

# Rainard

Houston's School for  
Gifted Children



Parent and Student Handbook  
2018 - 2019

# Rainard School History

Rainard School opened its doors in 1986 in a converted country home along the Katy Freeway. Lorraine Bouchard, Ed. D. had a vision for a school that was not only strong academically, but also fun and flexible—the kind of school that would spark the imagination and allow gifted students to thrive.

From its founding, Rainard provided a connection to a rich, natural environment – a campus with trees, grass and puddles. By 2005 the school had outgrown its original location and purchased its current location on Timberline Road.

Over the years, the school has refined curriculum and incorporated best practices from ongoing research of gifted education. The core mission of providing an exceptional education for the needs and abilities of gifted students has remained the focus of the school. Since the Fall of 1986, and every school day after, Rainard has been dedicated to providing a challenging and creative education to our students and to inspire joy in learning.

The school is operated by a volunteer Board of Directors which ensures that the school remains true to its mission. The Board oversees the business aspects of the school, including facility, budgeting and general policies. The Board hires and evaluates the Head of School and Principal. Board members are nominated by current members of the Board, and the Board seeks members who can provide expertise in the areas of management, education, law, finance, and real estate.

Rainard School is a non-profit, 501(c)(3) organization and receives no government funding; the Board has the legal responsibility to see that the school complies with the requirements of its non-profit, 501(c) (3) status.

Rainard School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), which is a member of AdvancED. The school holds memberships in the following:

- National Association for Gifted Children (NAGC)
- Texas Association for the Gifted and Talented (TAGT)
- National Association of College Admissions Counselors (NACAC)
- Texas Association of College Admissions Counselors (TACAC)
- College Board
- Houston Area Independent Schools Association (HAIS)

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### Notice of Nondiscriminatory Policy as to Students

The Rainard School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

# Rainard Staff

## Administration

Dr. Tara Tomicic, Head of School

[ttomicic@rainard.org](mailto:ttomicic@rainard.org)

Erin Chavez, Principal

[echavez@rainard.org](mailto:echavez@rainard.org)

April Finch, Director of Admissions

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Brandy Kitchen, Office Manager

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## Prekindergarten

Sayra Webb

[swebb@rainard.org](mailto:swebb@rainard.org)

## Primary

Susan Newton

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## Elementary

Wanda Cane

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## Intermediate and Middle School

Victoria Rushing, Elementary, Intermediate and Middle School Science,

[vrushing@rainard.org](mailto:vrushing@rainard.org)

Dr. Becky Moore, Elementary, Intermediate and Middle School Math,

[bmoore@rainard.org](mailto:bmoore@rainard.org)

Lezlie Daniel, Intermediate and Middle School Language Arts & Social Studies,

[ldaniel@rainard.org](mailto:ldaniel@rainard.org)

## Subject Specialists

Anne Josselin-Anderson, French, [ajosselin-anderson@rainard.org](mailto:ajosselin-anderson@rainard.org)

William Martinez, Prekindergarten, Primary and Elementary Spanish & P.E.,

[wmartinez@rainard.org](mailto:wmartinez@rainard.org)

Nick Meriwether, Art, [nmeriwether@rainard.org](mailto:nmeriwether@rainard.org)

Erin Chavez, Intermediate and Middle School Spanish, [echavez@rainard.org](mailto:echavez@rainard.org)

# Enrollment and Tuition

## Enrollment

Enrollment in Rainard is practiced on an annual basis. Contracts for the upcoming school year will be provided in early Spring of 2019.

Parents of students who are continuing at Rainard will need to submit a re-enrollment contract. If you do not plan to continue at Rainard, for any reason, you will need to submit a withdrawal form by the re-enrollment deadline. Due dates will be enforced so that we are able to appropriately account for the seats available in classes for the upcoming academic term. Fees for missing deadlines are assessed to encourage prompt communication about plans for the upcoming school year.

## Tuition

Tuition payments are due on the dates named in the Financial Policy. A late fee on the past due balance will be charged for late payments.

In the event that the student is withdrawn from Rainard School, please keep in mind that a tuition contract is a commitment for the full year. The placement fee is nonrefundable, and any tuition refunds are subject to the terms of the contract.

## Withdrawal and Transfer of Records

Records will be forwarded to other schools upon written request of the parent/guardian, provided that all fees have been paid and books are returned. Transcripts are official documents; please allow a minimum of 10 days to fulfill transcript and records requests. Direct all requests to the Director of Admissions in the Rainard Admissions Office at [afinch@rainard.org](mailto:afinch@rainard.org).

### Parent Observations

Rainard welcomes observations, scheduled in advance, by both prospective and current parents.

Observers are expected to refrain from discussion with the teachers until a scheduled appointment so that the teachers may keep their focus on the children. Please allow the classroom activities to continue without interruption.

### Open House Events for Prospective Families

Rainard will plan for visitors during the school day on the following dates:

September 25<sup>th</sup>, October 23<sup>rd</sup>, November 11<sup>th</sup> (Sunday), November 13<sup>th</sup>,  
December 11<sup>th</sup>, January 23<sup>rd</sup>, February 20<sup>th</sup>, March 26<sup>th</sup>.

### Classroom Supplies

The school uses the supplies fee to provide the consumable products that your child uses during the school year.

Middle School students may be requested to bring their own laptops to school. Even when Middle School students are using their own computers, they must still follow all Rainard computer use requirements when using their computers at school.

