



Upper School

HANDBOOK

Upper School Students/Families
Sixth through Twelfth Grade

Updated as of August 23, 2017 - Subject to Change

A Ministry of Reach Church

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MISSION STATEMENT

To glorify God by supporting Christian families in training and educating students so that Christ may reign supreme in every aspect of their lives (Colossians 1:18).

PHILOSOPHY OF CHRISTIAN EDUCATION

As a Christian school, in the biblical sense of this term, we include the following within our basic objectives:

- To relate all subjects to the Triune God who reveals Himself in creation, in the Bible, and in Jesus Christ. RLCA strives to confirm in the minds of students the truth that final authority for all of life is found in the Holy Scriptures. School personnel believe and teach that a true knowledge of God and the principles of Scripture are basic to all true wisdom.
- To educate every student with quality and excellence. To this end, RLCA provides its families with teachers who demonstrate high spiritual and academic qualifications. We will strive to provide a well-disciplined and enjoyable school environment and make use of both traditional and innovative teaching methods. Teachers will seek to maintain close communication with parents in order to deal with all matters that pertain to the students' education and welfare.

The Bible teaches that an individual's knowledge in the truest and fullest sense, begins with Jesus Christ. Therefore, RLCA strives to guide children to receive Jesus as their personal Lord and Savior. In so doing, the school sees itself as an extension of the Christian home, working in concert with the local church. However, the Christian school is not seen as a substitute for either the Christian home or the church. The school is properly viewed as supplemental rather than substitutionary, since the primary responsibility for the training of children remains with the parents.

Since we believe that the Bible is the source of our knowledge about Christ, diligent study of the Bible is emphasized throughout the school. So that this study is not merely an academic exercise, the facts of the Bible are presented in the context of the great themes of the Bible and practical application in everyday, Christ-like living is stressed.

CORE VALUES

Red Lion Christian Academy is a church-sponsored ministry of Reach Church, a Presbyterian Church in America (PCA) congregation that is biblically based and committed to the following core values.

- RLCA primarily serves families who have a personal relationship with Jesus Christ and are in fellowship with an evangelical church that preaches and teaches the Word of God. RLCA also serves families from other spiritual backgrounds and traditions with a desire to introduce everyone in the RLCA family to a personal relationship with Jesus Christ and His church.
- RLCA will recruit and retain professionally equipped teachers who are dynamic Christian role models and mentors to the entire student body.
- RLCA will teach and seek to impart into every student through the grid of Holy Scriptures a Christian world-view that integrates life principles into every learning experience.
- RLCA is committed to embracing and integrating modern technology as a tool in the instruction of students and in communication with staff, students, their families, and the entire community.
- RLCA is committed to offering a broad range of athletics, fine arts, and social/co-curricular activities that will enhance student life experiences but always with a proper balance that prioritizes their relationship with Jesus Christ and academic propriety.
- RLCA is committed to providing an academically challenging instruction program that is Christ-centered and rooted in the foundation of all truth – the Holy Scriptures. In the pursuit of academic excellence, RLCA will seek to assist all students who demonstrate strong learning potential as well as those who need more help in preparing for the next stage of their spiritual and academic lives.
- RLCA is committed to properly compensate faculty and staff and to maintain the facilities and equipment in a way that reflects the core values of the school as well as the standards for accreditation.
- RLCA is committed to fiscal responsibility and integrity that includes spending within our means and setting a tuition structure that is competitive, fair, and reasonable.
- RLCA is committed to an institutional advancement program that funds and staffs its vision, mission, core values, and teacher and student profiles.
- RLCA is a church-run school governed by the session (elders) of Reach Church and managed by employees who have demonstrated integrity and servant leadership, thus ensuring operational standards that deliver the mission of the school.
- RLCA is committed to promoting missions, ministry, outreach, and service work within its home community and beyond in a way that influences the culture for Christ and fulfills the mandate of the Great Commission found in Matthew 28:18-20.
- RLCA encourages respect for and involvement in any Christ-centered church and is committed to mutual respect in all relationships.

DOCTRINAL STATEMENT

PREAMBLE

The theological foundation for our faith is the infallible, inerrant, verbally-inspired Word of God, the sixty-six books of the Holy Scriptures. All denominations, churches, confessions, and creeds are fallible and are ultimately subject to the Holy Scriptures. We believe that the best creedal expressions of these truths are found in the Apostles Creed and the Nicene Creed. We also believe that the Westminster Confession of Faith, the Larger Catechism, and the Shorter Catechism are the best confessions of the doctrinal system found in the Holy Scriptures and form what is commonly referred to as the Reformed Faith. Adherence to the Reformed Faith, its creeds, and confessions, though not necessary for one's salvation, are what make us distinctive from other evangelical traditions. We will not break fellowship over these doctrinal distinctives.

We believe in the Scriptures of the Old and New Testaments as inspired of God, and inerrant in all its parts in the original writings, and that they are of supreme and final authority in faith and life.

Scriptures: Nothing at any time is to be added to this Scripture, either by new revelations of the Spirit or by traditions of men. The infallible rule of interpretation of Scripture is the Scripture itself.

We believe in one God existing in three persons: Father, Son, and Holy Spirit, co-equal and eternal.

God: He is unchanging, boundless, immeasurable, eternal, almighty, all wise, holy, free, and absolute. He accomplishes all things for His own glory according to the purpose of His own unchangeable and righteous will. He is loving, gracious, merciful, patient, and abundant in goodness and truth, the forgiver of iniquity and transgression of sin. He is the reward for those who diligently seek Him yet He is just in His judgments, hating all sin, and will by no means acquit the guilty. He has sovereign rule over His creation, to do by them, for them, or to them whatever He pleases. In His sight, all things are open and clear; His knowledge is unlimited, infallible, and not dependent upon the action of His creatures.

God has from all eternity ordained everything that happens, is not the author of sin yet allows His creatures to act freely. He has predestined some to eternal life, others He has passed by, acting according to His sovereign choice, will and purposes. He has also foreordained the means of their salvation through Christ's atoning sacrifice and the Spirit's work.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also the spiritual death, which is separation from God; and that all human beings are born with a sinful nature.

Man: Adam, the first man, sinned against God's covenant of works and brought ruin upon his race. This defilement renders us not only unwilling and unable to do what is good, but opposed to the good and completely inclined to all that is evil.

We believe that Jesus Christ, the eternal Son of God, in the fullness of time became man, and so was and continues to be God and man, and that He was conceived by the power of the Holy Ghost in the womb of the Virgin Mary, and born of her, yet without sin.

Jesus Christ: He was sinless and undefiled. His righteous life among men, and His death, equipped Him to be our mediator before God's throne, interceding for His people.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all that believe in Him are justified on the ground of His shed blood.

The Lord Jesus Christ: Christ's atoning death for His people resulted in salvation – justification, sanctification, and glorification – the evidences of which are exercised in faith, repentance, and holy living.

We believe in the resurrection of the crucified body of our Lord, in His ascension in the heavens and in His present life there for us as High Priest and Advocate.

Resurrection: His resurrection guaranteed the bodily resurrection of every human being, whether a resurrection to life or to death, both eternal.

We believe in that blessed hope, the personal and visible return of our Lord and Savior, Jesus Christ.

Blessed Hope: This will usher in the judgment of condemnation on the wicked and the eternal blessedness of God's people in His presence.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become the children of God.

Born Again: An act of regeneration of the Holy Spirit whereby a spiritually dead person is made alive. Those who thus exercise saving faith in Christ do so because God has given them a believing heart, unlike the heart of stone that was theirs by nature. Salvation is of the Lord!

We believe in the eternal security and everlasting blessedness of the saved, and the eternal conscious punishment of the lost.

Eternal Security: Believers, because of their new nature, are enabled by the Holy Spirit to persevere to the end, increasing in godliness and victory over personal sin before glorification. The unsaved are condemned on the basis of their own sinful works, falling short of God's standard, and not coming under the forgiveness that is in Christ.

We believe that Christ instituted the ordinances of Baptism and the Lord's Supper as the only Sacraments to be observed until He comes.

Baptism/Lord's Supper: These picture the work of the Holy Spirit and of Christ, respectively, and are to be practiced only by those who are under the New Covenant and in fellowship with God and His people.

DOCTRINAL STATEMENT:

We believe the Bible is the written word of God, verbally inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father Who established an Eternal Covenant of Redemption to save His people and redeem His creation, the Son, Who is the infinite God-man born of a virgin and Who executed that Covenant by shedding His blood for sinful man and thus secured salvation for His people by His life, suffering, death, resurrection and ascension, and the Holy Spirit Who individually applies this great salvation and draws sinners to the Savior.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.

We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

FINAL AUTHORITY

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Red Lion Christian Academy's faith, doctrine, practice, policy, and discipline, the Presbyterian Church of America is Red Lion's final interpretive authority on the Bible's meaning and application.

LIFESTYLE POLICY

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.

