

Rosedale Baptist School Student Handbook (Grades K3-12) 2018-2019

Revised July 2018



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A Word from the Administrator

Thank you for being a part of our school family. We sincerely appreciate the investment you are making in your child and in our school. It is an honor to work with you and your family.

Rosedale Baptist School consists of Christian educators working with families to provide a well-rounded, Christ-centered education for their children. Our desire is to have an exceptional working relationship with you as we provide an education that is both academically excellent and distinctively Christian. While working together, we strive to *reach* students for Christ, *build* them to their greatest potential in Him, and train them to *serve* the Lord and others. (RBS – *Reach. Build. Serve.*)

As you read through this handbook, it is important to note that the guidelines you will find are “institutional” expectations we have for our students; they are not “relational” guidelines necessary for a relationship with the Lord. While we believe these guidelines will help operate our school, they are not linked directly to a relationship with the Lord. Our relationship with the Lord is based on the study of His Word and prayer. Out of these activities, we are given direction on how He would have us to live.

In His service,



Jeremy Errett
School Administrator

Rosedale Baptist School admits students of any race, color, nationality, and/or ethnic origin to all of the rights, privileges, and activities generally afforded, or made available, to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, and athletic or other school-administered programs.

New for 2018-2019

Uniform Update:

- Uniform shirts: This will be the last year that we will be using the old school logo for our uniform shirts. Please plan accordingly.
- Girls in grades K3-5 now have the option to wear a skirt with the uniform polo shirt in addition to the jumper or pants options.
- French Toast School Box online uniform store: You may now purchase your child's entire school uniform and P.E. uniform without leaving home by using the French Toast School Box online store. When purchasing from this site, the school logo will be placed on the shirt and all purchases mailed to your house. This option eliminates the need for you to purchase a shirt, drop off the shirt to be embroidered, and then pick it up. **This option is not required, but is designed to be a help for our families.** The French Toast brand is an inexpensive uniform provider. To use the French Toast School Box online store, follow the instructions below:
 - Go to www.frenchtoastschoolbox.com
 - Click "Shop by School" near the top
 - Enter our school code (QS5EQTD) or search by school name
 - Click "Shop this School" under our school listing
 - Shop for your child by selecting the items needed, then checkout similar to other online stores
- **School Supplies:** We have partnered with ClassBundl to provide an easy opportunity for you to complete your back-to-school shopping. By using ClassBundl, you may purchase your child's complete supply list without ever leaving your house. Simply go to www.ClassBundl.com/shop and search for our school. After finding our school, make the selections you need, complete the checkout, and have them delivered directly to your house. In addition to this convenience, the school also earns 5% back on every purchase. If you prefer not to use ClassBundl to shop for supplies, you are welcome to find your child's supply list on our website and shop as usual. ClassBundl is not a required service.

School Spirit

Colors

Rosedale Baptist School colors consist of navy blue, white, and gold.

Motto

Rosedale Baptist School is proud of the distinctive history surrounding its motto, *Soli Deo Gloria*, a Latin phrase meaning, "To God Alone Be the Glory." *Soli Deo Gloria* indicates what the goal of all life should be—to give glory to God in everything and for everything. History has unfailingly demonstrated that man's accomplishments are greatest when man works to the glory of God!

Seal

The seal of Rosedale Baptist School features four symbols, each indicating a unique aspect of the school's identity. The "R" indicates the visual symbol of our school, and a panther head signifies the athletic symbol of the sports program. A musical note combined with stage curtain symbolizes the importance of a fine arts culture, and a Bible embedded with a cross represents the school's commitment to the Bible with Christ being the center of all we do.

Encircling the seal is a banner stating the name of the school, the year it was founded, and the school verse—1 Corinthians 10:31. Resting below the seal is the school motto emphasizing the mission of the school to reach, build, and serve.

Verse

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God." I Corinthians 10:31

Introduction

Rosedale Baptist School desires to train young people to live lives that bring honor and glory to God. In so doing, we have set forth policies that help us operate as an institution and encourage a positive environment for spiritual and academic growth.

If a parent has questions or concerns about a policy set forth in this handbook, the administration invites that parent to set up a conference to discuss the matter.

The school reserves the right to change or add to any of its policies, as it deems necessary. As a result, deletions, additions, and changes in this Student Handbook and other materials covering school policies may be made at any time.

Our Mission

Rosedale Baptist School exists to *reach* students for Christ, *build* them to their greatest potential in Him, and train them to *serve* the Lord and others. (RBS – Reach. Build. Serve.)

Our Philosophy

We believe the Bible is the standard of all truth and knowledge and therefore are committed to teaching all subjects with God’s Word as the focal point. We believe it is our God-given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorifying to God.

Although we serve “*in loco parentis*” – in the place of the parent – we believe that parents have the ultimate responsibility for their children, and therefore they are accountable to God for their children’s spiritual and moral welfare.

Our Purpose

Our purpose is to enter into a partnership with Christian parents who are obediently committed to a total education process that is centered on God and His Word, and results in academic development of the mind and spiritual development of the will and character. We embrace the privilege and responsibility that God and parents impart to us in the education of the heart and mind of each of our students.

Accreditation

Rosedale Baptist School is accredited by the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACSAA), the National Council for

Private School Accreditation (NCPA), and the Middle States Association of Colleges and Schools (MSA).

Accreditation is an on-going school improvement plan. The process includes evaluation in the areas of teacher certification, finances, records, and building and grounds safety. Because we are a Christian school, our desire is that our testimony is one of excellence for the glory of God (Colossians 3:23).

Our History

Rosedale Baptist School began operating for the 2000/2001 school year, although it had been alive in the hearts and minds of Rosedale Baptist Church for several years. Since arriving in 1997, Pastor Scott Tewell and a number of others were burdened about the need for a Christian school. RBS has had four administrators: Mr. Tim LeJeune from 2000 to 2008, Mr. Jeff Schuman from 2008 to 2011, Mr. Keith Scott from 2011 to 2016, and Mr. Jeremy Errett from 2016 until the present.

Mr. Errett has been in Christian education since 2003. He earned his Bachelor's Degree in History and Math Education from Pensacola Christian College and his Master of Education degree from Union University in Germantown, Tennessee.

RBS began with traditional classes for grades K4-2, and utilized an "Accelerated Christian Education" (ACE) program for grades 3-12. With each additional year, more classes were taught in a traditional classroom setting, so that by the 2005/2006 school year, all classes were taught traditionally.

RBS began with a student body of 58. The gymnasium (or Family Life Center) was completed in 2007. The Educational Wing was completed in 2012. RBS rejoices in the Lord's provision and the vision that has become a reality.

Our Statement of Faith

The Rosedale Baptist School Statement of Faith is as follows:

- We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness."* 2 Timothy 3:16)
- We believe there is one God (Is. 45:5; Ex. 20:1-5), eternally existent in three persons (I Jn. 5:7): Father, Son, and Holy Spirit. (*"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost."* Matthew 28:19)

- We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*“Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.”* Acts 1:11. Also see John 10:33, Matthew 1:23, Hebrews 4:15, John 2:11, I Corinthians 15:3, John 11:25, and Mark 16:19)
- We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”* Ephesians 2:8-10. Also see John 3:16, John 5:24, Romans 5:8-9, and Titus 3:5)
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.”* John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all.”* Ephesians 4:4-6)
- We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.”* Romans 8:29) We believe that the sign gifts (prophecy, healing, tongues) ceased when the canon of Scripture was complete (I Corinthians 13:8-10).

Our Educational Objectives

The Bible teaches that “Jesus increased in wisdom, stature, and in favor with God and man” (Luke 2:52). Our Lord has provided us with His salvation to accept and His example to follow. Therefore, RBS seeks to develop the total person in the following areas:

Spiritual

- To lead the student to accept God's gift of eternal life through faith in Jesus Christ alone as Savior
- To develop attitudes and values consistent with the teaching of the Scriptures
- To instill a personal responsibility to God for individual behavior (*"I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."* Romans 12:1-2; *"If ye then be risen with Christ, seek those things which are above, where Christ sitteth on the right hand of God."* Colossians 3:1)

Academic

- To teach all subject matter in light of the Scripture, since God's Word is the source of truth (*"Sanctify them through thy truth: thy word is truth."* John 17:17)
- To promote an instructional program to meet individual needs more adequately
- To provide academic excellence (*"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."* II Timothy 2:15)

Physical and Social

- To stress the development and care of the body, since God created man a tri-partite being (body, soul, and spirit) whose body (for the Christian) is the residence of God the Holy Spirit (*"What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?"* I Corinthians 6:19)
- To encourage wholesome forms of recreation and exercise (*"For bodily exercise profiteth little: but godliness is profitable unto all things, having promise of the life that now is, and of that which is to come."* I Timothy 4:8)
- To emphasize personal cleanliness and good grooming
- To expect dress consistent with biblical standards (*"I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service."* Romans 12:1-2)
- To stress appropriate friendships and relationships between the sexes (*"Flee also youthful lusts: but follow righteousness, faith, charity, peace, with them that call on the Lord out of a pure heart."* II Timothy 2:22)
- To teach patriotism (*"Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God ..."* Romans 13:1-4)

Admissions

General Requirements

Rosedale Baptist School admits students of any race, color, nationality, and/or ethnic origin to all of the rights, privileges, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, and athletic or other school-administered programs.

All students must be single, not engaged to be married, and have no children.

Because RBS does not offer English as a second language, we cannot accept students who are unable to demonstrate English-speaking skills commensurate with their age level as determined by the administration. Also, RBS is not equipped to meet the needs of students with moderate to severe learning disabilities and/or psychological problems that require a special education approach.

Please note the enrollment requirements below:

- All K3-12th grade students are required to indicate online that they agree with the school's statement of faith and the commitment statement and agree to support its contents. The school is a ministry of Rosedale Baptist Church and is subject to its philosophy and foundational Biblical doctrine.
- Students in grades 1-12 must also submit a pastoral recommendation form.
- Students are not required to be members of Rosedale Baptist Church.

Age Requirements and Grade-level Placement

Pre-kindergarten and kindergarten students must turn the appropriate age by September 1 of the current school year. To enter K3, a child must be 3 years old on or before September 1 of that year. To enter K4, a child must be 4 years old on or before September 1 of that year. To enter K5, a child must be 5 years old on or before September 1 of that year. To enter first grade, a child must be 6 years old on or before January 1.

