



# **RCA Student Handbook Policy and Procedures**

*Redemption Christian Academy is more than a school...it's preparation for life.*

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Redemption Christian Academy  
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Dear Parents and Students:

As a ministry of Redemption Church of Christ, Redemption Christian Academy's most important objective is to expose students to biblical principles in hopes that they will develop a personal relationship with Jesus Christ. We believe that in doing this students will be equipped to become successful in all of endeavors of life. RCA offers a complete educational experience that focuses on spiritual, academic, and athletic growth.

In addition to gaining sufficient mastery of skills required in college and the workforce, students will be encouraged to develop a lasting interest and joy in learning. Above all, the values upon which Redemption Christian Academy are founded will be reinforced across the curriculum in hopes of transforming a student's life towards future success.

In addition to the course offerings at Redemption Christian Academy, students have many opportunities in which to participate in extra-curricular activities and programs. Through memberships in clubs and sports, students develop character, build skills, gain confidence, and learn to serve. It is to the student's advantage to partake of the diverse programs and activities available at RCA. The unique educational experience afforded to students is why Redemption Christian Academy is more than a school; it's preparation for life.

Sincerely,

*Mrs. Joan E. Massey*

Principal

## Mission Statement

Redemption Christian Academy's objective is to provide an environment conducive to learning. Our mission is to develop excellence by transforming our students SPIRITUALLY, ACADEMICALLY, and ATHLETICALLY. An emphasis is placed on TRUTH, CHRISTIAN CHARACTER, COMMITMENT, and BENEVOLENCE while teaching students to be problem solvers and standard-bearers in their communities.

*“This institution does not exist for your education alone; it does not exist for your comfort and happiness altogether, although those things are important, and we keep them in mind; it exists that we may give you intelligence, skill of hand, and strength of mind and heart; and we help you in these ways that you, in turn, may help others. We help you that you may help somebody else, and if you do not do this, when you go out from here, then our work here has been in vain.”*

--Booker T. Washington

## History

Founded in 1979 by Pastor John Massey, Jr., Redemption Christian Academy (RCA) provides quality education in an affordable structured, Christian environment. Pastor Massey believed that in the right environment, any student, regardless of race, sex, or background, could achieve academic excellence. Pastor Massey's vision was to provide a strong academic foundation to help hard-working, motivated students reach their ne plus ultra.

Redemption Christian Academy began as a day school and less than five years later welcomed its first boarding students. Since then, RCA has welcomed international students from around the world: Switzerland, Venezuela, the Bahamas, Korea, France, Germany, Croatia, Bulgaria, Italy, the Dominican Republic, Jamaica, Greece, Canada, the Czech Republic, Ghana, Macedonia, Liberia, Nigeria, the United Kingdom, Belgium, and others. RCA now has branches in Texas, Liberia, and India.

Because of the mission and commitment to excellence, RCA has attracted many volunteers over the years, including a number of highly professional faculty members. What began as a small church-school has now grown into an interdependent community of educators, volunteers, students, and their families. Many of RCA's alumni have not only been a part of the school since the doors opened in 1979, but have returned to help educate future graduates.

Once enrolled in RCA, students experience the process of spiritual, academic, and athletic maturation. With the help of the staff, hard work, and family support, every student can succeed. Together we endeavor to cultivate tomorrow's leaders. We have produced future leaders that will continue to impact their families and communities as well as the world!

# Statement of Faith

## **The Bible is God's Word.**

"In the beginning was the Word, and the Word was with God, and the Word was God" (John 1:1).

"The grass withereth, the flower fadeth: but the word of our God shall stand for ever" (Isaiah 40:8).

## **Man needs God's redemption.**

"Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned" (Romans 5:12).

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord" (Romans 6:23).

"For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life" (John 3:16).

## **Our lives must reflect a Christian walk.**

"Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new" (II Corinthians 5:17).

"Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world" (Titus 2:12).

## **There will be a Resurrection of the dead, and Eternal Judgment.**

"Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil unto the resurrection of damnation" (John 5:28-29).

## Why RCA?

- An emphasis on Spiritual, Academic and Athletic development
- Safe, structured environment
- Uniquely Affordable
- Family atmosphere
- College courses, advanced placement courses
- Academic excellence since 1979
- OPEN AND ROLLING ENROLLMENT
- Immediate enrollment available for Credit Recovery
- Summer academic program
- Agricultural Engineering program
- We Unwrap the Labels (for I.E.P. students)
- 95% of all our graduates go on to college
- Small class sizes, one-on-one tutoring
- STEM program (Science, Technology, Engineering, and Math)
- Cutting edge cloud learning
- International student body
- Special dietary needs accommodated (diabetes, gluten free, vegetarian)
- Career Development Program
- Entrepreneurial Internship Program
- Two campuses located near major colleges and universities
- Nationally competitive basketball program
- ESL instruction

## Curriculum

RCA offers each student a challenging educational opportunity. RCA employs an eclectic combination of teaching methods: traditional classroom instruction, one-on-one interaction between the teacher and pupil, small group review sessions, individualized technology-based instruction, online instruction, general lectures, and the virtual classroom. We offer advanced placement courses, dual enrollment college level courses, a hands-on Career Development Program, NCAA approved core courses, and a postgraduate program. RCA offers a complete educational experience that encourages students to become lifelong learners of relevant knowledge and information.

**Spiritual** - Students learn to apply valuable, life-changing Biblical principles to every aspect of their daily lives. An emphasis is placed on truth, character, and work ethics.

**Academic** - Students are encouraged to leave no room for regret by striving to excel to the best of their ability. With the support of staff and volunteers, students are able to maximize their individual learning potential. Advanced academic students are provided opportunities for advanced placement courses, dual college enrollment, and career development internships.

**Athletic** - Student athletes are expected to excel as students first and understand that athletics is a means to an end. Competition, teamwork, and personal discipline required for athletics are applied in all areas of a student's life. Those who excel have the opportunity to play competitively and compete for athletic scholarships to various colleges and universities throughout the country. Talented athletes have earned full college athletic scholarships.

