

**RHEIN
INTERNATIONAL
ACADEMY**



**~Weil am Rhein, Germany~
Parent/Student Handbook
2006-2007**

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RIA PERSONNEL 2006-2007

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Administration and Staff

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RIA HISTORY AND PROFILE

The Network of International Christian Schools (NICS) opened Rhein International Academy (RIA) in Weil am Rhein, Germany on August 25, 2003. NICS had been contacted by representatives from Basel Stadt in 2002 about the possibility of opening an international school to meet the academic and social needs of the expatriate community in the Dreiländereck. This region, where the three countries of France, Germany and Switzerland meet, is home to many international firms and banks as well as their employees and their families. Since 2003, Rhein International Academy has been committed to providing its families with a quality education within a caring, nurturing environment.

RIA is a private, non-profit day school that operates as a Gesellschaft mit beschränkter Haftung (GmbH), limited liability company in Germany. Our status according to German law is that of an "Ergänzungsschule;" which means we complement the German educational system; our curriculum, however, is not based on the state curriculum of Baden-Württemberg.

RIA offers a modified American System of education to international children from pre-school through grade 8; future plans include offering a full educational program through grade 12, with the opportunity to participate in the IB Diploma Program and Advanced Placement (AP) Program. Our curriculum offers an excellent Christian-based education to students from a variety of cultures, languages, and religions. In order to meet the needs of our culturally diverse families, our teachers adapt the content found within the textbooks to give our students a greater view of the world around them, including our host country and neighboring countries, as well as those countries represented by our school families. Students who need to transfer to other international schools or schools in the United States are well prepared by our curriculum.

Rhein International Academy does not discriminate against students on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students. However, all classroom instruction is based on a Biblical Worldview. Students from other religious backgrounds will not be excused from the religious instruction or activities of the school.

MISSION STATEMENT

The mission of Rhein International Academy is to provide experiences that will educate students in all dimensions of life: intellectual, spiritual, physical, social and emotional. We wish to instill in each student a character-based worldview in an environment of academic excellence and a respect for people of all cultures and religions.

PHILOSOPHY OF EDUCATION

RIA believes strongly in a learning environment that is disciplined, academically strong, and character-based, where ethics and values are important elements to a child's development, where the whole child is educated and where the teachers are the living model of good character. The educational philosophy of RIA is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired, authoritative word of God.

The school is a private non-profit school established to primarily serve the international community. RIA is a member school of the Network of International Christian Schools (NICS), which has schools in many countries around the world. Our membership with NICS allows us to draw upon the knowledge and experiences of the other member schools.

RIA commits itself to minister to each student holistically. Therefore, its program is directed toward individual development and enrichment in the following areas: intellectual, physical, moral, spiritual, and social. The areas of citizenship training, character development, personal values, and ethics are also vital parts of our program.

At RIA, it is understood that the people of all cultures, customs and religions will be treated with respect. Our host country of Germany, the countries surrounding it and the nations from which our students come are incorporated into our curriculum to help our students develop as well-rounded world citizens

RIA believes that:

- Since learning is an unbroken activity continued throughout an individual's life, education should foster independent thinking, exploration and healthy experimentation as a life-long process.
- Because change is a constant factor in life, education should encourage students to develop personal values and thinking processes, which will facilitate their intelligent adaptability to a changing society and world.
- Each student is created as a unique individual and is of supreme worth; consequently, the dignity and worth of the individual should be highly respected.
- Students vary as to inherent and acquired capabilities, and, that these differences must be taken into consideration in the educational process.

SCHOOL WIDE LEARNING EXPECTATIONS

Students should be:

Investigative Learners Who:

- Assess their needs and apply appropriate strategies to learn identified concepts and skills
- Formulate positive personal values based upon Biblical principles
- Formulate and pursue realistic goals
- Evaluate progress
- Continue learning throughout life

Perceptive Thinkers Who:

- Identify, analyze, discriminate, prioritize and apply information
- Utilize multiple frames of reference
- Make responsible decisions
- Apply critical thinking skills to life's problems

Effective Communicators Who:

- Convey messages clearly and accurately to others
- Understand and use the fundamental processes in communicating and dealing with others
- Receive and interpret the messages of others in an effective manner

Quality Producers Who:

- Create intellectual, artistic, practical, and physical products
- Reflect creativity and high standards
- Take advantage of emerging technology

Cooperative Contributors Who:

- Develop appropriate skills for personal and social relationships
- Foster, develop, and maintain relationships within varied cultures and diverse settings
- Establish and accomplish effective goals with others

Involved Citizens Who:

- Respect and submit to proper authority
- Demonstrate positive and productive citizenship
- Contribute their time, energies, and talents to improve the quality of life in our school, communities, nations, and the world.
- Show compassion and wisdom

SCHOOL DAY

Classes for full day Preschool and Kindergarten through Grade 8 begin promptly each day at 8:30 a.m. and dismiss at 3:00 p.m. Our half day Pre-school program begins at 8:30 a.m. and dismisses at 11:30 a.m.

