

Rehoboth Christian High School Parent – Student Handbook



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100 Introduction to the RCHS Parent-Student Handbook

This Handbook has been written to guide you as a student or parent at Rehoboth Christian High School. It will cover many important areas of school life and student responsibility which are essential for a positive learning, working, and growing experience here. Rehoboth Christian High School seeks to provide an atmosphere in which young people can develop intellectually, physically, spiritually, and socially.

In order for our students, parents, and school staff to pursue Christ-like development together, it is important to acknowledge your responsibility as parents in supporting the Christian educational goals of RCHS. You have entered into a contract with the school in which the school has agreed to provide quality, Christian education; and we ask both parents and students, in turn, to strive towards your own personal development as outlined in this handbook.

It is the student's responsibility to know and follow the expectations/guidelines as described in this Handbook. It is not the intent of this document to cover every minor detail of school life. Rather, it is designed to provide the framework necessary to support the mission and goals of Rehoboth Christian School.

By providing your signature on the appropriate page at the end of this document, you agree to uphold the guidelines as outlined and support the people who enforce them.

200 Expectations for a Rehoboth Christian High School Student

All Rehoboth Christian High School students are expected to conduct themselves in a way that brings honor to themselves, their families, the school, and the Lord we serve. That conduct should always demonstrate Respect, Reliability, and a Readiness to Learn.

Respect is required toward:

- 1) The Biblical foundations of Rehoboth Christian School and the faith of others.
- 2) Teachers, staff, parents, grandparents, and others in positions of authority. This includes:
 - a) Greeting and addressing adults appropriately (ex. - Mr., Mrs., Ms.)
 - b) Responding appropriately when spoken to
- 3) Self. This includes:
 - a) Using language that is positive, affirming, and appropriate for a Christian school setting.
 - b) Dressing modestly and appropriately for a Christian school setting.
 - c) Committing oneself to excellence by using one's God-given abilities to the fullest.
 - d) Making wise choices when confronted with harmful behavior like alcohol use, drug use, or pornography.
- 4) Others. This includes:
 - a) Treating others in an affirming and positive way.
 - b) Celebrating the cultural and ethnic diversity of Rehoboth Christian School.
 - c) Seeking to learn and practice positive and appropriate means of conflict resolution.
 - d) Helping, welcoming, and supporting others—especially those in need or on the margins.
- 5) Property. This includes:
 - a) Keeping our surroundings neat and clean (lockers, classrooms, buildings, and campus).
 - b) Taking care of one's own belongings.
 - c) Respecting the possessions of others. Never taking what doesn't belong to us and never mistreating someone else's possessions.

Reliability is demonstrated by:

- 1) Following through on commitments that we make to ourselves and others.
- 2) Being where we say we are going to be at all times—and being there promptly.
- 3) Meeting required deadlines for schoolwork, projects, clubs, teams, and any other group counting on us.

Readiness to learn is demonstrated by:

- 1) Getting enough sleep at night and coming to school well rested.
- 2) Eating healthy foods so that our brains and bodies have the nutrition they need to be at their best.
- 3) Being in our seats when the bell rings to begin class.
- 4) Bringing all necessary materials to class each day (textbooks, assignments, pens/pencils, notebooks, etc.)
- 5) Keeping an orderly and organized notebook for each class.
- 6) Arriving with all required assignments completed with integrity for a given class period.
- 7) Avoiding distractions in class.

300 Academics

301 Curriculum

The curriculum of a school is that body of information included in all the courses that are taught. Curriculum is more than information. It also includes attitudes, values, and skills. RCHS curriculum goals are divided into three categories: intellectual, decisional, and creative. This then includes areas as broad as life (i.e. God, creation, society, self, family, etc.) RCHS believes in providing a varied curriculum which will meet the spiritual, intellectual, emotional, physical, and social needs of each student enrolled. The curriculum is designed to prepare students for higher education in university or college.

RCHS offers Advanced Placement classes balanced with academic support classes, all of which have been developed to meet all state requirements and to provide quality Christian education for all RCHS students.

302 Textbooks

Textbooks that are given to students at the beginning of a course must be returned in good shape at the end of the semester or year. Students who transfer mid-year must have all books returned to the teachers before any transcripts may be released. Students who damage or lose a book must pay the full cost that RCHS will be charged by the State Textbook Division for having the book replaced, regardless of the condition at the time the book was lost or damaged. Students should carefully examine the condition of a textbook before accepting it and if it is severely damaged, they should request a different book.

310 Credit requirements

Rehoboth Christian School requires the successful completion of 24.5 credits for a high school diploma. A half-credit is assigned for passing one subject for one semester. These credits must include the following:

Graduation Requirements		
Credits	Subject Area	Semesters
4.0	English (English 9, English 10, English 11, English 12 or AP English)	8
3.5	Social Studies (World History & Geography, NM History, US History, US Government, Economics)	7
1.0	Fine Arts (Band, Choir, or Art)	2
2.0*	Bible (Bible 9, Bible 10, Christian Doctrine, Christian Living - 1 sem each) *applies to class of 2023. For the class of 2024, the requirement will be 2.5 credits and include a full year of sophomore Bible. For the class of 2025 and beyond, the requirement will be 3.0 credits, which includes a full year of Bible both freshman and sophomore year.	4, 5, or 6
4.0	Math (Students must finish Algebra II or beyond)	8
1.0*	Physical Education *For the class of 2025 and beyond, 1 semester of PE credit can also be earned by participating in a season of a school sport.	2
3.0	Science (Must include at least 2 lab sciences)	6
2.0	World Language (Two years of the <u>same</u> language required. Note: students may graduate with only 1 year, but college admission requires 2 years)	4

4.0*	Electives (Any extra classes of the student’s choosing. Note: If student only completes 1 year of a World Language, then 5.0 credits of electives are required) *With the changing Bible requirement as listed above, the elective requirement will be 3.5 credits for the class of 2024 and 3.0 credits for the class of 2025 & beyond.	8
24.5	Total Credits Required	

Notes: Eligibility for the Chief Manuelito Scholarship for Navajo students requires that they take at least 1 year (2 semesters) of Navajo plus 1 semester of Navajo Government. However, if students intend to enroll in a four-year college or university they will still have to take two full years (4 semesters) of Navajo to meet the typical 2 years of a world language entrance requirement.

Each year, the counselor checks student course sign ups for the following year and informs students if they need summer school or credit recovery based on failing grades or excessive absences.

311 Four Year Plan

Families and students create a four-year plan at the beginning of high school. This plan keeps students on track for graduation and is reviewed yearly by the counselor and the student. High school students should be reasonably informed about curricular and course options—including honors, advanced placement, dual credit, or distance learning courses, as well as career clusters or remediation programs deemed appropriate from readiness assessments. The counselor also makes students aware of other opportunities that lead to different post-high school options and alternative opportunities available if a student does not finish the planned curriculum.

312 Course Selections

The Course Catalog and registration forms for the next school year are distributed second semester and completed online with RenWeb. Some courses are offered annually, while others are offered in alternate years. Every effort is made to place students in the courses they desire; however, conflicts, cancellation of classes, or changes in the Master Schedule may cause schedule adjustments. New students must meet with the counselor before school begins to complete their course schedule. Schedule changes, if approved, may be made within the first two weeks of the semester.

Certain courses have prerequisites for admission. This is applicable in certain Math, Science and English courses which require, in some cases, a “C” average in previous coursework, and in other cases a “B-“ average, or the permission of the teacher. Students who fail required courses must repeat these classes to earn credit to meet graduation requirements. In some cases this might involve taking summer school or Compass Learning. Every effort will be made to give each student a full load of classes. Students are encouraged to take seven classes each semester.

313 Drop/Add Procedures

Students may drop or change a class within two weeks after the start of the semester. Parents must approve all schedule change requests. If students have a conflict or wish to change their schedule they should see the Counselor. Final approval for course changes is given by the Principal and/or the Counselor. Only elective courses may be dropped. New classes may be added to a student’s schedule with the additional approval of the teacher for that course.

320 Transfer Students

Students transferring to Rehoboth mid-year must have a transfer form completed by their previous school indicating their current credits and grades up to that point. Rehoboth Christian High School will make a written request to the school for a copy of the student’s official transcripts. Students transferring from Rehoboth must have all financial obligations met at the business office before any credit for a semester’s work will be given and before official records can be sent to another school. The high school office will distribute a transfer form to all of the student’s teachers requesting the student’s current course grades. This form will be copied and sent to the next school. Students transferring to another school will be given credit for work completed up to the time of the transfer.

