



Parent/Student Handbook

2021-2022

Verse for the 2021-2022 School Year
Chosen by our rising senior class

"Finally, brothers and sisters, rejoice! Strive for full restoration, encourage one another, be of one mind, live in peace. And the God of love and peace will be with you."

2 Corinthians 13:11

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WELCOME!

On behalf of Justin Miller, lead pastor of Real Life Christian Church, Dr. Dawn Engle, Head of School, Mr. Adam Danapilis, Upper School Principal, Mrs. Amy Lowry, Lower School Principal, and faculty and staff, we welcome you to Real Life Christian Academy, a ministry of Real Life Christian Church. We are excited to have you as part of our community.

As a school family, we must partner together to create a positive and quality educational environment. The policies in this handbook provide the functional foundation for our academy; they define the responsibilities of parents, students, teachers, and administration.

Real Life Christian Academy Honor Code

Students are expected to be honest in all their words and deeds and to respect the rights, property, and reputation of every member of the academy community. Each student has a duty to accept individual responsibility in promoting the atmosphere of trust engendered by the Code. Those who choose to violate that atmosphere jeopardize their ability to remain in the academy's community.

Suspected violations of the Honor Code will be submitted to the Division Principals. Penalties for violation will be in accordance with RLCA's Disciplinary Procedures.

Real Life Christian Academy is a ministry of Real Life Christian Church. The church and school have a racially non-discriminatory policy and therefore will not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing and abiding by the most recent version of its contents. Please take the time to become familiar with the following information and keep this Handbook available for reference. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

RLCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. RLCA reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be made available to students and parents.

Students who reach 18 years of age while enrolled in the school are bound by all student and parent obligations in this Handbook. The student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18, the school will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Principal. If you have any questions about the Handbook or any of its policies, please contact the Principal.

CORE VALUES, BELIEFS, AND PHILOSOPHY

Mission Statement

Helping real students find real faith by cultivating excellence in academics, leadership, and service in a Christ-centered environment.

Core Values

At Real Life Christian Academy, we strive to be...

- Relational -The most important thing in life is to love GOD and love PEOPLE. Matthew 22:37-39
- Relevant - The MESSAGE doesn't change, but the methods of COMMUNICATING it have to. The MISSION doesn't change, but the means of fulfilling it have to. Acts 17:22-23
- Real - To get RIGHT with God, you have to get REAL with God. Hebrews 4:13, Psalm 139
- Excellent - Anything we do for God is worth doing WELL. Colossians 3:23
- Empowering - Membership is OWNERSHIP! Most growing is done by GOING. 1 Corinthians 12:27, Ephesians 4:11-12
- Effective - Healthy things GROW. We gauge our success by RESULTS, not activity. John 15:5
- Unified - In doctrine – UNITY, in opinions – liberty, and in all things – LOVE. Ephesians 4:2-3, John 17:23

What We Believe

The main educational purposes of our school are the preparation of students for higher education and the development of the academic, moral, social, aesthetic, and athletic values that will enable them to live happy, rewarding and productive lives.

We recognize a need to pursue a satisfying career and to enjoy leisure through recreational and cultural activities. The school encourages the development of patriotism, citizenship and a sense of responsibility to local, national and international communities. Inherent in this is an appreciation and respect for all cultural, ethnic, racial, and religious differences.

Real Life Christian Academy has a diverse student population with many Christian faith traditions represented. We focus on teaching the Bible and not forcing our theology on children. At the same time, it is important for parents to understand that we are a Christian school and a ministry of Real Life Christian Church – those distinctions guide all that we do.

Every teacher and administrator is an evangelical Christian and signs our statement of faith. Each student takes Bible classes and attend our weekly chapel service and life groups. We acknowledge the Bible as our authority; the following statements should help you understand the nonnegotiable biblical ideas that fundamentally define who we are:

- We believe that there is one sovereign God eternally existing in three persons – Father, Son and Holy Spirit. He is the Creator of all things (1 Chronicles 29:1-12, Psalm 135:6, Acts 2:32-33, Mark 12:29-30).
- We believe that Jesus Christ, God's only Son was born of a virgin, lived a perfect life, died as a substitute for us, and rose from the grave (Colossians 2:9, Luke 1:30-35, 1 Corinthians 15:3-8, 2 Corinthians 5:21).
- We believe in the Holy Spirit who convicts the world in regard to sin, righteousness and judgment, and indwells every believer and equips them for personal growth and service to Jesus Christ (John 16:8, Acts 2:38, Ephesians 1:13-14).
- We believe the Bible is the inspired Word of God and the final authority for all matters of faith and practice (2 Timothy 3:16-17).
- We believe that man, created by God in His image, willfully sinned and as a result, is lost and without hope apart from Jesus Christ (Genesis 1:27, Romans 3:23, 6:23, Acts 4:12).
- We believe that salvation – the forgiveness of sins – is available only by the grace of God through the blood of Jesus Christ. This free gift of salvation is offered to all who receive Christ as Lord and Savior through faith (John 3:16, Ephesians 2:8-9, Colossians 2:6, Acts 2:38).
- We believe those accepting Christ should repent of sin, confess their faith and be baptized into Him (Romans 10:9, Acts 2:38, Mark 16:16, Acts 8:36-38, Galatians 3:26-27).
- We believe that death seals the eternal destiny of each person. When Christ returns, he will pronounce the eternal fate of each individual – the saved to eternal life in heaven, the unsaved to eternal separation from God in hell (Acts 1:10 -11, John 5:28-29, Daniel 12:2, 2 Corinthians 4:14).