ACCREDITATION

Red Lion Christian Academy is a member of the Association of Christian Schools International (ACSI). The school maintains dual accreditation from ACSI and the Middle States Association of Colleges and Schools. As a member, RLCA subscribes to ACSI's Christian Philosophy of Education: "To enable Christian educators and schools worldwide to effectively prepare students for life."

ATTENDANCE

ABSENCE

Regular and timely attendance is in the best interest of the student's academic progress. RLCA agrees with and operates in accordance to state law under which an accumulation of 20 or more days of absences (excused or unexcused) may be grounds for retention at the grade level pending

administrative review. This ensures that students are promoted into a grade level for which they are prepared and able to succeed.

When a student is present for a partial day, the entry and exit times are noted in our school information system. Students who are present for less than three hours on any given school day will not receive credit for a full day of school.

When a doctor's note is provided for an absence, the absence will be excused for daily attendance only. Students will still be marked absent for period attendance which will be applied to the 20 maximum period absences that students are permitted. Parents will be able to view the number of absences on the school information system. Parents must provide a doctor's note to the school for absences of more than three (3) consecutive school days due to an illness.

Work (including tests) missed by students during an excused absence or an absence due to illness must be made up within a time period equivalent to one school day for each day absent (i.e.: 1 day absent = 1 day to make-up the work). Parents requesting make-up work should email their child's teachers. The teachers have 24 hours to assemble the assignments/books which will then be held in the upper school office for pick-up. Allowing 24 hours provides time for the teacher to complete this task while on a planning period or after school. It is the responsibility of the student/parent to pick up and return missed work.

ABSENCE FROM A SPECIFIC CLASS

- Students are counted absent if they miss more than twenty minutes of a class period, regardless of bringing in doctor's note.
- High school students who miss more than twenty days of a one-credit course, ten days of a half credit course or five days of a quarter credit course will not receive credit for that course. If the course is required for graduation, the student will need to successfully complete an approved credit recovery program. (Exceptions: See below)
- Middle school students who miss more than twenty days of a course will be required to complete a teacher-assigned project requiring the same number of days to complete as the student missed in excess of twenty days.
- Exceptions — The following absences will not count towards these totals:
 - Activities that are a required part of a course (field trips, driver training, choir rehearsals, etc.),
 - Administrative removal (testing, discipline, counseling, suspension),
 - Absences related to student participation in a school-sponsored activity (sports dismissals) or a late school bus.
 - Exceptions will also be considered on an individual basis for an extended illness or hospitalization. This decision will be made based on the number of days missed, and whether in the opinion of the teacher and administrator the student is ready to be promoted to the next class.

ABSENCE FOR VACATION

The school does not recommend that families take vacation during the school year due to the academic impact that the absences may have on the student. However, if the parent or guardian, in exercising parental responsibility, takes a vacation during the school year which results in a student absence, notification/consultation with the teacher must occur prior to the vacation. All school work for the period of the vacation is due the day the student returns to school from said vacation.

EARLY DISMISSALS

Parent requested early dismissals can impact academic progress due to loss of class time. They also are interruptive to the learning process of other students. RLCA strongly encourages parents to schedule appointments after school. If an early dismissal is necessary, parents must inform the school office first thing in the morning. Email is best. Students are responsible to speak to their teachers to request or turn in homework before they leave.

TARDINESS

At RLCA, students are taught the importance of being prompt and of valuing other people's time. Students who are tardy do not transition well into class and thus hinder their own academic progress. In addition, they disrupt the students who were on time and have already begun the school day.

Parents must accompany students who are tardy to the school office and sign them into school. A pass to class will be provided and the student will proceed to class without a parent escort to ensure that the interruption is minimal.

RLCA strongly encourages parents to schedule appointments after school; however, when a doctor's note is provided for a tardy, the tardy will be excused. Two unexcused tardies will be allowed for each marking period/quarter. On the third unexcused tardy and thereafter, the student will receive a demerit. On the 5th unexcused tardy, the student will receive an ASD, and a parent conference with the principal will be scheduled to determine if any further action is necessary.

EXTRA CURRICULAR ACTIVITIES

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

SENIOR PRIVILEGE

Senior privilege will be determined by the principal and communicated to the seniors.

- Seniors may use the senior picnic tables during lunch.
- Seniors may call from the office phone to order lunch from local take out restaurants but must pay using their debit card or give the money to the upper school secretary. If the student does not prepay, the food will not be delivered to the student. Food can only be picked up by the student during his or her lunch period.

ATHLETICS

DIAA

Red Lion Christian Academy is a full member of the Delaware Interscholastic Athletic Association (DIAA) and abides by that organization's rules and regulations. These regulations include the following guidelines on physical examinations and eligibility requirements:

Physical Examinations

1. Student athletes must receive a **physical examination using the DIAA mandated forms.**
2. A student may not try out, practice, or participate in a sport until these forms are completed and on file in the school office.
3. The physical exam must be dated after April 1 of the current year and applies to all competition through June 30 of the following year.

Eligibility Requirements:

1. Students must be passing at least five high school credits or five middle school courses. Two of these credits must be in the separate areas of English, mathematics, science, or social studies. A 2.3 GPA is required to participate.
2. A senior must be passing all courses necessary for graduation.
3. The ineligibility period will last the entire marking period. A student forfeits or regains eligibility on the day report cards are issued.
4. A student's 4th marking period grades will determine eligibility for fall athletics.

Attendance:

1. See the Extra Curricular Activity section under Attendance.

UPPER SCHOOL ATHLETIC OPTIONS

FALL

(B & G) Cross Country
(B) Football
(G) Field Hockey
(B) Soccer
(G) Volleyball
Cheerleading
** Varsity Only*

WINTER

(B & G) Basketball
Wrestling
Cheerleading

SPRING

(B) Baseball
(B & G) Golf *
(B & G) Lacrosse
(G) Soccer
(G) Softball

Varsity Level — Grades 9-12

JV Level — Grades 9-12

Middle School Level — Grades 6-8

RED LION PARTICIPATION REQUIREMENTS

Ineligible Athletes

- The athletic director is responsible for determining the eligibility of each student.
- Ineligible players may not participate in any way with the team during the time of ineligibility.
- If a student becomes eligible after the activity has begun, it is the coach's decision to allow the student to join the team. This excludes academic eligibility. The coach may not cut a member from the team to make room for a newly eligible player.
- The coach, administrator, or athletic director may remove a student from participation on a team when such action is warranted because of discipline issues.

Cancellations

- Decision to cancel games will be made by the athletic director or the principal.
- All **decisions will be made as soon as possible** on the day of the event, and an announcement will be made to the students.
- Parent may check online at www.redlionssports.com.
- Parents are to make advance arrangements with their children about how they are to get home if a practice or a game is cancelled.

Athletic Testimony

- One of the best and most visible ways our school can be a testimony is through athletics.
- As a school (coaches, parents, players), we desire to refrain from criticizing officials and seek to be encouraging and supportive of the opposition.
- This is true especially when we are provoked. We desire our athletic program to teach biblical principles, to be a testimony, and to glorify God.

Selecting Teams: "Making Cuts"

- Coaches will make every effort not to "cut" a student from a team. This decision is based on the number of students trying out and the ability for the team to accommodate them.

Guidelines for Shared Student Athletes

- DIAA allows for combination of sports during one sports season. It states that split sessions may be conducted, but practice time shall not exceed two hours per day for any individual student-athlete.
- RLCA Policy:
 - RLCA will permit student-athletes to compete on more than one team
 - Student-athletes will choose a primary sport for the season. Their primary allegiance will be to that team.
 - Individual coaches have the option to either permit or not permit involvement of their team members on other teams.
 - In all matters of "shared players," the RCS athletic director will oversee and supervise.

Athletes in After-School Detention

Students who have been assigned an After-School Detention must serve the detention prior to participating in that day's practice or game. At their discretion, only the principal or Head of Schools may make a rare exception to this policy.

DAILY POLICIES AND COMPLIANCE

GUIDANCE SERVICES

The school guidance counselor provides academic support, college and career counseling, transcript submission, standardized testing information, and occasional personal counseling for Red Lion students. By enrolling their child(ren) at Red Lion, parents give their permission for the school counselor to provide these services to their student(s). The counselor is also happy to talk with parents and to be a liaison between parents and teachers as needed. When deemed necessary, the school counselor will refer families to outside counseling services.

Confidentiality

The Red Lion counselor follows the ethical standards of the American School Counselors Association regarding confidentiality. These guidelines state that school counselors must keep student information confidential unless disclosure is required to prevent clear and imminent danger to the student or others. In addition, counselors must reveal confidential information required by law; for example, counselors and faculty must report suspected child abuse to the appropriate authorities. The ASCA ethical standards also state that, while the counselor's primary obligation for confidentiality is to the student, the counselor should "balance that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives."

School Records

According to the Federal Educational Rights and Privacy Act (FERPA), schools generally must have written permission from a parent to release any information from the educational record of a student under the age of 18. However, schools may release information to the following without written permission: school officials with legitimate educational interests, schools to which a student is transferring, and appropriate parties about financial aid or the military.

