

Rainbow Christian Academy



2018-2019 Kindergarten / Elementary Parent/Student Handbook

“Where Christ is Honored and Children are Loved”

Location

22940 Old Dixie Highway
P. O. Box 700762
Miami, FL 33170

Telephone

(305) 258-0194

Fax

(305) 258-2167

Website

www.rainbowchristianacademy.com

e-mail address

mnehrbass@rcacrusaders.com

PLEASE SIGN AND RETURN

I have read, understand and will abide by the policies and procedures stated in the 2018-2019 Rainbow Christian Academy student handbook.

Student's name

Father Signature

Mother Signature

Both parents must sign. If only one parent is responsible, please sign as sole guardian.

Sole Guardian

Date

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<i>Telephone</i>	<i>(305) 258-0194</i>
<i>Fax</i>	<i>(305) 258-2167</i>
<i>Website</i>	<i>www.rainbowchristianacademy.com</i>
<i>Office Hours</i>	<i>7:30 AM - 4:00 PM</i>
<i>Operating Hours</i>	<i>7:00 AM - 6:00 PM</i>
<i>Owners</i>	<i>Mrs. Delores Ward and Mr. Ben Ward</i>
<i>Administrator</i>	<i>Mrs. Melissa Nehrbass Email: mnehrbass@rcacrusaders.com</i>
<i>Preschool Director</i>	<i>Ms. Sherie Harris Email : sharris@rcacrusaders.com</i>
<i>Office Manager</i>	<i>Mrs. Lynn Clow (lclow@rainbowchristianacademy.com)</i>
<i>Office Assistant</i>	<i>Mrs. Theresa Ward (tward@rcacrusaders.com)</i>

Rainbow Christian Academy is licensed by Dade County Department of Children and Family Services, recognized by Dade County Public School and accredited through Florida Association of Christian Colleges and Schools and National Council of Private School Accreditation. Teachers hold teaching certificates through Florida Association of Christian Colleges and Schools (FACCS). All credits may be transferred to any private and public school system.

Welcome to Rainbow Christian Academy. Thank you for having made us your choice for quality education.

We at Rainbow Christian Academy labor to make your child’s educational experience a successful one. Our school is a Christ centered school endeavoring to help each child feel he/she is special and loved while providing a quality education. We strive to instill a positive attitude towards learning with our main goals being to lead young people to a saving knowledge of Jesus Christ as Savior and a desire to follow His will for their lives.

Our curriculum is effective, creative and instills academic excellence along with spiritual growth in every subject. The A-Beka Book Reading Program is an intensive phonics program not a sight method-reading program garnished with phonics. It is taught systematically throughout the kindergarten and lower elementary grades to ensure continued growth in skills. The mission of the school is to develop the whole child for the Glory of GOD by providing exemplary academic and extracurricular activity programs.

By enrolling in Rainbow Christian Academy you have created a partnership that we hope will last through the years. This partnership will work towards providing academic excellence in a safe, nurturing and distinctly Christian environment.

God has given each one of you the sole responsibility to educate your child. We are happy that you have chosen our school to assist you in carrying out this life-long process. We ask that you will commit to pray for our school each day.

We welcome any questions or suggestions you may have that would best meet your child’s specific needs and abilities. Please keep this handbook in a convenient place for easy referral.

History

On May 27, 1981 Children's Rainbow Day School opened its doors with an enrollment of 4 children, a license for 40, ages 2-4, and a BIG DREAM. The school was situated on 1.75 acres of tree-shaded property one block off of US 1 and Silver Palm Drive. Now 35 years later, the school is spread over 8 acres, enjoys a fine reputation in the community and holds a license for 420 students ages 2 through 8th grade. A lovely spacious elementary campus opened September 1995. In September of 2005, we welcomed our 1st Middle School students with the purpose of providing continued solid academics along with emphasis on Christian Leadership. We are currently in the planning phases of a building program and are anticipating future growth.

Mission Statement

The mission of the academy is to join in partnership with families in order to develop the whole child for the glory of God through exemplary academic standards and extracurricular activity programs. Each child is wonderfully and fearfully made with talents and abilities waiting to be developed.

Philosophy

We believe every child can be successful if given the appropriate foundation and tools. By forming a partnership between the home and Christ directed educators, academic training, social development and God given talents will be developed. We are not an institution of reform but primarily believe "It is Better to Build a Child than Repair a Man" We strive to be a school where "Christ is Honored and Children are Loved." It is the goal of Children's Rainbow/ Rainbow Christian to be an instrument designed by God to bring souls to the saving knowledge of Jesus Christ.

General Philosophy/ Objectives

The philosophy of Rainbow is to train students to be the best they can be for God and to do everything heartily unto the Lord. Christian character training is the number one goal with academic greatness being the second goal. Teachers are trained to follow specific classroom procedures, which provide an orderly, organized classroom enabling students to learn, interact, and be the best they can be. All curriculum used is centered on Biblical Principles. The A Beka curriculum is used exclusively in the preschool and Kindergarten departments where a solid, traditional program is implemented. In the elementary grades the A Beka curriculum is used for most subjects with the addition of Shurley English and Creative Writing curriculums. In Middle School a variety of curriculum are used including Bob Jones, ABeka & Pearson. All curriculum is taught with the focus on the Creator and His Creation.

Vision

The vision of RCA is to see the great commission fulfilled by students as they leave and go into high school, other schools, in their community and eventually serve God through Christian Leadership roles throughout the world.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe that there is one God, eternally existent in the persons of Father, Son and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe the resurrection of both the saved and lost; they that are saved unto the resurrection of life and in our Lord Jesus Christ. We believe the present ministries of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

Statement of Nondiscrimination

Rainbow Christian admits students of any race, color, national and ethnic origin.

Enrollment/ Admittance Policy

Children's Rainbow Day School / Rainbow Christian Academy admits students of any race, color, national and ethnic origin. Rainbow seeks to enroll students of families who are looking for traditional Christian education, with high academic standards. It is important that the families join in partnership with the school in realizing each child's true potential. Admission requirements include satisfactory entrance exam, satisfactory behavior, an interview, academic references and parental assurance that they will support the mission of the school. Entrance exams consist of curriculum based pretest in order to determine the academic level of the student. Families will be informed of a student's final acceptance into the academy following the conclusion of the entrance test and the interview. Continued enrollment is contingent upon a satisfactory payment record, acceptable academic and attendance performance and behavior in accordance with school standards.

Admission of Home School Students

Home school students seeking admission must meet the age requirement of Sept.1st, pass an entrance examination with a score of grade level or above, have satisfactory references, complete a successful interview with an RCA administrator, provide documentation of satisfactory current academic work and submit results of a standardized test administered by an approved school or certified teacher.

Age Requirement / Birth Certificate

Any student entering Kindergarten must be 5 years old on or before September 1st. All students are required to bring a copy of birth certificate to keep on file.

Immunizations & Physical Records

Dade County Health Department requires that we have a record of immunizations and physical for each child. Immunizations are to be taken care of through your physician or local health department. It will be necessary to bring this information along with a copy of the child's birth certificate upon completing your application. A doctor's physical stating that your child is able to attend school and participate in normal school activities is required. Physicians provide the standard school forms in their offices.