321 Withdrawal

If a student is failing two or more classes at the end of the semester the following steps may be taken:

- 1) The student may be asked to withdraw from RCHS unless there is a compelling reason for an exception, as determined by the faculty and principal.
- 2) If asked to leave, the student will be out a minimum of nine weeks (one quarter) and may reapply at that time.
- 3) In lieu of being asked to leave, a student may be placed on Academic Probation and given one quarter to prove himself/herself capable of passing.

330 Grading System

The grading system is based on a 4.0 scale as shown below. AP classes are graded on a 5.0 scale. The Rehoboth Christian High School grading scale does not include the “D” grade option. “D” level work is considered unacceptable.

%	Grade	GPA	Notes
95-100	A	4.0	Excellent
90-94	A-	3.7	
87-89	B+	3.3	
84-86	B	3.0	Good
80-83	B-	2.7	
77-79	C+	2.3	
74-76	C	2.0	Average
70-73	C-	1.7	
0-69	F	0.0	Failing
	*I		*Incomplete
	P		Pass for credit (no GPA impact)
	N/C		No Credit

*An Incomplete grade is only given when extenuating circumstances keep the student from getting work in on time. It is considered a failing mark until it is made up. Students will learn from the teacher what work is missing and what needs to be complete to earn the grade and the credit. Students must make up this incomplete within five school days after the end of the semester or quarter.

Weekly Gradebook Progress Reports are e-mailed to families and students via RenWeb every week. This includes the current course grade for each class. In addition to Weekly Gradebook Progress Reports, Quarter Report Cards will be e-mailed every 9 weeks from RenWeb, and semester report cards are mailed home at the conclusion of each semester.

All semester grades and credits earned from 9th grade through 12th grade are recorded onto the student’s permanent transcript. These are the grades that determine a student’s official high school GPA.

331 Homework

RCHS recognizes the importance of homework as part of the learning process. Students who review and practice what they did in the classroom are more likely to remember what they have learned and do well on their tests. Students are

expected to turn in all assignments on time and need to take responsibility to consult with their teachers *before* homework is due if they have a valid reason to request additional time.

Teachers have the right to set their own time limit regarding the acceptance of late homework. However, homework does not have to be accepted after 2 weeks past the due date, in which case the student will receive a “O” for that assignment. At the end of a marking period ‘Incomplete’ grades will be given only for extenuating circumstances such as an extended illness, a death in the family, etc.

332 Semester Exams

Semester Exams will be given in all academic classes. Students are expected to take those exams seriously and to prepare well. For classes giving exams, the tests may not count for more than 15% of a student’s semester grade.

Seniors will be exempt from the second semester final exam in a class under the following conditions:

1. They are passing the class and have maintained or raised their average in that class from the end of the 3rd quarter.
2. They have no more than 4 absences (excused or unexcused) during the second semester.
3. They have no disciplinary referrals during the second semester.
4. There has not been a Senior Prank.

333 Cheating and Plagiarism

Rehoboth Christian School values honesty and integrity in student work; therefore, we will operate with academic integrity in daily work and on any assessment/paper being completed. Cheating and plagiarism will be taken seriously by all teachers and administrators at RCHS. Plagiarism is defined as any of the following activities:

- 1) Passing off the ideas or words of another as one’s own.
- 2) Using someone’s ideas or work without crediting the source.
- 3) Presenting as new and original an idea or product derived from an existing source.

There must be clear evidence of cheating/plagiarism for this policy to be used. Examples are cheat sheets, answers written on body parts (ie, hand) or clothing, copied tests, copying from another student’s test, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments, paying another person to do assignments and plagiarism. In each case of cheating/plagiarism the teacher will notify the student, parent and the Principal to communicate the offense as well as the consequence. Please note that both the person sharing and the person receiving the material in question will face consequences.

Students who cheat or plagiarize will be disciplined as follows:

- First offense – A zero for the assignment or test, and a meeting with the principal, student, and parents.
- Second offense – A zero for the assignment, and a one day suspension.
- Third offense – A zero for the assignment and a recommendation for expulsion.

340 Academic Eligibility

Participation in extracurricular activities is a privilege. RCHS students are expected to maintain high academic standards in order to earn the privilege to participate in these activities. Please note that some of these Academic Eligibility policies are specific to RCHS and, at times, are more rigorous than what the state of New Mexico requires.

341 Weekly Eligibility Checks

During the first school day of every week, parents receive a Gradebook Progress Report from RenWeb to help communicate student performance. Students who have one or more F’s on a weekly Gradebook Progress Report will be considered academically ineligible, which comes with the following conditions:

- 1) Students who are ineligible will remain so until they fix their failing grade(s) and bring them up to passing.
- 2) Students who are ineligible will not be allowed to miss any classes during the school day for school-sponsored events until their grade(s) are up to passing.

- 3) All students on the ineligibility list will be required to attend After School Lynx Labs from 3:05PM to 3:45PM until their grades are up to passing. If a student uses after-school RCHS transportation, parents will have to pick their students up at 3:45PM.
- 4) Student Athletes on the ineligibility list will not be allowed to compete in Athletic contests until their grade(s) are up to passing.
- 5) Student Athletes will miss practice time and team contests to complete the work required to raise their grades.

342 End-of-Semester Eligibility

End of Semester Eligibility follows NMAA policy. Students who are failing one or more classes or have less than a 2.0 GPA at the end of a semester will be ineligible to participate on an RCHS athletic team per NMAA Rules for the entire next quarter.

343 End-of-Quarter Re-Eligibility

Students who find themselves ineligible at the beginning of a semester will be able to gain eligibility at the end of the next quarter if they have no Fs and a GPA of 2.0 or higher. This is also per NMAA policy.

350 AVS, Work Study, and Off-Campus Courses

Our relationship with the Gallup Branch of the University of New Mexico and the local community enables us to meet the needs of seniors through the AVS program and Work Study opportunities. RCHS students will be permitted to participate in either the AVS or Work Study program during their senior year. Seniors must choose between these two programs if they wish to participate.

Students wishing to graduate with a Rehoboth Diploma will be permitted to take a maximum of 2 off-campus credits during their high school experience, unless additional hours are approved by the Principal and Counselor. This includes Compass Learning, summer school, and UNM classes. To insure the transfer of credits, all classes taken outside of RCHS—either at the Branch College or summer school—must be approved by the Counselor before taking the class.

360 Academic Support

It is our goal to support all students who attend RCHS and help them succeed. We believe all individuals have unique gifts and abilities given to them by God. Therefore, we strive to help our students discover their individual gifts and abilities while at the same time developing the academic skills needed to graduate. In most cases, if students possess a desire to learn, and if their parents are willing to help, they can achieve success at RCHS. There may also be cases in which RCHS is not the best possible environment for students whose needs would be better met in a more specialized program that provides a level of treatment and remediation for disabilities in learning, behavior, or development that RCHS does not.

Ideas that guide our practice:

- 1) Students should be present in their classes as much as possible. Extra help with what everyone else is doing is preferable to being in a class with different expectations. We prefer that students feel part of the same educational effort as opposed to perceiving each other as requiring widely different academic tracks or programs.
- 2) Success, by our definition, does not necessarily mean achieving A's. Instead, it implies that students will progress in their quests to discover individual gifts and that they will learn the skills needed to further their education or find employment.

370 Eligibility for Seniors to Participate in Graduation

Rehoboth Christian High School seniors are invited to participate in the graduation ceremony if the following conditions are met:

- 1) Students show that they will be within 1.0 credits of their graduation requirements by passing all of their 4th quarter classes. This includes providing evidence of completion of any outside classes taken to make up credits and/or enrollment in the appropriate credit recovery class(es).
- 2) They have successfully completed their senior project and presentation.

- 3) Their family has no balance remaining on their family tuition account 2 weeks prior to graduation.
- 4) There are no outstanding disciplinary reprimands.
- 5) NOTE: Students who lose required credit(s) by failing a class or racking up too many absences during the 4th quarter, and thereby fall more than 1.0 credits short of diploma requirements, will not be invited to participate in the graduation ceremony.
- 6) Seniors with up to 1.0 credits to recover may do so in summer school after graduation, but they will not receive their diplomas until all appropriate credits have been completed.

371 Graduation Policy for Foreign Exchange Students

Foreign Exchange students enrolled at Rehoboth for their senior year will not be awarded an RCHS diploma but rather will be given a certificate of recognition as an Honorary Rehoboth Alumnus and be allowed to walk with their class at graduation. Foreign exchange students who have attended Rehoboth for the duration of high school will receive an official diploma.

372 Determining Valedictorian/Salutatorian

The Valedictorian(s) and Salutatorian(s) of a graduating class are determined by analyzing weighted GPA, strength of schedule, and citizenship at the end of the first semester of the senior year. Generally, a student must have been enrolled at RCHS for a minimum of 3 years to be considered as a candidate for Valedictorian or Salutatorian.