# Family-School Partnership

At Rainard, we believe that the student, his or her family, and our faculty and staff are integral to the student's education. As such, it is expected that each party will make a commitment to the following:

## Student

Each student is a vital link in the creation of an honorable school community, and it is important that the student understand school rules and policies and adhere to them. Students are expected to act with integrity, respect and responsibility, and to participate fully in the school community and in school programs, including field trips, with positive attitudes. Further, students are to report on time to each class with completed homework and assignments, to bring all required materials, to pay attention and participate fully, and to listen respectfully when a teacher or another student is speaking. Assignments and projects are to be completed solely by the student. Parents may provide input to help the student better understand the directions, but are prohibited from assisting the student with the completion of the work.

## Faculty

Our teachers bring knowledge and wisdom to our community. Teachers are expected to create an orderly environment in which learning can occur, to act as mentors and facilitators to students in their learning, and to offer students opportunities for meaningful and challenging work. Teachers are to be available for tutorials and parent conferences and to support the school community and school programs.

## Family

Our families complete the partnership triangle, and they are expected to encourage their student's progress by ensuring that the student arrives at school on time, by providing a time and place at home conducive to helping the student complete homework on a daily basis, and by facilitating the student's access to needed resources, such as libraries, etc. Families are further expected to support school programs and the school community as a whole.

## Honor Code

The Rainard School has an honor code as a way for the school community to commit itself to a standard of trust and performance and to assure that each student will be evaluated on the basis of his or her accomplishments. By signing the acknowledgment of school policies and procedures at the beginning of the school year, each student affirms that he/she will act with integrity, respect and responsibility and will not lie, cheat or steal.

NOTE: Students may be required to sign the following honor pledge on tests, written papers, and other types of assignments: "I have not used any unauthorized help or outside sources of information on this work. I act with integrity, respect and responsibility."



# Academic Program

Rainard's School program reflects the current standards in academic requirements, the latest research regarding the developmental needs of adolescents, and the skills projected as requirements for success in the 21st century. Hallmarks of the Rainard program include: critical thinking through creative and innovative problem solving, academic acceleration, inter-disciplinary courses, experiential learning, communication and teamwork skills, global awareness, and information literacy. In the 21st century, it will be more important than ever to be a lifelong learner. To that end, Rainard believes in nurturing curiosity and focus as well as skill sets.

Parents should make administrators and teachers aware of relevant extenuating circumstances in their children's lives as soon as possible. Our goal is to meet every child's individual needs in an environment of consistent expectation and academic rigor. To prevent confusion and unfairness, accommodations for class work, tests and assignments should be requested and documented formally with administration rather than individual teachers.

## Grades

Grades are an important way to evaluate a student's progress. Rainard stresses individual progress over competition, and parents and students should view grades within that context. Academic grades are reported at the end of each quarter. If a teacher has concerns regarding a student's progress or behavior, the teacher will discuss them with the student and, if necessary, contact the parent and set up a meeting.

# Communication Tools

## Reminders

Text updates. Please register for this free service. Text "@rainard" to 469-208-6626. Reminders such as picture day, meetings, and school closures, will be communicated via text.

## Jupiter Ed for Grades

Rainard School utilizes an online grade book called Jupiter Ed. An account is set up for each student and parent access is facilitated through parent email addresses. It is essential that parents update and ensure the accuracy of their personal information on Jupiter Ed.

Rainard School does not report numeric grades except in the Middle School. The grading component of the system is intended to be a communication tool from the teacher to the parent. Parents should use discretion when making the decision to share or discuss numeric grades with their children as they are only a snapshot of their progress.

Brandy Kitchen is the contact person for all Jupiter Ed issues.

## Report Cards

Narrative report cards are issued at the end of each quarter for students in Pre-K through Elementary. Middle school students are issued grades as well as narratives at the end of each quarter.

## E-mail

Information and notices to parents regarding School field trips and activities are routinely handled through e-mail as we have found this is the most effective way to

communicate. Please be sure that we have the current e-mail address for each parent.

### Parent/Teacher Conferences

Parents will receive a formal invitation to review student work with their child and with the teacher after the First Quarter and after the Third Quarter. During these meetings, the student will review products with parents and the teacher will be present to facilitate and support the conversation.

Parents are welcome to inquire about student progress at any time by contacting the school to request that a teacher call the parent or by requesting a face-to-face meeting during the teacher's (or teachers') planning time. Parent collaboration and support is appreciated and benefits the academic community of Rainard.



# Attendance

## Arrival and Dismissal

Arrival Time: 8:00 - 8:15 AM

Classes start promptly at 8:15 AM

Dismissal Time: 3:30 PM, Monday through Thursday, and alternating Fridays.

12:10 PM Dismissal every other Friday for Teacher In-Service

## Carpool Line

At drop-off and pick-up, parents will enter the campus and remain in their cars in the carpool line. Students will be dropped off at and picked up from the porch outside the Office. In the event of inclement weather, students will be dismissed from the Multi-Purpose Room located within the administration building. If you must pick your child up before dismissal time, please sign the student out in the main office.

Punctuality is extremely important because:

- It is beneficial for a child to start the day with friendly socialization and morning routines that set the pace and tone for effective learning.
- Parents communicate the message that school is important by being on time.
- Punctuality is a good work habit that everyone appreciates. It shows respect for others and helps reinforce self-respect.