The school is responsible for students during school hours only. Exception to this policy will be made for students participating in our after care program or our after-school clubs, or who are getting extra help or are serving detention. Parents will be notified if their child must stay after school. Parents are also asked to assist the RIA staff by making sure their children follow the school's guidelines and rules while their children are in the building or on the playground before or after school.

Unaccompanied students arriving before 8:15 will report to the Multi-purpose room where they will be supervised by the teacher on Morning Duty.

There will be a mid-morning break time for each class; students may bring a healthy snack to eat for this time. **Due to food allergies, peanuts, peanut products or items containing peanuts are not allowed to be brought as a snack. Those snacks will be sent home unopened.**

The ground floor of the school building is a PEANUT FREE ZONE.

Drop Off & Pick Up Procedures

Due to the limited parking spaces at RIA and the increased traffic flow, RIA has been granted permission to use the parking at the Laguna and parking at Trinationales Uumweltzentrum (TRUZ) in the mornings and afternoons for parents to park their cars while dropping off and picking up their children. We would like to leave the parking spaces in front of the school for those parents with young children or special needs.

We have been asked by the city of Weil am Rhein to limit using the strip of land next to the vineyard (especially in wet weather), since that land is privately owned and not to use the land directly next to the hedge that forms our school perimeter. We ask you to help us honor the city's request.

Aftercare

RIA provides supervised aftercare from 15:00 to 18:00 Monday through Friday, unless otherwise noted (i.e. conference days, half days). Parents needing aftercare services should fill out the Aftercare Request form, available in the school office; this form can be filled out with an entire week's aftercare needs or just for one day, if that is all the care that is needed.

Aftercare is charged hourly; however, if a student is in aftercare 15 minutes past the hour, the parents will be billed for the full hour. Parents will be billed at the end of the month for the hours their child was in Aftercare.

During the Aftercare time, students will first work on their homework assignments. After homework is completed, students will have the opportunity to participate in an activity, such as going to the nearby park or having time on a computer.

Students staying for Aftercare should bring a healthy snack to eat.

ATTENDANCE

Morning Arrival

Attendance and tardiness affect the academic progress of students; we strongly encourage our parents to set the example for their children by helping the family to arrive before the school bell rings at 8:30. This ensures that the children have the time to organize themselves and say their proper farewells before the school day officially begins.

Many of our families may be in Europe under a short term contract and wish to expose their children to the opportunities of visiting many countries and discovering new cultures during the course of the school year. We would like to encourage our families to also consider the academic impact frequent absences or leaving early for or arriving late from schools holidays may have on their children.

Absentee Policy

When students are absent from school or will be late, parents are asked to contact the school office (+49 7621 161 8940) before 8:30 a.m. This procedure must be followed each day the student will be absent. Not telephoning will result in unexcused absences being documented.

Parents planning an extended absence (not due to illness) should write an explanatory letter in duplicate to their child's teacher and the school office.

Excused Absences

- Reasons considered "Excused Absences" are as follows:
- Death in the family
- Illness of student
- Dental or medical appointments (when accompanied by a written excuse from the doctor).
- Government requirements
- Absences arranged with the principal

Students, who are absent more than 10 days in one semester, will not be eligible for a passing grade in any subject unless special consultation has been made with the teacher and principal. Too many absences, including tardiness, throughout the school year could be cause for retention in a grade level.

Unexcused Absences

If an absence is not excused, no credit will be given for schoolwork missed. All homework and class work must be completed. However, a zero will be entered in the grade book in the case of unexcused absences. When a test is missed, the student must take it and will receive 70% of the grade earned.

Early Dismissal

If a student needs to leave school early during a normal school day, the parent needs to call or send a note indicating the need for early dismissal. No child will be allowed to leave the school premises during school hours without the written or verbal notification.

