



# Rehoboth Christian Elementary School Parent-Student Handbook

## **Rehoboth Christian Elementary School Creed**

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)

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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. 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  $\frac{1}{2}$  (anything between 45 - 180 minutes gone) or 1 full day absent.
2. Unexcused Absences - Parental requests to take students out of school for personal pleasure or family convenience is discouraged.
3. Missed Work- Parents must realize that students who are absent miss instruction that is impossible to make up outside of school time. Parents are asked to assume the responsibility of making sure that their children complete work missed and submit work upon returning to school. This must be arranged with the teacher before (if possible) or after the absence.
4. Checkouts-Students may be checked out of school for appointments, however, **no checkouts are allowed after 2:05pm**. This is an extremely busy time of day for the office, teachers and students. If you have an appointment scheduled near the end of the school day, please check out your child before 2:05pm.
5. 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.

### **B. Tardies**

1. A tardy is defined as arriving late to school in the morning
2. 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.
3. Students will not be penalized for tardies due to situations like late bus runs, severe weather conditions, or specific emergencies that arise at home.

### **C. 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 who, in the judgment of the school staff, poses a threat to the safety of the student.

### **D. 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. Val Peywa via note or phone call before 2:05 PM.

## E. 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 to 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> and 5<sup>th</sup> grade report cards use letter grades A - F for core content areas, along with the number system below for skill areas listed.
  - (1) Excellent Progress - Indicates that the student is working to his/her greatest potential.
  - (2) Good Progress - Indicates that the student is doing commendable work and progressing well.
  - (3) Satisfactory Progress - Indicates that the student is doing adequate work.
  - (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.

### C. Technology

Elementary Student Technology - Technology is an important tool in helping children to learn. Following are the guidelines for technology use:

1. 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.
2. 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.
3. 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 K-2 take AimsWeb+ in both Fall and Spring. 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.

### **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 / middle school. The following items are important to the wholesome growth and development of children.

1. Compliment freely and sincerely.
2. Provide some time alone with each child.
3. Attend the regularly planned Parent-Teacher Conferences.
4. Ask the child's teacher for a conference whenever you are concerned about his/her work.
5. Control the amount and kind of screen-time your child has.
6. Correct in love.
7. Communicate God's high valuation of the child.
8. Spend mutually enjoyable time together.
9. Make sure your child gets plenty of sleep.
10. 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 for 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. Community Living**

### **A. Elementary Counseling**

The elementary and middle school have a full time counselor. 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 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. In addition, the counselor helps implement the "Toolbox" program to help students learn how to deal with things that come their way.

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 by these behavioral expectations will lead to a disciplinary issue.

## **B. Dress Code**

Rehoboth Christian School is an educational community that prides itself on being a welcoming and safe environment. We also recognize the need to have guidelines when it comes to dress. We expect students to wear clothing that upholds the standards of personal and academic integrity, promotes respect for others, and encourages a Christian learning community. If students or parents have questions about what might be appropriate, we invite them to contact their building administrator.

- Students should dress for the purposes of learning well and helping others learn well at school. While it is normal to express ourselves through our clothing choices, we should not prioritize our desires over the good of the whole school community.
- A student's clothing, jewelry, and personal grooming must not interfere with the Christian learning environment or the operation of the school. They may not invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights as determined by the administration.
- Examples of inappropriate attire include clothing with slogans or pictures relating to alcohol, tobacco, drugs, and sexual connotations or objectifications. Items that are in poor taste or obscene would include images or messages that are racist, illegal, harassing, inflammatory, abusive, or sexually explicit.
- Hats, caps, and hoods must be taken off during prayer and chapel by all students. Wearing caps in the classroom is left up to the discretion of the teachers, and students will abide by the rules of their specific classroom teachers.
- Students should not use clothing (ex. hoods) to visibly disengage themselves from the community, from chapel, or from learning in class.
- Safe shoes (footwear) must be worn at all times.
- Undergarments should not be exposed.
- Clothing should not be excessively revealing. The purpose of students being at school is to learn. We recognize that there might be other occasions outside of school where different clothes would be appropriate.
- The general principles of the RCS Dress Code apply to all school activities, including field trips. Teachers may provide additional specific guidelines for trips or special events.

