

Romeoville Christian Academy

Established 1972



Pastor Stephen P. Baker, School Superintendent
Mr. Brian D. Keith, School Administrator

301 W. Normantown Road * Romeoville, Illinois 60446
(815) 886-4850 * Fax (815) 886-5615
www.romeovillechristian.org

TABLE OF CONTENTS

INTRODUCTION

Welcome.	3
Mission Statement	3
Purpose & Philosophy	3
Overall School Goals & Expectations.	4
Historical Perspective.	5
Non-Discriminatory Policy	6
Statement of Faith.	6
School Hours	8
Associations.	8
Accreditation.	8

ADMISSION POLICIES

Admission Information	9
Enrollment Procedures.	9
Re-enrollment Procedures	10
Withdrawing Students.	10
Financial Information	10
Health Policies	12

SCHOOL PROCEDURES

School Attendance	15
Extended Care Supervision	19
Emergency School Closing	19
Spiritual Enrichment	19
Dating Relationships.....	20
Home-School Communication.	21
Legal Reminders	21
Lost and Found	21
Lunch Program.	22
Phone Usage	22
School Safety	22
On-line Safety Policies.	24
Student Driving Policies.....	24

ACADEMIC INFORMATION

Preschool.	25
Kindergarten.	25
Elementary School.	25
Middle School.	25
Senior High School.....	25
Academic Grading Scale	26

Awards.....	27
Course Change.....	27
Homework Philosophy.	27
Report Cards and Grades	28
Promotion/Retention Policy.	28
Textbooks	28
Summer	28

EXTRACURRICULAR ACTIVITIES

Eligibility Requirements	29
Fine Arts Program	30
Sports Program	30
Academic Competition.	30
Bible Quiz	30
Drama Club	31
International Leadership Trips	31
Political Awareness Trip.	31
Field Trips	31
Student Activities.	31
Class Activities.	31
Class Government	32
Student Government	32
Senior Class Activities	32
Fundraising	33

COLLEGE/CAREER INFORMATION

College/Career Counseling.	34
Career Fair Day.	34
College Application Check List.	34
College Financial Aid Information.	35
College Representatives.	35
Selective Service.	35
Working Permit.	35

STUDENT CONDUCT

Discipline Philosophy.	36
Student Behavior.	36
Orderliness Procedures.	37
Student Appearance and Dress	39
Elementary Disciplinary System	41
Middle School Disciplinary System.	42
Demerit Chart	44

INTRODUCTION

Welcome

Welcome to Romeoville Christian Academy. We are committed to providing quality education to Christian families in Romeoville and the surrounding suburbs, and we are glad that you have chosen our school to work with you in educating your child. Although the Academy was historically established to provide a Christian education for the families of Bible Baptist Church, we welcome the enrollment of any student whose parents desire a Bible-based education for their children.

Mission Statement

Romeoville Christian Academy is dedicated to providing an excellent academic and extracurricular program within a Biblical worldview in order to develop a Christ-like, intellectually-equipped, community-focused and well-rounded student.

Purpose and Philosophy

Our school is dedicated to seeing our students become more **Christ-like**. This involves the (1) edification of children in accordance to Ephesians 4:12, “For the perfecting (equipping) of the saints for the work of the ministry. . .” Therefore, attention will be given to spiritual growth and equipping children to live a life of obedience to biblical principles and a development of a spiritual knowledge-base for making wise decisions about life and to develop both the spiritual and natural gifts of each child. This must begin with the (2) evangelization of those children who may not be saved. It is our desire to see each student accept Christ as their Savior and become effective witnesses for the cause of Christ and faithful in daily prayer and Bible study.

At RCA we also want our students to be **intellectually-equipped** to handle the challenges they will face in their future professional lives. Proverbs 9:9 says, “Give instruction to a wise man, and he will be yet wiser: teach a just man, and he will increase in learning.” Our academics are designed to be challenging so our students will be stretched to achieve their maximum potential in their mental development. We expect our students to possess self-discipline in all areas of life, to respect the authority that God has placed in their lives, to love our great country, and to develop sound values that can be used for a lifetime. The Bible, though not the only textbook, is taught and its principles are applied in all aspects of learning.

We desire for each student to develop a heart for others and become **community-focused** in their outlook as it states in Philippians 2:4, which says, “Look not every man on his own things, but every man on the things of others.” We want to help these students understand that we have all been created differently and each person has their own strengths and weaknesses. Our goal is to have our students committed to

encouraging others in their strengths but also helping others improve their weaknesses, and enhancing their abilities to care and encourage others, and seeing beyond the differences knowing that before God no one is better than they are, yet at the same time they are no better than anyone else.”

Our students should be developing a broad base of skills in order to be **well-rounded**. Luke 2:52 says, “And Jesus increased in wisdom and stature, and in favor with God and man.” We want each one to be ready for whatever area God calls them in for their future occupations and ministries. Therefore, attention will also be given to the mental, physical, and social growth of children. We want the young people attending Romeoville Christian Academy to take their academics seriously and be willing to improve themselves in a variety of fields in order to be well-rounded individuals for the glory of God.

Overall School Goals and Expectations

“To know wisdom and understanding, to understand words of insight, to receive instruction in wise dealing, in righteousness, justice, and equity; to give prudence to the simple, knowledge and discretion to the youth – Let the wise hear and increase in learning, and the one who understands obtain guidance.” Solomon’s Proverb 1:2-5

1. To see each student trust Christ as his or her personal Savior and then to follow Christ as Lord of his or her life. (Luke 9:23)
2. To instill in each student a love for God and a personal sense of responsibility to be all He wants him or her to be. (Proverbs 3:5-6)
3. To assist students in developing habits of daily Bible reading and memorization as well as a prayer time in each student. (Psalm 119:97)
4. To direct each student in the process of developing Christ-like character and actions. (Romans 12:1-2)
5. To instill in each student love and honor for home and parents. (Ephesians 6:1; Proverbs 23:24-25)
6. To prepare each student to be successful as measured by God’s standards, not the world’s. (Joshua 1:8)
7. To prepare each student for spiritual leadership in school, home, church, community, state, nation, and the world. (I Timothy 4:12)
8. To provide a wholesome place where students can develop socially by making friendships that will bring them closer to the Lord. (Proverbs 13:20)
9. To develop each student’s sense of responsibility as a Christian citizen within the United States of America. (Matthew 22:21)
10. To develop within each student a Christian worldview and a Christian philosophy of life. (Philippians 2:4)
11. To enhance each student’s appreciation and understanding of God’s world and to teach him or her how to live productively in it. (Ecclesiastes 12:1)

12. To provide each student opportunities for developing skills necessary to making a living. (I Timothy 5:8)
13. To develop within each student a moral, ethical, and spiritual sensitivity that will lead to an appreciation of his own personal worth to God. (Psalm 139:14)
14. To teach each student to take responsibility for his actions, words, and choices. (Matthew 12:36)
15. To develop leadership skills by giving students responsibilities in classes and student body organizations. (Matthew 24:45-57)
16. To offer each student an instructional program that is centered on God's Word and which meets his academic needs. (Psalm 1:1-3)
17. To provide instruction so each student can be well grounded in the basics of each major area of study. (II Peter 1:5-7)
18. To offer a wide variety of alternative academic classes in order for each student to become a well-rounded individual in order to better serve God. (II Peter 1:5-7)
19. To stimulate each student to strive for excellence in all areas of involvement. (Colossians 3:23; Ecclesiastes 9:10)
20. To teach each student the thinking skills that will enable him to meet intellectual challenges. (Proverbs 23:12)
21. To motivate each student to master the tools of learning and communication. (Proverbs 13:3)
22. To provide each student opportunities to develop an understanding of and appreciation for the arts, as well as contributing to them. (II Chronicles 5:13)
23. To offer opportunities to participate in wholesome forms of instructional time for physical skills, intramural and interscholastic athletic competition. (I Tim. 4:8)
24. To encourage each student to consider vocational Christian service upon God's leading. (Ephesians 4:11-13)
25. To enhance the student's overall analysis and critical thinking skills. (Eph. 5:15-17)

Historical Perspective

Romeoville Christian Academy was formally organized as Bible View Christian Academy in 1972, as the educational ministry of Bible Baptist Church under Pastor J.O. Purcell. The school, later named Bible Baptist Christian Academy, was the result of a concerned church and Christian parents and has been such a blessing for over 38 years. Over the years, the Lord has blessed our school, and we have seen the enrollment increase to its present size of over 175 students. In 2008, the school name changed to Romeoville Christian Academy in order to better pinpoint our location and clarify our mission. In 2009, we successfully restarted our high school after a seven-year layoff. Though our name changed, the heartbeat has not. It is such a joy to see our students going on to succeed in their educational endeavors, finding God's will in their lives, faithfully attending church, and living a life that glorifies the Lord.

Since the school is an integral part of Bible Baptist Church, the Pastor is the school's superintendent. The Administrator is responsible for the daily operations of the school and supervision of the staff. The School Committee assists the leadership in making RCA a place of quality education and honoring to God. Our trained teachers are solemnly aware of their responsibility of not only imparting academic information, but also teaching Christian morals and molding quality citizens for the glory of God.

Non-Discriminatory Policy

Romeoville Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, hiring of staff, or athletic and other school-administered programs.

