



# Lower School HANDBOOK

*Especially for  
Early Education & Elementary Students/Families  
Preschool through Fifth Grade*

Updated as of November 2, 2017 - Subject to Change

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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).

## VISION STATEMENT (Early Education & Elementary)

To provide a Christ-centered education based on a biblical worldview in a safe, caring, and academically challenging environment.

## 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 any and 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 worldview 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 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, 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 Summary:**

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)

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.

## ACCREDITATION

Red Lion Christian Academy is a member of the Association of Christian Schools International (ACSI) and 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."

## 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.

## PEACE MAKING

### 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." This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the conflict.

### PARENT 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.

## ACADEMICS

### OVERVIEW by SUBJECT

#### Biblical Integration - Bible

Biblical integration and immersion into each subject area is the goal of our program and the task assigned to each of our teachers. The curriculum materials (Christian coupled with secular) consist of a combination of traditional and innovative instructional resources, techniques, and strategies in all core subject areas (Bible, Math, Language Arts, Science, and Social Studies) as well as Related Art classes.

Bible is not only integrated into all core subjects, but Bible is also a core subject and is taught in all grade levels beginning in preschool and continuing through high school. Scripture memorization begins in our three-year-old preschool program with simple monthly verses. In the four-year-old preschool program, students learn and apply a new Bible verse each week. In kindergarten, students begin memorizing using the accumulated memory technique. Kindergarten verses are tied to letters of the alphabet and geared toward character building. Each week a new verse is memorized, and the previous verses are reviewed. Once students enter first grade, they are formally a part of the school's accumulated Scripture memory program in which all students, no matter what grade level, memorize the same verse each week adding additional verses to memory as the year progresses. For first through twelfth grade students, the accumulated Scripture memory program has three cycle years and students have the opportunity to grow in knowledge and understanding of God's Word as they return to the same verses in future years at RLCA.

#### Math

RLCA is utilizing Saxon Math for all students in kindergarten through fifth grade. Saxon Math has been used by educators for over thirty years. The focus is on not only increasing student knowledge of math facts and principles but also teaching students how to utilize this information in complex, multi-step problem solving. Instructors engage all students, challenge accelerated students, and provide reinforcement for those who need more support. Concepts are introduced and reviewed throughout the entire school year for maximum retention and application.

ABeka Arithmetic enhances the Saxon Math program for accelerated math students. ABeka Arithmetic offers advanced rigor in computation and number skills producing fast, accurate calculation.

#### Language Arts

Language Arts is not only a core subject but one of the most important as it impacts all other subjects. Language skills are being developed very early on in preschool with letter/sound recognition, expressing thoughts/ideas, sequencing events, and demonstrating comprehension by answering simple questions. Students move onto kindergarten ready to read. In kindergarten, teachers provide vigorous instruction in phonics and sight word recognition. Students read well by the end of kindergarten and are ready to transition to first grade. In first through fifth grade, there is a heavy focus on reading comprehension as students should not only read well but also understand fully what they read. In addition to reading and reading comprehension, vocabulary, spelling, grammar, writing, and hand

writing are key components in our Language Arts curriculum. With pleasure, Red Lion implemented the use of the acclaimed Shurley English program for grammar and writing in the fall of 2016. Shurley English provides daily identification of all parts of speech. This helps students understand writing mechanics and produces high quality written assignments.

### Social Studies

In Social Studies, students learn about our world and its people. Preschoolers start with what is familiar to them. In subsequent years, students are taught about people and places, from the past and current day, continually broadening their horizons. A Junior Achievement economics unit is taught in kindergarten through fifth grade. Fifth grade culminates with a student government election, International Fair attended by the entire elementary school, and trip to Junior Achievement's BizTown. Hands-on projects and field trips are built into the curriculum to help students enjoy and fully grasp the lessons.

### Science

Through Science, students explore specific areas of study, giving them a glimpse into God's creation and its innermost workings. Life science (ie: animals, plants, ecosystems, habitats, classification, cells, human body), physical science (ie: energy, matter, force, machines), and earth and space science (ie: lithosphere, hydrosphere, atmosphere) are covered exposing students to various fields and providing a solid overview as they move into Upper School and the more specific studies offered at the 6<sup>th</sup> through 12<sup>th</sup> grade level. Hands-on activities and experiments as well as field trips enhance lessons and encourage budding scientists to excel.

### Related Arts/Specials

Core subjects are supported by Related Art classes to ensure students are well rounded and have an opportunity to experience and develop interests and achievement in art, computers, music, physical education, and Spanish for some grades. Library is a non-graded special. Students attend Related Arts once a week.

## **HOMEWORK**

Homework supports in class learning and helps prepare students for assessments (tests). The additional practice commits skills to long-term memory. Occasionally, students may need to complete classwork at home in addition to the normal homework assigned. Parents may independently provide supplemental activities above and beyond the homework RLCA assigns to help build skills and are encouraged to do so, especially in areas of interest or in subject areas which need improvement.

As students mature and are able to handle additional responsibility/challenges, RLCA matches assignments to reflect this growth. The following guidelines are a general reference point so that parents may gauge nightly homework expectations. An average of ten minutes per grade level each evening is normal. Each grade level establishes a consistent routine for homework so that parents can predict time requirements.

P3	No homework assigned	3 <sup>rd</sup>	30-40 minutes
P4	Weekly assignment	4 <sup>th</sup>	40 minutes
K	20 minutes	5 <sup>th</sup>	50 minutes
1 <sup>st</sup>	20 minutes	Homework is not assigned over holidays with the exception of long-term projects in the older grades.	
2 <sup>nd</sup>	20 minutes		

## **LATE WORK**

Late work may be accepted with a grade reduction. Late work will not be accepted beyond five school days after the original due date. After five days, the student will receive a zero. Some situations, like medical concerns, may warrant work being excused or deadlines being extended.