Accreditation and Affiliation

Real Life Christian Academy (Pre-Kindergarten through 12th grade) is an accredited member of Christian Schools of Florida. This organization is recognized by the National Council for Private School Administration, a national consortium of accrediting associations for preschool, elementary and secondary private schools.

Philosophy of Education

Our philosophy of education is built upon cultivating excellence in five cornerstone values:

- Family

- Academics
- Christian Worldview
- Leadership
- Service

These principles encapsulate our approach to education, from the faculty and staff we hire to the classroom environment we strive to create. Our school values what scripture says is true of us in Christ and what it means to participate in living out the Gospel. As such, our philosophy of family is threefold: body of Christ, faculty and staff, relational approach with students and families.

“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6.

Our philosophy of Christian education also includes the following commitments that flow from our values and mission:

1. The home, church and school all play a vital role in meeting the total needs of a child.
2. The education of children is the primary responsibility of parents. Our intent is to partner with parents, not replace them.
3. The Bible is God’s Word, the supreme authority for every area of our lives including the education of children.
4. Academic knowledge must come from a Christian viewpoint – the Word of God applied to all subjects. True wisdom comes from the knowledge of God.
5. Education is future-oriented with an eternal perspective – it is about changing lives. We encourage each child grow morally and spiritually, in turn saving and disciplining future generations.
6. America is a great nation and we teach about the heritage of this country – the stories of its heroes and the love of its flag.

NON-DISCRIMINATION POLICY

Real Life Christian Academy admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

School Hours

RLCA's Business Office is open from 7:00 a.m. to 6:00 p.m. Monday through Friday.

Classrooms open at 7:45 a.m. and close at 3:00 p.m. Students arriving before 7:45 a.m. or staying after 3:00 p.m. must go to extended care. Students are not permitted to loiter about the school grounds before or after school hours. All classrooms and upstairs halls close at dismissal. Unless part of a supervised school activity, students are not permitted in these areas after hours for any reason. All students in extended care must be picked up by 6:00 p.m.

Hours

PreK – 12th Grade Full day from 8:00 a.m.-3:00 p.m.

Wednesday from 8:00 a.m.-1:30 p.m.

Extended Care - M/T/TH/F from 3:00 p.m.-6:00 p.m.

Wednesday from 1:30 p.m.-6:00 p.m.

Visitors and Volunteers

Parents are welcome to visit the RLCA campus. Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

- **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
- **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.
- **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.
- **Dress/Attire:** All visitors to RLCA, including parents, must dress modestly and appropriately for a Christian school environment. Any adult, who in the administration's opinion is not modestly and appropriately dressed, will be asked to leave campus until dressed appropriately. This guideline includes school and after school events on and off campus.
- **Siblings:** Unless a special circumstance, we cannot host children/siblings not enrolled at RLCA during school hours or on field trips.
- **Visitors and parents:** If you are coming to see a student or a faculty member, please call to make an appointment in advance.
- **Morning/Afternoon Drop-off & Pick-Up:** For the safety and security of our students, only parents of Pre-K students will be allowed to enter the building to walk their students to class in the mornings and pick up in the afternoon. Pre-K parents will be issued a pass in order to enter

through the front office or the outside double doors. Only those Pre-K parents with a school-issued Pre-K pass will be permitted to enter.

Please Note: For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus. To maintain a safe campus, we will require a background check for regular volunteers in a supervisory capacity. All parents may attend supervised class “parties” or afterschool programs or athletic events.

PRINCIPLES AND EXPECTATIONS RELATING TO THE PARENT/SCHOOL RELATIONSHIP

Our goal is to have a healthy, supportive and educational environment for our students as such, we have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their students to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents should not have the expectation of being able to contact their student via cell phone throughout the school day. This helps to build independence and fosters decision making.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student’s advisor, teacher, mentor, or other person installed on campus.
4. When parents contact the school without the student’s knowledge (“John doesn’t know I’m calling, but . . .”), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.
5. The school will typically investigate issues and question students without the parent’s presence. This helps us move quickly to resolve issues.
6. Although your student’s issue is important, concerns take time to address. Please be patient.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose the discipline of your student to others and expect that you understand the same principle applies to other students.
8. The school will not communicate everything that occurs in the student’s daily life to a parent. We have many students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student’s progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.

10. All communications between the parents and any person at the school must be professional, cooperative, and appropriate and reflecting of biblical values. If we cannot have this type of relationship, this may not be the right school for your child.

Parent/Family Cooperation

RLCA believes that a positive and constructive working relationship between the academy and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the academy's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the academy's policies, methods of instruction, or discipline, or otherwise interferes with the academy's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the academy reserves the right to dismiss the family or family member from the community. In addition, the academy reserves the right to place restrictions on parents' or other family members' involvement or activity at RLCA, on RLCA property, or at school-related events for reasons that RLCA deems appropriate.

Because of our concern for student safety, all employees, and those parents who volunteer for RLCA activities with unsupervised access to our students, are screened through the academy's criminal background process. Although RLCA performs such screenings, the academy cannot attest to the background of the various parents whom their child may associate with away from school.

PARENT CODE OF CONDUCT

Parents are an integral part of Real Life Christian Academy and the partnership depends as much on parental cooperation and support as it does school excellence. In order to detail expectations of each RLCA parent, we adopt the following Parent Code of Conduct. Enrolling in RLCA is evidence of parent affirmation of this code of conduct; each RLCA parent agrees to the following:

1. I will treat my child's teachers and administrators with respect as dedicated professionals, called by God to this school and ministry. I will work hard to demonstrate support, cooperation, and appreciation for them in written and oral communication.
2. I will make sure my child arrives at school on time each day, prepared to learn, and that his or her appearance conforms to RLCA standards.
3. I will provide the RLCA with my current email address and phone numbers, and I will promptly respond to all communication from RLCA personnel.

