



Rehoboth Christian Middle School

Unwrapping God's Gifts

Statement of Purpose:

Rehoboth Christian Middle School (RCMS) helps students recognize God's gifts in all of Creation.

RCMS Goals:

- 1) RCMS students will become people who have learned to unwrap God's gifts.
Unwrapping these gifts means developing one's own aptitudes and interests and discovering the wonderful diversity that makes each of us so unique.
- 2) RCMS students will become people who have learned that living in a Christ-centered community means sharing each other's joys and burdens.
- 3) RCMS students will come to understand what it means to receive God's grace and share it with others.
- 4) RCMS students will have learned what it is to be committed to seeking God's shalom -- His mercy, peace, and justice --in school and in society.
- 5) RCMS students will have developed a Christian view of reality.
- 6) RCMS students will have a better understanding of how to use their gifts to serve God and others.
- 7) RCMS students will have a greater appreciation for and understanding of Native Americans.

I. Introduction to Rehoboth Christian Middle School (RCMS) Handbook

A. Purpose of the Handbook

B. Complaint or Problem Procedure: The Matthew 18 Principle

II. Academic Policies

A. Curriculum and course offerings

B. Course Requirements

C. Transfers

D. Grading System

E. Parent/Teacher/Student Conferences

F. Homework Policy

G. Agendas

H. Standardized Testing

I. Academic Concerns and Probation

J. Library Materials and Checkouts

K. Computer Lab and Chromebooks

L. Visitors

M. Textbooks

N. Academic Dishonesty

III. Attendance

A. Absences

B. Types of Absences

C. Make-Up Work

D. Leaving School

E. Tardies

F. Detention

G. Checkouts

IV. Extra-Curricular Activities

A. Athletics

1. NMAA Member

2. Sports Offered

3. Eligibility

4. Participation in High School Athletics

B. Clubs

C. Music

D. Academic Activities

V. Community Standards

A. Introduction to community standards

B. Dress Code

C. Guidance and Counseling

1. Counselor

2. Conflict Resolution Policy

3. Reporting Suspected Child Abuse

D. Lockers

E. Gum

F. Cell Phones

G. Electronic Devices

H. Snowballs, Whitewashing, Sledding

i. Skateboards, Skates, Roller Blades and Heelies

j. Bicycles

k. Theft

l. Middle School Pride

m. Public Display of Affection

n. Gang Policy

- [o. Substance Abuse Policy](#)
- [p. Adjudication](#)
- [Q. Bullying](#)
- [R. Weapons, Firearms, and Threats of Violence](#)
- [S. Human Dignity/Anti-harassment](#)
- [T. Policy On Substance Abuse](#)
 - [1. Alcohol and Drug \(including nicotine\) Abuse](#)
 - [2. Prevention](#)
 - [3. Intervention](#)
 - [4. Other Related Issues](#)
- [U. Sexting Policy](#)
- [V. Discipline Philosophy](#)
- [W. Probation](#)
- [X. Non-school Time](#)
- [Y. Appeals Committee](#)

[Other Information](#)

- [A. Student Fundraisers](#)
- [B. Lunch](#)
- [C. Campus Boundaries](#)
- [D. Special Class Activities](#)
- [E. RE-ENROLLMENT](#)
 - [1. Re-enrollment considerations](#)
 - [2. Non-discrimination policy](#)
 - [3. Communicable diseases](#)
 - [4. Serious accidents](#)
 - [5. Administration of medication](#)
 - [6. Policy of Administration of Medication at School](#)
 - [7. New Students Health Requirements and Records](#)
 - [8. Permanent School Record](#)
- [F. Chapel](#)

[Appendix 1. Transportation Policy](#)

- [A. General Rules](#)
- [B. Non-Bus Transportation for School Activities](#)
- [C. Change of Vehicle](#)
- [D. Student Vehicles](#)
- [E. Bus Transportation Guidelines](#)

[Appendix 2: Internet Use Agreement](#)

[Appendix 3: Signature Page](#)

I. Introduction to Rehoboth Christian Middle School (RCMS) Handbook

A. Purpose of the Handbook

This handbook has been written to guide you as a student of RCMS. It covers many important areas of school life and student responsibility which are essential for a positive learning and growing experience at this school.

RCMS seeks to provide an atmosphere where young people can develop intellectually, physically, spiritually, and socially; much as Christ did in His life.

“And Jesus increased in wisdom (intellectual development)
and stature (physical development)
and in favor with God (spiritual development)
and man (social development).” Luke 2:52

In order for all of us, you, your teachers, and your parents, to reach these goals of Christ-like development, it is important to realize our responsibility in the Christian educational goals of this school. Essentially, you and RCMS have entered into a contract. RCMS has agreed to provide you with the best quality Christian education available, and you, in turn, must strive to work hard in your areas of personal development as outlined above.

It is your responsibility to know and follow the policies as described in this handbook. It is not the intent of this guide to cover every minor detail of school life; rather, it is designed to provide guidelines for a quality Christian education environment.

B. Complaint or Problem Procedure: The Matthew 18 Principle

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

1. All questions, problems or complaints should be brought to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the principal.
3. If the situation is still not solved, it should be brought to the Executive Director.
4. If the situation is not resolved at this level, it should then be presented in writing to the chairman of the Education Committee of the Board for inclusion in the agenda of the regular monthly meeting of the Education Committee.

II. Academic Policies

A. Curriculum and course offerings

Rehoboth Christian Middle School uses a two-year rotating curriculum for seventh and eighth grade. Sixth, Seventh and eighth graders are sometimes mixed together for classes and separated for other courses. School years starting in even numbered years use year one; school years beginning in odd-numbered years use the year two curriculum. Please contact the teacher or principal if you would like an overview of this year's curriculum.

