



La Academia Cristiana Royal Legacy

Parent/Student Handbook 2023-2024

1 PETER 2:9

Ye are a chosen generation, a royal priesthood, a holy nation, a peculiar people; that ye should show forth the praises of him who hath called you out of darkness into his marvelous light.

1 PEDRO 2:9

Mas vosotros sois linaje escogido, real sacerdocio, nación santa, pueblo adquirido por Dios, para que anunciéis las virtudes de aquel que os llamó de las tinieblas a su luz admirable.

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VISION

Royal Legacy Christian Academy will leave a legacy of faith, academic excellence and empowerment for children, families and the community.

MISSION

The mission of Royal Legacy Christian Academy is to create a safe and friendly Christ-centered environment where students can flourish academically and grow spiritually.

CORE BELIEFS

1. We believe that all children have tremendous potential and possess a God-given capacity for achieving excellence.
2. We believe that a solid Christian education should be affordable and accessible regardless of socioeconomic status.
3. We believe all students should develop high proficiency in another language and that language should be taught within its cultural context.
4. We believe that all students can achieve academic success with high expectations, rigorous curriculum and culturally relevant pedagogy.
5. We believe students learn in different ways and in different time frames.
6. We believe a student's past does not define his/her future success.
7. We believe that cultural and ethnic identity is a sacred gift from God and should be explored and celebrated.
8. We believe that cultural diversity enriches our lives and more accurately reflects the Kingdom of God.

STATEMENT OF FAITH

1. Belief in the authority and reliability of the Bible as the inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth. (*2 Timothy 3:16; 2 Peter 1:20-21*).
2. Belief in the omnipotent, omniscient, and omnipresent God, who is sovereign over all (*Revelation 4:2; Psalm 45:6; 139:8; Isaiah 66:1*). His sovereignty is seen in acts of creation (*Genesis 1:1, 31*), salvation (*John 6:44*), and through the continual care and provision for His people (*Matthew 10:29-31; Hebrews 7:25*).
3. Belief in the Trinity, of the one true God (*Matthew 28:19*), the deity of Jesus Christ (*1 Timothy 3:16; John 1:1, 10:30*), His virgin birth (*Luke 1:30-35*), sinless life (*Romans 8:3; Hebrews 4:15*), miracles (*Mark 1:27; John 2:11*), atonement for our sins by His blood sacrifice (*Matthew 26:28*), His bodily resurrection (*John 20:1-9*), ascension, and His personal return in power and glory (*Mark 16:19, 13:26*).
4. Belief in the Holy Spirit as teacher of God's Truth (*John 14:17*) and as giver of new life in Christ and who unites all believers in Christ (*Titus 3:5*). Belief that the Holy Spirit is active in believers today and is empowering Christians to do the work of Jesus Christ in the Earth (*John 16:7*).
5. Belief that God created people in His own image and gave them the responsibility to rule the Earth (*Genesis 1:26-27*).
6. Belief that sin has severely broken the relationships between God and people (*Romans 3:23*), a person and his or herself, people and other people (*James 4:1*), and people and nature (*Romans 8:20-22*). Belief that Jesus Christ, the eternal and only begotten Son of God, came to Earth to offer cleansing for our sin and to heal these broken relationships through His cross (*John 3:16; Romans 5:1-2*).
7. Belief that people, cleansed through Christ, must seek to live out their lives in total surrender and commitment to Jesus Christ as Lord of life (*Romans 6:13; Galatians 2:20*).
8. Belief that all people are equal in the person of Jesus Christ and have intrinsic value and purpose in advancing God's Kingdom (*Genesis 12:3; Galatians 3:28; Acts 10*). Belief that issues of justice, such as racial and gender equality, are not extra-biblical, but are close to God's heart and part of the message of reconciliation through Christ (*Micah 6:8; John 4:5-30*).

9. Belief that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian School is simply an extension of the educational process of the family and the church (*Ephesians 5:22-23; Proverbs 22:6*).
10. Belief that God established marriage as a testament in the earth to His relationship with the church and should be between one man and one woman (Gen. 2:24; Matt. 19:4-5).
11. Belief that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the education process (faculty, staff, administration, and board), (*2 Timothy 3:16*).
12. Belief that a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith (*Romans 10:9; Ephesians 2:8; James 2:17-18; 1 John 2:3-40*).