Make-Up Work

On the primary level (Pre-school through Grade 3) the parent is responsible for getting the child's make-up assignments from the teacher and seeing to it that the work is completed. Students granted excused absences will be responsible to arrange with their teachers to make up work. They will be given a total number of days to turn in the work equal to double the days absent plus one day. Students in school the day before a test but absent on the day of the test will take the test the day they return.

Release to Other Individuals

No child will be released to another individual other than their parents/guardians without prior written notification. Those individuals must be prepared to show identification to the designated staff person.

Tardy

Due to traffic and weather conditions, students may, on occasion, be late for class. Parents are asked to contact the school office (+49 7621 161 8940) before 8:30 a.m. Tardy students must quickly organize themselves and enter their classroom without causing disruption to their class.

Truancy

A student is truant when they are absent from school without his/her parent/guardian's prior knowledge or permission. This applies to hourly attendance as well as daily attendance. The school administration will take firm measures if this occurs and will involve the parents in disciplining the student.

ACADEMICS

Grading System

Because pluses and minuses are used to calculate "grade point averages" the following grading scale will be used by Rhein International Academy.

A+	= 98% - 100%	
A	= 94% - 97%	Superior
	= 92% - 93%	
B+	= 88% - 92%	
B	= 84% - 87%	Above Average
	= 82% - 83%	
C+	= 78% - 81%	
C	= 74% - 77%	Average
	= 72% - 73%	
D+	= 70% - 71%	
D	= 67% - 69%	Poor
	= 65% - 66%	
F	= Below 65%	Failing

"I" indicates that work required for a grade is incomplete. A grade of incomplete must be removed within two weeks.

1st -3rd grade –All subjects are marked as (Outstanding), S (Satisfactory), or N (Needs Improving)

Students in Kindergarten will be held back if they do not exhibit necessary reading readiness skills, and/or age-appropriate developmental maturity.

Students in first and second grades will be held back if they have made unsatisfactory progress in reading and fail to complete the necessary reading levels.

Students in third grade and higher who fail of any two core academic subjects will repeat their grade level. Reading far below grade level could constitute a failure in an academic subject.

Non-academic subjects –music, art, computer, etc. – are marked as O (Outstanding), S (Satisfactory), or N (Needs Improving).

Academic Probation

For the purpose of calculating academic probation in the secondary school, an F counts as two points and a D, as one point. An accumulation of three points places students in grades 6-12 on academic probation for the following quarter. An accumulation of three points in fourth quarter places students on academic probation for the first quarter of next year if they return to RIA. The administration will inform the parents of any students being placed on academic probation. The parents of any student being placed on academic probation will be asked to meet with the student's teachers and/or principal to discuss the conditions of the student's probation. If the student does not satisfactorily meet probationary guidelines, the student may not be allowed to re-enroll for the next school year.

In addition to the conditions outlined above, the accumulation of twelve points in any one year is sufficient grounds for retention in Middle School, and retention or recommendation of non-reenrollment in High School.

Computers

RIA is pleased to offer students access to the school-wide computer network for accessing and storing information and for accessing the Internet.

Families should be aware that the Internet might contain items that are offensive. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet. The RIA faculty and staff will make reasonable efforts to ensure that students do not access offensive material. Such efforts may include filtering software, public location of computers, and spot checks of student work.

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in the classroom.

Students should:

1. Protect private information such as addresses, phone numbers, formal name, age, and password.
2. Use appropriate language.
3. Respect all copyright laws.
4. Use the computer for its intended educational purposes.

Students should not:

1. Access, send or display offensive messages or pictures.
2. Use obscene or unkind language.
3. Harass, insult, or threaten others.
4. Damage computers, computer systems or computer networks.
5. Violate copyright laws.
6. Use another person's password.
7. Trespass in another person's folders, work, or files.
8. Intentionally waste school resources.
9. Check personal e-mail.
10. Use the Internet for anything other than what the teacher requests.

Violation of these rules may result in a loss of school network and/or internet privileges, as well as other disciplinary action as determined by the teacher and/or administrator.

Conference with a Teacher

Any parents who would like a conference with their child's teacher are asked to arrange for a conference time in advance. Since teachers have certain duties and responsibilities before and after school, they are not always free for a conference. You may set up a conference by calling the school office or speaking with the teacher.

Parent-Teacher conferences are held school-wide during the first grading period and will be scheduled in the third quarter. All parents are requested to attend the conferences, unless notified otherwise.

Other conferences can be scheduled after school at either the parent's or the teacher's request.

