

Code of Conduct

2017 - 2018 School Year

UPDATED 9/1/17



"The fear of the Lord is the beginning of wisdom. All who obey his commandments will grow in understanding. Praise Him forever!" -Psalm 111:10

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Chapter I
Introduction

INTRODUCTION

Red Lion Christian Academy (RLCA) is dedicated to creating a learning environment conducive to developing each student's ability to learn academically and grow spiritually. To achieve this, students, parents and staff share the responsibility to encourage Christ-like and orderly student behavior. RLCA is committed to the philosophy of providing excellence in education within a Christian environment. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students that are guided by biblical principles. Therefore, this Student Code of Conduct has been established to assist the school in fostering personal integrity and responsibility among our students.

RLCA students are expected to meet the highest standards of personal, ethical, and moral conduct possible. Attending RLCA is a privilege that is extended on the condition that students and parents accept and support school policies, including this Code of Conduct. Students and parents are expected to be familiar with the school's conduct policies and to willingly abide by them. The basic responsibility for discipline resides within the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. Disciplinary efforts are most effective when the home and school work in harmony (Proverbs 19:18; I Timothy 3: 4-5). RLCA is dedicated to the training of students in a program of study, activity, and living that is thoroughly Christ-centered and informed by Scripture. We appreciate your confidence in our staff as they assist you in training your student. Our faculty maintains high standards of behavior in the classroom through kindness, love, and genuine regard for their students. When disciplinary action becomes necessary, it is consistently carried out, tempered by good judgment, prayer, and understanding. If any student or parent violates the school's conduct policies, there will be a disciplinary response by the school.

Students are expected to accept responsibility for their behavior, perform to the best of their ability in all areas, and to respect authority and fellow students. They are expected to respect the property of others as well as their own. They are expected to willingly abide by attendance policies, expectations for conduct, dress code, classroom, and athletic team rules. They are expected to conduct themselves in a manner that will promote their own health and safety, as well as that of others.

Teaching submission to authority, and ultimately submission to God, is imperative in order to guide our students toward full Christian maturity. A student's attitude toward authority is one of the most important factors governing his/her success in school and in life. Parental attitude toward teachers, administration, classes, and homework will be reflected by the student. The school, in its



sole discretion, will make the final determination of whether there has been a violation of the conduct policies. Serious violations may result in suspension (in-school or out-of-school), a behavioral contract, and a request that the student be withdrawn from the school, or a recommendation of expulsion to the Head of Schools. If a student is suspended, withdrawn, or expelled, there will be no refund of tuition or waiver of financial obligations.

CHAIN OF COMMAND

Red Lion Christian Academy is a ministry of Reach Church and is governed by a self-perpetuating School Board which is under the authority of the Reach Church Session. The School Board delegates authority to the Head of Schools who is responsible for all areas of the school program. The Head of Schools delegates to the Principal the day to day operation of the school, supervision of staff, oversight of the academic program, and student discipline.

Note: It is the philosophy of Red Lion Christian Academy that, should a problem arise, an individual should first approach the other person with whom the problem exists (in accordance with Matthew 18:15). If the problem is not resolved, the individual should then go to the Principal. Any unresolved problems should be discussed with the Head of Schools.

GUIDING PRINCIPLES

RLCA officials are guided by certain principles in the administration of discipline. These guiding principles include the following:

- All sanctions and consequences imposed should be fair, redemptive, and instructive.
- The attitude, repentant spirit, and cooperation of the student and/or parents involved may be considered in the imposition of sanctions and consequences.
- Sanctions may include counseling, community and/or school service, and restitution.
- While RLCA has no direct control over and accepts no responsibility for the behavioral choices RLCA students make when off-campus, RLCA reserves the right to discipline a student for off-campus misconduct, including inappropriate behavior on social media and cellular texting.
- If the circumstances surrounding a violation of RLCA conduct policy are sufficiently serious (e.g., driving under the influence of drugs or alcohol) or if there are violations of multiple policies, RLCA may immediately request that the student be withdrawn or may recommend expulsion.
- Delaware statutes require RLCA to report violations of law to civil authorities. When conduct policy violations occur that may also be violations of law, RLCA will notify civil authorities when, in the sole discretion of RLCA, it is determined to be required by law or otherwise determined to be appropriate. When civil authorities are involved, RLCA is not obligated to wait on or concur with the findings of the civil authorities in determining the appropriate action under the school's policies.
- RLCA reserves the right to consider any attempt to commit a violation of the Code of Conduct as a completed violation. Accomplices may be considered as violators and face similar consequences. We strongly recommend that students avoid situations where others are



violating the school's conduct policies. When students find themselves in such situations, they should remove themselves immediately to avoid being implicated (2 Timothy 2:22).

- This Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, RLCA reserves the right to discipline a student for any conduct RLCA, in its sole discretion, considers worthy of discipline, even though the specific conduct is not mentioned in this Code.

GENERAL EXPECTATIONS

RLCA students shall not be engaged in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, RLCA, the community, or the name of the Lord Jesus Christ. This policy not only addresses the detrimental effects of a violation on individual students but also the impact of the violation on the school's reputation and its ability to fulfill its stated mission. RLCA expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual such as bullying. Students are expected to comply with all rules governing behavior as well as the directives of RLCA officials.

WHAT IS THE CODE OF STUDENT CONDUCT?

The Code of Student Conduct is the official policy of the Red Lion Christian Academy. It is based on the premise that the primary goals in Christ-like discipline are improving behavior and protecting the welfare of all students. The Code applies to all students in preschool through 12th grade unless noted otherwise. Differences in age and maturity are recognized in determining appropriate disciplinary action, but all students have responsibility for their actions.

WHEN IS THE CODE ENFORCED?

- On school property and on the school bus at all times
- At all activities where school administrators or appropriate staff have jurisdiction over students
- The Principal is authorized to take administrative action when a student's misconduct to and from school is harmful to other students or to orderly education.
- Out of school if the student's conduct presents a threat to the physical health, safety or spiritual welfare of other students and staff or if it significantly impacts the testimony of the school or student in a negative way



WHAT IS A CHRIST-LIKE SCHOOL ENVIRONMENT?