BOARD OF DIRECTORS

The RLCA Board of Directors oversees both the ongoing operation of the ministry and business affairs of the Academy. Comprised of clergy, educational, and business professionals, the responsibilities of the board include, but are not limited to: making policy, acting on matters of personnel, establishing tuition and fees, promoting Christian education in the community and praying for the ministry of the Academy.

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Dr. Latricia Hylton	319-290-6459	board@rlcawaterloo.org
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POLICY STATEMENT

The RLCA Parent/Student Handbook reflects the goals and objectives of the Board. The Board, administration and employees expect students to conduct themselves in a manner pleasing to Christ, fitting to their age level, maturity, with respect and consideration for the rights of other. Students are expected to treat teachers, staff, peers, visitors, property, themselves and God with the utmost respect.

Royal Legacy Christian Academy reserves the right to modify, eliminate, or establish school policies, rules and regulation as circumstances warrant, including those contained in the handbook. Students or parents with questions or concerns may contact the principal for information about the current enforcement of policies, rules or regulations of RLCA.

RLCA AT A GLANCE

Admission: Royal Legacy Christian Academy (RLCA) is a non-public, accredited school. RLCA reserves the right to refuse admission to or to discontinue enrollment of a student whose presence in the school is considered detrimental to the best interest of the student, fellow students, or the school in general.

Colors: Maroon and Gold

Hours: Classes begin at 8:00 a.m. and end at 3:15 p.m. Monday through Thursday. Students will be dismissed at 12:00 every Friday to allow for teacher professional development and worktime, unless otherwise notified. Parents should not drop off students prior to 7:45 a.m. and students should be picked up no later than 3:20, unless your student is enrolled in the Cap Kids before and after school care. It is vital that students are picked up on time so that we can ensure adequate supervision. If you are more than 10 minutes late, students will automatically be enrolled in Cap Kids afterschool program, and you will be charged a \$15 drop-in fee for that day.

Before and Afterschool Care: We offer before and after school care, onsite, through our Cap Kids program. Students will receive homework help, snacks, and training in Capoeira Brazilian martial arts. Parents may enroll students for a daily, weekly, or monthly fee. Both private pay and childcare assistance are accepted.

NONDISCRIMINATION/RACIAL STATEMENT/HARASSMENT/BULLYING POLICY

Admission at Royal Legacy Christian Academy (RLCA) is open to qualified individuals. RLCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs.

As in accordance with Biblical mandates to show compassion, Royal Legacy Christian Academy does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities or at school-sponsored events. All students, employees and volunteers are expected to conduct themselves with respect for the dignity of others on school property or at any school-sponsored activity or function.

Harassment is defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

1. Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
2. Creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the person in reasonable fear of harm to person or property.
 - b. Has a substantially detrimental effect on the person's physical or mental health.
 - c. Has the effect of substantially interfering with academic or job performance.
 - d. Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities or privileges provided by this school.

The following activities, absent substantial aggravating factors occurring inside or outside the classroom, do not constitute harassment or bullying:

1. Instruction and participation in lessons and worship service.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal and physical interpretation of biblical scripture, and religious texts, music and opinion.
4. Witnessing and faith-sharing

Sexual harassment, one of the forms of harassment prohibited by this policy is defined as follows:

1. Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile or offensive working or learning environment.
2. Making submission to, or rejection of, such conduct the basis for employment or education decisions affecting any person.

Any person who believes he/she has been subjected to bullying or harassment should report it immediately (within 24 hours) to an appropriate superior. A student may report to a teacher, administrator, or principal as well as discussing the incident with the student's parent or guardian. An employee may report to the administrator or principal. However, the administrator is responsible for receiving reports and ensuring this policy is implemented. All suspected harassment will be promptly and thoroughly investigated by the principal or his/her designee. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), removal (for students), or criminal charges if determined appropriate to file.

CONFLICT RESOLUTION POLICY (Complaints/Conflicts/Concerns)

Royal Legacy Christian Academy believes that as Christians, it is God's will that we live and work together in harmony. In the event of a complaint, conflict, or concern, the Bible commands us to resolve all disputes in a private manner and to reconcile ourselves with one another. As laid out in Matthew, conflicts among Royal Legacy Christian Academy persons are expected to be resolved in accordance with biblical procedures and precepts.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: The first step and most often the only step needed when an issue arises regarding the school or a classroom situation is one of the two individuals involved to initiate face-to-face dialogue (Matthew 5:23-24).

Two: If a satisfactory solution to both parties cannot be reached through initial communication or conference, an appointment should be arranged with the appropriate administrative representative, at which point an amicable solution should be reached.