## **ACHIEVEMENT TESTING**

Red Lion Christian Academy students participate in achievement testing starting in kindergarten. Currently, the TerraNova, Edition 3 is being administered in spring. Through achievement testing, students gain experience and confidence taking timed standardized tests, and the school gains valuable feedback on curriculum content areas that may need additional instructional time/reinforcement.

## **ASSESSMENTS (Tests)**

Instructors assess students on a regular basis and strive to ensure that there are a reasonable number of tests to adequately determine student understanding and retention of lessons. Test re-takes are the exception and not the norm. At the teacher’s discretion, students may re-take or correct a test on which they received a grade of 70% or lower for an adjusted grade. Typically the two grades will be averaged together. Ultimately, the teacher will make the determination for the need to allow students to re-take a test and the method of adjusting the grade.

## **GRADES/REPORT CARDS**

For elementary (K-5) students there are four grading periods/quarters in the school year. Teachers update student grades weekly on our school information system. Parents are able to access grades and determine how to best direct their child to apply themselves. Report cards are issued quarterly.

## **HONOR ROLL**

Elementary students earn first or second honors based on their report card grades. Upper elementary students in third through fifth grades are recognized for first or second honors in an elementary assembly. Parents are always welcome to attend. Honor roll certificates are sent home with early elementary students in kindergarten, first, and second grade. It is up to parents to celebrate the accomplishments of these younger children in a manner fitting with their family and age. It is sometimes hard for younger students to understand the meaning of grades. First honors is the equivalent of “all As” and second honors is the equivalent of “all As and or Bs.”

## GRADING SCALES

Preschool K - 2nd	3 <sup>rd</sup> - 5th	Description	Score K-5th
M	A	Mastered: Accomplishes with Independence & Skill	93 – 100%
E	B	Evident: Demonstrates Consistently	85 – 92%
L	C	Learning/Developing: Demonstrates Occasionally	77 – 84%
N	D	Needs More Time/Effort	70 – 76%
I	F	Insufficient Knowledge/Failing	0 – 69%

Classroom Character (K – 5 <sup>th</sup> Only)	
3	Evident: Demonstrates Consistently
2	Learning/Developing: Demonstrates Occasionally
1	Needs More Time/Experience to Develop

## TEXTBOOKS / PUBLISHERS USED TO SUPPORT CURRICULUM

Red Lion Christian Academy uses a variety of textbooks to support curriculum. All instruction is filtered through Christian educators who teach with a biblical worldview and train students to understand and filter all information with a biblical worldview. Highlighted textbooks are by Christian publishers. Secular textbooks are used wisely and appropriately by all instructors.

Grade	Bible	Math	Language Arts	Science	Social Studies
K	ABC Bible Verses by Susan Hunt Positive Action for Christ	Saxon Math ABeka	ABeka	Custom	Custom
1 <sup>st</sup>	Accum Scripture Memory Positive Action for Christ	Saxon Math ABeka	HMH Storytown Shurley English	ACSI Purposeful Design	BJU Press Heritage Studies
2 <sup>nd</sup>	Accum Scripture Memory Positive Action for Christ	Saxon Math ABeka	HMH Storytown Shurley English	ACSI Purposeful Design	BJU Press Heritage Studies
3 <sup>rd</sup>	Accum Scripture Memory Positive Action for Christ	Saxon Math ABeka	HMH Storytown Shurley English	ACSI Purposeful Design	BJU Press Heritage Studies
4 <sup>th</sup>	Accum Scripture Memory ACSI Purposeful Design	Saxon Math ABeka	HMH Storytown Shurley English	ACSI Purposeful Design	BJU Press Heritage Studies
5 <sup>th</sup>	Accum Scripture Memory ACSI Purposeful Design	Saxon Math ABeka	HMH Storytown Shurley English	ACSI Purposeful Design	BJU Press Heritage Studies

## **ACADEMIC RESOURCE CENTER**

The purpose of the Academic Resource Center is to assist the parent and classroom teacher in the education and development of your child. The Academic Resource Center is able to provide educational guidance, assistance in attaining a diagnosis, 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 services provided through the Academic Resource Center.

## **ARTS and ATHLETICS**

RLCA believes that students need to experience academics, arts, and athletics fully and in various ways to not only grow and develop but also to determine giftedness. To fulfill this goal, students are provided with opportunities within and beyond the traditional school day.

### **PERFORMING AND VISUAL ARTS**

For preschool students, fine arts are one of the most important methods of learning and expression. As children mature in the elementary years, it continues to make a major impact on learning and development. Students explore both studio and performing arts through the associated related art teachers as well as homeroom/core subject teachers. Students participate in individual and group initiatives and competitions throughout the year including student chapel, Christmas programs, school musicals, school murals, the after school choir, band, etc. to further develop and showcase their skills.

In addition, the Studio of Performing Arts provides individual voice and instrument instruction as well as dance classes. Full details and fees are available on the school website.

### **ATHLETICS**

In addition to physical education class, after school activities are offered to promote the overall wellness of our students and to develop their individual athletic skills. After school athletics help prepare elementary students for future sports participation. Various opportunities are made available throughout the year and vary season to season. Examples include cheer, flag football, lacrosse, field hockey, soccer, and kung fu.

### **PUBLIC SPEAKING**

Students are taught to stand, speak, and generally present themselves well in front of others through planned assignments and spontaneous opportunities. Public speaking comes naturally to some and is very difficult for others. Experience helps all students. Families are invited and encouraged to attend student presentations.