Statement of Faith

THE BIBLE - We believe in the inspiration of the Bible by which God the Holy Spirit so moved upon the writers of Scripture that what they wrote was the Word of God without error, and the sixty-six books are the final authority for our faith and practice. (II Timothy 3:16-17; II Peter 1:20-21)

THE TRIUNE GOD - We believe in the Trinity of the Godhead; there is one God eternally existing in three equal but distinct persons; Father, Son and Holy Spirit. (Deuteronomy 6:4; Matthew 28:18-19; II Corinthians 13:14)

GOD THE FATHER - We believe that God the Father is a person separate from the Son and the Spirit, invisible to man in this life. He concerns Himself with the affairs of men, elects and draws men unto salvation, and has a paternal relationship to all believers. (Matthew 28:19, I Timothy 1:17, Daniel 2:21, Matthew 5:45, I Peter 1:2)

GOD THE SON - We believe in the deity of Christ, His virgin birth, His nonparticipation in sin and His incapacity to sin, His shed blood for atonement for the sins of mankind, His bodily resurrection, His ascension, His present intercession, and His personal coming in the air for His church. He will then return to establish His millennial kingdom on earth. (John 10:30-33, Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 7:26)

GOD THE SPIRIT. We believe in the personality and deity of the Holy Spirit, by whom believers are convicted, regenerated, baptized into the body of Christ, indwelt, sealed, and filled for life and service. (Acts 5:3-4, John 14:26, John 16:8-11, Titus 3:5)

CREATION - We believe in the direct creation by God of the physical universe, all spirit beings, man, and lower forms of life, without the process of evolution, and also that the early chapters of Genesis are literal and accurate history. (Genesis 1-2, Col. 1:15-18)

ANGELS/DEMONS - We believe that God created an innumerable company of sinless spirit beings. One of these, though created holy by God, sinned through pride, thereby becoming Satan the Devil, the enemy of his Creator, leading a host of angels in rebellion against God. He became the god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal punishment in the lake of fire. (Colossians 1:16, Ezekiel 28:12-15, Revelation 12:7-9)

MAN AND SALVATION - We believe that man was holy in his original state but that all men are guilty of Adam's sin and are by nature sinful and lost and that for salvation, Holy Spirit regeneration is absolutely essential. We believe that men are justified by faith on the single ground of Christ's shed His blood for our sins, that He was buried, and that He rose again the third day. We believe in the eternal security of the believer. (Genesis 1:31, Romans 5:12, Romans 3:9-23)

SANCTIFICATION - We believe that Scripture teaches (1) Preparatory sanctification, which is that work of the Holy Spirit wherein He moves in the life of an unbeliever resulting in a person's belief in the gospel and trusts Christ unto salvation. (2) Positional sanctification is that act of God whereby believers are eternally set apart as belonging to Him thereby becoming a child of God. (3) Progressive sanctification is the process by which we are made partakers of His holiness. (4) Perfect, ultimate sanctification will be realized when every believer is in the presence of the Lord, with redeemed soul and resurrection body united, free from every trace of sin and rebellion. (I Peter 1:1-2, II Thess. 2:13, John 6:44, I John 3:1, Romans 8:14-17, I Peter 1:9)

THE CHURCH - We believe in the local church, as a group of immersed believers, observing the ordinances of believer's baptism and the Lord's Supper and organized for the purpose of worship, edification, fellowship and evangelism. We believe in the unity of all believers of this dispensation in the church, which is the body of Christ. (Philippians 1:1, Matthew 28:18-21, Acts 2:41-42, Acts 10:47-48, I Cor. 11:23-24)

FINAL DESTINIES - We believe that the souls of believers in Christ do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall stand before Christ for judgment of their Christian works and the giving of rewards and they shall then be associated with Him forever in glory. The soul of unbelievers remain after death in conscious misery until the final resurrection, resulting in being cast into the lake of fire, not to be annihilated, but to be punished with everlasting separation from the presence of the Lord and from the glory of His power. (II Corinthians 5:8, Philippians 1:23, II Corinthians 5:10, I Corinthians 3:11-15, I Thessalonians 4:13-18)

SEPARATION - We believe that separation is a doctrine as well as a practice and that the separation principle runs through the Bible from Genesis to Revelation, which includes political separation, the separation of the church from the state (Luke 20:25; John 17:12-16; 18:36; Philippians 3:20), personal separation, the separation of the

believer from the world and sin (I Thessalonians 5:21-22; Ephesians 5:15-18), pre-latical separation, the separation of the church from apostasy, and practical separation, the separation of the believer from an erring brother. (I Corinthians 6:12; Romans 14:7, 13; I Corinthians 5:11; I Timothy 6:3-4; II Thessalonians 3:6,14)

School Hours

School Office	8:00 a.m. – 4:00 p.m.
Before-School Supervision	7:00 a.m. – 8:15 a.m.
PK3-5 th Grades	8:30 a.m. – 3:00 p.m.
6 th -12 th Grades	8:15 a.m. – 3:00 p.m.
After-School Supervision	3:15 p.m. – 5:30 p.m.
Summer Hours	9:00 a.m. – 3:00 p.m. (M-Th)

Associations

Romeoville Christian Academy is first and foremost a ministry of the Bible Baptist Church of Romeoville. RCA is also a member of the Illinois Association of Christian Schools and American Association of Christian Schools and recognized by the Illinois Board of Education.

The RCA athletic department is IHSA approved and is a member of the Northern Illinois Christian Athletic Association.

Accreditation

National, regional, and state accreditation or registration is sometimes sought after by educational institutions but is not always desired. When a school voluntarily allows itself to this outside criticism and oversight, it subjects itself to the possibility of compromising its biblically-based positions. We, at RCA, have chosen not to seek this oversight at this time, but we strive to equal or surpass all state educational standards set by the Illinois State Board of Education.

We are not completely opposed to seeking full accreditation at the appropriate time and are currently in the process of examining its ramifications to our educational process and making sure to avoid any potential hindrances to the success of our current program.

ADMISSION POLICIES

Admissions Information

Romeoville Christian Academy is a ministry owned and under the direction of Bible Baptist Church and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship. **WE ARE A DISTINCTLY CHRISTIAN SCHOOL FOR DISTINCTLY CHRISTIAN YOUNG PEOPLE FROM DISTINCTLY CHRISTIAN FAMILIES.** We are not strictly a private school and we have no desire to just be a good academic school with a Bible class. Attendance at RCA is a privilege, not a right. Not everyone has the opportunity to attend an institution that emphasizes quality education and a Christian environment. RCA is a place for families who desire a school with a challenging academic program, uplifting spiritual program, an array of extra-curricular activities, and a character-building discipline program. Attendance to our school will be based on administrative interview, church attendance, spiritual maturity, academic achievement, behavioral record, a desire of both parents and student to attend RCA, and an agreement and adherence of Biblical principles and school guidelines as laid out in the school handbook and other procedural addendums.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set down in the Statement of Cooperation, Student Handbook, or other rules and regulations as established by the school administration. RCA reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies throughout the year as necessary for maintaining order and for the accomplishing of the goals and objectives of the school. Parents are required to read this handbook and sign the Statement of Cooperation in order to be admitted or allowed to remain at RCA. **All students are admitted on a nine-week probationary period.** During the probationary time if the child fails to make acceptable progress or does not adjust to the program of the school, the parents will be expected to give additional help at home. The school reserves the right to place the child in a lower grade or dismiss the student from school if it is deemed necessary. An additional probation period may be set for poor academic performance or behavioral problems.

Enrollment Procedures

Enrollment into RCA is a process that we take seriously. Unfortunately not everyone that applies for admission will be accepted. Many things are taken into consideration including but not limited to: student's salvation, family's church attendance, space available, previous academic aptitudes, achievement test scores, interview with school administrator, and consultation of counselor at previous school.

Registration cannot be finalized until the following steps have been completed:

1. Attend a Prospective Parent meeting with School Administrator (bring previous academic records).
2. Complete application and submit with a copy of the student's birth certificate.
3. Take any necessary Grade Placement/Aptitude tests and pay the \$50.00 testing fee and await acceptance letter.
4. Complete, sign, and submit the following: Statement of Cooperation form, Health/emergency documents, physician exam, Transfer/release of records form, and the Media Release form.
5. Submit the \$100.00 Registration fee.
6. Have needed physical completed and forms turned in to the office.
7. Apply with FACTS Tuition Management to handle your tuition billing.

Re-enrollment Procedures

All students who apply for re-enrollment in the spring for the next year will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for re-admission. Also, parental cooperation will be factored when determining re-enrollment. In all cases, the decision of the Pastor, School Administrator, and School Committee is final. Forms needed include the following: Re-enrollment form, Emergency Treatment form, Statement of Cooperation form, Media Release form, as well as payment of the Re-enrollment fee.

Withdrawing Students

Withdrawals from the school must be made in person through the School Administrator. The proper withdrawal form must be completed. It is understood that the tuition is due and payable until the school office has been given the completed withdrawal form. ***There is a \$100.00 withdrawal fee*** for those who withdraw once admission or re-enrollment has been approved and processed. Students transferring to another school and having attended one day or more of any month will owe the full month's tuition. No tuition or fee is refundable if the student is voluntarily withdrawing, and any school records will not be released until all bills are paid and textbooks and other materials are returned.