B. Course Requirements

<u>Sixth Grade</u>	<u>Seventh Grade</u>	<u>Eighth Grade</u>
<u>Two Semester Core Courses:</u> Math, Science, Bible, Reading, Language Arts, Social Studies, Choir, Band,	<u>Two Semester Courses:</u> Math, Science, Communications, Social Studies, Choir, Band, Independent Reading	<u>Two Semester Courses:</u> Math, Science, Communications, Social Studies, Choir*, Band*, Independent Reading
<u>Two Semester Once Weekly Courses:</u> Art, PE	<u>One Semester Courses:</u> Art, PE, Bible, Reading	<u>One Semester Courses:</u> Art, PE, Bible, Futures
<p><u>Exploratories:</u> In addition to the above courses all 6th, 7th and 8th graders participate in six 6-week exploratory sessions. While most exploratories are free choice, during their 3 years at RCMS, each student must complete one exploratory in each of the following categories:</p> <ul style="list-style-type: none"> ● Typing (unless students test out: Need requirements here) ● Language (language other than English, speech, etc) ● Digital (coding, applied digital skills, etc.--typing is not included in this requirement), ● Artistic/creative (knitting, crocheting, art, maker zone, Jazz band, guitar, etc.) ● Service learning 		<p>*In eighth grade, students may choose a teacher assistant course that includes a final presentation in place of choir, or they may choose an art appreciation course in place of band.</p>
<p><u>Advisory:</u> In addition, all 6th-8th graders participate in advisory. Advisory is a place for students to be held accountable in their academics and to grow in their relationships with one another and with Christ.</p>		

C. Transfers

1. Students transferring to Rehoboth mid-year are required to have a transfer form completed by their previous school indicating their current credits and grades up to that point. RCMS will make a written request for a copy of the student's official report card and standardized test scores.
2. Students transferring from Rehoboth must have all financial obligations met at the business office before any credit for a semester is given and before official records can be sent to another school. The office will distribute a transfer form to all of the student's teachers, requesting current course grades. This form will be copied and sent to the new school.

D. Grading System

1. The grading system is based on a 4.0 scale below:

95-100	A	4.0	Excellent	70-73	C-	1.7	
90-94	A-	3.7		67-79	D+	1.3	
87-89	B+	3.3		64-66	D	1.0	Poor
84-86	B	3.0	Good	60-63	D-	0.7	
80-83	B-	2.7		0-59	F	0.0	Failing
77-79	C+	2.3			I	Incomplete	
74-76	C	2.0	Average		P	Pass (credit)	

2. If there are extenuating circumstances at the end of a semester that make it impossible for a student to finish the work required by the end of the grading period, the parents will work with the principal or counselor to come up with a plan for the student.
3. Report cards are distributed by e-mail every nine weeks to those who are currently on all financial obligations (tuition and any other fees). You must request a printed copy from the school secretary or principal. The report card includes the course grade for that marking period, the grade point average for the marking period, and the student's current cumulative record. Semester grades are calculated using the two nine-week grades and the semester tests/exams.
4. Middle school classes are generally not credited to a student's permanent high school record. RCMS uses Ds in their grading system, while the high school does not.
5. Parents will receive an emailed progress report weekly.
6. No Credit Policy. Students are expected to be in class every day. Academic credit will not be given to a student who has had more than 10 excused or unexcused absences from a class within one semester. Exceptions to this policy will be granted only after review and approval by the Administration and the Education Committee. Parents will be notified when a student is on record as being absent from class or school after the 7th absence, within a semester, and if possible, every absence thereafter. Arriving more than 10 minutes late or accumulating many tardies also have an impact on credit. [See Tardies](#)

E. Parent/Teacher/Student Conferences

Conferences are held twice a year. The conferences take place after the first and the third quarters. We ask all parents to attend the fall conference. Teachers and/or parents request specific parents to meet with for the spring conferences.

F. Homework Policy

1. We generally collect assignments at the beginning of class. If yours is not completed by that time, it's LATE and you are no longer able to earn full credit for that assignment.

2. Hand in work that you take pride in doing. Do NOT hand in assignments that are messy, difficult to read, have scratched out marks on them, or that are written on paper torn from spiral notebooks. HOW you do your homework is as important as WHAT you write.
3. Work must be 100% complete at the beginning of class or you will receive an M which means missing assignment. A missing assignment is a 0 in the gradebook.
4. At this grade level YOU earn your grade. We do not give you your grade. The teachers are not responsible for your grade. What does this mean? You take complete responsibility for the grades you earn this year. Please use ParentsWeb and StudentWeb to keep track of your grades. You can always ask your teachers for help!
5. Grades: Our goal is that students will learn academics and responsibility. Homework is one key to success in every class. Assignments are graded based on accuracy and completeness. Assignments are graded in the following way:

Days Late	On time	1 day late	2 days late	3 days late	4 days late	5+ days late
Percent off	0%	10% off	20% off	30% off	40% off	50% off

6. 9th Period Work Time: On Tuesday, Wednesday and Thursday, middle school students can stay to work on homework from 3:10-3:45. All teachers will be available to help on Tuesdays. On Wednesdays and Thursdays, students will work in a specified classroom with one teacher being available to help.

G. Agendas

At the beginning of the year, every student will receive a student planner, called an agenda. This is an important communication tool that every student and teacher uses. The following policies are to be used with that agenda:

1. The agenda is the student's ticket to primary classes.
2. Teachers will periodically check agendas.
3. Parents may be asked to sign a student's agenda daily.

H. Standardized Testing

A systematic approach to standardized testing is followed at Rehoboth Christian School. Grades 3 through 8 take the NWEA (Northwest Evaluation Association) MAP Reading, Math, and Language tests two times a year. 7th and 8th graders also take a Science test.

I. Academic Concerns and Probation

The students, parents and teachers of Rehoboth Christian School enter into a covenant with each other committing themselves to fulfill their role in the positive educational development of each student.

Rehoboth Christian School teachers are committed to providing students with the best possible Christian education and challenge each student to their highest level of performance. This is accomplished through a high level of academic expectations coupled with a high level of support which equips students to meet these expectations. The parents commit themselves to support their child's academic journey by expressing interest in their education, and by providing adequate support and structure at home. When a student is not performing to the expected level, it is apparent in their grades. During the first school day of every week parents are emailed weekly Gradebook Progress

Reports from RenWeb to help communicate student performance. The following steps will be taken to help ensure student success.