Three: If the issue remains unresolved and the previous two steps have been taken, only then should person(s) seek the involvement of the RLCA school administrator (Matthew 18:15-19).

Four: If following the meeting with the RLCA school administrator, a resolution has not been found, the last recourse for the parties would be to submit a written request summarizing their individual concerns to the Board of Directors. The Board designee, in consultation with the Board, will examine the submitted written request and issue and may take one or more of the following actions:

- Direct the matter back to the ICA administrator for resolution.
- Present the issue as an Board agenda item for review and response.
- Convene a special meeting of the Board to consider the concerns.
- Invite the person(s) who submitted the concern to appear before the full Board.

BEHAVIOR EXPECTATIONS

DISCIPLINE

School discipline is the behavior expectations of student conduct that permits the orderly, efficient and safe operation of the school on a daily basis. Biblical standards of behavior are expected at and away from school. Our Christian lifestyle should exhibit respect for God, respect for others and respect for you. Biblical References are Romans 13:1; I Corinthians 10:31; Romans 13:7; and Ecclesiastes 9:10.

While the majority of disciplinary efforts are best handled in the classroom, more formal disciplinary action to respond to performance or behavior not consistent with expectations may be warranted in some situations. In the event a classroom teacher considers administrative involvement necessary they will complete a **Stop and Think** form and submit it to the office for a conference. If a behavior referral is required, a copy will be filed in the office and a copy will be mailed home for parent review. An administrator or teacher may request a meeting with the parents or guardian to reiterate behavior and/or academic expectations.

Disciplinary Suspension, in extreme cases, will be determined by the principal. Suspension may be given for any of the following reasons:

1. When continued deliberate disobedience/disrespect is displayed and a rebellious spirit remains unchanged after much effort on the part of the school staff.

2. When there has been a serious breach of conduct at or away from school that has a negative impact upon the testimony of the school.
3. When there has been a failure, on the part of the student, to comply with the disciplinary actions of the school.
4. Physical violence or intentional harm to another student

If a school suspension is imposed, a re-entry meeting will be required with both the student and parent/guardian for the student to return to school.

ATTENDANCE AND TIMELINESS

Regular attendance and punctuality to class are essential to Kingdom work and success in school. When students are on time, they can devote more time to study and ministry work. Classroom interruptions are detrimental to the flow of classroom instruction. Students should arrive by 7:45 and report to the their classroom. Class begins promptly at 8:00 a.m. All students should be on time to school every day. If your student will be late or absent, please call and let the school office know.

The following are acceptable excused absences:

- Personal illness (school may require a doctor's excuse)
- Medical appointments that include a medical excuse from a doctor
- Death or serious illness in the immediate family or household
- Court appearances that include prior approval or notification from the court
- Family vacation communicated prior to absence

The following procedure will apply to unexcused absences per semester. Unexcused absences are absences that are not called in ahead of time by a parent or guardian.

1. Absences 1-4, your classroom teacher will call home.
2. After 5 unexcused absences, you will receive a letter home highlighting the importance of school attendance
3. After 6 unexcused absences, your classroom teacher will call home.
4. After 7 unexcused absences, the principal will request a parent meeting to discuss ways to improve student attendance. We will also create and ask parents to sign an attendance contract.
5. Absences 8-9, your classroom teacher will call home.
6. After 10 unexcused absences, the principal will request a parent meeting to determine if Royal Legacy Christian Academy is able to best meet the needs of your students here.

Procedures when tardy to class (per semester):

1. After three tardies, parents will receive a phone call reminding them of school start time and to discuss obstacles to timely arrivals.
2. After six tardies, parents will be asked to attend a meeting with the administrator to devise a plan that will enable the student to be in class by 8:00 a.m.

HEALTH AND WELLBEING

Limited first aid is available through the school's main office. Please encourage your student to report any injuries to their teacher or a staff member. Any time a student is ill or injured, they should report to the office. An administrator will assist and, if necessary, contact parents.

On occasion it is necessary for students to take medication during the school day. To ensure that medication is appropriately dispensed, the following steps are to be taken:

1. Parents are to notify the school office that their student is taking a prescribed drug.

2. Parents will fill out a school medication form with specific instructions regarding dosage consistent with the drug label. A form will be kept in the student's file.
3. All medications will be kept in the school office and administered by school personnel according to physician and parent instructions. Prescription medications must be in the labeled in the original pharmacy container.