### TRANSFERS BACK TO STATE OR REGIONALLY ACCREDITED SCHOOLS

If a student chooses to re-enter a state or regionally accredited public or private school, the receiving school may choose to test the student to determine if he/she should be placed in the desired grade level or if certain credits may be transferred. Although the vast majority of Public and Private Schools are cooperative concerning transferring credits from Private Schools accredited by the National Association of Private Schools, they are not required by law to automatically accept credits from any school.

## Day & Boarding Program

RCA's Day Program provides a safe, structured, academic atmosphere for enhanced student learning. It includes the following academic levels: preschool, kindergarten, elementary, junior and senior high, and postgraduate. RCA accepts students from diverse backgrounds.

The faculty encourages student achievement by providing a college preparatory curriculum with a foundation built on mastery of the fundamentals. Students are graded on a quarterly basis, and regular awards ceremonies are held to acknowledge student performance and academic excellence. This creates a friendly competitive environment that motivates students to push themselves and one another to achieve their ne plus ultra. Our students' daily schedules reinforce our school's mission by focusing on spiritual, academic, and athletic goals.

RCA's Boarding Program provides students the feeling of being in a home away from home. International students from all over the world have attended, comprising as much as 50% of the student body. Our structured, nurturing environment is conducive for enhanced student learning and development. It includes the following academic levels: junior and senior high, and postgraduate.

## OUR CAMPUSES

**RCA's 100 acre campus in Northfield, Massachusetts**, houses male and female dormitories, classrooms, computer labs, a library, dining hall, recreation room, laundry facilities, a gym, administrative offices, and private staff residences. Resident staff includes families and individuals who provide around-the-clock supervision and support for boarding students. Our unique family atmosphere aids students in making the transition to boarding life. RCA provides students the opportunity of having someone mentor them, not only in the classroom, but in real life situations throughout their day, creating more of a family atmosphere.

The Northfield, Massachusetts campus is located in a traditional New England campus setting. Massachusetts has over 100 colleges and universities, most located near Boston. The cities of Springfield and Boston are within a one to two hour drive respectively of the campus, and shopping malls are also located nearby.

**RCA's urban campus in Troy, New York**, has over 80,000 square feet of space and houses male and female dormitories, classrooms, computer labs, a library, dining hall, recreation room, laundry facilities, a gym, administrative offices, and private staff residences. It also includes Goodway Bakery, part of RCA's Culinary Arts Program.

The Troy campus is located in the heart of Tech Valley, a 19-county region of eastern New York State that spans from just south of Montreal to just north of New York City. Tech Valley's more than 40 colleges and universities offer incredible educational opportunities for RCA's graduates in many fields of study: nanotechnology, engineering, business, medicine, and law. New York City attractions are within a 3-hour drive of RCA's urban campus and Amtrak, Greyhound, and Albany International Airport are within 15 minutes of the campus.

## CAREER DEVELOPMENT

*"You should be surprised to know how small a part of your own expenses you pay here. You pay but little; and by reason of that fact it follows that as trustees of funds which are given to this institution, we have no right to keep an individual here who we do not think is going to go out and help somebody else. We have no right to keep a student here who we do not think is strong enough to go out and be of assistance to somebody else. We are here for the purpose of educating you, that you may become strong, intelligent, and helpful." - Booker. T. Washington*

RCA's career development program, also referred to as the work study program, was created because of the great investment that is needed to achieve a quality education. It allows everyone an opportunity to invest in the educational process, realizing the personal sacrifice it takes to be successful. Students gain responsibility, diligence, and accountability. It is for this reason that every high school student is required to participate in the program.

With a diverse offering of life skill activities, students are afforded an opportunity to build their student resume by participating in local outreach programs and training in career development. Students can learn baking, construction, culinary arts, facilities maintenance, landscaping, education, audio video training, entrepreneurial skills, agricultural engineering, and sales and marketing. Work ethics acquired through the program guide choices and behaviors of students after graduation. Each student is expected to excel at all obligations and opportunities. Learning becomes an ongoing process that continues beyond the classroom.

## **STANDARDS OF CONDUCT**

It is the policy of Redemption Christian Academy to treat each student equally, regardless of race, creed, gender, or national origin. Respectful treatment for each other is our policy regardless of culture, gender, or aptitude. The following items exemplify the standards of conduct which will help us have a school that is safe and orderly:

1. Students are expected to maintain standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude.
2. Students should show respect for those in authority over them.
3. Students will show respect for the feelings and property of others.
4. Students are expected to conduct themselves as ladies and gentlemen at all times. One of the goals of RCA is self-discipline. Student behavior in the classroom must contribute to, not hinder, the learning process.
5. Every student should rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words.
6. Students should recognize that cursing, vulgarity, profanity, euphemisms, and lying have no place at RCA. This includes the use of slang.
7. RCA students should refrain from activities such as dancing, gambling, dressing immodestly, and reading or viewing pornography.
8. Students are expected to practice sexual purity in word and deed. Students should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography.
9. Students should help keep the campus as clean as possible--including the play and parking areas. This means always clean up one's own trash, as well as cleaning the occasional mess that someone else has left behind.
10. Students are to be supervised at all times. It is the responsibility of the student(s) to be within visible range of supervision. Students are not to enter a classroom in which a teacher is not present. The faculty lounge, teacher workroom, and offices are off-limits to students.
11. All posters or notices to be distributed or posted on campus must be approved by Administration.

Failure to adhere to these directives could result in disciplinary action, including suspension or dismissal.