A Christ-like environment is a welcoming friendly, yet business-like atmosphere in which students, parents, and school personnel work cooperatively toward recognized and acceptable goals. It is free from distractions, friction, and disturbances. The Principal has the responsibility and authority to maintain a positive, respectful school environment where students feel safe and are able to grow in their relationship with the Lord Jesus Christ. **Students are expected to do the following:**

- Conduct themselves in an orderly, safe and responsible manner.
- Attend school and all classes daily and be on time.
- Be prepared for class assignments and activities.
- Respect other people and their property.
- Refrain from abusive language, defamatory, inflammatory, and demeaning actions.
- Abide by the code of dress established at RLCA.
- Be responsible for their own work.
- Abide by rules and regulations of the school and individual classroom teachers.
- Accept and respect diversity and differences among fellow students and staff.
- Express feelings and needs in constructive, socially appropriate ways.
- Resolve differences through biblically acceptable methods.

MAJOR DISCIPLINARY ACTIONS

- **Suspension:** A suspension (Out-of-school only) may be issued by the Principal when mandated by policy, or when other actions do not seem appropriate. Specific examples of times when suspension is appropriate are listed in this Code of Conduct. When suspension is a component of disciplinary action, the duration of the suspension will not be less than one (1) school day and not more than ten (10) school days. When a student is suspended, he or she will be excluded from all RLCA-sponsored extracurricular activities (practices as well as games or performances) for the term of the suspension. Out-of-school suspension will also result in the deduction of one point from the student's final nine-week quarter grade in each course for each day of suspension, not to exceed a maximum of five points lost. Suspension requires that the parent return to RLCA with the pupil for a conference with the Principal before the suspension is lifted. A request for a suspension conference not answered within three days will automatically terminate the student's enrollment at RLCA.
- **Behavior Contract:** When a behavior contract is a component of disciplinary action, the duration of the behavior contract will not be less than ten (10) school days and not be more than the remaining term of the student's enrollment at RLCA. A behavior contract will be signed by the student and the parents covering all aspects of the behavior issues, including but not limited to the following requirements:
 - maintaining a satisfactory behavior record
 - maintaining satisfactory academic progress
 - maintaining a satisfactory attendance record
 - completing a minimum of twenty (20) hours of work detail at school or approved community service, as determined by the administration



Failure to successfully complete the terms of the behavior contract may result in termination, at the discretion of the administration.

- **Expulsion:** In the event of a serious offense or the repetition of suspension-producing offenses, the student may be terminated from RLCA. RLCA reserves the right to terminate a student's enrollment at any point in the school year if, in the sole discretion of RLCA, the student's continued enrollment would present a threat to the healthy, orderly learning environment, or safety of the student or other students. If there is a dispute about the facts of a case or lack of clarity about the applicability of a policy, the administration may call for a hearing with the Head of Schools.

- **Examples of Major Discipline Offenses:**

1. Cheating
2. Lying
3. Obscene language (including online and social media content)
4. Leaving property without permission
5. Threatening/intimidating/bullying others
6. Disrespect toward authority
7. Forgery of a parent's signature
8. Insubordination (blatant defiance)
9. Repeated misbehavior
10. Stealing
11. Fighting
12. Skipping class
13. Sexual misconduct/harassment
14. Possession and/or use of a weapon, dangerous or illegal substance (drugs alcohol, tobacco, pornography, pepper spray, matches, lighters, etc)
15. Possession or use of alcoholic beverages or drugs (including abuse of prescription drugs)

BEHAVIOR CONTRACT

Students may be placed on a behavior contract at the discretion the administration if the student has been involved in a major discipline offense or has many discipline referrals. In addition, when the second suspension occurs in any school year, the student may be placed on a behavioral contract, which is an agreement between the student, the student's parent/guardian and school administration. The behavioral contract specifically states the conditions that, unless met, will result in a recommendation for expulsion.

RESTORATION AND REINSTATEMENT

Whenever a student is withdrawn, suspended, on a behavior contract, or expelled, there is the possibility of restoration and reinstatement in the future if, in the sole opinion of the Principal



with the concurrence of the Head of Schools, 1) the student has demonstrated sincere repentance, 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with this Code and all other RLCA conduct policies.

RLCA reserves the right to change any regulations without advance notification.

MINOR DISCIPLINE DEFINED

Demerit

Demerits are given for general classroom/school misbehavior. The primary purpose for the demerit system is to have a method of documenting and communicating to parents unfavorable behavior patterns of the students. The demerits, in themselves, are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student. Our desire would be for the student to make changes and take steps of growth as a result.

Examples of infractions that warrant a demerit are as follows:

1. Signed papers not returned
2. Books not covered
3. Eating during class or in the hallway
4. Running/yelling in the building
5. Breaking lunchroom rules
6. Out of seat without permission
7. Throwing objects
8. Tardiness to class
9. Talking/disturbing class

After School Detention (ASD)

After school detentions are for more serious infractions or multiple demerit referrals. Upon the student earning his or her 3rd demerit within a marking period, an ASD will be issued.

Examples of infractions that warrant ASDs are as follows:

1. Horseplay
2. Dress Code Violation
3. Personal displays of affection (students are not permitted to hold hands, hug, kiss, etc.)
Continued offenses will result in suspension or expulsion. Personal displays of affection in the parking lot, at extra-curricular events, and other school functions are not permitted
Personal displays of affection should be reported by parents to the Principal in writing
4. Failure to attend aftercare
5. Tardiness to school (after three warnings per quarter)
6. Inappropriate comments
7. Disrespect (could also warrant suspension/expulsion)
8. Repeated misbehavior
9. Tardiness to class (high school)



After school Detentions (ASD) Procedures

1. Detention will be held from 3:05 to 3:35PM.
2. While students are serving an ASD they will complete a “Think Sheet.” Students who do not take the Think Sheet seriously or who do not finish it will serve an additional ASD.
3. If a student is more than five minutes late to ASD or skips ASD, he/she will need to serve the ASD on the next scheduled ASD date and will be issued an additional ASD.
4. If a student is less than five minutes late, he/she may serve the ASD and will be issued an additional ASD.
5. If a student has a game on the ASD date, the student may contact the Principal and appeal the date of the ASD. It is up to the Principal’s discretion to change the date of the ASD based on the reason for the ASD.
6. Dress code will be strictly observed.
7. No food will be permitted in ASD
8. No cell phones are allowed in detention.
9. Misbehavior during the ASD will result in an additional ASD and possible conference with the Principal.

Chapter II

School Attendance and Policy on Tardiness

SCHOOL ATTENDANCE

Every parent and/or legal guardian of a child between the ages of five and sixteen is required and has the responsibility to assure that his/her child attends school.

EXCUSED DAILY ABSENCE

An excused absence is an absence for one of the reasons listed below and for which the required parental note of explanation has been presented on or before the fifth day of the student’s return to school. A student’s absence will be marked as unexcused in RenWeb until the parental note is provided.