373 Transcript Requests

Transcript request forms may be obtained in the High School Office. Please return these forms as early as possible. It may not be possible to honor same day requests. All financial obligations must be up-to-date prior to the release of your final transcript and diploma. The Business Office gives final approval for the release of all student transcripts.

400 Attendance

Purpose:

This policy explains the importance of regular school attendance for students at Rehoboth Christian School (RCS). Coming to school and to each class period on time every day ensures compliance with New Mexico law and also creates a consistent, supportive learning environment for the kids we love so much. Regular and punctual attendance is a must for success as a student. RCS expects that every student will be present in school every period, every day throughout the entire school year. A combined total of 10 excused and/or unexcused absences is allowed per semester.

We understand that there will be days and times when your child will need to be absent or tardy. When this occurs, please contact the school secretary, either by email or with a phone call, so the school is aware that your student will not be present and can document their absence or tardiness appropriately. Please provide your child's name, grade, the date(s) of absence or expected arrival time if tardy, and the reason for the absence or tardiness when you contact the secretary. Your prompt communication helps us maintain accurate records and keep teachers informed, supporting a positive and organized learning environment for everyone.

- High School Secretary: sbegay@rcsnm.org, 505-726-9632
- Elementary/Middle School secretary: vpeywa@rcsnm.org, 505-726-9675

If you want to learn about NM truancy laws, you can visit this website:

<https://legalclarity.org/understanding-truancy-laws-and-interventions-in-new-mexico/>

Attendance Procedures: These procedures outline the kinds of communication and possible consequences that will occur if a student's attendance becomes a problem at Rehoboth. Our goal is always to partner with our school families to bring about the best possible learning results for our students, and each of these steps will be undertaken with great love and care for the children entrusted to us.

1. Regular Monitoring:
 - Attendance will be recorded and monitored daily.
 - After 5 absences, either from a specific class or from school altogether, parents/guardians will receive an automated email notification from RenWeb.
 - The child's school counselor will also follow up with a phone call to begin a conversation with the family, making sure they are aware of the absences and seeing if there's anything the school can do to help the student be present more regularly.
2. 10 Unexcused Absences – Parent Communication:
 - If a student reaches 10 absences in a class or from school altogether during the same semester, the school counselor or principal will call the student's parents/guardians again to continue the conversation started earlier and determine why the supports put into place during the first contact aren't working.
 - The school will send home an attendance report for the student, and the Parents/guardians will be required to sign it and return it.
 - During this conversation, the counselor/principal and parents will discuss the nature of the student's absences and whether it makes sense for him or her to continue to receive credit for the class or grade of school in which they're enrolled. If the situation is serious enough, the student could be withdrawn from a particular class unless a workable plan for his/her improved attendance is implemented, including regular check-ins with the student and the family.
3. New Mexico State Law Compliance:
 - In accordance with New Mexico state law, the school must file a report with the appropriate state offices whenever a student accumulates more than 10 absences. This law applies regardless of whether the absences are excused or unexcused.
4. 15 Absences – Attendance Probation:

- If a student reaches 15 absences from school or from a particular class, his/her ability to master that material will be hurt significantly. At that point RCS will place the student on attendance probation.
 - The parents/guardians, the school counselor, and the principal will meet together formally at school. The student's teachers will be invited, but are not required to attend.
 - The school, the family, and the student will establish a written probation agreement that outlines specific attendance expectations and a timeline for reevaluation.
 - The Principal, parent/guardians, and student (for MS and HS) will sign the probation agreement.
 - If the student meets the terms of the probation, they will be removed from probation.
 - If the student does not meet the terms of the probation, they will remain on probation under stricter evaluation and closer monitoring, moving beyond not receiving credit for a class into possibly not being allowed to continue their schooling at Rehoboth.
5. Continued Non-Compliance:
- If a student's attendance does not improve during the probationary period, the school will prepare a written case for the Education Committee, outlining the student's attendance history and the school's efforts to address the issue.
 - This document will be used to support the school's decision regarding the student's continued enrollment at Rehoboth Christian School.
 - Parents/guardians can also prepare a letter to present to the Education Committee to aid in the decision.

Tardy Procedures: Similar to absences, repeated tardies can hurt a student's ability to learn the material for a given class, and the disruption of tardies negatively impacts all the other students' learning as well. As with absences, Rehoboth has a series of procedures we will follow out of love and care for the student and their family—along with a deep desire for their success.

1. Regular Monitoring:
 - Tardies will be recorded and monitored daily.
 - Every 10 tardies, parents/guardians receive an automated email notification from RenWeb.
2. 10 Tardies – Parent Communication:
 - In addition to the email from RenWeb, parents/guardians will receive a phone call from the school counselor or principal, when their child reaches 10 tardies in a semester. Beginning the conversation with the family is meant to make sure they and the school are aware of the tardies and what's causing them. The group will also brainstorm about what might help the student be on time more regularly.
 - A tardy report highlighting the student's tardies will be sent home, and parents/guardians are required to sign and return it.
3. 20 Tardies – Tardy Probation:
 - If a student reaches 20 tardies in a semester, his/her ability to learn is hurt significantly. At that point RCS will place the student on tardy probation.
 - The parents/guardians, the school counselor, and the principal will meet together formally at school. The student's teachers will be invited, but are not required to attend.
 - The school, the family, and the student will establish a written probation agreement that outlines specific expectations for on-time attendance and a timeline for reevaluation.
 - The principal, parent/guardians, and student (for MS and HS) will sign the probation agreement.
 - If the student meets the terms of the probation, they will be removed from probation.
 - If the student does not meet the terms of the probation, they will remain on probation under stricter evaluation and closer monitoring, possibly not being allowed to continue their schooling at Rehoboth.
4. Continued Non-Compliance:

- If a student's tardiness does not improve during the probationary period, the school will prepare a written case for the Education Committee, outlining the student's tardy history and the school's efforts to address the issue.
- This document will be used to support the school's decision regarding the student's continued enrollment at Rehoboth Christian School.
- Parents/guardians can also prepare a letter to present to the Education Committee to aid in the decision.

We understand that students with disabilities may have unique needs affecting their attendance. For students with a documented 504 or ISP plan that includes specific attendance accommodations, those provisions will be followed.

To ensure appropriate support, it is the responsibility of the parent/guardian to provide the school with any medical documentation to identify needed accommodations. Furthermore, open communication with the student's healthcare providers may be necessary to understand and address any medical conditions impacting attendance.

The school may request relevant medical documentation, with parental consent, to help develop effective strategies and ensure the student's well-being and academic progress. We encourage parents/guardians to proactively communicate with school staff and their child's doctors to facilitate a collaborative approach to attendance management. We all want to see our children and students thrive!

410 Absence Classifications

The school reserves the right to classify all absences from class or school as one of the following:

- 1) Excused Absences - An absence may be considered excused after the parent contacts the school office through a written note or phone call, explaining the exact reason for the absence. We ask parents that call to excuse an absence by 4:00 PM on the day of the absence. Some reasons for excused absences include: student illness, death in the immediate family, funeral of a close friend or relative, or doctor/dental appointments.
- 2) Unexcused Absences - An absence is considered unexcused if it involves missing school or class for reasons judged unacceptable by the principal, or if it is an absence without the consent of a parent/guardian.
- 3) School Function Absences - These absences occur when a student is on a field trip, an extended trip with a school group, or is travelling to/from an athletic event. School Function Absences do not count toward a student's total absences.

Both excused and unexcused absences count toward the 10 allowable absences per semester. Parents will be notified via RenWeb if/when students reach 5 absences in a semester.

**Any student who has had 11 or more absences from a class within one semester will not receive credit for the class. Exceptions can be granted only after review and approval by the principal. Students must make up the impacted class in summer school or by enrolling in an online course.

420 Planned Absences

Planned absences are absences that have been previously arranged with the office by the request of the parents in advance of the absence. Students will be allowed to make up all missed classwork from a planned absence. These requests should be made at least two days before the planned absence occurs, thus allowing the student and faculty plenty of time to make proper arrangements. A maximum of 5 planned absence days will be allowed during a semester, unless arrangements have been made with the principal for an unusual circumstance.

An example of a planned absence would be obligations to community or church activities where conflict with the school day cannot be avoided. Personal or family reasons may also qualify, as long as the family specifies exactly why the student must be out of school.

430 Make-Up Work

If a student is absent for only one day all required work and tests assigned before the date of absence must be

submitted or made up the day he/she returns to class.

If a student is absent for more than a day all required work must be completed and tests taken as arranged between the teacher and the student, usually within two to three days after the student returns to class.

