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PHILOSOPHY OF RAINBOW HILLS BAPTIST SCHOOL

The philosophy of Rainbow Hills Baptist School is established upon God's Word. We understand that we have been commissioned to bring students to Jesus so that He might bless them (Mark 10:13-16). We recognize that the God delegated responsibility of educating children lies first with the parents. Our desire, along with the church, is to assist parents in this process. Instead of our initiating a scope and sequence of education, we believe as a faculty and staff that we are to join God in His work of equipping and energizing students. Our standard of excellence in academic education is motivated by the divine realization that rather than training students to be successful in the world, we are training them for their God-ordained place and purpose in the Kingdom of God.

A term that describes our philosophy of education is "Kingdom Education." Dr. Glen Schultz, in his book *Kingdom Education God's Plan for Educating Future Generations*, defines "Kingdom Education" as "the lifelong, Bible-based, Christ-centered process of leading a child to Christ, building the child up in Christ, equipping the child to serve Christ, causing the child to know and glorify God."

Kingdom Education consists of ten foundational principles.

- **Principle #1** - *The education of children and youth is the primary responsibility of parents.*
- **Principle #2** – *The education of children and youth is a 24 hours-a-day, 7-days-a-week process that continues from birth till maturity.*
- **Principle #3** – *The education of children and youth must have as its primary goals the salvation and discipleship of the next generation.*
- **Principle #4** – *The education of children and youth must be based on God's Word as absolute truth.*
- **Principle #5** – *The education of children and youth must hold Christ preeminent in all of life.*
- **Principle #6** – *The education of children and youth must not hinder the spiritual and moral development of the next generation.*
- **Principle #7** – *The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.*
- **Principle #8** – *The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.*
- **Principle #9** – *The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.*
- **Principle #10** – *The education of children and youth must have a view of the future that includes the eternal perspective.*

The main objective and purpose of RHBS is to disciple students in a way that they may know Jesus more and make Him known. This is a fruit of grace that is accomplished as Jesus lives His life through them. We believe that *the fear of the Lord is the beginning of wisdom and that knowledge of the Holy One is understanding* (Proverbs 9:10). Not only is God the source of truth, He is Truth. Therefore, we approach all knowledge from a God-centered worldview. Love for God, rather than love for knowledge, is our aim. When God is given priority, all the other things will be added (Matthew 6:33).

STANDARDS OF CONDUCT

RHBS holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:14). The result is a life consecrated unto God and separated from the world.

We must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led us to adopt the following standards conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests that each student; refrain from swearing, indecent language, drinking alcoholic beverages, the use of drugs, use of tobacco products, gambling, dancing, and involvement in hard rock or heavy metal music, whether Christian or secular, TV, movies, videos and printed materials that are contrary to the principles stated in God's Word. The student must maintain Christian standards in courtesy, kindness, morality, and honesty.

The selection of the restrictions mentioned in this standard may appear arbitrary to some; but, while not condemning others who see differently, RHBS believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

A student found to be out of harmony with our ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and student, there is opportunity for development of strong Christian character.

A document reflective of this information is sent home with the standards. After the parents and students have read this, they sign it to indicate their willingness to abide by these standards. The signed form is returned to the school and kept on file in the office.

ADMINISTRATION OF RHBS

Pastor/Chancellor	Pastor Dennis R. Wall
Principal of Elementary Education	Mrs. Angela Stewart
Principal of Secondary Education	Mr. Pedro Garza
Vice Principal of Elementary Education	Mrs. Tonya Wall
Vice Principal of Student Affairs, Secondary Education	Mrs. Billy Jo Dickerson
Registrar/Financial Administrator	Mrs. Carol Snowden

SECTION ONE

ADMISSION POLICIES

ADMISSION POLICY

1. A student is admitted on the basis of former records, placement test, pastoral reference, principal recommendation (for new students), parent/school agreement (signed by parent and administration), and the parents' willingness to cooperate fully with philosophy and standards set forth by the school. Entrance tests will be given to applicants periodically during the spring and summer. Student's status will be reviewed yearly and the student will be re-admitted on the basis of academic progress and disciplinary record.
2. A student entering pre-kindergarten classes must be four (4) years of age by November 1 of the school year for which they are enrolling. Kindergartners must be five (5) years of age by November 1 of the school year for which they are enrolling. First graders enrolling for the school year must be six (6) years old by November 1 of the school year for which they are enrolling or have completed kindergarten at RHBS.

Admission is not determined on the basis of race, color, creed, gender or national origin.

