:***

- 1. Disrespect for the Christian faith on which the School is founded and/or abuse of students for their Christian faith.**
- 2. Use, possession, or distribution of any alcoholic beverage.**
- 3. Use, possession, or distribution of an illegal drug or abuse of legal drugs.**
- 4. Sniffing glue, spray paint, gasoline, or similar hallucinating substances.**
- 5. Use of and possession of any form of tobacco.**
- 6. Disrespect of authority or the bullying of other students.**
- 7. Stealing – Stealing is a violation that affects the entirety of the Rehoboth community. Any incident of theft is taken seriously and will have consequences. In some cases, these consequences may involve calling the police and / or suspending or expelling the student/s involved. If a student believes something has been stolen from them, they need to: 1) immediately report the missing item. 2) complete a thorough search. 3) have a staff member help in a second thorough search. 4) notify the principal. If the item is valued at above \$50, the principal will send out an email alert to all staff. If common sense dictates, the email could also be sent to students.**
- 8. Profanity or lying.**
- 9. Property damage.**
- 10. Fighting with other students or inflicting bodily harm.**
- 11. Consistent tardiness and attendance problems.**

**12. Failure to fulfill academic requirements.**

**13. Bringing a real or pretend weapon to school including knives, guns etc.**

## **XI. DISCIPLINE PROCEDURE**

### **1. Routine Discipline**

**Any staff member has authority over any student and has the responsibility to use that authority when appropriate and in an appropriate way (no physical punishment or verbal abuse). The staff includes all teachers, administrators, bus drivers, maintenance staff, dining hall personnel, student teachers, and volunteers assigned to the school.**

### **2. Major Violations / Misconduct**

**All actions or events that are determined to be major violations will be handled on an individual basis by the Administration. Discipline will be based on the individual student's involvement in the problem, his/her past record, and the seriousness of the offense. Major violations could include any of the 13 behaviors previously listed or even something not listed (e.g. striking a staff member). Major violations may result in loss of privileges, suspension, expulsion, or other appropriate consequences.**

## **XII. Gang / Drug / Weapon Policy**

- 1. It is our belief that student involvement with gang activity is unhealthy and does not reflect the philosophy and goals of a Christian school. The following procedures will be used regarding gang activity:**
  - a) RCS will educate students about gangs and this policy.**
  - b) Students who attend RCS must not be involved in any gang-related activities.**
  - c) Students must not show signs of gang activity (i.e. gang colors, symbols, graffiti, special clothing, etc.)**
  - d) If a student is suspected of any gang activity he/she will be referred to the principal.**
  - e) Parents will be notified if gang-related activity is suspected on the part of any RCS student.**

- (1) Since we strongly believe that students should not be involved with gang activity, students who continue in gang-related activities after warnings and counseling will be suspended from school. The Education Committee will be notified within 48 hours of the suspension. A meeting will be scheduled within the next 7 days to determine the student's enrollment status.*
2. **No Alcohol, cigarettes, illegal drugs, firearms, or weapons are allowed on the buses or school campus.**
  3. **Any situation not directly addressed in this handbook will be adjudicated using other RCS handbook/policy statements.**

## **Appendix A**

### **Transportation Policy**

This Student Transportation Policy is intended to help assure the safety of students who are participating in school athletics and other school events and activities that necessitate the transportation of students. Rehoboth staff, parents, and students are required to follow these policies any time students are being transported.

#### A. General Rules

1. Bus Transportation for School Activities. Students normally, but not always when participating in school sponsored activities, shall be transported in a school bus. It will be driven by a CDL licensed Rehoboth bus driver and accompanied by a trip supervisor (coach, staff member, parent). If there is no trip supervisor to serve as chaperone, the driver shall delay departure until a chaperone is provided. The trip supervisor shall make a list of all students being transported and shall verify that each student on the list is aboard the bus at the time of departure and upon return to the school.
  - a. If field trips using school transportation begin or extend beyond the school day, Trip Permission Forms are required. Athletic events that begin or extend beyond the school day that have been posted on the school calendar and that use school transportation will not require Trip Permission Forms.
  - b. Trip Permission Forms are not required for field trips using school transportation during the school day.

In the event a student desires or needs to return to the school or another destination in a personally owned vehicle, the rules set forth in the following sections shall apply.