Financial Information

Romeoville Christian Academy receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. Students are not allowed to start the school year if the school bill is not current. Also, if an account is not current, the student may not be allowed to return to class until the bill has been paid in full. All accounts must be current in order participate in athletics, graduations, field trips, and other special events. There is a late charge for those accounts with overdue balances. Tuition is collected by FACTS Management.

Application/Testing Fee

This \$50.00 fee is charged to all new students for the administration of their placement testing.

Registration Fee

This \$100.00 fee is charged each year to returning and to new students alike. New students should pay this with their application, and returning students should pay this by March 1 to avoid an increase in the registration fee.

Tuition Payments

FACTS Management handles all tuition billing and collection. All tuition bills are to be paid by the 5th or 20th of each month (which ever you choose), beginning in August and ending in May. Consult the *Monthly Tuition Schedule* to determine the amount you will pay. A late charge of \$30.00 will be assessed on all accounts not received by the due date. If an account falls behind by the end of the month, your child will not be able to attend school until it is paid or a payment schedule is arranged with the School Committee. If a situation arises which prohibits payment of an account, it is the responsibility of the parents to notify the school office to request a possible extension to make payment. If tuition, fees, or fines are unpaid at the completion of the school term, report cards or other records will not be issued until the debt is paid. The participation in graduation ceremonies and any class trips would be in jeopardy if the school bill was not paid in full.

Student Fees

Our fees are due on July 1 of each year. This includes books, Parent's Web, academic awards, curriculum aids, art supplies, two field trips a year, science supplies, technology fee, association fees, yearbook, fine art program expenses, sports gate fees, awards, and student accident insurance, as well as school improvement.

Other Fees

Could include: some field trips, extended-care fee, athletic participation fees, PE uniform fee and music lessons fees. There are also fees for late charges, withdrawal fees, and discipline fees. See school financial sheet.

Scholarships – must apply with FACTS Grant and Aid website (\$25.00 fee)

Advance Scholarship \$100 tuition reduction if entire year paid

Student Referral Scholarship \$150 tuition reduction for recruiting a family to attend RCA

Ministry Scholarship Tuition reduction when head of household gains their principle income from full-time vocational ministry (40+ hours of active work)

Health Policies

HEALTH FILE REQUIREMENTS

- A **copy of the birth certificate** and all required **health records** are to be submitted to the school office prior to the first day of school.
- State law requires documentation of health physicals and immunization records per the information below.
- Section 27-8.1 of the Illinois School Code states: "If a child does not comply....then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

PHYSICAL EXAMINATION REQUIREMENTS

Illinois law requires that all students entering an **PRESCHOOL, KINDERGARTEN, 6TH GRADE** or **9TH GRADE**, or transferring from out of state have a physical examination within one calendar year PRIOR to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

In the event of one diagnosed case of a communicable disease such as measles or polio, any student who is not protected by immunization shall be immediately excluded from school. This exclusion shall be in effect for 21 days following the last reported case or until the student can show proof of immunity.

IMMUNIZATIONS

DTP/DTaP (Diphtheria, Tetanus & Pertussis): 5 doses - a series of three plus two boosters (2 months, 4 months, 6 months, 15-18 months, 4-6 years) The last booster must be given after the fourth birthday. An additional booster (Td) is required ten years after the last booster.

OPV/IPV (Polio): 4 doses – a series of two plus two boosters (2 months, 4 months, 6-18 months, 4-6 years) The last booster must be given after the fourth birthday.

MMR (Measles, Mumps, Rubella): 2 doses (12-15 months, 4-6 years)

Measles – Required unless physician documentation or laboratory evidence verifies that the student has had the disease. The student must have received two doses of live measles vaccine, the first dose after the first birthday and the booster dose at least one month later.

Mumps – Required unless laboratory evidence proves that the child has had the disease. The vaccine must have been given after the first birthday.

Rubella – Required unless laboratory evidence proves that the child has had the disease. The vaccine must have been given after the first birthday.

Hib (Haemophilus influenzae type b): 4 doses (2 months, 4 months, 6 months, 12-15 months) Given according to a variety of schedules, depending on the manufacturer, minimal dose required is one after 15 months of age.

Hepatitis B: 3 doses – a series of two plus one booster (birth, 1-2 months, 6-18 months)

Varicella (Chicken Pox) – The vaccine must have been given after the first birthday or must provide physician documentation or laboratory evidence verifying that the student has had the disease.

SPORTS EXAMINATIONS

The sports exam must have been performed within one year of the start of the specific sport. The student will not be allowed to participate in the sport without the current exam on file with the school office. Any student not meeting these physical examination and immunization requirements may not be allowed to attend class.

PARENT WISDOM

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him or her home. This is as much for your child's protection as it is for the protection of the other children at school. Working parents, please check your child before going to work. It is your responsibility when he or she is not feeling well, and not the responsibility of the school. The school office requires instructions for whom to contact if you cannot be reached. If an accident or illness occurs, first aid will be administered. School personnel may give no care beyond first aid, defined as immediate, temporary care of accident or sudden illness.

IMMUNIZATION EXEMPTIONS

Medical Exemptions

The law allows physicians to write a statement if he believes a vaccine would be harmful to the health of a child. These statements must be dated and signed by the medical doctor and renewed annually unless the physician writes that it is a life long condition. For children needing medical exemptions, the physician's statement must be submitted to the school by the parent prior to the first day of school.

Exemption for Reasons of Conscience

Exemptions for reasons of conscience, including religious beliefs are allowable. To claim this exemption from immunizations for reason of conscience, the parent or legal guardian must submit a written request to obtain the Affidavit for Exemption from immunizations for Reasons of Conscience to the Department of State Health Services Immunization Branch. Affidavit forms are usually processed by DHS and mailed within 2 weeks from receipt of the request. Once this form is received by the parent or legal guardian, they must sign and have the form notarized and submit the original form to the school. Copies are void and will not be accepted. Since proof of immunization

status is required before the first day of school, to claim this exemption, this form must be submitted prior to the first day of school. A new original copy of this form is required to be resubmitted every 2 years.

In the event of a disease outbreak, the Illinois Department of Health Services may mandate that students having exemptions from immunizations be kept out of school until the outbreak is over as determined by their department.

DENTAL EXAMINATION

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children enrolling in kindergarten, second and six grade to have an oral health exam. Each child shall present proof of exam by a dentist prior to MAY 15th of the school year.

VISION EXAMINATION

Effective January 1, 2008 – Public Act 95-671 requires all Illinois children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that any eye examination will take place within 60 days after October 15.

ADMINISTRATION OF MEDICATION POLICIES

1. Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage.
2. Prescriptions and non-prescription medicines are to be kept in the school office in a secure place.
3. Prescription medications are to be administered only by authorized personnel, as per instructions on the Medical Form.
4. A record of the administration shall be kept in the school office and a notice is sent home as well.
5. It shall be the responsibility of the student to report to the school office at the designated times medication is to be taken.
6. Prescription refills shall be the responsibility of the parents.
7. In the event of physician ordered changes in a pupil's medication, the principal shall receive such orders directly from the parents and/or attending physician, and shall note such changes on the Medication Form.

SCHOOL PROCEDURES

School Attendance

Regular attendance at school is absolutely essential to the progress of a student. This is necessary to keep up with the daily work and to conform to state laws. We all know that absences and make-up work create a burden for students, parents, and teachers. Research clearly indicates that class attendance and participation are needed for success in school. In addition to the academic perspective, faithful attendance in school is practical Christian character training and a demonstration of proper stewardship. Therefore, every effort should be made to be in school every day on time.

It is true that school attendance policies may restrict the flexibility of family plans. Please be mindful that the only authority the school exercises over your family is what you have willingly given to us. In order to operate efficiently and to produce a high caliber student, RCA closely follows the prudence underlying the Illinois Compulsory Attendance Laws comprised in *The School Code of Illinois* (TSCI).

Definitions and Explanations

1. What is chronic or habitual truant?

According to The School Law Survey of Illinois any student who misses 10% of the total number of days of school would be considered a chronic truant. In our case, any student who misses eighteen (18) days of school per school year is a chronic truant.

2. What is a lawful or excused absence?

A common misconception is that excused absences are any day a student misses with a parent's permission and notification. An absence may be excused by the parents but not fall into a category excused by the school. Any absence that falls into the following categories will counted as excused by the school:

- a. The student has an illness or injury that prevents him/her from being physically able to attend school (note needed after three (3) days).
- b. The student is isolated from the general population because of a quarantine ordered by the local health officer or the State Board of Health.
- c. The student has a death occur in the immediate family (including, but not limited to, the grandparents, parents, and siblings).

- d. The student has a medical or dental appointment (note needed).
- e. The student is involved in a court proceeding (documentation needed).
- f. The student is involved in a valid educational opportunity (this absence and the activity must have prior approval from the administration).

3. What is an unlawful or unexcused absence?

Remember, just because a parent justifies an absence, the school does not have to deem it excused. The school cannot prevent any absence authorized by the parents, but it can administer homework requirements and grade reductions according to the school handbook or policy addendums. The following are explanations of an unlawful absence:

- a. The student is willfully absent from school with or without the knowledge of the parent.
- b. The student is absent from school for any reason other than those listed under Lawful Absences located in the list above.