LUNCH ROOM PROCEDURES

- No student should be in the lunch room outside of his designated lunch time.
- Students will form single file lines to buy food, taking their place in the order of arrival.
- Each student is required to clean up his own trash.
- Tables will be dismissed after being checked by the lunch proctor.
- No food or drink should be taken out of the lunch room.

STUDY HALL PROCEDURES

Study Hall periods are provided for students with an educational goal in mind. This period is to be used for study or quiet reading and not for social or recreational activities. For this reason, the following rules have been established:

- Students will be assigned seats.
- Students should bring all necessary work with them to study hall. Students may go to their lockers for additional work only at the teacher's discretion.

- Students should expect to study the entire period.
- Students may not work together unless they have received permission from the teacher and only if the work is of an educational nature. When communicating, students must whisper.
- A quiet study environment must be maintained at all times.
- If students complete their assigned work, they may read appropriate books, magazines, and newspapers, or be engaged in some other quiet activity. The use of playing cards or other non-academic games is not permitted.
- Students may not be dismissed to have free time in the gym.
- Students who have permission to be with another faculty member during a study hall period must bring a pass to the study hall teacher prior to being dismissed.
- Students may not use computers, cell phones, tablets, or other electronic devices without permission from the teacher.

UPPER SCHOOL PLEDGE

By agreeing to the RLCA admissions contract, parents and student agree to comply with the Upper School Pledge.

Statement of Conduct

As an upper school student at Red Lion Christian Academy, I understand that my conduct ought to be distinct from that of the world, **whether at school or off campus**, because I am attending a school that seeks to honor Jesus Christ in all things. I understand that my actions are a reflection of our school and ultimately impact the ministry. I also understand that the Bible clearly teaches that a personal relationship with Jesus Christ is the only way to heaven and that I will be encouraged through the teachers and ministries of Red Lion to pursue that relationship.

In light of these truths, I commit to following biblical standards for my behavior and attitudes as revealed in Scripture, and to follow Red Lion's rules as outlined in the Student Handbook. Therefore, I commit to abide by these standards and rules as long as I am enrolled at RLCA. I understand that *recurring* failure in any of these areas may end my enrollment.

Conflict Resolution

God wants us to develop His heart of love, gentleness, and forgiveness. When I do have a problem with a student, teacher, coach, or parent I will first go to them to resolve the problem; if that does not work, I will go to a teacher or an administrator for help (Col. 3:12; Matt. 18:15-17; Luke 17:3-4).

Statement of Acknowledgement

I recognize that belonging to RLCA is a privilege, and I will strive to be a positive influence in the lives of my teachers and fellow students. I will seek to build up my fellow students and teachers with my words and actions rather than tear them down. When corrected by a faculty member, I will accept the admonishment with an attitude of humility and repentance (Eph. 4:2, 29-32; Prov. 10:17, 15:32).

I will avoid profane, blasphemous, and/or derogatory language and gestures. This includes speaking negatively of someone behind his or her back, verbally or through any form of written communication

or body language, either on or off the school campus (James 1:26).

I understand that the Internet is public domain and that I will be held accountable for anything inappropriate I write or view on it at home or at school. I agree to use the Internet at school only for school-related activities (I Peter 2:16).

I will strive to display attitudes that the Bible calls the fruit of the Spirit (Gal. 5:22, 23). Uncontrolled anger, acts of hatred, sexual harassment, or prejudice based on race, social-economic status, or appearance is unacceptable (Gal. 5:19-21).

I will avoid practices that the Bible condemns such as stealing, illegal activity, vandalism, dishonesty, bullying, occult practices, sexual sins, including pornography in any form, and the illegal use of drugs, alcohol, and tobacco (I Cor. 6:18-20).

I will strive to follow the directions of the teachers at RLCA with an attitude of respect and submission, including consistency in completing homework on time. I understand that the aim of education at RLCA is "that in everything Christ might have the supremacy" (Col. 1:18), and I will cooperate with direction from my teachers to accomplish this goal (Heb. 13:17).

COMPUTER ACCEPTABLE USE POLICY

Users of the school's computers, network, and Internet are responsible for their actions and must comply with the academic and spiritual goals of the school. System administrators and school staff may monitor or review files to maintain system integrity and to ensure responsible and appropriate system use. Violations may result in the loss of access as well as other disciplinary or legal actions.

RLCA has installed filtering and/or blocking devices to restrict access to Internet sites containing objectionable material; however, no software is foolproof. A student who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or administrator.

Unacceptable Uses of Technology for Students (will result in disciplinary or legal action)

- Using the printer for non-school related assignments
- Using the computer to listen to music
- Downloading and installing programs or games from the Internet to a school computer
- Chatting, emailing, instant messaging, or blogging on the Internet
- Hacking or unauthorized exploration of the network. This includes trying to circumvent the filtering software (via 3g, a proxy site, etc.).
- Intentionally damaging computers, software, or the network
- The use of the Internet for engaging in academic dishonesty
- Trespassing in another's folder, work, or files
- Using language that is obscene, profane, inflammatory, prejudicial, or rude
- Harassing, insulting, or attacking others
- Posting of information that could cause damage, danger, or disruption
- Using the network for illegal or commercial purposes or violating copyright laws
- Using or bypassing another person's user name or password

Students' Home and Personal Internet Use

A student's home and personal Internet use can have an impact on the ministry of the school and on other students. If a student's personal Internet expression — such as a threatening message to another student or an inappropriate website — creates a likelihood of material disruption of the school's operation or negatively impacts the school's testimony, the student may face school discipline and/or criminal penalties.

ACCEPTABLE COMPUTER USE AGREEMENT

By agreeing to the RLCA admissions contract, parents are giving permission for the use of the computer, acknowledging the Acceptable Use Policy, and agreeing to abide by its policies.

COMMUNICATION

CONTACT INFORMATION

All families must have a functioning email address. Email is the primary form of communication for general announcements. All other contact information (telephone numbers and addresses) must also be on file and kept current for behavior and emergency contact when email is not appropriate.

Staff may be contacted via email. Staff contact information is available through our school information system as well as the school website www.reachschoools.online. All staff email addresses consist of the first initial of the first name, the last name, followed by @reachschoools.online. Administrators also may be contacted by telephone.

SCHOOL INFORMATION SYSTEM

Updates on assignments, grades, attendance, etc. are available through our web-based school information system. If you do not have access to the school information system, please contact the school office.

ANNOUNCEMENTS/EMAILS

The goal of all announcements and emails is to provide meaningful information and develop relationships between our staff and families to ensure that students have the best possible school experience. A weekly parent post and other announcements are sent via email to all Upper School families. Each communication highlights key information and important calendar events. Students are recognized and parent opinions are periodically surveyed. Each week teachers send a more specific announcement outlining the upcoming week's expectations. Homework for the upcoming week will be provided, or teachers may have parents access the school information website directly for homework specifics. Historical announcements are stored on the school information system for

reference. The staff makes every effort is to respond to parents within 24 hours, not including weekends and holidays.

INCLEMENT WEATHER CLOSINGS OR OTHER EMERGENCIES

Red Lion uses local school districts' closing/delay information to help guide its decision during inclement weather. During inclement weather days please use your best parental judgment when traveling in potentially dangerous conditions. Always drive with caution. On inclement weather days students will not be marked tardy. In the event of a delayed opening, school closing, or early dismissal due to inclement weather, the school will contact families via the following methods. Please do not call the school office.

- Website – Home page “pop-up”
- Internet – Facebook
- Email
- Text message – Remind (Free subscription required)
- Radio - Announcements on WDEL (1150 AM), WSTW (93.7)
- Television - 6 ABC, NBC 10, and Fox 29

CHILD CUSTODY NOTIFICATION

Before RLCA can withhold communication from, or prevent communication between a student and a non-custodial parent, the parent/guardian with whom the student lives must give the school a copy of any legal documents regarding the custody or restraining orders. This is especially important if a parent/guardian does not want the student to be picked up by a particular individual.

CONCERNS/COMPLAINTS – The Matthew 18 Principle

When misunderstandings or strong disagreements occur, the following principles should be followed in solving conflicts. These principles are based upon Matthew 18:15-17.

- Keep the matter confidential: Share concerns only with those directly involved. This keeps the matter confidential and helps stop gossip.
- Keep the circle as small as possible: Initiate dialogue with the one or two people involved. Typically, this is a parent/teacher conversation. It is important to select a confidential setting and time to discuss such matters. Student drop-off and pick-up time is not appropriate for important conversations as teachers need to focus on the safety and security of all students. Matters that cannot be resolved will be escalated to the next staff level.
- Assume the best and be straightforward: Restoration and improvement can only come when the issues are lovingly yet clearly presented.
- Be forgiving: “If he listens to you, you have won your brother over” (Matthew 18:15). This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the conflict.

PARENTAL SUPPORT

The administration and staff desire a harmonious relationship with parents, as together we teach students godly character, Christian values, and life-long learning.