Outlined below are behaviors specifically prohibited at RCA. This list is not exhaustive. Based upon Administration discretion, students may be disciplined, fined, placed on academic warning, suspended, or expelled for one or more of the following:

- Uniform code violations (not dressed in complete uniform, sagging pants, etc.)
- Unprepared for class or classroom disruption
- Falsification of records or application
- Unexcused or unauthorized absence
- Cutting class, tardiness, horseplay



- Sleeping in class or church
- Walking out of class without permission
- Incomplete work-study assignments
- Refusing to surrender banned items to staff
- Off limits or found in restricted areas on or during off-campus related activities
- Insubordination (failure to follow directives from staff)
- Disruptive behavior during emergency drills
- Vandalism of school or property belonging to others, on and off campus
- Conspiring to create a disturbance on school grounds or at any school-sponsored activity
- Participation in a walk-out or sit-in or any protesting of school rules/policies
- Possession of tobacco products or lighters
- Lying or withholding information to staff during an official investigation regarding a disturbance
- Fighting, assault, theft
- Severe mental stress or breakdown or attempting suicide
- Illegal drug/alcohol possession use or distribution
- Weapons (any items used or intended to use to cause physical harm to others)
- Gang-related behaviors or bullying, including cyberbullying
- Pregnancy or impregnation
- Lewd behavior
- Sexual harassment (unwanted sexual advances, verbal, written, or otherwise)
- Sexting
- Extortion or coercion (obtaining money or property by threat or physical violence)
- Making a threat whether physical, verbal, or written
- Arson or bomb threat
- Setting off a fire alarm or vocalizing a false fire alarm
- Participating in any act that is a crime by state, federal or local statute
- Refusal to attend or participate in scheduled activities (meals, assemblies, etc.)
- Leaving campus or off-campus activity without proper authorization or notification
- Failure to maintain a minimum grade point average of 70% per semester
- Possession of items on “List of Things Not to Bring”
- Violation of computer use policy or cell phone policy
- Violation of scholarship requirements
- Inappropriate physical displays of affection while on campus or at a school function
- Gambling or card playing, including before and after school or off-campus activities
- Any collection of money not approved in writing by Administration

### **BOARDING AND STUDENT LIFE GUIDELINES**

1. All boarding students are to live on campus or in campus approved housing.
2. Alterations of rooms and furniture or painting are not allowed. Students are not permitted to rearrange furniture in the rooms. Cost for repairs due to damage will be billed to the student’s account.
3. Male students are not permitted in or around female dorm areas and female students are not permitted in or around male dorm areas. All off limit areas are to be strictly adhered to.
4. Nonresidents are not permitted to visit in the dormitories without prior permission from the respective supervisor or dorm supervisor and parent.
5. When leaving your room and before retiring at night, be sure lights, irons, etc. are turned off.
6. There is to be no telephone use after curfew or without supervisor’s permission.

7. Each living area is to be kept neat and clean. Clothes are to be neatly hung or folded. Rooms not kept clean will result in loss of privileges. Persistent and severe violations will result in fines or suspension.
8. Linen should be changed on a regular basis.
9. No food or snacks are permitted in the dormitories. Eating is permitted in the dining room only, unless prior permission has been given for another area.
10. Animals of any kind are not permitted to live in the dormitories.
11. Care must be taken to keep paper, clothes, hair, etc., out of the plumbing.
12. Flammables, such as gasoline, kerosene, benzene, etc., are not to be kept or used in the dorm.
13. Please take special care to pick up after yourself and others on campus. Cleanliness is everyone's responsibility.
14. Entering or exiting through windows or unauthorized entrances will result in fines, suspension, or immediate expulsion.
15. Unauthorized entry into the classrooms, offices, other dorms, staff housing and living quarters, etc. will result in fines, suspension, or immediate expulsion.
16. Students are not permitted on the fire escapes at the Troy, New York Campus.
17. Students are not permitted on the elevators at the Troy, New York Campus. Unauthorized use will result in a fine, and breakage will result in a minimum \$200.00 fine with possible suspension or expulsion.
18. Students are not permitted to receive phone calls during class time. Parents may call the office and/or dorms during specified phone times. Emergency messages may be given to the school office. The school office telephones are not for general student use.
19. Boarding students with driver's license are not permitted to drive or have cars at the school.

## **LIST OF THINGS NOT TO BRING**

|                    |   |                            |
|--------------------|---|----------------------------|
| Televisions        | Toasters                                  | Irons without auto shutoff |
| DVD players        | CDs/DVDs                                  | MP3 players                |
| Radios             | iPods, etc.                               | Knives                     |
| Electrical heaters | Electric blankets                         | Microwaves                 |
| Hot plates         | Oil lamps                                 | Incense                    |
| Matches            | Lighters                                  | Candles                    |
| Fireworks          | Playing cards                             | Posters                    |
| Automobiles        | Bicycles                                  | Electric tea kettle        |
| Headphones         | Pets                                      | Condoms                    |
| Refrigerators      | Food*                                     | Earphones                  |
| Pornography        | Anything Containing Nudity or Semi Nudity |                            |

*\*Food is not permitted in the dorms. Snacks are available for purchase to be eaten in designated areas.*

**ANY ITEMS ON THIS LIST THAT ARE BROUGHT TO SCHOOL WILL BE CONFISCATED AND WILL NOT BE RETURNED**

## **Redemption Christian Academy Boarding Boys List of Things to Bring**

(There is a separate list for the School Uniform.)

### **Shirts/Tops**

Dress shirts and necktie for church

Casual shirts and/or T- shirts, sweatshirts (No shirts may display inappropriate printing, e.g. rappers, rockers, drugs, alcohol, profanity, etc.)

### **Pants**

Dress pants for church

Casual pants/jeans/shorts/sweats (Pants must be loosely fitted but not excessively baggy; sagging pants will not be tolerated.)

Shorts for gym/practice 5-7 pair

### **Shoes**

Sneakers, winter boots, and shoes for church and school

### **Bedding**

Twin sheet sets and pillowcases (at least 2-3), pillow, blanket/comforter

### **Personal Effects/Miscellaneous**

Deodorant

Toothbrush and toothpaste

Soap, shampoo

Comb and brush

Bath and face towels

Shower shoes

Bathrobe, pajamas, slippers

Laundry bag (Unless you have a plastic laundry bag, a garbage bag must be used inside the cloth bag in order to minimize odor between laundry days.)

Trunk with a lock on it or locking piece of luggage

Underclothing and socks (at least 2 weeks' worth). There is a laundry room on the premises.

**Do not bring excessive clothing, sneakers, or outerwear as there is limited storage space allotted to each student.**

## **Redemption Christian Academy Boarding Girls List of Things to Bring**

(There is a separate list for the School Uniform.)

### **Tops/Blouses**

Casual tops and/or loose fitting T-shirts, sweatshirts (No shirts may display inappropriate printing, e.g. rappers, rockers, drugs, alcohol, profanity, etc.)

### **Skirts/dresses, pants**

Loose fitting pants/sweats and skirts for casual attire (no stretch clothing of any kind: tops, jeans, pants, etc.)