2. Non-Bus Transportation for School Activities. Students may be transported in a non-bus school owned vehicle or other personally owned vehicle if in the judgment of the trip supervisor it is not practical or feasible to transport students in a bus. In such cases, the trip supervisor shall ensure that the driver of any vehicle is an adult, age 19 or older, with a valid driver's license, that the vehicle has adequate insurance coverage, and that the passenger number does not exceed the seat belt capacity of the vehicle. Generally, a 15-passenger van shall not be used for such transportation, pursuant to Federal Department of Transportation rules, unless the rear seat has been removed. Parents or guardians of passengered students shall be required to complete a Trip Permission Form giving their consent to such transportation. Note the following requirements:
  - a. Staff members are to always have Trip Permission Forms signed when a trip is anticipated and planned.
  - b. Coaches and/or sponsors may seek a seasonal Trip Permission Form for the length of a sports season or school event, e.g., school musical, soccer season.
  - c. It is understood that emergency situations may arise when a student must be transported immediately when it is not possible to secure a Trip Permission Form, e.g., a trip to the hospital for a crisis situation.
3. Change of Vehicle. If a student has been transported to a location pursuant to items 1 and 2 above and desires to return home, or back to school, or to some other destination in a different vehicle (e.g. with an adult in their personally owned vehicle), the parent or guardian of the student shall provide the trip supervisor with advance written authorization. If advance written authorization has not been obtained, the parent or guardian may give advance phone authorization to the trip supervisor, which the supervisor must document at the time of the phone call. In no event may a student who is making a return trip from a school sponsored activity be transported by another student. Sponsors may also release students to parents or guardians in person and must document such release.
4. Regardless of whether students have been transported by bus or other vehicles, upon return to the school, the trip supervisors and sponsors shall stay with students until the last student has been released to a parent or guardian.
5. Policy Provided to Parents and Students. Parents and guardians of students shall be given a copy of this Student Transportation Policy prior to the commencement of the school year. The school requires that parents and guardians will review the policy with their student(s) prior to the beginning of the school year. Parents and guardians shall be required to sign a form confirming that they have read the policy, explained it to their student(s), and agree to abide by the provisions of the policy. If parents cannot in good faith sign the policy because they believe it is too lenient, then they have the right of refusal and may need to make other provisions for the transportation of their student(s).

## Students Transporting Themselves

1. Supervised Student Driver. Situations may arise when it is prudent or even necessary for a student to transport himself in a personally owned vehicle to a local destination. In situations where the student's activities are being supervised by Rehoboth staff or other adult, students may transport themselves provided:
  - a. The student has a valid driver's license.
  - b. The vehicle being used has adequate insurance coverage.
  - c. The supervisor has given permission for the student to drive.
  - d. The parent or guardian has previously given permission for the student to drive by completing a Student Transportation Consent Form.

The supervisor shall have the responsibility to verify items a, b, and d above. If any one of these requirements cannot be verified, the supervisor shall not permit the student to transport himself.

2. Unsupervised Student Driver. There may be times when students take the liberty of transporting themselves without having first obtained a supervisor's permission. Or students may be transporting other students for school events and activities. **Rehoboth Christian School does not allow such transportation. The school will notify parents and guardians whenever it discovers that such transportation has occurred, and will respond with additional disciplinary action.**

## Emergency Situations

This policy prohibits a student from transporting himself or others students for school events and activities to destinations designated as non-local, except in the case of emergency. For purposes of this section, the term "emergency" means the immediate and urgent need to transport students due to absence or incapacity of an adult driver, where failure to transport would place at risk the health and safety of the students or adult driver. For example, if a teacher is driving students to a non-local event and the teacher suffers a sudden onset of illness and cannot continue driving, a student in the vehicle with a valid driver's license may drive the vehicle to a place for help.

## Summary

While this policy attempts to address most situations involving the transportation of students, it cannot cover every conceivable situation that might arise. Therefore, the school expects that coaches, staff members, parents, guardians, and students will make prudent decisions related to student transportation issues so that the safety of all involved is assured. This policy may be amended from time to time as needed.