Note: Excused absences are included in the maximum number of absences permitted to meet the school’s requirement of attendance for 90% of instructional time to qualify for promotion to the next grade or to receive course credit. Maximum number of absences permitted during the school year for grades 6-12 is 20 per year.

Absences will be recorded as excused for the following reasons. These do not apply to Period Attendance in the Upper School.



1. Illness of student – a physician’s certificate may be requested by the Principal or his/her designee upon the student’s return.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, or psychologist
3. Contagious disease within the home of a student
4. Death in the immediate family or of a close friend
5. Legal business or appearances in a court of law
6. Remedial health treatment
7. Absence, pre-approved by the Principal, to view a college or university or to participate in other educational experiences
8. Emergency situations as determined by the Principal
9. Suspension from school
10. Extenuating circumstances approved by either the Principal or Head of Schools.

Following such an absence, the student shall be allowed to make up all work missed, to take tests which were missed, and to submit any assignments which became due during the absence without penalty. It is the student’s responsibility to make up the missed work in a timely fashion. The time allowed for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

THE STUDENT IS RESPONSIBLE FOR INITIATING MAKE-UP WORK AND TURNING IN ASSIGNMENTS.

UPPER SCHOOL PERIOD ATTENDANCE

In order for students to be academically successful, they must consistently attend class. Although most students will need to be absent occasionally during the school year, it is detrimental to students’ education to be absent too many days. High school students may be absent a maximum of 20 days of an individual class or the loss of the credit will result. Middle school students that are absent more than 20 days will need to complete a project in order to pass the class. Please refer to the Student/Family handbook to find additional information and exceptions to this policy.



TARDINESS TO CLASS

Students will receive a silent lunch detention (SLD) if they are late to class. A repeat offender can be given an After School Detention (ASD) at the teacher's discretion. Chronic offenders will be referred to the Principal for further discipline.

TARDINESS TO SCHOOL

All students are expected to arrive at school on time. A student who is late to school should sign in with the attendance secretary and present a written explanation. When, in the judgment of the Principal, or his/her designee, a student's lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc., while understandable, are not acceptable excuses, and will be listed as unexcused. Reasons such as personal illness, medical, or other physical care will be considered as excused lateness when verified by proper documentation. Students who do not attend at least half of the periods in a given day will be marked absent for the day and will not be permitted to participate in afterschool extracurricular activities.

Students will receive up to three warning for unexcused tardies to school per quarter, on the 4th tardy students will receive an ASD. On the 5th tardy, a parent conference will be required.

PRE-APPROVED ABSENCE

A pre-approved absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the Principal. In the event parents plan to remove their student from school for a family vacation, prior approval must be obtained by the Principal in order for the absence to be considered excused. The absence shall be requested for pre-approval by providing the Principal with a written explanation of specific reasons for the proposed absence. Approval for such absences should be sought where practicable, at least one week prior to the date on which the absence is to occur. Upon the development of a plan by a student and teacher for making up the assignments to be missed, the Principal may then define the absence as "excused." Students are given one day for every day that they miss school to make up their work. Students, who must leave the building because of an emergency that does not permit a pre-approved absence, must receive permission from the Principal or his/her designee. The student is then responsible for completing the sign-out procedure before leaving the building and must present the required note of explanation upon his/her return to school. Although the excusal allows for the student to be absent without any academic consequences, it is still counted in the student's record towards the maximum allowable absences.

Please see the State of Delaware attendance requirements in Appendix B



Chapter III
Conflict Resolution

CONFLICT RESOLUTION POLICY

In keeping with our Christ-centered mission, RLCA and Reach Church desire a harmonious relationship between students, parents, faculty, and administration (1 Peter 3:8). Unfortunately, conflicts will occasionally arise that threaten to disrupt our relationship with one another.

We believe the most effective way to resolve a conflict is, if practical, to begin at the source of misunderstanding/conflict. Most issues can be resolved by simply communicating with the person/persons closest to the issue. Many times, an email, phone call, or meeting will bring immediate resolution. However, the administration understands that some issues may need others' involvement, and we gladly will address your concerns at any level.

We ask that you consider following the steps below if you have a conflict.

1. Collect facts and outline the issue/conflict.
2. Go to the source of the conflict with your issue, if such an approach is appropriate and viable.
 - A. It is usually more appropriate to deal directly with the source if the issue is a personal issue or a school issue that is unique to your child.
 - B. It would not be appropriate for a parent to have to deal with general employee performance concerns.
3. If going to the source is not appropriate or viable, or if there continues to be a concern after going to the source, contact the next tier of authority, and continue until resolution occurs. The order of authority is
 - A. Teacher/Coach
 - B. Principal
 - C. Head of Schools

GRIEVANCES

A grievance is another name for a complaint. A grievance may involve the treatment of a student or relate to the treatment of a group of students. A student grievance may be presented when a student or the student's parents believe that the student has been treated unfairly or in violation of school policy. Any grievance must be presented respectfully following the principles set forth in Matthew 18:15-17.



GRIEVANCE PROCEDURES WHEN A SUSPENSION HAS NOT OCCURRED

When a student or the student's parents believe that the student has been treated unfairly and the believed unfair treatment did not include suspension from school, the following procedures shall apply:

1. Within ten (10) school days of the date of the alleged unfair treatment, the grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
2. If the conference does not resolve the complaint, the grievant may talk with and include any of the following in a second conference: the department chairperson, a guidance counselor, or an administrator designee about resolving the complaint.
3. If the conferences fail to resolve the complaint, the grievant may file a written grievance with the Principal, specifying the nature of the complaint.
4. The parent and student have the right to appeal to the Head of Schools if they believe the matter has not been resolved in a biblical manner by the Principal and teachers. Appeals to the Head of Schools should be made in writing and a final decision will be communicated by the Head of Schools, or his/her designee, in writing to the parent. The Head of Schools will either hear the complaint or uphold the previous resolution.

GRIEVANCE PROCEDURES WHEN A SUSPENSION HAS OCCURRED

When a student or the student's parent(s) believe that the student has been treated unfairly and the believed unfair treatment included suspension from school, the following procedures shall apply:

1. Within one (1) school day of being notified of the suspension, the grievant must request a conference with the Principal. The conference must be held within two school days following the request for a conference.
2. If the conference with the Principal fails to resolve the complaint to the grievant's satisfaction, the grievant may file a written grievance with the Head of Schools, specifying the nature of the complaint. The Head of Schools will either hear the complaint or uphold the previous resolution.