4. I will help my child develop moral integrity in conformity with RLCA standards by supervising his/her phone use, internet access, social media, television habits, and movie and magazine viewing.
5. While I am on campus either as a volunteer or a guest I will dress modestly and appropriately for an educational environment and out of respect for the children.
6. I will maintain perspective and retain control of my emotions even when I am angry with a teacher or an administrator. I will not take a threatening tone of voice or posture with school staff or do anything that is intimidating to an RLCA student or employee.
7. I will never lie to my child's teacher or administrator to shield my child from the consequences of his/her behavior. I will always encourage honesty and truthfulness in my child and I will never help him/her cheat either by doing work for them or obtaining and sharing answer keys to tests or exercises.
8. I will speak to the teacher or adult in charge before I accept as true my child's version of an incident. I affirm that teachers and administrators act in good faith to get at the truth of a matter. Even if I disagree, I will accept school decisions as in the best interests of the RLCA, the students and ultimately my child.
9. I will speak directly to any employee with whom I have an issue and go through proper channels when I have a problem or concern. I will not speak disparagingly or complain about the Academy, and I will stop rumors wherever I hear them.
10. I will keep all RLCA students safe by honoring the background check policies, signing in at the front desk, wearing a name badge, keeping locked doors shut, and complying with all campus driving regulations.

STUDENT BEHAVIOR POLICIES

Our goal at Real Life Christian Academy is to provide an environment conducive to the spiritual growth and academic development of our students. We believe students should avoid practices which cause a loss to the Christian's spiritual, mental and physical well-being and loss of sensitivity to the spiritual needs of others (Romans 12:1,2).

In this atmosphere of definite and positive Christian standards of conduct we desire and intend to develop strong and stable Christian character. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the policies of RLCA whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

To promote an atmosphere of spiritual growth, to maintain an orderly and safe environment, and to exhibit Christian character, RLCA adopts the following standards for students while enrolled in our school, both on the school grounds and away.

Standards of Conduct

We strive to maintain an atmosphere of peace and harmony among the students, staff and faculty. We expect students to show respect to God, family, school, faculty, church, and fellow students. While a list of rules cannot cover every conceivable situation, the following principles guide and define expected conduct.

General principles

1. Show respect for faculty and staff. Students must obey all instructions, rules and guidelines, and show respect to the teachers, staff and administration of the academy.
2. Show respect for fellow students. Splitting into groups that exclude others is unacceptable. Profanity, coarse joking, insulting or making fun of other students is out of harmony with Christian values and prohibited. Fighting will not be tolerated. In the event of misunderstandings, all associates of the academy will be expected to follow the instructions outlined in Matthew 18:15-18.
3. Show respect for property. Students should dispose of trash in the appropriate receptacle and keep desk areas, hallways and lockers neat and clean. Destruction or defacing school property is prohibited. Chewing gum is not permitted.
4. Show respect for our country. Students will participate in the pledge of allegiance and patriotic days and events. They will demonstrate honor for this country, its history and its leaders.
5. Show respect for self. We expect students to come to class bathed and well-groomed. Students' clothes should be clean and well-maintained. Substance abuse is not permitted.
6. Show respect for God. Students will participate in daily Bible studies and all worship services. We expect the moral behavior of our students to be above reproach. Immoral behavior, as defined below, is out of harmony with the purposes of the academy and reason for expulsion.

DISCIPLINARY PROCEDURES

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the academy's discretion in accordance with the academy's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of academy rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of academy rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or school disruption caused by the student's behavior;
- The number, if any, of prior infractions of academy rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

Discipline and Consequences

The range of possible disciplinary consequences include one or more of the following:

Disciplinary Report

A documented notice of an infraction. Each report will warrant a form of discipline, ranging from a Level 1 to a Level 3 infraction with the appropriate consequence.

Silent Lunch

The student will spend the duration of their assigned lunch with the faculty managing silent lunch on that day. Students are not permitted to speak with other students or work on school work during this time. Frequent silent lunches may result in additional forms of discipline.

Detention

The student must spend a period of time (typically 60 minutes) in the academy's library or other designated area. During detentions, students are required to read specific essays or stories and report or respond to them in writing. If the student is late or absent from detention, an additional detention will be assigned.

Community Service

The student who is assigned to community service will be assigned to work with Ms. Donna, a teacher, or administrator in completing tasks and activities around the school. This time will be supervised by a staff member and the period of time will be 90 minutes.

Saturday School

The student will attend detention from 8-10 am on Saturday morning. It will be served in the Teacher's classroom. This time will be technology free. The student is encouraged to bring their homework or a

book to read. If they do not bring material, the Teacher will assign work to them for the duration of the morning.

In School Suspension

Students are required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

Out of School Suspension

Students are banned from all academy activities, including classes, and are to remain at home. Students will earn a zero for work assigned for the day. He/she is still responsible for the content that shall appear on an assessment or future assignments. Suspension becomes a permanent part of a student's record.

Expulsion

Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the academy or the academy's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the administration directly or considered serious enough by the Principal, may be grounds for expulsion.

In addition, RLCA may report to the appropriate governmental authorities any actions that appear to violate law.

Probation

A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, RLCA reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from RLCA.