If a student is absent for an extended illness, parents should contact the school to collect assignments. Faculty members will set up a reasonable timetable for completion of work and tests with the student and the family.

440 Discipline Procedures for Unexcused Absences

In the event of an unexcused absence, no credit will be given for assignments, quizzes, or tests missed. The student will receive a detention for each period skipped, and if it becomes clear that a student is making a habit of skipping classes, the student will be suspended until the Principal can meet with the student and his/her parents to decide on an appropriate course of action.

450 Behavior-Based Dismissal from Class

If a student is sent to the office for inappropriate behavior, the student will have a conference with the principal to explain what happened. Parents may be notified with regard to such incidents depending on the severity of the behavior. A detention will be assigned the first and second times a student is sent to the office. The student will be assigned an in-school suspension on the third time and each subsequent incident will result in a 1 day out of school suspension. It is important for the student and the teacher to meet to settle the behavior issue and what to make up for the missed class time.

460 Tardies

A tardy is defined as not being ready for class when the bell rings. Since RCHS considers tardiness to be a serious disruption of the learning process, an excess of unexcused tardies may result in a student being asked to leave Rehoboth Christian High School.

- 1) Students will be allowed 4 total tardies without penalty per quarter. Detentions are assigned after the 4th tardy.
- 2) Tardies may be excused by a staff member via note or email. Excused tardies don't count on the student's record.
- 3) Students who arrive late for their first class in the morning must report to the office and sign in. The Administrative Assistant will determine if the tardy is excused and will give the student an Admit Slip for class. Examples of unexcused tardies for the beginning of the day include missing the bus, oversleeping, and some traffic conditions.
- 4) If a student is late more than 10 minutes to class during the school day, the tardy will be considered an unexcused absence for that class, and unexcused absence penalties apply.
- 5) Tardies are tallied on a weekly basis and recorded on a quarterly basis. At the end of a quarter, everyone begins with a clean tardy record for the next quarter.

470 Leaving School Grounds

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. RCHS 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.

500 Behavior And Discipline

510 General Discipline

Below are some examples of behaviors that would put a student at risk for significant disciplinary measures at RCHS. School leadership reserves the right to investigate and take disciplinary action according to what is best for the individual student, the student body, and the school as an institution. The decisions of the school leadership are final.

- Profound disrespect for the Christian faith on which the school is founded and/or abuse of students for their Christian faith
- Use, possession, or distribution of any alcoholic beverage or tobacco in any form
- Use, possession, or distribution of an illegal drug or abuse of legal drugs
- Possession or distribution of drug paraphernalia
- Sniffing glue, spray paint, gasoline, or similar hallucinogenic substances
- Engaging in premarital sexual relations while under school supervision
- Consistent tardiness and attendance problems
- Fighting with other students or inflicting bodily harm
- Disrespect of authority
- Stealing
- Profanity
- Vandalism and intentional property damage
- Plagiarism and Cheating
- Possession of a dangerous weapon
- Threatening the safety of another student or staff member

These are examples, and the behaviors above are not to be considered an all-inclusive list.

Note: While students are not under the direct jurisdiction of the school in the evenings, on weekends, or summers, behavior that seriously violates the standards and reputation of the school during those times shall likewise be subject to school discipline.

520 Alcohol, Drug and Substance Abuse

We are grateful for state laws and state Board of Education regulations which prohibit students from using, possessing, selling, giving away, or transporting alcohol and/or illegal drugs and other substances on school property, at school, at school-related activities, or at any time while enrolled at RCHS. Although this policy attempts to account for anything that could arise regarding substance abuse, RCHS understands that there can be times where the policy may not clearly address certain situations. Such situations for which policy may not be written for will be handled as they arise on a case by case basis. Rehoboth Christian School also reserves the right to expel a student immediately if a student's continued presence at the school puts the school community in danger or at risk.

Rehoboth Christian School desires a safe and Drug- and Alcohol-Free School Environment. To aid in this, drug dogs may be brought on campus periodically throughout the school year to check for drugs on the school campus, including in vehicles, lockers, backpacks, etc. Any time a student is caught using or in possession of alcohol, drugs or other substances and/or paraphernalia including, but not limited to, prescription medications, tobacco, and e-cigarettes on campus or during any school related activity action will be taken. The police, the courts, or any other legal authorities may be contacted by the school whenever it is deemed necessary.

SUSPICION:

When a student is suspected of using alcohol, drugs or other substances including, but not limited to, prescription medications and tobacco or having problems related to them our first response is to try to get help for that student. That student may be referred to the Counselor for assessment, help and/or referral to an outside agency for further help. The student may be required to take a drug test in order to determine the accuracy of any suspicions. Drug awareness classes or drug counseling programs may be required as a condition for continued enrollment in cases of reasonable suspicion as determined by the counselor, the staff, or the administration. A student may be required to remain at home until an investigation is completed.

DISTRIBUTION:

If a student is determined by the school to have been involved with the distribution of alcohol, drugs or other substances and/or paraphernalia including, but not limited to, prescription medications and tobacco, then they may be expelled immediately. Distribution of such substances would include, but is not limited to, selling or offering to sell to others, procuring for others, giving and/or sharing with others, and pressuring others to try such substances.

FIRST OFFENSE:

When a student is determined to be using or in possession alcohol, drugs or other substances and/or paraphernalia at any time while enrolled at RCHS, if this is the first offense, the following procedures will be followed:

1. The student is suspended for a minimum of two days. The student may be required to take a drug test. RCHS reserves the right to expel the student on a first offense depending on the severity and impact of the offense.
2. The student will be given the opportunity to share any other previous use or possession of substances. In most cases this historical information will be considered part of the first violation. Failure to disclose when given the opportunity will result in more severe discipline.
3. When the student returns to school, a parent or guardian must accompany the student and a conference is held with the Principal.
4. The student is referred to a professional counselor immediately for assessment and help and required to follow through on the recommendations of the counselor concerning further treatment and support within the school program or with an outside agency.
5. If the incident occurs during the last quarter of the school year, a graduating senior may not be allowed to participate in the Senior Trip or attend graduation ceremonies.

SECOND OFFENSE:

If a student is determined to be using or in possession of alcohol, drugs or other substances and/or paraphernalia while enrolled at RCHS, and it is the student's second offense, the following procedures will apply:

1. The student is immediately suspended from school for a period of time to be determined and may return only with a parent or legal guardian for a parent meeting. RCHS reserves the right to expel the student on a second offense, depending on the severity and impact of the offense.
2. The student will be required to receive some form of treatment from an outside agency. This treatment can be residency or outpatient depending on an assessment done by a professional counselor or an outside agency's recommendation. However, the student may be in school while receiving treatment as an outpatient or while waiting for room in a residency program. If any other substance abuse violations occur during or after treatment the student may be expelled.
3. If the second incident occurs during the last quarter of the school year, a graduating senior will not be allowed to participate in the Senior Trip or to attend graduation ceremonies.

SUBSEQUENT VIOLATIONS

Upon multiple violations of the drug-free policy, it is the school's prerogative to expel a student permanently.

Any student in violation of the Alcohol, Drug and Substance Abuse Policy will immediately become ineligible for extracurricular activities for the remainder of the present season or semester.

- This policy applies to any and all Rehoboth students regardless of the location of the offense. In other words, we will require help, through intervention for the student whether or not the offense occurred on or off-campus and whether or not the offense occurred at a school function. It also applies whether or not school is in session.
- The police, the courts, or any other legal authorities may be contacted by the school whenever it is deemed necessary.

521 Alcohol, Drugs, or Tobacco Abuse for Athletes

Any use or possession of alcohol, drugs, or tobacco by athletes is subject to the Policy on Alcohol, Drug and Substance Abuse.

The code of conduct for athletes is to be signed and agreed to by students involved in athletic teams and managers. Students agree not to use tobacco, alcohol or any non-prescribed drugs. Also any offenses considered illegal in the eyes of the law will be considered to be in violation of the code. Penalties are cumulative from the first involvement with a team until the end of one's school career. This includes summers and between seasons.

If a student is at any location where drugs or alcohol are being used by minors the student has the obligation to pursue all means possible to leave the premises immediately. If the school believes that the most expeditious means to leave were not taken, the student is presumed to have participated in the activity in fact as well as in spirit.

Enforcement

1. The code of conduct is to be enforced by an Athletic Discipline Council (ADC) made up of the athletic director, the principal and the superintendent.
2. The ADC will determine code violations which can include use of alcohol or an unprescribed drug, disrespect for authority, profane language, legal difficulties, use of tobacco, and violation of school rules of behavior.
3. A meeting of the ADC will convene as soon as possible to deal with any reported violation.
4. All penalties are at the discretion of the ADC, subject to the following guidelines.