## Traffic and Parking

We have limited parking space on campus. Entrance is through the small (west) gate and the exit is through the large (east) gate. During morning drop-off and afternoon pick-up, there are often more cars than parking spaces. Please be respectful of

others' needs when using the limited space and driveway. Please do not block the driveway at any time. When parking, please occupy only one space.

Students must be escorted from their cars to their destination.

### School Administrators

Like parking space, Rainard has very limited school administrative parking spaces. Please respect the reserved space. While we always welcome parents' presence and conversation, please remember that our primary focus during drop off and pick up is student safety. We are unable to hold impromptu meetings during this time, but encourage and welcome parents to schedule a private meeting with teachers and/or administrators to discuss your child's progress.

Incoming phone calls peak from 8-9AM. Ms. Kitchen is very busy during this time. Parents should also refrain from loud conversations and congregating in the administrative office space at the front entrance of the school. Consider sending a handwritten note with your student or sending an email for brief communications with Ms. Kitchen, when appropriate.

### Extended Care Before and After School

Students who arrive earlier in the morning or who stay later in the afternoon are considered in Extended Care. Extended Care fees must be paid for in advance. All families pay a \$150 deposit for occasional extended care use. Parents who anticipate frequent before and/or after care use can contact the front office for fees and to set up regular extended care.

### Beyond the Call of Duty

If a student is picked up from Rainard School after 5:45 PM, parents must pay a penalty of \$10 per 15-minute period, or portions thereof, after 5:45 PM.

### Days without Extended Care

In accordance with the Rainard School Enrollment Contract, paragraph 5.C, Rainard School reserves the right to not provide Before and After Care in situations such as

weather emergencies, the last day of school before extended school holidays, and in other situations in which, in the exclusive judgment of Rainard School, the offering of Before and After Care is not in Rainard School's best interest.

### After School Enrichment Activities

Throughout the year, various after-school activities are offered for an additional fee, to be paid in advance. In the past, we have offered soccer, guitar, robotics, art, choir, dancing, chess club, etc. Students who are participating in one of these activities are not charged for Extended Care while they are in the activity. Students who stay beyond the end of the after-school activity are charged for Extended Care.

### Absence and Tardy Policies

Students are considered tardy when he/she is not present when class begins at 8:15am. Students arriving after 8:15am must report to the office, NOT directly to class. For student safety, tardy students will be escorted to their first class by a member of the office. Please notify the office by 8:00 AM at (713) 647-7246 if your student will be absent or late to school, unless prior notification has been given.

Absences and tardies are excused for the following: student's illness, religious observances, court appearances, death in family, state emergencies, and other events as designated by the administration. Appointments with doctors, dentists and other professionals should be scheduled outside of school hours, when possible. Early dismissal Fridays present an opportunity for such appointments. If a student needs to be dismissed early, a parent must notify the school in advance, including the time of departure.

In order for a tardy or absence to qualify for consideration as excused, a note from the appropriate adult (parent or guardian, doctor) must be submitted to the School office within 24 hours after the tardy or absence.

In the case of a planned absence for a non-school event, a planned absence form must be communicated to the front office at least two full days prior to the student's

departure, although parents of students are urged to communicate known absences as far in advance as possible.

Any student who misses more than 10% of the meetings of an individual class during a semester long or year-long course jeopardizes course credit and promotion to the next grade. If a student's attendance drops below 90%, the School Faculty along with the Head of School/Principal will determine the method by which that student can regain credit.

#### **Missed and Late Work due to Absence, Tardy, or Early Departure**

A student who misses a scheduled quiz or test because of late arrival or early departure must take the quiz or test before leaving school that day; failure to do so may result in a grade of zero. All long-term assignments, as defined by the teacher, are due on the due date.

#### **Students who are absent are responsible for obtaining assignments.**

In the case of an excused absence, students have one extra day to complete assignments for each day missed. In the case of an unexcused absence, students will not receive credit; however, if a planned absence form has been completed and signed by each of the student's teachers, assignments due on the missed day(s) may be turned in prior to the absence for credit.

Work that is submitted late will have 10% deducted from the final score for each day late until the fifth day, after which a grade of O (zero) will be given. Major projects, those assignments which are due more than 14 days from the initial assignment, will not be accepted late.

# School Policies

## Dress Guidelines

Students may dress as they please within the guidelines set forth below:

Dress for the weather. Dress in layers that can be peeled off or bring along a change of clothes when the weather is variable. Invest in a plastic poncho for rainy days.

Rainard students participate in outdoor community time during all weather situations except strong storms. Students are expected to dress warmly enough to play outside, even in cold weather.

Puddles. We don't let puddles stop us from playing outside! Rain boots and rain wear are required when raining or when we have standing water on the campus. Students should have a change of clothes at school in case of accidents and may want to keep a pair of rain boots at the school.

Dress for safety. The tile floors may be slippery, so please check that all school shoes have non-skid soles.

Shoes. Wear secure closed toes and heel shoes that will not flip or slip off during outdoor time. Suitable athletic shoes are required for physical education class.

Extremes in dress, hairstyle, and makeup are strongly discouraged as they cause distraction to others.

## Birthdays

We love to celebrate birthdays! Feel free (but not obligated) to send a snack for the whole class (or school!). Although we usually frown on sweet snacks, birthdays are an exception. Better yet, parents may volunteer to bring a Friday Fun Lunch on a

date near the child's birthday. If a child's birthday falls in the summer, feel free to celebrate the child's "Half Birthday" with a treat.

### Invitations

When considering class parties or special events, all students in a given class must be invited. Official class distribution lists can be obtained from the school office.

