



2013-2014 Handbook

3809 Patterson Avenue, Richmond, VA 23221 ▪ 804-353-0036
www.rasda.org

Table of Contents

Staff.....	2	Cheating.....	26
School History	3	Threat to Life	26
Mission Statement.....	4	Weapons.....	27
Philosophy	5	Sexual Harassment.....	27
Educational Objectives	6	Substance Abuse	28
Admission Policy	7	Due Process.....	29
Registration.....	8	Chewing Gum	30
Financial Policy	9	Lunches	30
Foreign Students	9	Student Health.....	31
School Hours.....	9	School Telephone.....	32
School Cancellations.....	10	Electronic Equipment.....	32
Asbestos	10	Videos/DVDs.....	33
Attendance Policy	11	RenWeb	33
Excessive Absences	12	Technology	34
Missed Work.....	12	Gym Guidelines	35
Dropping/Adding a Class.....	13	Lockers	35
Homework.....	13	Playground	35
Grading Policy	14	Field Trips.....	36
Standardized Testing.....	16	Trips to the Park.....	36
High School Testing & Semester Exams.....	16	Dismissal Procedure.....	37
Outside Credits.....	16	Drop Off & Pick Up.....	38
Policy Interpretation.....	17	Visitors	38
Dress Code and Guidelines.....	17	Ski Trip	39
Code of Conduct	19	Class Office and Student Association.....	40
Discipline	20	Student Drivers	40
Bullying Guidelines	21	Senior Privilege.....	41
Suspension/Expulsion.....	25	Citizenship	41

Richmond Academy Staff

Administration

Principal Malcolm Hutchinson
Business Manager Seth Savoy

Instructional Staff

Kindergarten Karen Van Ornam
Grades 1 and 2 Katie Grant
Grades 3 and 4 April Mayers
Grades 5 and 6 Angela Morton
Grades 7 and 8 Homeroom Rachel Simons
Bible Desmond Suarez
English Rachel Simons
Math Robert Fetters/Bethany Conrad
Music Jason Scott / Marly Aszalos/Tatiana Lopes
Science Robert Fetters
Spanish Gabriel Saintus
History Jasmine Ward
Computer Graphics & Art Pearl Quick

Auxiliary Staff

School Nurse Ellie Franco
Office Secretary/Teacher's Aide Jackie Silva
Technology Support Valerie Reynolds

Richmond Academy: A Bright Future Built on Past Excellence

Seventh-day Adventist education in North America began in 1853. The first Seventh-day Adventist church in Richmond, Virginia was organized in 1895. In 1911 Richmond Academy was established.

For nearly 100 years, Richmond Academy has offered a Christ-centered program in the Seventh-day Adventist tradition of education for students on the elementary and secondary level.

The North American Division of Seventh-day Adventists Board of Education, the Virginia Council for Private Education Commission on Accreditation, and the Virginia Department of Education accredits Richmond Academy for its kindergarten through 12th grade. Today, the Seventh-day Adventist system of schools is the second largest protestant school system in North America. This allows us to offer “big school” education with many small school advantages such as a low pupil to teacher ratio.

Over 80% of students in Seventh-day Adventist schools say they want to follow Christ in all they do. Nearly 70% of graduates from Adventist high schools enter a four-year college compared with 30% of graduates from public high school. We feel this is because Adventist teachers go beyond the call of duty to give personal assistance to students.

There are seventeen Seventh-day Adventist schools in Virginia. They include one boarding academy 9-12, one-day academy 9-12, and various K-8 or K-10 schools; however, there are only two (2) K-12 academies in Virginia. Richmond Academy is the first fully accredited K-12 academy in the Potomac Conference of Seventh-day Adventists. Richmond Academy achieved this special honor through hard work and dedication by its educators, parents, constituent churches, and students.

Our Mission Statement

It is the mission of Richmond Academy to engage our children in loving, learning, and living in Christ.

Loving according to Matthew 25 is treating others as we would treat God Himself. We will strive to develop traits of compassion and respect in all our students. Students will be taught the joy and obligation of service to their peers and community. Teachers will seek to create in each classroom an atmosphere of positive peer pressure, where healthy relationships flourish, and true Christian love is experienced. Classroom rules will be clear and discipline will be administered with love and equity.

Learning according to II Timothy 2:15 means that students will strive to do their best, never settling for second rate work. Students will have the opportunity to assimilate Seventh-day Adventist beliefs in an environment that is both loving and challenging. Academic excellence will be the goal for each child.

Living according to John 10:10 means that students will live the abundant life. They will learn the joy of service, the rewards of healthful living, and the practical skills needed to ensure an interdependent future. While living the abundant life Jesus promises, they will honor the commission to bring the Gospel of Christ and his soon return to the world.

Loving, learning, and living in Christ are what RA is all about. Our staff is waiting to be involved in educating your child for today, tomorrow, and eternity.

Philosophy

At Richmond Academy we believe we should provide for the balanced development of a student's mental, moral, and physical powers. We believe that man is the product of special creation and that he has a God-given potential for infinite growth. Therefore, we place a high estimate on the worth of each individual regardless of race or color and do not practice racial segregation or discrimination.

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator—individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought. Instead of confining their study to that which men have said or written, let students be directed to the source of truth, to the vast fields opened for research in nature and revelation.” *Education, 17*

As a Christian school, we believe we should excel in character education. Our purpose is to make Bible principle prominent in every class and activity.

Our goal is to help our students live a productive and successful lifestyle as well as encourage them to have a personal relationship with God and accept His salvation. We want our students to live peacefully with all races and creeds, take an active interest in civil affairs, and appreciate cultural and scientific advances.

Respect for God

Richmond Academy is a Seventh-day Adventist Christian school with a definite purpose of spiritual development. A student need not be a Seventh-day Adventist to apply for admission, however students who are atheistic, make light of religious matters, or do not plan to come for the purpose of developing their spiritual qualities, should not apply for admission. All students are welcome at Richmond Academy, provided they show respect for the Word of God, maintain a reverent attitude during spiritual activities, and observe all of the regulations of the school.

Educational Objectives

The following objectives reflect the general philosophy of Seventh-day Adventist Education at Richmond Academy.

1. Assist students in gaining a growing knowledge of God as Creator and Sustainer of life.
2. Provide an environment conducive to the development of Christian character.
3. Encourage students to assume responsibility for unselfish service to mankind and to identify themselves with the church and other organizations that emphasize service as an ideal.
4. Help students develop healthful living habits.
5. Help students acquire a strong academic foundation.
6. Enable students to think critically.
7. Encourage students to make ethical Christian decisions.
8. Provide opportunities for social growth consistent with church standards.
9. Help students apply Christian principles as they use their God-given talents.
10. Provide opportunities for students to develop artistic appreciation and talents.
11. Provide learning experiences that are based on materials and methods of instruction that reflect Seventh-day Adventist values.
12. Help students develop intellectual curiosity.
13. Encourage life-long learning.
14. Provide an educational program that challenges each student to educational excellence.
15. Develop an appreciation for the Bible as the Word of God.
16. Help students develop a prayer, worship and faith experience.
17. Encourage students to recognize God's ownership of human resources.
18. Assist students in developing an appreciation for the worth of all people.
19. Challenge students to develop a personal mission for taking the Gospel message to the entire world in preparation for the soon return of Jesus.
20. Provide students the opportunity to develop an appreciation for the values and dignity of labor.

Admission Policy

Admission to Richmond Academy is for students of the Seventh-day Adventist church and other religious faiths that have a desire to develop a Christian character. Students are welcome to attend our school providing they show respect to the Word of God and all those with whom they come into contact with on a daily basis. By accepting admission into Richmond Academy, parents and students are indicating that they will observe the regulations of the school contained in this handbook.

It is the policy of Richmond Academy to admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and not to discriminate on the basis of race in administration, policies, application for admission, scholarship programs, and athletic and extracurricular programs.

A prospective student must submit to a formal application procedure. Students applying should be in good and regular standing in their present school and must submit proof of a successful completion of the previous grade or its equivalent. Students entering kindergarten must be 5 by September 30; students entering first grade must be 6 by September 30. Students transferring into Kindergarten or 1st grade will be tested on the Giselle Developmental test to determine placement. Students may not enroll after the first 10 school days of each new semester. Transfer students will be considered on a case-by-case basis. We do not customarily accept any new students for the last quarter of the school year. Prospective students in all other grades will be given a battery of academic assessment tests to assist Richmond Academy in understanding the child's current academic skills set.