SUSPENSION OF BUS PRIVILEGES

A violation of any school rule contained in the Code of Student Conduct that occurs in conjunction with a school bus, or a violation of the bus rules, may result in the suspension of bus privileges. Since violations that occur on the bus create an unsafe condition for all students and staff, Code of Conduct violations occurring on a school bus may result in suspension of bus privileges as well as other appropriate consequences.



Students may receive a reprimand for misbehavior on the school bus, in which case, parents shall be notified.

Such suspensions of bus privileges are for a period of not more than five consecutive school days for any one incident. Permanent suspensions of bus privileges for the remainder of the school year may be requested by the Principal for repeated misbehavior or serious individual acts injuring or endangering the safety of another.

Prior to the suspension of bus privileges, a student shall

1. Be given oral or written notice of the violation.
2. Be given an opportunity to tell his or her side of the story.

Every effort shall be made to notify the parents by telephone of the suspension of bus privileges. During the suspension of bus privileges, it shall be the parent's responsibility to provide the student's transportation to school. Failure to attend school, due to the loss of bus privileges, is considered an unexcused absence. Suspension of bus privileges shall not be used as a disciplinary action for non-bus related violations.

Permanent Suspensions/Expulsions

RLCA reserves the right to dismiss a student at any time, regardless of the number or severity of violations that he or she has received. The final decision to suspend a student is made by the Principal. The final decision to expel a student is approved by the Head of Schools. In addition, the Principal (with the final approval by the Head of Schools), reserves the right to terminate the enrollment of any student when a parent's behavior no longer exhibits support for the school.



CHAPTER IV
Examples of Specific Offenses and Corresponding Discipline

OFFENSES AND DISCIPLINE: ACADEMICS

ACADEMIC DISHONESTY

A student guilty of cheating may receive a "0" on the assignment and/or be suspended, at the discretion of the administration. A repeat offense may result in termination, at the discretion of the Principal and approved by the Head of Schools.

1. **Plagiarism** – Claiming or using someone else’s work without acknowledging the source of that information.

<p>First Violation Required: Parent/legal guardian contact or conference Failing grade for class assignment (Grades 4-12) Detention Optional: Suspension</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Failing grade for the class assignment. (Grades 4-12) Detention upon third instance Immediate suspension Optional: Extended Suspension (Grades 4-12) Recommendation for expulsion</p>
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2. **Cheating**
 - a. Using or copying another student’s test answers or class/homework assignments or providing, without coercion, another student test answers or class/homework assignments
 - b. Using unauthorized electronic devices to calculate or create test answers or complete class/homework assignments
 - c. Using unauthorized materials to answer test questions or complete class/homework assignments
 - d. Acquiring previous year’s tests and quizzes

<p>First Violation Required: Parent/legal guardian contact or conference Failing grade for class assignment Detention Optional: Suspension</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Failing grade for the class assignment. (Grades 4-12) Detention upon third instance Immediate suspension Optional: Extended Suspension (Grades 4-12) Recommendation for expulsion</p>
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3. Forgery

- a. Creating a false document to be used for school purposes (i.e. school passes, parental notes, altering grades or performance levels on an assignment or reporting document).
- b. The willful act of imitating or counterfeiting the signature of parents/legal guardians or staff members, for the purpose of deceiving others

<p>First Violation Required: Reprimand Parent/legal guardian contact or conference Detention Optional: Reprimand Suspension (Grades 4-12)</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Recommendation for expulsion</p>
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OFFENSES AND DISCIPLINE: BEHAVIOR

BEHAVIOR

1. **Destruction of Property-** Willfully or maliciously causing damage of school property, building, or its contents; or causing damage to the personal property of self or others on school property

<p>First Violation Required: Parent/legal guardian contact or conference Restitution Detention Suspension Optional: Behavior Contract Reprimand Extended Suspension Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Recommendation for Expulsion</p>
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2. **Assault-** Intentionally, knowingly, or recklessly causing physical injury to another person
****Referral to Police Agency may be required for students who show intentionality or malice for assault against a staff member or student. Student will also be brought up for expulsion.**



<p>First Violation Required: Parent/legal guardian contact or conference Suspension Restitution Optional: Behavior Contract Reprimand Extended Suspension Expulsion</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Recommendation for Expulsion</p>
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3. Bus Problems- behavior which makes the bus ride unsafe or shows disrespect to the bus driver. Continued misbehavior could cause loss of bus privileges for a number of days or the rest of the school year.

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Optional: Detention Replace lost or damaged items Suspension of bus privileges Suspension from school</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension of bus privileges Optional: Recommendation for complete expulsion of bus privileges and/or from school</p>
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4. Electronic Devices

Communication devices such as, but not limited to, cellular phones and/or other electronic signaling devices, may not be used in school during the official school day and must be turned off *and stored in students' lockers*. Text messaging during school hours is prohibited. When used on a school bus outside of the official school day, students must adjust the speakers, ring tones, and connect tones so as to make them silent. If the use of the device becomes a distraction to the bus driver or causes a disruption on the bus, further and future use by the student may be prohibited by the bus driver.

Cellular phones or other devices capable of transmitting an audio signal or electronic image may not be used on school premises or take pictures of persons or record their conversations without their prior approval.

REPEATED UNAUTHORIZED USE OF A COMMUNICATION DEVICE WILL RESULT IN THE LOSS OF PRIVILEGE TO HAVE THE DEVICE IN ONE'S POSSESSION ON SCHOOL PROPERTY.

Red Lion Christian Academy is not responsible for loss, theft, or damage to students' communication devices.



First Violation Required: Demerit Optional: Detention Parent/legal guardian contact or conference Confiscation of the device	Subsequent Violation Required: Confiscation of the device and will only be released to a parent Detention Parent/legal guardian contact or conference Optional: Loss of privilege to carry device on school property for remainder of the school year
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- 5. Computer Acceptable Use Policy-** Using school computers in unacceptable ways, using any school technology equipment without adult permission and proper supervision, damaging computers or technology equipment of any kind, changing machine settings in any way, or any violation of school policy

First Violation Required: Demerit Parent/legal guardian contact or conference Loss of computer privileges Detention Optional: Additional Detention	Subsequent Violation Required: Parent/legal guardian contact or conference Loss of computer privileges Detention Optional: Suspension Recommendation for Expulsion
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6. Defiance of school Personnel’s Authority

- A. A verbal or non-verbal refusal to follow directions when asked by a school staff member or refusal to tell a staff member your name when asked to do so, or refusal to complete your consequences when disciplined under the Code of Conduct
- B. A verbal or non-verbal display of disrespect and/or rude behavior toward a staff member