If you only wish to invite a few of the children in a class, please be sensitive to others' feelings and send them through the mail. Distributing to only some of the children, even while standing outside the school, can cause hurt feelings.

### Photos

A photographer is scheduled annually. Photo purchase is not required. In addition, informal photographs are taken during school activities.

If you prefer that your child's likeness is not used in advertising, on our web page or in press releases, you must notify Rainard in writing.

### Computers and Internet

Students are to treat computers and software with respect and care. Students are NOT to visit illegal or inappropriate sites on the internet or to send abusive or derogatory messages or chain letters. Students may not use inappropriate or illegal software or trespass in others' files.

All use of the school network must be consistent with the philosophy and goals of Rainard School. Students shall not disrupt the use of the network by others or destroy, modify or abuse school hardware or software in any way. If a student damages or destroys Rainard technology, parents may be asked to cover the cost of repair or replacement. Resolution of the matter may impact the timely release of grades or records.

Students are expected to acknowledge intellectual property rights by respecting copyright laws and crediting sources. This is consistent with our Honor Code.

All use of computers during school hours is restricted to school related activities, unless otherwise authorized by a faculty or staff member.

The school reserves the right to decide which uses of the network are acceptable, and students who violate school guidelines risk disciplinary action.

### Cell Phones & Personal Electronic Devices

The use of cell phones by all students is acceptable before and after school only. If a student needs to make a personal call during school hours, he/she may request permission to use the school telephone. If a student brings a cell phone to school, it must be turned off from 8:15 AM-3:30 PM and during before and after school activities, unless otherwise instructed by individual teachers or faculty.

Parents who need to reach their students during the school day may call the office at (713) 647-7246.

All students are expected to leave their cell phones in a receptacle provided by each individual teacher at the beginning of class. Unless permission is given prior to the end of class, students will collect their cell phones before changing classes.

The use of personal electronic music devices (iPods, MP3 players, etc.) is restricted to times designated by the teacher.

The permission to use a personal electronic music device does not give permission to turn on a cell phone.

**Rainard accepts no responsibility for loss or damage to any electronic device(s) brought to campus.** Please do not allow your student to bring them to school unless they can take responsibility for the devices.

### Lunches and Snacks

Students can bring their lunch or purchase from our caterer. Food should be separated and labeled as snack, lunch, or After Care snack. On the rare occasion that a student forgets a snack or lunch, the school will provide a small nutritious

replacement and inform the parents. Cookies, crackers, and other sweets are not available for purchase.

Stay Hydrated. Water is important, especially on active days or in hot weather. Students should bring drinks along with their lunch and snack. Each student needs a clearly labeled water bottle with a sports cap to keep in class. Water bottles can be refilled at school.

Morning Snack (optional). The students have time in the morning to optionally consume a snack in addition to regular lunch time.

Lunch. Students need to bring all necessary eating ware (forks, spoons, knives, plates, bowls, mugs, etc.) to school, marked with their name. Students are to take home dirty dishes.

We require students to sit at the lunch tables for at least 20 minutes to ensure eating time before play time. We encourage them to eat, but we cannot make them eat. Students clean up after themselves before going to play.

Extended Care Snacks. Students should bring a snack for Extended Care time. We do not provide snacks for the students who stay after school.

Students are not allowed to leave campus during the school day unless they are on a school-sanctioned field trip.

### Family Fun Lunch

Family Fun Lunch is a Rainard tradition for full day Fridays. We will designate one calendar day per month when a family volunteers to provide lunch for the school. If a family donates a school meal, they will receive a letter for tax purposes. The family sets up the meal and serves it. Sometimes multiple families get together to help each other. The meals often are to honor a child's birthday or to celebrate a theme. Parents can be as creative as they want! We look forward to having families sign-up. Whether or not a fun lunch is donated, students are not charged for these meals; school costs have been factored into tuition.

# Illness

## Fever

A child who comes down with a fever (oral temperature of 100.4°F or above) while at school will be isolated from the other children. Parents will be called to arrange immediate pick-up. Children must be fever free for 24 hours before returning to school.

## "Pink Eye" (Conjunctivitis)

Conjunctivitis is contagious and an infected child may not attend until symptoms disappear.

## Nasal Discharge

If the child's nasal discharge during a cold is green or yellow, please contact your doctor for possible treatment. Parents will be called if a problem persists.

## Head Lice

While head lice is not serious, it spreads easily and is a nuisance if contracted. The following website answers frequently asked questions about head lice:

<https://identify.us.com/idmybug/head-lice/index.html>.

## Medication

We follow these safety guidelines when dispensing medication:

1) Medication can only be given by written permission. Medication authorization forms are available in the office.

If your student keeps emergency medication (such as asthma medication), please be certain that you give us a medication authorization form to keep on file and clear directions for dosages and administration of medicines.

The form and the medication will be returned when the authorized medication cycle is finished to notify parents that the medication was dispensed.

2) Medication can only be consumed under the supervision of staff. Please fill out a medication authorization form in the front office.

3) Medication can only be dispensed from the original, clearly labeled container. Do not put into Tupperware or baggie.

4) Please send an accurate measure for dispensing



# Accidents and Injuries

Accidents Happen!

We will do everything in our power to prevent accidents. When they do occur, we will care for the student and administer minor first aid. Parents indicate on the emergency forms whether there are any forms of over-the-counter first-aid products that we may not use for their children.

We require our teachers and staff to keep their first aid and CPR training current and to follow procedures they have been taught.