## B. Student vehicles

1. Students driving to campus for school are required to have a valid driver's license, liability insurance, and to register with the office all vehicles that will be used. Registration forms are available in the office.
  2. Student vehicles must be parked in the gym parking lot.
  3. Once a student's vehicle has been parked in the lot, a student may not return to the vehicle unless given permission by a staff member. Students are not allowed to sit in their vehicles, eat lunch in their vehicles, or listen to the radio during the school day, which also includes break and lunch time.
  4. All vehicles must be locked. RCS does not assume any responsibility for any private vehicle, either parked or in use. The campus speed limit is 15 mph.
  5. Careless and/or reckless driving on campus at any hour, misuse of the vehicle during the school day, driving with students on the hoods, or leaving campus during the school day without authorization from the office, will result in a revocation of driving privileges for a set period of time.
  6. Any abuse of these policies will be sufficient grounds to prohibit use of the vehicle for a specified period of time. Persistent abuse of these policies will result in a permanent cancellation of driving privileges.
  7. Motorcycles are subject to the same policies relating to other vehicles.
- C. Off-campus vehicles other than RCS students, parents, or faculty are not allowed on the grounds during the school day. RCS students are not allowed to ride in the vehicles of people outside of the campus unless permission has been granted by the parents via the administration.



# Rehoboth Christian Elementary School

Student Name:  
Teacher:

Grade: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

Grading Scale	Excellent = 1	Good = 2	Satisfactory = 3	Having difficulty = 4
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Attendance	Q1	Q2	Q3	Q4
Days absent				
Days tardy				

Bible	Q1	Q2	Q3	Q4
Understands stories and concepts				
Learns assigned memory work				

Reading	Q1	Q2	Q3	Q4
Reads with fluency and expression				
Understands what he/she reads				
Uses picture and context clues				
Uses FAST rules to figure out new words (phonics)				
Uses reading skills in other areas (Science, Social Studies)				
Enjoys reading independently				
Uses appropriate vocabulary				
Recognizes common sight words				

Spelling	Q1	Q2	Q3	Q4
Spells correctly in daily FAST practice				
Spells correctly in written work				
Language	Q1	Q2	Q3	Q4
Understands Grammar lessons and skills				
Uses writing skills				
Expresses self well when speaking				
Expresses self well when writing				

Math	Q1	Q2	Q3	Q4
Knows basic number facts				
Understands basic computation				
Understands math ideas				

Creation Studies (Science and Social Studies)	Q1	Q2	Q3	Q4
Understands concepts and skills				
Shows interest in current events				
Uses Scientific method and skills				

Penmanship	Q1	Q2	Q3	Q4
Writes numbers and letters correctly				
Uses good penmanship in daily work				

Computer	Q1	Q2	Q3	Q4
Skill				
Effort				

Music	Q1	Q2	Q3	Q4
Participation				

Art	Q1	Q2	Q3	Q4
Participation				

Attitude				
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Attitude				
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<b>Physical education</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Participation				
Attitude				

<b>Navajo</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Participation				
Attitude				

<b>Grading Scale</b>	<b>Usually - U</b>	<b>Sometimes - S</b>	<b>Not often - N</b>
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<b>Christian Character</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Work Habits</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
“Respecting all Authority” and follows rules					Listens and follows directions				
“Using words of Kindness” and showing friendliness					Puts forth effort				
“Respecting God’s Creation” and property of self and others					Works carefully				
“Honoring the differences and gifts in others”					Takes part in group activities				
“Serving others”					Completes classroom work				
Demonstrating love for Jesus					Completes homework				
Takes responsibility for her/his actions									

**Promoted/Assigned/Retained to Grade \_\_\_\_\_**

(In some instances when retention is not advisable, a student may be assigned to the next grade even though academic expectations for promotion have not been met.)

We go to Rehoboth, a Christian school.

We believe in God the Father, God the Son and God the Holy Spirit. We believe the Bible is God’s Holy Word which is completely true. It is a lamp to our feet and a light to our path. (Psalm 119:105)

God created me in His own image, and He loves me beyond my imagination (Psalm 139). He calls me by name (John 10:3). He wrote my name on the palms of His hands (Isaiah 49:16)!

At our school we are each different, but we are one in Jesus. We respect each other and honor the gifts that God has given each of us.

At Rehoboth we learn that every inch of our world belongs to God! Every subject is His. I will work hard to learn and grow in knowledge and in wisdom.

I will follow Jesus Christ and listen to His voice. He calls me to use words of kindness, to respect God’s creation and all authority, and to encourage and serve the people around me.

“We will be called oaks of righteousness, a planting of the Lord for the display of His splendor.” (Isaiah 61:3)