



RHEMA WORD CHRISTIAN ACADEMY

CREATING WORLD CHANGERS

STUDENT HANDBOOK





Dear Student and Parents/Guardians:

Rhema Word Christian Academy provides Student Handbooks to Parents/Guardians and students to provide you with information about the general rules and guidelines for attending and receiving an education in our school. We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator. The student and Parents/Guardians should each sign this page on the space provided below, then return the page to the student's school.

Thank you



Apostle S. Constanica Daley
ADMINISTRATIVE DIRECTOR
RHEMA WORD CHRISTIAN ACADEMY

Rhema Word Christian Academy was founded October 2, 2011 by Apostle S. Constanica Daley with the mandate from God to create World Changers.

The academy serves students from Kindergarten to 12th grades preparing them for a world that is always changing. RWCA's curriculum includes core subjects along with foreign language, culinary, arts and Bible for students of all levels. Our students are encouraged to work in the community by collaborating with elected officials, government agencies and local charities.

RWCA is a safe environment where students from all ethnicities come together to grow and learn for success in a culturally diverse world.

MISSION STATEMENT

It is our goal at Rhema Word Christian Academy to nurture children in a way that encourages learning and inspires growth.

Creating World Changers
Since 2011

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SPECIAL FORMS

Student's Name: _____ (Please print)

Student's Signature: _____ Date: _____

Parents/Guardian's Name: _____ (Please print)

Parents/Guardian's Signature: _____ Date: _____

UNIFORMED MILITARY SERVICES EMPLOYMENT DATA

Is either of your Parents/Guardians or guardians on active duty in the uniformed services? Yes No

If yes, enter Parents/Guardians name _____

Rank

Branch

Unit

MILITARY RETIREES, RESERVES, AND NATIONAL GUARD ARE NOT ELIGIBLE



CA

DIRECTORY INFORMATION

Rhema Word Christian Academy has designated the following information about your child as directory information: name, address, age, and grade level.

___ If you DO NOT want us to release ANY directory information about your child without your written consent, check the box above and return form upon child's enrollment. We have designated the following categories of information as directory information for limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook or official school publications or announcements, including the school's website, and programs for school-sponsored events.

Name Address Telephone listing address
Electronic mail Photograph Degrees, honors, awards received
Grade level Most recent school attended Date and place of birth
Major field of study Dates of attendance
Audio and video recordings of extra-curricular and co-curricular performances
Security videos from school buses and common areas of the school, unless used to impose discipline

___ If you CONSENT to the use of all of the above-listed items for limited school sponsored Purposes ONLY, check this box and return this form to child's school upon enrollment.

___ If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by October 11, 2017.

Parents/Guardians _____ Date _____

MILITARY INFORMATION RELEASE

Rhema Word Christian Academy receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

___ If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box. ✂

Student's Name (printed)

Parents/Guardians/Guardian Name (printed)

Parents/Guardians/Guardian's Signature

Date

AUTHORIZATION TO SECURE MEDICAL TREATMENT

Name of Minor _____ Grade _____ Date of Birth ____ / ____ / ____
MM DD YYYY

Name of Parents/Guardians, guardian, or conservator _____
M F

Office Phone _____ Home Phone _____

Address _____
Street City
State Zip Code

Parent/Guardian 2 Information

Name _____ M F Phone _____

Friend or Relative who will probably know where to locate the Parents/Guardians in event of temporary absence, that can pick up your child/ren from school.

Name _____ Phone _____

Name _____ Phone _____

I authorize the Principal of Rhema Word Christian Academy or a designated representative to secure any and all emergency medical care and treatment for _____ (student's name) for acute illness suffered, or injury sustained while at school or participating in school-related activities.



Emergency treatment may be secured at a licensed hospital, clinic or medical facility, or by a licensed physician or dentist with the following exceptions:

_____ I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the Parents/Guardians or guardian and will not be assumed by the Principal, the designee, or the RWCA Board of Directors.