An admissions committee has been established to screen students who apply for admission. This committee uses the step-by-step Admission Check Sheet for the purpose of determining parental support as well as student conduct, motivation, and scholastic ability. ALL new students applying must complete ALL parts of the admissions process worksheet before admittance to the classroom is granted. (A copy of this form is available at the school website or in the office.) In addition, new students will be required to take readiness or placement tests before being admitted to school.

Since the school does not have the necessary equipment or staff for offering special education, Richmond Academy unable to accept pupils who have a serious mental, physical, social, or scholastic disability. Students diagnosed with ADD, ADHD, or mild learning disabilities are accepted on an individual basis and must complete all parts of the admissions process worksheet. Once the application process is complete, the applicant will be notified by the Admissions Committee to confirm his or her status. Parents should not expect to bring a student to school without this confirmation. It is imperative that families understand **Richmond Academy's limitations in this area.**

All new students will be admitted to RA on a probationary status for the first quarter. Behavioral or learning problems, which would make it inadvisable for a student to continue at RA, are occasionally identified. Parents or guardians will be asked to withdraw that student after a conference with the student's teacher(s) and the principal. Students returning under probation from the previous school year must fulfill the terms of probation to remain enrolled at RA. Students who have been expelled the

previous year will be considered for readmission on a case-by-case basis. The school board reserves the right to refuse admittance to a student and to dismiss a student whenever such action is considered necessary for the welfare of the student or the school.

In addition, the relationship between parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counterproductive to the student's success, the parent(s) will be required to withdraw their child(ren) from the school program.

All students K-1 must have proof of a physical examination upon initial enrollment. The physical must be presented before a place in class is granted. Transferring students must present proof of current immunizations before enrolling, and have proof of a physical examination when enrolling. Virginia State law required immunization against measles, rubella, diphtheria, tetanus, pertussis, and polio. **Students entering 6th grade must show**

proof of immunization against Hepatitis B and a TDAP booster
Girls entering 6th grade must also have the HPV immunization **or a letter from parent declining the immunization.**

Human Papillomavirus Vaccine (HPV) – (Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine).

Commonwealth of Virginia

<http://www.vdh.state.va.us/epidemiology/immunization/requirements.htm>

No student (new or returning) will be admitted to class without proof of all State of Virginia required immunizations after the date of October 1st of any given school year. In the case when parents refuse immunizations individual consideration will be given following state guidelines.

Registration

Only a child whose account from the previous school year has been paid in full will be admitted. Members of constituent or supporting churches need to contact their representative to receive the subsidy granted by their church.

New and returning students must complete ALL portions of the registration packet before attending classes. Parents need to have registration completed at least one week (5 working days) before

school begins. Parents who register their students less than one week before school begins, must wait until a phone call is received notifying them that the student(s) may enter the classroom. Students entering grades 7-12 must apply and be accepted no later than 10 school days after school begins.

Students returning under probation of any type must meet with the Admissions Committee before registration is considered complete. Parent(s) and student are asked to be present at this time. The terms of probation must be agreed upon with signatures on file

regarding these terms. It will be understood that failure to meet the terms of the probation will result in the consequence that is agreed upon at the time of registration.

Financial Policy

Parents or guardians are responsible for all charges on their student's account and must comply with the financial policy as outlined in the Financial Policy Package and Financial Responsibility Agreement Form. Students are not permitted to take semester exams or receive official transcripts, report cards, or diplomas until the student's account is paid in full. Financial dismissal will result when a student's account is overdue by 60 days without making acceptable arrangements through the treasury department.

Foreign Student Policy

All applications and fees for foreign students for the fall semester must be received by June 30th and for spring semester by October 21st. All other applications will be processed for the following semester. Students must enroll in an ESL class until they are proficient in English. To be considered proficient they must obtain a 500+ on the TOEFL test. The TOEFL test is not administered at Richmond Academy. Students must maintain grades of C or above after the 1st quarter.

Richmond Academy charges a \$750.00 processing fee to apply for I-20 paperwork. There is a \$75.00 monthly fee. A \$1,000 fee should be paid if the student transfers to another school or withdraw from the program during the agreed upon term of enrollment.

Foreign students must live with their guardian.

School Hours

The normal school day begins at 8:30 AM and ends at 3:20 PM, Monday through Thursday. On Friday the school day ends at 2:20 PM. High school students may be dismissed at a different time dependent on their class schedule. The school doors will open at 8:00 AM and close at 6:00 PM. Students will be supervised 30 minutes before and 15 minutes after school dismisses with no charge.

Before and after school care is provided. Please fill out paperwork at the front office if you need this service. All questions and fee information are available at the front office.

The front doors of the school will remain locked from 8:30 AM until 3:15 PM in the afternoon (2:15 PM on Fridays). The school and gym will remain locked at all times except for fruit delivery days.

School Cancellations

School closings will be sent by email to all parents who receive correspondence from RenWeb, as Richmond Academy's primary means of communication, and may be announced on Lite 98, WTVR – Channel 6, and WWBT – Channel 12. If a delay is announced, please continue to watch or listen for any changes. You may also check for school closings on-line by going to www.wtvr.com or going to www.nbc12.com or the school **Renweb site**.

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act, our school has been inspected for asbestos-containing materials (ACM). The inspector found ACM materials and prepared an Operations and Management (O&M) Plan to help us manage the materials in a manner that ensures the safety of our students and employees. You may look at the O&M plan in the office during school hours.

Attendance Policy

Punctual attendance at all appointments is of vital importance. Students are expected to attend school and arrive on time. To enable all students to arrive in a timely fashion, Richmond Academy is open to all students at 8:00 AM. Students needing to arrive earlier than 8:00 AM will need to make prior arrangements with the school office. Students should not be left standing in front of the school waiting for the doors to open.

Students should be in their classrooms by **8:20 AM** to prepare for school which begins **promptly at 8:30 AM**. Occasionally, a student may be late to school or miss school for reasons that the

state of Virginia allows as valid reasons. However, “Virginia requires teachers to keep accurate attendance records.” Code § 22.1-259 This record is entered into RA’s computer register that is considered legal documentation. These tallies are also noted on the student’s permanent record card.

In order to promote a responsible attendance pattern, to abide by state attendance laws, and to build habits of promptness and accountability into students, the following attendance policy has been implemented.

Tardies

A tardy is defined as any time a student arrives **in the classroom** after 8:30am. The Parent/Driver must go into the office and sign in students arriving after 8:30 am. At that time, the student will receive a pass. This pass must be given to the teacher for admittance to the class. Students without a pass will not be admitted to the classroom and will be considered absent. Parents will be contacted to come and sign the form or to pick up the child.

It should also be noted that if a student **misses more than 90 minutes** of school, he/she will be marked absent for a half of a day.

Parents of students who receive 15 unexcused tardies in a semester will be fined \$50. Parents of students who reach unexcused 25 tardies will be fined an additional \$100 and be asked to meet with the Admissions Committee. At this time, the Admissions Committee will make a recommendation to the board as to the next step. All fines will appear on the tuition statement.

Tardies will be tracked by semester and recorded by semester.

Leaving School During School Hours

Please attempt to schedule appointments for a student outside of school hours. If an appointment arises that must occur during school hours, please notify the teacher in advance to minimize

disruption to the classroom. Students must be signed in and out at the school office when leaving during school hours.

Absences Due to Illness

Parents/guardians must call the school office at 804-353-0036 before 9:00 AM each day that their child is absent. When the school does not receive such communication, a staff member will make an effort to contact the parent/guardian to confirm the

absence. Even though we may talk to the parent/guardian by phone, we still need the attendance form filled in on the day the student returns to school. Illness resulting in five or more consecutive school days absence requires a doctor's note.

Absences Due to Personal Reasons

In order for a student to receive academic credit family trips need to be approved **1 week before the student leaves**. A special form (available at the school website or in the school office) needs to be

filled out and signed by the appropriate teacher(s). Students that do not get approval prior to their absence will not receive credit for their missed work.

Excessive Absences

Missing school is one of the greatest factors in causing a student to receive D's and F's. Obviously there are legitimate reasons for missing a school day, and these are excused by law. Even so, excessive absenteeism is very harmful to the learning process.

Students in high school who miss 15% or more of a class during a semester for any reason will be dropped from the class and not receive credit for the class." Unusual cases may be petitioned to the administration and the board.

Making up Missed Work

In all cases, students are expected to make up any work missed caused by arriving late or by an absence. Parents should take the responsibility for finding out about work missed in grades 1-4. Students in grades 5-10 (with parent's guidance) should take responsibility for asking for missed work. Students in grades 11-12 should take full responsibility in making up missed work. All assignments for high school can be found on RenWeb.

when determining a reasonable time frame. Parents should note: the longer it takes to make up the work, the more difficult the task becomes. Instead of benefiting the student, time extensions actually hurt the learning process. Work not made up within the time frame given will result in a zero.