Withdrawing Student

The parent will notify the school in writing two weeks prior to a student's withdrawal. The payment due for the month of disenrollment is payable in full along with any other charges that are on the account. The parent understands this releases the school to place another student. No school records will be provided or forwarded for students whose account is in arrears.

Morning Care

Morning care is from 7:00 AM to 7:40 AM. We are providing this service for parents who must leave for work before our class program begins. There is no additional charge for this service.

Drop Off Policy

Students in grades 1-5 may be let out at the elementary drive-through. If student arrives before 7:40 they must go to morning care. Students should be ready to exit the car as quickly as possible so parents do not have to wait. ***After your child exits the car, make sure no one is walking in front of your car before accelerating.*** Please do not park under the office overhang or leave cars unattended at drop off spots.

Pick Up Policy

Please be prepared to show your driver's license to the staff at the 2:00 kindergarten/3:00 elementary pickup area or aftercare if needed. Adults must sign children out when picking up early or from aftercare. VPK children must be signed in and out daily.

Restrictions on Child Pick Up

On your emergency card you will list the people that are allowed to pick up your child. Identification will be asked from anyone that the staff has not met. Please notify the person that will be picking up your child of this policy. Please do not send anyone else unless you notify the school in writing. For safety reasons we cannot accept permission over the phone.

K-5 -2:00 PM Pick Up: Children on the early dismissal list will be brought to the parent's car lined up at the big playground entrance. After 2:15 PM a \$7.00 charge per student will be billed to your account for aftercare. If your K5 child has a sibling in elementary, he/she may stay until elementary dismisses at 3:00.

Elementary- 3:00 PM Pick Up: Children that are on the 3:00 PM dismissal list will be brought to parent's cars lined up near elementary drive-through. At 3:15 PM children not picked up will be taken to aftercare and a \$7.00 charge per student will be billed to your account.

Please make appointments after school or prior to 2:30 pm. Students will not be dismissed 30 minutes prior to dismissal unless the administration determines an illness or emergency.

Parent or adult picking up student before school is dismissed or in the aftercare program must sign the child out. For early dismissal during class time, please make arrangements at the office to sign out the student. Staff members will assist in getting your child. Parents should not go to the classroom to pick up students.

If parents are divorced or separated and one parent is not allowed to visit or pick up the student, we must have a certified copy of the Court Order for Final Judgment on file.

After 6:00 PM Pickup/Teacher Work Day Pickup

There is a charge of \$1.00 *per family* for each *minute* after 6:05 PM. This is to be paid to the teacher in charge. Do not include this amount in your tuition check as this money goes directly to the teacher for staying late with the student. There is also a charge of \$1.00 per family for each minute after 11:35 on Teacher Work Days. No aftercare will be available on these days.

Severe Weather

In case of hurricane or severe weather warnings, our school will close to coincide with the public school system. Check radio and TV for reports of Dade County School closing. In the event of closing early, please arrange for someone to pick up your children. School may reopen before or after Dade County Schools depending on the damage the school may have sustained. The school will have a recorded message and/or send out emails after a severe storm to notify when the school will reopen.

Lockdown

In the event of a security alert by local police authority, government officials or school administration the students will be confined to the classroom. All windows and doors will be secured and blinds closed. Students will proceed in normal classroom activities. The gates entering the school will be locked as well as the classrooms and office. For the safety of the students, parents will not be permitted to pickup children until the lockdown has been lifted by proper authorities and school administration.

DAILY SCHEDULE

Morning Care	7:00 – 7:40 AM
Classrooms Open	7:40 AM
K5	8:15 - 2:00 PM
K5 Aftercare	2:00 - 6:00 PM
Elementary	8:15 - 3:00 PM
Aftercare (1 st – 5 th grade)	3:00 - 6:00 PM

Class

Teachers pick up their students from morning care to class at 7:40 AM. Children should arrive no later than 8:05 AM so that they have time to prepare for the day. Class begins promptly at 8:15 AM. All classroom and outside doors are locked at 8:15. Students not in seats by 8:15 will be counted tardy; three unexcused tardies constitute an absence (see Tardiness on page 11). Students arriving after 8:15 AM will be issued a tardy slip and must remain in the office until walked to class by a staff member.

Excused Absences

Students who accumulate five or more unexcused absences during a semester or ten or more unexcused absences during the year may be subject to withholding of the class credit.

The following are the only absences considered permissible:

- Student illness
- Death in family
- Medical Appointment
- School – sponsored event or activity that is pre-approved
- Pre-arranged absence that is approved by the principal

If a student is out sick please contact the office by 10:00 a.m. These absences, though excused, will count on the attendance record and therefore affect the Perfect Attendance Award. Upon parent's request, make up work will be available for pickup by 3:00 p.m. When absence, the day the student returns the parent must send a dated note to the teacher explaining the reason for the absence. Consecutive sick days, accompanied by a doctor's note, will be counted as 1 of the 10 absences (example: chicken pox). Students must remain in school until 11:15 a.m. for attendance to be counted as present for the day. On "Take Your Child to Work", the student must have a signed form from parents workplace in order to be marked present. All work will need to be made up.

If a student finds that an unexcused absence will be unavoidable, he/she should see the principal several school days in advance for permission to make up all work before the absence. Work made up in advance, should be given to the teacher before the unexcused absence. All missed tests will be administered on the day the student returns.

Unexcused absences for which no permission is granted will result in zeros in all classes. Any student who has been suspended from school for any reason will receive zeros for any classes missed and will be required to make up the work without credit. If work is not completed a double zero will be given.

Tardy policy

Excused tardiness will include doctor appointments, car trouble, illness or death in family. 3 unexcused tardies = 1 absence. Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving after 8:15 a.m. must come through the office and have a note stating the reason for tardiness before going to the classroom. Three tardies in a nine-week period will result to 1 unexcused absence which will affect perfect attendance. A student may have 3 excused tardies a year due to family or personal illness.

3 Unexcused tardies = 1 absence

On the 4th unexcused tardy in a school year there will be a \$5 charge

On the 5th unexcused tardy in a school year there will be a \$10 charge

On the 6th unexcused tardy in a school year there will be a \$15 charge

On the 7th unexcused tardy in a school year there will be a \$20 charge

The \$5 increment charge will continue to accumulate until a student reaches 15 unexcused tardies/ \$60 a school year. At this point a student may be asked to find another school. A student's coming in half way through Bible, not prepared for the day is unfair to the student, the teacher and the class that is being interrupted. So.... thank you in advance for helping make our days at Rainbow successful.

Bible

Bible time is the most important half-hour of the school program. It sets the pace for the entire day. Bible teaching reinforces all the teaching about character and Christian living throughout the day. The Bible is "the most effective character forming power known to man". (Halley)

Bible Class Time includes:

- Patriotic Opening
- Old and New Testament Bible Stories
- Bible Memory Verses
- Songs - Traditional hymns and choruses

The lessons flow from the Word of God, through the heart of the teacher, to the heart of the student. The curriculum has been planned so those students going through the *A-Beka Bible Program* will be thoroughly acquainted with the Scriptures.