MEDICAL INSURANCE

Check one

___ I do not have medical insurance

___ I do have medical insurance coverage on child with _____ Insurance Company, policy or certificate # is _____. Insurance company phone number is _____.

Please list any medications or drugs to which the student has had and allergic or adverse reactions to

Parents/Guardians/Guardian Signature

Date

Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution shall be only within the limitations of the Family Education Rights and Privacy Act. (For Field Trips, Teachers, and Office Use – Does not go to the Nurse's office)



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DRESS CODE COMPLIANCE

Please be careful to read through the dress code policy of Rhema Word Christian Academy.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in internal suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately. Students who fail to arrive at school in their proper uniform will be given an opportunity to rent missing apparel at a price of \$1 per day. If your child/ren are not in proper uniform within 3 days of the primary infraction, your account will be charged an obligation equivalent to the price per item outlined in this book. Parents/Guardians may or may not be notified if this occurs.

Student Obligations prohibit participation in field trips, sporting events, school activities, release of student transcripts and other special events.

Print Parents/Guardians Name _____ Signature _____

Print Parents/Guardians Name _____ Signature _____

Print Student Name _____ Signature _____

BEHAVIOR COMPLIANCE

By signing the spaces below, I certify that I have reviewed the complete Student Code of Conduct and will adhere to the principles and statutes presented therein. I accept all rights and responsibilities required to comply with and upheld in this handbook.

Print Parents/Guardians Name _____ Signature _____

Print Parents/Guardians Name _____ Signature _____

Print Student Name _____ Signature _____

STUDENT HEALTH INFORMATION

School _____

Student _____ Grade _____

Homeroom Teacher _____

Dear Parents/Guardians:

The school would like to cooperate with the Parents/Guardians in caring for any special health problems, either temporary or long-term, that may affect your child/ren their performance at school. Please list below any health problems such as a Heart condition, kidney condition, epilepsy, diabetes, severe allergy to insect stings, severe food allergies, etc. that may require emergency treatment. If any medical condition, either temporary or long-term, arises during the school year, please contact the teacher, or the principal so it does not interfere with your child's performance in school. Also, please list any medication that your child takes on a regular basis.

Medical Issue

Medication	Dosage	Frequency (x times/day)

I give permission to share this information with the school and medical personnel on a need to know basis. NO MEDICATION will be administered by any school student without a written order from a physician and a written permission slip from the Parents/Guardians or guardian.

Date: _____ Signed: _____
MM-DD-YYYY



PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Rhema Word Christian Academy students and their Parents/Guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. The handbook contains the school's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Student Handbook also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please contact the school's administrative office. The Handbook is organized in the following sections:

Required Legal Notices and Information
General Information about Admission, Attendance, and Conduct
Curriculum and Program Information
Special Interest to Students
Special Interest to Parents/Guardians

When the Handbook uses “we” or “our,” it means the school and/or school administrators. When the Handbook uses “you” or “your,” it means the Parents/Guardians, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “Parents/Guardians” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children's experience at Rhema Word Christian Academy a positive educational experience.

The Student Handbook has been developed by the school's administrator with assistance of the principal and teachers. The content is reviewed by the Directors of RWCA and is intended to be consistent with contemporary formal private school board policies. If there is an Parent/Guardians contradiction between information in the Handbook and a contemporary formal private school board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Directors of RWCA.

The Student Handbook is not a contract between the school and Parents/Guardians or students. It can be amended at any time at the discretion of the School Board. If the Board makes changes to the Handbook during a school year, the administration or the principal will communicate those changes in ways that are designed to inform Parents/Guardians and students of the new or revised information.

REQUIRED LEGAL NOTICES

Nondiscrimination

Rhema Word Christian Academy does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin, or disability. The School complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the School compliance with these federal programs should be brought to the attention of the person shown below as Coordinator. The school's Principal, whose office is located at 5420 N State Road 7, North Lauderdale, FL 33319 and can be reached by telephone at (954) 781-8680.