First violation: Suspension from athletic activities and any other team-related events would be for the remainder of that season. For violations that occur at the end of a season the suspension will carry over into the next season that they participate in a minimum of 30 school days. If a student was in attendance at a place where non prescribed drugs or alcohol were used but not participating, the suspension length might be reduced at the discretion of the ADC and based on the cooperation of the student with the investigation of the event.

Second violation: Suspension from athletic activities and any other team related events for the remainder of the school year or a period of 12 weeks if violations occurred during separate school years.

Third violation: the student will no longer be eligible to participate on any athletic team or team-related events for the remainder of his or her time at RCHS.

Other related issues

- A substance abuse evaluation may be required before participation could begin again, especially after a 2nd offense.
- The length of the suspension period carried over from one school year to the next could be shorter depending on the attitude and subsequent behavior of the student as determined by the ADC.
- If an athlete under suspension seeks to participate in a new activity in order to "get rid of a suspension" he/she must first receive permission from the ADC and coaches involved.

At the end of the suspension the ADC will meet with the student to determine if the attitude and behavior of the student warrants reinstatement to athletic activities. Lifting of the suspension is not automatic; it is also based on improvement in the athlete's behavior and attitude.

530 Detention

The purpose of detentions is to remind students of their responsibility: 1) to be on time for classes 2) to make up time for any unexcused periods or for being removed from class 3) to adhere to the rules and regulations of the school. Detentions are served during a lunch period and some detentions are served at a designated time after school. Students will be notified in writing of their detention.

- Detentions typically involve giving back to the school for the work created by students earning detention. This takes on the form of completing a task/tasks as assigned by the principal or staff person in charge of the detention. If a student comes late to detention or distracts/disturbs others while serving the detention, the staff member in charge will assign an extra detention or additional assignments.
- Detention takes priority over all other activities including athletic practice, meetings, rehearsals, etc.
- Students who fail to report for detention without prior approval from the Principal will receive a half-day on-campus suspension. Repeated failure to report for detention could result in suspension from school and, in extreme cases,

possible expulsion.

540 Human Dignity 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. Any 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 will not be tolerated. All persons are to be treated with mutual respect.

Harassment:

- a. The harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events is not condoned or allowed.
- b. Any person who believes he or she has been subjected to harassment should report it immediately to a school official. 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.
- c. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report and of a person who may be unjustly accused.
- d. Rehoboth Christian School recognizes that a full, fair examination and investigation of all the facts is necessary in determining whether a particular action or incident is a personal social interaction or whether it produces a discriminatory, offensive employment effect. Rehoboth Christian School also recognizes the false accusations of sexual harassment can have serious effect on innocent women and men.
- e. Any person who is determined to have violated this policy will be subject to disciplinary action, which may include termination (for staff members) or expulsion (for students).
- f. 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; and 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.
- g. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is considered harassment. Persons engaging in this misbehavior will be disciplined.
- h. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

Anti-Bullying:

Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. Bullying is a 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.

Anti-Hazing:

Hazing is an act that places a student or athlete in an embarrassing, demeaning or humiliating situation as a right-of-passage or initiation to a team. Athletes are never required to pass or perform any initiation or ritual to become part of or retain membership on an athletic team at Rehoboth Christian School. The practice of hazing is prohibited in

all school activities.

550 Rehoboth Christian School 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.

Enforcement and Consequences

All Rehoboth policies arise out of the school's mission and commitment to the Christian faith. However, adults will work together to help students understand that dress code violations don't negate their goodness or value as people. Rather, they represent opportunities to recalibrate our expectations and decisions together to create a strong, supportive school community. Dress code discipline is considered minor and will be treated as such unless there are repeated violations or defiant responses to correction. The school reserves the right to escalate discipline, even for a first violation, if the impact on the community is severe or the response to correction is inappropriate. All administrative decisions about the dress code are final.

- 1st offense: A warning or reminder may be given before discipline is given. First-time offenders will be asked to change or correct the violation in order to attend class. If students don't have appropriate clothing, it will be provided from the lost and found.
- 2nd offense: The student will be asked to change to attend class (as with the 1st offense), but parents will also be contacted to make sure they understand the school's expectations and can provide guidance for their child at home.
- 3rd offense and beyond: Further repeated dress code violations may result in suspension or escalated discipline to be determined by the administration.

560 Phone Free Policy

Cell phones and personal electronic device definition:

- Cell phones (both phones that connect to the internet and non-internet cell phones that send and receive text messages and make phone calls)
 - Personal electronic devices such as tablets and video games that disrupt learning
 - Smartwatches, fitness trackers and other accessories that connect to the internet
-

Exceptions

- Exceptions to the policy will be granted by a counselor or administrator if a student has a need based upon a 504 plan or ISP.
 - These plans must explicitly state the need for use of a phone by a medical or educational professional.
 - The phone must be used exclusively for this purpose.
-

Cell phone storage

- Student cell phones will be collected during Morning Meet Up (MMU)/Advisory and placed in a bin. The bin will be stored in a locked closet for the duration of the day.
 - If you have concerns about phone security, we recommend leaving your phone at home.
 - Research indicates that carrying a cell phone in a backpack or on a student's person is not effective in mitigating the distracting nature and effects of the device.
-

Consequences

- 1st Offense: Cell phone is taken to the office and the student's parent or guardian is required to converse with the Principal/Secretary to grant permission to give the phone back to the student.
 - 2nd Offense: Cell phone is taken to the office and the student's parent or guardian is required to pick it up (after 48 hours). A copy of this policy will be shared and signed by parents/guardians.
 - 3rd Offense: Parents or guardians will meet with principal and/or counselors to determine a plan of action for student use of technology in the future.
-

Parent/Guardian/Student Communication

- If parents/guardians/students need to communicate during the school day, a phone will be available in the main office. In addition, every classroom has a phone that is accessible for communication.
- **In an emergency, your student will be notified immediately.**

561 Sexting

“Sexting” is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. Students should report any such activities to a teacher or school administrator.

570 Public Displays of Affection

Students’ public displays of physical affection should be limited to side-by-side hand holding while on campus, in school, or at a school function. Any other physical contact displayed in public falls outside of what is appropriate in the school setting. Sexual contact is not permitted in any context while under school authority. Student displays of affection that give cause for concern will be addressed first with the students involved and the staff member/s concerned and/or any designated high school staff member. Continued concerns of this nature will result in a meeting with the school principal and the students’ parents/guardians. If repeated disregard for these guidelines continue, school suspension and/or expulsion may be the result.

571 Student Pregnancy And Parenthood

Biblical standards of premarital relationships are taught in our curriculum. However, we realize that situations may come to our attention when a student becomes pregnant or fathers a child. When this happens, it is important to have a meeting with the student’s parent(s) and the Administration to discuss the situation.

When these situations arise we will strive to support the student and his/her family to help him/her continue education in a setting that is best for the situation. If it is decided the student will continue at RCHS then the following is required:

- The student and family must receive ongoing counseling. Documentation of sessions will need to be provided by the counseling agency to the school monthly for one calendar year.
- The student and their parents must meet with the Administration to set up a plan for meeting the academic requirements for graduation or for completing the school year. This may include early graduation, correspondence courses, summer school, independent study, or regular classes at RCHS.
- The student must demonstrate responsibility for her/his new role as parent. Since the situation means that the student is passing into a new phase of her/his life, the student may not participate in any NMAA competitions and extracurricular activities including but not limited to athletics, music competitions, student council, drama, etc. to help them focus their attention on the changes that will be coming into their lives.
- The student may participate in activities that are connected to high school classes. These include regular choir and band concerts, field trips, ropes course, etc. The student will be permitted to attend graduation and receive all academic honors that he/she may have earned.
- It is expected that the student make arrangements for childcare during school hours. Babies will not be permitted on campus between 8:00am and 5:00pm.
- After one calendar year, the student may propose changes in writing to these requirements with their school principal, and a determination will be provided in writing to the student within two school weeks, assuming enough information has been provided.

580 Theft

Stealing is a violation that affects the entirety of the Rehoboth community. In some cases consequences may involve calling the police and/or suspending or expelling the student/s involved. In the event of a possible theft:

- Student needs to immediately report the missing item to a staff member
- Student must complete a thorough search.
- A staff person should assist the student with a second search.
- The principal should be notified of the missing item. If the item is valued 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.
- Students should keep all valuable items locked in their locker.

581 Search And Seizure

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Principal or the Principal's designated agent, subject to legal impoundment.

Rehoboth Christian School has the right to perform unannounced searches, seize contraband, and perform physical searches of students to determine whether they pose a danger to themselves and/or others. The Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property, including but not limited to student lockers, desks, or other school property and student automobiles on school property.