Teachers will generally give two days of make-up time for every day missed. Allowances will be made based on individual needs

Dropping/Adding a Class

Students wishing to add or drop a class in his/her schedule must do so within 10 days of the beginning of the semester. A student may withdraw from a class within this 10 day period with permission from the registrar, teacher, and parent with no permanent grade

recorded on the transcript. A student may withdraw from a class at a later date with permission from the registrar, teacher, and parent. The student will receive a grade of WP (withdrew passing) or WF (withdrew failing) on his/her transcript.

Class Work & Homework

The staff of Richmond Academy strives to give a balance between the need to assign homework, and the rest and recreation all students need after the long school day. As students progress through the grades, the amount of homework is expected to increase. If there is a concern about how much time your student spends on homework, please contact the teacher to discuss what the reasons for this might be. On the other hand, there should be concern on the part of the parents if they see no homework at all or no studying for tests in grades 5-12. Parents who wish a weekly update on missing or incomplete work should provide the teacher with a pre-stamped, self-addressed envelope.

Class work is required to be done in class. Students may not choose to do class work later at home on the computer, etc. when the work is expected to be done in class. Sitting in class doing nothing, persistent talking, or playing around is an unacceptable

behavior. Students who persist in non-performance during class time will be considered insubordinate and removed from the class for an in-school suspension. Parents are notified about the in-school suspension at the end of the school day. Returning to class the next day depends on what is accomplished during the in-school suspension. The decision to extend the suspension to out-of-school will be made by administration.

Academic excellence is our goal. In pursuit of this goal, students taking a zero in any subject during the course of the week may be assigned a mandatory study hall or detention. Parents will be notified in advance. If a student fails to attend their detention he/she will be fined \$25.00 for the first offense and \$50.00 for any additional offenses. In addition, all late work will be docked 20% of the possible grade if they fail to make up the work in the prescribed time.

Grading Policy

Richmond Academy teachers use the following grading techniques for the grade levels listed below, recognizing that no single individual grade can fully assess the progress of a child.

Grades K-2

E - Exceeds Standards

S - Meets Standards

N - Needs Improvement

Grades 3 through 8

Interpreting these grades on all levels is to be done in close communication with the teacher. Teachers strive daily to assess students in a fair and non-threatening way. However, at some point a letter grade must be arrived at. Keeping this in mind, for students in grades 3 through 8, the following grading scale is in effect:

- | | | | | |
|--------------|-------------|-------------|--------------|----------------|
| • A+ 99–100 | • B+ 88– 89 | • C+ 77– 79 | • D+ 68 – 69 | • F 0 – 59 |
| • A 94 – 98 | • B 84– 87 | • C 74– 77 | • D 64 – 67 | • I Incomplete |
| • A- 90 – 93 | • B- 80– 83 | • C- 70– 73 | • D- 60 – 63 | |

Grades 9 through 12

For students in grades 9 through 12, the following grading scale is in effect:

- | | | | | |
|--------------|-------------|-------------|--------------|----------------|
| • A+ 99– 100 | • B+ 91– 92 | • C+ 81– 82 | • D+ 71 – 72 | • F 0 – 62 |
| • A 95 – 98 | • B 85– 90 | • C 75– 80 | • D 65 – 70 | • I Incomplete |
| • A- 93 – 94 | • B- 83– 84 | • C- 73– 74 | • D- 63 – 64 | |

The letter “I” is used to indicate an incomplete. Incompletes are given for the benefit of the student who has experienced something that has interrupted the ordinary ability to get schoolwork done (e.g., a lengthy illness). Students in K-6 have two weeks from the date the report card or interim grade is issued to complete any work that is missing so that a grade may be determined based on what the student has actually completed. If the student does not complete any or all of the work during the two-week time period, the missing work will receive a zero. An “I” does not indicate a

failing grade; however, work not made up could result in an “F” for the quarter.

The letter grade “F” is given to indicate that a student has not met even the minimum requirements of the class. An “F” is usually the result of student performance far below the standard set for the class. Teachers work within the class framework to provide an atmosphere that is both challenging and conducive to learning. If a student persists in not doing the work well, teachers seek

intervention through outside sources such as tutoring. Ultimately, the student has the right to fail by choosing to do nothing toward his or her progress. When an “F” is recorded as a semester grade in grades 9 through 12, it will indicate that the student has not earned the needed credit and the course must be RETAKEN in a satisfactory manner before credit can be given.

Eighth Grade Students who complete their eight years with an “F” recorded on their permanent record card during their 7th or 8th grade years will be given a “Certificate of Completion” rather than a diploma. A diploma can only be received when the course has been retaken for acceptable credit. Students in grades 3 through 8 who receive multiple “Fs” on a report card may be required to repeat the grade.

Twelfth Grade Students: Richmond Academy issues three different diplomas to graduating seniors: College Prep, Standard, and a Modified Standard Diploma

It is imperative for students and parents to know what each teacher’s policy is regarding acceptance of late work. Some teachers do not accept late work while others do. For those teachers that do not accept late work it is important that extenuating circumstances be explained by the parent/guardian if work is to be accepted late. The office will provide each parent and student a list showing each teacher’s practices regarding late work, test re-takes, work done over, and any other related practice.

Students in grades 9 through 12 may find it necessary to do coursework through Home Study International or another accredited institution of learning. Transcripts required for

graduation must be given to the registrar no later than May 20th. Students who do not meet this requirement may not be allowed to participate in the graduation ceremony unless slated to graduate at the end of the summer.

Report cards are prepared on a quarterly system with a scheduled parent-teacher conference at the end of the first and third grading periods. These dates appear on the school calendar and indicate when the parent-teacher conference will be held. Teachers find that these conferences are invaluable to them in dealing with the personal growth of their students. Both parents/guardians are encouraged to attend.

Students are invited to attend, but they are expected to stay with parents at all times. During parent-teacher conference days, neither the school nor the classroom teacher is able to provide for the supervision of any students dropped off for such activities as to be with friends, use the computer room, or play in the gym. Students left unsupervised will be escorted to the day care. If the twice-yearly conference is not at a convenient date or a student has a special need that can’t wait, a conference may be scheduled at any time by request of the parent/guardian or the teacher.

Richmond Academy uses a secure online grading program called RenWeb. Parents and students are able to regularly access grades, discipline reports, school calendar and announcements on the internet. The only thing that is required is that a valid email address be on file at the school. Information will be provided on how to log in.

Non-academic requirement for graduation: Richmond Academy has a community service requirement for graduation all

students attending Richmond Academy are required to perform not less than 10 hours of community service for each high school year in attendance. This can be accomplished in numerous ways, a form

can be obtained from either the front office or from the Bible Department for tracking a portion of the students bible grade may be computed in the completion of this requirement.

Standardized Testing

Standardized achievement tests are administered to grades 3-12 in the fall to determine progress in academic learning. These tests are also used as way to evaluate and improve current instructional practices. Results are shared with parents in our fall parent-teacher conferences.

In addition, the Potomac Conference has a Special Education designee who is trained in evaluating a student on a one-to-one basis if a teacher or a parent feels this is an appropriate step to follow. There is no charge for this testing.

High School Testing & Semester Exams

Freshmen and new students are required to take a mathematics placement test during the first week of classes. Freshmen, sophomores, and juniors take the PSAT in October during a school day. Seniors take the SAT and ACT tests on designated national testing dates. Students need to register for the test with the designated organization. Freshmen, sophomores, and especially juniors are invited to take the SAT and ACT tests. For Sunday testing, students will need a letter from their pastor stating that they

are a member of the Seventh-day Adventist church and do not take tests on Saturday. Parents are responsible for all fees for taking the PSAT, SAT, and ACT tests.

Semester exams are given to students in grades 9-12. Students may not take semester exams, receive report cards, request transcripts, or receive diplomas until all financial obligations (tuition/fines) are met as outlined in the financial agreement.

Obtaining Outside Credits While in High School

All students attending college before graduating from high school must currently be in the 11th or 12th grade. They must be in good and regular standing, and all requests to attend must be given to the

Academic Committee in writing at least one month before the scheduled class is to begin. Students in most cases will not be given permission to take a class if they miss any subject in order to

attend and may not take a course that is available at Richmond Academy.

It is the responsibility of the student/family to see that an official transcript of the course is received no later than May 25 of the graduating year.

Policy Interpretation

Richmond Academy understands that on occasion policies are open to different interpretation. If subjective interpretation of school policy becomes necessary, then it is the teacher who may make that interpretation. If that interpretation is questioned or disputed by a student, parent, or guardian, the principal may give

the interpretation. If this is not satisfactory to the student, parent, or guardian, they may make appeal through the rules of due process. The school board reserves the right to make final interpretations of school policy as necessary.