In the event of a more serious injury, we will inform the parent or guardian to take the child for medical attention. If the parent or guardian is not available to take the child for emergency care, then we will contact the next person(s) designated on the emergency form. Should they be unavailable as well, or if the situation otherwise warrants, the school will arrange for transportation to the nearest emergency or urgent care facility.

We prefer to err on the side of caution when we are not certain about the extent of an injury. Broken bones are not always obvious, nor are the consequences of head injury. Be certain to keep the emergency form current! We are required to report injuries that have required medical attention, so please report the results of the attention to us.

# Emergency Procedures

## Fire

The school conducts monthly fire drills and services the fire extinguishers annually. The classrooms are connected to a central fire alarm system.

## Severe Weather

In the anticipation of extreme weather requiring us to shelter from severe winds, students in the School move to hallway of the Branch School, next door.

## Intruders

We have procedures for sheltering in place and for alerting the other classes in the event of suspicious visitors or dangerous neighborhood activity. All non-Rainard visitors are required to wear Visitor badges.

## Emergency School Closing

In the event that school must be closed, staff and faculty will notified via email/text. Please be sure you have signed up for Reminder texts. Information may be found on page 10.



# Field Lessons

Rainard School embraces the opportunity to take students to monthly field lessons. These learning excursions are an effective way to extend student learning. We seek field trips to expose students to diverse cultural and performing art venues and to illuminate our lessons. At times, current events present opportunities for learning and building a spirit of community within our school even when they do not directly relate to current studies. You will be notified of field trips through e-mails, newsletters and notes home.

We need parent support in order to have successful field trips. All parents should remind their child/children what is expected of them on the trip. Parents who chaperone need to know what is expected of them on the trips.

## Rainard Shirts Required for Trips

Field trip shirts are most important for the intended purpose of preventing your child from getting separated from the group. Everyone can see who belongs with our group when we get into a crowd and we are all wearing our Rainard shirts. Shirts must be worn with the Rainard logo fully visible, not hidden under a sweater.

Students who forget their own shirt have the following options:

- Call a parent to bring it before the trip. Parents must be able to arrive before trip departure.
- Rent a used shirt for the day for \$15.00. After use, students will wash and return the shirt to school and to receive \$10.00 back. (We have a limited range of sizes in rental shirts.)
- If a rented shirt is not returned washed within one week, it is considered purchased, and the balance for the shirt will be charged to the parent.

## Field Lesson Details and Expectations

Field trips are an integral part of the Rainard curriculum, not a day out of school. In order to maximize the learning opportunities of our field trips, we have set expectations for students and chaperones.

When we go on field trips, we are representing Rainard. We want everyone to get to know that our students are respectful of others and of the venue we are visiting, and that our school is a good place for gifted students.

Students are expected to follow school rules and any additional guidelines imposed by teachers/chaperones on trips. If a student breaks a rule and is considered by the lead teacher to be a threat to the welfare of the community, the teacher has the right to send the student home at the expense of the student's parent or guardian.

Students are expected to:

- wear their Rainard shirts
- listen to guides/teachers/parents
- show respect to guides/teachers/parents
- show respect to other students
- show respect to property and displays
- use 'inside' voices
- stay with the class
- keep voices down in cars
- not distract the driver

Parent chaperones are expected to:

- actively supervise the students
- drive carefully
- not be distracted by students
- not take side trips (McDonald's, Dairy Queen, etc.)
- show respect to teachers/guides

- not use cell phones or other electronic devices while on duty
- be responsible for students assigned to them during the trip
- take part in tours
- stay with the group, not separate their child/children from the group
- keep students with them (not let them run off alone)
- refrain from drinking alcoholic beverages

### Field Lesson Drivers

We make every effort to keep the cost of field lessons down. As such, Rainard does not rent vans or busses to transport students. Instead, we depend on the kindness and availability of Rainard parents to provide transportation.

Requirements for drivers. Drivers must:

- Pass a background check prior to driving. These checks screen for felony convictions, crimes involving rape, sexual assault, neglect, endangerment, exploitation, assault, or misdemeanors involving children. If there is any possibility that you may drive on field trips, (and we hope you do!) please fill out the background check form as soon as possible in the Fall.
- Provide a copy of current driver's license to the school office.
- Provide proof of liability insurance to the school office.

### Travel Expectations with Drivers

All children are required to wear seat belts. If a child is required by law to ride in a booster seat, then providing that seat is a responsibility of the parent. Label the seat with the student's name and bring the seat to the office prior to the field trip.

Sometimes students travel via public transportation.

Field trip drivers are expected to follow the suggested route and must not run errands or make other unscheduled stops, including food stops, without the prior approval of the lead teacher.

Field trip drivers MUST refrain from using cell phones while driving for the safety of other passengers, and because it is the law! A student or other adult can be assigned to ride beside the driver to help with phone calls and navigation. Prior to departing on trips, drivers should program into their phones the numbers of the school and of their fellow drivers.

Entering and exiting cars safely. We ask that the drivers require students to remain beside the car until the driver is ready to let them in and supervise them while in the car. Drivers must never allow children to cross parking areas or streets unattended or uncontrolled. The driver must require students to remain beside the car when they exit until the driver is ready to accompany them into the destination.

Pit stops, gas, and diversions. Field trip drivers are expected to follow the suggested route. If they choose another route, it must be approved by the teacher or the office. Drivers must not run errands or make other unscheduled stops without notifying the lead teacher or the director. We expect everybody to arrive within a small window of time, or else we get worried!