REGISTRATION POLICY

Registration of a student is not finalized until the following items have been completed:

1. Application turned in to the office with student's social security number
2. Registration fee paid
3. Testing completed with acceptable scores
4. File contains a copy of an official birth certificate
5. Report card from last school
6. Financial clearance from previous school
7. Immunization certificate completed
8. Signed pastoral reference (5th grade and up)
9. Signed confidential principal recommendation (new students)
10. Interview with the principal, parents, and student
11. All forms in regular packet completed and turned in to school office
12. A letter or telephone call of acceptance or denial will notify the student, after all the above steps have been completed.

TUITION AND FEES POLICY

1. Rates are charged annually. Registration and books need to be paid in full by August 1. Parents may choose to pay interest-free monthly tuition payments on a ten month basis, beginning August 1.
2. The following fees are applicable:
 - a. NON-REFUNDABLE registration fee
 - b. Book fee: In an effort to maintain book cost to a minimum, textbooks are rented and workbooks are bought
 - c. Sports fees
 - d. Testing fees for new students

PAYMENT POLICY

Financial obligations to RHBS are due on the dates as they appear on the current rate sheet. An interest-free monthly tuition payment plan is available and payable in ten (10) equal payments, beginning August 1, and ending in May of the current year. **All tuition payments are to be received by the fifth of the month.** If tuition payment is more than 5 days delinquent, RHBS will automatically assess a late fee. Consult the Financial Administrator if financial problems arise. An insufficient funds fee will be charged for returned checks. Tuition for the current school year may be prepaid by August 1 of the current year to receive a 3% discount.

WAITING LIST POLICY

Once a maximum number of students have been enrolled for a class, a waiting list will be started. A student will not be officially considered on the waiting list until the application form is completed and received. When a space becomes available, parents will be notified according to the date the student's name was placed on the waiting list. After two days, if there is no response, we will go to the next student on the list. We will keep the waiting list for the current school year only.

WITHDRAWAL POLICY

The parent must give two weeks advance notice before withdrawing a student or at any time by mutual agreement of both parties. Parent is responsible for payment of tuition for those two weeks. March 1 is the final withdrawal day to carry a refund. If a student is withdrawn after March 1, the balance of the semester's tuition becomes due. All records and report cards cannot be released until all accounts are paid in full.

SECTION TWO
GENERAL SCHOOL POLICIES

HOURS OF OPERATION

Pre-school.....	8:15am–3:15pm
Kindergarten.....	8:15am–3:15pm
Elementary Grades.....	8:15am–3:15pm

* Doors open at 8:05 a.m.

**Please be prompt in picking up your child. A \$3.00 late charge will be assessed through the office for each quarter hour, or fraction thereof, that you are late picking up your child.

ATTENDANCE POLICY

1. Classification of Absences

- a. Excused absences, as determined by the office, are given for:
 - (1) Student illness
 - (2) Death in the family
 - (3) Doctor appointments
- b. Pre-approved excused absences are allowed in unusual situations.
 - (1) A request for a pre-approved unexcused absence should be made by the parent in the form of a personal visit or phone call to the administrator explaining the need for the absence.
 - (2) If the absence is approved by the administrator, the administrator will send a note with the student, to the teacher, explaining the need for the absence and requesting that the student be given permission to do his work in advance.
 - (3) The teachers should assign advance work (exercises, reading, outlining, etc.) to be completed before the student returns.
 - (4) If the assignment is not turned in on time, the teacher should give zeros for all subjects and, at his discretion, may assign extra work to be done for homework.
 - (5) It is the student's responsibility to see the teacher about all tests and make-up work regarding such an absence.
- c. Unexcused absences are given for any reason other than "a" or "b" the student receives zeros in all class-work done on the unexcused day.

2. Procedures for Absences from School

The first day a student returns to school after an absence, he must bring a dated, written note from the parent, telling the reason for the absence. This note is to be turned in to the office.

3. Procedures for Doctor Appointments

If students miss three hours or less for a doctor's appointment, they are not counted absent. If they are absent more than three hours, it is counted one half day.

4. Tardiness

- a. Promptness is a character trait which we seek to instill in all our students. The late arrival of even one student penalizes the whole class by requiring the teacher to spend valuable class time repeating instructions.
- b. Elementary students who arrive late are instructed to go to the school office to receive a tardy slip.
- c. Students with three unexcused tardies receive one unexcused absence. An unexcused tardy is an action that is the direct responsibility of the student, such as, failure to get ready for school on time, loitering, etc.