First Violation Required: Parent/legal guardian contact or conference Detention Suspension (determined by Principal) Optional: Behavior Contract Immediate or extended Suspension Expulsion	Subsequent Violation Required: Parent/legal guardian contact or conference Detention Suspension upon third incident Optional: Immediate or extended Suspension Behavior Contract Recommendation for Expulsion
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- 7. Disruption of the Orderly Education Process-** behavior which seriously disrupts, or is intended to disrupt, an activity or the orderly operation of the school, including but not limited to fight crowds, boycotts, sit-ins, and walkouts

<p>First Violation Required: Demerit, detention, or suspension based on the nature of the offense Parent/legal guardian contact or conference Detention Suspension (determined by Principal) Optional: Detention Reprimand Suspension Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Behavior Contract Recommendation for Expulsion</p>
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- 8. Extortion-** Obtaining or attempting to obtain money, goods, information, or coercing another to commit an act by force, threat, or by instilling fear

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Suspension Restitution or restoration Optional: Behavior Contract Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Restitution or restoration Suspension Optional: Behavior Contract Recommendation for Expulsion</p>
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- 9. Fighting-** Mutual aggressive physical contact between two or more people
****Referral to Police Agency and Recommendation for Expulsion may be required for students who offensively touch a staff member who is attempting to break up a fight or who is attempting to keep a student from injuring himself/herself or others.**

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Behavior Contract Suspension Optional: Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Recommendation for Expulsion</p>
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10. Inappropriate Behavior, Harassment, Defamatory, or Demeaning Actions

1. Behavior which produces distractions, friction, or disturbances which seriously or repeatedly interfere with the effective functioning of the teacher, and/or students within a class, the building, or on school property
2. Inflammatory actions which might create or are intended to create a disturbance
3. Harassing, defamatory or demeaning actions or remarks, spoken or written, by students that demean the dignity or self-esteem of, defame, or mock individuals or groups on the basis of their grade, status, race, color, creed, sex, national origin, physical and mental disability, physical appearance, family, social, or cultural background.

The Student Code of Conduct will be enforced for any verified act of harassment, as defined above, committed out of school against a RLCA students or staff member if the building Principal determines that the act of harassment:

- Interferes with the educational rights of another student or
- Causes a substantial or material disruption of the school environment.

****Note: Inappropriate behavior, harassment, defamatory or demeaning parent behavior toward staff members or at school-sponsored events could lead to dismissal of your student from RLCA.**

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Referral for counseling Detention Optional: Suspension Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Demerit Parent/legal guardian contact or conference Detention Optional: Suspension Behavior Contract Recommendation for Expulsion</p>
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11. Leaving school Property Without Authorization- Leaving school grounds without permission from a school administrator

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Detention Optional: Suspension Loss of driving privileges</p>	<p>Subsequent Violation Required: Parent/legal guardian contact or conference Suspension Optional: Behavior Contract Recommendation for Expulsion</p>
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12. **Offensive Touching** - Aggressively touching another person with part of the body or with an instrument, causing alarm, offense, or hurt to the other person

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Counseling Detention Suspension Optional: Suspension Behavior Contract Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Demerit Parent/legal guardian contact or conference Suspension Behavior Contract Optional: Recommendation for Expulsion</p>
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13. **Profanity**- Written or spoken words that offend others or that are obscene or vulgar (including online, social media, and texting content)

<p>First Violation Required: Demerit Parent/legal guardian contact or conference Counseling Detention Suspension (determined by Principal) Optional: Suspension Detention</p>	<p>Subsequent Violation Required: Demerit Parent/legal guardian contact or conference Detention Optional: Suspension Recommendation for Expulsion</p>
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15. Inappropriate Sexual behavior, Indecent Proposition, Proposal, Sexual Harassment, Touching, and/or Exposure

1. Inappropriate sexual advances, unwanted requests for sexual favors, or inappropriate touching of the private parts of another person
2. Inappropriate verbal or written statements or drawings of a sexual nature
3. Inappropriate remarks, comments, or jokes of a sexual nature
4. Exposure or intent to expose sexual organs in the presence of others



First Violation Required: Demerit Parent/legal guardian contact or conference Counseling Detention Suspension (Determined by Principal) Optional: Detention Recommendation for Expulsion	Subsequent Violation Required: Parent/legal guardian contact or conference Detention Suspension Optional: Behavior Contract Recommendation for Expulsion
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16. **Stealing, Possessing, Transferring Stolen Goods-** Taking, possessing, or transferring the property of another without consent of the owner

****NOTE: RLCA is not responsible for a student’s property that is lost or stolen.**

First Violation Required: Reprimand Parent/legal guardian contact or conference Counseling Restitution Suspension Detention Optional: Suspension Detention Recommendation for Expulsion	Subsequent Violation Required: Parent/legal guardian contact or conference Detention Suspension Optional: Behavior Contract Recommendation for Expulsion
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17. Terroristic Threatening

1. A threat or attempt to hurt another person without physical contact
2. Any act leading to a full or partial evacuation or lockdown of the building (bomb threat; fire alarm pull)
3. Possession or use of fire crackers, pepper spray, mace, or stink/smoke bomb

*Required consequence if action is against an employee of RLCA

Referral to Police Agency may be required for students upon showing of intentionality or malice for terroristic threatening against a staff member. Recommendation for expulsion may also be considered.



<p>First Violation Required: Demerit Detention Parent/legal guardian contact or conference Counseling Restitution Suspension Optional: Suspension Recommendation for Expulsion</p>	<p>Subsequent Violation Required: Detention Parent/legal guardian contact or conference Suspension Optional: Behavior Contract Recommendation for Expulsion</p>
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Subsequent Violation of this Policy or Element Thereof

Where, in accordance with this Code of Conduct, the Principal shall have elected the punishment of suspension for a violation of this Code, it shall be assumed that repeated infractions of this Code or parts thereof shall result in termination from the school without refund of fees. Nothing in this Code shall be construed as setting forth the exclusive use of suspension or termination for misconduct.



Chapter V

Policy on Sexual Purity

The biblical and philosophical mission of Red Lion Christian Academy is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Red Lion seeks to establish a strong partnership with parents in order to maximize the spiritual and educational influences of the home, church, and school. It is our desire for students to develop and articulate a distinctive Christian worldview based on Scripture that impacts their thoughts and actions. In addition, we seek to aid the development of each child spiritually, socially, physically, and intellectually.