## 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 notification is provided for an absence, the absence will be excused. Parents will be able to view excused 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 two school days for each day absent (ie: 1 day absent = 2 days to make up the work). Parents requesting make-up work should email their child's teacher. The teacher has 24 hours to assemble the assignments/books which will then be held in the Lower 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 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 rights, takes a vacation during the school year which results in 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

Early dismissals can impact academic progress due to loss of class time. They also are interruptive to other students. RLCA strongly encourages parents to schedule appointments after school. If an early dismissal is necessary, parents must inform the student's teacher and the school office first thing in the morning. Email is best.

Full-day students leaving before 11:30AM will be marked absent for a half day.

## **TARDINESS**

At RLCA, students are taught the importance of promptness and to value 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 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. Three unexcused tardies will be allowed for each marking period/quarter. After the third unexcused tardy, the student will serve recess detention for each additional tardy during which time students will complete missed work. A parent may serve the recess detention for their child if desired. If a student has seven or more tardies, a conference between the parent and principal may be scheduled to determine if further action is necessary.

Full-day elementary students arriving after 11:30AM will be marked absent for a half day.

## **BEHAVIOR**

RLCA partners with parents to assist in developing children who seek God's will in and for their lives including but not limited to Christian character that is evidenced by their behavior/conduct. As Christians, we accept that "all have sinned and fall short of the glory of God" (Romans 3:23) and know that "it is by grace that we have been saved, through faith – and this is not from ourselves, it is the gift of God – not by works, so that no one can boast" (Ephesians 2:8-9 paraphrased).

Good behavior does not earn salvation - that is found in Christ alone - however Jesus himself calls us to "be perfect therefore, as our heavenly father is perfect" (Matthew 5:48). As Christians, we are called to perfection, to personal holiness, to self-discipline, in order to bring glory and honor to Jesus and to model Him to the world through Christian living.

The purpose of all positive behavior support and school discipline is to disciple students in such a way as to create fully devoted followers of our Lord and Savior Jesus Christ, to Him be the glory.

*The Young Peacemaker* by Corlette Sande is used to disciple students in making wise choices as they learn to love God and love others with their thoughts, words, and actions.

## **BEHAVIOR EXPECTATIONS**

Behavior expectations will be clearly communicated to students and parents at the beginning and throughout the school year. Classroom rules will be clearly posted in each room and include but are not limited to the following basic expectations:

- Listen and obey the first time.
- Treat others as you would wish to be treated (The Golden Rule, Luke 6:31).
- Respect school property and the property of others.
- Be responsible for your own behavior.
- Be prepared for class daily and always do your best.

## **BEHAVIOR LOGS**

Behavior logs will document positive behavior, infractions as per discipline policy, consistent behavior concerns that may or may not result in discipline, and any other behavior for which documentation may be useful in order to ensure the best care and support of the overall school experience. Behavior logs may be viewed by parents via the school information system. When a behavior log is added, an email will be sent to the student's parents. Behavior logs are added within 24 hours of the incident.

## **VISUAL CLASSROOM BEHAVIOR INDICATORS**

Teachers use a visual indicator of how each student is behaving. These indicators will be reset at the beginning of each day with the only exception being if the incident happens at the very end of the school day. No matter what the grade level, the visual behavior indicators will tie to the following colors as noted:

Green – “Good to Go” continue with current behavior.

Yellow – “Caution” think before you act or speak; be sure to make good choices.

Red – “Stop” privileges are lost, serious consequences apply.

For elementary, a yard/meter stick consisting of three color-coded zones will be used in order that behavior indicators can travel with students to other classrooms/locations. The yellow section will have two zones. Each student in the classroom will have a clip with their name printed on it.

## 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.redlionca.org](http://www.redlionca.org). All staff email addresses consist of the first initial of their first name, the last name, followed by @redlionca.org. Offices and 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. Administrators send weekly posts via email to students under their care. Posts highlight key information and important calendar events. Students are recognized and parent opinions are periodically surveyed. Each week teachers send more specific posts outlining the upcoming week's expectations. Homework for the upcoming week is provided, and teachers may also have parents access the school information website directly for homework specifics.

Parents may reply to any staff email or initial a new email as needed. Staff are expected to respond to emails within 24-48 hours excluding weekends. If for some reason you do not get a prompt response, don't hesitate to reach out again.

### INCLEMENT WEATHER - EMERGENCY CLOSINGS

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.

- Text message - Register by texting @rlcafamily to 81010 or (302) 261-5756
- Website – Home page “pop-up”
- Email via school information system
- Radio - Announcements on WDEL (1150 AM) and WILM (1450 AM)
- Television - Announcements on 6 ABC, NBC 10, and Fox

## **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.

## **CONFERENCES – Parent/Teacher**

RLCA desires to communicate openly and effectively with parents. Formal parent/teacher conferences are scheduled on the school calendar. Typically Columbus Day, which is at the beginning of the school year, is reserved for parent/teacher conferences. This is an excellent time to meet as we are half way through the first quarter and students, staff, and parents have transitioned fully into the new school year. 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 setup a mutually convenient time to meet.

With advance notification, parent/teacher conferences may be held before 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.

# **DAILY OPERATIONAL POLICIES**

## **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 handbook has been amended and published on 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.

## **CLASS PARTIES**

There are four class parties per year: Christmas, Valentine's Day, Easter, and End of Year. Class parties are scheduled on the same day and time for kindergarten through fifth grade classes. This helps protect our academic environment and ensures that our students are as secure as possible by limiting school access. Also for security, a staff member must always remain with students during class parties and activities. Class parties are coordinated by homeroom parents who work closely with their child's homeroom teacher and parents of classmates.

In a continued effort to ensure students are able to maintain focus on learning, birthday parties may not take place at school. Parents are welcome to send in a special treat for their child's class on their birthday however when the treat will be eaten is at the discretion of the teacher and administration.