Family Educational Rights and Privacy Act

The school creates and keeps general education records for all students enrolled in school. These records are confidential and are generally available only to Parents/Guardians, school personnel or other people who are acting on behalf of the school. When we say "Parents/Guardians" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal Parents/Guardians whether married, divorced, or separated and any other person with whom the child resides and who is acting as a Parents/Guardians in the absence of the child's Parents/Guardians or legal guardian. Parents/Guardians control the access to their children's education records until the child becomes an adult at the age of 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, Parents/Guardians continue to have a right to see and obtain a copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to. If a Parents/Guardians wants to see or obtain a copy of his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled.

If the child has withdrawn or graduated, Parents/Guardians should contact the school administration for access to records. Records can be reviewed in the administrative offices during regular office hours, 8 AM to 3 PM. Originals cannot be removed from office. Copies will be provided to Parents/Guardians within two to three days after Parents/Guardians have made a written request for copies. Parents/Guardians cannot use this process to challenge a grade recorded for a student.

Because Parents/Guardians generally control access to their children's education records, the school ordinarily will not permit access to or copies of education records without at least one Parents/Guardian's written authorization to release the records. However, under some circumstances, the school can and will provide access to or copies of education records without Parents/Guardians authorization. The most common circumstances are these:

The school will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.

The school may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the school, which is under the school's control related to the use of the records, and who has complied with school limitations on the re-disclosure of personally identifiable information from education records.

The school will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the Parents/Guardians before complying, unless the subpoena indicates that Parents/Guardians should not be notified.

The school will release educational records to a juvenile justice agency in accordance with an agreement between the school and the agency. The information will be released before the student is adjudicated and will

be provided so that the juvenile agency can appropriately serve the student.

The district will release educational records to “school officials,” meaning any students, trustees, or agents of the school, including persons employed in shared services arrangements or cooperatives of which the school is a member, school volunteers, Parents/Guardians or students serving on official committees, and the school’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the school, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating school programs.

If you want to review the school’s entire policy regarding student records, please contact the administrative office, someone will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

Invasive Examinations or Screenings

We do not perform any invasive physical examinations or screenings as a condition of attendance. We do require vision, hearing, and scoliosis screenings, as required by state law. Please contact the administrative office if you have any questions regarding those screenings.

Special Education Students

If a child is experiencing learning difficulties or having difficulty in the regular classroom, that student will be considered for compensatory tutoring and/or other support services, which are available to all students. At any time, a Parents/Guardians is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school will decide if the evaluation is needed. If evaluation is needed, the Parents/Guardians will be notified and asked to provide consent for the evaluation. The school will give a copy of the report to the Parents/Guardians. If the school determines that the evaluation is not needed, the school will provide the Parents/Guardians with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the Parents/Guardians of their rights if they disagree with the school.

HIGH SCHOOL



ELEMENTARY SCHOOL



MIDDLE SCHOOL



BACTERIAL MENINGITIS

State law requires the school to provide the following information

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases.

GENERAL INFORMATION

Student's Legal Name

While we recognize that there are circumstances when a Parents/Guardians may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

These are the basic requirements for admission to Rhema Word Christian Academy school:

Students under the age of 18 must be enrolled by a Parents/Guardians, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.

The adult enrolling the student must present current immunization records or show proof that the required immunizations have begun.

No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public school system.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask Parents/Guardians or another adult enrolling a student to provide some evidence that they are bona fide. As required by law, we will record the name, address and phone number of the person enrolling a student.

Certain Transfers—Victims of Bullying and Sexual Assault

If you believe that your child is the victim of bullying, you may request a transfer to another classroom. If we verify that your child is the victim of bullying, the transfer will be made upon your request. If a student in the school is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child that student will be ban from the school. We have zero tolerant for sexual assault.