5. Extended Absences

- a. Credit may not be given for a grade after a total of twelve (12) excused or unexcused absences during an academic year.
- b. An Absentee Committee will review absentee records at the semester break and at the end of the year. If no response is given by parents to explain the excessive absences, credit will not be given for that grade.
- c. When extenuating circumstances exist, parents and students may appeal this non-credit action to an appeal board, consisting of the administrator and the Absentee Committee.
- d. The final appeal may be made to the Advisory Committee of the RHBS.

6. Missed or Make-up Work

All missed work may be picked up the **next day**, after an absence, thus allowing the teacher time to prepare instructions and get together all books and assignments. This procedure assists teachers in not having to take teaching time while preparing work for a parent to pick up. Getting missed work is the responsibility of the student and/or parent.

ACCIDENT POLICY

Any student who has an accident must notify a teacher at once. First aid will be administered and parents will be notified if deemed necessary. An accident report form must be filled out the same day as the accident occurs. Any accident involving the student's head must be reported to the parents by telephone or note the same day it occurs.

HEALTH REGULATION POLICY

1. A statement verifying that the student's immunizations are up to date must be on file in the office at the beginning of the school year.
2. A sick child must be kept home. Many childhood diseases have the same initial symptoms as a fresh cold.
3. A student must be **free of fever (anything over 99.6) for 24 hours** before returning to school.
4. Medications to be administered at school must be in a prescription bottle with the child's name and all directions clearly marked.
5. All dispensed medications are documented. A staff person will be available to administer the medication.
6. At the end of the school year all remaining medications are to be returned to the parents.
7. We will not be able to dispense **any** nonprescription drugs, including aspirin, aspirin free medications, cough syrups, cough drops, throat lozenges, etc.
8. All students must be in compliance with the Texas Department of Health requirements.

ILLNESS POLICY

1. A student who becomes ill after arriving at school will be sent to the office. If there is no evidence of illness, such as a fever or vomiting, the student will have the option of staying in the office for 15 minutes or returning to class.
2. If, after the 15 minutes have passed, the student still says he feels ill, the parents will be called and the decision to remain in school or go home will be up to the parents.
3. School policy requires that a student with a fever or vomiting be removed from the classroom for his own well-being, as well as, that of the other students.

STUDENT MOBILITY

1. During School

- a. Use of student passes
 - (1) No student is to be in the hallway without a pass while classes are in session.
 - (2) A student that arrives late to school is to be sent to the office to get a pass in 1st - 6th grades.
- b. Student illness
 - (1) A sick student will be sent to the office. If warranted, the student's parents will be called to take the student home.
 - (2) Unless the illness is an emergency, the student should turn in his assignments before he leaves class.
- c. Departure from school during school hours
 - (1) A student who leaves school during the day must present a note from a parent, indicating departure and arrival time, to the office.
 - (2) A student **must** also be signed out by a parent.

2. After School

An elementary student cannot remain on campus after 3:25 pm unless supervised while involved in official, after school activities. No elementary student is allowed on the Jr./Sr. High side of the campus after school, unless accompanied by an adult. No student, at any level, is allowed to be in the ROC unless under direct supervision of a RHBS faculty member.

Please be prompt in picking up your child. A \$3.00 late charge will be assessed through the office for each quarter hour, or fraction thereof, that you are late picking up your child.

TELEPHONE POLICY

1. Cell phones are not allowed on campus for Pre-K – 6th grade students.
2. The office telephone is available to students for only emergencies.

Emergencies include:

 - a. Health and Safety of student (illness or injury)
 - b. Discipline of student
 - c. Need of lunch
3. A student may **ONLY** call his parent/guardian.

UPDATES TO STUDENT INFORMATION

The office should be notified of any change in the student's registration information, such as: address, telephone number, doctor, custody concerns, or other pertinent information.

EMERGENCY PLAN

GENERAL:

Emergency situations may occur which will require immediate and coordinated action by the staff to protect lives, to prevent injury to staff and students, and to minimize damage to property.

1. Fire in any part of the building will require a coordinated response to include evacuation of all buildings.
2. Tornadoes may occur at any time; however, they are more numerous during April, May, June, and are most likely to occur between noon and midnight.
3. Hurricanes are not likely to strike in the San Antonio area; however, tornado precautions will apply in the event of high hurricane-like winds. Flash flooding can be expected.
4. A chemical or hazardous material spill/leak is highly unlikely, but still a possibility. This would require the evacuation and transportation of all employees and students to a "safe environment."