Examples:

- Parents keeping children out for personal reasons
- Student working at home or business
- Transportation (missed ride or car problems)
- Oversleeping, just staying in bed, or at home because of tiredness
- Baby sitting
- Non-educational trips (family trips, group outings, etc.)
- Going shopping, hair appointments, running errands, etc.
- Lack of clean clothes, missing due to dress code violations, etc.

4. What is “being tardy?”

A student who is tardy is any student who arrives late to the beginning of school, homeroom, or individual classes.

Students are expected to be on time to homeroom, for each class, for chapel, and for school functions every day. We recognize that some tardies may be unavoidable and because of that we allow each student to receive three (3) excused tardies without penalty each quarter. Being late disrupts the learning process for the late student, the teacher, and the other members of the class. In addition, it creates an added workload for the office staff. It has been said that punctuality is “showing high esteem for others and their time.” By requiring punctuality, we hope to instill habits in

the lives of our students that will assist them in their jobs, church attendance, and future family activities.

Traffic, car problems, alarm clock malfunctions, and other unexpected things do occasionally come up and that is the reason we give the three (3) excused tardies per quarter. Elementary (K4-6th) parents should accompany their tardy student(s) to the office to sign them in for the day. Secondary students must report to the office to sign in and obtain a pass to class upon their arrival. Three (3) unexcused tardies will equal one day (1) of an unexcused absence on the student's attendance report.

After six (6) unexcused tardies, a student will be required to come to Saturday School for two (2) hours from 8:00 – 10:00 a.m. and pay \$10.00 per hour to pay for the supervisor's time. For every three (3) unexcused tardies thereafter, the student will be required to attend Saturday School as well as the accompanying fine.

Absences: Written Notification, Hall Passes

Any absences that are initiated by the school are considered educational and will not count toward a student's total absences. Every non-school initiated absence, lawful or unlawful, will require notification from the parent/guardian explaining the absence. Please call or send a note to the school office.

It is the responsibility of the administration to determine whether the absence is excused or not. For any excused absence, the student may make up academic work for full credit if made up by the amended due date. ***Work missed because of an unexcused absence must be made up to the teacher's satisfaction by the amended due date but will lose 20% points off the final grade.*** This policy applies to regular homework, tests, quizzes, exams, or projects. If there is any question, please check with the administration before the willful absence. Any work not made up by the amended due date will have an additional 10% off for each day late. For tardy students, they are not permitted to class without a pass from the office.

Excessive Absences

A student who has more than twenty-five (25) absences (excused or unexcused) per year may be required to make-up time missed, hour for hour, in Summer School at a charge, or the school reserves the right to retain the student, regardless of academic achievement.

Effect of Absences on After-school Activities

Student-athletes must be present for at least four (4) class periods in order to participate in after-school activities. The only acceptable reason for missing the other class periods is doctor, dentist, orthodontist appointments, etc. with a note.

Family Requests to Miss School (“Cuts”)

Please recognize that we have built into our school schedule sufficient opportunities for families to plan for extended times together. In addition to approximately eleven (11) weeks of summer vacation, our calendar includes almost thirty (30) days when school is not in session. We do understand that occasionally important family situations arise that may require missing school. We do expect that every effort be made to plan within the allowances in the school calendar; however, to accommodate those special family situations, our school allows students limited “cuts” within the following limitations: cuts cannot be taken the first or last week of a semester, during achievement testing week, or if a student has already missed a lot of school days. Only one (1) day may be used immediately before or after Spring Break.

If it is absolutely necessary that you take your child out of school during the school year, please send written notification to the school office at least one week in advance. This will allow your child to collect the needed homework that must be completed. Students are then to obtain homework from the teacher(s). This will be necessary for an excused absence.

Early Dismissal

In the case of an early dismissal, a parent must call or send a note to the school office indicating the time and an explanation. Please avoid the temptation for these early dismissals to become habitual. When picking up your child for an early dismissal, please come to the school office and sign your child out, and the secretary will call his/her room indicating that it is time to go. Students are not allowed to just sign out at the office and leave without the office having obtained permission from a parent.

Make-up Work

It is the ***student’s responsibility*** to check with the classroom teachers either before they leave for an absence (if possible) or immediately upon their return to get all missed assignments.

Students will receive one (1) day for every day missed to make up the work that was assigned while that student was absent. Any homework, tests,

quizzes, or projects that were assigned prior to the absence is due on the due date or the day the student returns to school. Any work, tests, quizzes, or projects not made up on the amended due date will have **10% points taken off the final grade** for each day late.

Students with unlawful absences from school have the same time frame to make up the assigned homework, tests, quizzes, and projects but will receive 20% points off of all final grades. If this work is not made up by the amended due date, there will be an additional 10% off.

Extended Care

Safety is a major priority at RCA. We want our students to be supervised at all times while on school grounds. Students who arrive from 7:00 a.m. to 8:15 a.m. should proceed immediately to the gymnasium where a faculty member will supervise them until the proper dismissal to their classrooms. **Be aware that any student dropped off before 7:00 a.m. will not be supervised and, therefore, possibly be in harm's way.**

Every student needs to be picked up by 3:15 p.m. or go into after-school care (K3-12th grade). There are NO EXCEPTIONS to this policy. Our after-school care is available until 5:30 p.m. The cost goes up considerably after 5:30 p.m.

Emergency School Closing

A severe storm or other emergency may require school to be closed. A decision to close school is generally made by 6:00 a.m. Radio stations who announce school closings because of inclement weather or emergencies are: WGN (720 AM), WMBI (90.1 FM), and WBBM (780 AM), and television stations: CBS (Ch. 2), NBC (Ch. 5), ABC (Ch. 7), WGN (Ch. 9), FOX (Ch. 32), and CLTV. **Please do not call a teacher, administrator, or the pastor to obtain information.** Parents can visit our school's website at www.romeovillechristian.org or visit www.emergencyclosings.com.

Spiritual Enrichment

Homeroom

Each morning will begin with a challenge from God's Word and a time of prayer. Teachers will take attendance during this time.

Bible Memorization

Students should expect to memorize Bible verses, not only in Bible class, but in most classes.

Daily Bible Classes

Every student, no matter the grade, has the opportunity to attend a Bible class. Each grade's curriculum varies in order to give the student a well-rounded Bible knowledge and the ability to apply the concepts to their lives.

Weekly Chapel

Chapel is held once a week for the entire student body. Area pastors, school and staff members, special speakers, and Christian films are used to give a variety to the program. Special meetings are held from time to time with missionaries, evangelists, or other speakers. Chapel is provided for the spiritual growth of both faculty members and students alike. All are required to enter chapel with a reverent attitude and in an orderly fashion. Each student is responsible to have a Bible for chapel. Coats and books, other than the Bible, are to be left in a locker or in the back pews of the auditorium.

International Student Leadership Trips

Students can apply to attend a leadership-training trip to a selected European country. The concepts learned are designed to be applied to the student's youth groups, school groups, and places of employment.

Student Prayer Meetings

Each year students volunteer to lead prayer groups or Bible studies before or after school.

Dating Relationships

Romeoville Christian Academy is co-educational, operating on the premise that is wholesome for boys and girls to develop many friendships during school years. Dating among students is neither encouraged nor discouraged by the school, but if students are going to date another person, we believe they ought to only date other Christians and ought to follow the biblical principles of not practicing a promiscuous lifestyle or practicing a homosexual relationship (I Corinthians 6:9-10). Both of these actions would result in immediate expulsion. We believe that parents should play a large role in monitoring their children's dating life. However, the following guidelines should be followed:

1. No couples may be alone on any part of the school grounds, inside or outside of buildings.
2. There is to be no physical contact or touching between students on the school/church grounds or at any ministry related activity, even "as friends."
3. We ask our students not to attend any other school's proms or dances due to the physical contact, unbiblical music, and the ungodly after-event activities that typically accompany such festivities. The administrator will not sign any paperwork from other schools for students to attend such events.

4. No RCA student should be engaged to another person while enrolled at Romeoville Christian Academy. We believe high school students are not ready to make a decision this important and an engagement at this age is not conducive to living a morally upright life.
5. No student is to date an individual who has been previously married or engaged.

Home-School Communication

Parent-Student Orientation

This meeting is vital to getting off to a great start for the school year. Procedural information will be given out, P.E. uniforms sold, lunch order information given, and tuition balances taken care of. We also give an opportunity for students, parents, and teachers to meet each other and get familiarized with the classroom.

Parent-Teacher Fellowships

Valuable help will be given at Parent-Teacher Fellowship Meetings. Vital policies to the consistent training of your child will be discussed. The general objectives of these meetings are to provide an opportunity for parents and teachers to fellowship with each other and to provide parents with an opportunity to see the achievements of the students. Also there might be opportunities to see various students and classes perform in a planned program. These meetings can acquaint the parent with the philosophy of Christian education and the curriculum of the school.

Parent-Teacher Conferences

The involvement of the parents and guardians is very important in the educational process as they work together with the school to see growth in the student. Specific times are set aside for parent-teacher conferences throughout the year. Parents may participate in these helpful meetings, as they feel necessary.