Step 1: Weekly Academic Watch: Students who have one or more Fs at a weekly Gradebook Progress Report will be on Academic Watch. All students on Academic Watch will be recommended to attend 9th Period from 3:10PM to 3:45PM until their grades have been raised. If a student uses after school RCS transportation, parents will have to pick their students up at 3:45PM. Students who stay for 9th Period must be picked up no later than 3:55pm, or other arrangements need to be made with the school in advance. There will also be consequences for participation in activities. See Eligibility policy. Academic watch will begin the third full week of the first quarter. Academic Watch for the first 3 weeks quarter 2 and 4 will be based off of grades from quarters 1 and 3. Academic Watch for the first 3 weeks of the 2nd semester will be based off of Semester 1 final grades.

Step 2: Academic Intervention: Students who are on the Weekly Academic Watch list for three or more weeks in a row demonstrate a higher level of concern (this includes all students who end a quarter or semester with an F). The student will meet with the principal to discuss attendance or behavior concerns, the counselor to discuss social or emotional or familial concerns, and the special education director to discuss academic concerns. The team (principal, counselor, special education director) will then recommend potential ways to help the student become successful. A member of the team will contact the parents as well to solicit their input and feedback.

Step 3: Academic probation: If the student continues on the list for three more weeks as the strategies are being implemented or if the student exits the list and then re-enters the list for 2 or more weeks in a row, the team will meet with the student and parents to discuss an academic probation contract. This contract will lay out expectations for the student, the family and the school. If the student or family fails to follow the expectations laid out, their status as an RCS student will be reviewed by the education committee near the end of each semester to determine whether or not the student will be allowed back at Rehoboth the following semester.

J. Library Materials and Checkouts

All books must be properly checked out prior to taking them from the library. Each student is issued an ID # that is specific to them. Students who lose a book must pay for the replacement of that book.

Students will be required to take care of all library-related financial obligations prior to receiving first or second semester report cards.

K. Computer Lab and Chromebooks

The computer lab and Chromebooks are for classroom instruction and for individual course projects.

1. Internet Contract - Students must have a signed [internet use form](#) on file.
2. Use of Personal devices – Personal devices may only be used with teacher consent. Misuse of personal devices will result in the device being confiscated in accordance with the [cell phone policy](#).

L. Visitors

RCMS welcomes and urges parents, grandparents, aunts, and uncles to visit any of your classes by making an appointment through the office. Occasionally you may wish to have a friend or cousin attend classes with you. This is acceptable, but you must have prior permission from the principal. Bring a note from a parent/guardian and give it to the office at least one day before the visit is to occur. Only one friend per student is allowed at a time, with no more than three visitors per

classroom. All student visitors must obey RCMS student policy guidelines. No visitors are allowed during semester test/exam week.

M. 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 RCS 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.

N. Academic Dishonesty

RCMS values honesty and integrity in all student work. Cheating and plagiarism will be taken seriously by all teachers and administrators at RCS. Plagiarism is defined as: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to present 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, copying and pasting from the internet without citation. 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:

Warning --At the teacher's discretion, the teacher could warn the student and teach the student about academic dishonesty. The teacher will also notify the parent and the principal.

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.

III. Attendance

A. Absences

Every student is responsible to every teacher for each class missed. (See also: [No credit policy](#)-maximum number of excused and unexcused is 10) Please communicate with Val and the start of the day if you know that your student will be absent.

B. Types of Absences

An absence is defined as having missed more than 10 minutes of a class period.

1. Excused absence - sickness on the part of the child, death in the immediate family, funeral of a close friend or relative, doctor/dental appointments, or other reasons deemed acceptable by the principal. An excused absence will be given after the parent contacts the school office by written note or phone call explaining the exact cause of the absence within 7 days of the absence.
2. Planned absences - any time parents know ahead of time that a student is going to miss class, parents must notify the school office prior to the planned absence. The student should be sure to

make arrangements for any work that will be missed during the absence. Parents should help ensure their child has sufficient time during the absence to complete the work.

3. Unexcused absence
 - a. Missing class for any other reason
 - b. Truancy--being absent without the consent of the parents.
 - c. Suspension or being removed from class for behavior.
4. Consequences for truancy and suspension: teachers may choose to give a 0 for any participation grades, assignments, quizzes, or tests that day or the student can meet with the teacher to determine how the student can make up the missed work.

C. Make-Up Work

1. 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.
2. If a student is absent two or three days, all required work must be completed and tests taken by the second or third day back to class.
3. If a student is absent for more than three days, parents should make every effort to contact the school to collect assignments. Staff member will make every effort to make arrangements with the family and student in setting up a reasonable timetable for completion of work and tests if a student is absent for more than three days.

D. Leaving School

Any student leaving school grounds during the school day must have a written statement from a parent, a phone call from a parent or the physical presence of a parent to be released from school. Students will not be released from school to anyone for whom a restraining order has been issued and is on file. The school can refuse the release of a student to anyone whom, in the judgment of the school staff, poses a threat to the safety of the student.

E. Tardies

A tardy is defined as not being seated in the correct seat with all supplies needed when the bell rings. If a student arrives late to school, he/she must check in at the office. Morning tardiness caused by missing the bus, oversleeping, traffic conditions, car trouble, etc. will be considered unexcused.

1. Students will be allowed 4 tardies per quarter without penalty. The 5th tardy and every third tardy thereafter in a quarter will result in a detention.
2. Tardies will be excused if a student obtains a note or email excuse from the staff member who might have caused the student's tardiness.
4. If a student is more than 10 minutes late to class, the tardiness will be counted as an unexcused absence for that class.
5. Each tardy will count as a .2 absence. Therefore, for every 5 tardies a 1 day absence will be counted for each class. These absences will count towards the No Credit policy.
6. Tardies will be recorded on a weekly basis and will be erased at the end of each quarter for detention purposes.