## **C. Playground Rules**

### **1. Boundaries**

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 – Fence by parking lot
- d. West - Sidewalk in front of dorms, 6th grade exit

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

### **2. Recess**

Students are expected to be outside before school and during recesses. Exceptions will be made in times of rain or extreme cold weather (below 15 degrees F) or according to parent's instructions.

### **3. 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.

#### **4. 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.

#### **5. 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.

#### **6. Playground Behavior**

a. Use of playground equipment:

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

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

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

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

e. Skateboarding and rollerblading is not permitted during the school day.

f. Snowballs - Throwing snowballs is allowed on the soccer field east of the main playground. Only go there if you want to participate in snow throwing.

g. Sledding – sledding rules must be followed as posted in classrooms.

h. Keep the playground looking nice by putting trash in the proper containers.

#### **D. Electronic Devices**

Electronic devices, including Ipods, gaming devices, cell phones, wireless headphones, 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.

#### **E. Phone Use**

Students must have permission from their teacher or 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 is 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.

#### **F. 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.

#### **G. 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.

## **H. Bullying**

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~~ as little disruption as possible to the learning environment and learning process.

1. Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a 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:
  - a. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
  - b. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
  - c. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using Facebook or the Internet – also known as cyber bullying)
2. Bullying behavior is prohibited in all activities under school supervision.

## **I. Human Dignity/Anti-harassment**

Rehoboth Christian School also 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 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 or parents may report to a teacher, administrator, or counselor. 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 and subsequent investigations will be handled discreetly ensuring that both parties have a full hearing.
5. Any person who is determined to have violated this policy will be subject to disciplinary action up to the termination (for staff members) or expulsion (for students).
6. Sexual harassment includes: making unwelcome sexual advances; engaging in improper 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), pictures, 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. 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.

## **J. 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.
- 2. 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.
- 3. No Alcohol, cigarettes, illegal drugs, firearms, or weapons are allowed on the buses or school campus.
- 4. Any situation not directly addressed in this handbook will be adjudicated using other RCS handbook/policy statements.

## **K. Discipline Philosophy and Policy**

- 1. We believe it is important to uphold Biblical standards of behavior because Rehoboth is a Christian School.
- 2. As Christians, it is our responsibility to examine how God would have us live and work together.
- 3. 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:
  - a. Disrespect for the Christian faith on which the School is founded and/or abuse of students for their Christian faith.
  - b. Use, possession, or distribution of any alcoholic beverage.
  - c. Use, possession, or distribution of an illegal drug or abuse of legal drugs.
  - d. Sniffing glue, spray paint, gasoline, or similar hallucinating substances.
  - e. Use of and possession of any form of tobacco.
  - f. Disrespect of authority or the bullying of other students.
  - g. 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.
  - h. Profanity or lying.
  - i. Property damage.
  - j. Fighting with other students or inflicting bodily harm.
  - k. Consistent tardiness and attendance problems.
  - l. Failure to fulfill academic requirements.
  - m. Bringing a real or pretend weapon to school including knives, guns etc.

## **L. 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.

## **M. Emergency procedures**

- 1. Fire drills are conducted at regular intervals as required by state law. The signal is a repeated loud beep and flashing lights 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.

## **N. Bus Safety**

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. (For a thorough explanation of bus procedures and policies, see the bus transportation director).

## **V. Other Information**

### **A. DINING HALL GUIDELINES**

1. Breakfast - Breakfast is served daily in the Sports and Fitness Center from 7:45-8:00.
2. Lunch
  - a. Classes are dismissed for lunch on a staggered basis between 11:50 and 12:30 PM each day.
  - b. 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 after filling out an application.
  - c. 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.
  - d. 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.
  - e. Students are not allowed to play by the dining hall entrance. When they are finished eating, students should go to the elementary school playground.
  - f. When going to and from the dining hall, students must walk across the road at the cross walk and stay on the sidewalk until they pass the gates.

### **B. Chapels and Assemblies**

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.