No student will be considered for enrollment that is two years above the chronological age for the grade level. Students are required to successfully complete all grade levels that lead up to the current school year. RBS does not allow students to skip a grade level. New students take an entrance exam to confirm that they are prepared for their next grade level at RBS.

The assignment of students to classes or teachers is the sole responsibility of the administration. The school does not accept requests from parents who might wish to help in this process. Children may not transfer from one class to another because of preference for a particular teacher or classmate.

Cooperation with Philosophy

Rosedale Baptist School places a crucial emphasis on students having a good attitude toward learning, discipline, and spiritual growth. Students who are repeatedly uncooperative, as well as students who exhibit a hostile attitude toward the Bible, prayer, parents, teachers, administration, or others will be asked to transfer. RBS reserves the right to transfer any student from the school whose attendance is not deemed an asset to the school or its program. It is our wish to preserve the integrity of our program and the positive learning environment of each classroom so that meaningful, productive learning takes place.

All parents of K3-12th grade students need to be in harmony with the aims and purposes of RBS. The school may request the withdrawal of even a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, disorderly, uncooperative, or threaten retaliatory legal action.

Students and/or parents that engage in a homosexual lifestyle are in spiritual disagreement with the school's standards and philosophy. In such case, RBS will refuse admission or re-admission to students because of the confusion that will result at home and at school.

Academic Qualifications

Academically, students must be ready for the grade level for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. RBS does not offer SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), or ADD (Attention Deficit Disorder) special needs programs.

Each new student is required to take an entrance exam to confirm that the student will be successful at RBS in his or her next grade level. It is the desire of the school to place each student in a grade where he or she is capable of success.

Students transferring into Rosedale Baptist School who have earned high school credits for classes taken in middle school will receive recognition for credits awarded in 8th grade; however, these students will still be required to follow their grade level's regular course of study. Please note that this may result in the repetition of a class for which credit has already been earned.

All students enter RBS on a probationary status for the first grading period of each year.

A student on academic probation who has a failing grade, or three or more *D*'s on his six-week progress report will have a parent conference scheduled to discuss the student's academic achievement, and to develop and implement a plan to improve his or her grades.

A student on discipline probation is held more accountable for his actions than a student who is not on discipline probation. Students on discipline probation should maintain good conduct throughout the year. If poor behavior is exhibited during the year, a parent conference will be scheduled to discuss his future enrollment at RBS.

Admission Procedures

The Admissions Office requires the following items from applicants:

Before Acceptance

- Complete Application for Admission form
- Non-refundable* registration fee of \$80
- Valid copy of the applicant's transcript for the last two years—transcript must reflect at least a 75% average in core classes
- Most recent achievement test results
- Copy of the most recent year's discipline record—if none are on record, a letter must be submitted from the previous school stating such
- Entrance Test (the school office will schedule the date—testing takes approximately one hour to complete)
- Completed Pastoral Recommendation form (grades 6-12)

After Acceptance

- Signed Request for Records form, which is used by the school office to obtain release of information from the applicant's previous school
- Up-to-date immunization records with full documentation
- Physical examination performed by a physician—if the applicant is new to RBS, as required by the state of Maryland (submitted on the Maryland Health Assessment form); an athletic physical is also required of all prospective athletes
- Copy of the applicant's Social Security card and birth certificate

*The annual registration fee is not refundable for any reason other than (1) the applicant is not accepted, or (2) no place is available by the first day of school in the year for which application is made.

School Office Actions – If the applicant meets testing and other requirements, the office will notify parents or guardians by email and/or telephone call to inform them of acceptance. The office will request complete records from the applicant’s previous school.

Re-admission

Rosedale Baptist School reserves the right to refuse admission or re-admission to a student who has been expelled or who has a record of disciplinary problems either at RBS or another school. We are not equipped to meet the needs of students who are unable to control their behavior. Students who are voluntarily withdrawn due to lack of cooperation with RBS or who have been dismissed because of disciplinary problems may not be allowed to re-enroll during the same school year. The parents may not re-enroll the student for the next school year without an interview with the administration.

Re-enrollment

Re-enrollment will begin in mid-January of each year on a first-come, first-served basis to families and students already attending RBS, provided the family has no outstanding indebtedness to the school. Any family who is not current with tuition will go to the bottom of the list until such debt is cleared. A registration discount is given when a child is re-enrolled during the early registration period. Enrollment is a yearly decision; the school administration reserves the right to deny re-enrollment to a current student.

Families wishing to enroll new students will be allowed to register beginning February 1.

Transfer Students

Students transferring to RBS from other schools must have all previous school accounts paid and a transcript received before acceptance is considered. Transfer students in grades 2-11 are asked to take an entrance exam as part of the admissions process. Students testing more than one grade level below the grade for which they are applying may be asked to take an additional placement test or accept a place (if available) in the lower grade. The entrance exam is not used as an assessment for a student to skip a grade level; students are required to successfully complete every grade level prior to the grade for which they are applying.

Seniors are not normally considered for acceptance at RBS. Consideration will be made by the administration if the child is a member of a family that is seeking enrollment at RBS for multiple children, or a member of a family transferring from another Christian school.

Students transferring into Rosedale Baptist School who have earned high school credits for classes taken in middle school will receive recognition for credits awarded in 8th grade; however, these students will still be required to follow their grade level’s regular course of

study. Please note that this may result in the repetition of a class for which credit has already been earned.

Finances

Tuition and Fees

As good stewards of what God has entrusted to the school's care, and in order for RBS to operate to its fullest potential, it is critical that RBS pays its bills promptly to protect its good name and Christian testimony in the marketplace. Therefore, it is equally critical that parents make timely payments in accordance with RBS policies and procedures.

Details regarding tuition and fees are found on the current year **Financial Information** sheet, which is located on the school website, www.rbspantthers.org, under the Admissions tab.

An **application fee** is charged for first-time RBS students only and is due at the time of enrollment. A **matriculation fee** is charged of all students and may be split into two payments, one due at the time of enrollment and the remainder by August 1. The matriculation fee covers such things as establishing and maintaining permanent records, rental/purchase of textbooks, achievement testing materials and scoring, class fees (lab, computer, etc.), insurance, yearbook, and paper usage. This fee also includes free admission for RBS students and parents to all RBS home athletic events. There is a matriculation fee discount for current RBS students if they re-enroll during the early enrollment period.

Graduating students (Grades K5 and 12) and athletes also incur additional fees. Tuition and all fee information are found on the **Financial Information** sheet available on the website and in the school office. Application, matriculation, graduation, and athletic fees are non-refundable.

Tuition Payments

All tuition payments should be dropped off at the financial office, which is located in Room 107 on the main floor of the church building. The RBS finance office is available throughout the day to collect payments and to answer any financial questions. Payments may be placed in the locked drop box after hours. Please do not drop off payments at the school office.

Families may choose one of three payment plans: payment of full tuition, a 10-month plan, or a 12-month plan. If a family chooses the full tuition payment plan and pays in full by August 1, there is a \$100 discount. The 10-month plan begins on August 1 and concludes on May 1. The 12-month tuition payment plan runs throughout the year, beginning on July 1 and concluding on June 1. Failure to pay the first payment of the 12-month plan will result in being switched to the 10-month plan.

Discounts are available for families with multiple children. Children must reside in the same household to qualify for a discount.

A tuition referral discount is available to those families who refer a student to RBS who enrolls and completes at least a semester of attendance. Please contact the school office for further details.

Tuition payments are pre-determined at the time of enrollment and are due the first of the month. Monthly statements are not mailed for regular tuition payments. Statements are sent to families only when a payment is late or other fees have been incurred.

Discussions of a financial nature are to be handled in the finance office and should not be directed towards the school office. Classroom teachers are not aware of any financial matters pertaining to families in the school.

Delinquent Accounts

Tuition is due by the first of the month and is late if received after the tenth. A late fee of \$20 is automatically added to each account not paid on or before the tenth. Any account that becomes past due by 30 days will result in the immediate financial suspension of the student. Should the student be present on the suspension day, the parent will be contacted that day and asked to pick up the student. When the account is paid, the child may return to school.

A service fee is charged any time a bank returns a check to the school for any reason. If a check is returned on two or more occasions, all bills must then be paid by cash, money order, or a certified bank check for the remainder of the school year.

RenWeb access is denied and report cards are held for a student whose account is not current.

Attendance

Attendance Policy

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. Parents are responsible for the regular attendance of their children. Students are required to remain at school for the entire school day.

Absences are classified as either excused or unexcused. Excused absences are acceptable for illness of the student, bereavements, or medical appointments. To be accepted as an excused absence, students must return to school with a note from a parent or guardian; make-up work is then allowed, and credit is given. Unexcused absences occur for reasons other than those given above or when a child returns to school without a parental note.

A student who has been absent from school should present a note from a parent on the day of his return to school. The note should contain the following: date(s) of absence, clearly stated reason for absence, and signature of the parent or guardian. In order for an absence to receive consideration to be excused, a note must be received within one week of the student's return to school. If a parent anticipates that a child will be absent longer than two days, the parent should notify the office. Students who are absent for more than three days due to illness must present a doctor's note upon return to school.

Absences for family trips (five school days per year) are excusable, **provided a Pre-approved Absence form is submitted by the parent and approved by the administration at least one week in advance of the absence.** The student also should not be behind or currently failing any subject. Family vacations are not approved for the last week of school or during exam weeks.

Attendance Requirements

For K3-1st grade students, the school day begins at 8:00 a.m. and ends at 3:00 p.m. For 2nd-12th grade students, the school day begins at 8:10 a.m. and ends at 3:10 p.m. every Monday through Friday. Students are asked to observe the following attendance requirements:

- In order to be counted present at school for the day, a student must remain at school for four hours or arrive no later than 11:05 a.m. Additionally, a student must be in school four hours or more to be counted full-day present and two hours or more to be counted half-day present.
- Students may not miss more than fifteen days during any semester. Students who exceed this limit will not be promoted to the next grade level or will be required to attend a day of Saturday school from 8:30 a.m. to 11:30 a.m. for every day of absence

beyond the allowed fifteen days. Exceptions may be made in the case of an extended illness.

Make-up Work

Upon returning to school, a student who has an excused absence should ask his classroom teacher(s) for all work missed. *This is the student's responsibility and should be taken care of promptly.* A student will have as many calendar days as he was absent plus one additional day to make up classwork, homework, and unannounced quizzes. Work not completed within that length of time would result in a zero. A student is expected to take previously announced or scheduled quizzes or tests the day after he returns unless other arrangements are made with the teacher. All work missed for pre-approved family trips are due upon the student's return.