Homework and Assignments

In an effort to reinforce learning, give practice, and teach students both responsibility and good study habits, homework will normally be given appropriate to grade level. Parents are not to do the homework assignments for their children, but parents can assist the student by providing a time, place, and atmosphere that is conducive to study and concentration. Obviously, homework assignments not completed will negatively affect grades.

As a parent, you can follow your child's progress by using the suggestions below:

- Check assignments daily to ensure that your child is completing all work and preparing for exams.
- Check over your child's homework for errors or sloppiness. Homework reinforces principles learned in class that day. If it is done carelessly, the child is less apt to benefit from it.
- Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness affect your child's academic progress.
- If for any reason you have concerns about your child's behavior or academic progress, please make an appointment with your child's teacher for a conference. If several teachers need to meet or you have concerns beyond the classroom, you can request a meeting by contacting the school administration. This will enable

you to meet with several people interested in your child's progress at the same time.

Students are expected to complete daily assignments at school unless the pupil and the teacher have an agreement that the work may be done after school or at home. While assignments will be presented as clearly as possible, students must take the responsibility for being certain that they understand and complete all such work.

Honor Roll

Students can make the "Principal's List" by having an "A" or "O" average on their semester grades. Students can make "Honor Roll" by making a "B" or "S" average on their semester grades. Grades of "D," "F," or "N" in any subject will disqualify a student from the Honor Roll. Awards will be presented at the end of the year to students who have made outstanding achievement in certain areas.

In-class Assignments

The student is expected to complete daily assignments at school unless the student and the teacher have an agreement that the work may be completed after school or at home. Assignments will be given to students as clearly as possible. The student must take responsibility for understanding and completing all assignments.

Make-Up Assignments

When Kindergarten –Third Grade students are absent from school, parents are responsible for getting their make-up work from the teacher and ensuring their child completes the assignments. Students in Fourth Grade or above are responsible for getting their make-up work from the teacher and completing the assignments. Pre-announced and long-term assignments are due on the date announced or immediately upon return to school. All other tests, quizzes and assignments missed during an absence must be made-up within three days of a student's return to school. Any other arrangements must be made with the individual teacher. RIA provides an on-campus education. It cannot provide full assignments for any extended absence from school.

Late-Work

A letter grade may be taken off for every day an assignment is late. Teachers may require the student to stay after school to complete late work. The goal is not to defeat but to focus on what the student can do.

Physical Education

Physical Education (PE) is an integral part of education and as such, regular participation is expected. The purpose of PE is to instill healthy habits and fitness. One does not have to be the best or to win all the time. If for any reason the student is unable to participate in a physical activity during recess or physical education period, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied with a letter from the doctor if the exemption is needed for a prolonged period of time.

Progress Reports

All students whose current grade is below "C" or whose grade has declined a letter grade or more during the current grading period will receive a "progress report" at the

mid-term grading period. It is extremely important that the slip be signed by the parent and returned immediately so that the teacher can be assured of the communication with the home.

Report Cards

Report cards will be issued quarterly. Final semester report cards cannot be issued until all financial obligations are up to date, including overdue or lost library books.

Textbooks

The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care and keep them covered at all times. Book covers should not be taped or glued to the book itself. Students must pay for loss of or damage to textbook(s) that goes beyond reasonable “wear and tear.” Replacement of lost or damaged textbooks will be charged at a rate to replace the textbook plus shipping.

DISCIPLINE AND CONDUCT

The RIA classroom atmosphere is positive and cases needing discipline are rare. Teachers administer appropriate discipline for minor problems. If major problems arise at the elementary level, the student will be sent to the principal and the parents will be notified. At the middle or high school level a detention may be given. A student may be suspended upon consideration of the offense. Parents will be notified if such action is taken.

Cheating Defined/Consequences

Cheating is the giving or receiving of information about a test or quiz and/or handing in someone else’s work as your own. In addition to the more obvious deceptions (looking up the answers or looking at someone else’s test or paper), cheating includes telling a friend what is on a test. Even if students have turned in their test papers, talking during a test is considered cheating. Copying a friend’s homework in your own handwriting is also cheating. Studying and working together with the permission of the teacher is not cheating.