LEVELS OF INFRACTIONS

We expect that most minor infractions will be addressed by the teacher in cooperation with the parent at the classroom level. Teachers will issue a referral for infractions such as talking without permission, horseplay, chewing gum, etc. Repeated or more serious infractions will result in discipline according to the following scale:

Upper School

Level 0 - Teacher Classroom Management

- Class disruption (ie, blurting out, out of seat, etc)
- Eating in class
- Chewing gum
- Dress code violation
- Not participating in class
- Disrespect of others property

Level 1 – Silent Lunch

- Continuation of behavior from Level 0
- Disrespect/Defiance
- Inappropriate Chromebook use (ie. games, youtube, etc)
- Profane or abusive language.
- Tardy 5x

Level 2 – Detention/Community Service

- Continuation of behavior from Level 1
- Fighting Level 1 (ie. horseplay)
- Destruction of property
- Lying

Level 3 – Saturday School/In School Suspension

- Continuation of Behavior from Level 2
- Fighting Level 2 (ie. assault)
- Cheating/Plagiarism
- Stealing
- Direct and intentional defiance/disrespect
- Violating campus security policies (ie. unaccounted for, skipping class, leaving campus without permission)
- First offense - profane and crude language
- Flagrant, inappropriate use of technology (ie. pornography, insensitive material, etc)

Level 4 - Out of School Suspension

- Continuation of behavior from Level 3

- Harassment
- Bullying Intimidation
- Threat to do Harm

Level 5 - Expulsion

- Possession of drugs and alcohol
- Possession of a weapon
- Sexual misconduct
- Gross insubordination

Lower School

Lower School teachers will utilize and follow the behavior plans developed for their respective grade levels, as well as school-wide positive behavior initiatives. Those plans and initiatives will be communicated to parents via the classroom teacher.

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the academy with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the academy and/or the student's college counselor will also inform the college or university of such an incident.

POLICIES AND RULES

Behavior in Class/Halls/Walkways

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school (smart/cell phones, smart watches, iPads, gaming devices, etc.), the student does so at his/her own risk. RLCA will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to RLCA must comply with all rules and regulations regarding the same.

All cell phones brought to RLCA must be turned off and stored in the backpack. No students should have a cell phone visible during the school day except after dismissal. Headphones, earbuds, or air pods of any kind are not permitted except at a teacher's discretion in a classroom activity.

Students are not allowed to take pictures or video on campus without the expressed written permission of the administration. In this instance, all images must meet full standards of decency.

Students who violate this policy will have their cell phones or electronics confiscated. In such a case, the academy reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by an administrator. Parents may be required to come to the academy office to pick up confiscated items following the student's first offense. Students may also be subject to disciplinary procedures for violation of this policy.

Smart watches may be asked to be removed at a teacher or administrator's discretion. Failure to do so may result in the confiscation of the device and potentially a consequence.

Administration reserves the right to confiscate student cell phones or electronic devices without immediate parental consent/notice for the purpose of investigation due to reports of conduct violations.

Computer and Systems Usage Policy

All persons using electronic devices of any kind including the academy's chrome books, iPad's, computer systems, or personal computers on academy property or over the academy's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, smartphones, video cameras, etc.) on RLCA property or at an academy-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the academy administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Students will not be issued any Academy technology or textbooks until the Parent Student Handbook/Technology agreement is signed.

Chromebook Security: Students have been assigned lockers capable of holding their computers as well as books. Computers should not be left anywhere on campus unattended; the provided lockers should be used. RLCA does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Purpose: The purpose of providing access to the Internet and the academy's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the academy's educational objectives.

Privilege: The use of the academy's systems is a privilege and not a right. Inappropriate or illegal use of the academy's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: RLCA community--students, faculty, administrators and staff--have the privilege of access to the Internet. RLCA encourages students and teachers to use the internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the academy's local or network hard drives. Students are not permitted to share their account information.

We expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the academy cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of academy rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Gaming: Users shall not load unauthorized games, programs, files nor any other media on any school computer system. The computers at RLCA are educational tools and are not to be used for personal recreation unless directed by a teacher.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of the school, date of birth, social security number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. RLCA is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. RLCA will not, in any way, be held responsible for a student's own software brought to school for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the academy's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of academy rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the academy's system under your password.

Academy's Right to Inspect: RLCA reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The academy also reserves the right to inspect any personal electronic devices (including cell phones) brought onto campus. In such a case, students must provide any passwords to inspect the device upon request by an academy administrator. Do not assume that any messages or materials on your computer or the academy's systems are private.

E-mail: E-mail may not be used to harass or threaten others. RLCA reserves the right to randomly check email or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at an academy meeting. Students should be aware that deleted emails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the academy's "no harassment/no bullying" policy.

Viruses: Every effort is made by the academy to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. RLCA is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the academy community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs. Students are responsible for the whereabouts and care of their computer. Families are financially responsible for damage, loss, or theft.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Division Principal for the student's school so that the situation can be investigated and addressed appropriately. Students

who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Library and Textbook Policy

Students are responsible for the care and preservation of all instructional materials checked out to them. Textbooks checked out to students are the property of Real Life Christian Academy and it is a privilege to use these books while a student at this school. The purpose of this textbook policy is to create accountability and responsibility on the part of our students for resources in their care.

At the beginning of each school year, textbooks will be individually checked out to each student. The barcode will be scanned into the library system and is linked to each student's account. A Textbook Condition Form will be completed by each student and reviewed and approved by their homeroom teacher to document the condition of each textbook assigned.