Legal Reminders

No student may use the name of the school on any radio or television program or in any publication without prior authorization from the school administrator. The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations apply both for students and their guests. These include dress regulations and staying until the function is over.

Lost and Found

Lost and found articles are taken to the school office for a period of one month. Items not claimed within that time will be donated to appropriate causes. Please place the student's name on belongings brought to school to help return lost items to proper owners.

Lunch Program

Each student may bring his or her own lunch from home. Hot lunches are available most every day purchased from the local school district. Pop, juice, and candy may be purchased daily in the vending machines. Please check the weekly flier, which is sent out every Friday and/or the school's website, for the menu and pricing for each week's hot lunches. Families cannot have a negative balance of more than \$10.00 on their lunch account. Lunches cannot be ordered if a family owes more than \$10.00.

Phone Usage

Students can use the office phones before and after school or during lunch by permission from the office. There are to be no cell phones in the halls or classrooms during a school day. All cell phones must be turned off and be left in one's vehicle or locker during the school day from 8:00 a.m. to 3:00 p.m. They will be confiscated if seen and/or turned on. A student can use their cell phone only if the school office gives permission.

School Safety

Car Pooling Safety

If someone other than a parent will be picking up a child, please inform the school office in written form. We want to take every precaution in the protection of your child. RCA is in no way responsible for the health and safety of the students on the way to or home from school.

Closed Campus

Romeoville Christian Academy has a "closed campus" policy. This simply means that attendance at school is required from the start of classes to the regular dismissal time, regardless of the free periods a student may have without first receiving special permission and then signing out at the school office. Violations of this rule will result in discipline. At the same time all people wishing to visit the campus must first come to the school office. If necessary, school personnel will accompany visitors around the school.

Insurance

The school requires the purchase of student accident insurance, which is included in the school fee charged to each student. This will cover a variety of accidents that take place during school hours, on the school property, and to, from and at any school-sponsored activity. RCA does not have insurance coverage for students before or after school, or in transit to and from school. Student property is not covered from loss, theft, or damage while at school.

Loitering

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day. Any student in the hall must produce a hall pass. Never should any student be studying, talking, sitting, etc. in the hall during class periods.

Safety Drills

Safety drills for the possibility of tornadoes and building fires are periodically done throughout the school year to ensure the safety of your child. Procedures for these drills will be thoroughly explained at the beginning of the school year.

Search and Seizures

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, storage areas or student automobiles if the administration believes the student to be involved in unlawful behavior. The school may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health and safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

Solicitation

Soliciting is forbidden at Romeoville Christian Academy without the permission of the administration. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

Prohibited Articles

The school has a "**no tolerance**" policy on bringing weapons to school and on threatening both students and teachers. Prohibited articles that are considered weapons include but not limited to the following: knives, guns, water pistols, fire crackers, matches, explosives, lighters, or any other dangerous item. Also, the following articles are not permitted at school or at activities sponsored by the school: tobacco products, alcoholic beverages, illegal drugs, magazines, obscene or questionable literature, electronic games, radios, CD players, cassette players/recorders, DVD players, video games, televisions, VCRs, MP3 players, iPods, pagers, playing cards, any rock music related items, laser pointers, digital media players, and computers. Any prohibited items that have been brought to any class, including any toys and video games, will be confiscated and brought to the principal's office where a parent can come and retrieve the item for their child.

Visitors

In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advance through the school office. Office staff would be happy to escort visitors around the school. Students wishing to bring an out-of-town visitor to school must submit a written request, signed by their parents two days in advance of the visit. Please call the school office to set up an appointment if you are interested. No visitor may speak or perform in any program or class unless permission is secured in advance from the administration.

On-Line Safety Policies

Internet usage can be incredibly helpful but also extremely dangerous. Even the mainstream media has reported on the dangers of online blogging sites, which include an incredible danger from sexual predators, thieves, and violent physical offenders. To follow biblical principles and to try to prevent on-line predator abuse, the following rules have been set up for RCA students using on-line blogging sites such as **myspace.com**, **facebook.com**, **xanga.com**, and other similar internet sites. The content, profiles, pictures, and correspondence on student's personal sites can and will be used against them when it comes to their enrollment at RCA. The following list is a few things that should ***NOT*** be on a site: swearing or inappropriate slang of any kind, any references to secular rock, rap, etc. music or the playing of secular rock, rap, etc. background music, immodest or sexually suggestive pictures or pictures of inappropriate physical contact between people, any disrespectful wording about parents, home, siblings, church, or school, and unwise answering of profile questionnaires, among others. Students are representing their families, RCA, and, most importantly, God, and in no way do we want our students to do or say anything that would hurt the testimony of any of those three entities.

Student Driving Policies

The parking lot speed limit is 15 mph. Any student who demonstrates carelessness will have his/her permission to drive to school taken away. As soon as students arrive at school in a car driven by a student driver, they must leave and go to the building. Students without school office permission should not be in the student parking areas during school hours. For safety and protection, please lock your car anytime you park on school grounds. RCA is not liable for anything on the commute to or away from school. Students cannot leave the school property any time without parental permission. Also, no student can ride with another student or that student's parents without permission from his/her parents.

1st offense 5 demerits,

2nd offense 10 demerits and 1-week loss of driving privilege

3rd offense 15 demerits and loss of driving privilege for semester

ACADEMIC INFORMATION

Preschool

The Preschool is an excellent early childhood learning program teaching children through creative projects in a variety of areas. Students must have turned either three years of age for K3 or four years of age for K4 by September 1 of that year.

Kindergarten

The RCA kindergarten is established to lay a proper foundation for elementary school. The main spiritual objective is imparting a love for God and His Word, and the main educational objective is to teach the children how to read by means of a solid phonics program. The children will also be taught Bible, music, numbers, science, art, history, and manuscript cursive writing. The student must have turned five years of age by September 1 of that year.

Elementary School

The elementary program is designed to teach the basic learning skills in all subject areas. These include: Bible, reading, using phonics, writing, English, history, science, spelling and vocabulary, math, art, music, and physical education.

Middle School

The course of study for students entering middle school provides for the development of self-confidence and stability in this transitional time along with a continuous building on the foundations taught in previous years in all subject matter. Participation is encouraged in the broadening array of activities provided for them at this level.

Senior High School

The high school student at Romeoville Christian Academy can select a program of study to receive one of two diplomas: General or College Preparatory. The major subjects are Bible, math, social studies, science, and English. The minimum semester requirements:

Some courses on the high school and junior high levels are given on an alternate year basis so the sequence may vary. A wide variety of electives are offered that could include from the following list: Accounting I & II, Algebra II, Advanced Computers, Analytical Geometry, Band, Business and Personal Finance, Business Math, Chemistry, Choir, Communicative Arts, Culinary Arts and Fashion Construction, Future Christian Teachers, Geometry, History Today, Journalism, Keyboarding, Physics, Pre-Calculus, foreign languages through Rosetta Stone, Tone Chimes, Trigonometry, Visual Arts, Yearbook, and Student Aide.

<u>Subject</u>	<u>College Prep</u>	<u>General</u>	
Bible	8	8	
Language Arts	8	8	
Social Studies	8	8	
Math	6	6	<i>Alg. I and Geometry are Required</i>
Science	6	4	<i>Phy. Sci. and Biol. are Required</i>
Phys. Ed./Health	2	2	
Foreign Language	2	0	
Electives	8	6	
Total Semester Hours	48	42	

* Students are also required to take either the ACT or the SAT Test for graduation.

Students in grades 9-12 are classified according to the number of semester credits earned:

<u>Grade</u>	<u>Class</u>	<u>Credits Earned</u>
9	Freshman	0
10	Sophomore	12-24
11	Junior	25-36
12	Senior	37-56

Academic Grading Scale

A+	100	4.3
A	99-96	4.0
A-	95-93	3.7
B+	92-90	3.3
B	89-87	3.0
B-	86-84	2.7
C+	83-81	2.3
C	80-78	2.0
C-	77-75	1.7
D+	74-72	1.3
D	71-69	1.0
D-	68-66	0.7
F	65-0	0.0

Awards

Academic Awards

High Honor Roll Certificate
“A” Average Honor Roll Certificate
“B” Average Honor Roll Certificate
Grade “Highest Average” Plaque
American Christian Honor Society
Salutatorian
Valedictorian
Who’s Who Among American High School Students

Behavioral Awards

Senior Christian Character Award
Principal’s Award for No Demerits
Perfect Attendance
Diligence Award
Christian Character Award

Athletic Awards

Female RCA Athlete of the Year
Male RCA Athlete of the Year
Team Most Valuable Player
Team Most Improved Player
Team Coach’s Appreciation Award

Fine Arts Award

Fine Arts Achievement Award

Course Change

No course may be dropped or added unless the student secures permission to do so. Any course dropped after the first week of school will be recorded as an “F” unless such a change is recommended by the administration. No course may be dropped or added after the fourth week of the school year.

Homework Philosophy

Homework is a necessary part of each child’s education and is assigned on a regular basis to reinforce and practice classroom learning. Additional assignments are made over longer periods of time to give experience in research, writing, reading, and reporting. Homework amount may vary from time to time, but effort is made to give assignments in moderation to allow for proper family time, social activity, and physical development. Parents should oversee these assignments nightly. No homework is given on Wednesdays due to many students’ participation in church youth activities.