Any non-prescription medication given to a student must come to school in the original manufacturer's container, in a sealed storage bag, with the student's full name on the container. On the rare occasion that students require a nonprescription drug, parents will be called first for permission.

If there are any major changes in your student's health and/or medications, please notify the school office immediately. Also, inform the office of any changes in telephone numbers to the emergency form (especially changes to work numbers or daytime telephone numbers, addresses, physicians, etc.).

Students at RLCA must provide proof of immunization of Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles) and mumps for all new enrollees and kindergarteners. The student's physician must complete the proof of immunization paperwork. The student's immunization form must be on file in the school office before school begins. A yearly audit is conducted by the Black Hawk County Health Department.

Allergies

RLCA may have students with allergies to fish, nuts, and animals. If your student has any allergies, please indicate this on your enrollment form. If you bring in treats for a special occasion, please check with the teacher regarding any food allergies in your child's class prior to the day of celebration. If bringing in animals, please check with the teacher regarding any children who may be allergic to animals in your child's class. Prior consent is required.

Communicable Diseases

All communicable diseases must be reported to the school office. A student with a communicable disease may not return to school without a doctor's release. A student found with head lice may not return to school until one treatment has been given and all viable nits have been removed. A student with a fever of 100 degrees or more must be temperature-free for 24 hours before returning to school. Also, for students who are vomiting or have diarrhea, a 24-hour period must elapse before the student can return to school. This 24-hour policy is to protect your student as well as those students and staff who may become infected if students return to school too quickly.

COVID 19

Specific protocols will be taken with COVID 19. Per the Iowa Department of Public Health guidelines, symptomatic students are required to stay home for five days after a positive COVID test or the onset of **ANY** high-risk symptoms (new onset cough, shortness of breath, loss of taste or smell) or **two or more** low risk symptoms (fever \geq 100 degrees, congestion, headache, muscle & body aches, sore throat, runny nose, nausea, vomiting, diarrhea).

If symptoms are improving and there is no fever, students may return on the 6th day. It is highly recommended that your student wear a mask until the completion of the 10th day. If your student is not able to wear a mask, they should stay home for the full 10 days.

If your student has been exposed to COVID in the home, students may return to school with a mask. Students should be tested on the 5th day. If there is a positive test, students should remain home for five days. If there are no symptoms or symptoms are improving and there is no fever, students may return on the 6th day. It is highly recommended that your student wear a mask until the completion of the 10th day. If your student is not able to wear a mask, they should stay home for the full 10 days.

CHAPEL & BIBLE CLASS

Every student at RLCA will have chapel daily. Chapel, as a time of corporate praise and worship to God, is devoted to intentional spiritual formation for each student. Students are encouraged to develop their own

relationship with God through imaginative prayer, journaling, singing, and engaging in Bible lessons. Students in grades 2-6 are asked to bring Bibles to chapel.

Students in grades 4-6 will have Bible class weekly. This class will focus on development of an authentic relationship with Christ and application of the inerrant Word of God in each students' life.

HOLIDAYS & CELEBRATIONS

RLCA acknowledges that each family has special holiday traditions and observances that make rich memories and strengthen relational bonds. At Royal Legacy, we want to share how we choose to proceed in observance of holidays, with respect to our faith in Jesus Christ and cultural sensitivity of students and families connected to our school.

In all things we remain Christ-centered. In the fall, we observe Reformation Day on October 31st and do not celebrate Halloween. We celebrate God's harvest and promote an attitude of gratefulness and thanksgiving during the traditional Thanksgiving season.

For Christmas, we celebrate the birth of Christ as a means to fulfill His earthy mission. This may include gift giving or parties that focus on the beauty of the season. We do not promote Santa Claus, elves, reindeer, etc.

For New Year's we reflect on the blessings of the past year, looking forward to new beginnings in the new year. For Valentine's Day, we teach the story of St. Valentine sharing notes and candy in celebration of God's love. In the spring, we celebrate new life and make correlations between the season and the new life we have in Jesus. We do not promote Easter eggs or bunnies, instead focus on the ultimate sacrifice and the miracle of the resurrection of Christ. In observance of St. Patrick's day, because he was a real person that shared his faith in Christ, we may celebrate with games and crafts but do not promote leprechauns. We may also give teachings concerning the biblical holiday of Passover.

We discourage families and churches from sending treats or gifts to school with secular tones (i.e. Santa Claus, Easter bunny, eggs, leprechauns, etc.). We do have fun celebrations where we encourage treats and gifts. We will communicate those as they apply. Our commitment is that we will, in all things, keep Christ the central message, free from elements that undermine the environment and culture we strive to maintain.