Work from an unexcused absence also needs to be made up; however, the student will receive no grade for the work. Even if no assignment was given, students will receive a "0" in every class missed due to an unexcused absence.

Tardiness

Please remember that chronic lateness not only hinders a student's academic progress, it also disrupts the progress of other students. Any student coming to school late must check in through the school office and secure a late slip before going to class. Every three unexcused tardies converts to an unexcused absence. Three tardies are allowed each semester for traffic; after three traffic tardies, each additional tardy due to traffic will be considered unexcused. A charge of \$5.00 will be incurred for every unexcused tardy over three in each semester.

Financial Office

The RBS financial office is located in Room 107 on the main floor of the church building. The finance office is available throughout the day to collect payments and answer any financial questions. Please do not drop off payments at the school office.

School Office

The school office is open each school day from 8:00 a.m. until 3:45 p.m. If you have any payments or a financial question, please report to the finance office.

All parents are welcome in the school; however, when coming to the school for any reason, parents must check in at the school office first. Distractions and interruptions should be kept to a minimum; therefore, please do not go directly to the classroom during the school day.

Forgotten lunches, homework, books, and other items needed for the school day may be left in the school office to be delivered to students.

When calling the school, please call the school office at (410) 687-6844. This number is different from the church office, and parents should not call the church with school-related questions. School telephones are for business use only.

Student Dismissals

Parents wishing to pick up a student any time during the school day should call or send a note to the school office explaining the reason for the early dismissal. Parents must first sign the child out through the school office; further instruction will be given at that time. Please do not go to the classroom before stopping at the office. Protecting our students requires knowing who is on our property at all times.

Also, out of interest for student safety, a student is not allowed to wait for a ride in the foyer or another entrance to the building. A student must be under teacher supervision at all times. A student returning to school should check in with the school office before returning to class.

Health Services / Student Illness

Rosedale Baptist School employs a part-time nurse on campus at all times, and we employ the services of a nurse for consultation and record keeping.

Students who become ill during the school day are to go to the office. School personnel may provide certain types of pain relievers and over-the-counter ointments with parental permission.

No student with a temperature of 100 degrees or higher will be allowed to remain in school. Parents will be called to pick up their child in a timely manner. Students must be fever free for 24 hours before returning to school.

If a student must take a prescription or over-the-counter medication at school, the medicine must be in the original container and kept in the school office. Additionally, the medicine must be accompanied by a detailed order from a doctor. Students should never carry medication or medicate themselves.

Please obtain a copy of our **Medication Administration** guidelines for additional details about our medication administration policy.

Communicable Disease Policy

While it is not the desire or policy of Rosedale Baptist School to discriminate against any student, we are faced with the challenge of providing a safe environment for those students entrusted to us. We recognize also that with its limited finances, staff, and facilities, RBS is not equipped to physically care for the needs of very ill students or any students with serious,

chronic communicable diseases. Therefore, because we are concerned for the welfare of both the sick and well child, it is the policy of the school to deny admission or to require dismissal from the school for a child with a serious and chronic communicable disease. The concern is two-fold: 1) that other students not be infected, and 2) that the ill student not become infected with other illnesses transmitted by fellow students or others within the school family.

Children who enroll at RBS or who seek enrollment who are diagnosed to be carrying any serious and chronic communicable or potentially lethal disease, shall be denied admission or dismissed from the school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as gonorrhea, acquired immune-deficiency syndrome (AIDS), and others. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS-related Complex) are included in this policy.

It is the responsibility of the parent or guardian of the student to inform the school of the student's infection with any serious communicable disease upon enrollment (of a new student) or at the time of diagnosis (of a current student).

In adopting this policy, RBS recognizes that the state of medical knowledge about AIDS and other communicable diseases is rapidly changing. The school may, therefore, update this policy if new information comes to light that necessitates a change.

Withdrawals

Withdrawals from school must be made by a parent or guardian in the school office. Records will not be released until all bills are paid in full and all materials have been returned. Additionally, checks must have cleared the bank before records can be released. Because of established protocols, official school records cannot be released directly to the parent (if necessary, copies may be provided). The school to which the student transferred must formally request the student's records.

Parents withdrawing a student will pay one-half of the monthly rates if withdrawn before the fifteenth and a pro-rated amount if withdrawn after the fifteenth.

Students who are transferred out for disciplinary reasons will not be considered for re-enrollment during the current school year. Furthermore, parents need to meet with the administrator before re-admission will be considered.

Conduct / Activities / Procedures

General Conduct Policy

Rosedale Baptist School wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring. Students are expected to develop good character and self-discipline. The principal or designated personnel are available to counsel with students, parents, and teachers in this process.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school.

Parents may be asked to serve as chaperones. When a parent is asked to serve as a chaperone, RBS asks the parent NOT to bring any other siblings along so that the parent may focus all of his or her attention on the class. Parents who accompany students on field trips are also asked to dress appropriately. Students in K3 must have a parent transport them to and from a field trip; bus transportation will not be provided for this grade. On the day of a K3 field trip, childcare will still be provided on campus for those who are unable to attend the field trip.

Field trip details are sent home prior to each trip. Unless otherwise instructed by the administration or teacher, students should wear their school uniform to field trips.

Guest Speakers

Guest speakers and lecturers in the classroom must receive approval from the administration. Students may not use the name of the school on any television or radio program without administrative approval.

Handbills or Sales

No handbills or literature of any kind are to be passed out in the school without approval from the administration. There will be no sale of any items (such as greeting cards, seeds, etc.) without administrative approval.

Lockers

Rosedale Baptist School provides lockers for students to use in grades 6-12. Students are expected to keep their lockers clean, neat, and orderly. No writing, stickers, or permanent pictures will be permitted on lockers. Lockers are subject to periodic unannounced inspections.

Students should not open or store items in other students' lockers. Students must not share their locker combinations with other students. Students who have a locker that does not contain a built-in lock will need to provide their own lock.

Lost & Found

Parents are asked to be sure that their child's lunch box, garments, and books are properly marked or labeled. The school cannot assume responsibility for items that are lost. Students are cautioned not to bring large amounts of money or valuables to school; glasses, watches, and/or jewelry should be accounted for at all times. Students should always be careful about leaving valuables in places where they could easily be stolen.

Students, not the school, are responsible for their personal property. Please check the designated Lost & Found bin or the school office for lost items. Any item not claimed will be donated to charity or sold in an end-of-semester Lost & Found Sale.

Lunch / Snack Policy

Rosedale Baptist School runs a hot lunch program. Students may either purchase lunch or bring lunch from home. On half days, there will not be a lunch break. There may also be days when students will have the opportunity to purchase special items as part of a fundraising activity or event. Parents will be notified when this occurs.

Students in K3-2nd grade should pack a snack. As a general practice, parents are asked to provide healthy snacks. Candy and soda should not be sent for snack time. We also request that parents provide all utensils and other items needed for lunches and snacks—forks, spoons, napkins, etc.

Patriotism

Rosedale Baptist School endeavors to instill within our students a love and support for our country. This includes attachment to our country's land and people, admiration for its customs and traditions, and devotion to its health and prosperity. Quoting the pledges while facing the American flag, the Christian flag, and the Bible is a daily requirement of all RBS students.

Reports of Child and Sexual Abuse

Rosedale Baptist School is obligated by Maryland law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the administration.

RBS will cooperate with local authorities during child abuse investigations. When interviews are conducted with an RBS student, a member of the faculty or staff will be present for the questioning.

School-sponsored Activities

The standards of conduct that are expected of students at school are expected of students during school-sponsored activities. This is true whether the activity is held during school hours or not.

A written policy regarding the supervision of students on school-sponsored, overnight activities will be followed to insure the safety of all participants. This policy will be reviewed with sponsors and student participants prior to such activities.

Socials

Rosedale Baptist School will not be responsible for any party or social event that is not officially sponsored or approved by the school administration.

Stewardship

Rosedale Baptist School is God's property. As such, respect for the appearance and care of the school is expected of all students. Sitting on desks or tables, carving and defacing desks or tables, eating in restricted areas, throwing things, and littering are not permitted. Willful damage or destruction of school property will not be tolerated. All willful damage, as well as damage done by reckless behavior, must be compensated. All students should report damage to school property immediately to the school office.

Student Bullying, Harassment, or Intimidation

A person is bullied when he or she is exposed to intentional negative actions on the part of one or more students, and his or her ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A person is harassed when he or she perceives or actually experiences discomfort with identity issues in regards to race, color, national origin, gender, disability, religion, or other identifying characteristics, and his or her ability to participate or benefit from the school's educational programs or activities is adversely affected.

A person is intimidated when he or she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and his or her ability to participate in or benefit from the school's educational programs or activities is adversely affected.

Bullying, harassment, and/or intimidation are strictly prohibited by federal law and will not be tolerated at Rosedale Baptist School. Students who engage in behaviors that constitute bullying, harassment, or intimidation will be disciplined according to the procedures set forth in this handbook.

Students who believe that they are victims of bullying, harassment, or intimidation should report any such incidences promptly. Students may report bullying, harassment, or intimidation without fear of harmful consequences. Students, parents or guardians, close adult relatives, and/or teachers may complete a Bullying, Harassment, or Intimidation Reporting Form in the school office, or download one from the school website at www.rbspanters.org. Completed forms should be submitted to the school office.

Telephone / Cell Phone Usage

Rosedale Baptist School requests that parents not contact their children during school hours except in an emergency. School telephones are business phones and are not to be used by students except in the case of an emergency. Calling home for school supplies, athletic equipment, etc. is not considered an emergency.

Students are able to have cell phones; however, all phones need to be turned off during school hours and kept in student lockers. If this privilege is abused, it may be revoked. RBS is not responsible for lost cell phones. If a cell phone is confiscated from a student during the school day, the student will be allowed to retrieve the phone at the office after school. After the first offense, parents will be required to retrieve the phone at the office after school.

- First offense: 3 demerits will be issued and phone will be confiscated. The cell phone will be confiscated, and the student may retrieve it from the office.
- Second offense: 3 demerits will be issued and phone will be confiscated. Only a parent or guardian will be able to retrieve the cell phone from the office.
- Third offense: a detention will be issued and phone will be confiscated. Only a parent or guardian will be able to retrieve the cell phone from the office.