Chapel

Elementary Chapel is held each Tuesday morning at 8:15 and Middle School Chapel is held each Tuesday morning at 9:15. Chapel is combined the last Tuesday of each month. Elementary classes present specials quarterly. All parents are invited to attend chapel where students enjoy sitting with their parents during this special time each week.

Curriculum

A-Beka Book Curriculum is used throughout the school. Shurley English is used to supplement or replace A Beka Language. Music, Spanish, Art, Library, Computer and P.E. are enjoyed each week and taught by teachers specializing in these fields. Schedules are posted by each classroom door.

Personal Property

RCA holds the right to search any student's property, including but not limited to backpacks, purses, lockers and lunchboxes when there is a reasonable suspicion of unauthorized possessions. Any kind of weapon brought on campus will result in an expulsion if deemed necessary. Student's using lockers are required to submit their combination to their homeroom teacher prior to use.

Photographs

Rainbow Christian Academy reserves the right to photograph or videotape children during school activities for the yearbook, website, decorative, educational or advertising purposes. If you **do not** wish to have your child photographed, please submit written notification to the office.

Exception Clause

RCA holds the right to make an occasional exception for families. Any exception made for one does not necessarily mean an exception for all.

Lost and Found

Items found and turned into the office will be held in the air conditioner closet for a maximum of one week. Parents and students are welcome at any time to look through this closet. Donated uniforms are also available in this location. Items with names will be returned all other items will be discarded or donated if not reclaimed.

Fundraisers

Our school sponsors two successful Fundraisers each year. They are:

Fall Program:

Gift wrap, cards and candy. We receive 50% of the proceeds, plus student prizes.

School Wide Carnival and Walk-A-Thon:

All classes participate by designing and sponsoring game booths, community wide raffle, delicious food, a walk-a-thon, silent auction and plant sale with the school receiving almost 100% profit.

We encourage all parents to take an active part in these special events. Tuition pays for the operation of the school. Fundraisers make it possible for the purchase of special equipment or to finance special projects. If each family does their share, we can realize success. All students will enjoy the items purchased with money raised. Therefore, we encourage the participation of the entire student body. If a family opts not to participate in fundraising, a donation to the school is requested.

The sixth and eighth grade classes and other extracurricular groups also sponsor various fundraisers throughout the year. These fundraisers are optional; we ask that you pick and choose the ones you are interested in.

Illness

For the welfare of your child and others in the school, ***all students who are sick must be kept at home.*** When the child is well enough to participate in a normal school day and has been fever free for at least 24 hours, he/she may return to class. The class does participate in outdoor activities each day, weather permitting. If a child becomes ill during class hours, the administration will determine if the illness warrants a call for the child to be picked up. If a fever is determined, parents will be called; the child must then be picked up. The teacher will give a general health check as each student arrives each day. Please keep your contact phone numbers current. When a student is absent for 3 days he/she must bring a doctors excuse to the office before entering class. Any student with head lice will not be admitted to class until the last nit is removed.

Accidents

In case of an accident at school, we will call the parent. If the parent cannot be reached we will call the emergency numbers listed on your emergency card. It is ***extremely*** important that we are able to notify someone. Please keep these numbers current. If a child has a minor injury parents may not be contacted.

Medication Policy

If a student is finishing medication, please send medicine ***to the office in the original container. A medication permission slip and instructions must be filled out.*** For safety reasons, students are not permitted to have medication in book bags, lunch box or desk. The dispensing of medicine is a courtesy of the school. Licensing requires that the above procedures be followed. For this reason medication cannot be given unless the above instructions are followed. Cough drops, inhalers and any other over the counter medications must also be administered through the office.

Communicable Disease Policy

Rainbow Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to other persons.

A teacher or administrators who reasonably suspect that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following: Amebiasis, Animal bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Conjunctivitis (Pink Eye) Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immune deficiency Virus (HIV) Legionnaire’s Disease, Leptospirosis, Lymphogranuloma, Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease.

This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Snack

Around 10 o'clock each morning God has designed our bodies to need fuel to operate at the maximum potential. Students are encouraged to bring a nutritious snack to eat. They should also bring a small bottle of water to keep at their desk so they may drink as often as they need to.

Lunch

Lunch is an enjoyable time for the students. Each teacher takes his/her class to the picnic tables located on the playground, weather permitting as determined by the teacher or administration. The country setting lends itself to a relaxing atmosphere. Students should bring their own nutritious lunch or purchase a lunch from our catered hot lunch program. A monthly menu is prepared and distributed to the students. Hot lunch choices are made a month at a time. Sodas and candy are not permitted during lunch times. **Fast food lunches are discouraged and should be limited to special occasions.** Your child will be provided with a peanut butter and jelly sandwich lunch for \$3.00 if your child does not have a lunch.

Uniforms and Dress Policy

Girls Uniforms: (K5–5thgrade)

Plaid Dress w/ emblem or logo (K5 - 2nd)
Plaid Jumper (K5 - 2nd)
Baby Doll Dress w/Navy or Red/Plaid (Lower Elementary)
Plaid Skort (3rd- 5th Grade)
White Short Sleeve Polo
Navy Short Sleeve Polo with emblem or logo (3rd - 5th)
P.E. Shirt & Navy Blue Shorts (4th - 8th)
Solid Black shoes with Rubber Soles (No Lights or Boots)
White Ankle Socks (sock must cover ankles)

May be worn on cooler days:

White Long Sleeved Shirt (to be worn under regulation uniform shirt)
White or Navy Blue Tights (to be worn under dress/culottes)
Solid Navy Jacket or Sweatshirt with Logo (***purchased from Sunshine***)

Boys Uniforms: (K5 –5thgrade)

Red Short or Long Sleeve Polo Shirt w/emblem or logo
Navy and Red Polo w/stripped ribbon
Red/Blue Short or Long Sleeve Rugby Striped Polo w/ emblem (K5-5th grade)
Navy Blue Uniform Shorts / Navy Blue Uniform Long Pants
P.E. Shirt w/ Navy Blue Uniform Shorts (4th-8th)
Solid Black Shoes with Rubber Soles (No Lights, Boots or Hightops)
Black Belt, Navy or Black Socks (socks must cover ankles)

May be worn on cooler days:

Navy Long Sleeved Shirt (to be worn under regulation uniform shirt)
Solid Navy Jacket or Sweatshirt with Logo (***purchased from Sunshine***)

*** If weather drops to 45 degrees or cooler by 6:00 a.m., white or navy leggings or tights may be worn under uniform dress/culottes. No jeans please. Students may also bundle up in their winter coats over their Rainbow uniform jacket. Hats, scarfs, gloves etc. should not be worn. We keep our classrooms at a comfortable temperature and will not go outside if weather is too cold.*

Haircut Policy

Traditional tapered haircuts for boys are required. The hair should not come below the ears, eyebrows, or collar. Braids or twists are not permitted to shorten hair length. Mohawks and scalp designs are not permitted. Hair color for all students must be natural.