RLCA suggests providing a healthy option, rather than or at least in addition to, sweets. Fruit, cheese, trail mix, and pizza are great options. Student food allergies must always be taken into consideration when planning a class party. In addition to food, class parties may include crafts or games. All food/activities must be approved by the teacher. Monetary collections for each party should be no more than \$5.00 per student. Some homeroom parents may prefer to collect items (napkins, cups, snacks, craft supplies, etc.) rather than money.

## **COURT ORDERS**

Red Lion follows court orders as written. It is the responsibility of parents to ensure that school records are kept current in regard to all legal documents pertaining to their child/children.

## **DRILLS – FIRE AND LOCKDOWN**

Fire drills and lockdown drills are practiced in compliance with state mandates. Students are trained in advance of drills, especially in the beginning of the school year. The first drills are announced.

## **DROP-OFF**

Elementary students (K-5th) should be dropped off in time to pray as a school in the auxiliary gym at 8:00AM. Parents of preschool students are encouraged to walk their children into the auxiliary gym for Before Care if arriving before 8:10AM or directly to their classroom if arriving after this time.

Parents may use the curbside vehicle drop-off lane or park in the Lower School parking lot and walk children into the gym.

The curbside vehicle drop-off lane is appropriate for elementary students and for preschoolers who have an older brother or sister to hold their hand while walking into the building. When using curbside drop-off, parents must remain in their vehicle. Preschool and elementary students may not walk alone on campus. They must be accompanied by a parent or adult. Parents may not park in any lot and allow their children (preschool through fifth grade) to walk into school alone. It is the responsibility of parents to ensure that children safely transfer from their care to the care of school staff.

## **ELECTRONICS**

Students may not bring electronics to school. If a student is caught using an electronics item (cell phone, iPod, iPad, 3DS, etc.), the item will be taken from the student and returned only to the child's parent. This applies to Before Care, the standard school day, and After Care. Parents, please note, that in the Lower School there is no secure location for these items to be stored. (Upper School students have lockers.) School staff must ensure that any electronics they bring to school are secured in a safe location at all times.

## **FIELD TRIPS**

Field Trips are designed to support curriculum and learning goals as appropriate for each program/grade level. For preschool, only four-year-old students travel off campus on field trips and typically go on two trips per year. In elementary, there are two field trips per grade level per year related to science/social studies and occasionally a fine arts field trip. Competitive field trips are above and beyond the normal class field trips and for select participants only. 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. No jeans please.
- 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 school need for additional transportation, and it has been approved by the administrator.
- Parents acting as chaperones, or attending in general, may not bring younger siblings.
- Parent drivers (the exception) must submit a "Volunteer Driver Form" and proof of insurance.
- If paying for a field trip creates a serious financial hardship, please contact your child's teacher.
- Students are not allowed to use electronic devices on field trips.

## **FUNDRAISING and BUYING/SELLING**

Unless approved by the school, there will be no buying or selling of merchandise/services by staff, students, or families on the school campus. This applies to fundraising initiatives as well as personal business ventures. Please contact your building administration to obtain approval for fundraisers.

## **HOLIDAY CELEBRATIONS**

Red Lion Christian Academy observes and/or celebrates holidays as appropriate from a Christian perspective. For instance, on Valentine's Day, the focus is on the love of Jesus; at Christmas, the focus is on the birth of Jesus (not Santa); and at Easter, the focus is on the death and resurrection of Jesus, our Lord and Savior (not the Easter bunny). Halloween is not celebrated at school. It is understood and respected that some families do participate in this holiday at home.

## **HOMEROOM PARENTS**

Homeroom parents are a vital part of Red Lion Christian Academy classrooms. Homeroom parents bring added joy to special occasions and encourage our teachers. Teachers may ask for volunteers and parents may request to serve in this role by contacting the teacher. Please express interest.

Parents who serve as homeroom parents may count the time spent coordinating and hosting parties toward their school volunteer hours. As a courtesy, parents should serve as homeroom parent in only one class. This ensures that they can be present for the class parties and that as many parents as possible have an opportunity serve in this special role. Another option is to share this role by working with the homeroom teacher and other parents and coordinating one particular party.

Homeroom parents, typically one or two per class, are responsible for coordinating class parties as well as teacher cards/gifts for Christmas and Teacher Appreciation Day in May. Teachers may also ask homeroom parents to help in other simple ways as appropriate. Homeroom parents will use their own email account/telephone to contact other class parents. Class directories will be provided in early fall.

## **INCLEMENT WEATHER**

For inclement weather days, please use your best parental judgment when traveling in potentially dangerous conditions. In some cases, road conditions vary based on location as well as timing of the storm, making this extra important. Proceed to school with caution. On inclement weather days, students will not be marked tardy. School closings and delays are communicated as noted below. If school is delayed, Before Care is not provided.

- Text message - Register by texting @rlcafamily to 81010 or (302) 261-5756
- Website – Home page “pop-up”
- Email via school information system
- Radio - Announcements on WDEL (1150 AM) and WILM (1450 AM)
- Television - Announcements on 6 ABC, NBC 10, and Fox

## **LOST AND FOUND**

Please secure all valuables as appropriate. Lost and found bins are located in each building. These bins are cleaned out 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 through lunch services offered by RLCA. Students who eat nutritious lunches are more successful at school academically, socially, and emotionally. RLCA provides lunch options, and staff encourage students to eat their lunches before eating sweet treats. Younger students are “quiet for the first five” minutes of lunch in order to focus on eating before beginning to socialize.

### Lunch Program

Hot or cold lunches are ordered a month at a time in advance. The ordering window runs from approximately the 10<sup>th</sup> day of the month through the 25<sup>th</sup> day of the month. Payment may be in the form of cash, check, or FACTS. Once the ordering window closes, lunches may not be ordered. Lunches are non-refundable and non-transferable.

### A La Carte Items

Various items (like ice cream) are sometimes available and may be purchased with cash. Parents may send money with their elementary-age students. Money for preschool students should be given directly to the teacher or coordinated through the teacher via email if it is sent in the child's bag.