582 Gang Related Guidelines

- Students who attend RCHS must not be involved in any gang-related activities including the appearance of being interested in a gang image.
- If a student is suspected of any gang activity, or the appearance of any gang activity, he/she will be referred to a school counselor with the goal of interrupting this unhealthy lifestyle.
- Students must not wear clothing or show signs of gang activity (i.e. gang colors, symbols, graffiti, or special clothing, etc.)
- Parents will be notified if gang-related activity or the appearance of gang-related activity is suspected.
- Students who continue to wear clothing or show signs or appearance of gang-related activities after warnings and counseling will be suspended from school. A meeting will be scheduled with parents and administrators to determine the student's future enrollment status.

583 Weapons, Firearms, and Threats of Violence

No weapons of any sort are allowed on the Rehoboth Christian School campus. A weapon may be, but is not limited to a firearm, a knife of any length, mace, pepper spray, brass knuckles, throwing stars or any other "look alike" object, even if manufactured for non violent purposes, that has potential for violent use. If someone is in possession of a weapon or is claiming to be in possession of a weapon, appropriate law enforcement authorities and parents will be notified and possible legal action may be taken. Students may be expelled for a minimum of one year.

Other items that aren't necessarily weapons can still trigger a response from the school if those items have the potential to allow students to harm themselves or others—even if the student has not expressed that intent specifically. The normal protocol in such an instance would involve the school notifying parents of a first offense. Upon a second offense, Administration has the right to require a meeting with the parents and student, suspend the student, and/or possibly require counseling. However, if the context and circumstances of the incident merit, the school reserves the right to escalate its response to include any of the measures detailed in the first paragraph above.

Any student or staff person who sees a weapon in someone's possession or hears that someone might be in possession of a weapon or is threatening to harm themselves or others must immediately report that information to the principal or designee. The Administration will immediately separate the student from the student body for the safety of the student and the school community. The proper law enforcement officials will be notified if there is a reasonable suspicion of a firearm on the school premises so that they can be present during any search.

590 Student Conflict Resolution

When it is observed or reported that a student is experiencing conflict with another student, the school counselor 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 counselor 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 prospective 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.

600 Extracurricular Activities

Extra-curricular activities include all activities carried on outside of regular class time and are not part of a class grade. Since we are a small school, it is possible for nearly everyone to participate in an extracurricular activity, and we encourage involvement. In fact, we would like to see every student involved in at least one extracurricular activity during the school year.

610 Athletics

Rehoboth Christian School is a member of the New Mexico Activities Association (NMAA) and is subject to its rules regarding eligibility, which encompasses all levels of competition—athletic, musical or academic. These rules are summarized below for easy reference but are also included in more detail in the RCHS Athletic Policy Handbook.

- Eligibility is not intended to discourage or keep any student from participation in sports but rather to emphasize instead the importance of academic scholarship and discipline.
- For the eligibility standards at Rehoboth, see sections 340-343 of this handbook.

620 Clubs

Any group of students is welcome to form a club by following a simple procedure. You must have a staff member or approved non-staff person as your sponsor and submit to the principal a written statement of the purpose for the club. The statement of purpose does not have to be long. We encourage student involvement in clubs such as a chess club, book club, Bible Study, or prayer group.

630 Music Festivals

District and State Band/Choral Festivals are extensions of classes that are offered as part of the curriculum and involve a significant amount of time in and out of school.

640 Student Council

Student Council is a group selected to promote the welfare of the school, arrange student social activities throughout the year, and represent concerns of the student body. Student Council officers (President, Treasurer, Secretary) are elected for each school year, and they work closely with the student council teacher advisor.

650 Time Out of School for State-Level Sports Competition

This policy applies only to the following sports: Volleyball, Soccer, Basketball, Baseball, and Softball.

- If one of the above teams qualifies for the State Quarterfinals competition, High School students will be released to attend the games if parents send a written note.
- If one of the above teams qualifies for the State Semifinals, high school classes will be canceled for a half-day or full day, depending on the scheduled time of the game. In the case of basketball, the cancellation of classes will apply to grades K-12.
- If any one of the above teams qualifies for the State Finals, classes for grades K-12 will be canceled on the day of the competition.

700 Transportation

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.

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.

710 Bus Transportation for School Activities

Students normally, but not always, when participating in school sponsored activities, shall be transported in a school bus. All School buses used for an activity will be driven by a CDL licensed Rehoboth bus driver and accompanied by a trip supervisor (coach, staff member, or parent). If there is no trip supervisor to serve as chaperone, the driver shall delay departure until without 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 bus transportation begin or extend beyond the school day, separate Trip Permission Forms are required. Athletic events that begin or extend beyond the school day and that use school transportation will not require Permission Forms.
- Parents must sign a Permission Form for trips using school transportation that extend beyond the scheduled school day hours.
- Trip Permission Forms are not required for field trips using school transportation during the school day.
- It is understood that emergency situations may arise when a student must be transported immediately, rendering it impossible to secure a Trip Permission Form, e.g., a trip to the hospital for a crisis situation.
- 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.

720 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. Note the following requirements:

- If field trips using non-bus transportation begin or extend beyond the school day, separate Trip Permission Forms are required. Athletic events that begin or extend beyond the school day and that use non-bus transportation will not require Permission Forms.
- 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).
- 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.

730 Change of Vehicle

If a student has been transported to a location pursuant to items 710 and 720 above, and in the event a student desires or needs to return to the school or another destination in a personally-owned vehicle, the following rules shall apply:

If a student desires to return home, 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 a relevant school authority (ie,

teacher or coach) with advanced written authorization. If that authorization has not been obtained, the parent or guardian may give advanced phone authorization to the trip supervisor, which must be documented at the time of the phone call. Sponsors may also release students to their own parents or guardians in person and must document such release.

In no event may a student who is making a return trip from a school-sponsored activity be transported by another student.

740 Policy Provided to Parents and Students

Parents and guardians of students shall be given a copy of this Student Transportation Policy prior to the beginning of the school year. The school requires that parents and guardians will review the policy with their student(s) before the school year starts. 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 to use school transportation services, in which case they may need to make other provisions for the transportation of their student(s).

750 Students Transporting Themselves

Situations may arise when it is prudent or even necessary for a student to transport him/herself in a personally-owned vehicle to a local destination. In situations where the student's activities are being supervised by Rehoboth staff or another designated adult, students may transport themselves provided:

- The student has a valid driver's license.
- The vehicle being used has adequate insurance coverage.
- The student is only transporting him or herself or family members previously identified.
- The relevant staff member has given permission for the student to drive.
- The parent or guardian has previously given permission for the student to drive by completing a Student Transportation Consent Form.

There may be times when students take the liberty of transporting themselves or others for school events and activities without having first obtained permission. Rehoboth Christian School does not allow such transportation. The school will notify parents and guardians whenever such transportation has occurred and will respond with additional disciplinary action.

Only in the case of an emergency would an exception be made. 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.

760 Student Vehicles

- Students driving to campus for school are required to have a valid driver's license and liability insurance, and to register with the office all vehicles that will be used. Registration forms are available in the office. The RCHS registration tag must be displayed in the vehicle on campus at all times
- Student vehicles must be parked in designated parking areas.
- Students are not allowed to sit in their vehicles, eat lunch in their vehicles, or listen to their vehicle radio during the school day, which also includes break and lunchtime. A student may go to their vehicle with the permission of a staff member.
- RCHS does not assume any responsibility for any private vehicle, either parked or in use.
- 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 disciplinary action with the possible loss of driving privileges.
- Motorcycles are subject to the same policies relating to other vehicles.
- RCHS students are not allowed to ride in the vehicles of people outside of the campus unless permission has been granted by their parents via the administration.

770 Guidelines For Bus Students

While at a bus stop or pick-up point students shall:

- Conduct themselves in an orderly manner. The bus stop is not a play area.
- Avoid littering.
- Stay out of the street.
- Be at the bus stop five (5) minutes prior to the scheduled bus arrival time. The bus will not wait.

While a passenger on the bus a student shall:

- Take a seat promptly.
- Remain in the seat while the bus is in motion.

While a passenger on the bus students MUST NOT:

- Use (1) tobacco, (2) drugs, (3) alcohol, (4) controlled substances.
- Throw any (1) objects or (2) litter.
- Be (1) discourteous (2) disobedient (3) disturb the driver or (4) other passengers.
- Use (1) profane language or (2) obscene gestures.
- Make unnecessary or excessive loud noises.
- Transport items that may endanger the health or safety of passengers.
- Place articles in the driver's compartment or aisles.
- Open emergency doors unless asked to do so by the bus driver.
- Put any body parts outside the bus.
- Get off the bus without permission of the driver.