Gift shops and treats. Drivers and volunteers may not take their car group for food or treat stops or into the gift shops without prior approval from the teachers or the school. Treats purchased for one group should be purchased for the entire group. It causes tremendous jealousy and hard feelings for the students from other cars who were not treated. It sometimes takes time away from visiting the exhibits, and supervising students in gift shops is difficult.

### Costs

Local and low cost field trips are paid for by the school. More distant or extensive trips may require additional charges to the parents. The bulk of trip costs are to be paid in advance. Students are encouraged to raise a portion of the cost for the larger trips.

If there is a cost associated with a trip, students must pay in advance by the communicated deadline. Students who have not met this deadline, are not

permitted to attend the trip. In such cases, the student is expected to attend school, where they will work with another class. If lack of funding is a problem, please check with the Head of School or Principal to see if arrangements can be made for the student or family to earn a subsidization of the trip.

Non-attendance on field trips is the equivalent of unexcused absences if the student does not attend school.

### Overnight Trips

Overnight trips are a unique and integral feature of Rainard's curriculum. We start the Elementary students with an overnight experience.

Primary students will participate in an overnight at Rainard School in the Spring. Elementary students have an overnight off campus in the Spring. Twice during the school year, once in the Fall and once in the Spring, students in Intermediate attend a two night trip to a location in Texas. Students in Middle School attend a 2/3 night trip in the Fall and a longer trip in the Spring.

Their trips have included destinations in the Mesa Verde area, Arkansas, the southern sites of the Civil War and Civil Rights movements, Washington, D.C., and Philadelphia.

Overnight trips and longer field trips require payment in advance for all costs associated.



# Rainard Philosophy of Discipline

The intention of discipline and behavior management at Rainard School is to empower students toward becoming self-disciplined adults whose behavior is respectful toward others. We choose to advise, explain and model so that the good behavior grows from an ownership of the motivation of that behavior. This way develops an internal “focus of control.”

External controls are sometimes needed to get students’ attention, restore order, and maintain a safe environment, but discipline and behavior management at Rainard is focused, whenever possible, on the growth and development of good behavior and communication between teacher, student and parent.

Our first intention is to help students develop the tools to handle situations themselves. Sometimes students tend to misjudge what can be safely negotiated and confronted on their own and so must rely on adults to help them to navigate through conflicts. We want to help students to know how to say “NO” and how to speak up for themselves, for their safety and their feelings, for their beliefs and their fears.

Discipline and behavior management is an art that benefits from an understanding of the individuals, their development, skills, and motivations. What motivates one child may have little impact on another. We rely upon the insights of the teachers, staff, and parents as well as communication with the student so that we can work together to guide the student’s behavior. This general plan of action has the flexibility necessary to address individual situations.

# Conduct Offenses

The Administration and Teachers at Rainard hold students to high standards of kindness and support students to be positive contributors to the learning community. Conduct offenses by students which require additional attention and support (consequences) include, but are not limited to:

- academic dishonesty (cheating, plagiarism);
- disrespect, harassment, and coercive behavior;
- visual and/or verbal abuse (including foul language);
- physical aggression;
- lying;
- stealing;
- violations of school policies;
- any participation in the possession or use of tobacco, alcohol, drugs and weapons at school or at any school-related event.

Similar to students, family members are an essential part of our school community. Parents and guardians are similarly expected to meet and model appropriate conduct while engaged in campus activities. A student may be expelled based on the conduct of the parent/guardian. If the consequence of expulsion is suggested, the parent may appeal the decision to the Board. If expulsion is not deemed an appropriate action, the consequence may be barring a parent from the school and establishing clear guidelines for the student to return to Rainard.

To the extent there is any conflict between this Handbook and the Financial Contract, the Financial Contract controls.

# Consequences

The severity of the consequence is determined by a complex mix of factors, including safety, intentions of the student, progress made by the student, frequency of the misbehavior, effective involvement of the parent/guardian. At the discretion of the teachers and administration, conduct offenses may result in one or more of the following: verbal warning, email or telephone notice to parents, parent conference, work hall (campus clean-up work or other tasks), suspension, probation, and/or expulsion.

The school retains the exclusive right to assess student conduct, to impose consequences, and to determine additional disciplinary actions that best serve the educative needs of the student and the welfare of the Rainard community.

## **Rainard Strategies for Behavior Intervention**

Sometimes extra steps need to be taken to get the attention of the misbehaving child. A Discipline Record will be completed for any student who is sent out of the classroom or is disruptive to class and to others. This Discipline Record becomes a part of the student's permanent record. Should inappropriate behavior continue, then external consequences will be imposed.

It is essential that parents work in partnership with Rainard to ensure that the student fully understands the consequence(s) of the action and experiences the consistency of redirection at both school and home. The most effective consequences are natural consequences related to the misbehavior which lead to a change in behavior. For example, if a child is hurting others, then she/he cannot be with them. This may be for a time-out during class or recess, or possible suspension

from school. Every situation is considered independently and tailored to the behavior-modification needs of the student.

#### Example #1

When the wrongdoer needs to learn how the bad behavior impacts others, we consider the following. Are feelings hurt? Is trust lost? Is safety compromised?

Possible Intervention: The may learn to change this behavior by hearing of the impact from the aggrieved parties, as well as by explanation by the adults.

Depending on frequency of occurrence, the conversation will have increasing levels of adult involvement, from student, teacher, to parent, and school administrators.