### Forgotten Lunch

Every morning elementary teachers ensure students have a packed lunch from home or have purchased a lunch for that day through the lunch program. If a student does not have a lunch, every effort is made to contact the child's parents so that they have the option of bringing a lunch or agreeing that school may provide lunch. Students are offered a choice of cold sandwiches, a side item, and a drink. When parents cannot be reached, the school provides lunch. If school provides lunch with or without prior parent authorization, an email is sent to parents and payment for the lunch is required. If the charge is not paid in a timely manner, the fee is added to the family's FACTS account.

### Lunch Rules

1. Thank the Lord! (Grace is said in the classroom before entering the lunchroom.)
2. Enter and exit in a quiet, orderly manner.
3. Raise hand to leave your seat or get help.
4. Use quiet, inside voices.
5. Sit nicely.
6. Eat only your own food.
7. Be neat and clean up.
8. Do not swing your lunch box.

### **NAPS**

Full-day preschool students take naps in the afternoon. Three-year-old students take a nap every day. Four-year-old students take naps daily in the beginning of the school year. As the year progresses and students mature, there will be days when four year olds do not nap. Parents must send a fitted crib sheet for naptime. It is also recommended that a blanket, small pillow, or small stuffed animal be sent to help children transition to naptime and generally be more comfortable. These items will be sent home every Friday for laundering. Students must be fully potty trained. Students will not be changed into pull-ups (etc.) for naptime.

## **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 website school calendar. Attendance at PTF meetings counts toward school development/volunteer hours. Elementary parents who attend earn a homework pass for their child.

## **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**

School ends at 3:00PM for full-day students. Students pack-up and are ready for dismissal at 3:10PM. Red Lion Lower School students are dismissed from their classrooms or the Sanctuary lobby by teachers. Parents sign out students in preschool through fifth grade from the homeroom teacher. Parents and authorized contacts must show ID at pick-up until they are recognized. AM Only "Early Bird" students are dismissed at 11:30AM and are picked-up from the Lower School entrance on fair weather days. Pickup from the classroom is allowed for AM-only students on inclement weather days.

## **PLAYGROUND RULES**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Reserved for school families and guests</li><li>• Adult supervision required</li><li>• Rules enforced by faculty and staff</li><li>• Kid friendly – no smoking or swearing</li><li>• Toys and games approved by staff</li></ul> | <ul style="list-style-type: none"><li>• Climb up and slide down</li><li>• No rough play or excessive yelling</li><li>• No playing with mulch or rocks</li><li>• No climbing fences</li><li>• No sitting on top of play equipment</li></ul> |
|---|--|

## **POTTY TRAINED/TOILET TRAINED**

Students must be completely potty trained prior to the start of school. This means they must be able to take care of all toilet needs. Disposable, pull-up-style diapers may not be worn. In the event of an accidental wetting, students will be changed into dry clothes provided by the parent. In the event of a bowel accident, parents will be called to change their child. Our classrooms are not equipped with changing facilities. Frequent toilet-related accidents will result in student's dismissal from our program.

## **RECESS**

All Lower School students receive recess every day. Students go outside for recess on days when the temperature is above freezing including wind chill. Students remain inside for recess if it is too cold, raining, or too wet from prior precipitation. Please always send students prepared for outdoor recess even in the winter/colder months. Coats, hats, and gloves are a must.

## SCHOOL HOURS

Below find the school hours for preschool and elementary students. Please be aware that Lower School teachers as well as office staff have various faculty duties in the morning and, as a result, offices and classrooms are not open or staffed until 8:10AM.

7:00AM	Before Care begins for preschool through fifth grade in the auxiliary gym. Use curbside drop-off Tall Oaks building entrance. Additional fees apply until 7:30AM.
7:30AM	Gym doors open for drop-off access for families who park and walk children into school. Lower School students are in the gym for Before Care. No charges for Before Care apply after this time.
7:35AM	Curbside drop-off begins and is fully staffed by faculty and/or parent volunteers.
8:00AM	Elementary students (K-5 <sup>th</sup> ) open the day together in prayer in the auxiliary gym. Preschool students who have been in Before Care are escorted to the Lower School.
8:10AM	The Lower School office and Nurse's office opens. Elementary teachers escort their students to class after the morning prayer time.
8:15AM	Classes begin. Students who are not at their desks ready to begin the school day at 8:15AM are "tardy." Parents must sign late students into school at the office.
11:30AM	AM Only "Early Bird" preschool students are dismissed from the Lower School entrance.
3:00PM	Classes end. Students pack up for dismissal. Bus students are escorted to buses.
3:10PM	Lower School students are dismissed from their classroom or the Sanctuary lobby (5 <sup>th</sup> ). An authorized signature is required for pick-up of all Lower School students.
3:20PM	After Care begins for students who have not been picked up. Additional fees apply.
6:00PM	After Care closes. Late fees are assessed for students who have not been picked up.

## SCHOOL OFFICE HOURS and TELEPHONE NUMBER

The Lower School office is staffed from 8:10AM – 4:00PM. To contact the Lower School office, use the main telephone number (302) 834-2526, then select option two (2) for Red Lion Christian Academy. Next, select two (2) again for the Lower School. Listen closely for other options. You may also enter a specific extension after the automated answering service picks up the call.

## SECURITY / BUILDING ACCESS

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.) All visitors must register at the school office (signing in and out) and must wear a visitor badge as long as they are on campus.

## SNACK TIME

Lower School teachers provide a time for snacks to be eaten during the school day. This varies class to class based on the schedule for the day. Snack is provided for preschool students and consists of simple items like pretzels/animal crackers and water. Elementary students must bring their own snack. Only water is allowed in elementary classrooms. Juice may be packed for the lunchroom.