F. Detention

The purpose of detention is to remind students of their responsibility to: 1) be on time 2) follow school rules 3)make-up time for any unexcused periods or any removal from class

1. If a student comes late to detention they will receive extra detention time or additional assignments*
 2. Detention takes priority over all other activities, including athletic practice, class meetings, etc. unless the student has made other arrangements with the principal.
 3. Students who fail to report to detention will be given one extra period of detention*
 4. In-House suspensions - Students who accumulate three or more hours of detention, may be given an in-house suspension. Students with an in-house suspension are required to be isolated all day and must do assigned work during this time.
 5. Parents will be notified by a Parent Alert text message if their child has received a detention.
- *Extra detention may be served the same day it is earned or the principal may arrange a different day.

G. Checkouts

Students may not be checked out after 2:15 pm. Exploratories happen all over campus and getting your child to the main building at this time is nearly impossible. If you have an end-of-the-day appointment, please plan ahead and pick up your child before 2:15pm.

IV. Extra-Curricular Activities

Extra-curricular activities include all activities carried on outside of the regular class time that are not a part of a class grade. It is important to remember that extra-curricular activities are of secondary importance to academics.

A. Athletics

1. NMAA Member

Rehoboth Christian MS School is a member of the New Mexico Activities Association and is subject to its rules regarding eligibility. All students wanting to participate in a sport must complete the sports form packet which includes having a sports physical completed before practices begin for that sport. Packets include forms about concussions, transportation etc and can be filled out during the summer or before a sports season begins.

2. Sports Offered

Since we are a small school, it is possible for nearly everyone to compete in some area of athletics, and we encourage involvement. Some years a sport may be canceled because of too few students wishing to participate or because coaching staff can not be found. Sports that are often offered on the middle school level include:

Boys: cross-country, basketball, track and baseball

Girls: cross-country, volleyball, basketball, track and softball

3. Eligibility

The NMAA has established eligibility rules for extra-curricular activities encompassing all levels of competition - athletic, musical, and academic. These rules are summarized below for easy reference, but are explained in more depth in the RCS Athletic Policy Handbook.

- a. Weekly Academic Watch: During the first school day of every week parents are emailed weekly Gradebook Progress Reports from RenWeb to help communicate student performance. Students who have one or more Fs at a weekly Gradebook Progress Report will be on Academic Watch. The Academic Watch period and all consequences go from the Tuesday after the grades

are released through the following Monday. If the student has no Fs on the next weekly Gradebook progress report, they will regain eligibility on Tuesday.

- 1) A student who is on Academic Watch will not be allowed to miss any classes during the school day for school sponsored events.
 - 2) All students on Academic Watch will be recommended to attend 9th Period from 3:10PM to 3:45PM until their grades have been raised. If a student uses after school RCS transportation, parents will have to pick their students up at 3:45PM.
 - 3) Student Athletes who are on Academic Watch will not be allowed to compete in Athletic contests or other NMAA sponsored events.
 - 4) Student Athletes will miss after school practice time and team contests to complete the work required to raise their grades (students must still attend practice during exploratory).. Once grades are raised students are still unable to compete. Students may continue to practice with athletic teams and may be with the team at contests once grades are raised at the coaches discretion, as long as class time is not missed to be in attendance.
 - 5) Academic watch will begin the second full week of the first quarter. Academic Watch for the first 3 weeks quarter 2 and 4 will be based off of grades from quarters 1 and 3. Academic Watch for the first 3 weeks of the 2nd semester will be based off of Semester 1 final grades.
- b. End-of-Quarter Re-Eligibility: If a student was academically ineligible at a semester, they will be able to gain eligibility at the quarter if they have no Fs and a 2.0 GPA or higher. This is per NMAA policy.
- c. End-of-Semester Eligibility: Please note that End of Semester Eligibility follows NMAA policy. A student who is failing one or more classes or has less than a 2.0 GPA at the end of a Semester:
- 1) Will be ineligible to participate on an RCS athletic team per NMAA Rules for the entire next semester.
 - 2) If a student is academically ineligible at a semester, they will be able to gain eligibility at the next quarter if they have no Fs and a 2.0 GPA or higher.
 - 3) The second semester GPA of the school year for middle school students will be used to determine their eligibility for first semester sports the following school year (including high school sports for 8th graders).
- d. Eligibility is intended not to discourage or keep any student from participation, but to emphasize the importance of maintaining balance between academic scholarship/discipline and other activities.

4. Participation in High School Athletics

As long as it doesn't jeopardize the middle school sports program and the high school permits, eighth graders are allowed to participate on high school teams. At Rehoboth, this is permitted on a case-by-case basis, with priority given to high school students. Eighth graders who wish to join a high school team will need a permission form signed by the athlete, his/her parents, the middle school coach, the high school coach, the Athletic Director, and the middle school principal.

B. Clubs

Any group of students is welcome to form a club by following a simple procedure. You must have a staff member as your sponsor and submit a written statement for the purpose of this club to the principal. Depending on the nature of the club, the eligibility rules may not apply.

C. Music

RCMS has its own band and choir which meet throughout the entire school year. Students may participate in both since they meet on different days. The Band and Choir will give concerts; participate in Solo and Ensemble Festivals, and in District festivals. Grades for band and choir include attendance at concerts at least once per semester that occur outside of school hours. See Course Requirements for more information. In addition to regular classes, students may have opportunities to participate in musical exploratory classes such as musical productions, and honor choir or band.

D. Academic Activities

RCMS participates in a variety of extracurricular academic activities. Examples of these include the Spelling Bee, National Geographic Geography Bee, Math Counts Competition, Science Fairs, the Greatest American Debate and the Battle of the Books. Eligibility rules apply for any activity that causes a student to miss class.

V. Community Standards

A. Introduction to community standards

Learning together in a Christian community means that there are certain standards we all need to uphold. These standards address how students treat themselves and how they treat others. They also lay out what happens when these standards are not upheld. The items mentioned here only lay out a groundwork for Christian community though the ultimate goal is living a Christ-like life as a Christ-follower.

B. Dress Code

Standard for Dress

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.

C. Guidance and Counseling

1. Counselor

RCMS has a counselor who works with the elementary and middle school students. Although the counselor is a specialist in performing guidance functions, guidance is provided by the entire staff. Students should feel free to contact any staff member for help or assistance.