Normal wear of textbooks is expected. Normal wear is defined as no more than one level drop in the condition of the textbook while it is in the care of a student. For example, a drop from GOOD condition to FAIR condition is considered normal wear. A NEW book that is returned in POOR condition is NOT considered normal wear. Students will be charged the full replacement cost of the textbook if the condition deteriorates more than one level. Students will also be charged for lost textbooks, water/liquid damaged textbooks, and textbooks returned without a front and/or back cover. Textbook condition levels are defined as follows:

- NEW: A brand-new, unused copy.
- EXCELLENT: Like new. No tears. Cover is intact. Pages and spine are clean.
- GOOD: Slight wear. Cover and pages are intact. Minor wear and tear to cover, spine, and pages.
- FAIR: Some damage to cover and/or pages. Cover may be taped on. Pages may include underlining or highlighting. Textbook shows overall wear.
- POOR: Excessive wear. Cover has been taped on and shows significant wear and tear. Textbook spine and pages show significant wear.

Students are required to return all textbooks at the conclusion of the school year. However, if they withdraw from a class or withdraw from the school prior to the end of the school year, textbooks must immediately be returned to the library.

*RLCA reserves the right to withhold student grades, diplomas, transcripts and other student records until all textbook obligations are met.

Student responsibilities are as follows:

- Rate the condition of each textbook on the Textbook Condition Form.
- Write your name inside the front cover of your books as soon as you receive them, BEFORE they are placed in your locker:

- Hardcover textbooks: Write your name and the school year in the signature box inside the front cover.
- Soft cover textbooks: Write your name and the school year inside the front cover.
- Workbooks/Activity Manuals: Write your name inside the front cover.
Workbooks/Activity Manuals are NOT barcoded and are NOT returned at the end of the year and students are allowed to write in them.
- Cross through student names from previous years.
- Names should not be written anywhere else in the textbook.
- Do NOT write, highlight, underline, doodle, draw or otherwise mark school textbooks except as indicated above.
- Keep your books in your possession! They are YOUR responsibility! Do not leave your books in a classroom, on a table or in a friend's locker. Do not loan your books to anyone. They should be LOCKED in your locker when not in use.
- Keep your books away from all liquids and foods. Wet books that develop mold cannot be used again. You will be charged for books that are damaged by liquids or food.
- If your textbook becomes damaged and needs to be taped, please see the librarian as soon as possible for repair. If the front or back cover comes off of the book, save the cover and return it to the librarian for repair. You will be charged for books that are returned without a book cover at year end (front and/or back).
- Keep your books in a safe place while at home; away from young children and pets.
- Students are issued ONE textbook to use in class and at home. Duplicate copies are not provided.
- All textbooks must be returned to the library on or before the last day of school. Books must be checked in/scanned in by the librarian before leaving them in the library. Remove ALL papers, sticky notes, flags, bookmarks, etc. from textbooks before returning them to the library.
- Be sure you always have your own book! Check the barcode throughout the school year. If you turn in another student's book you are still responsible for the copy checked out to you.
- Lost textbooks are usually turned in to the library where students can retrieve them from the librarian.
- Teachers are NOT responsible for any textbook checked out to a student that was damaged, lost or stolen because it was left in the classroom.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Students with pending criminal charges will not be allowed to participate in any RLCA extracurricular activities, including but not limited to athletics, performing arts, clubs, and RLCA Homeschool program. Violations of law that occur off-campus during the school day will be subject to review under RLCA rules. Violations of law that occur after the school day may also be subject to review under RLCA rules.

In the case of offenses that occur at the end of the school year, the academy may require consequences to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Division Principal.

Displays of Affection/Physical Contact/Inappropriate Student Interaction

Demonstrations of romantic involvement between students on school property is forbidden. Students are prohibited from inappropriate displays of affection on campus or any academy-related events, such as hand holding, kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on buses, or at an academy-related event is prohibited. Any unwanted or offensive sexual conduct occurring on academy property or an RLCA event must be immediately reported in accordance with the Harassment and Bullying Policy. Such behavior will result in detentions, suspensions or expulsion. Behavior should be above reproach.

Immorality

Students must abstain from swearing, smoking, use of indecent language, gambling, use of intoxicating substances, watching or listening to indecent movies (especially 'R' rated), indecent television shows, indecent music and accessing inappropriate internet sites. If a student's behavior outside of school hours and off campus become a hindrance at school, then it will be addressed accordingly. In accordance with the ministry's statement of faith and in recognition of Biblical commands, students will be expected to demonstrate high standards in accordance with biblical principles in all areas of their lives.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near academy property or at academy-related activities.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic

or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the academy office of this fact when they report too.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the academy's disciplinary rules, RLCA reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the academy; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the academy's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Fights or Horseplay

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. Food and drink are not permitted during car line before or after school (with the exception of water). There will be no chewing of gum in school.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling and profanity are not permitted. The "Golden Rule" will be the foundation of all personal relationships.

Harassment/Bullying

RLCA is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the academy will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, repeated physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a bus, or at an academy-related event, can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported immediately to the Division Principal. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the academy administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have engaged in such actions that have disrupted a healthy learning environment and violated this policy will be subject to disciplinary action, including dismissal from the academy for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in academy-related athletics, clubs, associations, organizations and other groups, the RLCA prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's

mental, emotional or social well-being, any act in violation of the law or academy policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then contact the Division Principals and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off academy property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Division Principal. The failure to make such a report is also a violation of this policy.

When the RLCA administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the academy for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with academy standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at academy-sponsored events.