RIA will have a four-step process regarding cheating. The steps are:

- | | |
|--------------------------|---|
| 1 st incident | Students involved will receive a “0” on the test or assignment.
A letter will be sent to the parents informing them of the incident. |
| 2 nd incident | Students involved will receive a “0” on the test or assignment.
The administrator will have a conference with the students and their parents.
A three-day in-school suspension will be given. |
| 3 rd incident | Students involved will receive a “0” on the test or assignment.
The administrator will have a conference with the students and their parents.
A week suspension will be given. |
| 4 th incident | Students involved will be expelled for a minimum of one semester or the remainder of the year. |

Conduct

A prerequisite to providing an excellent education for our families is student conformance to established behavioral expectations. Teachers develop and communicate their classroom expectations to their students. Teacher generated guidelines conform to the broader expectations of the school. We are in partnership with our parents.

Communication and cooperation between the school and home are essential components of a successful relationship.

Students of all ages are expected to demonstrate respect to others both at school and at all school activities. This includes, but is not limited to:

- Basic manners and polite speech towards others
- No bullying, teasing or ostracizing of others
- Not damaging or taking another's property

Elementary Expectations (Preschool – Grade 5)

Teachers of preschool through grade 5 manage self-contained classrooms. The teacher develops their classroom behavior expectations and system of reward/consequences.

These have been reviewed and approved by the administrator. The teachers inform the parents of changes made in these guidelines during the school year.

Middle/High School (Grade 6-8)

In society it is necessary to have rules and regulations governing our relationships and behavior if we are to peacefully co-exist with those around us. More importantly, it is proper to honor the Lord Jesus Christ in all areas of our deportment. The following examples of unacceptable behavior shall be grounds for disciplinary action, which may include, but not be limited to detention, suspension, or expulsion from RIA.

- Habitual violation of classroom teacher's rules
- Violation of provisions in this handbook
- Disrespect
- Disobedience
- Vulgarity or profanity
- Lying, cheating or theft
- Conduct contrary to civil laws
- Out of school behavior discrediting or bringing dishonor to RIA
- Use or possession of non-prescription drugs (including paraphernalia) and/or alcohol
- Possession of knives and/or instruments that may be viewed as weapons.
- This list is not all inclusive, nor exclusive, but is a reasonable representation of behavior which will not be tolerated.

After School Detention Policy

After school detentions will be issued to students for the following:

1. Late to class.
2. Violation of Dress Code
3. Failure to properly care for school property
4. Failure to complete assigned work.

The accumulation of excessive detentions may result in suspension.

*School discipline may occur for behavior outside of school if it is of a nature that exhibits extremely bad conduct.

Please be supportive of the teachers and administration in their decisions, and let your children know that you and the school are on the same team – their team. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for misconduct.

DRESS CODE

Guidelines

The intent of the dress code is to train our children to realize that although many types of clothing are acceptable for us to wear, some are more appropriate for specific activities than others. Because the type of clothing worn can influence both attitude and behavior, the school has adopted a dress code that is both comfortable and appropriate.

Here are a few guidelines:

1. Although we do not have a school uniform, clothing worn at RIA should be appropriately clean, modest and suitable for school, without tears or rips.
2. Students must wear either shirts or blouses that are able to be tucked in; tube tops or short shirt/blouses that show off the stomach or midriff or are see through are not allowed.
3. T-shirts worn should not have inappropriate slogans and pictures or feature musical bands.
4. Students should not wear shorts or skirts that are higher than 5 centimeters (2 inches) above the middle of the knee.
5. Undergarments should not be visible.
6. Hats may be worn outside only, unless the school administration makes exceptions on certain days.
7. Shoes must be worn at all times in the school building.
8. Students should have a pair of indoor shoes (not slippers) to wear inside the school building; a variety of rubber-soled dress shoes or athletic shoes may be worn. Preschool students will wear slippers inside the school building.
9. Hair should not be dyed unnatural colors or be distracting within a learning environment.
10. Jewelry should be kept at a minimum and should not present a hazard to the wearer or those around them.

* In cases where there is disagreement over terminology or the general appearance of a student, the administration will make the final decision.

Physical Education

For physical education, students are asked to wear attire, including sneakers or athletic shoes with socks, conducive to physical education activities. On physical education days, time will be given to change from regular school clothes.

Swimming

Bathing suits should be suitably modest. Bikini-style suits are not appropriate for school outings; some two-piece suits may be acceptable. Swimming trunks are preferred over Speedos.

We realize standards need to change with time and remain flexible. Still, we ask your help to enforce this dress code so that an equal standard may be applied to everyone

Swimming lessons are available for RIA students once per week. Students must bring the appropriate items needed to care for themselves (combs, towels, undergarments to put on after swimming). On swimming days, students should come with their swimming suits on under their clothes. Girls should not wear tights since the changing room floor is often wet.