Dress Code

A student's manner of dress often influences his or her behavior and contributes to the overall classroom environment. While dress is ultimately an individual matter, modesty and simplicity require that certain standards be taken into consideration. Parents and students may not always agree with the standards of the school but their cooperation in this matter is necessary.

Students must wear a school uniform to school each day. The principal and teachers have the right to declare an item of clothing unsuitable. If a teacher feels a particular student is not in accordance with the dress code, the teacher will make the call. If in doubt, the teacher will consult administration.

Tops

1. All items worn from the waist up must be purchased through LandsEnd 17 (see order form at school office). This includes shirts and sweaters or jackets. Only approved outer garments (jackets, sweaters, etc.) can be worn in school.
2. A plain white or black long sleeve shirt may be worn under a school polo as long as it is tucked in and doesn't show below the polo.
3. All students must have at least one navy blue polo with the school logo. This shirt is to be worn on designated days such as field trips or other occasions to be determined by the teachers or administration.
4. If a student chooses to wear a tie it must be solid navy, black, or tan or the RA plaid (purchased at Flynn & O'Hara).

Bottoms

All items worn from the waist down (pants, shorts, skirts, and skorts) may be purchased from the store of your choice as long as they abide by the following guidelines:

1. Must be solid navy, black, or tan in color. (A plaid jumper or skirt may also be worn but must be the RA plaid purchased at Flynn & O'Hara).
2. May not be made of denim, spandex, sweatpants, T-shirt, or other knit fabrics.
3. Skirts or skorts must be no more than 3 inches above the top of the knee in the front or back when standing or sitting. K-2 girls should wear shorts underneath their skirt or jumper to maintain modesty while allowing them to remain active.
4. All shorts must have an inseam of no less than 6 inches.
5. Socks, leggings, and tights must be black, white gray, or navy.

Shoes

1. Tennis shoes or shoes that encase the foot are required in grades K-4.
2. Tennis shoes or all purpose shoes that encase the foot are preferred in all other grades, however other shoes may be worn.
3. Flip flops and bedroom slippers are not to be worn.

Gym Clothes

All high school students must wear the school PE uniform during PE class. This can be purchased at Flynn & O'Hara (information for ordering is available in school office).

Dress Code General Guidelines

- All attire must be clean, neat, and modest while at school and at **all school functions on or off campus**.
- Clothing must not be frayed, faded, tight, oversized, low-cut, or sleeveless (including cap sleeves).
- No bedroom attire including slippers may be worn.
- Regular school uniform is to be worn on all field trips unless announced otherwise.
- All pants must be worn modestly.
- Jewelry of any material including bracelets, anklets, rings; earrings, necklaces, and body art (permanent or temporary) are not permitted at school or school functions. Students are not to draw on themselves or others.

- Make-up, hair color, and nail polish must be natural in appearance.
- Students are required to arrive in regular school attire.
- Hair should be neat and styled as not to cause a distraction.
- Hats, caps, and hoods are not to be worn in the building.
- Jackets and coats are not to be worn in the classroom.

Code of Conduct

1. Students are expected to comply with all policies and procedures listed in this handbook. **Students are also expected to honor the code of conduct in principle.**
2. Each pupil is expected to manifest a spirit of reverence at all religious services. It is expected that all shall comply with school rules and regulations and render prompt obedience to the directions of the teachers.
3. Experience has shown that there are some practices that cannot be tolerated in Seventh-day Adventist schools. Since this school does not normally admit a student who offends in these practices, the first offense on any of these fundamental points may result in immediate suspension and possible expulsion .
 - a. Using profane or indecent language, lewd or suggestive gestures or conduct, possessing or displaying obscene pictures or articles, or the telling inappropriate jokes.
 - b. Gambling or betting.
 - c. Sexual Harassment (see separate policy for details)
 - d. The use of or being involved in spiritualism or Satanism in any form.
 - e. Dishonesty, including theft. Willful deception regarding violation of school rules and cheating. (See Academic Integrity for details)
 - f. Being involved in a fight. Fighting includes such things as: threats, taunting, actual acts of violence, encouraging others to fight, and word fights.
 - g. Possession or use of weapons (see Weapons Policy).
 - h. Being with a member of the opposite sex in a unsupervised setting on campus. Being involved in sexual activity.
 - i. Providing or using any drugs including over the counter drugs, prescription drugs, tobacco, alcohol or illicit drugs.
4. Respect for property is basic. Every student, as well as his parent or guardian, will be held accountable for any damage done to school property. This includes school plants, textbooks and library books. Intentional vandalism of school property or the property of a fellow student or faculty member may result in suspension. A general wear and tear fee of \$5 may be assessed, or damages may be assessed the offender in the dollar amount of the repair or replacement. In the case of group accountability, the dollar amount will be assessed the group and divided equally among them. Damages must be paid in order for a student to take any semester tests or receive report cards at the end of the year.
5. Students, who are disrespectful to the teacher, whether in language or action, are subject to immediate suspension by

the principal or the principal's designee. Appropriate procedures will be followed to readmit suspended students. In addition, it should be noted that each staff member and substitute teacher whether full or part-time has disciplinary rights over any student during all school activities and programs.

6. Eating between meals and chewing gum are not allowed on the school premises. Hard candy is not allowed on the playground or in the gym.
7. Play equipment and play areas may not be used except during school hours and then only with supervision. Pulling or

pushing a student by another student on any school equipment is not permitted. Students may not stand on swings or jump from swings (see Playground Guidelines).

8. Bicycles, motorbikes, skateboards, scooters, and roller-skates may not be ridden at any time, day or night, on school property. If for some reason these are brought to school they must be locked and kept in the principal's office (or other storage area). Borrowing or lending of these items is not permitted.

Discipline Guidelines

Students at Richmond Academy are expected to behave in a respectful manner, cheerfully abiding by the school and classroom rules. Occasionally students make choices that result in disciplinary consequences. Recognizing that some behaviors are more serious than others, the staff of RA has developed a behavior-consequence sequence of referrals. "Interpretation of School Policy" is the teacher's job.

If a parent or board member visiting the school sees a behavior he/she seriously questions, that person should address all concerns to the student's classroom teacher or administration. The classroom teacher or administration will determine the discipline needed, if any. The Discipline Committee will meet as needed to determine necessary discipline measures. Students' behavior file will hold a copy of all behavior incidents sent to the Discipline committee.

Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually and in jest) a teacher, staff member, another student, or even self of personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration and the Office of Education of the Potomac Conference.

When it is confirmed that any such action was intended, threatened, or has taken place, the student(s) will be immediately removed from school until further notice by the school board and/or the Office of Education.

Bullying Guidelines

There is a high expectation that the school and the wider community at Richmond Academy will fully support this statement; that all members of the school will behave in a way that will allow for the full development of all individuals personally, spiritually, socially and academically; that all will show tolerance and respect towards individuals and a responsibility towards the community as a whole. Research indicates that half of all children experience bullying and that what children fear most is bullying. **Bullying behavior takes place in all schools.** Richmond Academy does not tolerate bullying and it is everyone's responsibility to see that incidents of bullying are dealt with immediately. All staff should be aware of what to look for, and staff and pupils should be familiar with the procedure to follow when incidents of bullying occur. Bullying is unacceptable in this school and will not be tolerated. The school also recognizes that it is important to be aware of bullying perpetrated outside school which spills over into the school. The school will do what is reasonably practicable to eliminate any such bullying.

AIMS

- To demonstrate that the school takes bullying seriously.
- To take measures to prevent all forms of bullying in the school and on off-site activities.
- To support everyone in the actions to identify and protect those who might be bullied.
- To demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying.
- To promote an environment where it is **not** an offence to tell someone about bullying.

- To promote positive attitudes in pupils

DEFINITION OF BULLYING

Bullying is defined as repeatedly and intentionally acting to hurt or frighten somebody else. It can take the form of teasing, assault, intimidation and extortion. It is deliberate harassment or an aggressive act of omission or commission which causes physical or psychological hurt, and may be inflicted by one or more persons.

How is bullying shown?

It can be:

- physical
- verbal
- social and psychological
- cyber bullying
- often an inter-relationship between classes/groups

Signs of bullying:

Pupils who are being bullied may show changes in behavior, e.g. becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be changes in work patterns, a lack of concentration, or truancy. If anyone is made aware that bullying is taking place, they should inform an appropriate member of staff as soon as reasonably possible. Once it has begun, bullying rarely stops until there is an intervention. Intervention can be arranged in such a way that bullies can be discovered by staff and then dealt with. Once they know what they are looking for, staff can discover it for themselves and hence accusations of 'sneaking' are avoided. Bullying can be as

distressing and harmful to children as child abuse, and as such it is unacceptable behavior. Bullying may be most effectively and more often perpetrated during periods of transition, such as: lunch period, recess, music classes, field-trips and other unsupervised events.