Lockers

Students are to keep their locker clean. Lockers are not to be shared. Personal items should be taken home each evening. Lockers must be locked (with the Academy's lock). Lockers may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. Lockers will be assigned by the Student Services department during the first week of school. Locks put on before then will be removed.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

It is the student's responsibility to keep the locker combination secure and locker locked. RLCA assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

All students with a locker will use the school-provided lock to secure their lockers. No other locks may be used on the locker. Students may not use any device to prevent access to lockers by school officials and any unauthorized locks may be removed and destroyed.

1. The school administration will assign lockers to students. Students may not switch lockers with another student without the knowledge and permission of the school administration.
2. Students may not share their locker with another student unless that student was specifically assigned as their individual locker partner.
3. Students may not enter, place items in, or remove items from anyone else's locker without permission from the student who is assigned to that locker. Students may not use vacant lockers.
4. Except when accessing their lockers, students must keep their locks locked.
5. Students must keep lockers clean inside and out. Stickers are not allowed on any part of the lockers. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker. Writing or painting on any part of the lockers is not allowed.
6. Students are responsible to pay for any damage to the locker. If a school-provided lock ceases to function, notify Administration. The old lock will be traded for a new lock. If a lock is lost, a charge of \$8 will be added to the student's account.
7. Any problems with a locker should be reported to the office or to a designated staff member.

Secondary students are encouraged to use the lockers in the locker room to hold belongings during PE class using a self-provided lock. All belongings and the lock must be removed at the end of PE class. Team athletes may be assigned a locker in the locker room at the discretion of the athletic director. These lockers must be vacated at the end of each sports season.

Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.

Off Campus Behaviors

RLCA does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the academy's rules and regulations apply at all times a student is enrolled in school. In addition, RLCA reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at RLCA or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from RLCA.

Pornography

The possession, viewing, or distribution of pornography on or off campus, in either electronic or hard copy form, is a violation of RLCA rules. Students who violate this rule will appear before the Principal. The academy reserves the right to determine what material is pornographic.

Prohibited Electronics and Other Items

Students are prohibited from possessing or having in their possession (locker, vehicle, backpack, purse, etc.), tobacco products/electronic cigarettes, drugs/alcohol, matches, laser pointers, electronic games. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Weapons and Threats

RLCA takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the academy. Students are prohibited from bringing any type of weapon to RLCA or academy-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the academy's position regarding a student's use of social media or networking.

Use at School or School-Related Event

We do not permit students to access social media and/or social networking sites while on academy property during school hours. If at a school-related event outside of school hours, positive social media use is permitted. If students are able to access such sites on academy property during school hours they should understand that their activities are in violation of RLCA policy and may result in disciplinary action.

Use Away from School Property

It is not our goal to regulate a student's personal online activities when not on academy property or at an academy-related event. Please understand, however, that certain activities might impact a student's relationships with other students or RLCA employees or academy rights that we do reserve the right to

regulate. All students should ensure that they are familiar with academy's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate an academy policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the academy conduct code by making disparaging or negative comments about the academy, administration, or faculty members in a manner that is disruptive to the academy's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use RLCA's name, logo, trademark, or service mark in online activities. Students are not permitted to create websites or social networking profiles about the school. Finally, students are not permitted to disclose any confidential information of RLCA, employees, students, parents, or activities online.

Your Identity Online

You are responsible for any of your online activity conducted with an academy email address, and/or which can be traced back to the academy's domain, and/or which uses academy assets.

What you publish on such personal online sites should never be attributed to the academy and should not appear to be endorsed by or originated from the academy.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student’s parents become aware of any adult’s communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Student Services Director or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include RLCA employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.)
- Sending emails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes; and
- Dating or engaging in consensual relationships with students

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the academy’s mandatory reporting obligations, please consult with the Division Principals.

Child Abuse Reporting

Teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate

with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

DRESS CODE

The faculty and administration of RLCA wish to maintain the standards of dress and appearance appropriate to serious academic pursuits. The dress code encourages pride in self, concern for others, and pride in school. All students are required to wear a uniform as designated by RLCA bulletins and memoranda provided before the beginning of the school year. Infractions will be dealt with in accordance with the school's disciplinary policy. Anything the administration deems as a distraction or inappropriate that disrupts the educational process will not be allowed.

All uniform shirts and jackets must be purchased through the uniform link on the RLCA website. Pants, skirts, and shorts may be purchased from the uniform section of a department store and must meet the dress code requirement for fit and length. Children not in dress code will be issued a "dress code reminder" for minor first offenses. For repeat or significant violations, the child will be referred for disciplinary action.

It is the responsibility of the parent to ensure that hair is in compliance at all times. Students out of compliance with the hair code will need to correct the situation before returning to school.

*Special Note: 2021-2022 will be a transition year for a change in uniforms. The new uniforms will be mandatory beginning the 2022-2023 school year.

Upper School Boys

Slacks/shorts – Middle School boys will wear uniform style khaki or black slacks or shorts. Shorts may be no shorter than three inches above the knee. The belt line must be at or above the hips.

- *High school students (9th – 12th grade) may wear uniform style khaki or black slacks or shorts, and blue or black jeans in good repair, without tears, stains, or holes, and not tight fitting. Jean shorts and cut-off or frayed shorts are not allowed.

Shirts – Boys will wear school-logo uniform shirts purchased through the school vendors. Any shirt worn under the uniform shirts must be solid white or solid black.

Jackets – For extra warmth in the classroom, students may wear RLCA school-logo jackets and hoodies available for purchase through the school vendors. Hoods may not be worn inside the school. Only RLCA school-logo jackets are allowed to be worn inside the building.

Shoes – Students will wear athletic shoes and socks or laced boat shoes. Students may not wear sandals, flip-flops, slides, boots, shoes with wheels, shoes with high heels, or Crocs.