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

2. Conflict Resolution Policy

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.

3. 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 RCS 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 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 the 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 can not be kept confidential. However, students who are reporting situations involving friends are encouraged to give information through a confidentiality policy which will not disclose their identity. This policy recognizes our responsibility in protecting our students, promoting healing of broken lives and providing loving, Christ-like support to our students and their families.

D. Lockers

One of the unique aspects of RCMS is that none of the student lockers have locks on them. Virtues that we believe in are trust and respect. Lockers and other personal items that are not yours should be left undisturbed.

1. Locker Assignments - Each student will be assigned a locker at the beginning of the year and must use that locker unless given permission otherwise. The office will maintain a record of where each student's locker is and will use that number to post phone messages, overdue library book notices, etc. Sometimes students do need to share a locker with another student.
2. Use of Lockers - As property of RCMS, all lockers should be kept neat and clean. Nothing may be hung on the outside of student lockers. Materials placed inside the locker should promote the Christian philosophy of the school. Students with questionable things hung in their lockers will be asked to remove them. Nothing permanent may be hung on the locker (stickers, markers, etc.) The school reserves the right to search and seize items in lockers without prior notice to the students or their parents.
3. Hooks - hooks are provided for students' backpacks and coats etc. Students may receive a detention if backpacks, coats, books etc are not kept in proper places.

E. Gum

Middle School students are not allowed to have gum on school grounds.

F. Cell Phones

Cell phone use is prohibited at RCMS. Cell phones will be confiscated if they are seen or heard or used on school grounds (including the fellowship hall) from the time a student is dropped off (by bus or family vehicle) until they are outside of the school building after the final bell (3:05 for most

students and 3:45 for students attending 9th period). If students must use their phone during the day, they must have permission from a staff person and use the phone under direct supervision of that staff person. RCS is not responsible for lost/stolen devices.

1. First offense: Cell phone will not be returned for a minimum of 48 school hours. A parent or guardian and the student must sign the technology use agreement before the device is returned.
2. A second offense will result in holding the phone for five school days.
3. A third offense will result in keeping it for the remainder of the semester.

G. Electronic Devices

Earbuds and headphones are not to be used on campus once a student gets off the bus. MP3 players, gaming devices, ipods, tablets etc. - are not allowed on campus during any part of the school day. Any of these items seen at school will be confiscated and cell phone rules will apply. RCS is not responsible for lost/stolen devices.

H. Snowballs, Whitewashing, Sledding

1. Students may only throw snowballs in the field below the sledding hill (and they may not be thrown at anyone on a sled). Only students wishing to participate in snowball fights should be near this area. Students caught throwing snow or throwing others in the snow in other locations may lose free time privileges, receive detention or other consequences as determined by the principal or teachers on duty.
2. Sledding Rules
 - a. Students may sled in designated areas only.
 - b. When the person sledding reaches the bottom of a hill, they immediately get off and move well off to the side so they do not get hit from behind.
 - c. When walking up the hill, walk well off to the side so you do not walk in the way of someone coming down.
 - d. The person sledding is responsible for not hitting someone below them as they come down. If someone is in your way, wait until they have moved before starting. If you are already started down, yell loudly so they get out of your way. If they are not moving, roll off your sled so you do not hit them.
 - e. Students may not sled over jumps.
 - f. No more than 2 people on a sled at a time.
 - g. Any person engaged in any "dangerous" sledding or using "dangerous" sleds deemed by the supervisor on duty will not be allowed to sled.

i. Skateboards, Skates, Roller Blades and Heelies

Students wishing to use these 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 (outdoor basketball courts and designated sidewalks etc). Students skating without a waiver or without a helmet will have the skateboard/shoes they were riding confiscated for 2 weeks (first offense) and until the end of the semester /year (second offense) or at the discretion of the principal.

j. Bicycles

Students may ride bicycles to school but must ride with a helmet. Students may only ride bicycles to other locations on campus if they are wearing a helmet.

k. Theft

Stealing is a violation that affects the entirety of the Rehoboth community. Any incident of theft is taken seriously and will have consequences. In some cases, these consequences may involve calling the police and/or suspending or expelling the student/s involved. Missing items must be reported immediately. A student should search for the item thoroughly and then again with a staff member. If the item still is not found, it should be reported to the principal.

l. Middle School Pride

Keeping the middle school building clean is our responsibility. Books, coats and supplies are to be kept in your assigned locker or hook. No student is allowed beyond the sixth grade classrooms at any time during school, unless approved by one of the teachers.

m. Public Display of Affection

At RCMS we want to foster an attitude of respect and self-control. The students are at an important time in their lives and we want to encourage their growth in a variety of areas, including in relationships with the opposite sex. However, families have different views on what they deem appropriate for this age and the staff wish to support families in their guidelines. Staff will communicate with families when the occasion arises so that the rules set in place at home are enforced at school.

In any case, all displays of affection will be deemed inappropriate.

n. Gang Policy

RCMS believes that student involvement in gang activity is unhealthy and does not reflect the philosophy and goals of a Christian school. Students must not be involved in any gang-related activity. They must not even have the appearance of being interested in the gang image. Students must not wear the clothing of or show the signs of gang activity (i.e. gang colors, symbols, graffiti, etc.).

If a student is suspected of any gang activity or has the appearance of, he/she will be referred to the school counselor and parents will be notified.

Students who continue to wear the clothing of or show the signs of gang activity and lifestyle after warnings and counseling will be suspended or expelled from school.

o. Substance Abuse Policy

No alcohol, cigarettes, illegal drugs, firearms, or weapons are allowed on the buses or on the school campus.

p. Adjudication

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

Q. Bullying

Rehoboth Christian School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses, and at

school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. Rehoboth Christian School will vigorously address bullying so that there is ~~no~~ as little disruption as possible to the learning environment and learning process.

1. Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be:
 - a. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
 - b. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
 - c. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using Facebook or the Internet – also known as cyber bullying)
2. Bullying behavior is prohibited in all activities under school supervision.