Release during the School Day

Students will be allowed to leave school during the school day only with the permission of the administration office who has been given the authority to release students. Parents/Guardians cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the office and sign the child out. The teacher will send the child to the office, and she or he will be released to you at that time.

At the time children are enrolled, the Parents/Guardians or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Unless the school has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a Parents/Guardian's right of access to and possession of his or her children has been limited in some way, the

school will release children to either Parent/Guardian.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a Parents/Guardians, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the Parents/Guardians or to another school district. Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a Parents/Guardians enrolls a child in kindergarten, the child is required to attend school that school year. A student who voluntarily remains enrolled after the age of 18 is required to attend school. A student who is at least 18 years old and under the age of 21 will be required to attend school until the end of the school year. Regular attendance is critical to your child's success in school. It is also critical to the school's success because it is a factor in the state accountability system and is a determining factor in the amount of aid the school is entitled to receive. Parents/Guardians are required to notify the school if child will be tardy or absent. If a child accumulates more than 3 consecutive unexcused absences at any point in the school year, child protective services will be notified. Additionally, if a student accumulates over 7 days of nonconsecutive unexcused absences within one school quarter, child protective services will be notified.

Doctor Appointments

Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Religious Holidays

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances

Absences for required court appearances will be classified as excused absences upon presentation of the original court summons with the student's legal name, to the school administrative office.

Pledges, Prayer, and Meditation

Each day teachers will lead students in morning prayer and the recitation of the Pledge of Allegiance to the U.S. flag. Prayer in Rhema Word Christian Academy, in any manner, does not disrupt or interfere with the delivery of instruction or other activities in the school. On certain days of the week, the school will assemble together for devotion (bible reading, singing and praying before class).

School Harassment

We prohibit students from sexually harassing other students and from sexually harassing students. We also

prohibit harassment based on anyone's race, color, gender, national origin, or disability. Engaging in harassment is a violation of the Student Code of Conduct. We, of course, prohibit students from having any kind of sexual contact or romantic relationship with students enrolled in our school, even if the student is willing and the Parents/Guardians do not object.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school student or about any other kind of harassment, do not hesitate to contact the school principal whose name appears at the beginning of this Handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school and/or school activities and take appropriate disciplinary action according to the guidelines of the Student Handbook. Although we will provide you a general report of the results of our investigation of harassment complaints, the federal law protects the confidentiality of information about your child protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline imposed on another student, unless that student's Parents/Guardians give us permission to disclose that information. If the complaint is about an student's conduct, we will inform you of the results of the investigation and of the general action taken in response, if there is a finding of wrongdoing on the student's part. A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

Searches of Students and Vehicles on School Property

The principal or other school administrators can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car. We will always ask the student for permission to search if we have any alert or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a Parent/Guardian and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle that they drive to school.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or students, but certainly will contact you as provided in the Student handbook if our investigation shows that your child has violated school conduct rules. The Student Handbook provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the student handbook is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

CURRICULUM AND PROGRAMS

General Curriculum Information

Rhema Word Christian Academy uses the A Beka Book and ACE curriculum. A Beka Book and ACE curriculum provide Christian schools and home schools with outstanding curriculum and textbooks built on a foundation of academic excellence and Christian character training. Schools and home schools benefit from our treasury of textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths.

Structured Physical Activity

In accordance with state law, we have the following policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education. The school follows the nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition, education, physical activity, and other school-based activities.

ESOL (English as a Second/Other Language)

English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language.

Gifted and Talented Students

Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

Counseling Programs and Services

The school has a developmental counseling and guidance program. The school has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or Parents/Guardians to other sources of assistance.

Grading/Report Cards and Interims Reports

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the school principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy. Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

SPECIAL INTEREST TO PARENTS/ GUARDIANS

Academic Programs

You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

Teaching Materials

You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the office who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are only available as classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Records and Other Information

As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved.

Video and Audio Recording

We will seek and obtain your written consent before any school student makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for safety purposes, including maintaining order and discipline in common areas of the school or on school buses.

Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring all visitors to go first to the office and sign in. We have this policy for the safety of your children and our staff. Parents/Guardians and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest. We also expect Parents/Guardians to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from Parents/Guardians. Parents/Guardians who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's directive. While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur. We welcome you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the school's office.

Student Illness or Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. One of the forms we ask you to complete at

the beginning of each school year is a form authorizing designated school students to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. It is important, however, that you understand that the school is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. MEDICATION WILL NOT BE ADMINISTERED BY ANY SCHOOL Student WITHOUT A WRITTEN ORDER FROM A PHYSICIAN AND A WRITTEN PERMISSION SLIP FROM THE Parents/Guardians OR GUARDIAN. Unnecessary administration of medicine may be harmful. Herbal medications will not be given at school. No medication that has an outdated expiration date will be given at school.

The school nurse or other authorized school student will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school students are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed. If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. It is important that you understand the school is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.

The school maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction.

The Student Handbook allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off and out of sight during instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item being confiscated and a charge of \$5.00 for a Parents/Guardians or guardian to pick up the device at end of the day.

Parents/Guardians Organizations/Volunteer Opportunities

The school has an active Parents/Guardians-Teacher Organization, and we encourage you to actively participate in the group. We encourage Parents/Guardians to volunteer in our school. All volunteers must complete an application form, and the school will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

Transportation Program

We provide transportation on school buses to and from school for those children who live a mile or more away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Handbook while at authorized school bus stops waiting for the bus. Students who misbehave or violate the conduct while on the bus will be disciplined according to the Student Handbook and may be suspended from the bus for a period of time.

Authorized Fees

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may access fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- A fee for school-provided driver training courses.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students.

Fee and Charge Payment for Students

In general, payments for fees and other charges will be made with cash, check, debit card, credit card or money order. This applies to all fees and charges, including participation fees, lost textbooks and library fines. Checks from Parents/Guardians or guardians will be accepted from students, but a two party check that originated for a purpose other than paying the student fee will not be accepted.

The principal has the authority to require cash only if special circumstances warrant. The intent of the school is to provide a collection process that is convenient to Parents/Guardians, students and the community.

Non-Sufficient Funds Checks

The school retains an outside collection agency for checks returned for non-sufficient funds. This agency will contact the issuing party and make arrangements for collection. A fee will be charged for handling any returned check.

Loss of Student Privileges

Before a student loses privileges based on failure to pay a required fee, the school will notify the student and the Parents/Guardians or guardian of outstanding balances due; forfeit of privilege, and they have had the opportunity to make payment. However, if payment is not made, and the student or Parents/Guardians/guardian does not make satisfactory arrangements for payment, the student may be subject to sanctions involving loss of privileges. Severity of sanctions will progressively increase from elementary school, to middle school, through high school, as the student is expected to become more responsible, and depending on circumstances.

Scholarship Procedure Policy

One Week before student's scholarship checks arrive Parents/Guardians are send a phone blast from our automatic dialing system, another one is send the day of checks arrival. The checks are then sorted from A-M and N-Z and set up at two different tables in the cafeteria were authorize Parents/Guardians would come in and sign. The signed checks are then given to the bookkeeper, administrator and vice-principal to prepare the deposit to chase bank.

INTERNET AND TECHNOLOGY POLICY

At this time, desktop access to the Internet is provided to students when there is a necessity and the access has been specifically approved. RWCA has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of RWCA, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

RWCA may monitor usage of the Internet by students, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, RWCA may restrict access to certain sites that it deems are not necessary for business purposes.

RWCA's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Administrative Director.
- Without prior approval of the Administrative Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto RWCA's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Students should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of RWCA.
- Students should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Students should not download personal e-mail or Instant Messaging software to RWCA computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-school related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your management.

If you have any questions regarding any of the policy guidelines listed above, please contact your management, or the Administrative Director.