Skirts/dresses for church (no mini-skirts/dresses)

Pantyhose or socks must be worn to church

### **Shoes**

Sneakers, winter boots, shoes for church

### **Bedding**

Twin sheet and pillowcase sets (at least 2-3), pillow, blanket/comforter

### **Personal Effects/Miscellaneous**

Deodorant

Toothbrush and toothpaste

Comb and brush

Soap, shampoo

Bath and face towels

Shower shoes

Bathrobe, pajamas, slippers

Trunk with a lock on it or locking piece of luggage

Laundry bag (Unless you have a plastic laundry bag, a garbage bag must be used inside the cloth bag in order to minimize odor between laundry days.)

Underclothing and socks (at least 2 weeks' worth). There is a laundry room on the premises.

**Do not bring excessive clothing, sneakers, or outerwear as there is limited storage space allotted to each student.**

## Redemption Christian Academy Classroom Supplies for Grades 7-12 and PG

King James Version Bible  
 Pens (blue or black ink only)  
 Pencils  
 A full pack of loose-leaf paper (No spiral notebooks)  
 Several packs of index cards  
 A large eraser  
 White out  
 Pocket folders  
 Two or three 3-ring binders (1” or larger)  
 Subject dividers  
 Hole reinforcements  
 2-3 composition books  
 Dictionary<sup>1</sup>  
 Calculator<sup>2</sup>  
 English/Spanish Dictionary<sup>3</sup>  
 Bilingual dictionary<sup>4</sup>  
 3x5 notepad or student planner for homework assignments  
 A case to carry supplies

Students may bring a laptop for designated classroom use.

### NOTES

<sup>1</sup> A personal copy of a dictionary containing at least 70,000 entries is needed. Dollar Store dictionaries are unacceptable. Here are examples of acceptable dictionaries: *American Heritage Office Edition Dictionary (Paperback. Fourth edition. Over 70,000 entries)* or the *Merriam-Webster Dictionary (Paperback. Eleventh edition. Over 75,000 definitions)*.

<sup>2</sup> Calculators are permitted for upper level math work only.

<sup>3</sup> Students taking Spanish must have a personal copy of an English/Spanish bilingual dictionary.

<sup>4</sup> International students must have a personal copy of a bilingual dictionary in their own language and the English language.

<sup>5</sup> These items will need to be replaced periodically throughout the year as supplies are used.

## SCHOOL UNIFORM DRESS CODE

Student Styles is a supplier of the official RCA uniform. The store is located at 15 Cobbee Road, Latham, NY 12110. You can reach them by phone at 518-220-9244 or visit their website at [www.yourstudentstyles.com](http://www.yourstudentstyles.com).

Please note that students may purchase solid navy pants (plain, not cargo pants) at any department store. ***Boarding boys need to have at least 3 pairs of pants, 3 light blue oxford shirts, and 2 white oxford shirts for the week.***

Female students need to have knee-length uniform skirts. Girls that are tall or wear a plus size should order their uniform skirt from [www.hannahlise.com](http://www.hannahlise.com) Select the A-line navy skirt for \$25.00

All students will need to purchase a blazer for class from [www.blazerdepot.com](http://www.blazerdepot.com) Select the Navy blue “Classic Blazer” for \$49.00. The logo will be put on the blazer once received at RCA. **Uniforms must be purchased from officially-sanctioned RCA vendors unless otherwise stated.** More information is available on our website:

Boys- [http://www.redemptionchristianacademy.org/myadmin/file\\_upload/files/Boys\\_Uniform.pdf](http://www.redemptionchristianacademy.org/myadmin/file_upload/files/Boys_Uniform.pdf)

Girls- [http://www.redemptionchristianacademy.org/myadmin/file\\_upload/files/Girls\\_Uniforms.pdf](http://www.redemptionchristianacademy.org/myadmin/file_upload/files/Girls_Uniforms.pdf)

## GENERAL UNIFORM REMINDERS

- Students are to be in uniform at all times on campus during the school day unless the student is participating in a school-sponsored practice or game.
- Uniforms must be purchased only from officially-sanctioned RCA vendors unless otherwise stated.
- Uniforms should be clean, neat, and in good repair at all times, or the student may be asked to change before continuing to class. Students may not deface their uniform in any way.
- No hats may be worn in school buildings. Boys are to remove hats once indoors.
- Sunglasses may not be worn indoors.
- Coats and heavy outerwear should not be worn in the classroom.
- Relaxed dress may be worn for most activities after class unless otherwise announced by the Administration.
- Students may not wear “flip-flops” or shoes in the gymnasium.

## BOY’S/GIRL’S UNIFORM

### Shirts

- White or baby blue Oxford-cloth shirt with RCA logo, properly buttoned-up at all times.
- All uniform shirts must be tucked in at all times during the school day.

### Undergarments

- Plain white t-shirts must be worn under white uniform shirts.
- Thermal underwear is permitted but cannot be visible. (i.e. no short-sleeved oxford with long-sleeved thermal shirt)

### Shoes

- Students are required to wear black or dark brown shoes.
- No sneakers or tennis shoes are to be worn to class. Students will NOT be allowed in class without proper shoes.

### Additional Outerwear

- Athletic warm-up jackets and sweatshirts should be worn for game days of athletic events.

## GIRL’S UNIFORM

### Uniform Skirt

- No neckties.

- Uniform apparel cannot be rolled up or folded down and cannot be above the knee.
- Please leave room for growth when altering.
- No warm-ups or sweatpants may be worn underneath skirts.

### **Socks**

- Plain navy blue with no patterns knee-high socks, or full-length, footed tights
- No-show socks are not allowed.

### **Girls' Jewelry**

- Body piercings other than earlobes is not permitted.
- Nose rings are not to be worn at any time.
- Please do not bring excessive amounts of jewelry.
- Jewelry may not be worn to class.

*Note: Inappropriate jewelry will be confiscated. RCA is not responsible for confiscated items.*

## **BOY'S UNIFORM**

### **Uniform Pants**

- *Note: Shorts and pants must be worn at the waist, with no undergarments visible.*
- Pants and shorts must be worn with a dark brown leather or black leather belt.
- Warm-ups or sweatpants are not allowed in class.