## **SPECIAL EVENTS**

Special events are held throughout the year. The Thanksgiving Feast, Grandparents Day, and field day are examples of special events. Most special events are held during the school day to ensure all students are able to participate. Sometimes events are scheduled outside of the normal school day. For instance, the PTF sponsors roller skating at the Christiana Skating Center.

## **SPIRITUAL LIFE**

Children are nurtured, taught, and mentored daily by their teachers and staff as related to biblical truths. Each day opens in prayer and prayer is woven throughout the day in individual classes. Students receive daily Bible instruction and attend chapel weekly. 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.

## **STUDENT BIRTHDAYS / SPECIAL OCCASIONS**

Often it is nice to share a treat with friends when celebrating a special occasion or birthday. At school, with so many students in one class, our children sometimes receive too many sweet treats or too many celebrations. RLCA encourages families to consider sharing non-food items with classmates. Great examples include stickers, pencils, and erasers. Healthy snacks or mini treats/cupcakes are also a better option. Check with your child's teacher for student allergies before sending treats to school.

School is not the place for birthday parties. Please use class directories to invite friends to parties off of the school campus. This preserves academic time and ensures students stay focused on learning.

## **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**

First through fifth grade students complete summer reading assignments. The assignments are published on the school website in May. Summer reading and project requirements vary by grade level. Summer reading includes a traditional summer reading assignment and a Bible assignment based on one of the Gospels (Matthew, Mark, Luke or John). Families are encouraged to read through the assigned Bible reading together.

## **SUNDAY ACTIVITIES/EVENTS**

There will be no school-sponsored activities on Sunday.

## **SUNSCREEN**

On fair weather days, students go outside for recess. Parents should apply sunscreen to their children, as appropriate, before school. Older students may bring and apply their own sunscreen. Teachers will not apply sunscreen.

## **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.

## **TEACHER CARDS/GIFTS**

Teachers truly appreciate cards written by students and families. Cards are often saved for years. Gifts are nice too! Donations toward a gift should be limited to a reasonable amount for families and be voluntary. RLCA recommends a maximum of \$5.00 per student for group gifts. RLCA recommends gifts from individuals not exceed \$25 per staff member per occasion.

## **TELEPHONE**

Cell phones may not be used during the school day. Students who need to use a telephone during the day may do so from 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. Typically, the school office will call home for the student. This is usually the most helpful and productive.

## **TOYS**

At various times, teachers may allow students to bring toys to school. Preschool students are encouraged to bring toys/other items for "Show and Tell." What toys are appropriate and when/where they may be used will be determined by school staff and is always subject to change based on what is best for the overall student population. Role-playing cards are not allowed. All weapons, whether they are for play or for a presentation, are forbidden. They will be confiscated and held in the office for pick up by a parent only.

## **TRAFFIC PATTERN – MORNING**

There is a specific one way morning traffic pattern as noted: Enter the campus from Route 71. Drive slowly on the entrance road into the far parking areas near the playground/sports fields. If you intend to walk your child into the buildings, park here by the Lower School. If not, turn left at the playground/sports fields and travel next to the playground around the far right side of the Lower School. You will then be approaching the curbside drop-off lanes.

The curbside drop-off lanes are located between Tall Oaks Classical School and Red Lion Upper School. Staff will be directing traffic. Once your car is stopped along the sidewalk between the buildings, students may exit your vehicle. Students should NOT walk in the street. It is too hard to see

the little ones. If you are in the LEFT lane, students should exit your vehicle from the driver's side and walk on the sidewalk into the building entrance. If you are in the RIGHT lane, students should exit your vehicle from the passenger side and walk on the sidewalk to the crosswalk. If they must get out of your vehicle a door on the street side, have them walk in front of your vehicle to the closest sidewalk.

Never drive in the lane that runs between the Sanctuary/auxiliary gym and the Lower School. This road is closed to cars and is for pedestrians only at drop-off, during the school day, and after school. Always yield to pedestrians, staff on parking lot duty, and school buses.

## **VISITORS**

All visitors/volunteers 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 with the teacher and be approved by the principal or director as appropriate. Classroom visits are not conferences with the teacher, and visitors may not interrupt the educational environment.

## **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 "shadow" another student for the entire school day. A shadow student will be assigned to a RLCA student and follow his or her schedule. Shadowing is limited to elementary classrooms. Due to space constraints and to limit educational interruptions, other students may only visit during lunchtime. All student visitors must register in advance and sign in/out at the school office.

## **VOLUNTEERS/VOLUNTEER HOURS**

- There is a minimum of 10 volunteer hours per family. Hours may be completed via service or donation of needed items. A \$200 charge will apply if the minimum is not met each year.
- 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 teacher or office. Please obtain authorization at least 48 hours in advance.
- Volunteering in the classroom begins on October 1. Before this date, students are learning the school routine, classroom expectations, and in younger grades, getting over separation anxiety.
- There are many volunteer opportunities available in and outside of the classroom. Help is needed during summer and school year. Examples include attendance at PTF meetings, chaperoning on field trips, acting as a homeroom parent, and helping with Field Day.
- All volunteers are subject to a criminal background investigation at the discretion of the school. Teachers must remain with their students unless the volunteer has a background check on file.

## DISCIPLINE

All elementary students adhere to the following discipline policy as well as the full Code of Conduct.