Red Lion stands firmly upon the historical truth, claims and moral foundation of Christianity. This includes, but is not limited to the biblical definition of marriage, the boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. While the student and enrolling parent are involved at Red Lion Christian Academy, they are expected to exhibit the qualities of sexual purity found in the Scriptures and to refrain from certain activities or behavior. Therefore, Red Lion Christian Academy retains the right to refuse enrollment or withdraw students should the parent or student engage in sexual immorality, including any who practice, promote, and/or condone sexual relationships outside of a biblical marriage between one man and one woman, homosexuality, bisexuality, or transgender behavior. (Romans 1:24-27; 1 Corinthians 6:9; 1 Thessalonians 4:3-5; Hebrews 13:4)

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at Red Lion Christian Academy, are agreeing to support these and other basic biblical values derived from Scripture.

Pregnancy

RLCA has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students; therefore, it is essential that if a student becomes pregnant she report her pregnancy to the Principal as soon as the pregnancy is confirmed by a medical authority. This policy applies to both Red Lion male and female students. While the administration holds to the belief that it is the students' sexual relationship outside of marriage that is identified as sin and not the pregnancy itself, it is their duty to balance the testimony of the school while showing love and support to the pregnant student.

The administration reserves the right to use its discretion to determine on a case-by-case basis its response if a student pregnancy occurs. The student and parents will meet with the administration, which will consider the student's spiritual condition, attitude, repentance, and specific situation before making a final decision about enrollment. If the Leadership Team decides to allow the student to remain at Red Lion, the following may be considered:



- The student will not be permitted to be involved in student leadership activities or school public performances (i.e. choir, band, athletics, trips, student senate, etc.).
- Depending on the situation, the students involved may need to meet with a representative of the student body (i.e. SGA Executive Committee) along with administration in order to verify that he or she has repented and to seek forgiveness from the student body.
- After the birth, the student may need to remain out of school for at least 30 days in order to care for the child unless given permission by the administration. RLCA will be supportive of homeschooling for the student during this absence.
- After the birth of the child, the parents must agree not to bring the baby onto campus during school hours or to school-sponsored on- or off-hour activities without approval of the administration.

Abortion

RLCA affirms the traditional teachings of Scripture that uphold the sanctity of life (Psalms 139:13-16 and Genesis 9:6). Abortion, unless necessary to save the life of the mother, is morally wrong. RLCA students shall not obtain or knowingly facilitate an abortion, unless confirmed by the attending physician to be an essential requirement to prevent the imminent death of the mother, and then only with parental permission unless emergency circumstances dictate otherwise. Violation of this policy will result in either a request that the student be withdrawn from the school or a recommendation of expulsion.



Chapter VI
Internet and Social Media Acceptable Use Policy

Students are responsible for using common sense, biblical and ethical standards, and good manners when online or texting. “Online” includes email, instant messaging, social networks such as Facebook and Twitter, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including detention, suspension, behavior contract, or expulsion. Unacceptable communication is forbidden at all times and includes profane, lewd, obscene, vulgar, or rude language. Students are encouraged to post positive status updates, statuses, blog posts about the school (Matthew 5:16).

Cyber-bullying, sexually provocative pictures, and statements to or about another student that may be interpreted as the following:

- *Harassing (persistently acting in a manner that distresses or annoys another person)
- *Sexually provocative
- *Threatening or disrespectful
- *Knowingly posting false or defamatory information about a person or the school

If you are told by a person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent or teacher immediately.

Social networking sites such as Facebook and Twitter are not allowed at school; however, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be derogatory to the school or school community, or threaten, demean or bully students or faculty are prohibited. Students must only post items that are in line with the moral values of the word of God. Although RLCA recognizes that we have no direct control over the students when they are away from school, any violation may still be considered grounds for disciplinary action. The testimony of a student’s conduct when at school or in the public is a testimony which reflects upon Christians in general and students at RLCA in particular.



Chapter VII
Policy on Alcohol and Drug Testing

RLCA may conduct a mandatory, random drug-testing program for middle school and high school students. If conducted, students will be selected from a pool at random. Students may also be selected for drug testing when there is suspicion, in the sole opinion of the school administration, that a student is using drugs illegally. Once a student has been selected and tested, if the results are negative, that student's name will be placed in a separate pool and may be selected for further testing later in the school year. Tests will be performed using a small sample of the student's hair or urine (high school only). If a student tests "positive," the applicable provisions of this Code will be enforced. The parent(s) will be contacted by the school administration for a conference. During the conference, the Administrator will explain the test results and the disciplinary actions that will be taken. If the student is continuing his or her enrollment at RLCA, the Administrator will also explain other requirements, including but not limited to the counseling referral, the re-testing procedure, and the consequences of a second positive test. A re-test with a negative result will be required for continued enrollment in or graduation from RLCA. If students bring illegal drugs on campus the civil authorities will be contacted and a recommendation of expulsion may be made.

RLCA may conduct alcohol testing whenever there is suspicion, in the sole opinion of the school administration, that a student has used an alcoholic beverage. If a student tests "positive," the applicable provisions of this Code will be enforced. The parent(s) will be contacted by the school administration for a conference. During the conference, the administrator will explain the test results and the disciplinary actions that will be taken. If the student is continuing his or her enrollment at RLCA, the administrator will also explain other requirements, including but not limited to the counseling referral and the consequences of a positive test in the future. If a student refuses to submit to testing, it will be presumed that he or she would have tested "positive" had the test been administered.



Chapter IX **BULLYING**

RLCA is committed to being a bully-free zone. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Parents should regularly speak to their children about bullying. Parents should not assume that their child is not bullying others. It is common for children who are bullied, who would not normally be bullies themselves, to bully others. Parents should ask their children, on a regular basis, whether or not they are being bullied or are bullying others. All bullying should be reported immediately to the Principal in writing. Bullying can also occur on social media and through cell phone texting. Both males and females are capable of bullying. Girl bullying is usually different than boy bullying and can include psychological abuse. Again, please be in regular contact with your children about this issue as RLCA is committed to being a bully-free zone.

As defined by Chapter 41, Title 14 of the Delaware State Code, section 4112D: Any intentional written, electronic, verbal, or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of the following:

- A.** Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his/her property
- B.** Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target
- C.** Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits
- D.** Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person

The Student Code of conduct will be enforced for any verified act of bullying, as defined above, committed out of school against a RLCA student if the Principal determines that the act of bullying results in the following:

1. Interferes with the educational rights of another student or
2. Causes a substantial or material disruption of the school environment.

Note: Any person committing an act of reprisal, retaliation, or false accusation against a target, witness or one with reliable information about an act of bullying will be subject to consequences under the Code of Student Conduct.