Uniform and Dress Policy

Uniforms are worn Monday - Thursday. On Friday students may wear their Rainbow Christian Academy T-shirts. Girls wear **blue skorts or skirt** purchased at the uniform store. Boys wear **navy blue uniform shorts or pants**. Students may wear any color sneakers only on Fridays if the spirit shirt is worn. If the school T-shirt is not worn on Friday, regulation uniforms and regulation black shoes must be worn. Rainbow t-shirts may be purchased in the office. Uniforms must only be purchased at the uniform store.

- * Regulation uniform must be worn each day **including Teacher Planning Days**. Students will not be accepted in the classroom and parents will be called at work to bring appropriate uniform.
- * All students will wear regulation uniform for all **field trips** unless otherwise approved by the school administration.
- * Novelty headbands are not permitted. (example: ears, hats, ornaments)
- * ***Please plan ahead for cool days by purchasing a navy blue regulation jacket in advance.*** The uniform store will embroider child's name for small fee. Students will not be allowed to participate in regular activities on days regulation jackets are not worn. Students will not be allowed to participate in field trips for safety reasons.
- * Shoes must be comfortable and safe for active play (with rubber soles)
- * Sneakers are needed for PE activities. Girls should wear shorts under their uniforms.
- * Only stud earrings may be worn. For student safety if dangling earrings or hoops are worn the student will be required to have them removed.
- Male students may not wear earrings.
- * Limited jewelry is permitted, one set of earrings, one ring, one bracelet.
- * The school will not be held responsible for any lost jewelry.
- Acrylic, gel or porcelain nails or overlays are not permitted. Please keep nail polish colors to light pastel.

All students will wear RCA uniforms for all field trip unless otherwise approved by the school administration. Parent chaperones should follow the guidelines listed above when attending field trips.

Street Clothes & No Uniform Days

The following standards apply when at RCA and attending RCA sponsored events. The students need to dress neat and presentable for school on special dress days.

- Shorts, if worn, will be mid-thigh or longer
- Tops should not be low-cut, strapless, thin (spaghetti) strap or "see through", and contain no offensive messages. Tank tops and bare midriffs are not allowed. Collars of shirts are not to be cut or ripped in any way
- Tight – fitting or ripped clothing should not be worn
- Hats should not be worn indoors
- Jeans must be in good condition (No ripped jeans allowed)
- No leggings or jeggings
- Skirt/Dress length should come to within 2" of the knee.
- Pajamas are not permitted

Students dressed inappropriately will be asked to leave the school grounds or RCA sponsored events. However, the student may be permitted to return to class when dressed appropriately.

Field Trip Dress Policy

Field Trip Dress Policy

All students will wear RCA uniforms for all field trip unless otherwise approved by the school administration. Parent chaperones should follow the guidelines listed above when attending field trips.

Homework

K-5: Parents can help their children be a success by arranging a regular time for homework each day. Working on homework in the kitchen while the meal is being prepared and away from the TV is a good idea. The goals we are looking for in K5 homework is for the student to remember to take it home, remember to do it and to remember to bring it back to school. We will stress to the student that it is not their parent's responsibility. On the occasion that your child forgets his/her homework, please do not take responsibility. This is how the child will learn and take pride of age appropriate responsibility.

REWARDS OF HOMEWORK – K5

- Children can show you work taught at school.
- You can keep abreast of child's progress and need for practice.
- Numbers, phonics and later in the year -- reading.
- Short period of time at home: Suggested time spent on homework: 20 minutes
- Assigned daily. Reading is practiced each night. Child is to read pages assigned two times at first and then at least once to parent.
- Homework is to be returned the next day.

Elementary: We believe that homework is an integral part of the school program. Each teacher will assign homework to aid students to advance in their studies. Therefore, each student is required to complete the homework assignments on time. Homework is given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework and following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the focus of homework attention.
5. The average student should spend the following amount of time on homework:
1st Grade - 30 minutes 3rd Grade - 45 minutes
2nd Grade - 40 minutes 4th – 5th Grade - 1 – 2 hours
6th – 8th – 20-30 minutes per subject

We do request parent's full cooperation in seeing that assignments are completed. Failure to complete homework will affect the student's daily grade. The homework is such that the student can and should do most of the work independently. 2 missed homeworks in one week will result in an after school detention.

Grade Scale

100	A+	79 - 77	C+
99 - 93	A	76 - 73	C
92 - 90	A-	72 - 70	C-
89 - 87	B+	69 - 67	D+
86 - 83	B	66 - 63	D
82 - 80	B-	62 - 60	D-
		9 - 0	F

Weekly Reports and Report Cards

On Monday of each week grades will be posted on Praxi. It is extremely important that parents of elementary & middle school students have a registered Praxi account and check their weekly progress. Daily homework can also be found on Praxi. At the end of each nine-week period, report cards are sent home. Report cards will be withheld for students who have balances on their account.

Help Classes

Every child can be successful if given the right foundation, educational tools and learning environment. Even though some students must spend a little more time on their studies than others do, God has blessed each and every student with their own unique gifts and talents. For those students who need a little more one on one instructional time, classroom teachers provide group or individual tutoring once or twice per week during resource classes and/or occasionally afterschool. This extra help class is offered to students based on teacher or administrator recommendation and continues for short periods of time in order for the student to resume the resource classes.

Achievement Test

Stanford Achievement Test are administered one week per year, normally in March or April. It is important that students are in attendance each day, arrive on time, eat a good breakfast and get plenty of rest. Tests are not able to be made up.

Parent Teacher Meetings

Our first P.T.M. is scheduled the Friday before school begins. **Attendance is requested by at least one parent for this important first informative meeting.** Parents are requested to attend each future meeting for the benefit of the child and to become acquainted with the excellent academics your child is enjoying and how it is being presented to your child. Please make it a priority to schedule these meetings on your calendar. The child that enjoys a successful year is generally the child whose parents are active in P.T.M.

School Visits

It is the desire of the administrators and the faculty to be of service to both parents and students. Please feel free to consult with the school office regarding any problems or questions that concern your child. Teachers always welcome visits from parents by appointments preapproved by Mrs. Nehrbass. An appointment may be set up with your child's teacher at convenient after school hours. Most pre-arranged parent teacher meetings will also be attended by a school administrator. Teachers may also be contacted via e-mail. A teacher's e-mail may be accessed through the school website, www.rainbowchristianacademy.com

Problem Solving

If a problem has been brought to the teacher's attention and an acceptable solution was not agreed upon an appointment may be set up with the principal. Rainbow offers an open door policy but there are times that appointments should be made in order secure an uninterrupted block of time.

In the event that a solution can not be reached concerning a problem with an administrator a meeting may be arranged with Mrs. Ward, the owner of Rainbow. These meetings are infrequent and may be requested in writing through the office.

Rainbow administration and teachers will do everything they can with the directing of the Holy Spirit in order to accommodate your request, listen to your concern and resolve the problem. Occasionally a solution may not be reached and we understand that the parent is ultimately responsible for their child's education and may deem it necessary for the child to attend a school where the standards or expectations may be slightly different.

Parent Participation

We welcome and appreciate any help parents can offer. We realize that because we do offer a full day program most of our parent's work. If your schedule permits, we encourage you to check with your child's teacher if you are able to volunteer to help during special events. Parents should always receive a visitor's pass from the office when visiting the campus during the school day with the exception of party days. Deliveries of any item to a student should all come through the office.