Being a part of the Red Lion family is a privilege and honor for both families and staff. As a team, we must accept and support the school policies. If parents have a question about a school policy or an event that involves their child, they are to first notify their child's teacher. Teachers will make every effort to address the concern and reconcile the matter. Administrators will support teachers and parents to support harmonious relationships at school.

Parental support is an essential part of the educational process. It is important that parents support the faculty when a problem situation arises. Children need to see their parents and teachers working as a team. Parents who are unable to control their behavior and speak in respectful terms and tone to school staff may negatively impact their child's ability to remain enrolled in Red Lion Christian Academy. If for any reason the differences become too great and a parent cannot support the administration or staff, parents agree to quietly withdraw their child.

Parents are Red Lion's greatest partners in the intellectual and spiritual development of our students. Together parents and faculty make a valuable team for the sake of this generation.

CONFERENCES – Parent/Teacher

RLCA desires to communicate openly and effectively with parents. Formal parent/teacher conferences are scheduled on the school calendar. Parents and staff are encouraged to contact one another at any time during the school year to discuss questions or concerns. Email is an excellent way to set up a mutually convenient time to meet.

With advance notification, usually parent/teacher conferences are held before school or after school, once students have been dismissed. Exceptions may be made at the teacher's discretion. Teachers often have duties/obligations before and after school so it is important to schedule a conference even for what may be a brief discussion. No "drop-ins" please. It is especially important not to try and hold a conference at dismissal time or during class. We appreciate your consideration in this matter.

Parent/Teacher conferences do not include students; however, if beneficial, students may be brought into a conference with prior joint agreement between the teacher and parent.

CONFIDENTIALITY

If a student tells someone in the school (teacher, coach, counselor, administrator) something in confidence, the school official reserves the right to disclose that confidence if the information given can be harmful to that student, to other students, or to the school/school staff.

ACADEMICS

HOMEWORK

Homework is given for reinforcement, practice, remedial activity, and enrichment.

REPORT CARDS

- Report cards are issued for each of the 4, 9-week quarters.
- All classes use the following grading scale:

<u>Numerical Scale</u>	<u>Non-Numerical Scale</u>
A (93-100)	I = Incomplete
B (85-92)	MW = Medical Withdraw
C (77-84)	P = Pass
D (70-76)	DP = Dropped Passing
F (Under 70)	F = Fail
	DF = Dropped Failing

GPA and class rank are determined by class grades, course weight, and grade quality points. See chart on the next page.

HONOR ROLL (All numerically graded courses are included)

Distinguished Honors: All A's

Honors: All A's & B's

GRADUATION REQUIREMENTS

Class	Credits
Bible	4
English	4
Social Studies (including World Civilization and American History)	4
Mathematics	4
Science	4
Foreign Language	2
Health (must be taken in 9 th grade)	.5
Computer	.5
Physical Education (or 2 seasons of HS sports participation)	.5
Drivers Education (required for DE students only)	.25
Consumer Education	.25
Fine Arts	.5
Other Electives	.5
Community Service Project	40 hrs

A total of 25 credits is required for graduation.

Quality Point Table

		CP	H	AP
		1	1.1	1.15
A+	98-100	4.66	5.13	5.36
A	95-97	4.33	4.76	4.98
A-	93-94	4	4.4	4.6
B+	91-92	3.66	4.03	4.21
B	87-89	3.33	3.66	3.83
B-	85-86	3	3.3	3.45
C+	83-84	2.66	2.93	3.06
C	79-82	2.33	2.56	2.68
C-	77-78	2	2.2	2.3
D+	75-76	1.66	1.83	1.91
D	72-74	1.33	1.46	1.53
D-	70-71	1	1.1	1.15
F	≤ 69	0	0	0

GPA and Class Rank

GPA and class rank are calculated as follows:

1. Multiply the quality points for each course based on the grade and category from the table above by the credit value of each course.
2. Add all the scores obtained in part one.
3. Divide the total obtained in part two by the total number of credits attempted.

CP Bible	93%	0.5 cr. x 4.0 =	2.0
CP English	94%	1 cr. x 4.0 =	4.0
H Algebra II	80%	1 cr. x 2.56 =	2.56
H Chem.	90%	1 cr. x 3.66 =	3.66
AP History	88%	1 cr. x 3.83 =	3.83

4.5 credits into 16.05 = 3.57

Credit will be accepted for most transfer courses. Transfer students may have some requirements waived if there is no conflict with state graduation requirements. Grades earned in other schools are not calculated into the student's RLCA GPA.

HONORS COURSES

Assignment to an honors course is based on standardized test scores, prior class performance and the teacher's assessment of ability and willingness to succeed in the class. Minimum requirements to stay in an honors class is an 85% average in a current honors class. To move from a CP to an honors course, students must have a minimum grade of a 93% and a teacher recommendation. Additional criteria may be used.

DRIVER'S EDUCATION

- All resident Delaware students will take driver's education during their sophomore year.
- Please note that currently New Jersey and Pennsylvania do not accept the Delaware course in order to fulfill its driver requirements. Maryland residents should confirm with the MVA before enrolling in the class.

- Delaware charges a fee for all out of state Driver Education students.

GRADUATION HONORS

- The senior student accumulating the highest and second highest grade point averages are named the valedictorian and salutatorian, respectively.
- A senior student must have been enrolled in RLCA for at least two full years prior to graduation to be eligible to receive the valedictorian or salutatorian award.

MID-TERM AND FINAL EXAMS

- Mid-term and final exams are given to all high school and middle school students.
- The upper school will have half days during both mid-terms and final exams.
- High school mid-terms and finals will each count as 10% of the student's final grade. The remaining 80% will be comprised of the first through fourth marking period grades.
- Students are expected to be present for their scheduled exams. If a student is absent due to illness, a doctor's note must be presented upon return. If a student cannot get a doctor's note, or he or she has any other extraordinary situation that caused the absence, permission to take the exam must be given by the principal. Being late up to 20 minutes for an exam may result in a 10-point deduction. After 20 minutes, the principal will decide whether a student is able to take the exam for credit. When a student is absent and has been given permission to make up the exam, he or she must contact the teacher as soon as possible and make arrangements for a make-up exam.
- Middle school mid-terms and finals will count as one test grade for sixth and seventh graders and two test grades for eighth grades on the second and fourth marking period average.
- Seniors or underclassmen taking a senior course achieving at least an 93% average for the year in a specific class may be excused from the final exam in that class.

TESTING NIGHTS

In order to spread out testing, subject areas will give tests on the days listed below. Exceptions will need administrative approval. Testing days do not apply to quizzes.

Mathematics — Monday, Friday
 Science — Tuesday, Wednesday
 English — Monday, Friday
 Spanish — Wednesday,
 Thursday
 Social Studies — Tuesday, Thursday
 Business — Tuesday, Thursday
 Bible – Any day that students do not have 2 tests already scheduled

COURSE FAILURE

Grades 6-8

Middle School Promotion Policy with Failing Grades

- If a student fails math, reading, or grammar, that student will have to complete 30 hours of tutoring over the summer with a qualified teacher approved by the principal, **and** retake the final exam with a passing grade at the conclusion of the 30 hours.
 - “Qualified” tutors have a college degree or are pursuing a college degree in the subject area or areas for which the tutoring will be offered (i.e. an engineering or math degree for math tutoring, or an English degree for reading). Some examples would be college students who are majoring in Math Education, English Education, or Middle Grades Education with a specialty in the subject needed.
 - Tutors who are not on the attached list must have their names and qualifications emailed to the principal for approval before beginning the 30 hours of tutoring.
 - A log of the tutoring hours, listing dates and hours, should be kept and signed by both tutor and parent. This log will be submitted at the time when the student comes into the school to retake the final exam in that subject area.
 - For math and grammar, once the 30 hours are complete, parents may contact the principal to schedule a time to come in and retake the final exam. Scores of 70% or higher will count as passing to promote to the next grade.
- If a student fails three or more core subject areas (math, reading, grammar, social studies, science, and Bible), then he or she will not be promoted to the next grade. The student will repeat the same grade level the following year if allowed to re-enroll. If a student does not return to RLCA, it will be up to the new school whether to promote that student or not, but typically most schools follow similar policies and will abide by the decision of the previous school.

Grades 9-12

High School Credit Recovery Policy for Failing Grades

- If a student fails a core class required for graduation (English, math, science, social studies, or Bible), he or she must take an online credit recovery course or original credit course over the summer in order to make up this lost credit and still be on track for graduating with the required 4 credits in each subject area. Bible is not offered as credit recovery online and will have to be taken as an original, ½ credit course which will be listed on the transcript as a credit recovery. Please note that CREDIT RECOVERY COURSES ARE NOT APPROVED BY NCAA; therefore, if you plan on playing Division I or II sports, you **MUST** take an original credit, full-length course. There are 2 online providers which RLCA uses for high school credits and credit recovery.
 - Keystone School is a non-Christian online provider which has less interaction with a virtual teacher and less tracking of work progress throughout the course. However, this option does allow you to complete all the work from home, including exams, and to finish at your own pace.