Clothes, shoes, boots and school items should be marked with the name of the owner; this will help with finding the owners of lost and found items.

STUDENT SERVICES

Hot Lunch Program

RIA is able to offer a hot lunch program for its students through the restaurant at the Laguna Badeland. There is a set two week menu, which we follow on an alternating “A/B” schedule. The menu from the Laguna will be made available to the parents at the beginning of the school year. Lunches may be ordered on a daily basis through the students’ homeroom teacher. Preschool and Kindergarten parents have the option of selecting all the days their child will participate in the lunch program during the week on Monday. Parents will be billed at the end of the month for the lunches purchased.

Students are also welcome to bring packed lunches from home. The school will not provide refrigeration for packed lunches, nor will it furnish students with napkins, straws, utensils, or dishes, so please keep this in mind when packing a lunch. Students who occasionally forget to buy or bring their lunch will be provided with a sandwich and/or other snack kept on hand in the office. However, this should not become a habit.

There is a microwave available in the lunchroom for student use, if necessary; however, students must be capable of properly using the microwave themselves. RIA would prefer that students come with lunches that are ready to be eaten as is; this fosters independence on the students’ part and ensures that students have sufficient time to eat.

Students should leave the lunch room clean upon their departure from lunch.

Media Center

Students are encouraged to borrow books from the Media Center; we want our students to develop a love of reading and start on the path toward being lifelong readers. Depending on their grade level, students may check out up to 4 books for a two week period.

- K5-3rd Grade: 2
- 4th-6th Grade: 3
- 7th-8th Grade: 4

Students are asked to exercise much care in handling all books. If a book is lost, the student must pay to have it replaced (cost of book plus shipping).

Each elementary class will have a scheduled time in the Media Center to check out materials and to develop reading, research, and other library skills. Students are asked to exercise much care in handling all books. The librarian or teacher will collect fines on

overdue books. If a book is lost, the student must pay actual replacement cost plus shipping. Report cards will be held until all overdue books are returned and all fines/charges are paid.

Encyclopedias and certain reference books may not be checked out. Students may make photocopies of selected pages of reference material for a fee. The student must give the requested material to a teacher to be copied.

When books are overdue or lost, the school librarian will send a fee statement home with the student. Students with books that are overdue must pay an overdue fee of .05 Euro per day from the day the book is due. After one week the fine increases to .10 Euro per day until the day the book is returned to the library. Fines are to be paid directly to the librarian.

Parents have the opportunity to place a book in the library in honor of their child's birthday. Selections can be made with the assistance of the librarian and purchased through the school to ensure the books are library bound. Quality books will be designated with a bookplate bearing the name of the child and his or her birthday. Parents are also encouraged to donate additional books as they are able.

Parents and community members have the opportunity to check out up to 2 books from our Media Center. They must fill out a Library Membership Form.

Swimming

During swimming lesson days and school excursions to the Laguna Badeland, students are expected to obey the following pool rules:

1. Listen to and obey all teachers' instructions.
2. Use the restroom and shower before entering the pool area.
3. Do not enter the pool area until a teacher gives you permission to do so.
4. No running in the locker room or on the pool deck.
5. Do not push or jump on anyone while in the pool or on the pool deck.
6. When students are given permission to visit other areas of the pool, they must be accompanied by a teacher.
7. After pool time, shower and change clothes as quickly and quietly as possible.

Students unable to follow the pool rules may not be allowed to attend the following school excursion.

Written notes must be sent with students unable to attend swimming lessons or excursions. Students will remain at RIA under an adult's supervision.

HEALTH AND SAFETY

Accident Prevention

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks, rocks, or snowballs is not allowed. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity.

Child Abuse/Suicidal Tendencies

RIA has staff policies in place to address any detected signs of child abuse or any suicidal expressions and/or actions of any student. In the case of suspected child abuse or suicidal tendencies, the parents of the student will be notified promptly.

Illness Policy

Students are required to have all immunizations that are listed on the health record form up-to-date before they may attend classes.

The school maintains first aid kits in the office and in each classroom for minor cuts. Other supplies are kept in the office.

Trained first aid staff is available on campus in the event of an accident or illness. Should an injury require more treatment, school personnel will contact the school's Unfallarzt (emergency doctor), Dr. Brenneisen. He will determine whether he must come out to the school or if the student must go to the hospital in Lörrach. The Parent/guardian will be notified in parallel.