### **C. Health and Safety Information**

1. 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.
2. 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.
3. Policy of Administration of Medication at School
  - a. It is recognized that many children are able to attend school because of the effectiveness of medications in the treatment of chronic disabilities and short or long term illnesses. If possible, medications should be given at home. However, if medications must be given during school hours (including over-the-counter medications), the following guidelines must be followed:

- b. An authorization form to administer medication must be signed and submitted by the parent/guardian; the signed medication authorization form must be kept on file; and the parent/guardian must provide the school with properly labeled containers that hold the appropriate medications.
- c. Administration by a Staff Member
  - 1) Arrangements must be made with the school nurse who can train the 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.
  - 2) Over the counter medications: If a doctor recommends over-the-counter medications such as Tylenol or ibuprofen on an as-needed basis, a copy of such order must be provided to the school nurse and the medication must be provided by the parent. Trained office staff will only be allowed to administer the medication after describing the symptoms to the parent, or if the parent is unavailable, at the advice of the school nurse.
- d. Self-administration
  - 1) 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.

#### **D. Parent News**

An important link of communication between school and home is the weekly Parent News 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. Please contact Val Peywa if you need a paper copy.

#### **E. Visitors**

Parents may visit classrooms. Parents should make arrangements for this, with the teacher, 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. **All visitors must sign-in at the front desk and receive a visitor's badge. Visitors also need to sign-out upon leaving the building.**

#### **F. 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.

#### **G. Reporting Suspected Child Abuse**

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.

#### **H. 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.

## **Appendix 1. 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**

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.

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.

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.

### **B. 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 passenger students shall be required to complete a Trip Permission Form giving their consent to such transportation. Note the following requirements:

Staff members are to always have Trip Permission Forms signed when a trip is anticipated and planned.

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.

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.

### **C. 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 unless that student is the child's sibling?. Sponsors may also release students to parents or guardians in person and must document such release.

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.

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 students 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).

## **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.

## **D. Student Vehicles**

1. 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.
2. Vehicles other than of RCS parents or faculty are not allowed on the grounds during the school day. Middle school students are not allowed to drive vehicles. Students are not allowed to ride in the vehicles of people other than parents/guardians or RCS staff without prior permission.

## **E. Bus Transportation Guidelines**

Rules and regulations help assure the safety of each passenger on a school bus.

Please discuss the following rules for school bus passengers with your children.

1. While at a bus stop or pick-up point, students shall:
  - a. Conduct themselves in an orderly manner. (The bus stop is not a play area).
  - b. Avoid littering.
  - c. Stay out of the street.
  - d. Be at the Bus Stop five (5) minutes prior to the scheduled bus arrival time. (Bus will not wait.)
2. While a passenger on the bus, a student shall:
  - a. Take assigned seat promptly after boarding the bus.
  - b. Remain in the seat (facing the front) while bus is in motion.
  - c. Talk in a low voice.
3. While a passenger on the bus, students **MUST NOT**:
  - a. Use (1) tobacco, (2) drugs, (3) alcohol, (4) controlled substances.
  - b. Throw any (1) objects or (2) litter
  - c. Be (1) discourteous (2) disobedient (3) disturb the driver or (4) other passengers.
  - d. Use (1) profane language or (2) obscene gestures.
  - e. Make unnecessary or loud noises.
  - f. Transport items that may endanger the health or safety of passengers.
  - g. Place articles in the driver's compartment or aisles.
  - h. Open or close (1) windows or (2) emergency doors except when asked to do so by the bus driver.
  - i. Put any body parts outside the bus.
  - j. Bring radios/tape players per the RCS school policies.
  - k. Get off the bus without permission of the driver.
4. Students are expected to report any damaged seats or other parts of the bus to the driver. (Failure to do so could cause the student to be charged for the repairs).
5. Students who exit from a bus shall always cross in front of the bus. They shall cross at least ten (10) feet in front of the bus after being signaled by the driver and shall obey all traffic controls for street crossing.

6. A student will not be allowed to change buses or bus stops without a written request from the parent and approval from the Transportation Supervisor.
7. The driver is in full charge of the bus and its passengers. The student will abide by the above rules and those outlined by the Rehoboth Christian School Transportation Department. Should any student persist in violating any of these rules and regulations, it shall be the duty of the driver to notify the Transportation Supervisor and the school principal. Upon notification, the student may be removed from the bus and/or lose his/her bus riding privileges. At which point, it will be the parent's responsibility to transport him/her to and from school. If you have questions concerning your child (ren)'s transportation, please contact the Transportation Supervisor.