#### Example #2

Some students need support to learn how to acknowledge and take responsibility for the behavior, which includes acknowledging the impact of the behavior. In these situations, we consider: Does the child admit to doing the behavior? Can the child repeat what they hear that the aggrieved parties are saying?

Possible Intervention: We ensure that the child feels safe and anticipates fair treatment. Once this is established, a child is more likely to own the behavior.

We do not require a child to say "I'm sorry;" doing so is requiring them to claim a sentiment that they may not feel. Learning to give a good apology requires modeling, as well as practice. Students are taught that a good apology explains what the person is apologizing for, acknowledges the impact on others, and alludes to the future, i.e., how future conflicts will be avoided or dealt with differently.

#### Example #3

A scholar is unable to self-regulate positive contributions to the learning environment and creates disorder. We consider: Does the child have control over the behavior? Is the student able to recognize that the action was unsafe/unkind? Can the student verbalize why the choice was not a good choice?

Possible Intervention: Making amends for bad behavior can help a person move beyond acknowledgement to atonement and towards incorporating better behavior. One way that Rainard children may make amends is by doing “Weed Duty,” or some type of community service.

This is a general term of good deeds done for the school, with the understanding that if we have done something that has made the school less of a good/nice place, then we can do something that makes the school a better place. Community Service (“Weed Duty”) may mean weeding the gardens, sweeping floors, wiping tables, picking up litter, or doing other things to make the school nicer. It is usually a physical activity so that students can expend their excess energy and make amends for their behavior. It is often outdoors or involving nature in order to reap its soothing benefits. It is not unusual to find other students volunteering to join the person who has the Weed Duty because it is often done and supervised with an attitude of adventure or accomplishment—it becomes a bonding experience. Students are thanked for their work to make the school a better place.

#### Example #4

A child is consistently disruptive and is unable to control impulses to a degree that is appropriate for his/her age. We consider: Does the student have the ability to decrease the behavior? Does the student now when the behavior will occur? Is the behavior generalized or targeted?

Possible Intervention: If the child cannot control his or her impulses to a degree of frequency beyond what is normal for the age, or is consistently disruptive to class and others then we will place that student on a behavior management plan to help build increasing self-control. It is also likely that the parents will be asked to get outside evaluation for diagnosis or help with the child’s impulse control.

# Suspension and Expulsion

Rainard School, Inc. endeavors to provide a learning environment for each student to allow that student to thrive. The school understands some students from time to time have difficult situations that impact their behavior. Behavior management by the school is to assist the student and his or her parents in facilitating the student's participation in school in a non-disruptive way. The behavior management policy as described above is designed to fulfill these goals.

Nonetheless, while Rainard strives to teach and support each student enrolled, Rainard is not a therapeutic environment. Further, Rainard cannot permit repeated bad, dangerous, threatening, or bullying behavior to interfere with the school activities. Rainard in its sole discretion may suspend or expel a student if that student's conduct, or that of his or her parent or guardian, disrupts school activities or presents a danger to that student or to him or herself.

The steps described above in the behavior policy are provided as possible efforts the school may employ to modify behavior. Rainard Head of School, Principal and Board hold the school's sole discretion to suspend (for a period of up to five school days per suspension) or expel a student.

Preferably, and where practical, suspension will only occur after consultation with the student's teacher and the Head of School. If a student is suspended, then the student and his or her parents will meet in person with the Principal and the student's teacher before the student returns to class in order to form a behavior modification plan for a two-week period. The final terms of the behavior modification plan shall be set by and at the sole discretion of the Principal and in consultation with the student's teacher.

Based on evidence of improved or continued behavior, the plan may be extended at the sole discretion of the Head of School. If a meeting cannot be held during the period of suspension, then the Head of School or Principal shall have sole discretion to extend the suspension until a meeting is held to form a behavior modification plan.

The behavior modification plan may include a provisional assignment for all or part of the student's classes to other classes at the school.

If a child who has been suspended has returned to school under a behavior modification plan, but is unable to behave in a way that is not disruptive to the learning environment, then the student may be suspended again or expelled.

Expulsion will occur if the Teacher and Head of School or Principal agree that the student can no longer be permitted at school. The parents of the student will be given a notice of expulsion signed by both the Teacher and the Head of School.

Where the Teacher and Head of School or Principal have each signed the notice of expulsion, then a request for re-admission may not be made for thirty days. Re-admission requires the agreement of each of them. When both have signed the notice of expulsion, no appeal to the Board is permitted.

A child may be expelled without the unanimous agreement of the Teacher and the Head of School if any one of them agree on expulsion and submit the request for expulsion for final consideration by the Board. In this situation, an Officer of the Corporation will be designated to meet with the Teacher and Head of School or Principal, the parents or guardians, and the student (together or separately) and make a recommendation to the Board. Any of the Teacher, Head of School, parents or guardians of the student, may address the full Board in person prior to a vote on a "non-unanimous" expulsion. The Board will then vote on whether to expel the student, and the majority vote controls. If the Board does not vote to expel the

student, the student will be suspended for at least five school days and return only after the student and parents have agreed with the Teacher on a behavior modification plan.