R. 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.

S. Human Dignity/Anti-harassment

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

1. Harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events is not condoned or allowed.

2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students or parents may report to a teacher, administrator, or counselor. Each report will be given serious consideration and investigated appropriately. Employees who believe to have witnessed or perceive such acts to have occurred are also responsible for reporting them per this policy.
3. Reports of harassment and subsequent investigations will be handled discreetly ensuring that both parties have a full hearing.
5. Any person who is determined to have violated this policy will be subject to disciplinary action up to the termination (for staff members) or expulsion (for students).
6. Sexual harassment includes: making unwelcome sexual advances; engaging in improper physical contact; making sexual comments; writing a note to someone else, either electronically or by hand, with content that may be construed as sexual; using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile or offensive learning or working environment.
7. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
8. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

T. Policy On Substance Abuse

1. Alcohol and Drug (including nicotine) Abuse

Rationale: These procedures are based on the following concepts: (1) our bodies and minds are gifts to us by our loving heavenly Father, and we are to use them to his glory. Substance abuse is a powerful way of destroying our capability to serve Him; (2) Substance abuse is one of the leading ways in which Satan is tearing apart individuals, families and the entire social fabric in our society today. Abuse has a direct effect upon the learning performance of students. It is a leading cause of death, through accidents and suicide, of the young people in our society; (3) State laws and state Board of Education regulations prohibit students from using, possessing, selling, giving away, or transporting alcohol, tobacco products and/or illegal drugs on school property (including buses), at school, or at school-related activities.

Goals: Primary goals are: (1) to prevent Rehoboth students from becoming involved in alcohol or drug (including nicotine) abuse; (2) to helpfully intervene in cases where Rehoboth students are involved in alcohol or drug abuse. This includes the use of tobacco or nicotine products of any form.

2. Prevention

Rehoboth Christian School is committed to continuing, evaluating, and improving the education of both students and parents, at all grade levels in the area of substance abuse.

3. Intervention

- a. First Offense: When a student is caught using or in possession of drugs or drug paraphernalia, alcohol, or tobacco/nicotine products, our goal is to try to help the student. If this is the first offense, the following procedures will be followed:
 - 1) The student is suspended for two days including, when possible, the remainder of the day in which he/she was caught. His/her parents will be called to pick him/her up from school. The student may be required to take a drug test.

- 2) When the student returns to school, a parent or legal guardian must accompany the student and a conference is held with the Principal explaining these procedures.
- 3) The student is referred to the counselor immediately for assessment and help.
- 4) The student will be required to follow through on the recommendations of the counselor concerning further treatment and support within the school program or with an outside agency.

b. Second Offense:

- 1) The student is immediately suspended from school for the rest of that day and may return only with a parent or legal guardian for a parent meeting.
- 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 the school counselor or an outside agency recommendation. However, the student may be in school while receiving treatment as an outpatient or while waiting for room in a residency program. However, if any other substance abuse violations occur during or after that time, the student may be expelled or suspended until treatment is completed.

c. Subsequent Violations: Upon multiple violations of the policy on substance abuse, it is the school's prerogative to expel a student permanently.

4. Other Related Issues

- a. Any student violating this policy will immediately become ineligible for extra-curricular activities for the remainder of the present season or semester.
- b. 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.
- c. The police, the courts, or any other legal authorities may be contacted by the school whenever it is deemed necessary.

U. Sexting Policy

In keeping with the school's responsibility to provide a safe learning environment for all students, RCS has established the following policy regarding the issue of "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 Federal and state laws and school discipline. RCS considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy; a violation that will result in school discipline, up to and including expulsion and notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

V. Discipline Philosophy

We believe that at Rehoboth Christian School it is our responsibility to examine how God would have us live and work together to uphold Christian standards of behavior. The Bible provides us that standard of behavior and conduct. Therefore we try to provide discipline that is Biblically based. The following list of behaviors we judge as being in violation of Biblical standards or state laws, and therefore students involved in them are subject to the discipline of the school. This list includes what we would consider to be areas of wrongdoing, although it is not a complete list:

1. Disrespect for the Christian faith on which the school is founded and/or abuse of students for their Christian faith

2. Use, possession, or distribution of any alcoholic beverage or tobacco/nicotine-based product
3. Use, possession, or distribution of an illegal drug or abuse of legal drugs
4. Use, possession, or intent to use a weapon, firearm or explosive
5. Sniffing glue, spray paint, gasoline, or similar hallucinating substances
5. Engaging in premarital sexual relations
6. Consistent tardiness and attendance problems
7. Fighting with other students or inflicting bodily harm
8. Disrespect of authority
9. Stealing
10. Profanity
11. Vandalism and property damage
12. Misuse of the fire alarm

W. Probation

For repeated violations of these policies, a student may be put on behavioral probation. This will include creating a contract that the student and family will sign. The RCS Education Committee each spring will review all students who are on probation. When enrollment for a given grade is restricted by limited space, a student on probation may be dropped from the enrollment. If the student does not appear to be working towards changes as listed in the contract, the student may be asked to leave the school.

X. Non-school Time

Students, while not under the direct jurisdiction of the school in the evenings, on weekends, or summers, but whose behavior seriously violates the standards and reputation of the school, shall likewise be subject to school discipline.

Y. Appeals Committee

Any student who feels that he/she has received unfair disciplinary action may take his/her case to the Education Committee.

Other Information

A. Student Fundraisers

The middle school staff and principal are responsible for overseeing all fund raising projects throughout the year. These are coordinated with the high school projects so as not to overlap. Every fundraiser must be pre-approved. Monies from fundraisers will be used for designated charities or for class expenses, such as field trips, social activities, cell group outings, 8th grade class trip, and graduation. No non-RCS fundraising is allowed at RCS unless prior, special permission is granted by the principal.

B. Lunch

1. Students may take their own lunch from home and eat it in the dining hall or they may purchase meals at the dining hall. There is a federal lunch program at the dining hall that provides free and

reduced price lunches based on income. Breakfast is served in the Sports and Fitness Center Lobby every day.