Report Cards and Grades

Our reporting system is designed to give parents and students an indication of the progress that is being made. Students are graded on their academic subjects and on their conduct. Progress report evaluations will be sent home every 4 ½ weeks to keep parents informed of the progress between evaluations. Report card evaluations will be issued four times during the school year following each nine-week quarter. If a student has failed to make up daily work or tests, he will receive an “incomplete” (I) on the evaluation card. The **student is responsible** to contact the teacher, finish the work that must be made up and/or make special arrangements with one week after receiving the “I” to prevent it from becoming an “F.” The actual grade is based upon the actual work done on homework, quizzes, tests, and exams.

Promotion/Retention Policy

Elementary Students

Any student receiving three “D’s” for the second semester in academic subjects will be promoted probationally possibly after he/she would complete school-approved summer school. Any student who receives two “F’s” will be promoted if one is passed in summer school. Students receiving an “F” in three academic subjects, including math and either reading or English, are automatically retained.

Middle School Students

Seventh and eighth graders who failed either semester of math or English will be required to attend summer school.

Textbooks

Each textbook assigned by the school to a student is his or her responsibility throughout the year, and it is expected that each textbook loaned will be returned in the same condition as it was loaned, with allowance for normal wear. Fines will be assessed for bindings that are broken, torn pages, non-erasable writing, and damaged covers.

Summer School

Our summer school program is a six-week opportunity for students to review and make up courses in which they are deficient through a teacher observed, self-study program. Students must be in regular attendance during summer school in order to receive a grade and credit for each course. Only two absences are permitted for a six-week course. The appearance and dress code for students taking summer school classes will be the same as during the school year. Exceptions will be made for sandals.

EXTRACURRICULAR ACTIVITIES

Eligibility Requirements

The following are standards for those wishing to participate in the RCA extracurricular programs:

1. **Physical Standard**
Must pass a required physical exam (for sports)
2. **Behavioral Standard**
Must not exceed 45 demerits per semester.
3. **Academic Standard**
Must maintain at least a "C-" average with NO "F's."
4. **Ability Standard**
Must pass scrutiny of team tryout. Students can be cut on basis of lack of talent, poor attitude, or anything detrimental to success.
5. **Parental Approval Standard**
Must have approval form stating his/her parent's consent for participation and team standards.
6. **Attendance Standard**
Must attend at least a half-day (four of the eight hours) of school in order to participate.

Student's eligibility will be determined by the previous quarter. All students will have their grades checked at the end of each quarter. After 4 ½ weeks of each quarter all ineligible students will have their grades re-checked in order to allow those newly passing students the ability to become eligible. If the student is still ineligible after 4 ½ weeks, he or she will remain with that status until the following quarter. During the fall and spring sports, two times of ineligible status will declare a student completely ineligible for that sport. During the winter season, three times of ineligible status will declare a student completely ineligible for that sport. All new students in our school will have one semester for academic adjustment, thus will not be ineligible their first semester of attendance at RCA if they are truly making an effort with homework (turning it in everyday) and studying. The teachers evaluate the effort put forth by a student and have final authority in this determination. Summer school grades have no effect on the determination of eligibility.

Fine Arts

Many students in elementary and middle school at RCA participate in art classes, the school choir, band, and in various music lessons. Both the choir and individuals are able to represent Romeoville Christian Academy in the Illinois Association of Christian Schools' Fine Arts tournament. High school winners may go on to the national competition for the American Association of Christian Schools.

Romeoville Fine Arts Academy is an after school program designed for our students, area home school students, and the community to enhance their God-given talents in the areas of instrumental music, vocal music, art, and drama.

Sports Program

Romeoville Christian Academy plays an active inter-scholastic sports program. Depending on the interest-level, the Kingsmen compete in boy's soccer, girl's volleyball, boy's basketball, girl's basketball, and cheerleading. Student athletes are expected to demonstrate a good Christian testimony at all times and maintain the required grade point average in order to participate. Coaches may drop athletes from the squads for irregular attendance at practice and games, a lack of ability to perform at the set standards, or for displaying an improper attitude.

All students participating in RCA sports are required to have a satisfactory physical examination **before** beginning practice. Athletes are encouraged to take the examination after June 1 so that they will be covered for all athletic seasons.

Academic Competition

Upper elementary and middle school students may participate in a statewide competition in the various academic subjects. They may include academic testing in English, World History, Math, U.S. History, Art, Government, Home Economics, and Bible Memory. There is also competition in various preaching categories, various instrumental and vocal music areas, as well as competition in a number of speech and drama categories. High school winners may go on to the national competition for the American Association of Christian Schools.

Bible Quiz

RCA students in elementary and middle school can participate in the competitive activity of Bible Quiz if there is a coach and enough students interested. Students compete in preliminary tournaments as well as the Illinois Association of Christian Schools.

Drama Club

In the fall, tryouts are announced for the spring school drama production. Anyone in grades 7th-12th is eligible to try out. The play's directors and assistants will award parts in the play to deserving students.

International Leadership Trips

Students can apply to attend a leadership-training trip to a selected European country. Not every student that applies will get accepted. The concepts learned can be applied to the student's youth groups, school groups, and work. Participation is based on character, grades, behavior, recommendations, application essay, existing leadership characteristics, administrative approval, and financial fulfillment.

Political Awareness Washington Trip

If the school schedule permits and the interest level is high enough, selected students can attend the AACCS Legislative Conference in Washington D.C. each fall. The trip will consist of briefings at the Capitol and White House, meetings with state Congressmen and Senators, and political speeches and spiritual challenges at the convention center. Not every student who applies will be accepted.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. The Romeoville and surrounding Chicagoland areas have many places of special interest and benefit for students. Students are required to maintain the same level of discipline away from school as is required at the school.

Student Activities

Students who participate in bands, choirs, athletic teams, cheerleading squads, plays, or any other special program groups at RCA are required to attend all functions in which these groups participate. Students and parents should make plans accordingly.

Class Activities

Classes can participate in different class activities during the school year including fundraisers, class parties, and other outings. These must be approved by the administration. Each class has a class trip in the spring of their senior year. Classes must band together in unity and work toward funding the trip. Throughout their high school years, there will be various fundraising activities to earn the money to finance this trip.

Class Government

Every high school class has four officers that handle a variety of class related activities. They organize meetings, parties, etc. Each class votes on their own officers for one year. No one may hold the same position two years in a row. The qualifications for these include the following: at least a "C-" average, no more than 30 demerits, and agrees to the Class Officer Cooperation Form. The junior high classes will elect two class representatives, and the high school classes will elect a president, vice president, secretary/treasurer, and spirit leader.

Student Government

This group of 24 students is made up of the class officers. They will be required to attend monthly meetings to discuss the school's direction, to give insight on issues, and be good Christian leaders among the student body.

Senior Class Activities

Graduation Policies

Those students graduating will not be permitted to march in the commencement exercises if they have not paid their school bill in full. Seniors will not be able to march if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved credit restoration program before the student may march. Romeoville Christian Academy cannot be responsible for the inconvenience caused by failing courses during the last days of school. The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principal's weighing scale for non-academic and academic subjects. Grades will be considered through the first semester of the senior year, and at the discretion of the administration, the third quarter grades will be evaluated in cases of similar GPA's. A student must be at RCA for at least four semesters in order to be eligible for awards.

Senior Exam Exemption

Seniors can be exempt from taking a semester exam if they have proven mastery of the subject matter by earning an "A-" or better in a particular class.

Senior Trip

All the secondary classes are to raise money throughout their secondary school years to help pay for their class trip. Raising money can be done through various fundraisers and lunch sales, with most of the work being done as juniors and seniors. A class dues system may be set up where each class member must bring in a small amount per month in order to help raise funds.

Senior Working Privileges

A senior desiring to leave campus early to go to a regular, full-time or part-time job may do so with permission from the principal. To qualify for this privilege, the student must bring a letter from the employer with hours to be worked and a note from the parents, which gives permission to leave for work. Students must be in attendance at least four periods a day, and all grades must be a "C-" or above. Anytime the grades go down or the student quits working, he/she must remain at school all day. Leaving during the day for work does not discount the tuition in any way.

Fundraising

RCA does one or two large fundraisers per year along with other smaller ones. The large fundraisers could include candy sales, magazine sales, catalog orders, walk-a-thons, or community work days. Prizes and cash are given for individual and/or class involvement depending on the fundraiser. The smaller fundraisers could include the collections of box tops, Campbell soup labels, etc.

Money raised goes toward a specific fund to help in the educational process of our students.

COLLEGE/CAREER INFORMATION

College/Career Counseling

Unfortunately, due to our size we cannot hire a full-time guidance counselor. However, our pastors, faculty, and staff are happy to assist in any way possible in order to answer any questions a student may have and give sound counseling and advice. The pastor will meet with juniors and seniors to discuss their future plans. Sourcebooks, various college catalogs, and other information can be obtained through the school office.

Career Fair Day

If the interest is there, the school will have a career fair day periodically during the school year where several men and women from various professions will be invited to share different information on their occupations. These sessions are designed to help upperclassmen in their quest of seeking God's will for their futures.