CA

DRESS CODE

School Uniform

Full school uniform is to be worn at all times during the school day and at school events and when students are on school premises. Full school uniform is defined as a collared crested shirt, appropriate bottom in navy blue or tan, assigned tie, and school shoes, with appropriate hosiery. Attire is further detailed below.

GIRLS	BOYS
ELEMENTARY SCHOOL	
White Peter Pan Short Sleeve Shirts Navy or Khaki Knee length full skirt Navy Blue Sweater Cardigans with logo Navy or Black Hosiery/Socks Plaid Tie	Short Sleeve White Oxford Shirts Navy or Khaki Pants/Shorts Navy Blue Sweater Cardigan with logo Plaid Tie Black or Brown Belt
MIDDLE SCHOOL	
White Oxford Short Sleeve Shirts Navy or Khaki Knee length full skirt Navy Blue Sweater Cardigans with logo Navy or Black Hosiery Tie	Short Sleeve White Oxford Shirts Navy or Khaki Long Pants Navy Blue Sweater Cardigans with logo Tie Black or Brown Belt
HIGH SCHOOL	
White Oxford Long Sleeve Shirts Navy or Khaki Knee length full skirt Navy or Black Hosiery Tie Navy Blazer, with logo	White Oxford Long Sleeve Shirts Navy or Khaki Long Pants Tie Black or Brown Belt Navy Blazer, with logo

PE Attire

RWCA PE Shirt

Solid Blue or Solid Black Basketball Shorts

Basketball or Other athletic shoes (black only)

During physical education and school sporting events, students must the appropriate shirt (PE Shirt for class, Spirit shirts during sporting events). Knee length basketball shorts must be worn for all students. Shorts must be black or navy blue in color. Black athletic shoes are to be worn for participation. School shoes will not be permitted during physical activity. If the proper attire is not worn, students will not be permitted to participate in class and/or sporting events.

Science Lab

ALL Middle and High school students are required to purchase lab coats and goggles in order to participate in labs.

Cardigan and Jacket Policy

Students are only allowed to use a navy blue plain cardigan sweater. Hooded sweaters are not permitted at any time. The school reserves the right to confiscate/disapprove jackets that do not meet school code. Students may use a rain jacket to travel to and from school during inclement weather, however they should not be worn around campus.

School Shoes and Hosiery

From Monday to Thursday, all students must wear shoes or flats. Athletic tennis shoes are not permitted. School shoes must be brown or black in color. Colored Athletic Tennis shoes only allowed on Fridays. See “PE Attire” for footwear rules during sports. Female student hosiery can be black, white or navy blue stockings or socks. Male students can also wear black, white or navy blue socks.

Jewelry

Students are not permitted to have visible neck jewelry. It must remain tucked into the shirt or left at home. Wristwatches are the only acceptable arm jewelry. Females are allowed one ear piercing, adorned with either studs or small hoops. Other ear jewelry or piercings must be removed during school hours. Male students are not allowed to wear earrings at anytime.

Friday Dress Down Policy

Dress down day is every Friday. Students must wear solid navy or white polo shirt or navy/white striped polo (with school crest). Students may wear jeans at a cost of \$1.00. If students choose not to participate on dress down day, regular attire must be worn. Ripped Jeans are not allowed. Colored tennis shoes may also be worn for \$1.00. Partial dress down is not permitted. If a student does not have the required uniform, they must wear regular school attire. Other dress down days may be held during the school year, besides regular Fridays. A notice will be given for such exceptions.