BIRTHDAY & TREATS

Families are welcome to send treats to celebrate birthdays and other special occasions. Please communicate with your teacher for scheduling and any potential allergies to food classmates may have.

SPANISH IMMERSION

RLCA offers Spanish Immersion for grades K-1, for the 2023-2024 school year. Students will receive all their academic instruction in Spanish. During the latter elementary grades, direct English instruction will be incorporated more each grade, until they receive about 50/50 instruction in English and Spanish.

We carefully create and protect a Spanish-only environment, where all instruction and materials are in Spanish. We require that all students, visitors, parents, and staff refrain from using English within the Spanish Immersion classroom. Moreover, we encourage parents to read daily to their child in the family's home language. This helps with continued brain development, vocabulary building, and reading comprehension.

DRESSCODE

The dress standard at Royal Legacy Christian Academy is not intended to measure spirituality but to serve as a tool in fostering the academic and character development of students as they participate in the business of education.

Dress Item	Description
Shirts and Blouses	<ul style="list-style-type: none"> ● Students may wear button down blouses in yellow, burgundy, white, black, or navy ● Students may wear polo shirts in yellow, burgundy, white, black, or navy ● Students are required to wear shirts with collars
Skirts, Pants, Shorts, and Capri Pants	<ul style="list-style-type: none"> ● Non-patterned navy blue, black or khaki pants, capris, shorts, and/or skirts. ● Skirts and shorts may not exceed two inches above the knee. ● Pants with holes or rips revealing skin or undergarments may not be worn. ● Form fitting pants are not allowed.
Shoes	<ul style="list-style-type: none"> ● Soled shoes should be worn as safety is priority. ● Open toed shoes are not allowed.
Jackets	<ul style="list-style-type: none"> ● Students may wear jackets or covering in the uniform colors. ● No hoodies are allowed

EARLY DISMISSAL/SCHOOL CANCELLATIONS

When school is cancelled because of inclement weather, or any other reason, prior to the start of the school day, students and parents will be notified via text. If school is dismissed any reason, after the school day has begun, parents will be notified in the same manner. School days missed because of inclement weather will be made up on Friday afternoons.

Students will be dismissed at 12:00 every Friday to allow for teacher professional development and worktime, unless otherwise notified. Parents should not drop off students prior to 7:45 a.m. and students should be picked up no later than 3:20, unless your student is enrolled in the Cap Kids before and after school care. It is vital that students are picked up on time so that we can ensure adequate supervision. If you are more than 10 minutes late, students will automatically be enrolled in Cap Kids afterschool program, and you will be charged a \$15 drop-in fee for that day.

DUAL ENROLLMENT

Academy students have the option to dual enroll with the Waterloo Public School District. This allows for access to the school district’s extracurricular activities, special education, and academic activities in the same manner as other public students enrolled in the school district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, attendance policies, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

ESA, FINANCIAL POLICY, AND EXPECTATIONS

EDUCATIONAL SAVINGS ACCOUNT (ESA)

Education Savings Accounts (ESA)

RLCA is a non-public, accredited school. Qualifying families are eligible to apply the Educational Savings Accounts (ESA) to cover the cost of attendance. Families are responsible for following all guidelines, instructions, and deadlines through the State of Iowa to guarantee program eligibility.

Tuition for this school year is \$6323. In addition to a \$100 application/reenrollment fee, there is a \$400 technology fee and a \$400 curriculum fee due by October 15. For families who do not qualify for ESA funds, the following guidelines are in place:

Tuition

1. Tuition is due on the 1st of the month, September to May, and late by the 7th of the month.
2. A \$15 late fee will be charged after the 2nd debit attempt or if tuition is paid after the 7th of the month.
3. If tuition is not **paid in full** after three months, enrollment may be terminated.
4. If school is not in session because of COVID or any other reason, tuition is still owed. Tuition is billed annually, even though some families choose to make monthly payments.
5. A student fee, required for each family, of \$100 is due by June 30th or at the time of enrollment. A curriculum fee of \$400 and a technology fee of \$400 is required for all students per student, due by October 15th.
6. For families who are not eligible for the ESA and have requested income contingent financial assistance, if something changes in your income (whether an increase or decrease) please inform our office, so that we can adjust your tuition responsibility.

Payment Options

Additional payment options are limited. Please talk to the principal if you do not have a debit, checking, or credit card.