Hair – Hair is to be kept clean and well-groomed. Hair color is to be a natural color. No artificial color (i.e. red, blue, green, orange, yellow, purple, etc) will be permitted. Hats are not allowed except on special days. Any other head wear that disrupts the educational process is not permitted.

Jewelry/adornment – Jewelry should be kept simple. Tattoos must be completely covered. Piercings may be allowed if they are tasteful, modest, and not disruptive to the educational process.

Dress for Dances - Upper School Boys

- Dress is semi-formal. Dress shirt, pants, tie and shoes. Jackets optional.
- NO jeans of any type.
- Administration reserves the right to make the final determination of appropriateness on any clothing that is deemed questionable.

Upper School Girls

Slacks/shorts/skirts – Middle School girls will wear uniform style khaki or black slacks, skirts, or shorts. Shorts and skirts may be no shorter than three inches above the knee. Skorts and uniform capris are allowed. On chilly days, solid black tights and leggings may be worn under skirts/shorts.

- *High school students (9th – 12th grade) may wear uniform style khaki or black slacks, and blue or black jeans in good repair, without tears, stains, or holes and not tight fitting (jeggings and similar articles of clothing). Jean shorts or jean capris are not allowed.

Shirts – Girls will wear school-logo uniform shirts purchased through the school vendors. Any shirt worn under the uniform shirts must be solid white or solid black.

Jackets – For extra warmth in the classroom, students may wear RLCA logo jackets and hoodies available for purchase through the school vendor. Hoods may not be worn in school. Only RLCA school-logo jackets are allowed to be worn inside the building.

Shoes – Students will wear athletic shoes and socks or laced boat shoes. Students may not wear sandals, flip-flops, slides, boots, shoes with wheels, shoes with high heels, or Crocs.

Hair – Hair is to be kept clean and well-groomed. Hair color is to be a natural color. No artificial color (i.e. red, blue, green, orange, yellow, purple, etc) will be permitted. Hats are not allowed except on special days. Any other head wear that disrupts the educational process is not permitted.

Jewelry/adornment - Jewelry should be kept simple. For safety reasons, no large hoop or dangle-style earrings should be worn. (Expensive jewelry should not be brought to school.) Tattoos must be completely covered. Piercings may be allowed if they are tasteful, modest, and not disruptive to the educational process. Modest earrings, with no more than two piercings per lobe are allowed.

Dress for Dances - Upper School Girls

- Dresses must not be any shorter than 4" above the knee. Because we recognize that this may be a challenge for some of the taller girls, an alternate measurement of at least 4" below fingertip length will be considered for those students.
- Dresses may be halter or spaghetti straps, as long as the neckline is modest and well-fitting; no excessive cleavage is allowed. If a dress is strapless, a jacket/shrug/sweater must be worn over the dress at all times.
- Backs may not be any lower than the elbow when elbows are bent at the side.
- Midriffs must be covered.
- Dresses may not have cut outs or see-through material.
- Slits (formal dress) no higher than 4 inches above the knee area.
- Dresses may not be excessively tight or form-fitting in appearance. Please keep this in mind when selecting the fabric of the dress.
- All dresses must be of moderate and appropriate taste. Any student in attire that is deemed excessive or inappropriate will not be allowed to enter the dance.
- Administration reserves the right to make the final determination of appropriateness on any clothing that is deemed questionable.
- If students are unsure about the appropriateness of their dress, they may send a picture to a female administrator or Student Council Advisor for approval.

Lower School Boys

Slacks/shorts – Lower School boys will wear uniform style black slacks or shorts. Shorts will not be shorter than three inches above the knee. The belt line must be at or above the hips.

Shirts – Boys will wear the RLCA school approved logo uniform shirt purchased through the school vendors. Any shirt worn under the uniform shirts must be solid white or solid black.

Jackets – For extra warmth in the classroom, students may wear RLCA school-logo jackets and hoodies available for purchase through the school vendors. Hoods may not be worn inside the school. Only school-logo jackets are allowed to be worn inside the building.

Shoes – Students will wear athletic shoes and socks or laced boat shoes. Students may not wear sandals, flip-flops, slides, boots, shoes with wheels, shoes with high heels, or Crocs.

Hair – Hair is to be kept clean and well-groomed. Hair color is to be a natural color. No artificial color (i.e. red, blue, green, orange, yellow, purple, etc) will be permitted. Hats are not allowed except on special days. Any other head wear that disrupts the educational process is not permitted.

Jewelry/adornment – Jewelry should be kept simple. Tattoos must be completely covered. No ear, nose, lip, brow, or tongue piercings will be allowed.

Lower School Girls

Slacks/shorts/skirts – Lower School girls will wear uniform style black slacks, skirts, jumpers or shorts, uniform style. Shorts and skirts may be no shorter than three inches above the knee. Skorts and uniform capris are allowed. On chilly days, solid black tights and leggings may be worn under skirts/shorts.

Shirts – Girls will wear RLCA school-logo uniform shirts purchased through the school vendors. Any shirt worn under the uniform shirts must be solid white or solid black.

Jackets – For extra warmth in the classroom, students may wear RLCA logo jackets and hoodies also available through the school vendor. Hoods may not be worn in school. Only school-logo jackets are allowed to be worn inside the building.

Shoes –Students will wear athletic shoes and socks or laced boat shoes. Students may not wear sandals, flip-flops, slides, costume style/dress-up shoes, boots, shoes with wheels, shoes with high heels, or Crocs.