RESPONSIBILITIES

Bullying will be taken seriously by all Richmond Academy staff, who will establish the details of any incident in order to evaluate whether it is a case of child abuse, which is illegal and requires notification to law enforcement. All educators are mandated reporters. All staff are aware of the Child Protection Laws. Anyone approached by a pupil expressing concerns about bullying, must ensure that the pupil feels that their concerns are being taken seriously.

The Principal will:

- ensure that all staff are trained and given insights to bullying and have an opportunity of discussing strategies on how to identify, intervene and address bullying as a non acceptable social behavior.
- discuss development of strategies, policies, and procedures with the Columbia Union, Potomac Conference K-12 Boards of Education and Richmond Academy governance board as conditions warrant.
- ensure that the procedures are brought to the attention of all staff, parents and pupils
- report as needed to the governing body

- be responsible for ensuring that the school's positive strategies are put into practice
- be involved in any agreed strategy to achieve a solution
- take part in the anti-bullying programs

The Principal/Vice-principal will:

- be responsible for the day-to-day management of the policy and systems to insure a safe school environment
- ensure that there are positive strategies and procedures in place to help both the bullied and bullies
- the principal will be held accountable for communication with all parties as defined by Local, State, Federal, and K-12 Codes/Laws.
- determine how best to involve parents in the solution of individual problems
- will maintain secured reports on serious incidents, and make a timely report to the governance boards.

All Staff will:

- know the policy and procedures
- be observant and raise any concerns about a pupil to an appropriate person(s)
- deal with incidents according to the policy

- never let any incidences of bullying pass by unreported, whether on-site or during an off-site school sponsored activity
- participate in anti-bullying training programs

ANTI-BULLYING EDUCATION IN THE CURRICULUM

The School will raise the awareness of the anti-social nature of bullying through school assemblies/workshops, classroom content as is age/grade appropriate.

PROCEDURE FOR STAFF

If an accusation of bullying is made to a member of staff:

- Staff shall 1. Quickly determine validity 2. Once validity is deemed valid a) require the child(ren) to write out and sign their version of the event, and or b) they write out a report that the child(ren) sign c) notify administration d) file a written report to the Principal and other appropriate organizations and leaders. e) follow administrations lead unless employee deems the action of administration is not appropriate at which time they then should make direct contact with The Potomac Conference of Seventh-day Adventist Department of Education and notify Richmond Academy governance board chair of their actions and concerns.
- The Principal along with additional appropriate staff/faculty will talk to the bully and to the bullied, and if need be to their parents/guardians if necessary. Written records will be kept of these interviews and action(s) appropriate to the incident will be taken.
- Reassurance and continuing positive support should be given to the victim of the bullying.

- Any pupil found to be bullying another pupil will be subject to the school's Discipline policies. For persistent offenders or incidents considered as gross acts of aggression a pupil could be permanently excluded, and may be reported to law enforcement.
- The school also recognizes that changing the attitude and behavior of bullies will be part of the responsibility of the positive procedures used by the school.

Involvement of Parents

Parents, as well as all staff and pupils, should know that the school will not tolerate bullying and takes a positive approach to educating pupils to combat it. Parents of pupils who are being bullied and parents of the bullies may be asked or required to be involved in the solution to the problem. Parents will be informed of the policy and procedures and the possibility of permanent exclusion following gross acts of bullying.

MONITORING AND REVIEW

The Principal will keep records on serious incidents. These incidents will be considered by the faculty/board to determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.

Bullying is unacceptable at Richmond Academy and will not be tolerated. The school also recognizes that it is important to be aware of bullying perpetrated outside school which spills over into the school. The school will do what is reasonably practicable to eliminate any such bullying.

Bullying includes but is not Limited to:

- **Physical** - pushing, kicking, tripping up, hitting, pinching or pulling hair, taking things from another person, damaging another person’s belongings, playing practical jokes on other people.

- **Verbal** - calling people names or laughing at them, being rude or spiteful or using offensive language, making threats to hurt people physically, teasing people about their appearance (weight, hair, clothes), their intelligence, family, money, their color, race or religion, aggressive behavior, bribing people or otherwise making them do things they do not want to do, sending hurtful or offensive text messages, Internet messages and or postings on social websites, communicating in an offensive manner shall be considered a form of bullying.

- **Psychological** - using threats to obtain money, whispering about people when they are present, leaving people out or ignoring them, spreading untrue rumors or writing notes about people, getting other people into trouble for something they did not do, embarrassing other people. People who are bullied may lose their confidence and can be made feel that it is their own fault that they are being bullied.

What should you do if you are bullied?

Many people who are bullied make the mistake of keeping it to themselves. If you are being threatened or bullied, you must tell someone.

This could be:

- a trusted adult
- an older sibling, classmate, student leader

- your mother or father or another member of your family
- your Principal, Teacher Support Staff, School volunteer

If anyone tells you that she/he is being bullied, you should report this to a member of the staff; do not keep it to yourself.

Other things which can help the situation are:

- Keep calm, ignore the bully and don’t let he/her see that you are hurt by their behavior.
- Stay confident and behave in a friendly way towards the bully so that he/she has no reason to be aggressive.
- Walk away before the bully has the chance to treat you badly.

If you report that you have bullied and you are willing to identify the person who has been bullying you, the school has a responsibility towards you. Someone will talk to the bully to find out why he/she is acting as they are. The bully will be given every possible encouragement to change his/her way of behaving. The situation will be monitored to make sure that it does not happen again and that the bully does not retaliate. The parents/guardians of the bully will be told about his/her behavior. The bully will be given a suitable punishment and warned about his/her behavior. If the bullying continues, the bully may be suspended from school and this suspension will become part of his/her permanent school record. In extreme cases, a student may be asked to leave the school or be dismissed by the governance board.

In the event that a student falsely accuses another student or adult of bullying and it is proven to be a false accusation that student will be disciplined up to and including dismissal.

Conditions of Suspension/Expulsion

Conditions of an in school suspension

1. An in-school suspension lasts the remainder of the day from the time the student is asked to leave the classroom. Students forfeit all the privileges that are part of the rest of the school day and must remain in the location the administration designates.
2. Students will be escorted to the restroom.
3. Lunch will be brought to the student.
4. All assignments are to be completed as assigned. The student will not be readmitted to the normal class day unless the work has been checked in with the principal and appears to be satisfactory.

Conditions of an out of school suspension

1. The student may not be on campus. If a parent deems that it is necessary to bring the student on campus, the student is to remain seated in the office for the duration of the visit. They may not socialize with classmates or wander about the school.
2. When homework is assigned for the duration of the suspension, ALL work must be completed in a satisfactory manner and submitted to the principal for verification before re-entrance into the classroom is granted.
3. If the suspension is of the nature that does not allow for homework to be completed, the student will receive a zero for all assignments missed.
4. Suspension days are served consecutively. For example, if the suspension is 3 days and begins on a Thursday, the suspension would be Thursday, Friday, and Monday.

5. While under suspension, the student may not participate in any school activities that fall on those days. This includes such things as the ski program, fruit delivery, and after school activities.

Conditions of expulsion

1. An expelled student may not be on campus under any circumstances.
2. The student's family must present evidence that the student is enrolled in an accredited program within 10 days of the expulsion. If no such evidence is presented, the school will notify the local school district that the student has been discharged.
3. An expelled student may not visit any classroom or take part in any school activities. This includes such things as: the skiing program, the science fair, the Christmas program, the talent show, visitors' day, band, and fruit delivery.
4. If an expelled student is attending any school function as part of a family event, the student **must be accompanied and remain with a parent or guardian while on the premises.**
5. If the student is found unattended on school property no matter the time of day, the student will be charged with trespassing and the police will be called.
6. Expelled students who apply for admission the following year will be considered on a case-by-case basis. Students who are readmitted will be admitted under probationary guidelines.

Academic Integrity & Cheating

Richmond Academy regards integrity as a critical aspect of the educational process. One's true potential cannot be achieved without maintaining integrity. Students at Richmond Academy are expected to practice integrity at all times and not engage in any dishonest conduct. Lying, stealing, and cheating on assignments, projects, tests, etc. are a few examples of such behavior. Plagiarism, the act of copying someone else's work or ideas and attempting to pass it off as your own, is another form of dishonest conduct. The following procedure will be followed for those who do not maintain academic integrity.