Videotaping

Rosedale Baptist School possesses the ability to videotape students on school property. At the discretion of the administration, videotapes may be viewed for disciplinary purposes.

Visitors

All visitors – whether parents, guest speakers, or students – must have prior permission from the administration (at least one day in advance) and are asked to first report to the school office to sign in. All visitors must meet the following criteria:

- A parent or guardian who wishes to observe the classroom or has been asked by the teacher to address the class may visit.

- A student visitor should be a student who is sincerely interested in attending the school (during the current school year or the following). Out-of-town friends may visit the school with administrative approval. Guests should limit their visits to one day.
- Visitors should be willing to meet the appearance and conduct standards set forth in this handbook.
- Visitors are asked to be as quiet as possible in the classrooms, hallways, etc.
- Visitors should not loiter in the school office, classrooms, hallways, etc.

Discipline

As you read the guidelines below, it is important to note that the guidelines you will read are “institutional” expectations we have for our students. They are not “relational” guidelines necessary for relationship with the Lord. While we believe these guidelines will help operate our school, they are not linked directly to a relationship with the Lord. Our relationship with the Lord is based on the study of His Word and prayer. Out of these activities, we are given direction on how He would have us to live.

General Discipline Policy

Effective discipline requires consistency, conviction, diligence, and effort on the part of parents and school personnel. The administration of Rosedale Baptist School places confidence in the judgment of godly, Spirit-filled teachers. Parents and students should understand that the administration supports teachers in matters of discipline. Any parent or student with a concern about a disciplinary procedure or method should talk to the teacher before contacting the administration. It is understood that the administration will, under normal circumstances, have no comment on a matter until the teacher has been contacted.

General Standards of Conduct:

- Rosedale Baptist School places primary emphasis upon spiritual development. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commands.
- The student body should observe an attitude of respect for adults. The terms “Miss,” “Mrs.,” or “Mr.” should be given respectfully, regardless of time or place. Students should always answer with “ma’am” when talking to ladies and “sir” when talking to men. Disrespect will result in disciplinary action.
- Proper Christian conduct with the opposite sex will be emphasized and observed in school. RBS does not permit physical displays of affection, including hand holding, walking arm-in-arm, and/or any other act of intentional physical contact. This rule is to be observed during the school day as well as during all school functions.
- Profanity and discussion of ungodly topics will not be tolerated. At the discretion of the administration, suspension for one to three days may result for violation of this rule. If repeated offenses occur, the student will be asked to withdraw from RBS.
- Fighting, stealing, destruction of school property, repeated disruptive classroom behavior, or threats on individuals will not be tolerated. Punishment for these offenses will be at the discretion of the administration.

- Overall, students should maintain an attitude of respect for their classmates, teachers, and administration.

Pre-School Discipline (K3 – K4)

Every morning, each child's pin will start on "Mr. Bear." The goal is to keep the pin on Mr. Bear all day or to have the pin moved to his "Party Hat" for extra special behavior. Moving to the Party Hat requires extra good manners, kindness towards others, sharing, compassion toward classmates, etc. A child who stays on Mr. Bear will receive a special sticker on his or her daily report at the end of the day.

If misbehavior occurs, the child's pin will be moved to the "Time Out Tree." There are three stages on the Time Out Tree. Each stage will earn several minutes of time out during playtime. If the child reaches the top of the Time Out Tree, a "Boohoo Note" will be sent home explaining the child's behavior. The note should be signed by a parent or guardian, and returned to school the following day. If the pin is removed from the top of the tree and moved to the teacher's desk, a phone call will be made to the parent and a Boohoo Note will be sent home.

If a child earns three Boohoo Notes within five days of school, the child will be sent home for the remainder of the third school day. Upon receiving notice of the behavior, a one-hour pickup time will begin. If the child is not picked up within the allotted time, he will be required to spend the following day out of school. After the tenth Boohoo Note, a behavioral modification conference will be required with administration and a probation period will begin. The student will not return to the classroom until the meeting has been held. After this meeting with administration, an additional three Boohoo Notes may result in expulsion. A child may also be sent home for behaviors such as running, kicking, hitting, and uncontrolled emotional outbursts for the remainder of the school day.

Examples:

1. Sally dropped her lunchbox. Rebecca helped her clean it up without being told. Rebecca may get her pin moved to the Party Hat for being kind to others.
2. The teacher asked the class to put their pencils away. Rebecca continued her project. The teacher addressed Rebecca directly to put her pencil away. Rebecca continued to work on her project. The teacher will move Rebecca's pin to the Time Out Tree for disobeying her teacher.

Clearly, Mr. Bear and the Time Out Tree are only as important as parents make them. Parents are encouraged to talk with their children about how happy it is to see their child's name on Mr. Bear. Implement a special reward if your child's pin is on the Party Hat (sing a special song,

read a favorite book together, share a special treat, etc.). Parents are also encouraged to set up clear consequences of what will happen with habitual Time Out Tree reports.

Pre-School and Kindergarten Bathroom Policy and Expectations (K3 – K5)

Each child enrolled in Rosedale Baptist School is expected to be completely bathroom trained before the first day of school. A detailed description of bathroom policy and procedures as well as expectations will be sent home the first week of school.

If accidents are happening more than once per week or if the child is unwilling to change himself, a parent/teacher conference will be scheduled and all parties should take part in establishing a solution. If the child has another accident within two weeks following the parent/teacher conference, he or she will not be allowed to return to school for a week.

Elementary Discipline (Grades K5 – 5)

Forms of Discipline

1. Written Assignments (Sentences, reports, spelling words, written apologies, etc.)
2. Clips moved to “Think About It” or “Teacher’s Choice.”
3. Loss of privileges
4. Lunch detention
5. Parent/teacher conferences
6. Suspension
7. Probation
8. Expulsion

The classroom teacher will handle consequences for inappropriate classroom behavior with consultation from the elementary principal if deemed necessary.

The administration of Rosedale Baptist School places much confidence in the judgement and ability of the teacher. Our parents and students should understand that the administration will trust and support the teacher in the matter of discipline. Discipline by our staff will be administered according to the offense and done in love.

Minor Classroom Offenses

The teacher will have the student move his or her clip down to “Think About It” for inappropriate classroom behavior. If the inappropriate behavior continues, the teacher will instruct the student to move his or her clip to “Teacher’s Choice.” Each time a clip is moved, the teacher will give a consequence in the classroom.

If the behavior continues, the student will move his or her clip to “Parent Contact.” This will also result in a two-day lunch detention and a note will be sent home. The student will receive a “U” in conduct for the day.

Severe Discipline Offenses

The following specific guidelines are in place for cheating, lying, forging signatures, fighting, stealing, and use of profanity for grades K5-5.

Grades K3 – 3

- 1st Offense The student will move his or her clip to “Parent Contact” and the consequences that come with that will be followed. A conference with the Elementary Principal may be necessary in some cases. In the case of cheating, a zero will be entered for the assignment grade.

- 2nd Offense The student will move his or her clip to “Parent Contact,” the consequences that come with that will be followed, a conference will be scheduled with the Elementary Principal, and the parent will be called for a conference with the teacher and administrator. The student will also lose recess privilege for that day and/or the following. In the case of cheating, a zero will be entered for the assignment.

- 3rd Offense The student will serve a one-day suspension the next school day and the “Parent Contact” rules will apply.

Grades 4 – 5

- 1st Offense The student will be issued a writing assignment on the topic of the infraction. The student will move his or her clip to “Parent Contact” and the consequences that come with that will be followed. The student will also lose recess privileges for that day and/or the following day. In the case of cheating, a zero will be entered for the assignment.

- 2nd Offense The student will serve a one-day suspension the next school day and the “Parent Contact” rules will apply. In the case of cheating, a zero will be entered for the assignment.

- 3rd Offense The student will serve a two-day suspension the next two school days and the “Parent Contact” rules will apply. The administration will have a conference with the parent or guardian to discuss the further enrollment of the student.

Cheating

The following can constitute cheating on behalf of a student:

1. Having a textbook or folder with notes for that subject open during the quiz or test
2. Communicating during a quiz or a test (verbal or nonverbal)
3. Possession of any type of curriculum material with answer keys for any course offered at Rosedale Baptist School without approval from the school administration
4. Sharing or copying answers for homework
5. Claiming anyone else's work to be his or her own work (internet information included)

Stealing

Stealing will be handled on an individual basis. The age of the child and the monetary value of the object stolen will be determining factors. A student who steals may receive a phone call home, along with a loss of a privilege at school, a writing assignment, or a one-day suspension. Multiple offenses may result in expulsion.

Discipline for stealing among 4th-5th grade students will be more severe than K5-3rd grade students.

Parent Contacts or Office Referrals for Discipline

A student is referred to the office (administration) for discipline when he or she has repeatedly disrupted or disobeyed and has not responded to classroom discipline, or has committed a serious offense such as fighting, lying, cheating, stealing, use of profanity, etc.

When a student has been referred to the office for discipline or has reached the "Parent Contact" level, a note will be sent home or the parent will be called. The student will receive a "U" in conduct for the day. If a student is referred to the office repeatedly, he or she may be placed on probation. Serious offenses may result in suspension or expulsion.

If a child earns three "Parent Contact" forms within five days of school, the child will be sent home for the remainder of the third school day. Upon receiving notice of the behavior, a one-hour pickup time will begin. If the child is not picked up within the allotted time, he or she will be required to spend the following day out of school. After the tenth "Parent Contact," a behavioral modification conference will be required with administration and a probation period will begin. The student will not return to the classroom until the meeting has been held. After meeting with the administration, an additional three "Parent Contacts" may result in expulsion.

General Conduct Rules

1. Students should follow directions the first time.
2. Students should keep hands, feet, body, objects, and negative comments to themselves.
3. Students should always address and respond to teachers with the utmost respect.
4. Students should not run or make noise in the hallways or common areas at any time.
5. Cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, or inappropriate literature are not permitted on school property. Excessive amounts of currency are strongly discouraged. The school will not reimburse loss of any personal property.
6. Gum chewing is not allowed on the school campus or any school events. Chewing any edible or non-edible item is not allowed in the classroom.
7. Stealing, cheating, lying, name-calling, using profanity, or using vulgar language or body gestures will not be tolerated under any circumstances and will result in punishment by the administration.
8. Inappropriate conversations at school are unacceptable.
9. Inappropriate language or gestures will not be tolerated.
10. Students who have cell phones on campus must have the cell phones turned off during regular school hours. Students are not allowed to use cell phones in Before Care or After Care.
11. Students may be expelled for an accumulation of ten "Parent Contacts" or for any type of inappropriate conduct, harassment, and involvement with explicit material (depending on severity), consumption or possession of alcohol, tobacco, illegal drugs, or any type of criminal offense. Students who are at a location where tobacco, alcohol, and drugs are available to minors should leave the location immediately to avoid suspension or expulsion.