Please report any damage to seats or other parts of the bus to the driver. Any student(s) who intentionally damage the bus, ie, seats, will be charged for the repairs.

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.

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.

The driver is in full charge of the bus and its passengers.

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 student's transportation please contact the Transportation Supervisor.

780 Field Trips

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 on academic probation or academic watch will not be permitted to miss classes to participate in a field trip.

781 Chaperone to Student Ratios

Teachers or Coaches can escort their whole class/team for local trips (within 15 miles of Gallup). Out of town trips should have a 15:1 student to chaperone ratio. Overnight trips should have an 8:1 student to chaperone ratio, with both male and female leaders if the student group is mixed gender. Staff members and parents are preferred for chaperones. If a staff member or parent is not available, the chaperone must be pre-approved by the principal. All chaperones must

be at least 22 years of age and at no time have attended high school with any current high school students. Exceptions will only be made with prior approval of the principal.

782 Senior Class Trip

Class trips are only allowed for seniors. The class sponsors will help plan the activity. The school will provide transportation and pay for the transportation and other trip expenses with funds raised by the class.

The senior class trip should be scheduled the week after senior exams. The school reserves the right to shorten the trip, or even cancel the trip altogether, depending on the behavior of the class or availability of funds. The senior class trip must be within a driving radius of 300 miles, so as to reduce the amount of driving time and travel expenses for this activity. Each senior must have a medical release and emergency form signed by a parent/guardian to go on the trip. Students on Academic or Behavior-Related Probation will not be permitted to go on the senior class trip.

If a class would like to plan a senior trip for a location that is beyond the 300 mile limit, then the following criteria must be met:

- A written proposal outlining the reasons for this exception must be presented to the high school principal and include a cost breakdown for the trip and evidence there are funds available. A commercial carrier (coach bus or train) must be the form of transportation, as school vehicles will not be allowed for senior trips longer than 300 miles.
- The class must provide a timetable for the trip, as well as plans for final fund raising if needed.
- This proposal must be presented no later than February.

783 Guidelines for Extended Trips

An extended trip is anything that is over 200 miles away, involves staying overnight, and would also involve fundraising to help cover the cost of the event. Student Guidelines:

- The Superintendent is responsible for monitoring the number of student groups leaving the school for such programs and tours in grades K-12, outside of established trips.
- The proposal must be approved by the Education Committee before taking the idea to parents. This must be done at least four months in advance of the proposed event.
- 90% of the funds to cover the cost of the event must be raised at least one month before the event is to occur. If students and parents need to contribute personally to support the student, then an estimated figure must be given to parents in a parent meeting at least three months in advance of the event.
- The total number of school days absent, including this trip and others for the entire year may not exceed 10 days.
- School or commercial transportation should be used, not private vehicles.
- Medical release forms signed by a parent or guardian are required.
- Students on probation or on academic contracts may not be allowed to participate if detrimental to their academics or not trusted to behave according to stated expectations. The principal makes the final decision regarding student participation. This also applies to single day field trips.
- Rules for expected limits between dating students' display of public affection and non-sexual contact apply.
- Students involved in any major disciplinary actions that occur during the trip will be sent home at the parent's expense.

800 Student Life

810 Assemblies and Chapel

Chapel is an important part of weekly school life. This is a time of worship. Programs and speakers are selected for your inspiration. We encourage student participation in chapel planning and presentation. Missing chapel, or being removed from chapel on account of your conduct will result in disciplinary action.

Chapel is a unique all-school activity when the entire student body and faculty come together to worship and hear God's word. The purpose and importance of this time is defeated when students talk with friends, take reading or study materials to chapel, or show obvious signs of non-interest. Students should work together to make chapel something we look forward to and something which provides a spiritual breath of fresh air for both students and faculty.

820 Lockers

One of the virtues that we try to foster in our students is the element of trust and respect for another's property. Lockers and personal items hanging in the halls should be left undisturbed if they are not your own. Lockers are assigned at the beginning of each school year, and students should stay with their assigned locker all year. On occasion, out of necessity, some students might be assigned the same locker to share. All lockers must be kept neat and clean, and nothing may be put on the outside of student lockers such as signs, pictures, stickers, etc. Materials inconsistent with the Christian philosophy of the school should not be placed inside lockers. Students with questionable materials in their lockers will be asked to remove them. Lockers may be searched at any time. If the condition of the locker requires extra cleaning or repair, that cost will be passed on to the student.

Students may request a lock from the high school office for their locker. The school is not responsible for items removed or taken without permission from any locker. Therefore it is advisable to keep one's locker locked. Locks must be returned to the office at the end of the school year. If the lock is not returned, a \$10 replacement fee will be charged. Any student caught tampering with or defacing another student's locker or lock will be disciplined.

830 Lunch Period

All students are expected to remain on campus during the lunch period unless they are with a staff member and are participating in a school activity. If a parent desires to deliver lunch it must be dropped at the school office prior to lunch. Food brought in after the beginning of lunch will not be delivered to the student until the end of the school day.

840 Dining Hall

Meals are prepared and served in the dining hall each day. Students who eat the meals provided by the dining hall must use their lunch account or pay for the meal with cash. There is a federal lunch program at the dining hall that provides free and reduced price lunches based on income. If a student's account gets below \$4.00, a note is sent home with the child to remind parents that the account is low on funds. If a child's account is \$20 or more in debt, the child will be given a sandwich instead of the hot meal. If sandwich making ingredients are not available, the child will be allowed to go through the regular line. All policies of classroom behavior apply in the dining hall facilities.

850 Food and Beverages

To avoid disruption of the learning process and to help maintain the cleanliness of school facilities, food and beverages, except for water, are not allowed in the classrooms, library or computer lab. Consumption of food or beverages other than water should be confined to break and lunch and only in hallways, outside of the school building, or in the fellowship hall. Students are expected to properly dispose of all wrappers and food/beverage containers in the trash cans and recycling bins provided around campus.

860 Campus Boundaries

Rehoboth Christian School functions within a unique campus setting. Students are expected to recognize that there is a difference between the educational and residential areas of campus. Students are expected to remain in the educational buildings and area of campus during the school day. Unless their families live on campus, students will not be allowed in the residential areas of campus during school hours.

861 Skateboards

Students wishing to ride a skateboard on campus must first obtain a waiver of liability form from the office and return it to the office with a parent's signature. Students will be expected to wear helmets and to skate only in designated areas. Students skating without a waiver or without a helmet will have the skateboard they were riding confiscated until the end of the day for the first offense, and will receive a detention. For the second offense, the skateboard will be confiscated, parents must come in to pick it up, and another detention will be assigned. For the third offense, the skateboard will be confiscated and kept until the end of the semester.

862 Snowballs

There is to be no throwing of snowballs near any building. Areas allowed for throwing snowballs will be wide open areas, ie, out by the track. A detention will be given to anyone throwing snowballs inside any building.

870 Visitors

Occasionally a student may wish to have a friend attend classes with him/her. Arrangements for taking a friend must be made in advance with the principal. Only one friend per student will be allowed, with no more than three visitors per classroom. All student visitors fall under the RCHS student policy guidelines. No visitors are allowed during exam week. Generally, visitation is not allowed on days when other local schools are in session. Parents may make an appointment to visit the classes of their son or daughter.

880 Student Events

Events that involve students and faculty working together must be cleared with an administrator well in advance.

881 Homecoming Dance

The Homecoming dance is sponsored by the Student Council. Only current RCHS students may attend the Homecoming Dance.

882 Junior-Senior Banquet

Only RCHS high school students may attend JSB unless non-RCHS students are pre-approved/cleared by the high school principal at least one week in advance of the day of the banquet. Students expelled from RCHS, or who were told not to return, will only be allowed to participate in this event based on the principal's discretion. Students and guests who violate this policy and show up for the banquet will not be able to attend the event. After arrival, students are expected to remain at the banquet until the end of the event. If they choose to leave, they may not return.

890 Fundraising

All fundraisers must be approved in advance. The appropriate form may be picked up in the office. Fundraisers may not compete with our National School Lunch Program and School Breakfast program. Therefore fundraisers may not sell food during the school day. No groups or individuals, other than those representing a high school group (i.e., student council, a class, club, etc.), will be allowed to sell at the high school. Student sales must be for raising funds for a particular school project unless permission is granted or for a charity.

900 Health and Safety

910 Fire and Emergency Drills

Fire drills and other emergency drills are conducted at regular intervals. When such a drill is under way, students are expected to leave the buildings promptly by pre-designated routes. Drills are signaled by the sounding of the fire alarm or other appropriate means, and students may return to their classroom when given the signal. Misuse of the fire alarm is considered a major school infraction and will be dealt with by appropriate disciplinary action.