- Sevenstar Academy is a Christian online provider which provides a pacing guide, regular interaction with a virtual instructor, and more regular feedback on course progress. It does, however, require a proctor for the mid-term and/or final exam which would mean that the student would need to come into school to take the final under supervision. Also, there is a requirement of 10 weeks minimum you must spend on the course.
- If a student fails Spanish 1 as a freshman, he or she will be rescheduled to take it their sophomore year, as foreign language is a difficult thing to master in an online setting. The same rule would apply to sophomores who fail Spanish 2, who would be rescheduled to take it as juniors. However, if the student prefers to take it online, or if the student is an upperclassmen, it will be recommended that he or she take the credit recovery course over the summer.
- To register with Keystone, please make an appointment with the guidance counselor to fill out the registration form. You will need credit card information to include on the faxed registration form. The form will be returned to you after it is faxed.
- To register with Sevenstar, please make an appointment with the principal so that he can register you for the course through Red Lion's school account. You will need to bring a check to write to RLCA for the cost of the course.
- Please see the next page for a list of approved credit recovery courses for the core high school subjects.

ACADEMIC PROBATION

- Any student who earns less than a 2.0 total G.P.A. at the end of the marking period will be placed on a nine-week academic probation. Parents are encouraged to closely monitor their student's academic progress during this time.
- In order for a student to retain his or her athletic eligibility, a minimum 2.3 GPA must be maintained. See the Athletic section for additional eligibility requirements.

COURSE ADD/DROP POLICY

- High school students may add or drop courses up until the add-drop deadline as long as they meet the required course credits.
- Students taking a course offered only during the second semester may drop the course up until the end of the first week of the third quarter.

IMPORTANT: Due to the performance nature of choir and the difficulty of being added to a class already in session, a student may not drop choir after the add/drop period.

TRANSCRIPTS AND RECORDS

- Transcripts and records are available through the guidance office and through Parchment.com and only if all financial responsibilities are fulfilled.
- Credits are only awarded after the student completes the entire course. If a student withdraws from the school before he or she completes the course, RLCA will not award partial credits.
- Graduating students or alumni who want to send their transcripts to colleges, must register

through Parchment.com and request their transcripts to be sent to the school of their choice. Instructions can be obtained through the Guidance Office.

ONLINE COURSES

- Students may take online courses for the purposes of credit recovery or original credit.
- A student that wishes to take an online course for credit must first receive approval from the Guidance Office
- Students are responsible for all costs associated with online courses.

DUAL ENROLLMENT COURSES

- Students may take courses for credit that will be applied to their high school transcript and at the same time earning college credit at the school where the course was taken or transferred to another college or university.
- Junior or senior students wishing to take a course for dual enrollment must demonstrate a record of academic excellence by maintaining a 3.0 RLCA GPA or higher and gaining permission from the Department Head or the Guidance Office.
- Dual enrollment courses may be taken at a local accredited college or university, through the university's online program, or through third party such as Seven Star Academy. Online courses must be approved by the school. It may also be taken at RLCA through Wilmington University's or Cairn University's Dual Enrollment program.
- If taking a dual enrolment course at Red Lion, students will receive GPA value for the course.
- Costs for dual enrollment courses will be the responsibility of the student.
- Although dual enrollment courses can only be taken through accredited colleges and universities, and therefore generally accepted by other schools, it is the student's responsibility to ensure that these credits will be accepted by the school of his or her choice.

ACADEMIC INTEGRITY HONOR CODE

At Red Lion Christian Academy, we desire that our students strive for godly excellence in all areas of their lives, including academic integrity. At Red Lion, we desire that students become life-long learners and critical original thinkers. The faculty and administration expect that students follow the principle of an honor code in which they pledge to do their own homework, submit their own thoughts for writing assignments, take tests and quizzes without the aid of external materials, or use another student's work as their own. Red Lion students are also expected to deny requests from other students to copy or use their work in violation of this principle. Violation of this policy may result in the loss of credit for the assignment, detention, suspension, or dismissal.

Plagiarism

Plagiarism is defined as taking credit for someone else's thoughts, ideas, and research as his own. Examples of plagiarism would include the following:

- Failing to cite quotations and ideas of another when submitting work, not considered "common knowledge"

- Failing to use a student’s own word choice but instead copying a selection and substituting synonyms
- Copying from the internet without using quotation marks and citing the source
- Having another person write a paper and submitting it as one’s own work

Cheating

Cheating is defined as trying to improve one’s score or helping another to improve his or her score by dishonest means. Examples of cheating would include the following:

- The use of another person’s test, quiz, or homework answers and submitting them as one’s own
- The use of notes, “cheat sheet,” or other electronic materials not approved by the teacher in order to improve one’s grade.
- The use of tests or quizzes that were inappropriately obtained by the person or another prior to a test or exam
- Giving or receiving test or quiz information from a student in one’s class or another class
- Submitting pre-written material when the assignment should have been completed in class

Honor Code Pledge

As a student at Red Lion Christian Academy, I will uphold the highest standards of academic integrity. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do. I pledge that I will conduct myself responsibly and honorably in all my academic activities.

Student Signature _____

Date _____

Parent Signature _____

Date _____

DAILY OPERATIONAL PROCEDURES

AMENDING THE HANDBOOK

Red Lion Christian Academy reserves the right to change or add any policy at any time as seen fit and at the sole discretion of administration. If that change occurs during the school year, it will become official policy once the change has been communicated via email and/or the school website.

ANIMALS

Animals are not allowed inside the school buildings without prior approval from administration and the school nurse. Classroom pets are kept to a minimum to ensure that students who may suffer from allergies are not at risk.

DRILLS – FIRE AND LOCKDOWN DRILLS

Fire drills, lockdown drills, and other emergency procedures are practiced periodically and in compliance with state mandates.

MORNING DROP OFF

In the morning, students arriving by car are to be dropped off only in the area between the Tall Oaks Classical School and Upper School buildings, “curbside drop-off.” Please adhere to the established drop off pattern through the lower lot and behind the Lower School building. Please follow directions given by the staff in order to protect the students.

Upper school students (6th-12th) may arrive at school as early as 7:00 A.M. Supervision is provided in the multi-purpose room. A fee is charged for students arriving before 7:30 A.M. Please drop your student off early enough to ensure that they can go to their locker and get to their first period class by 8:00 A.M.

The front horseshoe shaped parking lot is for faculty, staff, student drivers, and visitors only. No students should be dropped off in this parking lot or in the small church parking lot. The small church parking lot is for Tall Oaks staff. Valid parking permits are required in these two lots.

Drivers may not park in the posted fire lanes or handicap spaces, or they are subject to being towed at the owner’s expense.

AFTERNOON PICK UP

In the afternoon, parents wishing to pick up their Upper School students will enter the outer ring of the horseshoe parking lot proceed past the Upper School and park in the available spaces adjacent to Red Lion Road. Students will exit the school and walk to your car. Please do not stop in front of the school or in the parking lot inner loop to pick up your student. If there are no available parking spaces, proceed around the loop and park in the inner loop and wait for your student.

SAFETY

To ensure student safety, please adhere to all the posted signs and speed limits.

ELECTRONICS

Students are encouraged not to bring electronics to school. If a student is caught using an electronics item (cell phone, iPod, iPad, etc.) the item will be taken from the student and returned only to the child's parent. Students must lock their cell phones and other electronics in their lockers during school hours. Students may use their electronics during extended care in the upper school. Students may use laptops, iPads, and other electronic devices for school presentations with the teacher's permission.

FIELD TRIPS

Field Trips are designed to support curriculum and learning goals as appropriate for each program/grade level.

A signed permission slip and payment is required in advance for attendance. (Field trip fees are not included in tuition.)

- School dress code is required for all students unless otherwise specified. Teachers and parent chaperones are requested to wear business casual attire depending on the trip. No jeans please unless otherwise specified.
- Attendance is required. Additional work may be assigned if a student does not attend.
- Parents may not drive their own children to and from the field trip destination unless there is a need for additional transportation, and it has been approved by the teacher.
- Parents acting as chaperones may not bring siblings.
- If paying for a field trip creates a serious financial hardship, please contact your child's teacher.

LOST AND FOUND

Please secure all valuables as appropriate. The lost and found shelves are located in the hallway behind the boys' locker room. These shelves are sorted through periodically. Unclaimed goods are donated. RLCA is not responsible for lost items or items stolen from students/guests. Please take this into consideration when bringing items to school.

LUNCH

Students may bring lunch from home or purchase lunch from Red Lion Christian Academy. A variety of hot and cold lunch items are available and may be purchased with cash. Parents may send money with their upper school students.

PARENT TEACHER FELLOWSHIP (PTF)

The PTF is open to all parents and teachers in the school. It is intended to facilitate friendly cooperation and communication between parents and teachers and to support and strengthen the effectiveness of the school. PTF members help provide memorable staff and student activities. PTF

meetings are noted on the school calendar and are held in the Upper School multi-purpose room. Attendance at PTF meetings counts toward school development/volunteer hours.