College Application Check List

- **9th-10th Grade**

Discuss your thoughts about college and career plans with friends, parents, teachers, pastors, and principal.

- **Fall of 10th Grade**

Begin thinking about possible colleges and talking to people who attend those colleges; pick up information from college representatives.

- **Fall of 11th Grade**

Take the ACT or SAT; analyze results to see if you can get into the college(s) and/or enter the major you're thinking about; talk to college reps and visit colleges.

- **Fall of 12th Grade**

Possibly take the ACT or SAT test over again if you feel you need to; take additional college trips; begin to apply to colleges.

- **Spring of 12th Grade**

Apply to colleges; make decisions about majors; fill out Financial Aid Forms; finalize decisions.

College Financial Aid Information

Every college or university has a financial aid office, and they will have the best information on what loans, grants, and/or scholarships you apply, and contact the financial aid office immediately after you are accepted. If you expect to be able to receive federal or state loans, should fill out a Financial Aid Form early in the year.

College Representatives

Periodically representatives, groups, and recruiters from Christian colleges will visit our school to inform students about the opportunities of their particular college. This will give our young people information to help them find God's will for their future.

Selective Service

By law, all young men within 30 days of their 18th birthday must register with the Selective Service.

Working Permit

Working permits and accompanying forms can be obtained from the school office.

STUDENT CONDUCT/DRESS CODE

Discipline Philosophy

Although we have many guidelines for our students, the rules are designed to help in the achievement of our ultimate purpose: to give a quality education in a Christian environment so that our children will become Christ-like and productive citizens. Parents and teachers need to work together to achieve this purpose that has been mandated in God's Word.

A good handbook **does not** produce a good school. We know that, and we do not expect these regulations to do what they cannot do – guarantee a right heart. Therefore, we ask all those associated with Romeoville Christian Academy to renew their own commitment to God and His Word. That **does** produce a good school.

Student Behavior and Parental Response

Romeoville Christian Academy must provide an environment conducive to the academic and spiritual development of young people. Students are expected to abide by these standards throughout their enrollment. Romeoville Christian Academy expects that a student be above reproach, showing respect to God, country, family, faculty, and fellow students. Any student found to be out of harmony with the RCA ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

RCA students and their parents are expected to abide by a certain code of conduct to maintain their relationship with the school. The staff expects each student to use language that is morally proper and constructive. All conduct in situations related to RCA is expected to be of such character as to bring no unworthy reflections on the school. Romeoville Christian Academy is a Christian school and such seeks to maintain a Christian testimony in the community. The behavior and lifestyle of its student body will determine this testimony. Therefore, the student's activities off-campus is important in developing and maintaining this testimony. Every student is expected to avoid involving himself in activities that are not in harmony with the philosophy and standards maintained by the Academy, and, more importantly, the Bible. Offenses in these areas will be dealt with at the discretion of the administration through the use of a warning, conference with parents, suspension from school, and expulsion.

Because we are all human, problems and disagreements will arise from time to time. We believe that there is a Biblical way to deal with these issues. We feel that Christian education is a cooperative effort and that anything said or done which tears down respect for either the parent or a teacher hurts the child. We believe that proper

handling of problems is one way to show respect to all parties involved. The following are some parental attitudes that would be helpful to students in regard to the dress code: (1) Do not allow your child to operate on the brink, (2) Do not take it personally if a violation occurs, (3) Explain to your child the importance of a dress code and living within limits, and (4) Do not let the inconvenience of an incident cause you to lose control of your emotions.

All students are to do their best to maintain a Christ-like attitude at all times. Constant or repeated complaining, griping, or negative demeanor will not be tolerated. No student will be permitted to ridicule or mock school rules or personnel. Making light of Bible classes, Chapel, or guest speakers is always unacceptable. If improper attitudes persist, probation, suspension, or expulsion could result. No physical contact, whatsoever, is allowed on school grounds.

Orderliness Procedures

Basic Classroom Rules

At Romeoville Christian Academy, these fundamental rules must be followed: (1) Students will not speak out in class without permission, (2) Students will not be out of their seat without permission, (3) Students will always be respectful and obedient to authority, and (4) Students will follow instructions carefully.

Ball Game Behavior

Kingsmen fans are vocal but positive. Please maintain a Christ-like attitude in your actions and reactions. Refrain from negative comments and gestures to players, officials, and other fans while attending RCA athletic contests.

Locker and Personal Property

Some grades will be assigned a locker, which is the property of RCA. Therefore, the items that are placed in the lockers are under the control of the school. Announced or unannounced locker checks may be performed at any time. Students are asked to keep their lockers neat at all times. No objectionable pictures (including any entertainers), photos, logos, or posters may be hung in the lockers. Pictures of physical contact with someone of the opposite gender are not allowed. The decision of appropriateness is left to the administration. Students may not switch lockers once assigned by office.

All personal property of value to you, which is brought to school, should be identifiable in some manner. If you lose something, notify the office; if you find something, turn it in to the office. RCA is not responsible for any lost, stolen, or damaged personal property.

Lunchroom Behavior

It is very important that orderliness and manners be observed during the lunch period. Students may not leave the lunchroom without a pass. All students are to stay seated unless they are buying food at the counter or throwing away their trash. Excessive noise or rowdiness will not be accepted. Throwing of any food or drink will be dealt with harshly.

Music Policy

Music has a profound effect on each of our lives. It influences our thoughts, attitudes, emotions, and actions. Much of today's rock music is directly opposed to our school's policy on music. We ask our students to refrain from listening to such music at or away from school. It is our desire that our students listen to music that would have a positive influence on them, that glorifies the Lord Jesus Christ and not the flesh, and that encourages them to do right. We do not allow students to bring radios, MP3 Players, CD/cassette players and cassettes or CD's of any kind to school or school related trips.

Playground Rules

The following rules have been implemented for the safety and general welfare of our students:

1. Students are responsible to stay within the sight of the teacher on playground duty at all times.
2. Students must not enter or cross a street without permission from the teacher on playground duty.
3. Students must refrain from throwing any objects.
4. Students must stay out of the shrubbery and flowerbeds.
5. Students in middle school must **stay off** the playground.
6. Fighting will not be tolerated on school property and will be dealt with harshly.

Inappropriate Language/Vulgarity

The use of foul or vulgar language, either in jest, anger, or absent-mindedness and the use of suggestive remarks or actions will be dealt with firmly. Suspensions and expulsion will result with repeated offenses.

Gum, Candy, Food, and Beverage

Because of the problems gum chewing can cause, students are not to chew gum at any time in the school buildings. No food or drink should be consumed at any time outside the lunchroom. This includes in the halls, classrooms, or bathrooms. There will be a \$5.00 fine added to the school bill for students chewing gum.

Physical Contact

We ask that all students keep their hands off of other students no matter the gender or the reason. This will alleviate a lot of problems and misinterpretations.

Student Appearance and Dress

Romeoville Christian Academy, as a Christian school, has a testimony to maintain in the community. We ask that all of our students dress in a conservative manner that will glorify the Lord. The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing and hairstyles that are considered outlandish or disruptive in the classroom will be dealt with as unacceptable dress. We believe strongly in the principle of modesty in all situations. Any student who wears unacceptable clothes to school will be sent to the school office to wait for a parent to bring them an outfit acceptable for class or to take them home for the day. Students are to stay in school dress until they leave to go home except for those staying for athletics practice.

There are three reasons why RCA has an appearance code:

1. ***We desire to promote a Biblical perspective on dress and appearance.*** The Bible states “And be not conformed to this world. . .” For this reason we reject fads in hair or clothing styles that originate from the fashion, music and entertainment industries and their “superstar” personalities or clothing that is immodest or suggestive in nature.
2. ***We desire to teach young people appropriate dress.*** Proverbs 22:6 states that children are to be trained. Children are not to be left to fend for themselves. They must be taught to dress cleanly, neatly, and to match their clothes. They must learn what acceptable dress is for any occasion.
3. ***We desire to demonstrate clearly that we promote Biblical values in dress and appearance.*** To do this, requires that we give specific written instructions on that which is proper dress at school. Written rules prevent as much as possible any arbitrary judgments and assist in reminding of what is required. It is not our intention to give the impression that compliance with this dress code helps to earn salvation or constitutes the whole of Christian living.

Preschool Guidelines (K3-K4)

Short or long sleeved polo shirts and long pants/jeans ***with an elastic-waist*** will be appropriate. Girls also may wear a skirt or skort if they desire. Non-sandal casual shoes or gym shoes are required.

Guidelines for All K5-12th Grade Students

1. Shirts must be a short or long-sleeved solid or striped 3-button polo shirt and must be tucked in. Sweaters with no writing may be worn over collared shirts. All camouflage or outfits with a gang, gothic, or other worldly appearance must be avoided. (10th-12th grade students can wear button-down collard shirts as well).