FIRE PLAN:

These procedures will be followed to ensure the safety of all employees and students:

1. An automatic alarm system is in place to notify all students/employees of fire and/or smoke. This system automatically dials the local fire department.
2. Staff members are trained to ensure the safety of all employees and students.
3. An evacuation plan is posted in key areas of the school. There are designated assembly points for each class to meet in which the teacher accounts for each student.
4. Fire drills are performed on a monthly basis.
5. An administrator will be the last person out of the building to ensure a complete evacuation.

NATURAL DISASTER PLAN:

These guidelines will be followed in the event of a tornado or threatening weather:

1. Administrative staff will closely watch weather reports when threatening weather occurs.
2. In the event of a tornado in the area all persons will seek shelter in the lowest level of the building away from all doors and windows.
3. Teachers and staff will be alerted to begin the evacuation process to Thrasher Hall.
4. When the storm has passed the administration will ensure that there are no hazards or debris before allowing anyone to exit.
5. If fire is observed, the building will be evacuated according to the fire plan.

CHEMICAL AND HAZARDOUS MATERIAL PLAN:

In case of a chemical and/or hazardous material spill/leak Rainbow Hills Baptist School is ready and prepared to evacuate the entire facility according to the recommendations of our local Emergency Management Services. RHBS will either evacuate to the south to Valley Hi Baptist Church or to the north to Village Parkway Baptist Church.

EMERGENCY CLOSING POLICY

If for any reason school should be dismissed at other than the regular hours, parents will be notified. In case of inclement weather, or other emergencies, announcements will be made on local radio and television stations.

SECTION THREE
ACADEMIC POLICIES

CURRICULUM POLICY

An academic curriculum consistent with Biblical principles is used throughout our school. The core curriculum is a combination of A-Beka and Bob Jones University Press. These traditional curricula emphasize both skill mastery and abstract thinking.

TEXTBOOKS POLICY

1. Workbooks will be furnished for each student on an expendable basis. Textbooks will be furnished on a rental basis. Both are covered by the annual book fee.
2. A lost book will be replaced at the current retail price by the student to whom the book was issued.
3. A damaged book will be assessed accordingly, and a fine will be paid by the student to whom the book was issued.
4. Students should only write or make markings in the textbooks upon teacher's instruction.
5. Report cards and/or student records will be held until all book fines are paid.

GRADING POLICY

ELEMENTARY CLASSES:

Letter grades are used in 1st - 6th grades.

A+	98, 99, 100	B+	87, 88, 89
A	93, 94, 95, 96, 97	B	83, 84, 85, 86
A-	90, 91, 92,	B-	80, 81, 82
C+	77, 78, 79	D+	67, 68, 69
C	73, 74, 75, 76	D	63, 64, 65, 66
C-	70, 71, 72	D-	60, 61, 62
F	0 – 59		

An "I" is given when requirements are lacking. Unless this is made up in a reasonable time, the grade automatically changes to an "F."

KINDERGARTEN AND SUPPLEMENTAL CLASSES:

E	Excellent
S	Satisfactory
N	Need for Improvement
I	Improvement Shown
U	Unsatisfactory

PHYSICAL EDUCATION POLICY

The purpose of Physical Education (PE) is to promote physical fitness, promptness, and responsibility. In order to carry out our goals, we have implemented the following policy.

1. Participation
A student who does not actively participate in PE activities will be graded accordingly.
2. Participation Excuses
 - a. A student that is too ill to participate or has a condition that prevents him from participating must have a note from his parents requesting that the student be excused. After one calendar week of absences, a doctor's excuse will be required.
 - b. If a student becomes too ill to participate while at school, that student will be sent to the office. Parents will then be called.
 - c. All other students will participate.

HOMEWORK POLICY

As a Kingdom Education school, we believe the primary responsibility for educating the child rests with the parent. A formal teaching program in the school is a supplement, not a substitute, for the parent's role. Therefore, homework is assigned for these reasons: to involve the parent in the student's education and for the mastery of basic skills.

Time Schedule:

1. Pre-K & Kindergarten homework should not require more than 15 minutes.
2. Lower Elementary (1st – 3rd) should not require more than 30 minutes.
3. Upper Elementary (4th – 6th) should not require more than 1 hour.
4. No homework is assigned on Wednesdays, weekends, or before holidays, as we encourage families to spend time together and in worship.

Student Planner:

1. Needs to be signed each night by the parent after the student has completed the homework and the parent has reviewed the assigned work.
2. The purpose of this process is:
 - To assure student's daily progress.
 - To teach the student responsibility by holding him accountable for completing the assignment and obtaining the signature.
 - To ensure the mastery of the basic skills is accurately reinforced.
 - To teach the student integrity both by application and by example.