PHOTOGRAPHY POLICY

At times, RLCA may take photographs of students or families to be used in promotional materials, school materials, or on its website. Enrollment constitutes a family's consent to the inclusion, publication of or use of their children's picture images and/or likenesses in RLCA's publications, both printed and electronic, for publicity, promotional, or marketing purposes without compensation. Video cameras may be in use in hallways for security.

PICK UP

Dismissal is at 3:00PM prompt for upper school students. All students still in the building at 3:15PM will be sent to aftercare study hall, and the parent's FACTS account will be charged the hourly fee for supervision.

SCHOOL HOURS

Upper School doors are opened beginning at 7:00AM for paid, supervised care in the MPR. First period begins at 8:00AM.

SCHOOL OFFICE

The Upper School Office is staffed from 7:30AM – 4:00PM.

Each office screens access to the buildings through a security system. You will be asked to identify yourself in order to be admitted and may be required to present identification. (Please note that students and staff are asked not to open doors for people they do not know.) All visitors must register at the school office (in/out) and must wear a visitor badge as long as they are on campus.

SNACK TIME

High school students are permitted to eat a snack during 3rd period because they have a late lunch. Middle school students may eat a snack during 7th period. The kitchen is not open to purchase food at these times. Food is not permitted in other classes. Students may bring water bottles only to class with them.

SPIRITUAL LIFE

Children are nurtured, taught, and mentored daily by their teachers and staff by integrating biblical truth throughout their classes. The upper school students all begin their day together in the chapel for a time of worship and devotions. In addition, students receive daily Bible instruction in their Bible classes. Students are taught that God has a plan and purpose for each of their lives, and He longs to have a genuine, life-transforming relationship with each of them through Jesus Christ, our Lord and Savior.

Additionally, upper school students have opportunities for local missions work, spiritual retreat days, and spiritual emphasis week. As seniors, students travel to another country to minister the gospel.

STUDENT BODY

The student body is multi-racial and multi-denominational. No racial or denominational restrictions are maintained. Our admissions policy speaks more specifically regarding entrance requirements.

SUMMER READING

Summer reading is available on the school website as well as on the school information system in early summer. A reading and project requirement vary by grade level and is mandatory.

SUNDAY ACTIVITIES/EVENTS

RLCA will not permit extracurricular activities to be scheduled on Sunday.

SUPPLIES

Parents are responsible for purchasing start-up student supplies before school begins and helping supplement supplies needed during the school year as the initial items wear or run out. Supply lists will be made available in June so that parents are able to purchase items over the summer. Tissues and disinfecting wipes are always welcome. Please donate them directly to your child's homeroom or the upper school nurse's office.

TELEPHONE

Cell phones may not be used during the school day. Students needing to use a telephone during the day may use the office telephone at the discretion of teachers and office staff. Students must obtain permission from their teacher before visiting the office to use the telephone and may be asked by the office staff to state the reason for the call.

VISITORS - STUDENTS

Student visitors are limited to prospective students, former students, and/or family relatives visiting from out of town. Student visitors must adhere to all school rules and regulations. Only prospective students can visit ("shadow") the school for an entire day and will be assigned to an RLCA student and follow his or her schedule. Due to seating limitations and to limit educational interruptions, all other students may only visit during lunchtime with prior administrative approval. All student visitors must register in advance and sign in/out at the school office.

VISITORS - ADULTS

All adult visitors must register at the school office (sign in/out) and must wear a visitor badge as long as they are on campus. Classroom visits must be scheduled 48 hours in advance and be approved by the principal or director as appropriate. Classroom visits are not conferences with the teacher and visitors may not interrupt the education environment.

VOLUNTEERS/VOLUNTEER HOURS

- Parents, guardians, and/or family members that assist in the care of students enrolled at RLCA are welcome to volunteer with advance authorization from the appropriate staff member. For instance, if you would like to assist in the classroom, contact your child’s teacher to determine the best time and activity. Please obtain authorization at least 48 hours in advance.
- There is a minimum of 10 volunteer hours per family.
- There are a number of volunteer opportunities available in and outside of the classroom. Help is needed in the summer months when the facility is being prepared for the upcoming school year, during the school year, and at the end of the school year. Attendance at PTF meetings and acting as a homeroom parent counts toward volunteer hours.
- All volunteers are subject to a criminal background investigation at the discretion of the school administration. Volunteers serving on a regular basis should expect a background investigation to be completed. In addition, all school families are checked against the Nation Sex Offender Registry.
- All volunteers must register at the school office (sign in/out) and must wear a visitor badge as long as they are on campus.
- A charge of \$200 will be applied if the minimum of 10 volunteer hours per family are not met within the school year.

DISCIPLINE

Red Lion Christian Academy has a separate and complete Code of Conduct. All students are required to adhere to the school’s Code of Conduct. Please see separate Code of Conduct Handbook.

UNIFORM DRESS CODE

DRESS CODE

Our desire is for Red Lion to be a school that reflects unity, quality, honor, and integrity in everything we do. We want our parents and students to be proud to be part of this school and consider it a privilege for their children to attend RLCA. Maintaining a modest uniform dress code is a key aspect in achieving this goal. It has been proven that student dress affects academic performance. For these reasons, Red Lion has instituted a school uniform for the students. The following information is provided to clearly explain Red Lion’s uniform code. All decisions about appropriate dress, hair color, or what complements the dress code is determined by the administration.

School uniforms are provided exclusively by FlynnO’Hara. This ensures that the uniform is uniform.

OUTERWEAR IN UPPER SCHOOL CLASSROOMS

Non-uniform outerwear items are not allowed to be worn in school between the hours of 8:00AM – 3:00PM. This includes coats, jackets, and hoodies. If a student has a class in the modular or is cold in the classroom, long sleeve logo shirts, sweaters, and fleece jackets are available through FlynnO’Hara. A Red Lion logoed fleece jacket is strongly recommended if a student has a class in the modular or tends to feel cold easily.

PHYSICAL EDUCATION

Upper school students in grades 6th-8th who are in a physical education class are required to purchase a gym uniform from the school spirit store. This uniform is mandatory for gym class, and if they do not bring their uniform, students will receive a zero for that day’s class due to being unprepared but will still be required to participate.

DRESS DOWN DAYS

Occasionally students are allowed to wear casual or professional non-uniform clothes. This is considered a “dress-down” or “dress-up” day. For these days, modest appropriate apparel is required. Please note the following specific guidelines. Students will receive consequences, and parents may be contacted to bring their student a new outfit if the administration deems necessary.

- All clothes must be modest and in good condition.
- No inappropriate/disrespectful graphics or text, especially on t-shirts/hoodies.
- No shirts that show too much skin (i.e. spaghetti strap, tank tops, or sleeveless shirts)
- No shirts with cut off sleeves
- No skinny or overly tight pants or those that have tears, holes, or are frayed.
- Sweatpants and athletic pants are allowed on dress down days
- Hoodies may be worn, but hoods may not be up over the head while at school.
- No hats or head coverings

UNIFORM CODE

HAIR

- Students’ hair should not draw undue attention to themselves, nor distract from the overall look of the school uniform.
- Boys and girls must maintain neat well-groomed hair.
- Boys and girls may not shave parts of their heads while keeping the rest of their hair long.
- Boys’ hair cannot touch the collar of the shirt, hang over the eyebrows or be longer than the middle of the ear. Ponytails/buns for boys are not acceptable. A student whose hair exceeds the code will be given a maximum of one week to get a haircut.
- Extreme hairstyles and extreme colors are not permitted. Only natural human hair colors are permitted and may not be partially applied.

- If in the opinion of the administration the student's hair color does not conform to the dress code it reserves the right to require the student to re-dye his or her hair. No words, initials, or designs may be shaved into a hairstyle.

PANTS

- Khaki flat front uniform slacks from FlynnO'Hara

SHIRTS

- Only black or red polo shirt with school logo (short or long sleeve) or white logo oxford shirt is permitted.
- Only the top two buttons may remain unbuttoned, and all shirts should fit loosely.
- White or black short sleeve undershirts may be worn underneath logo shirts, but they may not be seen hanging out below the hem or extend past the sleeves of the logo shirt.
- Students are not required to tuck in appropriately sized polo shirts. The length of polo shirts must not exceed the bottom of the side pocket opening, or they must be tucked into pants.
- To maintain the appropriate level of modesty, tops must be long enough to ensure that no part of the midriff is ever exposed, whether sitting, raising the arms, or bending over and that no undergarments are visible.

SWEATERS

- Boys and girls may wear red or black V-neck or cardigan sweaters with the school logo.

PANTS

- Boys' and girls' pants must be loose fitting. Loose fitting is defined as fitting to form without the showing of the outline of the undergarment, or putting stress on any area of the pants as seen by the pulling of fabric or zipper.
- Pants must be in good repair without any holes or fringing.
- Shorts are not permitted for boys or girls in the upper school.

SKIRTS

- Girls' skirts must fit appropriately, and when she is standing, the skirt must be no shorter than the top of the knee.

SOCKS

- Socks must be solid black or white.

LEGGINGS/TIGHTS

- Girls may wear full-length, solid black or white colored tights or leggings under their skirts.