Parent/Adult Participant in School Trips

Part of the Rainbow Christian experience involves traveling with our students to many exciting places. We believe that these trips are an intricate part of the overall school program and are certainly some of the favorite moments of our students. We are always happy to have our parents travel with us and be a part of these trips. We also know that there are many opinions and preferences represented in our school, as well as habits and family customs. Because of this, we ask our parents who are traveling with us to sign a simple statement of cooperation for the purpose of communication and continuity for the trip that reflects our school's policies and Christian testimony. If you have any questions about any of the statements below, please notify the office prior to the trip for clarification. In order to participate on the trip it will be necessary for each parent/adult participant to agree to comply with the agreement.

Trip guidelines for parents:

- There is a no smoking policy on all school trips.
- There is a no alcohol consumption policy on school trips.
- Dress must be modest and conform to the student dress code for all trips (See street clothes guidelines on pg. 15).
- Younger siblings may not attend school field trips.
- There should be no profanity on any school trip.
- All school trips & field trips as specifically designed for the education of the students and are therefore "student centered." Parents attending are to assist where needed and should not attend with their own agenda.
- It is the responsibility of the group leaders to chaperone and provide student discipline on the trip. School representatives (chaperones) must know the whereabouts of students at all times. Students must never be unsupervised.

Transportation

Bus transportation is not provided to and from school. Parents must provide their own transportation on a daily basis.

Buses are used for field trips. Students must either ride the bus or ride with their parent to and from field trips. Students may not be transported to field trips by the parent of a classmate if the class is riding on the bus. Parents transporting their own student must sign the student out with the classroom teacher prior to leaving school grounds. Chaperones may ride on the bus if there is enough room after students and teachers have loaded. Otherwise chaperones are responsible for their own transportation to field trips.

Parents may be asked to drive students to a sporting event or on a field trip where only one class is attending. In this event parents must fill out a form and submit a copy of their driver's license and insurance card to the office 3 days prior to driving. Parents will sign a permission slip allowing their child to be transported by the approved parent driving volunteers.

Birthdays

Party time will be during morning or afternoon snack time. Refreshments may be sent with your child. They should be kept simple with cupcakes or cookies. Please do not send favors or treats. When sending home invitations for a birthday party it is required that all students in the class are invited or all girls if it is a girl party or all boys if it is a boy party. No student should be left out.

Library

Students have the privilege of checking out books from the library once a week. These books are due back by the next visit to the library. Your account will be charged 10 cents a day for overdue books. After 7 days you will be charged for the price of the book.

Playground Safety

Our preschool playground is designed for children 2-5 years old; it is safe and developmentally appropriate.

Our elementary playground is designed for students in kindergarten and older. Please do not allow your preschooler to play in this playground as the equipment is not age appropriate for them and their safety could be at risk.

Toys

Toys of any kind are not permitted at school unless there is a specified share day for a lower elementary class. Toys should then be kept in the backpack until and after the specified share times. RCA cannot be held responsible for the loss or the breakage of a toy. If toys are brought to school the teacher reserves the right to hold the toy until a parent comes to pick it up. Toys are not permitted in aftercare.

Cell phones/Electronics

Gaming devices are not permitted at school or aftercare. Cell phones must be powered off when at school and stored in a book bag where they are not visible. If taken out, kept on or seen the phone or electronic device will be taken away and can be picked up in the office by a parent. The second offense during the school year will result in a \$20.00 fine to receive the phone/electronic device. 3rd offense will result in a \$40.00 fine. 4th offense and thereafter will result in a \$60.00 fine and one day outdoor suspension. We ask that if your son/daughter needs to bring a cell phone to school that you reinforce RCA's policy with your student. *Please do not call/text or receive calls/text from your son/daughter during school hours.* If a phone is found being used as a hotspot, it will be taken away and the student is banned from bringing a phone to school. We ask for the parent's cooperation with our cell phone policy. RCA cannot be held responsible for the loss or the breakage of a cell phone or electronic device.

Discipline

The goal of Rainbow Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you." When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Corporal punishment is not used at Rainbow.

HARASSMENT, SEXUAL AND OTHER FORMS OF HARASSMENT

Rainbow Christian Academy seeks to promote a safe and healthy environment in which all of our students can reach their full spiritual, physical and academic potential. Rainbow Christian Academy will not tolerate verbal or physical conduct by any student or other person which harasses, disrupts, or interferes with another's school experience as a student or that creates an intimidating, offensive, or hostile school environment.

No form of harassment will be tolerated, including harassment because of a student's race, national origin, disability, age, or sex. Special attention should be given to sexual harassment. No student, either male or female should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct. Such behavior will not be tolerated and shall result in disciplinary action, up to and including dismissal from school. Prohibited sexually harassing or offensive behavior includes, but is not limited to:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching advances, or propositions.
2. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes, or references, and offensive personal references.
3. Demeaning, insulting intimidating, or sexually suggestive comments about an individual.
4. The display, on school premises, of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages or postings (i.e. e-mail, texting, Facebook, Google Plus, You-tube, etc)

Sexual harassment does not refer to the occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that interferes with a student's effectiveness in school. Sexual harassment includes gender based harassment of a person of the same sex as the harasser.

Any student, parent or faculty member who experiences or observes harassment in any form at the school must report it immediately to the principal. All allegations of sexual harassment will be promptly investigated in an impartial and confidential manner. A timely resolution of the complaint will be communicated to those involved. However, anyone who makes a false complaint or provides false information in an investigation of sexual harassment will be subject to disciplinary action up to and including expulsion from school.

STUDENT WEBSITES/SOCIAL NETWORKING

Rainbow Christian Academy has deemed that the inappropriate use of social networking websites, regardless of school hours, (i.e. Facebook, Snapchapp, Instagram etc.) is not compatible with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which is in contrast to the school's conduct standards, moral standards, and statements on harassment will be subject to disciplinary action up to and including dismissal from the school.

On Discipline (K2-K5)

Much time, thought and prayer goes into Character Training. We believe that these are the formative years of our students. We believe that it is "Better to Build a Child than Repair a Man". We are very consistent in our character training so that the student is secure in knowing the boundaries. We spend much time in teaching the correct way the first time, so poor habits are not formed.

We will remind and go back over Habit Training periodically. The teacher always makes sure that the child understands the rule that has been broken. Children's Rainbow Day School requests full cooperation from both child and parents in the education of the child.

On occasions that the student chooses not to obey the school rules, the following procedures are followed:

- Time out may be given. This removes the student from the activity that is going on.
- If time out is not effective the teacher will ask the administration for assistance.
- If the same behavior continues, Ms. Harris, Mrs. Nehrbass or the teacher will ask for parental help. It is important that the school and parents work closely with the training of the student. Please let the school know if there are any changes happening in your child's life that could cause a change in behavior. Knowing why a child may be having a difficult time makes a great difference as we try to help your child. On occasion a parent may be asked to pick his/her child up.
- In closing, let us share our thoughts on inappropriate behavior. We view it as one more opportunity to help your child become the very best he/she can be for God and our future generation. It is our prayer that we can train the students to obey out of love and respect, not fear. We desire to train the child to choose to do right because it is right to do right even when it may be hard.