Additional Information

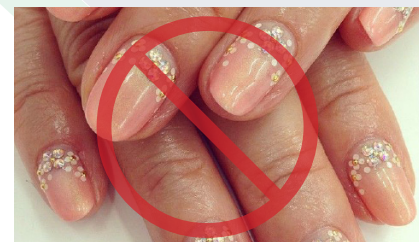
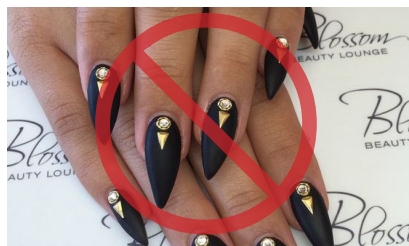
All Collared Shirts, School Outerwear and Activity Wear must have the RWCA crest on the upper left breast. Students who do not comply with the dress code policy completely will not be allowed to participate in the regular school day or other school-related events. This dress code will be **STRICTLY ENFORCED**. All male students must wear a tie and belt everyday.



Nails

Nails shall be no longer than 1/4" extended from the natural finger tips. Almond, square and squoval shape will be the only acceptable shape under school code. Other shapes such as stiletto, coffin or any pointed shapes are prohibited and students can face disciplinary actions if these rules are not followed. Acceptable colors included all neutral shades, dark colors and French tips. Please avoid extravagant nail decorations. Pictures of acceptable nails are shown below as a helpful guide for Parents/Guardians and students. All students are expected to maintain well groomed nails at all times.

Unacceptable Nail Styles Examples



Elementary school students are not allowed to wear nail polish at school, under any circumstances.

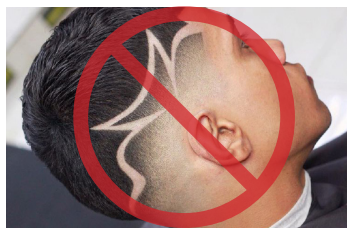
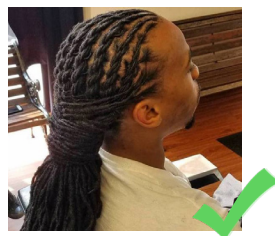
Hair Grooming and Hair Accessories

Female students are permitted to wear hair accessories with their school uniform, as long as said accessories are the colors shown in the information box above. Hair beads and braid jewelry are not permitted. Female students may wear barrettes, scrunchies and ponytail holder however these items must also be the black, navy blue, white or kelly green. Female students are not allowed to wear wigs to school, however hair extensions are permitted. Hair colors should remain as close as possible to students natural hair color. Pastels and bright hair colors are not permitted. Please keep hair clean and well groomed at all times.



Acceptable Nail colors

For male students, must be well-groomed and neat. "Sponged"/Nu Dread hairstyles, and hair designs cut into the hair are not permitted. High top styles are permitted, when kept inside the length requirement. Hair must be combed and neat at all times. Facial hair must be well shaven and groomed at all times.



Acceptable Hair Accessory Colors



Makeup

Minimal and Natural looking makeup is recommended for female students. Makeup is not a dress code requirement. False eyelashes are prohibited. Please avoid bold colored eye shadows and lipsticks. Suggested makeup looks are pictured below.



Piercings and Body Art

Students are not allowed to have visible piercings, besides earrings, nor visible tattoos. These articles must be fully covered by their uniform shirt or removed during school hours.

Student Dress Down Days

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The teacher's makes decisions about dress and grooming violations. The student and Parents/Guardians may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines listed above and those outlined below.

- All clothing must be mid-thigh or longer when seated.
- Spaghetti straps, low necklines, or exposed midriffs are not permitted.
- Shirts designed to be tucked in shall be tucked in.
- Undergarments shall be worn appropriately.
- All pants shall be worn at the waist, with no sagging.
- Clothing referring to satanic, cult, gangs, or drug behavior may not be worn.
- All tattoos must be covered.
- No headgear, such as caps, hats, and the like, may be worn inside any school building.
- Inappropriate footwear (such as house shoes, shower shoes and "heelie" tennis shoes) is prohibited.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in internal suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately. Students@ts who fail to arrive at school in their proper uniform will be given an opportunity to rent missing apparel @ \$1 A DAY. MAKE A PURCHASE AT REGULAR PRICE OR IS AFTER 3 DAYS. Parents/Guardians will be notified until correct uniform is reached.