### BEHAVIOR INFRACTIONS

Level 1	Level 2	Level 3
	Repeated level 1 offenses	Repeated level 1 and 2 offenses
Not prepared for school work Signed papers not returned	Out of uniform/uniform violation Forgery of parent's signature Cheating/academic dishonesty	
Disrespectful/unkind to students	Disrespectful/rude to teacher Disrespectful to school property	Disrespectful of Administrator Damaging school property
Talking that disrupts the class Inappropriate comments/teasing	Talking back/lying to teacher Talking bad about students or staff Yelling Inappropriate language/cursing	Threatening/bullying (words)
Leaving seat without permission Horseplay/Roughness (mild) Behavior that disrupts the class (noises, banging, tapping, etc.) Throwing objects (small light) Chewing gum Eating in class without permission	Leaving class without permission Horseplay/Roughness (aggressive) Misbehavior for a substitute teacher Loss of self-control Inappropriate/obscene motions Refusal to Participate/Work Head on desk/sleeping Use/display of cell phone or device Violation of bus rules	Leaving building without permission Threatening/bullying (physically) Hitting Fighting Injuring another student Stealing Using an object in a dangerous way Possession of a dangerous object

### CONSEQUENCES

	Level 1	Level 2	Level 3
<b>First Offense</b>	<u>Verbal Warning</u>	<u>Second Yellow</u> Recess detention or think sheet Behavior log / Email to parents	<u>Red</u> Removal from class to office Behavior log / Email to parents Telephone call home Suspension / Conference
<b>Second Offense</b>	<u>First Yellow</u> 10 min silent lunch	<u>Red</u> Removal from class to office Behavior log / Email to parents Telephone call home Potential suspension /conference	
<b>Third Offense</b>	<u>Second Yellow</u> Recess detention or think sheet Behavior log Email to parents		
<b>Fourth Offense</b>	<u>Red</u> Removal from class to office Behavior log Email to parents Telephone call home		

**SUSPENSION / DISMISSAL** - Suspensions may last for one or more days. Students will be excluded from all school activities for the term of the suspension. Based on the severity and frequency of behavior infractions, a student may be dismissed from Red Lion Christian Academy's enrollment.

## 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. We believe that a prescribed wardrobe policy promotes neatness, decreases competition, helps improve self-image and behavior, helps to promote community, decreases distractions in the learning environment, and helps to mirror God’s call to modesty and purity. A dress policy based on biblical principles does not mean that there is one set of clothing that is “Christian” and another that isn’t (i.e., there is nothing “spiritual” about a logo shirt). However, a biblical approach to dress must be purposeful and be designed to reflect Jesus Christ and complement other educational and character-building efforts. 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.

### PRESCHOOL

Preschool students are not required to wear a uniform; however, they are welcome to do so if desired and should purchase items as noted for elementary students.

Preschool students must wear clothing appropriate for playing including closed-toe shoes. Athletic shoes with socks are the best option, especially for the playground. Girls must wear shorts underneath dresses/skirts. “Dressing-up” is fine for special occasions; however, students play outside every day, weather permitting, and often paint in the classroom. Please keep this in mind.

### ELEMENTARY BOYS (K-5)

Pants	Khaki flat front twill pants
Shorts	Khaki flat front shorts (first and fourth quarters only)
Shirts	Black or red polo shirt with school logo (short or long sleeve) White button down collar oxford shirt with school logo (short or long sleeve). Oxford shirts must be tucked in and worn with a black belt.
Tie (optional)	Grey plaid boy’s tie from Flynn & O’Hara may be worn with the oxford shirt.
Belt	Black only. Required with tucked in oxford shirts.
Sweater	Red or black pullover, vest, or cardigan sweater with school logo
Fleece	Red or black fleece with school logo
Jacket	Black logo jacket (with oxford shirt only)
Socks	Plain black or white socks. Socks may be purchased from any retailer.
Shoes/Boots	Dress shoes, dress boots, or athletic shoes suitable for the playground. No open-toe or open back shoes may be worn. Shoes and especially boots should complement the uniform and not distract from it. This is at the discretion of the administration.

## ELEMENTARY GIRLS (K-5)

Pants	Khaki Flat Front Girls Slacks
Shirts	Black or red polo shirt with school logo (short or long sleeve) White peter-pan collar shirt for under jumpers only (fabric is light weight/sheer)
Jumper	Grey plaid drop waist jumper (shorts must be worn underneath). Hem must touch the top of the knee.
Jumper Shirts	Black or red polo shirt with school logo or white peter-pan collar shirt
Skirts	Skirts are for Upper School students (6-12 <sup>th</sup> ) only
Shorts	Shorts may be worn during the first and fourth quarters (Elementary K-5 <sup>th</sup> only)
Sweater	Red or black pullover, vest, or cardigan sweater with school logo
Fleece	Red or black logo fleece
Socks/Tights	Plain black or white socks/tights (plain or cable knit) purchased from any retailer.
Leggings	Plain black or white leggings may be worn underneath jumpers
Shoes/Boots	Dress shoes, dress boots, or sneakers suitable for the playground. No open-toe or open back shoes may be worn. Shoes and especially boots should complement the uniform and not distract from it. This is at the discretion of the administration.

## OUTERWEAR IN ELEMENTARY CLASSROOMS

Non-uniform outerwear items are not allowed to be worn in school. Coats, jackets, and hoodies (including spirit wear hoodies with the athletic lion logo) are not permitted. If a student is cold in the classroom, long sleeve logo shirts, sweaters, and fleece jackets are available through Flynn and O'Hara. White or black undershirts may be worn underneath logo shirts, but they may not be seen hanging out underneath the logo shirts or hanging out below the hem.

## PHYSICAL EDUCATION

Preschool full-day students and all elementary students (K-5) attend physical education (PE) once per week. Athletic shoes are required for physical education. Preschool through third grade students wear their school uniform for PE. Fourth and fifth grade students change into athletic wear for PE. PE uniforms are purchased through the school office and are available during the first weeks of school. Fourth and fifth grade students wear the same PE uniform as students in the upper school.

## **DRESS DOWN DAYS**

Occasionally students are allowed to wear casual, non-uniform clothes. This is considered a “dress-down day.” Modest appropriate apparel is required as noted. Parents will be called to bring their student a new outfit if necessary.