COMMUNICATION AND SUPPORT POLICY

The school communicates with the home in a variety of ways. These include the following:

1. Report Cards – issued every 12 weeks in the kindergarten, 6 weeks in the 1st – 6th grades,
2. Progress Reports – issued at the mid-point in each grading period to verify student working to potential.
3. Personal Conferences – one scheduled per semester; others initiated by either home or school.
4. Telephone Conferences – calls made by teachers, or administration.
5. Student Planner
6. School website: www.rainbowhillsschool.net

PARENT-TEACHER COMMUNICATION POLICY

1. Parents wishing to contact a teacher may call the school office.
2. Parents are asked not to visit with teachers in the halls, or interrupt the class during school hours, as we want to remain sensitive to your privacy.
3. Homeroom teachers will send home progress reports during each grading period, as needed. This report will communicate the student's academic and social progress.
4. See the current school calendar for the scheduled parent/teacher conference dates, one per semester.

PROMOTION POLICY

A student must pass all core subjects and indicate proficiency through the end-of-year test. Conditional waivers may be given in circumstances deemed appropriate by the principal and teacher.

STANDARDIZED TESTING

Each student, grades K - 6, is given the Stanford Achievement Test in the spring of the year to determine his progress and scholastic strengths and weaknesses. (See school calendar for testing dates). The results of these tests will be made available to the parents.

CHAPEL POLICY

Chapel will be held once a week with the possible exception of weeks of less than 5 school days. The chapels will be under the direction of the principal. There will be class-led chapels periodically.

Goals:

- a. To allow the student opportunities to praise God and receive a blessing by sharing in song, scripture, prayer, testimonies, guest speakers, letters from missionaries, etc.
- b. To give the students the training to become leaders for the kingdom of God.
- c. To ignite the importance of student involvement in worship time.
- d. To encourage the students to grow spiritually.
- e. To give opportunity for God to be glorified as the Holy Spirit speaks to and through the teachers and uses their own unique gifts, talents, and insights in a special time not just with their students, but other classes as well.
- f. To demonstrate to the entire student body the testimony of each teacher.

SECTION FOUR
DISCIPLINE POLICIES

ELEMENTARY DISCIPLINE POLICY

Discipline at RHBS is for the purpose of molding character. By learning to live within the limits of parental and school authority, the ground-work is laid for the student to learn submission to God's will in his life.

1. The first step in correcting a student's misbehavior is to verbally correct him (not public chastisement) in class or lunchroom.
2. The second step is to speak with the student and pray with him.
3. The teacher may try creative discipline – isolating the student from the group, having the student put his head down, or forfeiting a privilege.
4. As a last resort, the student will be sent to the office. If corporal punishment becomes necessary, the parent will be called to the school to administer the corporal punishment.

PROBATION:

The terms of probation may be given to a student for either academic or behavioral reasons. Probation will be given by semester. When the semester is over, the student will be reviewed by the Discipline Committee and it will be determined at that time which action will be taken.

The terms of probation are as follows:

- a. extra-curricular activities may be limited or eliminated
- b. church attendance is required and monitored
- c. administration reserves the right to add other specific terms if deemed necessary

SUSPENSION:

Suspension can either be a day out of school or an in-school suspension. Parents will be required to pay a fee for in-school suspension. The student will receive all zeros for any/all days of suspension. All classroom work will be assigned in advance and must be completed before returning to school.

A suspension requires:

- a. a student to do all the class work correctly, normally done in school, during suspension time
- b. to receive all zeroes for the work done
- c. all work must be turned in on the day he returns to school and any tests given on that day will have 10 points subtracted from the total grade
- d. after a total of three (3) days of suspension, the next step is expulsion

EXPULSION:

Upon a student receiving two suspensions within one school year, the Discipline Committee will determine whether or not to allow the student to continue enrollment. The Admissions and Discipline Committee reserves the right to terminate or not renew a student's enrollment. Any appeal of the committee's ruling must be made to the School Advisory Committee which is the final appeal.

LUNCHROOM POLICY

A student may either bring his lunch from home or purchase one from the caterers in accordance with the lunch order form information. The lunch period will be set for 30 minutes.