### **Socks**

- Navy blue or black socks may be worn. Patterned socks are not allowed.
- No-show socks are not allowed.
- **Jewelry** - Boys are not permitted to wear jewelry.

### **Hair**

- Hair must be well-groomed and maintained at a low neat length.
- Dreads or braids are not permitted and must be cut before the first day of classes.
- Hair may not be colored or highlighted.

## **UNIFORM FINES**

- Each uniform violation carries a fine and/or work duty.
- The student may be held out of class until proper clothing is brought to school or purchased.

## **STANDARD DRESS CODE**

Students shall meet the necessary requirements as to neatness and modest standards of dress and social life deemed so by the Administration. The Administration shall be the sole judge as to whether these requirements are met. Modest clothing must be worn at all times. Students are not permitted to wear each other's clothing.

## **CHURCH**

Boys: Shirt, pants, and socks must be worn to all chapel, church and Pathfinder services. A dress shirt and tie should be worn on Sundays. *Note: Sleeves may not be rolled up.*

Girls: Skirt or dress of choice (appropriate length and fit, no stretch or spandex attire). Jewelry may be worn. A skirt or dress must be worn to all chapel, church, and Pathfinder services. \*Standard of dress may be changed in accordance with specific events

## **Dress Code for Year-End Formal**

Please remember to keep in mind the principles of neatness, modesty, cleanliness and good taste.

### **Girls**

- A spaghetti strap dress or gown is appropriate, provided there is a modest neckline, no cleavage showing, and is covered with a shrug or shawl.

- No bare midriffs, low-cut bodices or bare backs are permitted.
- No tube tops.

### **Boys**

- A dress shirt must be worn and full-length dress pants. No polo shirts or t-shirts; no jeans or casual pants.
- Dress shoes and socks must be worn.
- Belts must be worn.
- Dress hats that are rented with a tuxedo or suit may be worn No baseball caps are permitted.

### **Field Trip Dress**

The Administration, in consultation with the coordinator, will decide appropriate dress for each field trip. Students will be informed ahead of time.

### **RELAXED DRESS** (applies to after school and off-campus events)

The Administration will specifically announce when this relaxed dress code may be worn off-campus. If students do not adhere to the desired code, the school uniform will be the appropriate choice of attire. Students are reminded that they represent RCA at all school-sponsored events. The Administration reserves the right to judge the appropriateness of a student's dress and behavior at all of these events. If students or parents are unsure about the appropriateness of our dress code, they should check with the Administration.

Examples of unacceptable attire for Relaxed Dress for any student include:

- Clothing with slogans or pictures that are inconsistent with the standards of RCA
- Pictures of weaponry or skulls
- Sagging pants
- Pajamas in public areas
- Pants with writing across the buttocks
- Torn or frayed clothing exposing undergarments
- Overly tight fitting extremes in any type of clothing
- Gothic-type dress or jewelry
- Clothing which is specifically identified with a gang
- Anarchy symbols, new age crystals
- No spandex or stretch jeans/attire
- Jewelry worn in pierced body parts other than the ear lobe
- Garments displaying rock or rap lyrics or artists

## **GENERAL GUIDELINES**

### **CHURCH/CHAPEL POLICY**

Redemption Christian Academy accepts students of various religious and ethnic backgrounds. It is not required that students accept our religious beliefs to enroll, but all are expected to be reverent and respectful in all aspects of our Christian culture. As a ministry of Redemption Church of Christ, one of the main objectives of Redemption Christian Academy is the spiritual nurturing and development of students' character: spirit, mind, and body. This is accomplished through a combination of morning devotions, chapel services, church services, Bible studies and Pathfinder Youth group gatherings. These are all activities for which the Redemption Christian Academy community meets regularly, and is viewed as an integral part of the RCA experience.



It is expected that students have a participatory attitude towards worship, including abiding by the following guidelines:

- Standing in reverence during prayer, Scripture reading, and altar call.
- Being attentive, not slouching or sleeping
- Not talking
- Wearing appropriate attire

There may be times in which students will be transported to the Troy, New York campus for services. It is expected that all students abide by all of the RCA rules and regulations during any off-campus activity.

## **DINING HALL AND KITCHEN**

Only those assigned work-study in the kitchen are allowed in the kitchen area. No one is authorized to take supplies of any type from the kitchen, storeroom, refrigerator, or bakery, without permission. When the cafeteria and kitchen are closed, unauthorized entry will result in fines, suspension, or expulsion.

## **CAMPUS LEAVES**

Students are not permitted to leave the campus without permission from the school administrator and parent. Off-campus overnight stays are not permitted without permission from the school administrator and parent. Parental permission must be in writing at least three days in advance. Doctor and dentist appointments should be scheduled during school breaks. When this is not possible, appointments should be made on Mondays or Fridays to facilitate travel. A note from the appointment is required.

Students leaving for authorized day visits must return back to campus by 7:00 p.m.

## **ATTENDANCE POLICY**

A valid written excuse is required for students who are absent from school. Unexcused absences will be subject to disciplinary action. **In order to receive credit for a class, a maximum of 12 excused or unexcused absences per semester or 24 per year are allowed.** If a student exceeds the number of allowed excused or unexcused absences, the student will be required to attend the summer session even if academic work is made up.

## **TRANSCRIPTS**

Transcripts and recommendations will be sent to a designated recipient upon written request. Please allow **seven to ten business days for processing.** Prior clearance must be obtained from the Bursar's office. Transfer students must complete one academic year to obtain an RCA transcript. A student who does not complete a full year will be issued a progress report card in lieu of a transcript. A student who transfers after only one year at RCA will receive a transcript indicating academic work for that one year.

## **TRAVEL**

RCA staff should be notified of your child's travel plans to and from school for vacations, holidays, and appointments at least three days in advance. Please consult the attendance policy when making plans for

your child. When necessary, doctor and dentist appointments should be made on Mondays or Fridays so as to avoid excessive absences. Students returning to campus after vacation time must check in by 6:00 p.m. Exceptions due to extenuating circumstances must have prior administrative approval. Student on-campus stays during extended school vacations are available for a fee with arrangements made in advance with school administration.

## **DATING**

Couple relationships are prohibited. Redemption Christian Academy is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during the school year. These friendships should be with members of both sexes, while maintaining good conduct.