920 Health Consent Form

A Health Consent Form must be completed and turned in the first week of school and kept 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 immediately, if possible.

930 Health Records and Examinations

The law requires that all new students have physical examinations. The law requires that all students going out for any interscholastic sport have a medical examination, and signed permission from the parents is required for participation.

940 Communicable Diseases

All communicable diseases shall be reported to the school office so the county Health Department can be notified as required.

950 Administration of Medication

It is recognized that a student may need 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 the following guidelines must be followed:

- An authorization form to administer prescribed and/or non-prescribed medication must be signed and submitted by a parent/guardian.
- The signed medication authorization form must be kept on file in the high school office.
- The parent/guardian must provide the school with properly labeled containers for prescribed medications.
- High school students are allowed to self-administer medication with parent/guardian authorization.
- It is of utmost importance that students do not share any medication prescribed to them with another student. Doing so could lead to a negative health reaction. Disciplinary action will result for sharing prescribed medication.

960 Serious Accidents

All serious accidents to students or staff should be immediately reported to the relevant school principal who will report to the superintendent.

970 Reporting Suspected Child Abuse

The Rehoboth Christian School Board and school community recognize the importance of cooperating with appropriate authorities in the early identification and reporting of sexual or physical abuse. The RCHS counseling program follows state guidelines for reporting abuse. All sexual and physical abuse is reported within 24 hours to either the State or Federal (reservation) agencies. The reporting guidelines do not require that family members be notified of such reporting. In fact, if a child's well being is in danger, the child will not be released to the custody of the parent/guardian, and the appropriate agency will take custody of the child. Follow-up to abuse reporting involves personal counseling and referral to outside resources as needed. Families may be involved in follow-up counseling as appropriate to the situation. Referrals for abuse come from teachers, family members, friends and from affected students.

Suspected victims of abuse are informed when counselors meet with them that certain issues must be reported and by law cannot be kept confidential. Students who are reporting situations involving friends are encouraged to give information through a confidentiality policy which will not disclose their identity.

1000 Miscellaneous

1010 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. The following information shall be considered "directory information" by Rehoboth Christian School, and may be divulged to requesting persons without consent or notification:

- Name
- Address
- Phone Number
- Age
- Sex
- Date and Place of Birth
- Parents'/Guardians' Names & Addresses
- Enrollment Status
- Dates of Attendance
- School and Grade
- School Activities and Honors
- NMAA Eligibility Status

The principal may authorize the release of directory information if in the principal's judgment, the information benefits the student(s) or the school, as long as the policy on student records is observed. No other employee of the school may release directory information or lists of names and addresses of students to anyone other than school officials.

Other records maintained by RCHS may not be released without the parent's or student's consent. These are:

- Student cumulative folder or electronic copies
- Permanent record card, attendance, grades
- Accident reports/health records
- Test results and/or summaries

A student's cumulative record may be inspected by the natural or adopted parent(s), legal guardian(s), or self if the student is eighteen (18) years of age or older. Such inspection shall be made at the school where the records are kept and during a regular school day or when the Principal is on duty.

Third parties shall not inspect nor have access to a student's cumulative record unless such inspection or access is approved in writing by the parent/guardian or over eighteen (18) year old student with the following exceptions:

- Local school personnel who have a legitimate educational interest
- Personnel from another school if the student intends to enroll there
- Lawful subpoena or court order if the parent(s) are notified in advance
- Certain education officials concerning federal programs when the name of the student and/or parent is deleted; pursuant to specific federal or state legal requirements; pursuant to a financial aid application (requested in writing) by the student and parent
- Accrediting organizations in carrying out their functions

Upon graduating or transferring, student records will be forwarded to the next school. The school reserves the right to hold back records of pupils who transfer from our school without having paid their financial commitment in full. A letter to this effect will be sent to those who request a transfer of records and have not met the above conditions. Records of all disclosures including the party requesting and obtaining disclosure shall be maintained.

1020 Parental Involvement

An important communication link between school and home is the weekly Parent News. Parents may sign up with the Administration Office to have the Parent news sent to them via email. In Christian education, the school is viewed as an extension of the home—that is, teachers and parents are partners in the education of children. In order to help students achieve their greatest potential, it is important that parents fulfill certain basic responsibilities. As partners in a student's educational success, a parent's role includes:

- Have the student to school on time and in accordance with the guidelines stated in this handbook.
- Attend Parent-Teacher Conferences and other meetings requested by classroom and specialist teachers

- Encourage and assist the student in completion of assignments.
- If the student requires glasses, please encourage them to wear them.
- Make sure a student who needs medication has the prescribed medicine and takes it.
- If the student has a sponsor, help them write a letter to the sponsor twice each year.
- Support the school in one volunteer activity per year (e.g. board member, tutoring, concession stand, maintenance, etc.).
- Regularly attend church with your child/children.
- If your student/s have learning challenges, your support of additional time and involvement is crucial.

1030 Complaint or Problem Resolution

During the year, misunderstandings or problems can arise and are often the result of a lack of communication between those involved. RCHS' policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18:

- All questions, problems or complaints should be brought to the teacher or relevant person/s first, before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.
- If the situation is still not resolved it should be brought to the attention of the Superintendent.
- If the issue is regarding the behavior of the Superintendent and cannot be resolved after 1:1 efforts, then along with a mediator, then the Chairman of the Board may be contacted.

1100 RCHS Computer Use Policy

Please read the following carefully before signing the contract attached at the end of this handbook.

Internet access is available to students and staff at Rehoboth Christian High School to promote educational excellence

TERMS AND CONDITIONS FOR COMPUTER USE

Your signature on the attached contract indicates the party who signed has read the terms and conditions carefully and understands their significance.

Acceptable Use

The purpose of internet connectivity is to support education in Rehoboth Christian High School by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and academic research and consistent with the educational objectives of Rehoboth Christian School. Use of other, non-school-issued computing resources must also comply with rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secret. Use for product advertisement or political lobbying is generally not consistent with the purposes of the Internet in a school setting. Illegal activities are strictly prohibited. Using your access to play games is not acceptable.

Privileges

The use of the computer lab is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use of the network and take appropriate action.

Disciplinary Action

The system administrators or Technology Coordinator may suspend or close access at any time as required. The administration, faculty, and staff of Rehoboth Christian High School may also request the system administrator or Technology Coordinator to deny, revoke, or suspend specific user access. Penalty steps for Internet abuse will be handled as follows:

- 1st – suspension from the computer account for one week
- 2nd – suspension from the computer account for two weeks
- 3rd – computer lab privileges completely denied for all classes

Students whose access is denied, suspended or revoked do have the following rights:

- To request (in writing) from the Technology Coordinator a written statement justifying the actions.
- To submit a written appeal to the Technology Coordinator and as a follow up to this letter to have a meeting with the Technology Coordinator and any other involved or interested staff. Students who are under 18 must have a parent or guardian present at the meeting.
- New contracts will be issued at the start of each year.

Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number or those of students or colleagues.
- Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading large files during prime time, sending mass email messages, or using the computer to play songs or games).

- All communications and information accessible via the network should be assumed to be private property.
- Do not provide any other users with your password for other classes.
- Personal emailing may not be conducted during class time. Personal emailing may be done before school, at break, during lunch, or after school.
- Students should not reconfigure any of the computer control panel settings of any computers that have been configured by the system administrator.
- Students are not allowed to enter into unauthorized chat rooms, send third party emails, or instant message.

Note: Any situation not directly addressed in this handbook will be adjudicated using other RCHS handbooks/policy statements.

Rehoboth Christian High School Contract

Print and sign this contract, and then turn it in to the high school office.

Student:

"I have read through the student handbook in its entirety and my signature signifies that I agree to uphold these policies, in word and in spirit, and the people who enforce them." The Handbook is available electronically here - <http://bit.ly/RCHShandbook>

"I have read the TERMS and CONDITIONS for computer use. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action could follow."

Printed Name _____ Grade _____

Student Signature _____ Date _____

Parent:

(If the student is under the age of 18, the parent/guardian must also read and sign this section.)

"As the parent/guardian of this student, I have read through the student handbook in its entirety and my signature signifies that I agree to uphold these policies and the people who enforce them."

Printed Name _____

Parent Signature _____ Date _____

Parent:

"As the parent/guardian of this student, I have read the TERMS and CONDITIONS of the computer use contract. I understand that this access is designed for educational purposes and RCHS has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for RCHS to restrict access to all controversial materials, and I will not hold them responsible for materials that this student may acquire on the network. I hereby give my permission to issue access for the student named above."

Printed Name _____

Parent Signature _____ Date _____