2. All policies of appropriate behavior apply in the dining hall facilities.
3. All students are expected to stay on campus during lunch, except if they are with a staff member and are participating in a school activity. Students must bring a lunch from home or use the food service provided
4. They are not allowed to have food delivered to school. Students are to stay outside of the school building until the end-of-lunch bell rings, unless doing work for or with a teacher.
5. Nutrition: we have a concern for the healthy nutrition of our students and do not allow fast food, energy drinks or soda on campus.

C. Campus Boundaries

Rehoboth Christian School functions within a unique campus setting; students are expected to recognize that there is a difference between the education and residential areas of campus. Students are expected to remain in the educational buildings and area of campus during the school day and 9th period if applicable. Unless their families live on campus, students will not be allowed in the residential areas of campus during school/ after school program hours.

D. Special Class Activities

1. Field Trip Policy: 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.

Ratio of chaperones/students recommendations:

- a. Teachers/Coaches can escort their whole class/team for local trips (within 15 miles of Gallup)
 - b. Out of town trips should have a 15:1 student to chaperone ratio
 - c. Overnight trips should have an 8:1 student to chaperone ratio, male & female leaders - if the student group is mixed gender
 - d. Exceptions will only be made with prior approval of the principal
 - e. Students on [Weekly Academic Watch](#) will not be permitted to miss other classes to participate in a field trip and may not be able to attend the field trip if it impacts 9th Period attendance.
2. Eighth Grade Class Trip Day: There is a one-day class trip allowed for the eighth grade.
 3. Graduation Policies -
 - a. The main speaker is usually the parent of an 8th grader, and must have the approval of the middle school teachers.
 - b. Other participants may include the valedictorian and/or salutatorian. The valedictorian and salutatorian are the two students who have the highest cumulative GPA (through the 3rd quarter) and have attended Rehoboth at least for 7th and 8th grade.
 - c. Students are expected to follow the school dress code for attire.
 - d. If there is a reception afterwards, it will be organized and paid for by the parents.
 - e. Cost - The eighth grade class must have enough money left in their account after the class trip to pay for graduation expenses. In the past this has been about \$1250.
 - f. Students are not allowed to participate in graduation unless all uniforms are returned, textbooks returned and/or fines and other fees are paid.

E. RE-ENROLLMENT

1. Re-enrollment considerations

At the close of each school year the administration shall request a review of all students and families from Principals and teachers and a report regarding any students or families with which there are concerns in any of the following areas: Spiritual, Academic, Social Behavioral, Financial Commitment. This assumes that the staff and administration had been working with student and family in the course of second semester to encourage a student to live up to RCS standards. Students/families that are not fulfilling the expectations, commitments and conditions they made upon admission to Rehoboth Christian School may be excluded from the school for the following year. In addition, families and students may also be excluded from the school for consistent failure to meet financial obligations. Those policies and procedures are set forth in Section 5220.

2. Non-discrimination policy

Rehoboth Christian School admits students of any race, color, national, and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administered program.

3. Communicable diseases

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

4. Serious accidents

All serious accidents to students or staff should be descriptively recorded and immediately reported to the Superintendent.

5. Administration of medication

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

- a. An authorization form to administer medication must be signed and submitted by the parent/guardian;
- b. The signed medication authorization form must be kept on file; and
- c. The parent/guardian must provide the school with properly labeled containers that hold the appropriate medications.

6. Policy of Administration of Medication at School

- a. Administration by a Staff Member: Arrangements must be made with the school nurse who can train the secretary and/or the child's teacher to administer the medication to the student. The container with the medication must be labeled with the name of the drug, the strength and current dosage, schedule for administration, the name of the student, and for prescription medications, the name of the physician or nurse practitioner. All students must be taught, according to their level of ability, why and when they take their medication.
- b. Over the counter medications: If a doctor recommends an over-the-counter medication such as tylenol or ibuprofen on an as-needed basis, a copy of such order must be provided to the school nurse and the medication must be provided by the parent. Trained office staff will only be allowed to administer the medication after describing the symptoms to the parent, or if the parent is unavailable, at the advice of the school nurse.

7. New Students Health Requirements and Records

All kindergarteners shall have a physical examination and the necessary vaccinations and tests before school opens in September. Each pre-kindergarten child shall have immunizations for tetanus, diphtheria, pertussis, (DPT) mumps, rubella, and measles,(MMR), polio, hepatitis B and varicella, (chicken pox vaccine for those who have not had the disease prior to entering Kindergarten) or as may be required by the State. In addition, students entering 7th grade are required to have the Meningococcal vaccine. These records must be made available to the school prior to enrollment. Newly admitted students must also have record of these immunizations in their transferred health files.

8. Permanent School Record

Student records contain sensitive and confidential information along with other information that is more public. This policy provides guidelines as to how information in student records may be distributed.

The school shall keep an accurate and up-to-date record on each child. The cumulative record shall be the child's permanent school record and it shall contain all pertinent data to be recorded in the spaces provided.

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, Parents/guardians' names/addresses, Enrollment status, Dates of attendance, School/grade, School activities/honors, NMAA eligibility status (sports), Date/place of birth.

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 RCS, but which may not be released without the parent's or student's consent are Student cumulative folder; Permanent record card, attendance, grades; Accident reports/health records; Test results and/or summaries; Notes referring to counselor, pupil personnel reports.

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 or over eighteen (18) year old student with the following exceptions:

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

Upon graduating or transferring, student records will be forwarded to the next school. The Board reserves the right to hold back school records of pupils who transfer from our school without

having paid financial commitment in full. A letter to this effect will be sent to those who request transfer and have not met the above conditions to the satisfaction of the Finance Committee. Records of all disclosures shall be maintained which indicate the party requesting and obtaining disclosure and the legitimate interest of the requesting party.

F. Chapel

Worship is a very important part of the middle school community. It is during this time that we often share the songs, words, laughter and tears that bring us together as the family of God. Students are expected to be quiet and respectful as they enter the church for this time of worship. Programs and speakers are selected for spiritual growth. We encourage student participation in chapel planning and presentation.