1st Offense

The student receives a zero for the work on which the cheating occurred. A record of the cheating is placed in the student's file, and a copy is given to the parents.

2nd Offense (same class)

The student will receive an F in the class for the semester. The student and parent will sign an academic probation contract which stipulates that any further cheating in any other class will result in an F for that class and the student will be dismissed from school.

2nd Offense (different class)

The student will receive a 2-day out-of-school suspension. The student and parent will sign an academic probation contract which stipulates that any further cheating in any other class will result in an F for that class and the student will be dismissed from school.

3rd Offense (any class)

The student receives an F for the semester in the class in which the cheating took place and the student will be dismissed from school. Dismissal from the school is mandatory, even if it occurs at the end of the semester.

Threat to Life

As part of the school's ongoing efforts to guard the health and welfare of its students, school staff will be alert for changes in student's mental health status to include suicidal tendencies. In cases where possible indicators or suicidal tendencies exist, the observing staff member will notify administration. A call will be made to the parent to determine if immediate intervention is

necessary. Teachers must report all suspected threats to life to the proper authorities.

If administration determines that a law has been broken or possibly broken administration at their discretion shall notify law enforcement.

Weapons Policy

The staff and school board of Richmond Academy want to maintain an environment that offers peace and safety to all students. Weapons of any type, such as guns, knives, explosives, etc., are inappropriate at school except in the rare case of a historical artifact (e.g. a musket of the Revolutionary War) that would be shown as something of historical interest, but handled in such a way as to be non-threatening. Such artifacts must have prior approval and be only in the care of an adult.

If a student chooses to disregard the weapons policy by bringing any such items to school, the following steps will be taken immediately:

1. The item will be confiscated and not returned to the student. Parents must decide what is to be done with the item, and it will only be personally surrendered to a parent.
2. The student who brings such an item will be removed from the classroom and have his or her name referred to the discipline committee for a decision regarding the consequences before the student can return to the classroom. Consequences could include suspension up to three days.
3. Students who use any weapons in a confrontational manner, or indiscriminately leave a weapon around to cause harm in an indiscriminate way, will be automatically suspended one to three days. Admittance to class will require an appearance before the discipline committee along with a parent. Recommendation for permanent expulsion or further action of the board could be a possible outcome.
4. If a student brings a gun to school loaded or otherwise, the police will be called immediately. Such an act results in expulsion.

Sexual Harassment

(all school personnel must comply with Federal & State Mandated Laws which may supersede the following policies)

The teachers and staff of Richmond Academy strive for an environment free from fear of any type of bodily harm or harassment. Students are taught that sexual harassment is any word(s) or action(s) that has a negative sexual connotation to the

receiver whether understood or not. Students who feel the accusation of “sexual harassment” has been brought against them unfairly may use due process to get their complaint handled. Sexual harassment is dealt with in the following steps.

1st Offense

The student is immediately removed to the office for the rest of the school day. The parents/guardians are informed and a conference is scheduled.

2nd Offense

The second instance requires a one to three day suspension from school with the Discipline Committee making the decision about admittance to class and the consequences should another instance occur.

Substance Abuse Policy

If it is ascertained that a student enrolled at Richmond Academy is using, or is suspected of using, any harmful chemical substances or is arrested for any drug/chemical related offense, the following guidelines will be followed:

1. Parents or guardians will be contacted within 24 hours of the incident(s).
2. A three-day suspension will be imposed on the offender.
3. The school reserves the right to impose such a suspension whether suspected use or possession is on campus, anywhere within the vicinity of the school, the use occurs at a school sponsored function or trip, or the student is boasting about something that took place off campus.
4. The student will be interviewed by the school administration to determine the extent of said abuse, or to exonerate the student from suspicion or accusation of substance abuse.
5. In the event it is determined that a student has used (or is using) a harmful chemical substance, the student may not make up any homework, tests or quizzes missed as a result of discipline.
6. Should a student be exonerated of the charge of the use of an illegal and/or harmful substance, the cost of substance abuse testing shall be born by the school. In addition, the student shall have ample time to make up any homework missed as a result of testing or administrative interviews.
7. Failure to cooperate with the administration, or refusal to follow through with the outlined procedure will result in the student being immediately expelled from school.
8. Students and parents choosing to cooperate with the school will follow the steps outlined in the program. The parents or guardians are responsible for all finances incurred during the process of evaluation and counseling.

Provisions for evaluation:

1. The student's evaluation is to include urinalysis and a formal assessment by a school-appointed, certified substance abuse counselor to determine the level of chemical use.
2. The school administrator shall make the appointment for formal assessment within 24 hours of the school making such a request. The student shall be under suspension until such a time as the appointment has been completed.
3. The administration must receive a copy of the assessment and a signed copy of the treatment plan from the counselor.
4. The recommendations of the counselor will be accepted as a legitimate standard of evaluation and will be supported as such.

5. The student will be able to return to classes and may remain as a student at Richmond Academy provided the treatment plan is followed and completed.
6. Dismissal from Richmond Academy may result from:
 - a. Further harmful substance use by the student during or after the treatment phase.
 - b. Failure to meet appointments.
 - c. Failure to participate in continued random clinical screening.

Due Process Policy

Due process is a plan whereby all parties can work to resolve issues that arise during the school year. This is a hierarchal plan, and in most cases each step depends on the proceeding step having taken place. Exceptions are noted below. There is limited appeal if a student violates any policy contained herein that delineates automatic suspension or expulsion. In such cases where the discipline is already outlined, the only route of appeal is to the school board through the following process.

Step 1

A student/parent(s) should first talk to the teacher involved about any immediate concerns. **The parent(s) should begin the process by talking to the appropriate teacher not the principal or school board chair.** It should also be noted that teachers use time immediately before and after school to prepare for classes. Parents should not expect a teacher to drop everything to talk with them. Rather, parents should take a minute to make an appointment at a mutually convenient time. At no time should a parent take it upon themselves to verbally attack the offending student(s) or make demands of the staff that do not fall within the guidelines of due process. If more than one student is involved in a concern, all students and parents should be included in the conference. Teachers are asked to keep a brief written summary of the meeting on file to document what took place in the meeting. Parents will be given a copy.

Step 2

If step 1 does not solve the problem, the parent should initiate the use of the **Appreciation/Concern form #1** (see form). This outlines each subsequent step, all of which are documented on the form.

Step 3

If step 2 does not solve the problem, any party may initiate dialog that would require the student(s), parent(s), teacher(s) and principal to meet by appointment to resolve any issues that may be causing the confusion or dissatisfaction regarding school practices. Written documentation will be kept on file and a copy will be given to the teacher and the parent.

Step 4

The next step of appeal is the school's Discipline Committee. This committee is composed of the principal, family's pastor, school board chair, and 2 designated teachers (one of whom is the teacher involved with the concern). The student and parent(s) meet with the committee. Again the process will be documented and kept on file with a copy sent to the parent. If a student uses physical force, vile language, or other degrading behavior towards a student, teacher, staff member, substitute teacher, parent, or property of the school or individual property within the school, the issue will be taken automatically to step 3 bypassing steps 1 and 2.

Step 5

Any decision of the discipline committee may be appealed to the school board as a whole. The student/parent should initiate the request to the principal **in writing**, and the item will be placed on the agenda of the next board meeting. If the matter is urgent and cannot wait for the board to meet, the board members will be polled. The result of this poll is considered a valid recommendation.

Step 6

The final step of appeal is the Superintendent of Education, Office of Education, Potomac Conference of SDA, 606 Greenville Ave., Staunton, VA 24401. **The appeal must be made in writing with a copy of the appeal letter given to the principal and chair of the Richmond Academy Board.** The decision from the Office of Education is a final and binding agreement for all parties involved.

Chewing Gum

Chewing gum is not permitted at any time or place on the school property. On the first offense the student will be given a verbal and written warning. Each additional offense will result in a \$5.00 fine as well as Administrative referral.

School Lunches

No one is permitted to leave the school grounds to purchase lunch or call for food delivery. Exceptions are made when a parent makes the arrangements, when a teacher makes the arrangements, and when 12th graders use Senior Privilege (see Senior Privilege). Students should bring their own lunch and should **not include**

caffeine drinks. Sometimes hard candy is included as part of the lunch. **Hard candy or chewing gum in any form is not allowed.** Serious injury and even death could result from inhaling a piece of hard candy while playing.

Announcements and menus are sent home for the days when hot lunch is to be served. Lunches are always vegetarian. Microwaves are not available for student use for heating food. In addition to the hot lunch program, the school provides a “snack cart” as a fundraiser for the classrooms. Parents should be advised that we do

not consider items purchased here to constitute a well-balanced lunch. These items are considered additions to lunch. Students may purchase multiple items from the cart with a restriction to only one dessert at lunch. Special note: no meat will be served at any school function, including banquets and fundraisers.