Lunchroom conduct will be as follows:

1. There is to be no running to, from, or in the lunchroom.
2. There will be no horseplay or misconduct at any time.
3. Elementary students will have the first 10 minutes for washing hands and visiting. The next 15 minutes is for eating only, no talking, playing, or walking around. The last 5 minutes is for throwing trash away and visiting.
4. Students are to clear tables before leaving the lunchroom.
5. Trash is to be put in proper containers.
6. If there is a spill, the student will notify the adult on duty.
7. No food, drink or trays will be taken outside the lunchroom without administrative approval.
8. No sharing of food due to possible food allergies.
9. Misconduct during scheduled lunch periods will result in disciplinary action.
10. Elementary grade students are not permitted to bring items that have to be heated in the microwave.

The reasons are as follows:

- a. A staff person is not available to heat the meals. The lunchroom monitor is busy supervising the other students.
- b. It is not safe to have the students handling such hot food.
- c. The time used to heat all their lunches leaves too little time for them to eat their lunch.
- d. The older students cannot provide this service for siblings or friends because they have a very limited time to eat their own lunch.

SNACK POLICY

There will be a snack break for Pre-K and Kindergarten and other grades at the discretion of the teacher. This break time will serve to give the student a chance to rest and recharge as he eats a wholesome snack that he has brought from home.

CLASSROOM POLICY

1. A student is not allowed in the classroom without the teacher's permission.
2. A proper response to authority is expected.
3. Supplies will be furnished by the school for Pre-K – 6th grades.
4. Student is to keep books under or in desk, rather than in aisles.
5. Student is to raise his hand to ask permission before speaking.
6. No talking during class period other than academic participation.
7. Student is to sit in assigned seat. Teacher may re-arrange desks at his discretion during the year.

If a student brings a problem home to you, please encourage him to go immediately to the teacher involved and resolve the problem. If the problem is still not completely resolved, immediately notify the teacher for a conference.

SECTION FIVE
GENERAL STUDENT POLICIES

UNIFORM POLICY

1. All uniforms are to be purchased through Parker Uniforms at 2108 NW Military Hwy.
2. When wearing the uniform, it must be complete and correctly worn.
3. All school rules of appropriate Godly conduct apply when a student is in uniform, no matter whether they are on or off campus.
4. All items are to be labeled with the student's name.
5. Winter coats may be worn to and from school; however, in the classroom students will be required to wear the uniform sweater.
6. All shoes are to be solid white or solid black with no other color anywhere on the shoe. Soles need to be non-marking, athletic.
7. Hair should be neat and natural in color.
8. Clothing should not be tight or baggy.
9. Field trip dress is as the teacher advises.
10. Students are not allowed to have permanent or temporary tattoos.
11. All undershirts need to be solid white.
12. Failure to comply with the uniform policy will necessitate corrective actions; first a warning, and then a call to bring the uniform from home.

Boys:

- a. Hairstyle should not be below the collar, and no part of the head may be shaved.
- b. All shirts and sweaters are required to have a school patch sewn on the left side.
- c. Shirts are to be worn tucked at all times.
- d. Walking shorts may be no shorter than the top of the knee.
- e. Pants may not be worn with holes in the knees.
- f. Belts are required for 3rd – 6th grade and need to be solid black, excluding the buckle, and need to be worn with pants, shorts, and casual uniform.
- g. Socks need to be solid white, black, or navy and may be crew or ankle length. (Ankle length covers the ankle.)
- h. Pants are required for chapel dress and cold weather days.

Girls:

- a. Hairstyle should be neat, natural in color, and worn out of the eyes.
- b. Jumpers and culottes may be no shorter than the top of the knee.
- c. All jumpers and sweaters are required to have school patch sewn on the left side.
- d. Peter Pan-collared blouse should be worn tucked in at all times.
- e. Belts are required for 3rd – 6th grade when pants are worn.
- f. Socks need to be solid white, black, navy, red, or hunter green and may be knee or ankle length. (Ankle length covers the ankle and may or may not be cuffed.)
- g. Jumpers or culottes are required for chapel dress.
- h. The only jewelry that may be worn is pierced stud earrings.
- i. Only clear nail polish is acceptable.
- j. Make-up is not allowed.
- k. All hair accessories must be the same colors as those in the uniform.

Casual Uniform:

- a. Consists of a RHBS Elementary t-shirt, blue jeans, and coordinating athletic shoes of your choice.
- b. T-shirts should be worn tucked in and 3rd – 6th grade are required to wear a coordinating belt.
- c. Blue jeans may not be tight or baggy and must be plain without any designs.
- d. Casual uniform will be worn on most field trips and for special activity days at school. Parent will be notified prior to the event.

Chapel Dress:

- a. Boys are required to wear pants on chapel days.
- b. Girls are required to wear jumpers or culottes on chapel days.
- c. School pictures and special school functions may also require chapel dress. Parent will be notified prior to the event.