Any outward show of affection, such as holding hands, kissing, having arms around one another and the like, is prohibited. Play fighting/hitting is not allowed. A genuine Christian behavior toward others is expected of all students at all times.

Inappropriate relationships may result in suspension or expulsion. At RCA we provide exciting, wholesome, supervised social activities structured for interaction between male and female students.

## **SECURITY**

We are not responsible for stolen or damaged property. Any items of substantial value should be left at home. Other items of importance should be kept in a trunk that has a secure combination lock. A copy of the combination for the lock is to be kept in the school office. Lockers are the property of the school. The staff reserves the right to inspect trunks and lockers at any time to insure that prohibited items and materials are not in the student's possession. Students who withdraw from school during the year must remove their belongings upon withdrawal. Items left may be discarded.

## **LOST AND FOUND POLICY**

Students should store their belongings in appropriate designated areas. Items left around the campus may be discarded.

## **SPENDING MONEY**

ATM cards are a convenient method for student spending money. Money wired to Western Union or MoneyGram may not be easily accessible to students due to the location of the rural campus. A parent leaving large amounts of spending money should turn it into the school office for deposit into a special or personal account. Parents may set a weekly spending limit for their child. RCA is not responsible for the loss or theft of money not turned in to the school office.

## **EXTRA-CURRICULAR ELIGIBILITY**

Students participating in any extra-curricular activity must maintain a minimum academic standard as specified by your instructor or academic advisor. Plagiarism, cheating, copying and sharing student work will result in disciplinary action.

## **CLASSROOM PROTOCOL**

### **CLASSROOM RULES**

- 1) No eating or drinking in class or halls. Absolutely no gum chewing.
- 2) No slouching or sleeping! Sit up properly in your seat.
- 3) Do not tip backwards in your chair.
- 4) No hats are to be worn by male students.
- 5) Dress code must be observed. No hooded sweatshirts or sweaters allowed.
- 6) No talking in class without permission.
- 7) No noise, sounds, laughing, humming, singing, tapping, or any other disturbance during class time.
- 8) Be on time for class. A note is required when late.
- 9) Be seated promptly in assigned class when breakfast, lunch or break is over.
- 10) All homework must be completed on time.
- 11) Seatwork must be completed in timely fashion.
- 12) Textbooks, notebooks, and desks are to be kept in good condition.
- 13) Students must keep all work areas and lockers neat.
- 14) Come to class with a pencil, pen, paper, books, erasers, calculators, Bible, notecards, and  
ANY OTHER NEEDED MATERIALS.
- 15) Sharpen pencils and use the bathroom before class and during breaks.
- 16) Do not disturb other students.
- 17) Do not get out of seat without permission.
- 18) Raise your hand if you have a question. Do not call out to the teacher until the teacher addresses you.
- 19) Address staff by “Yes, sir” and “No, ma’am.”
- 20) Participate in Scripture reading and prayer during opening exercise.
- 21) No play fighting or physical contact of any kind.

## **QUIZ AND TEST PROCEDURES**

1. All student materials are to be placed underneath student's desk.
2. Study sheets will be turned in to the teacher before the test.
3. There will be no talking during the test.
4. There will be no passing of items between students including calculators, pens, and paper.
5. The teacher may assign seats to students before the test begins.
6. Students will not be permitted to leave the classroom until his/her test is handed in.
7. Students will raise their hand and wait to be called upon.
8. Students will face forward throughout the class period.
9. If caught cheating, the student will receive a zero.

## **ACADEMIC INTEGRITY POLICY**

Cheating is defined as an act of deceiving. If students do any of the following, it is considered cheating. We encourage studying together, but each student must hand in his/her own original work. Cheating would include, but is not limited to, any of the following behaviors:

1. Copying another person's test or assignment answers.
2. Allowing someone else to copy your answers for a test or assignment.
3. Divulging test questions and answers to other students.
4. Copying another person's homework.
5. Allowing someone else to copy your homework or giving another student access to your assignments.
6. Using, providing, or having in your possession "cheat sheets" of any kind.
7. Plagiarism, the act of intentionally or unintentionally treating work done by someone else as though it were your own, copying portions of reports (including reports in books, encyclopedias, and magazines, from those written by other students, or from Internet or online sources) without giving credit to the people who wrote these reports. It is unacceptable to borrow a report (or pay another person to do your paper) and then hand in that work as your own.
8. Verbal or nonverbal communicating, for whatever reason, with another student while a test is in progress.
9. Copying a teacher's assigned test.
10. Taking a teacher's assigned test without permission.
11. Looking around the room. This includes looking at another student's desk, test, or papers.
12. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via e-mail, jump drive, or CDs, or Network Drive.

13. Copying from, using, having on the desk (or anywhere within possible view) any written answers, vocabulary, formulas, notes, or other written/visual/electronic material, which are not specifically required or permitted by the teacher during the test.

14. Use of electronic translators for work in world language classes.

Failure to adhere to these directives could result in disciplinary action, including suspension or dismissal.

Plagiarism, cheating, copying, and sharing student work will result in disciplinary action.

## **EXPECTATIONS FOR INTERNATIONAL STUDENTS**

RCA welcomes students from all over the world. As an international student at Redemption Christian Academy, you have a number of important responsibilities. Some of these responsibilities, such as working hard and doing your best academically, are obvious. Others may not be as apparent but are equally important. Everyone at RCA is part of a community and has responsibilities toward the other members of the community. You, like all RCA students, are expected to become an active and involved member of the school community while you are here.

Your success at RCA and in the U.S. educational system depends to a great extent on your willingness to speak English as much as possible and to participate actively in all aspects of school life. In this way, you will make far greater progress in English proficiency and become a full member of the Redemption Christian Academy community. These should be two of your primary goals during the time that you are at RCA. To help you achieve these important goals, we have set certain guidelines for the use of English and participation in school life, which we expect you to follow at all times:

1. Students should always speak English during classes and in the presence of any person who does not share their native language. This expectation is based on respect for others as well as the educational need for regular language practice. Students are encouraged to take advantage of additional opportunities to speak English and to further their understanding of American culture whenever possible.
2. All boarding students, including international students, are strongly encouraged to participate regularly in all scheduled activities.
3. Redemption Christian Academy places great value on class participation. International students are expected to participate actively in their classes by asking questions when they arise, contributing to class discussions, and playing an active role in group projects and activities.