2. Girls may wear black, khaki, or navy skirts/jumpers that must come at least to the top of the kneecap and contain no frayed edges and cannot be form-fitting.
3. Non-denim black, khaki, or navy modest, neat looking, full-length casual dress pants are appropriate. They must be all one color with no designs or cargo pockets and should be hemmed as to not touch the floor. Pants may not be tucked inside of boots. They must not be form-fitting and be loose enough to “pinch-an-inch” on each side but also not be excessively baggy. A belt must be worn if pants have belt loops.
4. RCA t-shirts and sweatshirts may be worn on Fridays **ONLY**.
5. For PK-6th grades, students may wear dress, casual, or gym shoes during school hours. Any styles of boots, sandals, flip-flops, crocs, or clogs are not allowed. For 7th-12th grades, dress, casual dress shoes or dressy sandals (for girls) are required. Any shoe that resembles athletic or bowling shoes is not allowed. Flip-flops and crocs are not allowed. Girl’s heels should be no higher than 2 ½ inches.
6. Students may not wear hats, scarves, bandanas, sunglasses, or other inappropriate accessories inside any school building.
7. Girls – traditional hairstyles are required with extreme styles or colors not being allowed. The hair color must be natural and all one color. Girls are not allowed to wear extensions or colored attachments and should not hang in front of face. Boys – Hair must be neat, above the eyebrows in the front, not touching the ears, and not over the collar in the back. It must be tapered smoothly with no shelves, lines, grooves, designs, and it is to be all one color while not being tipped/bleached. It is not to be completely shaved or bushy, shaggy, spiked, braided, cornrowed, mohawked, or extra thick, and it shouldn’t curl at the ends due to length. Sideburns may be no longer than the bottom of the earlobes, and boys need to be clean-shaven. Determination will be left to the office.
8. Girls’ make-up may be used to produce a natural look but is not to be used in excess. No black nail polish is to be worn. Girls under 6th grade may not wear make-up, nylons, or high heels.
9. No coats or outerwear are to be worn during class or in chapel. No trench style coats are allowed at any time.
10. For boys, jewelry, other than watches and class rings, including any bracelets, are not acceptable and will be confiscated.
11. Body piercing (except ears for girls) and tattoos, including temporary, are not allowed. This will result in suspension or expulsion. These must be removed immediately to remain an RCA student.

Physical Education Dress Code (7th-9th grades)

Both boys and girls in grades 7-9 are required to wear a RCA P.E. uniform. These can be purchased from the school office at the beginning of the year. Blue sweatpants can be worn in lieu of the uniform shorts.

Ball Game Dress

Modest, neat-looking pants or jeans are allowed. Classroom style shirts or RCA attire should be worn. Student spectators are not to wear shorts. Ball players should return in school dress or team warm-ups at the coach's discretion following each game. (There might be administrative alterations to this policy for specific schools and away games).

Casual Days

Periodically throughout the school year RCA participates in "Casual" Days. These are fundraisers that help fund special things for RCA. Students are allowed to wear blue jeans, T-shirts, and sweatshirts. The jeans must be loose fitting, without holes, and not be frayed in any way. All shirts and sweatshirts must not have inappropriate writing on them. Flip-flops are not allowed.

Programs, Graduation, Plays, etc. Guidelines

Girls – dresses shall be at least to the top of the knee and tops should be no lower in the front than four fingers width from collarbone. Even if covered, no sleeveless/backless dresses will be allowed unless cover is attached.

Boys – should meet school standards as to appropriateness, hairstyles, and jewelry. Student spectators should be in regular school dress.

High School Banquet Dress Code

Girls – dresses shall be at least to middle of the knee. Shoulder straps must be at least 1½ inches wide. Spaghetti straps or sleeveless/backless dresses will not be allowed unless cover is attached.

Guys – must wear suit or sport coat with tie, dress pants, and dress socks and shoes.

PENALTIES WILL INCLUDE: (1) Calling parents for a change of clothing while waiting in the office, (2) receiving demerits/detentions for offense, (3) upon three offenses the student must order clothing from uniform company for remainder of semester.

Elementary Discipline System

Each elementary (K3-6th) class must maintain the basic classroom rules, which are spelled out in this handbook. Each teacher has developed a certain disciplinary system with possible results of lost recess, writing assignments, extra homework, etc. However, there are extreme occasions when a teacher needs to send a student to the principal's office. These offenses could include fighting, disrespect, uncontrollable classroom behavior, or repeated offensive actions.

This system will be used on a semester basis for the elementary school:

Daily Offenses	Discipline Taken
1 st Offense	Warning
2 nd Offense	5-minutes from recess
3 rd Offense	10-minutes from recess, no prizes, and note sent home
4 th Offense	10-minutes from recess, no prizes, note sent home, and requested punishment at home for reinforcement
5 th Offense	Counseling by office and a call home to parents
6 th Offense	Office referral to Administrator's Office added to permanent record

Office Referrals	Discipline Taken (Per Quarter)
1 st Offense	Counseling and sit in office for rest of the day or pick-up
2 nd Offense	Counseling, contact parents for immediate pick-up
3 rd Offense	Counseling, immediate pick-up & schedule conference with School Administrator, teacher, and parents
4 th Offense	1-day out-of-school suspension
5 th Offense	3-day out-of-school suspension
6 th Offense	Expulsion from school

Middle School Discipline System

The secondary students have a disciplinary system made up of a combination of detentions and demerits.

Detentions

Detentions are also given at certain demerit levels or are given in lieu of demerits for some infractions. Normally, detentions are served on Saturdays between 8:00 a.m. and 10 a.m. but are also assigned after school as well.

Demerits

The demerit system is a guide for discipline at RCA. Students are expected to maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in the issuing of demerits. These offenses and demerits assigned are guidelines, not absolutes. In general, they will be followed, however, the principal may assign more demerits at his discretion. Students who receive 1-5 demerits in a semester will have no record of this on their permanent file. Students who receive more than five demerits in a semester will have these recorded but will start the next semester with no demerits. Students who accumulate 75 demerits in a semester will lose the privilege to attend Romeoville Christian Academy for at least one full semester. A student who reapplies for admission after being

expelled or after being asked to withdraw (should he be accepted) would return on probation and a lower demerit total.

Students who are suspended from school are able to make up all their work while they are gone, but will be subject to a 3% grade reduction per day suspended off their final quarter grade. This also applies to students who have been dismissed for the day due to direct disobedience or arguing with a teacher.

Process of Discipline

- **Accumulation of 5 Demerits**
Letter to Parents
- **Accumulation of 10 Demerits**
After school detention until 3:45 p.m.
- **Accumulation of 20 Demerits**
1-hour Detention at Saturday School (\$10 fine)
- **Accumulation of 30 Demerits**
2-hour detention in Saturday School (\$20 fine)
- **Accumulation of 45 Demerits**
1-Day In-school Suspension/Ineligible for Extracurricular Activities/3% points deducted off all quarter grades
- **Accumulation of 60 Demerits**
3-Day Suspension/9% points deducted off all quarter grades
- **Accumulation of 75 Demerits**
Expelled from School

Expulsion Offenses

Students may forfeit their opportunity to attend Romeoville Christian Academy who are arrested, drink alcoholic beverages, uses illegal drugs, possess pornographic material, or are involved in homosexual or immoral behavior. This applies to the conduct at and away from school.

Students who have been expelled or have been asked to withdraw are not allowed to attend any extracurricular activities for the remainder of the year. This includes all athletic contests, concerts, plays, and graduation.

A student cannot earn over 45 demerits in consecutive semesters. Any student that has earned over 45 demerits will be expelled if he exceeds over 45 demerits the next semester.

Demerit System

On the next page, our demerit system addresses, but is not limited to, the following offenses and demerit amounts.

DEMERIT CHART

Cat.	Offense	1	2	3	4	5	
	Tardy to Class	1	1	2	2	3	Thereafter
	Littering	1	1	2	2	3	Thereafter
	Hall Violation	1	1	2	2	3	Thereafter
1	Failure to Follow Directions	1	1	2	2	3	Thereafter
	Unprepared For Class	1	1	2	2	3	Thereafter
	Candy, Food, Gum	1	1	2	2	3	Thereafter
	Disorderly Conduct (talking, notes)	1	1	2	2	3	Thereafter
	Dress Code Infractions	5	10	15	20	25	
	Horseplay	5	10	15	20	25	
2	Music Infraction	5	10	15	20	25	
	Prohibited Article	5	10	15	20	25	
	Disrespect/Arguing with teacher	10	15	20	30		
	Direct Disobedience**	10	15	20	30		
	Physical Contact	10	15	20	30		
3	Cheating #1 (homework)	10	15	20	30		
	Skipping Class (stay on campus)	10	15	20	30		
	Improper Internet Usage #1	10	15	20	30		
	Vulgarity/Improper Language	10	15	20	30		
	Defacing/Tampering w/property	10	15	20	30 + cost of repair		
	Lying	10	15	20	30		
	Bullying/Fighting #1	25	25	25			
	Cheating #2 (quiz, test, exam, etc.)	25	25	25			
4	Skipping Class (leaving campus)	25	25	25			
	Stealing*	25	25	25 + restitution			
	Bullying/Fighting #2***	50-75					
	Tobacco Infraction*	50-75					
	Improper Internet Usage #2	50-75					
	Lewd material/Pornography*	50-75					
5	Drugs/Alcohol Infraction*	50-75					
	Immoral Behavior*	50-75					
	Weapon on school grounds	50-75					
	Arrested*	50-75					

* **At or away from school**

** **Possibility of being sent home for the day**

*** **Sent Home**