Student Health

In case of accident or sickness, minimal first aid will be given while a parent or EMS is contacted. School officials **CAN NOT dispense any medication without the prior written permission** of a licensed physician on the appropriate school forms.

Medications

If a student is in need of any medication, including ALL over-the-counter drugs, a physician signed form (available at the school website or in the school office) must be on file. Students are not to keep any medication (including ibuprofen, acetaminophen, vitamins, cough drops, etc.) at their desks or in their backpacks, etc. All medication is to be dispensed by designated school personnel.

Medical Equipment

Medical devices such as crutches, a brace, or a wheelchair are only to be used by the student to whom they were prescribed. Other students are not to use these devices under any circumstances.

Personal Hygiene

Personal hygiene is extremely important. Students should wear deodorant as needed, keep hands and nails clean, and exhibit personal cleanliness of body and hair. Staff members consider it part of their job to counsel privately with students who may not be aware of the need to do such things as wear deodorant or wash their hair more frequently. The intent is never to embarrass or cause discomfort; rather it is to help the student.

Illness During School Hours

If a student has a **fever** (elevation of body temperature of **100°F or greater**), is **vomiting**, or **persistently complaining of feeling ill**, the student will be isolated and a parent or guardian will be contacted to come and pick them up. The school does not have facilities to house sick children. It is expected that a parent or guardian will respond promptly to pick up a sick child in an effort to minimize the spread of illness.

Students may not return to school until they have been symptom free for at least a 24-hour period.

Injury During School Hours

Should a student receive an injury during routine school activities that requires medical attention or assistance, he/she will be held in the office and a parent or guardian will be contacted for pick up. In the instance of more severe injury EMS will be contacted.

School Telephones

The school phones are intended for staff use only. In the event that a student believes he/she must place a phone call during the school day, he/she must notify the classroom teacher NOT THE OFFICE. In all cases, the office will place calls for the student based on the importance of the request.

Calls regarding such things as forgotten instrument or books **will not be placed unless the teacher makes the request.** Students should make arrangements for things such as bringing a friend home, their own ride home, etc., before arriving at school, rather

than upsetting their parent's workday with frivolous calls. The policy regarding cell phones is found under Electronic Equipment.

We attempt to minimize classroom interruptions as it disrupts the learning process. If there is a need to speak to a student during school hours, in most cases, a message will be taken and delivered to the student during a break. When there is a language barrier, an attempt to allow a student of the same nationality to take and relay a message will be made if it can be done with minimal disruption to the classroom.

Electronic Equipment

No personally owned equipment other than cell phones can be brought to school. Any student bringing a cell phone to school should put it away during the school day. Cell phones are not to be out during after school activities or on field trips without faculty approval. Cell phones or other electronic items seen or heard during the day (8:00am to 3:30pm) will be confiscated. Cell

phones or other electronic equipment that is shared will still be confiscated if seen or heard. Cameras and other electronic equipment can only be brought to school with teacher approval. Students must obtain a written pass for any such equipment from the authorizing teacher. They must present pass upon request.

1st Offense

The teacher will keep electronic equipment until he/she meets with both the student and a parent or guardian to review the school policy regarding electronic equipment and the situation is resolved.

2nd Offense

Confiscated and a fine of \$50 will be required to redeem it.

3rd Offense

Permanently confiscated.

Video/DVD Selection Policy

In keeping with the philosophy of Seventh-day Adventist Christian Education, the staff endeavors to select videos and DVD's that support the curriculum while reflecting positive Christian values.

RenWeb

Richmond Academy uses RenWeb for all student data and information. Things such as grades, behavior, community service hours, and other such information is recorded and communicated on RenWeb. Parents are required to have an account and password as well as an email address so that we can communicate with you. Parents and students are responsible to check their RenWeb account on a daily and weekly basis. Teachers will have updated grades posted weekly. Teachers in grades 7-12 will post their course outlines and homework assignments on RenWeb.

Technology Policy

Richmond Academy offers students access to the school computer network for Internet and general use. To gain access to the network, all students and parents must sign and return the Technology Use Agreement to the office. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege not a right and requires responsible conduct.**

Students will be instructed in online safety and the responsible use of electronic equipment. Filters on Internet access are applied to all users in order to prevent inappropriate sites from being visited. Filters, however, are not 100% effective and responsible use is still necessary. Students will be taught how to use the Internet as a research and educational tool. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students are responsible for good behavior on school computer networks. Teachers have the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites. Student time online will be scheduled by a teacher and will involve specific curricular objectives.

It is not possible to list all activities that are not permitted, but the following list gives examples of unacceptable behavior that extends to the technology arena:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password (even if they log you in)
- Intentionally wasting resources
- Using the network for commercial purposes
- Downloading RA's software for personal use
- E-mails may not be sent or read during class.
- Computers in the lab are not personal equipment. Students may not change the screen savers, backgrounds, or otherwise "personalize" any equipment. Violations will result in loss of access and may also result in other disciplinary or legal action.

Gym Guidelines

NO STUDENT SHOULD BE IN THE GYM WITHOUT THE DIRECT SUPERVISION OF A STAFF MEMBER. Parents may not send their children to play in the gym. Footballs or soccer balls are not allowed in the gym unless for use in a PE class. No student should use hockey sticks or pucks except for use in a PE

class. Students should not hang on the basketball hoops or otherwise destroy school property (see Fines). Chewing gum and hard candy is never allowed in the gym. No food or drink is allowed in the gym except for school-sponsored functions.

Locker Use

Students in grades 7-12 are assigned a locker. Students may put pictures of a personal nature inside the door of the locker as long as they reflect the values of RA. Pictures or other personal items are not to be placed on the outside of a locker. Teachers have the right to remove offensive pictures should they be discovered. Students and parents should refer to the Discipline Code for consequences.

Students are also responsible for the cleanliness of their lockers. They should be periodically cleaned, and for health reasons, food

should not be stored in lockers for long periods of time. Clothing stored in lockers should be periodically washed.

RA will assign a locker and provide a lock on the outside of each locker. Assignments and lock combinations are handed out at the beginning of the year. Tampering with locks by inserting objects to keep them from locking is not permitted. Staff members reserve the right to open lockers at any time.

Playground Guidelines

Some basic guidelines govern the use of the playground.

For swings: Students should not stand, kneel, twist, swing crooked, or hang upside down as they swing. They may not jump out of the swings. If a student pushes another student, he/she should not force the swing to go crooked and should stop pushing once asked.

General rules: Students should not block or run up the slide. Students who accidentally kick/throw/hit a ball into a place where it can't be retrieved should notify the classroom teacher, but should not go after the lost item. An adult will retrieve the item if possible. Students should not throw playground stones or debris on others, nor should they climb or hang on the fences. Students must ask the adult supervising to enter

the building for a drink or trip to the restroom. If a class eats lunch on the playground, all trash should be picked up before returning into the room. No student may play while eating or drinking. Children may not bring small, quarter-sized “bouncy” balls to school, and they are not allowed on the playground. No hard candy or chewing gum is ever allowed on the playground.

Field Trips

Field trips are an integral part of the curriculum of RA. In all grade levels field trips are required. Students may not be excused from field trips because they do not like the place they are going, have been there before, or don't feel like attending. Nor may a student attend a field trip that is for another class or grade level. Students who stay home will be given an unexcused absence. Please remember that unexcused absences follow Potomac Conference guidelines. The annual class picnic day at the end of the school year is the only field trip that is not required.

Field trips need to be paid in advance. Those requiring a pre-paid check must be collected before the check is due for the reservation. If a student does not attend the trip, no refund can be given since pre-payment was required. Refunds can be given when field trips are paid for “at the door.” Students who need help with the financial aspects of any field trip should contact the administration to work out arrangements to cover the cost and not stay home for financial reasons.

Chaperones on overnight field trips or “class trips” will have their expenses covered by the sponsoring class or organization within the school. Any person driving a school vehicle must have a DMV driving record at the school office

Parents who volunteer to drive their own vehicle must show written evidence of required limits on car insurance. In addition, they must sign a waiver indicating they are aware that their insurance (not school insurance) covers any passengers in the event of an accident while driving for a school function. In addition parents who volunteer to drive must present their motor vehicle record from the DMV annually. Their driving record must meet the standards outlined by Adventist Risk Management to be considered an acceptable driver. See office for details.

A written permission slip for each field trip must be signed for your child to go. No phone calls will be accepted as permission.