Each classroom will operate under these rules and policies as established by the teacher. Many teachers have also developed a classroom management plan that may be obtained from them during Back to School Night that explains the rules as well as positive and negative consequences incurred within their classroom.

Daily Conduct Grades for K5-5th Grade

- "Ready to Learn" and Up E
- Red Card/ Teacher Warning S+
- "Think About It" S
- "Teacher's Choice" S-
- Office Visit or Referral N
- "Parent Contact" U

Lunch Detention

Lunch detention is when students sit in a supervised area away from friends and eat their lunch without any talking. They will be separated from their class during this time of social activity. They can order hot lunch but will not be allowed to purchase from the snack counter. A two-day lunch detention comes with each "Parent Contact" given, but a one-day detention can be given for inappropriate classroom behavior.

Suspensions

Suspension is used when other penalties have failed to correct unsatisfactory behavior or if an offense is extremely serious. The student may be suspended for one to three days depending upon the offense committed.

Probation

When discipline offenses have reached the point where other procedures have failed to bring about necessary changes in behavior, a student may be placed on probation. A student is placed on probation after continued bad attitude, negative influence upon other students, or a continual pattern of misbehavior. One single event, if serious enough, can result in probation. If a student reaches "Parent Contact" on the behavior chart five times in a semester, he or she could be suspended or asked to withdraw. **A student on probation may be asked to withdraw if he or she receives three "Parent Contacts" in a semester or five in a year.**

A returning student may be placed on academic or behavioral probation for the next school semester if academic grades or past behavioral problems merit probation as deemed necessary by the administration.

All new students will enter RBS on an academic and behavioral probation for the first grading term. This allows the student to become accustomed to the standards of RBS and assures the willingness of the student to conform to these standards.

A parent conference will be scheduled to discuss the further enrollment of any student on probation that is not meeting the standards of RBS. If problems continue with the student after the parent conference, the student will be expelled.

Middle School and High School Discipline (Grades 6 – 12)

It is very important for us to have a successful working environment in the area of classroom discipline. We are not perfect; therefore, if you feel we have made a mistake or something

simply does not sound right, please let us know. This will give us an opportunity to work through the issue together. Our desire is to help you in any way that we can.

For students in grades 6-12, we use a system of demerits and detentions. After trying to resolve issues in class, students will receive demerits. If a student receives 10 demerits in a quarter, the student will serve detention. Detention meets every Wednesday and Thursday in ED-211 from 3:45 – 4:30 p.m. with a \$10 detention fee. If 5 detentions are received in a quarter, a student will need to attend a Saturday school from 8:30 – 11:30 a.m. with a \$50 detention fee. An additional Saturday school will be required at 8 and 12 detentions in a quarter. A student who accumulates 15 detentions in a quarter or 20 detentions in a semester will be asked to withdraw for the current school year, and may be reviewed for re-admission after a minimum of one semester. Students may also be asked to withdraw if he or she is involved in inappropriate behavior as listed below in the Expulsion section.

Six Major Classroom Rules:

1. Respect for all persons
2. No physical contact
3. No communicating without permission
4. Ready to begin class in the assigned seat at the designated time
5. Remain in the seat unless permission is given to get up
6. Neat and complete homework ready to be checked at the designated time

Please note the scale below for the infractions listed:

One Demerit

Talking without permission
Failure to return a note or requested item
Dress code violation (after warning)
Minor classroom/cafeteria disruptions
Littering
Unprepared for class
Running in hall/classroom
Late slips (3 unexcused tardies in a quarter)

Three Demerits

Chewing gum or any other edible or non-edible item
Cell phone possession (out of locker)
Disobedience (situation could call for a detention depending on the situation)
Display of poor attitude/temper
Inappropriate behavior
Inappropriate language (vulgarity/profanity will be handled with a suspension)
Late slips (late to a 2nd-7th hour class 6, 8, 10, and 12 times)

Physical contact (may be handled more seriously)

Detention

- Defacing school property
- Direct disobedience
- Forgery
- Horseplay
- Inappropriate social media posts
- Leaving class without permission
- Lying/dishonesty (may be handled with a suspension)
- Misuse of medication
- Physical contact
- Physical fighting (may be handled with a suspension)
- Skipping class
- Stealing
- Threatening acts
- Vulgarity/inappropriate language

Suspension (may result in expulsion)

- Cheating/plagiarism
- Continuous direct disobedience
- Lying to a staff member
- Physical fighting
- Bullying
- Kissing or other displays of affection on campus or at school events
- Inappropriate language

Expulsion

- Excessive demerits
- Drug use (inhalant, alcohol, tobacco, other)**
- Sexually inappropriate behavior**
- Possession of illicit or immoral material (notes, magazines, tapes, etc.)
- Possession of weapons

**Students are accountable for their actions on and off campus

The accumulation of demerits will continue throughout each quarter. At the beginning of each quarter, students get a fresh start. As stated elsewhere in the handbook, a student may be expelled at any time if his behavior is felt to be inconsistent with the philosophy of the school. In this case, expulsion may occur even without the accumulation of demerits.

Detention

Detention will be held after school on Wednesday and Thursday from 3:45 – 4:30 p.m. in ED-211 with a \$10 detention fee. Students are required to serve the Wednesday or Thursday following the day they received the detention.

A student who chooses to misbehave during detention will be required to serve again on the next regularly scheduled detention day.

If a student fails to attend, another detention will be issued.

Suspension

A student serving a suspension will not be allowed in the classroom for the day(s) of the suspension. All grades given on the day of suspension will begin at a 66%.

Students serving off-campus suspensions will not be permitted on campus during regular school hours and may not attend extra-curricular functions including athletic and fine arts events.

Expulsion

Any student expelled from Rosedale Baptist School or any other school cannot attend RBS for the remainder of the year. The student must remain out of RBS for a minimum of one full semester before seeking re-admittance. Proper restitution must be made and true repentance has to be evident to the administration. The student and parents must meet with the administration before being re-admitted. Administrative approval may override this policy in special circumstances, depending on the reason for the expulsion.

When the administration makes a decision based on discipline issues, the decision will have been made within the framework of the school's stated policy and reviewed by a discipline committee that consists of school administration, key teachers, and members of other ministries of Rosedale Baptist Church. All of the details, school policy, and personal student information are included in this decision process.

A student may be expelled because of excessive detentions or for the following infractions:

- Pornography
- Drugs
- Alcohol
- Immorality
- Bringing weapons of any kind to school
- Use of tobacco
- Threatening a teacher
- Actively participating in the vandalism or destruction of school or private property
- Involvement in criminal activity

The use of suspension or expulsion is an administrative responsibility used in the discipline of students. Students who are expelled will not be allowed on school grounds unless they have official business and will not be allowed to attend school functions without special permission from the administration.

As a private, Christian institution, Rosedale Baptist School reserves the privilege of setting and maintaining standards of conduct, dress, and scholarship. The school maintains the right to suspend or expel anyone who violates the standards or spirit of the school.

Dress Code

Uniform Policy

Rosedale Baptist School has adopted a uniform policy. The policy is intended to serve as a tool to promote student self-respect, lessen peer pressure, maintain an atmosphere consistent with our instructional goals, promote student unity, and help our students have a positive testimony for Christ in our community.

All students are required to wear the approved uniform. Students should arrive and leave school in uniform unless there are special circumstances.

The cost of any uniform item is not included in the tuition and/or fees of RBS, and is the responsibility of the parent. The school does not reimburse for uniforms nor purchase used uniforms. RBS does, however, provide a tool for school parents to sell, trade, and/or purchase used school uniforms through an online "Swap Cart" managed by a school parent volunteer. This store is available through Facebook. Simply search "Rosedale Baptist School Swap Cart" within Facebook and request access to the group. Once approved, please read the group rules carefully.

Uniforms must be ordered in time to be received before school opens in August. For students who enroll immediately prior to or after the start of the school year, uniforms must be ordered promptly. A maximum of two weeks following the date of enrollment is allowed in order to fully comply with the dress code. In the meantime, the student's clothing should approximate the uniform as closely as possible.

Please observe these general guidelines in relation to the dress code:

- All students should dress modestly.
- Clothing should be neat and clean in appearance. Personal hygiene should be maintained at all times.
- Neither tight nor excessively baggy clothing is allowed. The waist and midriff must be covered at all times regardless of movement. Boys' shirts must be tucked in.
- No clothing or promotional items (stickers, buttons, etc.) relating to rock music or performers are permitted. Clothing or items depicting inappropriate or controversial role models may not be worn.
- Students are not allowed to get a tattoo during the school year. If a student transfers into the school with a tattoo, the tattoo must be covered at all times.
- **All articles of clothing should be clearly labeled on the tags with the student's name.**

Uniform Requirements for All Grades

- For students in K5-12th grade, belts are required with all clothing that comes with belt loops. Belt buckles should not be unduly large or ornate. Students may not wear chains on belt loops or billfolds.
- Students may wear a white t-shirt under a white or navy uniform shirt, and a navy blue t-shirt under a navy blue uniform shirt. Long sleeve t-shirts may be worn under the uniform shirt during the winter months. If a student chooses to wear an undershirt under his school shirt, it must be white or navy blue and worn tucked in.
- Shoes should be a shade of brown, navy blue, or black. Open-toed shoes (flip-flops, sandals, etc.) may not be worn. Boots of any kind are not allowed except in the winter months when ladies may wear neutral-colored boots. Students in grades K3-5 also have the option to wear tennis shoes. Wheels and light-ups are not permitted. Shoes with action figures, princesses, etc. should not be worn. Sperry's brand is a good example of the type of shoe that is ideal for daily wear.
- Shoes must be worn at all times. If students' socks are visible, they should be white, navy blue, brown, or black. Girls may also wear navy blue or white tights or leggings during the winter months. Ladies in grades K3-5 who choose to wear tights or leggings are asked to leave them on during the entire school day so they are not misplaced.
- Girls may not wear ties or head scarves.
- Students are not allowed to wear hats of any kind inside the building except on specially designated days or unless permission has been given.
- Navy blue jackets, sweaters, or hoodies with the RBS logo may be worn in the classroom. Other jackets may be worn to and from school, but may not be worn in the classroom.