Accident reports will be completed for any accidents resulting in an injury to a student at school or in connection with a student-sponsored activity. The supervising staff member at the time of injury will be responsible for completing the report. The accident report will be filed in the school office and the parent/guardian will be notified.

Any child with a temperature over 100 F. or 37.8 C. will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 100 F., severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. **Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea. Any students with a bacterial infection that can spread to others at school must have completed at least 24 hours of antibiotics before returning to school.**

In the event a student is found to have an infestation of lice, the student will be sent home and may not return to school until their hair is lice/nit free. Parents are requested to inform the school if they find lice or nits on their child.

Medication Policy

1. Students are not to bring medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. The appropriate school official must approve all exceptions.
3. The parents must send precise instructions **written in English** indicating the following:
 - time when medication is to be take
 - length of administration
 - dosage
 - name of medication
 - reason the child must take the medication
 - name & phone number of prescribing doctor for prescription medicine

(If the instructions are not clear, the child will not be allowed to take the medication.)

A Consent for Medical Administration Form and a *Medication Log for Routine Medication Form* are available in the School Office, which fulfill the criteria.

4. All medications for preschool through grade 5 students must be relinquished to the student's homeroom teacher upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies (i.e. students with asthma problems or severe allergies). The appropriate school official must approve all exceptions.
5. No students may at any time give or sell another student medication.
6. For preschool-grade 5 students, the medication will be stored and administered by designated staff person or the teacher.
7. In cases of students in grades 6-12, the medication will be stored and administered by an authorized faculty member designated by the administration.
8. All medication must be stored in a secure area that is not accessible to students.
9. No medication is administered without first checking the student's medical form in the office.

MISCELLANEOUS

Assignment Notebooks

All students in grades 1-8 are expected to keep an assignment notebook in which they daily record their homework, tests, quizzes, projects, and any other schoolwork that is due. Parents are urged to review their child's notebook periodically to ensure that assignments are being written down and accomplished. These notebooks may also be periodically checked by teachers.

Change of Address

Please notify the school immediately whenever your contact information changes (i.e., phone numbers, email addresses, mailing addresses, etc.). In the case of an emergency, it is extremely important that we have up-to-date contact information.

Field Trips

An emergency information and permission form must be on file in the office for a student to take part in a school-sponsored trip. Regular school dress applies to field trips unless otherwise indicated by the teacher. Unless otherwise specified, students must bring lunches from home on field trip days which do not require refrigeration or microwaving.

Gadget, Games and Toys

Small gadgets, games, toys, comic books, non-educational magazines, cell phones, and portable CD players, etc., may be brought to school only if they are **turned off** and kept securely hidden in the student's bag at all times and not used on campus. [Large gadgets, games, and toys that cannot be easily stored in a bag (e.g., skateboards) belong at home and not school.] Students bring these items at their own risk. Should such items be seen or heard on campus, they will be taken away and brought to the office and returned only to the parent, not the student. The second time a student is caught with any of these items it will be taken up and **not returned**.

School aids such as handheld computers and electronic dictionaries may be brought to school, provided that they are only used in class, by the owner, and for academic purposes. Otherwise, they are subject to the same type of confiscation as mentioned above.

Lost and Found

Books, purses, clothing and any other articles of value outside of their proper area will be taken to the school office and placed in the Lost and Found Box. At the end of each month, any articles still in the Lost and Found Box will become the property of the school and will be disposed of accordingly.

Parent Appeals Process

In a situation where there may develop an irreconcilable difference between a parent and a member of the school faculty, staff, or administration, there is a formal means by which such grievances should be handled. RIA follows the Parent Appeals Process as established by the global network of the Network of International Christian Schools (NICS), of which our school is a member. The full text of this appeals process is available from the school office upon request.

Parent-Teacher Organization

One goal for the 2006-2007 school year at RIA is the establishment of a Parent Teacher Organization. The Parent Teacher Organization would be a vehicle to afford our parents a greater opportunity to be involved into the school and to help in strengthening our school family. Interested parents should contact Diana del Rio.

Parties

Parents may bring or send refreshments, to be served during lunchtime, on a student's birthday. A teacher may schedule a monthly birthday party. We do request that, if possible, the parents do all the serving and be responsible for the clean up for their child's birthday. If not possible, arrangements must be made with the child's homeroom teacher.