Appendix 1. Transportation Policy

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

A. General Rules

Bus Transportation for School Activities. Students normally, but not always when participating in school sponsored activities, shall be transported in a school bus. It will be driven by a CDL licensed Rehoboth bus driver and accompanied by a trip supervisor (coach, staff member, parent). If there is no trip supervisor to serve as chaperone, the driver shall delay departure until a chaperone is provided. The trip supervisor shall make a list of all students being transported and shall verify that each student on the list is aboard the bus at the time of departure and upon return to the school.

If field trips using school transportation begin or extend beyond the school day, Trip Permission Forms are required. Athletic events that begin or extend beyond the school day that have been posted on the school calendar and that use school transportation will not require Trip Permission Forms.

Trip Permission Forms are not required for field trips using school transportation during the school day.

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

B. Non-Bus Transportation for School Activities

Students may be transported in a non-bus school owned vehicle or other personally owned vehicle if in the judgment of the trip supervisor it is not practical or feasible to transport students in a bus. In such cases, the trip supervisor shall ensure that the driver of any vehicle is an adult, age 19 or older, with a valid driver's license, that the vehicle has adequate insurance coverage, and that the passenger number does not exceed the seat belt capacity of the vehicle. Generally, a 15-passenger van shall not be used for such transportation, pursuant to Federal Department of Transportation rules, unless the rear seat has been removed. Parents or guardians of passenger students shall be required to complete a Trip Permission Form giving their consent to such transportation. Note the following requirements:

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

Coaches and/or sponsors may seek a seasonal Trip Permission Form for the length of a sports season or school event, e.g., school musical, soccer season.

It is understood that emergency situations may arise when a student must be transported immediately when it is not possible to secure a Trip Permission Form, e.g., a trip to the hospital for a crisis situation.

C. Change of Vehicle

If a student has been transported to a location pursuant to items 1 and 2 above and desires to return home, or back to school, or to some other destination in a different vehicle (e.g. with an adult in their personally owned vehicle), the parent or guardian of the student shall provide the trip supervisor with advance written authorization. If advance written authorization has not been obtained, the

parent or guardian may give advance phone authorization to the trip supervisor, which the supervisor must document at the time of the phone call. In no event may a student who is making a return trip from a school sponsored activity be transported by another student unless that student is the child's sibling?. Sponsors may also release students to parents or guardians in person and must document such release.

Regardless of whether students have been transported by bus or other vehicles, upon return to the school, the trip supervisors and sponsors shall stay with students until the last student has been released to a parent or guardian.

Policy Provided to Parents and Students. Parents and guardians of students shall be given a copy of this Student Transportation Policy prior to the commencement of the school year. The school requires that parents and guardians will review the policy with their students prior to the beginning of the school year. Parents and guardians shall be required to sign a form confirming that they have read the policy, explained it to their student(s), and agree to abide by the provisions of the policy. If parents cannot in good faith sign the policy because they believe it is too lenient, then they have the right of refusal and may need to make other provisions for the transportation of their student(s).

Summary

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

D. Student Vehicles

1. Off-campus vehicles other than RCS students, parents, or faculty are not allowed on the grounds during the school day. RCS students are not allowed to ride in the vehicles of people outside of the campus unless permission has been granted by the parents via the administration.
2. Vehicles other than of RCS parents or faculty are not allowed on the grounds during the school day. Middle school students are not allowed to drive vehicles. Students are not allowed to ride in the vehicles of people other than parents/guardians or RCS staff without prior permission.

E. Bus Transportation Guidelines

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

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

1. While at a bus stop or pick-up point, students shall:
 - a. Conduct themselves in an orderly manner. (The bus stop is not a play area).
 - b. Avoid littering.
 - c. Stay out of the street.
 - d. Be at the Bus Stop five (5) minutes prior to the scheduled bus arrival time. (Bus will not wait.)
2. While a passenger on the bus, a student shall:
 - a. Take assigned seat promptly after boarding the bus.
 - b. Remain in the seat (facing the front) while bus is in motion.
 - c. Talk in a low voice.
3. While a passenger on the bus, students MUST NOT:
 - a. Use (1) tobacco, (2) drugs, (3) alcohol, (4) controlled substances.

- b. Throw any (1) objects or (2) litter
 - c. Be (1) discourteous (2) disobedient (3) disturb the driver or (4) other passengers.
 - d. Use (1) profane language or (2) obscene gestures.
 - e. Make unnecessary or loud noises.
 - f. Transport items that may endanger the health or safety of passengers.
 - g. Place articles in the driver's compartment or aisles.
 - h. Open or close (1) windows or (2) emergency doors except when asked to do so by the bus driver.
 - i. Put any body parts outside the bus.
 - j. Bring radios/tape players per the RCS school policies.
 - k. Get off the bus without permission of the driver.
4. Students are expected to report any damaged seats or other parts of the bus to the driver. (Failure to do so could cause the student to be charged for the repairs).
5. Students who exit from a bus shall always cross in front of the bus. They shall cross at least ten (10) feet in front of the bus after being signaled by the driver and shall obey all traffic controls for street crossing.
6. A student will not be allowed to change buses or bus stops without a written request from the parent and approval from the Transportation Supervisor.
7. The driver is in full charge of the bus and its passengers. The student will abide by the above rules and those outlined by the Rehoboth Christian School Transportation Department. Should any student persist in violating any of these rules and regulations, it shall be the duty of the driver to notify the Transportation Supervisor and the school principal. Upon notification, the student may be removed from the bus and/or lose his/her bus riding privileges. At which point, it will be the parent's responsibility to transport him/her to and from school. If you have questions concerning your child (ren)'s transportation, please contact the Transportation Supervisor.

Appendix 2: Signature Page
Rehoboth Christian Middle School Contract

Student Name _____ (please print)

Student Grade _____

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.

Student Signature _____ Date _____

Parent:

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

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, in word and in spirit, and the people who enforce them.

Parent Signature _____ Date _____

Internet Use Agreement

Student:

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.

Student 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 RCS has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for RCS to restrict access to all controversial materials/persons and I will not hold RCS responsible for materials/persons that this student may access on the network. I hereby give my permission to issue access for the student named above.

Parent Signature _____ Date _____

Please return this signed contract to Ms. Peywa