It is a large responsibility and honor that God has given us. We pray daily for Godly wisdom in meeting each student's needs. If a matter concerns you then it concerns us. If you have any questions regarding our discipline policy, please feel free to make an appointment with Ms. Harris, Mrs. Nehrbass or your child's teacher.

RCA ELEMENTARY DISCIPLINE PLAN (1st - 5th grade)

WISE CHART - All students' names are here at the beginning of each week. Students can move out of this chart with misbehavior or simple forgetful mistakes. They can also move back up into the wise chart if they improve.

SIMPLE MISTAKE CHART - Students move into this chart from the wise chart with simple mistakes. There are three levels here that give the students essentially three warnings that they need to "Wise Up." They may move through this chart back to the wise column. If they are in the unwise choice chart, then it will take three noted improvements by the student to move back through this chart to the wise chart. Teachers will send a detailed note to Mrs. Nehrbass if a child is in the third column of the simple chart or has moved to the unwise choice chart.

UNWISE CHOICE CHART - Students move to this chart if they have committed either a violation of a school rule or have earned their way here because of making simple mistakes. There are also three steps here. The first step of the Unwise Choice Chart is missing a resource. During the next resource, the classroom teacher and the student work out what is causing the problem that has earned their student a place in this chart and what can be done to help him/her "Wise Up." Appropriate scripture and prayer is given at this time. It is suggested that if the students are able, they should write out their plan on how to make better choices. The second step of this chart results after missing a resource has been implemented, but misbehaviors of simple mistakes are continuing. The student is asked to make a phone call home, not giving a detailed explanation of what is going on, but just reporting to the parent that their name is now in the "call home" column of the chart. This signals the parent that there have been at least four warnings, teacher intervention and that they've had opportunities to wise up but have not chosen to do so. The parent is aware that the next step is a one - hour detention the following school day.

UNWISE BEHAVIOR - If the student has served time after school and still continues to misbehave, then there are three corresponding steps in the Unwise Behavior Chart in which the students can move. The first one is a conference with the parents, teacher and principal. During this time, recommendations are made to the parents about on going problems and possible solutions. The second step will result in a one day out door suspension with zeros given for any test or work that day. The third step is expulsion, which automatically occurs after three suspensions in a given school year.

Certain behaviors result in immediate suspension or expulsion. These actions include:

- Fighting
- Deliberate, improper touching
- Verbal abuse directed at another student
- Any serious school infraction deemed necessary by the administration
- Threats directed at another student, parent or staff member
- Physically hurting another student

Nothing Is Dull Under Our Rainbow

We have established a reputation for becoming an innovative school with our unique programs. Offering enrichment activities beyond the classroom academics allows students to develop a wider view of their classmates, creates a stronger friendship bond among the students, and helps to take pressure off of busy parents thus allowing more evening family time. These activities include, **Choir, Basketball, Soccer, Volleyball, Piano, Guitar, Drums, Middle School Band, Violin, Art and Science Club.**

In our academic department, nothing is standing still either. *Our students and teachers were rewarded for their hard work when they received outstanding national standardized test (SAT) scores which average consistently in the 70th to 90th percentile school wide.* These results are especially meaningful when we live in a state that ranks among the lowest in the nation on standardized test scores. Throughout the year students join other Christian and public schools in academic and fine arts competitions. The students are prepared, confident, and score among the finalists.

We are always looking for new ways to be the best family centered school possible. Surveys are sent home every other year and also are given annually to the families of our 8th grade parents and other exiting families. We pride ourselves in our "Open Door Policy" where appointments are seldom needed and your input is always welcome. We appreciate and depend on our parents and teacher's ideas on how we can better meet the student's needs and serve our families. That is why we believe our elementary motto, *"Where Christ Is Honored and Children Are Loved,"* best describes

Rainbow Christian Academy.

Safety Evacuation Plan

Children’s Rainbow Day School/Rainbow Christian Academy is located in Zone 6, which is in the 10-mile evacuation area of Turkey Point Nuclear Plant. Federal Law requires that schools develop evacuation plans for this area. We have no reason to believe there will be an incident at the nuclear facility that would in any way endanger the public. However, our concern for the health and safety of your children has prompted the development of evacuation safeguard in the remote possibility that students should have to be moved from the affected area.

Our school is equipped with an Emergency Public Safety Monitor that notifies us of any upcoming storm warnings (tornadoes, high winds, and evacuation notices) prior to the general public. A meeting hosted by Miami Dade Emergency Officials was held for local administrators. Two general misconceptions were corrected.

1. If there is an explosion at the plant it will create a dust that will be released into the atmosphere. The direction and the speed of the wind will determine how long it will be before reaching us. We are assured that there will be ample time to evacuate with a plan set in place.
2. We will only have to travel out of the 10-mile evacuation area, not hours up the road.

PLEASE READ THE PLAN THAT RAINBOW WILL FOLLOW
IN THE NEED OF EVACUATION

1. Our school will be notified by our Emergency Monitor or by the Public Siren Alarm.
2. Children will be transported by vehicles to a safe preplanned area listed below. Entrance into our 10-mile area will be closed. People that are outside this area will not be permitted to enter. If you are inside the area, **DO NOT COME TO THE SCHOOL TO PICK UP YOUR CHILD.** *Correct attendance of all children is vital. Parents should proceed to the evacuation site in order to pick their student up. If parents begin arriving to take children, it will slow our departure and possibly endanger the safety of all. We will have all faculty, administration and staff transport the students to the evacuation site. Staff and faculty vehicles will make as many trips as necessary to transport all children.*
3. A voice notice will be left on the school answering machine restating where children are to be picked up, an email will be sent via Praxi and a “Remind” text will also be sent for classes or departments using the Remind 101 app.
4. We will leave the school, traveling west on Silver Palm Drive to Krome. We will then travel north to Krome Avenue Church located at 22755 SW 177th Ave. Children may be picked up at the Church. All emergency cards with your phone numbers will be with administration. Children will only be released to persons on the emergency pickup cards.

***Forms
To
Keep
For
Your
Reference***

RAINBOW CHRISTIAN ACADEMY / CHILDREN'S RAINBOW DAY SCHOOL
22940 Old Dixie Highway Miami, Florida 33170
305-258-0194 / www.rainbowchristianacademy.com

Thank you for considering our school for your choice for education and spiritual training. God has truly blessed our school over the past years as we continue to provide an honors level academic curriculum and many extracurricular activities to build the whole child spiritually, intellectually and physically.