SHOES/BOOTS

- Girls and boys may wear dress shoes, dress boots, or athletic sneakers. No open-toe or open back shoes may be worn. All footwear must complement and not distract from the school uniform.

ACCESSORIES

- Accessories must not distract from the school uniform. This includes scarves and certain jewelry.
- Female students may have pierced ears. Other types of body piercing are not acceptable. Plugs, spacers, or gauges are not permitted.
- Male students are not permitted to wear earrings, plugs, or other pierced jewelry in school, nor can they cover their piercings in an attempt to comply with the code.
- Hats or head coverings of any kind are not permitted to be worn in school.

EXTENDED CARE

BEFORE CARE

The upper school multi-purpose room is opened for early arriving students from 7:00AM-7:30AM for a fee. All students in the building prior to 7:50AM must be in the MPR. They may eat, talk quietly, do homework, and use electronics. The MPR has a paid staff member to supervise every morning.

AFTER CARE

All students who do not participate in sports or who are not able to leave the campus by 3:15 must be in After Care until they are picked up by a parent. Parents will be charged an hourly fee for students waiting in After Care. From time to time athletes may be required to wait for practice in After Care for no charge.

After-care closes at 6:00 PM, and students should be picked up promptly at 6:00PM to avoid additional charges. For safety, parents must sign their child out from After Care each day.

FINANCIAL INFORMATION

TUITION AND FEES

- Application Fee: One-time fee charged during a student's initial application to the school
- Registration Fee: Annual fee which holds a student's seat for the upcoming school year
- Capital Expense Fee: Annual fee used by the school to replace or upgrade durable assets such as property and equipment which have long-term benefits
- Tuition: Fee for instruction and all operational costs associated with instruction
- Withdrawal Fee: Fee charged when a student is withdrawn prior to or during the school year as defined in the enrollment agreement

PAYMENTS

- All tuition and fee payments will be paid through FACTS via an ACH/direct debit or credit card.
- Receipts for gifts may be obtained through our finance office.

DELINQUENT ACCOUNTS

- The penalties for late payment of tuitions and fees can be found in the enrollment and FACTS agreements.
- Tuition and fees are considered delinquent when not paid within five days of the scheduled payment due date.
- Families whose accounts are delinquent may have their student suspended until their account is current and will not be allowed to re-enroll for the next school year until their accounts are current.
- Re-enrollment does not guarantee a place on the class roster if the account is delinquent or becomes delinquent after enrollment. Seats are not held for current families once open enrollment begins.
- Report cards will not be issued for students with delinquent accounts.
- RLCA reserves the right to report delinquent accounts to the credit bureaus.

CHECKS

- RLCA reserves the right not to accept a check in payment of tuition or fees.

WITHDRAWALS

- All withdrawals from school must go through the finance office.
- No records will be forwarded until all financial obligations at the school have been met. This includes textbooks, sports uniforms, and locks.
- Please see the tuition withdrawal guidelines and fees outlined in the enrollment agreement.

HEALTH

EMERGENCY CARDS & EMERGENCY PROCEDURES

- All students must have an emergency card on file.
- Failure to return an emergency card within three days of the start of school will result in removal from school until the card is returned.
- Permission for emergency medical treatment from parent/ guardian is on the emergency card.

SCHOOL EMERGENCY PROCEDURES

If a student becomes ill at school, he or she should ask to go to the nurse, and the nurse will call home as necessary.

In case of a life-threatening emergency, the school will call 911 and then follow the steps below.

In the case of other emergencies and/or need of medical or hospital care:

- The school will call the following numbers in this order until contact is made:
 - Home
 - Cell Phone
 - Father's, mother's, or guardian's place of employment
 - Other telephone numbers listed
 - Physician
- If none of the above answer, the school will call an ambulance, if necessary, to transport the student to a local medical facility.
- Based upon the medical judgment of the attending physician, the student may be admitted to a local medical facility.
- The school will continue to call the parents, guardians, or physician until one is reached.
- If a parent/guardian cannot be reached and the school authorities have followed the procedures described, the parent agrees to assume all expenses for moving and medically treating the student. They also consent to any treatment, surgery, diagnostic procedures, or the administration of anesthesia that may be carried out based on the medical judgment of the attending physician.
- A school accident form will be completed and kept on file in the nurse's office.

CHILD ABUSE OR NEGLECT

- Any staff member who knows or reasonably suspects child abuse or neglect shall immediately contact and inform the Principal or Administrator.
- The Principal and Guidance Counselor will confer with the staff member, and if there is knowledge of or a reasonable suspicion of child abuse or neglect, the school shall immediately make an oral report to the Division of Family Services, as the law requires.

- If the staff member does not agree with the conclusion of the school as to whether there is a reasonable suspicion of abuse or neglect, that individual has the duty to report his or her reasonable suspicion of abuse or neglect to the state immediately.

COMMUNICABLE DISEASES

- No student will be admitted to or be allowed to continue attending RLCA with a diagnosis of any communicable, potentially lethal disease.
- The school reserves the right to not allow a student to attend school until medically cleared if the student may have been exposed to a serious communicable illness.
- Standard Precautions for prevention of transmission of blood borne pathogens as recommended by the Occupational Safety and Health Administration (OSHA) are adhered to at RLCA.
- Staff is trained yearly according to the OSHA guidelines.
- Each classroom has a first aid kit that includes gloves and protective eyewear.

CONFIDENTIALITY

Student's health conditions are made known with parental consent on a need-to-know basis. No student information may be released to an outside agency without prior approval of the Principal and parents.

HEALTHCARE RECORDS/ IMMUNIZATIONS/ SCREENINGS

- All students enrolling in Red Lion Christian Academy must provide a report of a current physical examination. The Delaware Pupil Medical form or the Delaware Interscholastic Athletic Association (DIAA) with a copy of immunizations will be accepted.
- Subsequently, physicals for the upper school are required for the sixth and ninth grades.
- Any student, sixth-twelfth grade, playing a sport must have a DIAA physical. See Athletics in the Upper School Section.
- Current immunizations must be shown and maintained for all students. According to Delaware law, students can be exempt from school without proof of current immunizations and screening tests.

Immunizations Requirements

- Four or more doses of diphtheria, tetanus, pertussis (DTaP, DTP, or other approved vaccine) or diphtheria, tetanus (DT) vaccine or a combination of these vaccines.
- A booster dose of Td (adult) is recommended for all students, five years after the last DTaP, DTP or DT dose was administered.
- Three or more doses of inactivated polio virus (IPV), oral polio vaccine (OPV), or a combination of these vaccines with the following exception: A child who received a third dose prior to the fourth birthday must have a fourth dose.

- Two doses of measles, mumps, and rubella (MMR) vaccine. The first dose should be administered on or after the age of 12 months. The second dose should be administered after the fourth birthday. Individual combination vaccines of measles, mumps, and rubella (MMR) can be used to meet this requirement.
- Three doses of Hepatitis B vaccine. (Two doses of CDC approved vaccine for children ages 11 through 15 may be used.)
- Varicella vaccine (chicken pox) is required beginning in the 2003-2004 school year with kindergarten. One dose is required for children through age 12. Two doses are required for children age 13 and older. A written disease history, provided by the health care provider, parent, legal guardian, or relative caregiver will be accepted in lieu of vaccination.

Screening Test Requirements

- Mantoux Tuberculin skin test or the results of a Tuberculosis risk assessment must be documented by new school enterers. Positive reactions or positive responses will require verification from a licensed health care provider that the individual does not pose a threat of transmitting tuberculosis to staff or other students. Verification shall include Mantoux results recorded in millimeters (if test was administered), current disease status (i.e. contagious or non-contagious), current treatment (or completion of preventative treatment for TB) and date when the individual may return to his/her school assignment without posing a risk to the school setting.
- Documentation that a blood lead test was completed must be on file for preschool or kindergarten new school enterers and all students (from 1995 to present).
- The school nurse will provide vision, hearing, and posture/gait screening at various grade levels. Any abnormal findings will be reported to the student's parent/guardian.

INJURIES AND ILLNESSES

Outlined below is a summary of our policies regarding injuries and illnesses. These rules are in place to protect our students and our staff from potential health hazards. Occasionally a health notice will be sent home to notify families of a possible exposure to an illness. This information is given to help prevent transmission to others. These health notices do NOT identify a specific student.

- Please report any **sprains or broken bones** to the school nurse. We desire to be an advocate for your student and help with any special accommodations that the injury may allow. Additionally, athletes are to report injuries and wounds to the athletic trainer or school nurse in a timely manner.
- **Chicken Pox (Varicella):** Student will be excluded until all lesions have dried and crusted. Student must be evaluated by the school nurse before readmission to school.
- **Chronic Health Conditions:** The student's chronic health conditions (i.e. asthma, diabetes) should be reported to the nurse at the beginning of their enrollment. The nurse will work with the parents to formulate a plan of care for the student. The student with a life-threatening illness or allergy **must** wear a bracelet or necklace **daily** to identify their allergy or condition.