If you have never been abroad before, the experience of traveling to the United States and arriving at Redemption Christian Academy will be full of wonderful moments as well as challenges. While you are traveling, do not be afraid to ask questions! Transportation systems, money, banks, telephones, taxis, etc., operate differently in different parts of the world; you may have to ask for the help you need. When you arrive at Redemption Christian Academy, your excitement and anticipation will be high. The faculty and staff will do their best to be helpful, but remember to do your part by being patient and flexible. We all want you to enjoy your experience here!

## **RCA CELL PHONE POLICY**

While on campus, students have limited authorized use of cell phones during designated hours. Cell phones must remain in the designated area during school hours, chapel services, and other unauthorized times.

To encourage proper rest and appropriate use of communication devices, cell phone use will only be permitted in designated areas, such as the lounge, rec room, or other areas at the discretion of the staff. All cell phones and communication devices will be stored in designated areas overnight. In the event that cell phones are seen or in use during unauthorized times, they will be confiscated and the student will forfeit cell phone privileges for a specified period of time.

Repeated violation of the cell phone use policy, and/or use of the phone for unauthorized activities, including taking and posting unauthorized pictures, sexting, etc., will result in immediate expulsion. RCA is not responsible for the safekeeping of student cell phones. Students bring them to RCA at their own risk with the understanding that RCA and its staff will not assume any liability if the phone is lost, stolen, broken, or in any way damaged.

## **ACCEPTED COMPUTER AND INTERNET USE POLICY**

### **ACCESSIBILITY**

Each boarding student can have access to the Internet in his or her dormitory room. This is NOT a free service and a small daily fee is required. Students will have access to computers in the computer labs and classrooms. RCA's Information Technology staff will help all students with setting up and maintaining their network connection in the classroom. Any problems with students' personal computers are referred to an off-campus service provider, and RCA does not cover the costs of such repairs or service.

RCA uses software in the classroom that denies access to a list of Internet addresses known to contain material that is unacceptable. This software is normally effective in blocking access to pornographic and other inappropriate sites. Students and staff members are encouraged to let us know about blocked Internet sites that should be accessible. We can quickly grant access to such sites.

Even with the use of this software, however, RCA does not have control of the information on the Internet. While our intent is to make the Internet accessible to further RCA's educational goals and objectives, it is impossible to completely restrict access to all objectionable materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

RCA's Internet access also limits or prevents the use of many file sharing and online gaming software programs. While these programs may be considered acceptable and used at home, in school, and corporate environments they can cause havoc with network reliability and stability.

Dorm Internet access will be turned off on weeknights at 10 p.m. and on weekends at 11:30 p.m. or as designated.

A student who uses the computer system inappropriately may be subject to probation, suspension, or expulsion depending upon the nature of the infraction.

## **COMPUTER USE**

The computers available for use by students and others at Redemption Christian Academy (RCA) are for educational purposes. All students and adults are required to abide by the following generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite. Never send, or encourage others to send, abusive messages. Do not harass another person. If you are told by a person to stop sending them messages, you must stop. In addition, you may never knowingly or recklessly post false or defamatory information about a person or organization.
2. Use appropriate language. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You are a representative of Redemption Christian Academy. What you say, post online, and do can be viewed across the world. Inappropriate activities of any kind are strictly forbidden. **In addition to jeopardizing your enrollment status at RCA, you can be held legally liable for inappropriate activity.**
3. Privacy. Do not reveal your home address or personal phone number or the addresses and phone numbers of students or staff. Never give your real last name, address, or telephone number to anyone. If someone asks for this information, do not respond. Log off and inform the RCA teacher or staff.
4. Disruptions. Do not use the network in any way that would disrupt use of the network by others.
5. References. Cite references for any facts you present.

## **PLAGIARISM**

To plagiarize is to steal and pass off the ideas or words of another as one's own; use a created production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.

Plagiarism is stealing. It is also the simplest and quickest method of cheating yourself out of the opportunity to learn to do true research, think, and write. When you try to get around what is required in creating a well thought out finished product, you lose.

You cannot plagiarize works that you find on the Internet, in books, magazines, leaflets, pamphlets, encyclopedias, or from any other written or computer-generated source.

If you do plagiarize, you may find that your work receives a grade of 0%, which when averaged in with your other grades, will significantly lower your average. You may also face fines or suspension.

## **PENALTIES**

**Computer users will receive penalties, which may include, but not be limited to loss of computer privileges, fines, suspension, expulsion, and/or legal action for violation of RCA computer policies.**

## **GENERAL RULES**

1. Immediately report any problems with your equipment to the teacher.
2. Food and/or beverages are not allowed at the computer stations
3. Do not use any personal CDs or disks in the computers.
4. Use the equipment only during assigned hours or under direct teacher supervision.
5. Do not enter chat rooms, Facebook, Myspace, Twitter, etc. Be careful about strangers on the Internet. Never agree to meet with someone you have talked with on the Internet.
6. E-messages relating to or in support of illegal activities must be reported to Staff.
7. If anyone uses language that is inappropriate or talks about subjects that make you uncomfortable, tell an RCA teacher or staff member.
8. Do not view, send, or receive any message that indicates or suggests pornography, unethical or illegal solicitation, or violence.
9. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

## **CRITICAL VIOLATIONS**

1. Installing a virus program to infect the computer system.
2. Downloading or loading any software to the computer.
3. Altering or attempting to alter the computer's operation system, system software, or security information.
4. Any act or attempted act that causes damage to the computer hardware/software and/or peripherals, etc.
5. Illegal Internet activity of any kind.

## **IN SUMMARY**

Redemption Christian Academy stands without apology for the Bible, and its standards are an integral part of our school policies. It is understood that attendance at RCA is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity.

The Administration may at any time request the withdrawal of any student who in the opinion of the Administration does not uphold the school's mission or refuses to conform to the rules and regulations. It is the hope and desire of the Administration that each student will have a strong respect for the mission and aims of Redemption Christian Academy.