Girls in Grades K3 – 4

Shoes should be a shade of brown, navy blue, or black. Open-toed shoes (flip-flops, sandals, etc.) may not be worn. Boots of any kind are not allowed except in the winter months when ladies may wear neutral-colored boots. Students in grades K3-5 also have the option to wear tennis shoes. Wheels and light-ups are not permitted. Shoes with action figures, princesses, etc. should not be worn. Sperry's brand is a good example of the type of shoe that is ideal for daily wear. Ladies may also wear saddle shoes.

Option #1:

- Khaki or navy blue jumper or skirt (hem length: to the knee or beyond)
- White short-sleeved or long-sleeved shirts with Peter Pan (rounded) collars
- Navy blue cardigan sweater

- Navy blue or white socks (navy blue or white tights may be worn in winter months)

Option #2

- Loose-fitting khaki or navy blue uniform pants
- White or navy blue polo with school logo (white short-sleeved or long-sleeved shirt with the Peter Pan collar may also be worn if the school logo is added)
- Navy blue cardigan sweater
- Navy blue, white, brown, or black socks (navy blue or white tights may be worn in winter months)

Girls in Grade 5

Shoes should be a shade of brown, navy blue, or black. Open-toed shoes (flip-flops, sandals, etc.) may not be worn. Boots of any kind are not allowed except in the winter months when ladies may wear neutral-colored boots. Students in grades K3-5 also have the option to wear tennis shoes. Wheels and light-ups are not permitted. Shoes with action figures, princesses, etc. should not be worn. Sperry's brand is a good example of the type of shoe that is ideal for daily wear. Ladies may also wear saddle shoes.

Option #1:

- Navy blue or Khaki skirts (hem length: to the knee or beyond)
- Navy blue or white short-sleeved or long-sleeved polo shirts with school logo
- Navy blue cardigan or pullover sweater
- If socks are visible, they should be navy blue, white, brown, or black (navy blue or white tights may be worn in winter months)

Option #2

- Loose fitting navy blue or khaki uniform pants
- Navy blue or white short-sleeved or long-sleeved polo shirts with school logo
- Navy blue cardigan or pullover sweater
- If socks are visible, they should be navy blue, white, brown, or black (navy blue or white tights may be worn in winter months)

Girls in Grades 6 – 12

- Navy blue or khaki skirts (hem length: to the knee or beyond)
- Navy blue or white short-sleeved or long-sleeved polo shirts with school logo
- Navy blue cardigan or pullover sweater

- If socks are visible, they should be navy blue, white, brown, or black (navy blue or white tights may be worn in winter months)
- Brown, navy blue, or black closed-toe and closed-back shoes with non-marking soles

Boys in Grades K3 – 5

Shoes should be a shade of brown, navy blue, or black. Open-toed shoes (flip-flops, sandals, etc.) and boots of any kind may not be worn. Students in grades K3-5 also have the option to wear tennis shoes. Wheels and light-ups are not permitted. Shoes with action figures, princesses, etc. should not be worn. Sperry’s brand is a good example of the type of shoe that is ideal for daily wear.

- Navy blue or khaki uniform shorts or pants
- White or navy short-sleeved or long-sleeved polo shirt
- Navy blue cardigan or pullover sweater
- Brown or black dress belt (*a belt is not required for K3-K4 students*)
- If socks are visible, they should be navy blue, white, brown, or black

Boys in Grades 6 – 12

- Navy blue or khaki uniform pants
- Navy blue or white polo-style, short-sleeved or long-sleeved shirt with school logo
- Navy blue cardigan or pullover sweater with school logo
- Brown or black dress belt
- If socks are visible, they should be navy blue, white, brown, or black
- Brown, navy blue, or black closed-toe and closed-back shoes with non-marking soles

French Toast School Box Store

School uniforms and P.E. uniforms may be purchased online without leaving home by using the French Toast School Box store. The French Toast brand is an inexpensive uniform provider. When purchasing from this site, the school logo will be placed on the shirt and all purchases will be mailed directly to your house. This option eliminates the need for you to go through the process of purchasing a shirt, dropping off the shirt to be embroidered, then going back to pick it up. **This store is not required, but is designed to be a help for our families.** To use the French Toast School Box online store, follow the instructions below:

- Go to www.frenchtoastschoolbox.com
- Click “Shop by School” near the top
- Enter our school code (QS5EQTD) or search by school name
- Click “Shop this School” under our school listing

- Select the items needed
- Checkout similar to other online stores

Other Suggested Retail Outlets

Flynn & O'Hara* 8868 Waltham Woods Rd. Parkville, MD 410-828-4709	Time Out for Sports 9716 Belair Rd. Nottingham, MD Online only	Jock City 7700 German Hill Rd. Dundalk, MD 410-282-9417
EmbroidMe 2216 Commerce Rd., Ste. 3 Forest Hill, MD 443-640-6414	EmbroidMe 6600 Baltimore National Pike Catonsville, MD 410-744-6974	

*Items ordered from **Flynn and O'Hara** (including shoes) may be ordered online using a credit card. To place an order, parents must register on the website, select Rosedale Baptist School as the school of choice, and register each child by providing his name and grade level. Once a parent is registered and is properly logged into the website, sizing, pricing and purchase options for all approved RBS uniform items will be displayed.

Online orders for shirts can be made seasonally through **Time Out for Sports** through their online store. All orders must be picked up at their location.

Students in grades 5-12 must have the RBS logo embroidered on their school shirts. Shirts and sweaters purchased from **Flynn & O'Hara** come with the logo already applied. Shirts purchased elsewhere can be taken to **Time Out for Sports, Jock City, or EmbroidMe** to have a logo applied.

Casual Dress Code

Students are allowed to wear a casual dress code to athletic events and other school functions as designated by the school administration. Casual dress code includes a Rosedale Baptist School or Church t-shirt, uniform shirt, or other polo with modest shorts, jeans, or pants.

Physical Education Attire

Students normally take physical education class from the 1st-9th grade. High school transfer students may have to take physical education class after their ninth grade year to fulfill Maryland high school requirements. Students must purchase a P.E. uniform from the online French Toast School Box store.

Girls' Hair Code

Hair should be neatly combed. No bizarre haircuts or styles are permitted. Any coloring should be a natural color. Hair extensions should be a natural hair color. Accessories in the hair should not be heard in the classroom.

Boys' Hair Code

Hair may not touch the top of the ears or eyebrows. No bizarre haircuts or styles are permitted. Any coloring must be a natural color. No beards or mustaches or any other type of facial hair is permitted for students. Hair should not be placed in a bun or ponytail. Hair should not exceed three inches from the scalp.

Tattoos

Students are not allowed to get a tattoo during the school year. If a student transfers into the school with a tattoo, the tattoo must be covered at all times.

Makeup

Makeup and nail polish, if worn, should be appropriate and in moderation. Parents may call the school office with any questions; we will be glad to speak with you.

Jewelry

Necklaces and earrings may only be worn by girls. Girls may not wear anklets. Girls may not have more than two earrings per ear. Any form of body piercing other than the ear should not be visible at school. Boys are not to wear jewelry (with the exception of watches and school rings) and may not wear earrings. Students with chronic medical problems may wear a medical necklace. Boys may wear one bracelet if it is one of spiritual nature such as a Bible verse or prayer reminder.

Academics / Spiritual Training

Professional Associations

Rosedale Baptist School is a member of the American Association of Christian Schools (AACCS), the Maryland Association of Christian Educators (MACE) and the Maryland Association of Christian Schools (MACS). RBS is accredited by the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACSAA), the National Council for Private School Accreditation (NCPSA), and the Middle States Association of Colleges and Schools (MSA)

School Supplies

School supplies may be purchased online through ClassBundl to provide an easy way for you to complete your back-to-school shopping. By using ClassBundl, parents have the opportunity to purchase their child's complete supply list without leaving home. The supplies purchased will be delivered directly to your house. Parents who prefer to shop for supplies in store may find their child's supply list on our website at www.rbspanters.org. To use the ClassBundl online store, follow the instructions below:

- Go to www.classbundl.com/order
- Search for our school
- Choose the school supply bundle by grade level
- Select the items and quantities you wish to purchase (the exact items and quantities required per class is displayed but may be adjusted)
- Complete the checkout process similar to other online stores

Elementary Program / Curriculum

Rosedale Baptist School uses the A Beka Book curriculum in the kindergarten classrooms and the elementary grades because we believe it is the best curriculum used in the primary classroom today. A Beka's phonics-based approach to reading has stood the test of time and has proven to be the best possible foundation for a lifetime of learning. Kindergarten students enrolled in A Beka programs often read up to a second grade level upon kindergarten graduation.

Students form most of their basic beliefs, concepts, and life principles before they reach the secondary level of education. At the elementary school level, great emphasis is placed on the fundamentals of education; English, spelling, reading, mathematics, science, social studies, and Bible are taught in grades 1-5. Music, poetry, art, creative writing, penmanship, physical

education, computer, and Spanish are also an important part of the program. Concerned teachers, informed parents, and stimulating homework assignments are the rule - not the exception.

Homework should be complete and ready to turn in at the designated time. If homework is not completed and turned in on the morning it is due, the assignment must be made up and a late grade will be given. If the assignment is not turned in by the following day, no credit will be given.

High standards characterize our elementary program. It is our wish to instill in all students a great desire to use their abilities to the fullest extent possible and not settle for anything less than their very best. All of this takes place in a warm Christian atmosphere where children are nurtured and encouraged.

Secondary Program / Curriculum

The pre-teen and teenage years are times of great spiritual and academic growth. Social habits, friendships, goals, and desires are established for life during these important, formative years. Because a student's future is dependent upon the training and guidance given during these years, a Bible-based education is one of the best gifts that can be given to a teenager. After all, many of the decisions made in high school affect the rest of one's life.

We use a mixture of A Beka Book, Bob Jones University Press, and Positive Action along with Saxon math to develop not only a foundation of knowledge but also the ability to think analytically and critically. Students are taught to discern right and wrong, with a biblical foundation, and how best to confront the challenges of our society. It is our desire that upon graduation, our students will have the desire and discernment to live the rest of their lives fulfilling God's will for them.