# Fundraising

All fundraising must be approved through the Head of School's office and is subject to review by the Board of Directors. Fundraising at Rainard falls into four main categories:

1. School-wide. These events are to fund the school's operating expenses and special projects. The school controls the proceeds.
2. Rainard School Annual Fund (RSF). Tuition covers about 90% of the cost of educating a child at Rainard. The RSF is a vital financial tool that provides unrestricted, immediate use funds to support Rainard's operations. It is funded each year through the generous contributions of donors, and its proceeds are essential to provide a superior education for our gifted students. Our expectation is for 100% of the Rainard community: parents, faculty, staff, and board members, to support the school through a gift each year commensurate with the individual's ability. We also welcome donations from the broader community and encourage neighbors, grandparents, alumni, and business to contribute. RSF contributions are tax-deductible to the extent allowed by the IRS. Many businesses offer a matching program for their employees' charitable contributions. Check with your employer to see if they offer this.
3. Rainard Parent Group (RPG). The school in collaboration discusses wish lists of the school and the parents and collectively decides which items they want to support with their fundraising. The RPG takes a vote on items to be funded and funds are prioritized based on the school's needs.

Here are a few of the fundraisers that you may anticipate in the coming year:

The Rainard Gala combines fun, fine dining, and silent and live auctions.

Original Artworks converts our students' art into items that you can buy and give as gifts, such as plates, pillowcases, sacks, and key chains.

Book Fair proceeds go to acquiring library and text books.

From the Heart Market. This is a celebration for our own "Rainard family." It is held annually on Valentine's Day and includes party food and a sale. The sale items are gathered from within "the Rainard family" of parents, students, and faculty, and Board members.

Kroger, Central Market, Randalls and Target donate a portion of sales to Rainard. At Kroger and at Central Market, you swipe a card with a Rainard-coded UPC. At Randalls, you fill out a form linking your Randalls card to Rainard. At Target, you must use their red credit card for your purchase to count toward the Rainard donation. These businesses mail us checks each quarter.

Box Tops for Education gives us ten cents per qualifying box top label.

Amazon.com Affiliate Program pays us when you make a purchase from Amazon.com through the link on the school's website.

# Volunteer Commitment

The school is able to provide the high-quality program you expect and our children deserve only with the committed volunteer efforts of every Rainard family, and all parents are invited to attend monthly meetings.

Volunteers can be of service in many ways during school hours and on weekends. Arranging and serving a Friday Fun Lunch for the school is a great way to meet your children's friends. Family Work Days are scheduled in the Fall and Spring and are great bonding opportunities with plenty of landscaping and small painting projects to go around. Share an adventure by driving for a field trip or a play.

There are dozens of ways to help Rainard to be the best. Families are encouraged to contribute their own special knowledge, skills, and talents. Other interested adults are welcome to share their expertise and talents as well.

Each family is expected to volunteer 30 hours. Your children and others will benefit from your active involvement. When time constraints or other restrictions prevent a family from volunteering time, contributions of refreshments or other goods/services can be made. In the past some parents have asked if they could make a cash rather than a time contribution at a fair hourly rate, and we appreciate their willingness to do so.

Record your volunteer hours in the notebook on the office desk. We want to acknowledge your valuable efforts.

We are happy to provide receipts for your donations of tangible goods so that you may be eligible for credit on your income taxes. Please be aware that some businesses will make a monetary donation to Rainard if you document your

volunteer hours with us. Other businesses will match your donation. Please check to determine if your company is one of them.



# Acknowledgement (Parent Copy)

The School, Parent and Student acknowledge the policies and practices outlined in the 2018-2019 Rainard Handbook and seek to establish a supportive and collaborative learning environment by making the following commitments.

## Our school will:

- Behave with consideration and respect at all times towards the members of our school community.
- Be open and welcoming at all times and offer opportunities to our school community to become involved in the life of the school.
- Ensure that our students enjoy learning in a safe environment.
- Provide a well-balanced curriculum tailored to individual students' needs.
- Keep parents informed regularly of progress and or concerns.
- Fairly partner with children and families to meet the expectations of Rainard school, including, but not limited to, those stated in this Handbook.

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Principal's Signature

Date

## As a Student I will:

- Behave with consideration and respect at all times to members of the Rainard School
- Arrive prepared for learning with all materials and homework on time, every day.
- Complete my own work without plagiarizing and without allowing others to do my work for me.
- Look out for our school environment and be a good citizen, helping whenever possible.
- Take care of my own property and not interfere with the property or personal space of others.
- Follow the directions of the adults at Rainard and comply with the rules of my classroom and school.

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Student Signature

Student Name

Date

## As a Parent I will:

- Ensure that my child arrives to school by 8:15am daily.
- Become involved in my child's life at school and participate in school functions and conferences.
- Make the school immediately aware of any concerns or problems which may affect my child's work or behavior.
- Support my child in homework and ensure that the work he/she completes is independently created.
- Actively support and comply with all school policies, not limited to those stated in this Handbook.
- Behave with consideration and respect at all times to members of the Rainard School Community.
- Fully and expediently comply with the financial responsibilities encumbered.

---

Parent Signature

Date

# Acknowledgement (School Copy)

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- Look out for our school environment and be a good citizen, helping whenever possible.
- Take care of my own property and not interfere with the property or personal space of others.
- Follow the directions of the adults at Rainard and comply with the rules of my classroom and school.

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Student Signature

Student Name

Date

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- Become involved in my child's life at school and participate in school functions and conferences.
- Make the school immediately aware of any concerns or problems which may affect my child's work or behavior.
- Support my child in homework and ensure that the work he/she completes is independently created.
- Actively support and comply with all school policies, not limited to those stated in this Handbook.
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Parent Signature

Date