In addition to the above, RLCA considers the following to be forms of bullying:

Harassment

Harassment of any type committed by one or more students toward one or more students, whether on or off campus, is viewed as a serious behavioral matter. Students are reminded of the "Golden Rule" (Matthew 7:12) and our expectation that one should treat another in the manner that they would want to be treated. Incidents of harassment may lead to serious disciplinary action, including suspension or termination, as determined by the administration.

Disrespect Toward a Member of the Faculty or Staff

Any student guilty of insubordination toward a member of the faculty or staff on or off campus shall receive ASDs or suspensions. If such disrespect manifests itself in physical contact with the staff or faculty member, the student may be terminated from the school, at the discretion of the administration, without refund of fees. If physical contact occurs, the instance may be reported to the civil authorities. Bullying of RLCA employees by students will be considered the equivalent of student-to-student bullying.

Threats of Violence

Any threat of violence, whether on or off campus, in jest or otherwise, will be taken seriously. Such threats may result in immediate termination, at the discretion of the administration. A student may be turned over to law enforcement officials.

First Violation Required: Detention Parent/legal guardian contact or conference Referral for counseling Behavior contract Optional: Suspension Restitution Recommendation for Expulsion	Subsequent Violation Required: Parent/legal guardian contact or conference Suspension upon third instance reported Assignment to Anti-Bullying Program Optional: Suspension Recommendation for Expulsion
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Bullying Initiatives

At Red Lion Christian Academy, we are committed to fostering the spiritual, emotional, and physical well-being of our students. Bullying is a serious issue that will not be tolerated at our school. It is our goal that, every student has the right to attend school without being physically, socially and/or emotionally harmed by others. The penalty for bullying is addressed in Code of Student Conduct.



Our Leadership Team has developed and adopted plans to be implemented at our school to empower our students to take a stand against bullying.

Students Taking A Responsible Stance
As Affiliated with “Stop Bullying Now”

Often teenagers, in a pursuit to find themselves, have a tendency to alienate and to bully those they deem “different.” Bullying is the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion. There are different types of bullying that include the following:

1. **Physical bullying** includes any physical contact such as hitting, kicking, or punching that would hurt or injure a person. Taking something that belongs to someone else and destroying it is also considered a type of physical bullying. For example, if someone were walking down the street and someone comes up to him and shoves him to the ground, that is physical bullying. In elementary and middle schools, 30.5% of all bullying is physical.
2. **Verbal bullying**, which comprises 46.5% of all bullying in schools, is name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way her or she looks. For example, children who made fun of another child because he cannot run as quickly as everyone else, is an example of verbal bullying. Teasing someone is called verbal aggression. It can also include a bully making verbal threats of violence or aggression against someone's personal property.
3. **Indirect bullying**, which comprises 18.5% of all bullying, includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. For example, someone who starts a rumor that a boy in his class likes playing with dolls because he thinks it's funny is guilty of indirect bullying.
4. **Social alienation** consists of excluding someone from a group on purpose, spreading rumors, or making fun of someone by pointing out his or her differences.
5. **Intimidation** is threatening or frightening someone to make him or her do what the bully wants.
6. **Cyber bullying** is done by sending messages, pictures, or information using electronic media, computers (email and instant messages), or cell phones (text messaging and voicemail). For instance, if a student sent a picture of a snake in an email to a person who is afraid of snakes that would be an example of cyber bullying. According to a survey done in 2003, only 4% of bullying is listed as "other types" and this would include cyber bullying. Even though this



number seems small, the growth of this type of bullying is going up quickly because of the spread of technology around the world.

Bullying is an unacceptable behavior offense at Red Lion Christian Academy. Disciplining these students is not enough in order to deter them from attempting to boost their own self esteem at the expense of other students.

Students Taking A Responsible Stance or S.T.A.R.S. is a program, that we will utilize, developed in conjunction with “Stop Bullying Now” to identify students who bully their peers. Our goal is to raise awareness of the severity of bullying as well as to identify what bullying is while learning effective strategies to stop bullying.

Bullying Program

Eligibility for the program is determined at the conclusion of the investigation of the reported incident. The investigation is comprised of these steps:

1. Administrator receives a completed incident report form.
2. Investigation is completed within three working days.
3. Parents are notified at conclusion of investigation.
4. If bullying occurred, offender will be disciplined according to the RLCA Code of Student Conduct, will complete the S.T.A.R.S. program, and receive intervention from the counseling department.

Below is a brief outline of the requirements and expectations of the S.T.A.R.S. program.

Each offender will develop a document that contains the following pieces of information:

- A description of the student’s bullying incident
- How his or her actions affected the victim(s) of the bullying
- What the student could have done differently to avoid bullying
- What the student learned from the experience
- How will the student change his/her behavior

*Some components of the STARS are based on the *Bullying at School*, by Dan Olweus; *Bully-Proofing Your School*, by Carla Garrity, et al.; *Set Straight on Bullies*, by John Hoover; and *Character University: Bully*.

Below are some valuable resources available for our staff, parents, and students:

- www.stopbullying.gov
- www.stopbullyingnow.com
- <http://www.nemours.org/content/dam/nemours/www/filebox/service/support/parentingseminar/dealwithbullies.pdf>



- <http://www.nemours.org/content/dam/nemours/www/filebox/service/support/parentingseminar/bullyingtipsflyer.pdf>
- <http://www.nemours.org/filebox/service/support/parentingseminar/bullying4parent.pdf>
- http://kidshealth.org/teen/your_mind/problems/bullies.html
- www.itgetsbetter.org
- www.thetrevorproject.org



APPENDIX A

STUDENT GOVERNMENT, FREE SPEECH, PUBLICATIONS, EXTRACURRICULAR ACTIVITIES, AND SEARCH AND SEIZURE

Red Lion Christian Academy guarantees students the freedoms provided by law, consistent with protecting the health, safety and welfare of students and staff and maintaining the biblical testimony of the school. Red Lion Christian Academy recognizes and supports students' rights and corresponding responsibilities.

STUDENT GOVERNMENT/CLASS OFFICERS

Student government is a means for providing students in the RLCA Upper school an opportunity to express themselves and to act on school matters through democratic process. Students in upper school shall be given the opportunity to contribute ideas to the making of decisions that affect the climate of the school. School policies shall be available for student governments.

FREE SPEECH AND SELF-EXPRESSION

Scripture is clear that our speech should be uplifting, encouraging, and glorifying to God. RLCA endeavors to train students about the importance of biblically acceptable self-expression. Student speech should be God honoring and reflective of the biblical principles held by the school. Self-expression must be scripturally consistent, and therefore not obscene, coarse, rebellious, disruptive to the educational process, or in violation of the provisions of this Code.