- **Coughing:** Student will be excluded with severe coughing associated with difficulty breathing, sore throat, fever, or difficulty concentrating and performing at school. This includes untreated wheezing.
- **Diarrhea:** Student will be excluded from school if stool contains blood or mucus. If student has acute diarrhea, characterized as two times the student's usual frequency of bowel movements with a loose consistency within a period of 24 hours, the student will be sent home.
- **Eye Discharge:** Student will be excluded if purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) is observed. Student will be excluded until examined by a physician and approved for re-admission, with treatment started (24 hours after eye drops are started).
- **Jaundice - yellow skin or yellow eyes:** Student will be excluded until physician documents that the student poses no serious health risk to himself or to other students.
- **Lice (Pediculosis):** Student will be excluded for evidence of live louse found on student. Student may return after over-the-counter pediculocide is used and nits are removed.
- **Pain:** Student will be excluded for severe pain or discomfort, particularly in joints, abdomen, or ears.
- **Sprains:** Injured joints with swelling will need a physician's note to be excused from activities and instructions for care at school if condition persists for more than three days.
- **Broken Bones:** Must show physician documentation of injury and instructions prior to returning to school. Must have physician note to return to gym or to return to participation in sports.
- **Rashes:** (Skin that is infected; untreated skin patches or lesions): Student will be excluded if rash accompanies fever or behavior change until physician has determined the illness not to be a communicable disease. *Ringworm*- Students will not be excluded from school due to ringworm; however, athletes cannot participate in their respective sport until the lesion has been treated for 24 hours. After that time, the lesions should be completely covered during practice and competition. *Impetigo* – Student will be excluded until 24 hours after treatment has been initiated.
- **Scabies:** Student will be excluded until a full 24 hours after treatment has been initiated.
- **Strep Throat:** Student diagnosed by physician with streptococcal pharyngitis will be excluded until 24 hours after treatment has been initiated and until the child has been afebrile for 24 hours.
- **Temperature/Fever:** Student will be excluded with oral or axillary temperature of 100 degrees or over, accompanied by behavior changes and/or other symptoms. Student will not return to school until fever has subsided below 100 degrees without antipyretics (e.g., Tylenol or Advil). Student must be fever free for 24 hours.
- **Vomiting:** Student will be excluded after an episode of acute vomiting not related to coughing. Student should remain at home until student has retained a bland diet and has resumed his normal activities for 24 hours (a full day).

- **Wounds and Open Cuts:** Open wounds or cuts must be covered at all times. If a wound is infected, student will be excluded until 24 hours after treatment has been initiated. *During athletic events*, athletes must cover existing cuts, abrasions, wounds, or other areas of broken skin with an occlusive dressing before and during participation. Athletes with active bleeding will be removed from competition and bleeding should be stopped. The decision to return to play with the proper dressing will be made by the healthcare professional on site.

MEDICATIONS AT SCHOOL

Prescription Medications Procedures

- Send the medication to school nurse's office with a responsible individual if you are unable to take it to school.
- Send the medication in the original container properly labeled with correct name, time, dose, and date.
- Count the tablets (unless the number of tablets is the exact number on the label) or approximate amount of liquid in the bottle and document this amount on request form.
- Fill out a Parental Request for Medications form for each medication sent to school. Forms may be obtained from the school nurse.

Prescription Medication on Field Trips

- Assistance with medication shall not be provided without the prior written request or consent of a parent or guardian. Said written request or consent must contain clear the student's name, the name of the medication, the dose, the time of administration, and the method of administration.
- The medication must be in a container that is clearly labeled with the student's name, the name of the medication, the dose, the time of administration and the method of administration. If a physician has prescribed the medicine, it must be in a container that meets United States Pharmacopoeia/National Formulary standards and, in addition to the information otherwise required by this section, shall bear the name and telephone number of the prescribing physician, and the name and telephone number of the dispensing pharmacy.
- The nurse will NOT send home bottles already at school. Another medication must be sent with one dose provided only for the teacher to give.
- A "permission slip to give medications to student on field trip" MUST be filled out and attached to the field trip permission slip. If a medication slip does not come home with your child's field trip permission slip, it is the parent's responsibility to obtain this and completely fill it out in advance of the trip.

Nonprescription Medications

- Generic Tylenol, Ibuprofen, Benadryl, cough drops, and antacids will be available to any student who has a permission slip on file. The permission slip is on the back of the emergency card and is updated by parents yearly.

- Your child will be assessed by the nurse prior to the medication being administered. Research shows that lack of sleep, hunger, and emotional upsets are major causes of headaches in adolescents.
- Our goal is to educate and to provide alternative comfort measures to our students in order to avoid over medication.

Asthma Inhalers

Qualified students may carry their own quick-relief inhalers. This is so that the medication is immediately available for the self-medication of asthma symptoms. Requirements are as follows:

- Pharmacy label must be on inhaler (not just the outside box).
- Signed permission slip must be on file in the nurse's office (signed by doctor and parent).
- After student uses inhaler, he/she must report to the nurse's office for assessment.

Severe Allergies

- The parent of the student with the severe allergy MUST report the allergen to the school nurse and to the student's primary teachers.
- The parent of the student must provide an Epi-pen or any other prescription medicine prescribed by the child's doctor to be kept in the nurses' office or in extreme allergic cases, with the teacher for emergency use.
- The student must wear a bracelet or necklace daily to identify the severe allergy.
- Staff will be trained in the use of an Epi-Pen.
- The students and faculty will have yearly allergy teaching which will include but not limited to the following: signs and symptoms of allergic reactions, good hand washing, safe food handling, not sharing of food, and proper cafeteria conduct (not running and potentially bumping into someone with allergy sensitivity).
- All teachers will have a communication device available (cell phone or intercom) to call the school nurse if an allergic reaction is suspected.
- The school nurse will carry a cell phone when she leaves her office.
- Students who have a severe food allergy are encouraged to bring their own lunch and snack foods to school.
- Cafeteria staff will be informed of which students have severe food allergies.

POLICIES AND GUIDELINES RESEARCHED AND EXTRACTED FROM THE FOLLOWING

Delaware School Nursing: Technical Assistance Manual, 2005 revision; 2003 Red Book: Report of the Committee of Infectious Diseases, 26th Edition by the American Academy of Pediatrics; Indicator Manual (DelaCare: Requirement for Day Care Centers); School Nursing, A comprehensive Text by Janice Selekman; The School Food Allergy Program by the Food Allergy & Anaphylaxis Network

LEARNING SUPPORT

The purpose of learning support is to assist the parent and classroom teacher in the education and development of your child. Learning support is able to provide educational guidance, assistance in attaining a diagnosis, provide learning support plans and accommodations that will be implemented in the classroom for diagnosed students, and one-to-one tutoring to address key educational or learning difficulties for all students. We offer educational assessments to all students in order to determine learning progress, but are not equipped to make a legal diagnosis, or write legal IEP's and 504 plans. We can, however, usually implement existing IEP's.

There is an additional fee for Learning Support services and sometimes it is required for student admission.

STATE OF DELAWARE REPORTING AND REIMBURSEMENTS

ATTENDANCE AND ENROLLMENT

Red Lion Christian Academy reports attendance and enrollment figures for kindergarten through twelfth grade students annually to the Delaware Department of Education in compliance with private school requirements. The Delaware Department of Education requires that each student's public school district as well as racial ethnicity be submitted with enrollment. This information is collected each year from families and provided to the state as required.

TRANSPORTATION

The state of Delaware provides funds for state residents to help offset the cost to transport students in kindergarten through 12th grade, to and from a private school. Transportation information is collected during the annual enrollment process and reported to the state. Reimbursement amounts vary year to year. Reimbursements do not apply to preschool or out-of-state families. Each Delaware family must select to 1) donate their transportation reimbursement to RLCA, 2) apply it to their tuition, or 3) receive the reimbursement personally for each associated school year.

TRANSPORTATION

BUS RULES

- The driver will carry contact information for each student on his/her bus route.
- The driver will release young students only to authorized individuals and will make contact with

parents/guardians if necessary to ensure a child's safety. If contact cannot be made, and no one is at the bus stop to receive the child, the bus driver will return the student to school and check them into After Care.

- The driver will enforce any regular school rules.
- Students must be on time for the bus. Buses leave in the afternoon at 3:10PM.
- Students should never stand or play in the roadway while waiting for the bus.
- Students must sit in seats and are not permitted to stand.
- Students are not permitted to leave the bus except at their regular bus stop without written permission from a parent.
- Please notify the Director of Transportation if a student will not be riding the bus.
- Excessive noise, throwing objects, or blocking the aisles are never permitted.
- Students are never permitted to throw objects from or put body parts out of the windows.
- Students are never permitted to occupy the driver's seat or to play with any control equipment.
- Repetitive or serious violations of these policies may result in suspension or loss of bus privileges.

Red Lion Christian Academy (RLCA)
Is a Ministry of

reach
CHURCH



Nothing But Jesus

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We invite you to worship with us on Sundays at 10:30 a.m.

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