Admission Requirements:

- **Application:** Please fill out front and back. Be sure to include full addresses, phone numbers with extensions (if applicable), emergency contacts and social security numbers. Anyone not listed will not be permitted to remove your child from school. For students ages 2 to 4 years old, parent must sign on the back of the application that you have read the DCF Brochure & Disciplinary Page found in the student handbook
- **Emergency Card:** It is very important that all phone numbers be kept current. (Please include extensions at work). If you change your employment or move, please notify the office by phone or note so we may correct your records. Anyone not listed on the emergency card will not be permitted to remove your child from school. The parent must come to the office in person to delete or add a pick up person.
- **Current Physical:** Physicals are good for two years. All physical forms must be current in order for your child to attend. Parents must fill out your section.
- **Immunization Records** must be current. Students must have a current form **DH680 Florida Certificate of Immunizations** on file in order for your child to attend.
- **Driver's License:** Copy from both parents.
- **Birth Certificate:** All students are required to have a copy of birth certificate on file.
- **Statement of Cooperation:** Signed by **both parents** or **sole guardian**. A copy of this form can be found in the student handbook for reference.
- **Tuition Agreement:** Signed by **both parents** or **sole guardian**. A copy of this form can be in the student handbook for reference.
- **Book and Registration Fees:** All fees must be paid at time of registration. Paying these fees will hold your child's placement in school. All fees are non-refundable or transferable.

Registration Fee: (K2-8 th grade)	\$300.00	Book & Activity Fee:	
		2 & 3 year olds	\$150.00
Winter Supply Fee (due January)	\$ 40.00	4 year olds	\$175.00
Technology Fee (1 st -8 th grades)	\$ 50.00	Kindergarten	\$175.00
Middle School Activity Fee	\$100.00	Elementary (1st-5th)	\$225.00
(\$25.00 billed quarterly)		Middle School (6 th -8 th)	\$300.00

- **Entrance Test:** All students entering 1st-8th grade will be given an entrance test. Students must be able to test on grade level to be considered for enrollment. Registration & book fees must be paid in full in order for testing to be scheduled. Fees will be refunded less the \$50.00 test fee if the applicant is not able to meet the minimum requirements.
- **Report cards and standardized test** from previous school submitted prior to entrance test.
- **Interview:** Students & parents of students entering 4th-8th grade will be assigned an interview session with the principal. This interview is to determine if the student and parents are in alignment with the school's mission and philosophies. Students entering middle school will also sign the **"Standards of Conduct."**
- **Student/Parent Handbook:** Please read all information, sign and return the front page in the handbook.

Rainbow Christian Academy admits student of any race, color or ethnicity

2018-2019 TUITION AGREEMENT

TUITION (PLEASE CHECK ALL THAT APPLY)

_____ PRE-SCHOOL: Tuition consists of (10) payments August 1st – May 1st
1st child \$5,500.00 year-\$550.00 monthly

_____ KINDERGARTEN: 8:15 – 2:00 Tuition consists of (10) payments August 1st – May 1st.
1st child: \$6,050.00 year-\$605.00 monthly

_____ ELEMENTARY: 8:15 – 3:00 Tuition consists of (10) payments August 1st – May 1st.
1st child \$6,550.00 year- \$655.00 monthly

_____ MIDDLE SCHOOL - (6th – 8th grade): 8:00 – 3:15 Tuition consists of (10) payments August 1st - May 1st
1st child \$6800.00 year-\$680.00 monthly

_____ AFTERCARE: Kindergarten/Elementary/Middle School: I desire for my child/children to participate in after school activities at \$1,000.00 yearly / \$100.00 monthly per student August 1st – May 1st
*Aftercare is divided into a 10 month payment plan, therefore a reduction cannot be granted for absences, holidays or school closures.

(K5-8th grade) 15% discount applies to families paying full tuition on a 10 month payment plan beginning August 1st

A multiple child discount of \$75.00 per month is provided for additional siblings enrolled living in the same household. The registration fee is waived for the 3rd child or more.

PRESCHOOL / KINDERGARTEN / ELEMENTARY / MIDDLE SCHOOL: Tuition is due on the first of each month beginning August 1st and ending May 1st. Tuition is late after the 5th of the month and a late charge of \$30.00 will be assessed. On the 10th day of the month, the student(s) will not be admitted to class until tuition is paid in full. Tuition is divided into a 10-month payment plan. Therefore a reduction cannot be granted when a child is absent, or when school is closed for holidays, staff conventions or severe weather. A \$40.00 Winter Supply Fee (per student) is due in January 2019. This fee helps to cover art / crafts / SAT’s etc. \$30.00 along with late fees (as stated above) will be charged for the first returned check / \$40.00 for 2nd returned check / accounts will be on **cash only** basis after 2 returned checks in a school term. All accounts must be current in order for report cards to be released quarterly.

WITHDRAWAL: The parent will notify the school in writing two weeks prior of a student’s withdrawal. The payment due for the month of disenrollment is payable in full. The parent understands this releases the school to place another student. No school records will be provided or forwarded for students whose account is in arrears.

Registration and Book Fees are non-refundable and non-transferable.

My child/children _____ is/are enrolled at Children’s Rainbow Day School/Rainbow Christian Academy. I have read the regulations regarding tuition payment procedures and agree to abide by them. I agree to pay any and all court costs incurred for collection of past due accounts. Both parents or sole guardian must please sign below. A copy of this agreement is in the student handbook for reference.

SIGNED (Father)

DATE

SIGNED (Mother)

DATE

Sole guardian or person responsible for payment:

SIGNED

DATE

Statement of Cooperation

It is my understanding that the policy of the school is to make no refunds or transfers on registration fees and book fees. I give Rainbow Christian Academy/Children's Rainbow Day School permission for my child to take part in all school activities. Should any legal issue arise against Rainbow Christian Academy/Children's Rainbow Day School or any employee or agent thereof, on my child's behalf I agree to first adhere to arbitration which will consist of an arbitrator representing the school, an arbitrator representing the student's legal guardian and a third non party arbitrator. If after arbitration the matter is not resolved and legal action is taken and if the school or its agent is not found at fault, I agree to pay attorney fees, court fees, damages or other costs that Rainbow Christian Academy/Children's Rainbow Day School or its agent should incur to defend itself against such action.

This Statement of Cooperation will be in effect upon registration as my children listed (or others to be enrolled) attend Rainbow Christian Academy/Children's Rainbow Day School whether it is in the preschool, kindergarten, elementary, middle school or summer camp.

I understand that should my marital status change that it is my responsibility to have a corrected Statement of Cooperation signed and updated and delivered to Rainbow Christian Academy/Children's Rainbow Day School. Rainbow Christian Academy/Children's Rainbow Day School admits students of any race, color and national or ethnic origin.

In making application for my child to attend Children's Rainbow Day School / Rainbow Christian Academy, I agree to support the school in:

1. It's maintenance of high moral and Christian standards.
2. It's rules and regulations as established in the Student handbook.
3. The kind and measure of discipline taken to insure good order and a proper learning environment.
4. It's fundraising activities.
5. Policies and procedures as printed by the Administration of Children's Rainbow Day School/ Rainbow Christian Academy.

We realize that attendance at Rainbow Christian Academy is a special privilege. We understand that potential pupils will be evaluated by varying means to determine eligibility and placement. We understand and accept the fact that the school reserves the right to refuse admission or terminate the enrollment for reasons of its own. We understand that all students are accepted on a trial basis and are subject to dismissal as deemed necessary by the school. We understand that elementary / preschool / middle school tuition is due on the first of each month and become past due after the fifth of the month.