FIRE DRILL POLICY

1. The students shall become familiar with building exits.
2. Students must leave the classroom in single file and walk outside.
3. The first student who arrives at an exit will hold the doors open for the rest of the students to file out and also to file back into the building.
4. Fire drills will occur monthly.

UNAUTHORIZED ARTICLES POLICY

1. Any articles that are considered nuisance articles, such as electronic devices of any kind, games, knives, whistles, etc. will be taken up and may be picked up only by the parent.
2. If this action is repeated, the student will be suspended from one to three days.
3. There will be no gum chewing allowed at school.
4. No outside books or magazines (or related material) except that specifically requested by a teacher for an assignment may be brought to school. All materials must be shown to homeroom teachers for review to determine if publication is suitable for school.
5. Student may not bring any articles to school for the purpose of selling.

VISITOR POLICY

All visitors are welcome. We encourage parents and friends to visit our school. However, to maintain safety standards we ask that all visitors check in at the office for a visitor's pass.

DROP OFF AND PICK UP POLICY

1. Pre-Kindergarten and Kindergarten students are to be dropped off and picked up at the classroom door by a parent or authorized caregiver.
2. Elementary students are to be dropped and picked up at designated areas: front porch, circular drive, back of gym (dismissal only).
3. Any student needing to be picked up early must be signed out in the office.

PARENT INVOLVEMENT POLICY

1. We believe that the primary responsibility for educating the child rests with the parent. A formal teaching program in a school is a supplement to, not a substitute for, the parent's role.
2. We encourage all parents to take an active role in their child's school activities. There are many opportunities for you to be involved with your child. If you would like to participate in field trips, retreats, sports, and other activities, please contact the office.
3. We would also appreciate parents and other family members observing modest dress standards when participating with the students come to the school and when they accompany students on field trips.

BIRTHDAY POLICY

1. A student will be honored on his birthday by the singing of "Happy Birthday" and by allowing him to be host on that day. Parents may arrange in advance with the child's teacher to provide refreshments for the child's class.
2. When having off-campus parties for all or some of the classmates in a class, encourage your child to be sensitive to the feelings of others who may not be invited to the party by showing restraint when discussing the party during school time.
3. No birthday party invitations may be handed out in the classroom or on school grounds unless every child in the class is to receive one.

HOLIDAY POLICY

Because the purpose in observing holidays at school is to celebrate our Lord Jesus Christ, classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the holiday.

Purpose:

- a. Glorify the works of God
- b. Call attention to God's provision
- c. Provide opportunity to praise and thank God
- d. Promote spiritual development
- e. Develop a caring and supporting attitude for one another
- f. Emphasize responsibility toward others
- g. Emphasize joy

Guidelines:

- a. Emphasize the spiritual aspects
- b. Clarify worldly substitutions
- c. Deal with truths
- d. Recognize parental role
- e. Decorations all reflecting the philosophy of the policy
- f. Holidays in conflict to Christian values will not be observed

Additional Information:

The celebration of Halloween has been eliminated for the following reasons:

- a. It tends to create and instill fear in the children.
- b. The children learn the undesirable trait of greed through the "trick or treating."
- c. The children tend to get so excited it is difficult to accomplish anything academically during that week.
- d. Deception is taught in the wearing of the masks instead of uplifting their own self-image.

LIBRARY POLICY

The Allison Gardner Memorial Library is a vital part of our school. Our holdings include print, audio, and video materials. These materials are obtained with monies provided by the school budget, memorials, and donations. Materials are screened before making them available to the students. Our goal is to provide students and families the highest quality of Godly media available.

1. Students are encouraged to check out books from our library. Each class is scheduled for a specific day and time in the library. This will remain the same throughout the year. The books will be checked out for one week. A fine of \$.05 per school day is assessed until the book is returned.
2. If a student is absent on the day his class comes to the library, the book will be accepted with no fine on the day he returns to school. Fines will not be assessed for first grade students until the second semester. Books must be returned and fines paid before the student checks out other books.
3. Books should be handled with care. We do find that they are damaged from time to time. When this occurs, we will fine the student for that damage. When books are lost or damaged beyond repair, the cost of replacing the book will be charged.

ELEMENTARY MOVIE – VIDEO POLICY

1. All movies and videos must be obtained through the RHBS library and must be previewed prior to showing students. No movies or videos may be brought from home.
2. All movies and videos must be academic, spiritual, or character building in content. Not one word of a profanity, obscenity, or any other ungodliness may be in the movie or video.
3. All movies or videos for entertainment purposes only must be limited to one per semester, and be shown as a reward based on the teacher's assessment of the students' accomplishing a special goal or achievement.