- No inappropriate/disrespectful graphics or text, especially on t-shirts/hoodies
- No shirts that show too much skin (spaghetti strap, tank tops, or sleeveless shirts)
- No skinny or overly tight pants and no pants that are overly frayed or have holes
- No shorts that are too tight or too short (shorts are allowed first and fourth quarters only)
- Sweatpants and athletic pants are allowed.
- Hoodies may be worn, but hoods may not be up over the head while at school.

## **HAIR**

- Boys and girls must maintain neat, well groomed hair.
- For boys, hair cannot touch the collar of the shirt and should not hang over the eyebrows or be longer than the middle of the ear. Ponytails 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 hair colors are allowed). No words or initials may be shaved into a hairstyle.

## **SHIRTS**

- Only the top two buttons may remain unbuttoned, and all shirts should fit loosely.
- 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/shorts.
- 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 (including undershirts and camisoles) are visible. Layering of shirts so that a non-uniform shirt shows under the uniform shirt at the neck or hem is not allowed.

## **PANTS/SHORTS**

- Pants and/or shorts 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 extraordinary fading and any holes or fringing.

## **ACCESSORIES**

- Excessive accessories, or accessories that distract from the uniform, are not allowed.
- Female students may have pierced ears; however, only small stud style earrings are permitted for safety reasons. Other types of body piercing are not acceptable. Plugs and spacers are not acceptable.
- Male students are not permitted to wear earrings, plugs, or other pierced jewelry in school.
- Hats or head coverings of any kind are not allowed in school.

## EXTENDED CARE

### BEFORE CARE

Before Care is located in the auxiliary gym for preschool through fifth grade students. Families may use Before Care from 7:00AM – 7:30AM for an additional fee. If you intend to use this service regularly, purchasing for the year is best. Before Care is also available on an as-needed basis for \$9.00 per hour, and fees are charged in 15 minute increments. Before Care fees are charged to your FACTS account. There is no charge for Before Care after 7:30AM.

From 7:00AM – 7:30AM, all Before Care students enter through the curbside drop-off entrance which leads directly to the auxiliary gym. A staff member is posted at this entrance and signs the children into the building. Younger students must be escorted into the building and signed into Before Care staff when dropping off before 7:35AM. After 7:35AM, families may use curbside drop-off without escorting their children into the building as additional staff are on duty to ensure students arrive at their destination.

### AFTER CARE

After Care is located in the Lower School building for students in preschool through fifth grade. Students who have not been picked up from their homeroom teacher will be transferred automatically to After Care. Families may use After Care from 3:10 – 6:00PM for an additional fee. If you intend to use this service regularly, purchasing for the year is best. After Care is also available on an as-needed basis for \$9.00 per hour, and fees are charged in 15-minute increments.

Pick up is before or at 6:00PM. Families should set up a backup person (in advance) to pick up their child if there are unable to make it to school by 6:00PM. This person should be listed as authorized to pick up on the school information system. There is a substantial late fee for students who are picked up past 6:00PM. This fee will be added to your FACTS account.

If there is any concern on the part of the parent in regard to After Care, including an unforeseen late pick up or to authorize a new contact to pick up, contact the Lower School office. If you do not make contact, leave a message. The After Care Coordinator checks messages regularly. To contact the Lower School office, use the main telephone number (302) 834-2526, then select option two (2) for Red Lion Christian Academy. Next select two (2) again for the Lower School.

## 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.
- 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/DONATIONS

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

### DELINQUENT ACCOUNTS

- The penalties for late payment of tuition 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:
  - Cell phone
  - Home
  - 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 together with the nurse and/or guidance counselor shall immediately investigate the suspected child abuse or neglect. 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.

- This procedure is not established to interfere in any way with the staff member’s obligation to immediately report knowledge or a reasonable suspicion of child abuse or neglect, but instead it is to reflect the belief that there is wisdom in the midst of many counselors.
- 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.
- Standard Precautions for prevention of transmission of bloodborne 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 on a need-to-know basis and with parental consent with the exception of life threatening illnesses or allergies. No student information may be released to an outside agency without prior approval of the school superintendent 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, 6<sup>th</sup>-12<sup>th</sup> 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, 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.

### Non-Prescription 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:

- 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 nurse's 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 a severe food allergies.

## **HEALTH 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, 26<sup>th</sup> 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

## LICENSING

The Early Education Center of Red Lion Christian Academy follows the child care guidelines set by the State of Delaware and the Association of Christian Schools International in providing a safe, nurturing and academically appropriate environment. It is accredited by the Association of Christian Schools International. We continually monitor the health and safety of our early education center so to meet or exceed the standards set forth by the State of Delaware and the Association of Christian Schools International. Our early education center is exempt from the State of Delaware licensing (Delacare, Rules for Early Care and Education and School-Age Centers, page 10, Definition of Regulated Service, section 5 paragraph F.) as it is a part of a private school that offers educational opportunities up to and through the twelfth grade.

## STATE OF DELAWARE REPORTING

### ATTENDANCE

Red Lion Christian Academy reports attendance for kindergarten through twelfth grade students annually to the Delaware Department of Education in compliance with private school requirements.

### ENROLLMENT

Red Lion Christian Academy reports enrollment 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

In the morning, students arriving by car are to be dropped off only in the area between the elementary and upper school buildings. This is “curbside drop-off.”

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 staff, handicapped individuals, and families with infants. Valid parking permits are required in these two lots.

Drivers may not park in the posted fire lanes or handicap spaces. Vehicles will be towed at the owner’s expense.

### **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 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 and homeroom teacher 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.
- Consequences:
  - First Offense - discipline and office notification
  - Second Offense - discipline, office, and parent notification
  - Third Offense - student will no longer be permitted to ride the bus

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.  
Reach Church exists to reach all people with “Nothing But Jesus

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