## ELECTRONIC DEVICES POLICY AND STUDENT AGREEMENT

An Electronic Communication Device is defined as a device that emits an audible signal, records, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Per RCA guidelines, an electronic device that has cell phone capability will be classified as a cell phone regardless of what other electronic device features it may possess. Students will adhere to the following guidelines for the different categories of electronic communication devices.

Cell phones, iPads, or other personal musical or video devices are not allowed during class, in a classroom or study hall setting, in the gym, dining hall, during class or club meetings, during Pathfinder sessions, or during any small or large group setting during the school day. Students are not allowed to make or receive phone calls or text during class, study hall, or during the settings mentioned previously. **Parents are advised that the best way to get in touch with their child during the school day is to call the school office.**

Cell phones, iPods, cameras, iPads, and laptop computers may be allowed **at the teacher's discretion** for educational purposes only. Otherwise, do not bring them to class.

Electronic toys, games, gaming systems, laser lights, lights, musical instruments, amplifiers, radios, TVs, and other devices that emit noise, lights, etc., are a distraction at school and are not allowed on campus.

Students may not use cell phones or other electronic devices during the school day, in the dorms, on campus or at school sponsored events for the following:

Take photographs, video images, or audio recordings of any person on school property or at a school sponsored event

Record, store, transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument, document (i.e. test or quiz, etc.) any time while on school property or at a school sponsored event.

RCA and its staff are not responsible for preventing theft, loss, damage, or vandalism to cellular phones or other electronic devices.

Violations of any policies, administrative procedures, or school rules, involving a student's personally owned device or school owned device, may result in the loss of use of the device in school and disciplinary action. Any student who misuses their device will face consequences deemed appropriate by administration.

Student agrees to only use the device as Staff recommends during the day. Each teacher reserves the right for their students to use or not use the computer during their class time.

If a student is found to be unable to abide by this policy, it may be determined that the student will need to forfeit their right to have a device for an indefinite period of time to be determined by the Administration.

Students are not allowed to surf the web, Facebook, Instagram, Twitter, or any other social media sites, check e-mail, pass notes, or talk with other students while using their classroom assigned device unless directed to do so through their teacher. Teachers at any time are allowed to check their students' history and activity pages.

As a student I understand and will abide by the above policies and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action. I also understand that the Acceptable Use and Device Policies are subject to change with our ever changing digital world. I have also read, understand, and agree to the guidelines outlined by the *RCA Student Handbook: Policy and Procedures*.

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Student Signature

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Date



1-855-722-1979      413-498-2500  
 Email: [info@redemptionchristianacademy.org](mailto:info@redemptionchristianacademy.org)

**ACADEMIC PROGRESS REPORT**

Student: \_\_\_\_\_ Staff: \_\_\_\_\_  
 Date: \_\_\_\_\_ Subject: \_\_\_\_\_

**Staff member complete this section:**

|   |   |
|---|---|
| <input type="checkbox"/> Not attending class regularly        | <input type="checkbox"/> Not completing assignments competently   |
| <input type="checkbox"/> Not reporting to class on time       | <input type="checkbox"/> Not completing assignments when assigned |
| <input type="checkbox"/> Low performance on tests and quizzes | <input type="checkbox"/> Health problems                          |
| <input type="checkbox"/> Poor behavior                        | <input type="checkbox"/> Outside employment                       |
| <input type="checkbox"/> Lack of class participation          | <input type="checkbox"/> Poor attitude                            |
| <input type="checkbox"/> Not prepared for class               | <input type="checkbox"/> Inappropriate placement                  |

**Use this space below for clarifying remarks, if needed, and/or to report other items which contribute to student's failure not listed above:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Administration completes this section:

- a. Disposition
  - Discussed problem with the student emphasizing needed changes in behavior
  - Called parent

b. Additional Comments \_\_\_\_\_  
 \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date: \_\_\_\_\_



1-855-722-1979      413-498-2500  
**Email: info@redemptionchristianacademy.org**

**DISCIPLINE NOTICE**

Student: \_\_\_\_\_ Staff: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Staff member complete this section:**

|   |  |
|---|--|
| <input type="checkbox"/> Abusive Language<br><input type="checkbox"/> Disruptive behavior<br><input type="checkbox"/> Damage to school property<br><input type="checkbox"/> Dorm area not clean/unmade bed<br><input type="checkbox"/> Failure to adhere to dress code<br><input type="checkbox"/> Failure to attend church<br><input type="checkbox"/> Fighting/ Assault<br><input type="checkbox"/> Food or beverage outside cafeteria<br><input type="checkbox"/> Incomplete work study assignment<br><input type="checkbox"/> Insubordination<br><input type="checkbox"/> Trespassing<br><input type="checkbox"/> Leaving school campus without permission<br><input type="checkbox"/> Loitering<br><input type="checkbox"/> Outward display of affection/physical contact<br><input type="checkbox"/> Unexcused absence<br><input type="checkbox"/> Vandalism or stealing<br><input type="checkbox"/> Violating curfew | <input type="checkbox"/> Over limit shower<br><input type="checkbox"/> Ipods, cell phones, electronic devices, etc.<br><input type="checkbox"/> Play Fighting<br><input type="checkbox"/> Possession and use/or use of weapons<br><input type="checkbox"/> Possession and/or use of drugs/alcohol<br><input type="checkbox"/> Profanity<br><input type="checkbox"/> Smoking<br><input type="checkbox"/> Student found cross-dorming<br><input type="checkbox"/> Student found in and off-limit area<br><input type="checkbox"/> Tardy<br><input type="checkbox"/> Unauthorized use of computers<br><input type="checkbox"/> Unauthorized use of elevator<br><input type="checkbox"/> Other |
|---|--|

**Use this space below for clarifying remarks, if needed, and/or witnesses to the incident, and/or to report unacceptable behavior not listed above:**

\_\_\_\_\_  
 \_\_\_\_\_

**Student's Statement:**

\_\_\_\_\_  
 \_\_\_\_\_

Administration completes this section:

- a. Disposition
  - Discussed problem with the student emphasizing needed changes in behavior
  - Kept student in office for the remainder of the period from which he was referred.
  - Called parent
  - Suspension
  - Fine
- b. Additional Comments \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date: \_\_\_\_\_