FIELD TRIP POLICY

1. Field trips will be scheduled on a regular basis as a supplement to the classroom learning experience.
2. No child will be allowed to go on a field trip unless a signed permission slip is returned to the child's teacher before time for the class to leave the campus. A note will always be sent home in advance of any such trip.
3. It is the responsibility of the child and the parent to see that the note is returned to the child's teacher before time to depart on the field trip.

SPORTS POLICY

Coaches and Sponsors:

Will sign a letter of commitment concerning the following:

- a. Always demonstrate a Christian attitude regardless of the situation.
- b. Instill upon the students the virtues of a Christian attitude.
- c. Take swift corrective action concerning the use of language or actions that are not Christ-like.
- d. Teach students to behave in a Christ-like manner regardless of the outcome of all games.
- e. Be directly involved in all practices, games, and activities where the students for whom they are responsible are involved.
- f. If they are not available, an approved adult alternate must be placed in charge of the students.
- g. Determine a practice schedule that will not interfere with Wednesday night/afternoon church activities.
- h. Provide a game schedule, with the understanding that times, dates, and places are subject to change.
- i. Inform students when schedule changes are made.
- j. Inform students when they are not passing all classes and that they are ineligible for the upcoming game.
- k. Insure that all equipment is available for games and practice.

Parents:

Will sign a letter of commitment concerning the following:

- a. Support and encourage their child to participate in all practices and games.
- b. Will provide transportation to and from practices and games.
- c. Attend all games if possible.
- d. Insure that their child has all uniform items during every game.
- e. Insure that their child is on time to all practices and games.
- f. Pay all fees before their child's first practice.

Students:

Will sign a letter of commitment concerning the following:

- a. Attend all practices and games.
- b. Will maintain passing grades in all subjects and seek extra help if they are not passing all classes.
- c. Wear all uniform items when participating in games.
- d. Be on time to every practice and game.

FUND RAISING POLICY

1. Service Purpose
 - a. A project must have a primary service and not profit motivations
 - b. Realizing that profit cannot be totally removed
 - c. This principle enters price setting
2. Guard against corruption of the love of money.
 - a. 1 Timothy 6:10 – *For the love of money is a root of all kinds of evils. It is through this craving that some wandered away from the faith, and pierced themselves with many pangs.*
 - b. Policies established to cut down on jealousies
 - (1) Example: Divisions of concessions; day assignment (who, where, when)
 - (2) Activities on campus are to be annually and individually approved and not assumed, by the principals and Chancellor
3. Not to market our children or parents
4. Fund raising projects are parent and student driven and are not the mission of the school, faculty, or administration.
5. Group projects benefit the entire group regardless of the degree of individual participation in project or activity.
6. Free enterprise and work ethic
 - a. Encourage activities outside of campus.
 - b. These activities are group activities and are not done in the name of RHBS or an organization of RHBS.
7. Activities are not to take classroom time in preparation or sales.
8. No credit is given in sales of products or services.
9. Fund raising activities are not to have a cost factor to the school or church.

LOST AND FOUND POLICY

1. Any materials (books, shoes, purses, clothes, etc.) that are left out after 3:15 pm will be turned into the office.
2. Clothing and articles in "LOST & FOUND" will be given away at the end of each year.

CARE OF GROUNDS AND BUILDING

1. Students are asked to help keep our buildings and grounds clean and neat at all times. If you find papers or other items on the grounds, please help by picking these up and placing them in the receptacles provided.
2. Students who injure, deface, or destroy any school property, or the property of another student, shall be required to pay for the damage and appropriate disciplinary action will be taken.

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The school administration reserves the right to interpret, execute, and expand these policies at their discretion following the principle of 2 Corinthians 3:6.

Revised August 2011

STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Rainbow Hills Baptist School has adopted a philosophy based upon the Word of God and Kingdom Education. Using this God-centered worldview allows us to strive for excellence in the classroom while providing an atmosphere that is ideal for learning about the Word of God. This handbook defines the rights and responsibilities of each student and parent of our school. The Administration's goal is not to be fair but merciful and just, and to treat each student according to who they are with love and respect.

I understand and agree that my child will be held accountable for the behavior and consequences mentioned in this handbook and that this handbook applies to all school related events on or off campus.

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OUTLINED IN THIS STUDENT-PARENT HANDBOOK.

Student's Name (Please print)

Grade

Student's Signature

Date

Parent/Guardian Signature

Date