Official occasions for school parties are: Fall Festival, Christmas, Valentine's Day, and the end of the year. Parental assistance at the school parties is always welcomed and encouraged. All other parties must be approved through the school office. RIA is not responsible for parties held after school.

Passport and Visa Information

A copy of each student's information page of their passport and any necessary visas must be submitted to the office. New copies must be provided as passports and visas are updated throughout the course of the year.

Playground Rules

Inside School/Inside Playground (At all times)

1. Be polite and safety conscious by:
 - Using equipment properly
 - There is no standing on or jumping off the swings
 - Only one person on a swing at a time
 - No climbing on the house
 - Keeping shoes on

- Walking on the black floor area unless given permission otherwise by a teacher
 - Watching out for others playing, especially when people are swinging
 - Staying in the designated play area
 - Students may play on the ground floor, not on the second story of the school building
2. Keep the playground area neat and clean.
 - No eating on the green carpet
 - Put litter into trash container
 - Put equipment away

Outdoor

1. Be polite and safety conscious by:
 - Using equipment properly
 - Keeping shoes on during recess
 - Staying off fences, walls, and out of trees
 - Watching out for slippery grass/equipment after rainstorms
 - Not throwing or playing with rocks
 - Not bringing hardballs (leather or rubber-coated) to school
 - Not playing tackle football
2. Report balls going out of the normal boundaries to a teacher; do not go out of bounds without a teacher's permission.
3. Keep the playground area neat and clean.
 - Eat snacks in appropriate areas
 - Put litter into trash container
 - Put equipment away

School and Personal Property

Students are encouraged to develop a respect for property, either theirs or that of someone else. Students will be required to pay for any damage done to school or personal property.

School Bounds

Students are to stay on the school property at all times during the school day.

Telephone

Students may use the office telephone only in an emergency. Forgotten lunches, books, or assignments are not emergencies and will not be considered reasons for calling home.

Visitors

Parents of students may visit classes or chapel. Arrangements should be made through the school office at least 24 hours in advance for a class visit. Student visitors must have specific permission from the principal. An RIA student may sponsor student visitors, but will be held responsible for the visitor's conduct.

From time to time teachers will invite parents and guests to assist them in their class; we appreciate the willingness of parents to be involved in the school community. We ask parents to be sensitive to the fact that the presence of persons other than those who are in attendance on a regular basis serves to alter the normal classroom operation and

significantly changes the learning environment. Please make sure to consult with your child's teacher or school administration before visiting the classroom.

If you have a specific concern regarding your child's performance please contact your child's teacher to establish a mutually agreed upon time for a conference.

SCHOOL CALENDAR 2006-2007

21 August 2006	First Day of School
21 September 2006	Open House
25 September 2006	First Quarter Progress Reports
2 October 2006	Fall Break Begins
9 October 2006	School Resumes
26 October 2006	First Quarter Ends
30 October 2006	First Quarter Report Cards Go Home
1 November 2006	German Public Holiday: All Saint's Day
3 November 2006	Parent/Teacher Conferences--Half Day
17 November 2006	Teacher Inservice Day
4 December 2006	Second Quarter Progress Reports Go Home
14 December 2006	Christmas Break Begins
8 January 2007	School Resumes
23 January 2007	Second Quarter Ends
29 January 2007	Second Quarter Report Cards Go Home
21 February 2007	Third Quarter Progress Reports Go Home
26 February 2007	Ski/Fastnacht Break Begins
5 March 2007	School Resumes
31 March 2007	Spring Break begins
10 April 2007	School Resumes
17 April 2007	Third Quarter Ends
25 April 2007	Third Quarter Report Cards Go Home
27 April 2007	Parent/Teacher Conferences--Half Day
30 April 2007	School Holiday
1 May 2007	German Public Holiday: Labor Day
11 May 2007	RIA Family Potluck Dinner
21 May 2007	Fourth Quarter Progress Reports Go Home
28 May 2007	German Public Holiday: Pfingstmontag German Public Holiday: Fronleichnam/Corpus Christi
7 June 2007	Kindergarten Graduation
21 June 2007	Fourth Quarter Ends
22 June 2007	Report Cards Go Home
22 June 2007	Last Day of School--Half Day

Amendment to handbook effective Monday, November 27, 2006

“Like student absences, tardies will either be excused or unexcused. Every three unexcused tardies will be counted as an unexcused absence. These unexcused absences will be added to the ‘regular’ unexcused absences and count toward the 10 day limit mentioned in Attendance Section under ‘Excused Absences’ in the handbook.”