Returned Checks – A \$30 fee will be billed to the account for each check returned from the bank for nonpayment of funds.

Unpaid Tuition – If a student transfers out of RLCA with a tuition balance, both financial and academic records will be put on hold until the tuition balance is paid in full. If tuition continues to go unpaid, a bill will be sent to collections. If a student ends the school year with a tuition balance, they will not be allowed to register and enroll in the upcoming school until the previous year's balance is paid in full.

Mid Year Transfer – If your students transfers out of the school mid year for any reason, the family is responsible for the current month of transfer's tuition. Families should notify the principal immediately if a student is to transfer out for any reason.

TECHNOLOGY USE POLICY

Royal Legacy Christian Academy strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. RLCA will make every effort to protect students and teachers from any misuses of all technology. As a user of this service, your child will be expected to abide by the following rules of technology etiquette (References are not an exhaustive list).

CELL PHONE

We advise against bringing cell phones to school. If you student needs to bring their cell phone to school, they will be required to check them in with their teacher every day. They will **not** be available for use during the school day. Please call the school office to get a message to your student during school hours.

STUDENT AGREEMENT

PERSONAL SAFETY

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
2. I will not agree to meet with someone I have met online without my parent's approval.
3. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

ILLEGAL ACTIVITIES

1. I will not attempt to gain unauthorized access to RLCA's network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. I will not use RLCA's network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
5. I will not install software on any RLCA computers or on the RLCA network without direct supervision of RLCA staff.
6. I will not alter hardware or software setups on any RLCA computer resources. (Vandalism)

SECURITY

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
2. I will immediately notify a teacher or the administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
3. I will take all precautions to avoid the spread of computer viruses.
4. I will not attach non-RLCA computer equipment or peripherals to the RLCA network or its infrastructure. This is not to include data storage devices such as USB drives or flash drives.

INAPPROPRIATE LANGUAGE

1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
5. I will not knowingly or recklessly post false or defamatory information about a person or organization.

RESPECT FOR PRIVACY

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
2. I will not post private information about another person.

RESPECTING RESOURCE LIMITS

1. I will use the technology at my school only for educational and career development activities.
2. I will not post chain letters or engage in spamming (sending an annoying or unnecessary message to a large number of people).
3. I will not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
4. I understand that RLCA personnel may monitor and access any equipment connected to RLCA network resources and my computer activity. RLCA personnel may delete any files that are not for a classroom assignment.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

INAPPROPRIATE ACCESS TO MATERIAL

1. I will not use school resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
3. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. RLCA fully expects that I will follow my parent's instructions in this matter.
4. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my privileges as well as other disciplinary action.

LUNCH GUIDELINES

Students have the option to bring a cold lunch from home every day or purchase a school lunch. For qualifying families, school lunch may be provided free or at a reduced rate.

FIELD TRIPS

At RLCA we hope to spend time in the local community doing acts of service and on field trips observing God's world around us. Communication describing each individual trip will be sent home prior to every field trip. If there is a specific trip you do not wish your child to participate in, you may notify the principal at that time. Occasionally we may want to take a walk to a local area that relates to our curriculum for the day. In place of having one permission slip for each trip, there will be one blanket permission slip to cover all field trips in your enrollment packet.

WEAPONS/ILLEGAL SUBSTANCES

Any student discovered to be in possession of any instrument that is classified as a “weapon,” such as a gun (water guns will not be tolerated), any kind of knife, or any other device that could cause property damage or inflict personal injury, shall have the “weapon” confiscated, be escorted to the administrator’s office, their parents notified of the discovery, and could immediately be suspended/expelled from RLCA. Depending on the nature of the weapon discovered civil authorities may be called. This may result in civil or criminal charges placed on the individual(s) involved.

Any student found in possession of an illegal substance shall have the substance immediately confiscated, be escorted to the administrator’s office and his/her parents notified. The procedures for weapons discovery will be followed. As with the weapons procedures, the local law enforcement authorities may be notified of the discovery. This could result in civil or criminal charges being levied against the student and/or parents. Students shall conduct themselves in accordance with board policy as specified in this handbook. The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school or present a threat to the health and safety of students, employees or visitors on the school premises.

The board prohibits the use of tobacco and the use or possession of alcohol, other controlled substances, or look alike substances that appear to be tobacco, alcohol or controlled substance, by students on or off school property. When off school property, students are expected to leave the premises when it is discovered that such illegal activity is taking place. Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age and/or of a controlled substance may be reported to the local law enforcement authorities.