Bible

Bible study and Bible memory work are fundamental requirements of all students at Rosedale Baptist School. Without Bible study, a student is not educated in the truest sense of the word. The Bible says, "*The fear of the Lord is the beginning of knowledge...*" (Proverbs 1:7)

Students are taught a planned program of Bible study each day and attend chapel programs regularly. A Christian school is privileged to be able to use this most important tool in the work of character building, which is one of the most vital aspects of education. The Bible far excels all other courses and texts in laying a sure foundation of moral and spiritual values. Effort is made to incorporate Scripture with every subject on a daily basis to make God's Word practical to everyday living and learning.

In order to have uniformity in memorization and in the classroom, all classes use the King James translation. A school study Bible is available for purchase in the school office for \$8.00.

Book Bags

Students in 6th-12th grades are required to leave their book bags in their lockers during the school day.

Chapel

Because Rosedale Baptist School believes the Bible to be the hub of the educational wheel, we endeavor to teach all classes with a biblical worldview. It is also our desire that through our programs and classes, our students develop their own biblical worldview. To aid in that development, RBS holds chapel once per week for students in grades K5-12. Visitors are welcome to attend chapel after signing in at the school office.

Graduation Requirements

Maryland state graduation requirements stipulate that a student must have earned 21 credits in order to graduate. Rosedale Baptist School requires an additional 4 credits of Bible. One credit is earned for every 45-minute class that is completed satisfactorily during the school year, a minimum of 170 days.

Upon graduation from RBS, a student will exceed the state graduation requirements. A student who stays at RBS for his entire senior high course of study will earn at least 25 credits. The total number of credits required of transfer students may require adjustment by the administration; however, a student cannot graduate with less than the minimum number of credits required by the state of Maryland.

Subject	Maryland	RBS
Bible	-	4 (considered electives)
English	4	4
Math	3	4
Science	3	3
Social Studies	3	3½
Foreign Language	2	2
Fine Arts	1	1
Technology	1	1
Electives	3	4½ (including 4 Bible credits)
Physical Education	½	½
Health	½	½

RBS students are required to complete consumer math or advanced math, economics (1/2 credit), and speech (1/2 credit). Fine Arts will include senior high choir, drama, and art. Technology includes Computer Applications I (1/2 credit) and Computer Applications II (1/2 credit). Students may also choose to take additional fine arts classes and/or yearbook. High school students may have a maximum of two study halls during the same school day, and all students are required to stay for the duration of the full school day.

Students transferring into Rosedale Baptist School who have earned high school credits for classes taken in middle school will receive recognition for credits awarded in 8th grade; however, these students will still be required to follow their grade level's regular course of study. Please note that this may result in the repetition of a class for which credit has already been earned.

Rosedale Baptist School partners with the Community College of Baltimore County in Essex, MD, to offer dual enrollment classes to junior and senior students during the fall semester. Approved classes taken through the dual enrollment program will fulfill high school requirements for graduation while also gaining credits for college classes.

All seniors are required to take the SAT or ACT in order to graduate. Seniors must register and present a testing admission ticket prior to Christmas break. Failure to register before Christmas break will result in the student's automatic registration in the SAT School Day program administered on campus during the spring semester.

Grading Scale

A+	99-100	B-	85-87	D	70-72
A	96-98	C+	83-84	D-	67-69
A-	93-95	C	78-82	F	0-66
B+	91-92	C-	75-77		
B	88-90	D+	73-74		

Parents who have any questions about their child's grades, behavior, or conduct should contact their child's teacher.

A middle school or high school student on academic probation who has a failing grade, or three or more D's on his six-week progress report will have a parent conference scheduled to discuss the student's academic achievement, and to develop and implement a plan to improve his or her grades.

Parents are encouraged to use their ParentsWeb (RenWeb) account to keep informed about their children's grades, attendance, and behavior. Please contact the school office for further details.

RenWeb

RenWeb is our school management system. This system is used for grade entry, discipline, attendance, financial accounts, and more. Parents have access to this information through ParentsWeb, which is the parent's version of RenWeb.

1. Go to www.RenWeb.com.
2. Click on the "Login" button in the top right corner of the screen.
3. Click the "ParentsWeb Login" link
4. Enter the following district code: RD-MD
5. Enter your username and password. (The original username will be the email that you provided during the registration process. During the initial login, enter your email as the username and click "forgot username/password." Instructions to set a password will be emailed to you.)

Standardized Testing

All students in grades K5-11 will take the Iowa Tests of Basic Skills each spring. This test measures knowledge in core areas. Parents are informed of their child's performance on the test but are encouraged to contact the school office with any questions on how to interpret the results.

It is recommended that students take the American College Test (ACT) or the Scholastic Achievement Test (SAT) during their junior year and at least once during their senior year. All seniors are required to take either the ACT or the SAT in order to graduate. RBS participates in the SAT School Day program in order to administer the SAT onsite during the spring semester of each year. Information can also be found online at www.collegeboard.org or www.actstudent.org.

Progress Reports

Progress reports are designed to inform parents of their child's academic and disciplinary progress. Progress reports are issued approximately every three weeks.

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress being made by the student. Each student is evaluated in three areas: academics, conduct, and effort. The academic grade is based upon homework, quiz, and test performance.

The conduct grade reflects attitude and/or conduct. The conduct grade is an important part of the report card. Parents should be very concerned with low conduct scores. Indications of effort reflect the student's willingness to cooperate in academic and procedural areas.

Report cards in K3 and K4 are issued twice per year, one at the end of each semester. Report cards in grades K5-12 are issued four times per year, reflecting the four quarters (two semesters) of student work. The final report card is mailed. If a report card is lost, the parent should send a note or contact the school office for a replacement.

Report cards are withheld each grading period if the student account balance is not current. End-of-year report cards will be withheld if the family account is not paid in full.

Honor Roll

An honor roll is compiled after each grading period. Students must earn all *A*'s and *B*'s to be placed on the Honor Roll. Students who earn straight *A*'s will be placed on the Principal's List.

Promotion and Retention

Elementary School

In K5-5th grade, a student's report card contains a notation as to whether the student will be promoted to the next grade. Students receiving *F*'s in two core subjects are automatically held back in order to give them an additional year to prepare for the next grade. Students receiving a *D* in one core subject may be required to receive tutoring over the summer. Summer school is not available for K5-5th grade students.

Middle School

In 6th-8th grade, students' report cards contain a notation as to whether the student will be promoted to the next grade. Students receiving *F*'s in three academic subjects are automatically held back in order to give them an additional year to prepare for the next grade. Students failing any one of the four core subjects are required to pass the subject in summer school in order to be promoted. Students receiving a *D* in one core subject may also be required to receive tutoring over the summer. These policies ultimately prevent unnecessary academic frustration and discouragement, and ensure that all students are prepared for the challenges presented to them as they advance to different grade levels.

High School

Students must meet the following criteria to receive the indicated classification:

- **Freshman:** The student must have successfully completed grade 8.
- **Sophomore:** The student must have earned at least six credits.
- **Junior:** The student must have earned at least twelve credits.

- **Senior:** The student must have earned at least nineteen credits.

Valedictorian and Salutatorian

Valedictorian and Salutatorian of the senior class will be determined following the third quarter of the senior year (following the fourth quarter if rank is close). The determination will be made based on the grades earned while a student at RBS from the ninth grade through the third quarter of the senior year. A student must have been a full-time student at RBS for a minimum of three full semesters (junior and senior year) to be considered for either honor. Only transfer credits from administrative-approved traditional schools are used for determining class rank. The student with the highest GPA will be named Valedictorian and, *if there are at least seven students in the class*, the second highest will be Salutatorian.

In order for a student to be eligible for either one of these honors, a minimum GPA of 3.50 must be earned.

Transcripts

Official transcripts will be sent to other educational institutions upon request. Transcripts cannot be released until all student obligations are fulfilled and the finance office clears financial accounts. The transcript will be mailed in a sealed envelope to be opened only by the institution receiving the transcript.

Two official transcripts can be sent for each student. Each additional transcript will cost \$5.00. Please allow several days to process transcript requests.

Homework

Homework is part of Rosedale Baptist School's academics emphasis. Assignments are to be completed neatly, accurately, and on time. RBS can administer penalties for incomplete homework, but this alone will not create the desire to complete assigned work. Parents should motivate their children to be diligent students.

Homework is given for practice, drill, remedial activity, enrichment activity, and special projects. Parents of elementary students are especially encouraged to help their children approach long-range projects by breaking them down into smaller segments. This approach helps students to avoid procrastination and also encourages organizational skills.

In general, no homework assignment should take an unreasonable amount of time for any grade level. If a child spends an excessive amount of time on homework, the parent should contact the teacher for help. No homework will be assigned on Wednesdays to be completed by the following day. The following are suggested daily homework time totals:

- **Grade 1:** 20 minutes
- **Grade 2:** 30 minutes
- **Grade 3:** 45 minutes
- **Grades 4-5:** 1 hour
- **Grades 6-8:** 1½ hours
- **Grades 9-12:** 2 hours

Elementary School: For students in grades 1-3, assignments in all subjects are to be written in an assignment book. For students in grades 4-5, daily planners are purchased through the school.

A parent’s signature may be required in the assignment book to assist the parents in knowing what assignments are due and assist the school in certifying that the parents have supervised the completion of the work.

Middle School and High School: Students in grades 6-12 receive regular work assignments. They are required to write in their daily planners, which are purchased through the school. Occasionally, special projects (book reports, research papers, etc.) are assigned with more advanced notification. Homework turned in the day following its due date will receive half credit (if it is not reviewed in class the day it is due). If it is turned in two or more days late, it will receive no credit. Special projects turned in late will have ten points deducted for each school day past due.

Plagiarism

Plagiarism is defined by the American College Dictionary as *“copying or imitating the language, ideas, and thoughts of another author, and passing off the same as one’s original work.”* To be more specific, it involves the copying of someone else’s writing without giving proper credit to the original author. Whenever someone else’s words, thoughts, or organization of thoughts are used, credit must be given to the original author. The proper way to give credit for information obtained from someone else’s writing is with a notation. Plagiarism is cheating. Students found to plagiarize will be given a “0” for the assignment and will have to redo it. In addition, they will receive a one-day suspension.

Book Policy

A portion of the matriculation fee helps to cover the purchase of new books as well as rental of textbooks for students. Special fees may also be charged to those students taking elective courses (choir, drama, art, band, etc.).

Students are required to handle all textbooks and library books carefully. Book covers are required on all hardback books: Contact™ paper is recommended for all soft-covered books.