Trips to the Park

Because of the limited space on the school grounds there may be occasions when teachers choose to take their class to the park 2 blocks away. Students and staff walk to the park. This is considered an extension of the Richmond Academy campus and permission slips or notifications are not sent home in advance.

Dismissal Procedures

We want your children to have the best possible time at RA. We know that children want to socialize after school, yet they must also be picked up in a timely fashion. Therefore, parents are expected to pick up students between 3:05-3:30 PM. Students in study hall or after school activities may not baby-sit younger brothers or sisters. Younger children in the study hall distract students and waste valuable study hall time.

Students will be dismissed from the school as their ride is called. Those who have been dismissed are to go immediately to the car or stay with their parents. Students, who ride with a student driver, may not be dismissed until it is clear that all are ready to leave. **Playing and running in the front of the school is prohibited** and students involved in these activities will be sent to sit in the lobby even if the parent is standing nearby. Wandering around the school is not permitted. Students will be sent to after school care if not directly with a teacher or parent. **Students who have not left campus by 3:30 PM or are not directly supervised by a parent, teacher, or staff member will be escorted to after-school care.**

All after school clubs and activities will make every effort to begin at 3:30 PM to coincide with the time after-school care begins charging a fee. Schedules of clubs and other activities will be sent home a week in advance in the Friday newsletter. Realizing that some families will have children in clubs as well as children who are not eligible to attend that particular club, we need parents to make advance arrangements as to how to handle the pick up and/or placement of students during this time frame. We have several suggestions: 1) send the other child(ren) to after-school care. 2) Make an arrangement with the club leader for the sibling(s) to “sit in the back” doing an age appropriate activity under the

supervision of the club leader. 3) Become an activity leader on a rotating schedule with other parents who are experiencing the same problem to provide supervision for students waiting for a sibling to be done before going home.

It is the goal of administration that all teachers return to their classroom at 3:30pm to deal with parent needs, paperwork, and other preparatory activities. Please do not assume that teachers will supervise students during this time. The important point to remember is that **ALL** students K-12 must be supervised in a responsible way. That means that an older brother or sister is not able to supervise younger brother or sisters while on school premises. RA must ensure that all students on campus are safely supervised; to this end we need cooperation from parents and students alike.

It is also very important to pay attention to the time at which clubs and other activities end. As a rule, a club beginning at 3:30 PM will dismiss at 4:45 PM. All end times will be posted a week in advance in the Friday newsletter. Parents should be aware that RA closes its doors daily no later than 6:00 PM. At this time, no students may be on campus unless supervised in a gym activity or unless they are staff member’s children. Students in a supervised gym activity may not return to the classroom section of the building. There should not be any scheduled gym activities on Friday.

In the case of a late returning field trip, parents are expected to pick up students at the time the teacher posted in the field trip letter. Every effort will be made to post these times in the Friday newsletter a week in advance. If you have an emergency, call the

teacher on his/her cell phone to make mutually convenient arrangements. The teacher should not have to wait for a long period of time for a parent to arrive at school. Students who are not picked up within 30 minutes of the posted arrival time will be

escorted to after-school care. If it is after 6:00 PM, the student(s) will be taken home with the teacher and can be picked up at his/her home.

Drop-off and Pick-up

In order to facilitate a smooth drop-off and pick-up, the entire block of Reveille on the school side is a drive-up zone ONLY from 8:00 AM to 3:45 PM. To prepare the front of the school for this plan, there is to be no parking in front the school Monday through Friday. It is not considered parking if the driver remains seated in the car. Parents who wish to park and enter the school, will have to park on the other side of the street, behind the school or church, or elsewhere nearby. All students and parents need to cross the street using the marked cross walks.

A staff member or volunteer will be at the door during the morning and afternoon to assist students.

For pick-up students will be sent to the waiting cars as soon as possible. Parents in the drive up zone should leave as soon as

possible, enabling other cars to fit in the zone. Parents will receive a map at registration which shows where the parking and drive-up zone will be as well as the times of operation.

Students who are not picked up by 3:30 PM and are not directly under the supervision of a teacher, parent, or staff member will be escorted to after school care. This may even affect some high school students. If the supervising teacher or staff member has to leave before the ride arrives, the student is required to go to the after school care program for a special pro-rated fee that is charged only for these circumstance. The school is not obligated to baby sit students whose parents are consistently late. Parents are obligated by their late arrival to pay all fees the after-school care program charges. Failure to pay such fees could result in the withdrawal of students from RA.

Visitors

Adult Visitors

Visitors are defined as anyone who is not enrolled or employed at Richmond Academy. Volunteers and visitors are always welcome however we request that you arrange your visits with teachers

and/or administration in advance so that there is minimal interruption to classroom instruction and/or staff duties. All visitors must check in at the school office.

Student Visitors

Social visits from students who are not enrolled at Richmond Academy are generally not allowed. Administration and teachers will consider all other visits on a case-by-case basis. Visitors must abide by all rules involving classroom/hall behavior, gum chewing, etc. Any visitor who fails to comply with requests made of him or

her by the teachers or school staff will be asked to leave the school premises. In addition, no one may visit a classroom more than one day during a quarter unless it is an open visitation day such as Visitor's Day.

Ski Trip Policy

5th & 6th Grades

Students in grades 5-6 are eligible to participate in Richmond Academy's ski program and no classes will be held on ski days. Ski days do not result in missed school days but rather work from these days will be completed ahead with the assistance of the teacher. Students in 5-6 who do not participate in the ski program will need to make arrangements with the teacher and administration if they need to be on school premises.

7-12 Grades

Students in grade 7-12 may apply to participate in the ski program, however regular classes will continue to be held in their absence. It is the student's responsibility to arrange with their teachers to make up missed class work.

Students who attend the ski program must be in good and regular standing. This means that those who attend may not attend with work out, low grades, or poor attendance. The following guidelines determine if a student may participate in the ski trip:

1. Students who have obtained a grade no lower than a C- and have had fewer than six mandatory detentions are eligible to attend the ski program.
2. Students who begin the ski program, but get a grade lower than C- on their second quarter report card, must forfeit the rest of the ski days. No reimbursements will be given.
3. Students may not miss the day after the ski program. Failure to attend the day after will result in missing the next week's trip. Only those who present a valid written excuse will not forfeit the next week's trip.
4. Guests must provide their own transportation as well as have written permission along with emergency medical information at least one day in advance in order to be supervised by the staff of RA. A student riding with a guest must have a signed permission letter in order to change riding arrangements. Verbal consent is not sufficient.

5. All bus rules must be followed in order to ride on the bus the following week. Students who cause a disruption on the bus may be asked to forego next week's ski program.
6. Students who do not get picked up promptly at the end of the day may lose their privilege to participate in the ski program for the remainder of the year without a refund.

Students who are not eligible to attend the ski program must be on campus and work to complete missing work.

Holding a Class or Student Association Office

Leadership training is an important part of RA's program. To enable students to learn important leadership skills, offices are part of each class in grades 6 -12. In order to hold an office, students should be in good and regular standing. This means that no student can hold an office if he/she does not meet the requirements of the SA constitution or have a GPA of at least 2.00 for other areas of leadership. Likewise, no student who has repeatedly been

counseled about behavior issues or has been suspended is eligible to hold any office. Once elected, the office is forfeited if the student's GPA falls below the designated requirement or if this student's behavior no longer reflects the Christian values to be demonstrated in the role of leader. In such cases, another student will be appointed by the faculty to take over the office.

Student Drivers

Student Vehicle Registration must be on file in the office before a student will be allowed to drive to school. Permission for any students riding with a student driver must be on file in the office in compliance with state law. Student drivers must park in the general parking area.

A student will forfeit the privilege to drive to school if strict compliance to speed limits and safety regulations outlined in the Student Vehicle Registration are not followed. Students may not

leave campus during school hours without parent arrangement. Cars should remain locked during the day, and students should not regularly visit their cars during school hours. When leaving campus at the end of the school day, student drivers must take responsibility that all riders remain together and do not wander around the school or play games in the front of the school. Students must arrive and depart immediately and sitting in or on cars or loitering in the parking area during school hours is prohibited.

Senior Privilege

Students in grade 12 will be allowed to leave campus one day a week for lunch. Parental permission must be on file, and students may not take orders for friends to bring back to school. A senior will lose Senior Privilege if he/she brings food for friends. Seniors are expected to return to class in time for their next scheduled class.

Citizenship

Richmond Academy upholds the principles of Christian conduct. Therefore, honesty, courtesy, reverence, respect, purity, and obedience are emphasized. The counsels from the Bible and Spirit of Prophecy form the basic standards maintained in this school. Actions taken by the board or the faculty that are publicly announced will have the same authority as those published in this bulletin.