EXTRACURRICULAR ACTIVITIES: SPORTS, CLUBS, SCHOOL DANCES etc.

RLCA encourages all students to participate in after school activities, and high school students are required to participate in at least one extracurricular activity. This provides an opportunity for students to grow both physically and socially as young adults. The opportunity to participate in school functions is a privilege and not a right of the students. Therefore, the ability to participate in after school sports is dependent on academic success, behavior, and school attendance.

To **participate in any extracurricular activities**, students may not arrive at school after 11:30 a.m. nor leave for an early dismissal before 12 noon. Students who are suspended may not participate in any extracurricular activities that day.

The consequences of poor spectator behavior from parents are as follows:

- First offense: The child is suspended from the team for one game.
- Second offense: The child is suspended from the team for five games.
- Third offense: The child is dismissed from the team.



SEARCH AND SEIZURE

Students shall be free from unreasonable search and seizure. This right is balanced by the school's responsibility to protect the health, safety, and welfare of others. A search of personal property in a student's possession or on a student's person, such as a student's book bag, backpack, purse, lunch box or food containers, pockets on clothing, and shoes and socks may be conducted by the school administration if they have **either** (1) permission from the student or the parent who is reasonably believed to be the owner of or in control of the property, **or** (2) without the permission of the student or the student's parent, if there is a reasonable suspicion that the contents of the property in the student's possession includes evidence of a violation of state law or the Code of Student Conduct.

Student lockers are the property of the school and may be subjected to search at any time with or without reasonable suspicion that an article prohibited by state law the Student Code of Conduct (i.e. stolen property, firearm, weapon/dangerous instrument, cigarettes, controlled substance) is contained therein.

Student motor vehicle use, to and in the school environment, is a privilege which may be extended by RLCA in exchange for a student's cooperation in the maintenance of a safe school atmosphere. Reasonable suspicion of a student's use, possession or distribution of alcohol, a drug, a drug-like substance, a look-a-like substance, or drug paraphernalia, possession of a firearm or weapon/dangerous instrument in the school environment may result in the student being asked to open an automobile in the school environment to permit school authorities to look for such items. Failure to open any part of the motor vehicle on request of school authorities may result in the police being called to conduct a search, and in loss of the privilege to bring the vehicle on campus and/or expulsion.



APPENDIX B

STATE of DELAWARE MANDATORY SCHOOL ATTENDANCE REQUIREMENTS FOR STUDENTS GRADES K-12

Under Delaware law, students between ages 5 (kindergarten eligible) and 16 are required to attend some form of schooling. In addition, students between the ages of 16 and 18 years of age must attend some form of schooling unless they have written permission from their parents to the contrary. Title 14 of the Delaware Code, Chapter 27 requires parents and/or legal guardians of students between the ages of 5 and 16 to send their children to school (or homeschool their children).

MIDDLE SCHOOL (6-8) CLASS ATTENDANCE POLICY

1. Students in grades 6-8 are expected to attend all classes. They must attend a minimum of 90% (20 absences) of a class that meets five days a week to receive course credit. If a student is passing a course and exceeds the maximum allowed absences for that class during the year, the student must complete a project, its length proportional to the number of days that that exceeded the maximum.
2. Students that are more than 20 minutes late to a class will be considered absent.
3. Absences referred to in these guidelines include those for personal illness, professional appointments that could not be scheduled outside of the regular school day, personal or family problems – as determined excusable by the Principal. Laboratory experiences designed by the school, such as musical sectional classes, and school-conducted field trip experiences, athletic dismissals, and administrative removals shall be excluded from the charged absence from class.
4. A reasonable attempt will be made daily by office personnel to contact parents of chronically absent students by phone. After students are absent 50% of the maximum allowed absences from any one class during the year, the teacher will email the parents and fill out a form letter, in triplicate, and forward two copies to the administration for distribution to parents and the counseling office. After students are absent 75% of the maximum allowed absences from any one class during the year, the teacher will notify the Principal, and the parents will again be notified by mail that the student is in danger of losing credit for the class. If a student is absent in excess of the allowed absences, a third letter will indicate to parents that the student will receive a failing grade for that course until a project is completed at the end of the year.
5. Extenuating circumstances presented at a parent conference which might extend the limit of allowable absences may be considered by the Principal, or designee, and the class teacher. Based on extenuating circumstances, the Principal or designee may waive this attendance requirement.
6. If students remain in class after incurring the maximum number of allowed absences, and have perfect attendance and discipline for the remainder of the year or semester, they may receive credit for the class upon the recommendation of the Principal and the teacher(s) involved.



HIGH SCHOOL (9-12) CLASS ATTENDANCE POLICY

1. Students in grades 9-12 are expected to attend all classes. They must attend a minimum of 90% (20 absences) for a 1 credit class, 10 days for a .5 credit class, and 5 days for a .25 credit class. They must attend a minimum of 90% of each class to receive course credit.
2. Students that are more than 20 minutes late to a class will be considered absent.
3. Absences referred to in these guidelines include those for personal illness, professional appointments that could not be scheduled outside of the regular school day, personal or family problems – as determined excusable by the Principal. Laboratory experiences designed by the school, such as musical sectional classes and school-conducted field trip experiences, athletic dismissals, and administrative removals shall be excluded from the charged absence from class.
4. A reasonable attempt will be made daily by office personnel and/or teachers to contact parents of chronically absent students by phone. After students are absent 50% of the maximum allowed absences from any class during the year, the teacher will email the parents and fill out a form letter, in triplicate, and forward two copies to the administration for distribution to parents and the counseling office. After students are absent 75% of the maximum allowed absences from any one class during the year, the teacher will notify the building administrator and the parents will again be notified by mail that the student is in danger of losing credit for the class. If a student is absent in excess of the allowed absences, a third letter will indicate to parents that the student will receive a failing or withdrawal grade for that course.
5. If a student is passing a course and exceeds the maximum allowed absences for that class during the year, the student will not receive credit for the course. However, the student will remain in the class for the remainder of the year (or semester) and receive a final grade of withdrawal (W). A “W” will allow the students to take make-up credits during the summer. After successfully taking a credit recovery course, the student will be given either the grade that was earned during the year, if passing, or a 70%.
6. Extenuating circumstances presented at a parent conference which might extend the limit of allowable absences may be considered by the Principal, or designee, and the class teacher. Based on extenuating circumstances, the Head of Schools or designee may waive this attendance requirement.
7. If students remain in class after incurring the maximum number of allowed absences, and have perfect attendance and discipline for the remainder of the year or semester, they may receive credit for the class upon the recommendation of the administration and the teacher(s) involved.