Students issued a new book at the beginning of the school year should return the book in good condition. A charge of 50% of the book will be assessed if it is returned in fair condition, and a 100% charge will be assessed if it is returned in poor condition. If a book is issued in good condition, it must be returned in fair condition. A 50% charge will be assessed if it is returned in poor condition. Lost books are charged 100% of their cost.

Internet and Email Use Policy

Internet Policies

The computers at Rosedale Baptist School serve as a resource for enriching curriculum and learning objectives. Students will be instructed to avoid objectionable areas and will be encouraged to be responsible users. Parents are encouraged to discuss the dangers of the Internet with their child.

A student wireless network is provided by RBS for educational purposes only. Content and restriction filtering protocols have been established inside the school network to prevent access to questionable, objectionable, or illegal activities. Students should not attempt to bypass any of these safety protocols. Non-educational activities (gaming, non-instructional video streaming, social media, etc.) are not permitted under any circumstances on the school-provided network.

Under no circumstances should a student gain access to the staff network at any time. If a student accesses the staff network for any reason at any time, the student will be subject to disciplinary action.

Email and Communication Policies

Rosedale Baptist School is registered with Google as an educational institution, and is able to provide free email accounts to our students. This can be a tremendous resource for communication, unlimited online storage through Google Drive, and free use of Google applications for typing documents, creating presentations, and making spreadsheets. Student email accounts are currently only available to students in middle school and high school.

Technology can be a tremendous tool for learning and productivity, and the desire of Rosedale Baptist School is to help students discern the appropriate uses for technology and equip them to use it sensibly and properly. To ensure the safe usage of technology, the following guidelines have been established:

1. Email accounts have been created to enhance learning inside the classroom and increase communication between the school and students; all email activity should be limited for this purpose only. Students are not to use school email accounts to promote any item or topic without administrative approval.
2. Email or posted messages that include inappropriate words or expressions with intent to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
3. Each student will create his or her own password. Because each student is responsible for his or her email account, passwords should **not** be shared with any other student under **any** circumstances. Students who believe their password or account is compromised must contact administration immediately.
4. Students are not permitted to send files, pictures, videos, Internet links, or music unless specifically authorized by a teacher or school administration.
5. All information related to the student email accounts or school-owned devices are not considered confidential and may be monitored at any time by administration. Rosedale Baptist School reserves the right to inspect student email accounts or school-owned devices at any time.
6. Students are not to subscribe to any newsletter, blog, or website using their school email account. School email accounts also may not be used to create social media accounts.

RBS administration reserves the right to inspect student accounts if there is suspicion that a policy has been violated. This includes, but is not limited to, inspecting files, videos, emails, or other related items located inside a student email account or on a school-owned technology device.

Arrival and Departure Procedures

Closed Campus

Rosedale Baptist School operates a “closed campus,” which means that only those with a viable reason for being on campus during school hours are granted access. Visitors are asked not to attend practices for athletics or fine arts. Additionally, students are not allowed to leave campus without administrative approval.

Parking Lot Regulations

For the safety of our students, parents, visitors, and staff, we ask that everyone observe a speed limit of 10 mph on school/church property. Never drive carelessly or recklessly on school grounds or as you approach the building. When dropping off and picking up children, please circle the property – come behind the gymnasium and through the bridge.

Vehicles

Students with driver’s licenses are permitted to drive to and from school. The following guidelines are to be observed by student drivers:

- The office must have on file a copy of the student’s driver’s license and proof of insurance.
- Upon arrival on campus, all students must proceed to an area where there is adult supervision.
- No loitering in the parking area at any time.
- The speed limit while on school property is 10 mph.
- Students are to park in the rear parking lot.
- Students are not to visit their cars during school hours without teacher approval.
- RBS does not regulate students riding with other students. Parents, please provide your child with your expectations in this area.
- Leaving the school grounds during school hours is not permitted unless special permission is granted by the administration.

Arrival Procedures

Grades K3 – 1

Students who have class in our lower level (K3-1st grade) will begin their day at 8:00 a.m. and end at 3:00 p.m. Students may be dropped off in their classroom between 7:45-8:00 a.m. Students who arrive between 7:30-7:45 a.m. should be dropped off in the auditorium.

For student safety, we insist that they not linger in the parking lot, outside the buildings, or in church hallways at any time.

Grades 2 – 12

Students in grades 2-12 will begin their day at 8: 10 a.m. and end at 3:10 p.m. Students may be dropped off at their classroom between 7:55-8:10 a.m. Students who arrive before 7:55 a.m. should be dropped off at the gym for Before Care.

For student safety, we insist that they not linger in the parking lot, outside the buildings, or in church hallways at any time.

Dismissal Procedures

Students in K3-1st grade must be picked up in their classrooms. Parents need to park in the front lot before entering the building. If an older sibling attends RBS, parents may sign him or her out at the Welcome Center. The sibling will be called down from his or her class to meet the parent in the Welcome Center before the car line dismissal begins.

All students in 2nd-12th grade will be dismissed from the covered walkway under the bridge. Each family has been issued car tags to facilitate an orderly dismissal; additional car tags are available for purchase in the school office. The car tags are to be displayed on the rear view mirror during car line. Parents should remain in their cars, and follow the car line around the building and under the bridge.

If another adult will be picking up your child, please call the school office at least **one hour prior to dismissal** to submit the person's name and his physical description for the teachers and dismissal attendants. We cannot release a child to anyone whom a parent or guardian has not given permission to pick up the child.

Weather Delays and Closings

In the event of inclement weather, the school will notify parents through Facebook, television, and email.

Emergency Closings

In the event of an environmental emergency, fire, police emergency, or medical epidemic, students will be transported off campus and parents will be notified through Facebook and email regarding where to pick up their children.

Before Care and After Care

The Before Care and After Care programs are available for students who arrive before 7:30 a.m. (grades K3-1) / 7:55 a.m. (grades 2-12), or for students who remain on campus after 3:25 p.m. Students who arrive outside of the allotted drop-off and pick-up times will be placed in this program for supervision. Parents will be charged monthly for this program according to the current fee schedule.

The Before Care program begins each morning at 6:30 a.m. The After Care program ends at 6:00 p.m. Parents who pick up their children after 6:00 p.m. will be charged \$1.00/minute per child. Appointments that extend beyond dismissal time are not exempt from charges; likewise, if an appointment runs beyond 6:00 p.m., late fees at a rate of \$1.00/minute per child will be assessed.

If RBS is delayed due to inclement weather, Before Care will be cancelled. If school dismisses early due to inclement weather, there will be no After Care.

Parent-School Communication

Parental Participation

Rosedale Baptist School believes that God has given the responsibility for a child's education to his parents. As a school, RBS serves to assist parents in this task. In order to support the education process and be an encouragement to their children, parents are asked to take an active part in the RBS program. As in any activity that a child undertakes, the interest and involvement of parents have a tremendous positive influence on the child's performance.

At least one parent is asked to attend all regularly scheduled meetings, appropriate orientations, Open Houses, and any other meetings regarding their child.

Field trips, special events, and many other activities in the classroom always benefit from parental participation and help.

Monthly Newsletter

A monthly newsletter is emailed to our school family and is also posted on Facebook. This is a valuable source of information.

Parent-Teacher Conferences

If a parent wishes to speak with his child's teacher, a private conference with the teacher should be requested through the school office. The school secretary will be happy to alert the teacher of the conference request. Unless it is absolutely necessary, please do not hold a teacher after school, unless a meeting has been scheduled for that time. Like parents, teachers also have appointments and/or schedules that limit their time after school. Likewise, please allow teachers to attend church without being confronted with school matters. Parent recognition and consideration of the teacher's schedule is greatly appreciated.

ParentsWeb

ParentsWeb allows families to view grades, homework, attendance, and much more.

Conflict Resolution

When problems and disagreements arise during the school year, for the best interest of RBS and all concerned, it is important that they be dealt with in a Christian manner. We believe and practice a chain of command and the principles of Matthew 18 when handling problems: (1) Contact the teacher first to discuss the issue. (2) If, after discussing the situation with the

teacher, you are not able to resolve the problem, you may call the school and request a conference with the administration.

Please do not discuss any problem with other parents. Please follow the above-described chain of command. You can be certain that our faculty will go out of its way to help your family and resolve issues in the best interest of the school, the student, and the families of Rosedale Baptist School.

Student Opportunities

Athletics

Rosedale Baptist School provides a year-round schedule of events for everyone.

- Fall Season: Boys – Soccer / Girls – Volleyball
- Winter Season: Boys – Basketball / Girls – Basketball and Cheerleading
- Spring Season: Boys – Baseball / Girls – Soccer

Fine Arts

Rosedale Baptist School provides performance opportunities to all of its students through various school-sponsored programs. Additionally, students in 1st-12th grade participate in the Maryland Association of Christian Schools (MACS) Fine Arts Competition in the areas of academics, speech, music, and Bible.

Fundraisers

Rosedale Baptist School holds two major fundraisers per year—one in the fall and one in the spring. These fundraisers present fun and exciting opportunities for students to demonstrate school spirit, help the school make improvements, and enjoy a bit of friendly competition. All funds raised help support specific school needs. Parental participation in fundraisers is greatly encouraged and appreciated.

Chick-fil-A biscuits are sold once per week before school. Proceeds go to the athletic and fine arts departments.

Yearbook

Yearbooks are available each fall and chronicle the previous school year. Fall distribution allows all spring events to be represented. The yearbook staff and advisor produce the yearbook with assistance from a professional yearbook publisher. It serves as a colorful and endearing reminder of the special times and experiences that characterize the days spent at Rosedale Baptist School.

Parents may support the yearbook with business ads and personal congratulatory messages to their children. Details are sent home each year regarding this opportunity.

Community Service

All grades participate in some form of community service. All students are expected to participate in their class community service project. Participation in these projects helps us to

fulfill part of our school mission, which is to train students to serve the Lord and others. Students who choose not to participate in the community project may be limited in their participation in other activities such as field trips.

As a school, we participate in three corporate community projects together. In addition to these schoolwide projects, middle school and high school classes also participate individually in a service project.

Senior Trip

Each year, the school sponsors a special trip for the senior class. The senior trip is a required event that is considered a significant part of the school program. Throughout the year, students raise money for the trip with various fundraising activities. Seniors are required to participate equally in helping to raise funds in order to receive financial assistance for the senior trip.