List names and birth dates of children at Rainbow Christian Academy/Children's Rainbow Day School.

<u>Child's Name</u>	<u>Birthdate</u>	<u>Parent's signature (Both parents must sign)</u>
_____	_____	_____ (Father)
_____	_____	_____ (Mother)
_____	_____	_____ (Sole Guardian)

Computer/ Internet Use Policy

Internet access is available to students and teachers at Rainbow Christian Academy. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Rainbow Christian has adopted this Acceptable Use Policy to set guidelines for computer use and accessing the Internet. It is a privilege to use the computers and access the Internet on campus. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical and moral manner. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer equipment or the Internet to a teacher or administrator.

Terms and Conditions

- Computers are provided for students to use as tools in learning and to conduct research. They are only to be used for educational purposes. Therefore, “Surfing the Web” or playing games is not permitted. Students must have an educational goal when using the computer equipment.
- Students must only use the Internet under the supervision of faculty.
- AR tests may only be taken in the homeroom or language arts classroom.

Impermissible Uses Include

- Any destruction, defacement, theft, or altering of school equipment. These actions will result in loss of technology privileges and a fine.
- Sending or obtaining copyright materials without permission.
- Chatting or instant messaging.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal material.
- Plagiarism in any form will not be tolerated.
- Games accessed through the Internet are not permitted on school grounds.
- RCA prohibits the downloading of software from the Internet because of significant risk of infecting the Company systems with a virus and the unreliability of such downloaded software. All Children’s Rainbow Day School, Inc.’s information systems will be subject to periodic inventory and inspection for compliance.

Access to computers is a privilege-not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of computer privileges. The system administrators in conjunction with school personnel will deem what is appropriate use. The minimum penalty for a first violation will be a detention and loss of computer privileges for a period of 2 weeks of school. The minimum penalty for continued violations in which the user willfully abuses computer privileges will be a suspension and loss of computer privileges for the year. If a student damages any equipment, the student or student’s family will pay for the repair or replacement of the equipment.

Student:

I have read, understand, and will abide by the computer/ Internet use agreement. Should I commit any violation, I realize that my access privileges may be revoked and other disciplinary action may be taken. I also understand that I am responsible to pay for any damage I may cause to the equipment.

Student's Name (please print): _____

Student's Signature _____

Grade _____ Date _____

Parent/ Guardian:

I have read this Computer/ Internet Use Agreement and grant permission for my student to access the Internet. I understand that the use of technology resources is designed for educational purposes only. I also understand that it is impossible for Rainbow Christian Academy to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. At school, each student's access to and use of the Network will be monitored by the classroom or computer teacher. I understand that if my child damages any equipment, I/we will be obligated to pay for the repair or replacement of damaged equipment. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent's Signature (Both parents must sign)

Father

Date

Mother

Date

Sole Guardian

Date

RCA ELEMENTARY DISCIPLINE PLAN

WISE CHART - All students' names are here at the beginning of each week. Students can move out of this chart with misbehavior or simple forgetful mistakes. They can also move back up into the wise chart if they improve.

SIMPLE MISTAKE CHART - Students move into this chart from the wise chart with simple mistakes. There are three levels here that give the students essentially three warnings that they need to "Wise Up." They may move through this chart back to the wise column. If they are in the unwise choice chart, then it will take three noted improvements by the student to move back through this chart to the wise chart. Teachers will send a detailed note to Mrs. Nehrbass if a child is in the third column of the simple chart or has moved to the unwise choice chart.

UNWISE CHOICE CHART - Students move to this chart if they have committed either a violation of a school rule or have earned their way here because of making simple mistakes. There are also three steps here. The first step of the Unwise Choice Chart is the P.E. plan. During P.E. , the classroom teacher and the student work out what is causing the problem that has earned their student a place in this chart and what can be done to help him/her "Wise Up." Appropriate scripture and prayer is given at this time. It is suggested that if the students are able, they should write out their plan on how to make better choices.

The second step of this chart results after the P.E. plan has been implemented, but misbehaviors of simple mistakes are continuing. The student is asked to make a phone call home, not giving a detailed explanation of what is going on, but just reporting to the parent that their name is now in the "call home" column of the chart. This signals the parent that there have been at least four warnings, teacher intervention and that they've had opportunities to wise up but have not chosen to do so. The parent is aware that the next step is a one - hour detention the following school day.

UNWISE BEHAVIOR - If the student has served time after school and still continues to misbehave, then there are three corresponding steps in the Unwise Behavior Chart in which the students can move. The first one is a conference with the parents, teacher and principal. During this time, recommendations are made to the parents about ongoing problems and possible solutions. The second step will result in a one day out door suspension with zeros given for any test or work that day. The third step is expulsion, which automatically occurs after three suspensions in a given school year.

Certain behaviors result in immediate suspension or expulsion. These actions include:

Fighting

Deliberate, improper touching

Verbal abuse directed at another student

Any serious school infraction deemed necessary by the administration

Threats directed at another student, parent or staff member

PLEASE SIGN AND RETURN INDICATING YOU HAVE READ AND UNDERSTAND THE RCA DISCIPLINE PLAN.
(A copy of this plan can be found in your student handbook.)

Student's Name

Father's Signature

Mother's Signature

Sole Guardian

"If you love someone...you will always believe in him and always expect the best of him." (1 Cor. 13:7)

**Department of Health & Rehabilitative Services
Child Day Care Licensing
Authorization for Medication**

Administering medication is a courtesy. No medication shall be given by day care personnel without the signed permission of parent or guardian.

Child's Name: _____ Teacher: _____
Name of Medication and/or Prescription Number (if available): _____
Time (s) Medication is to be given: _____
Date (s) Medication is needed: _____ to _____
Parent's Signature : _____ Date: _____

Office Recordings:

Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____

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Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____
Date: _____	Time/Amt _____	Staff Signature _____

Chaperone Consent/ Agreement Form

We are always happy to have our parents travel with us and be a part of our school trips. We also know that there are many opinions and preferences represented in our school, as well as habits and family customs. Because of this we ask our parents who are traveling with us to sign a simple statement of cooperation for the purpose of communication and continuity for the trip that reflects our school's policies and Christian testimony. If you have any questions about any of the statements below, please notify the office prior to the trip for clarification. In order to participate on the trip it will be necessary for each parent/adult participant to agree to comply with the agreement.

Trip guidelines for parents:

- There is a no smoking policy on all school trips.
- There is a no alcohol consumption policy on all school trips.
- Dress must be modest and conform to the student dress code for all trips: Clothes should be loose fitting, no tank tops, strapless or low cut blouses. Jeans should not have holes. If any garment has a written message it should reflect Christian values.
- Younger siblings may not attend school field trips.
- There should be no profanity on any school trip.
- All school trips & field trips as specifically designed for the education of the students and are therefore "student centered." Parents attending are to assist where needed and should not attend with their own agenda.
- It is the responsibility of the group leaders to chaperone and provide student discipline on the trip. School representatives (chaperones) must know the whereabouts of students at all times. Students must never be unsupervised.

I agree to abide by the chaperone guidelines stated above

Chaperone Signature

Date

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