Hair – Hair is to be kept clean and well-groomed. Hair color is to be a natural color. No artificial color (i.e. red, blue, green, orange, yellow, purple, etc) will be permitted. Hats are not allowed except on special days. Any other head wear that disrupts the educational process is not permitted.

Jewelry/adornment - Jewelry should be kept simple. For safety reasons, no large hoop or dangle-style earrings should be worn. (Expensive jewelry should not be brought to school.) Tattoos must be completely covered. No nose, lip, brow, or tongue piercings will be allowed. Modest earrings, with no more than two piercings per lobe are allowed.

Spirit Day

On announced special days, students may wear a RLCA or Real Life Christian Church approved shirt or hoodie and blue jeans for a donation. Jeans should be in good repair, not tight fitting, without tears, stains, or holes. Jean shorts and cut-off or frayed shorts are not allowed.

Off Campus Guests for Dances

- RLCA students can invite 1 guest
- Guest must be at the same level of education as the person inviting (middle to middle and high for high)
- An application needs to be submitted and approved by the Upper School Principal before the deadline
- Guest must abide by the Academy rules
- Administration reserves the right to ask any guest to leave

Physical Education

Elementary students will wear regular uniforms for PE. Secondary PE students will dress out in the PE uniform available for purchase through the Athletic Department.

Extended Care Dress

School uniforms must be worn during extended care.

Off Campus or After School Sponsored Events

Students participating in after school events, such as sports teams, will dress as directed by the faculty sponsor of that event. Students attending the event as spectators are not required to be in uniform but will be required to maintain a standard of neatness and modesty. No short shorts or short skirts will be allowed. All shirts will have a modest neckline and will be long enough to cover the midriff. See-through shirts will be worn with another solid shirt underneath. Content of T-shirts with messages or advertisements must be supportive of a biblical lifestyle and reflect well on RLCA.

Special Note

Because we are a Christian school, students should not wear items or symbols reflecting anti-Christian philosophies or other religions. While RLCA attempts to be thorough in its dress code, no policy can cover every issue that will arise during the school year. The administration reserves the right to determine the appropriateness of all dress code issues that arise during the school year.

ATTENDANCE POLICIES

We value class time and student attendance and punctuality are important to a thriving educational environment. As such, parent support is needed to ensure that students are present and on time during the school day.

Progress reports and report cards will be held if attendance notes are not submitted.

General

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. RLCA requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences may be denied re-enrollment or promotion.

Excused Absences

When a student is unable to attend school because of an illness validated by a parent or guardian, the parent or guardian will provide proper documentation. For an extensive illness involving several days of absence, the Academy may require a statement from a physician. All documentation will be emailed directly to the designated attendance email address or log in to their Parents Web account via the link.

Excused absences include documented illness, school sponsored trips and activities, school athletic team competitions, death in the family, religious holidays (subject to prior approval from the appropriate division principal).

Students excused from classes for field trips or for special reasons are required to obtain assignments and be prepared for class, including tests, the next day.

Pre-arranged Absences

Students who take vacations during the school year shall be considered absent with parental permission and approved by division principal. It will be the obligation of the parent and the student to see that work missed is made up, and if necessary, secure a tutor without undue demand upon the classroom teacher. In addition, the following will be expected:

1. Parents will submit the request directly to the designated attendance email address or log in to their Parents Web account via the link to submit the request. This should be submitted 1 week in advance before leaving. Upon approval, the parent will receive an approval or disapproval email.
2. Students will not receive work before the absence. Work will be given upon the student's return, Upon the students return, they will have as many days to make up work as days absent.
3. All assessments (tests, quizzes, presentations) missed during vacations will be made up following the student's return per the teacher's schedule.
4. Vacation absences are not allowed during Standardized testing.
5. Vacation absences are not allowed during Midterm or Final Exams. We will not make arrangements for taking exams earlier or later than what is scheduled.

Make Up Work for Excused Absences

It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an absence. Students will have as many day(s) to make up work, as they are consecutively absent. Students may receive their make-up work upon submission of a note excusing their absence once they return to school. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. For each day absent, the student will have the equivalent days to make up the work assigned during the absence. A student returning to school during the school day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

Unexcused Absences

An unexcused absence is any absence that is without documentation or any absence that has not been pre-arranged.

Make Up Work for Unexcused Absences

Make up work will not be granted for unexcused absences for upper and lower school students. Students whose absence is unexcused will not be able to make up the missed assignments and will receive 0's. Students are still held responsible for knowing and understanding the missed assignments.

Excessive Absences

Lower and middle school students who miss more than 20 days per school year may be retained in that grade unless there is a clear demonstration that the subject matter has been mastered. This will be indicated by a grade average of "C" or higher for the year, teacher recommendation, placement test and administrative approval. These students also may be required to make-up the excess hours with a school-approved tutor. The parents are solely responsible for the cost of the tutor.

Lower school and middle school students missing more than 10 days per semester, may not be promoted to the next grade level.

High School students missing more than 10 days per semester will not receive credit for those semesters in the classes in which the absences occurred.

Should a quarantine occur, students will be counted as present as long as work is being completed and submitted..

Homebound Students

Homebound students are defined as a student who is in need to be absent from school for more than 10 school days due to a medical condition or illness. The parents are required to set up an appointment with the division principal to discuss the temporary educational process for the student.

Part Day Attendance

A full-day student must be present for at least four class periods in a school day to be counted present. A student who attends less than four class periods in a school day will be counted absent. On Wednesdays, the requirement is three classes to be counted present. Anything less than three classes on Wednesdays will be counted as absent. If the student has an approved excuse, the student will be counted present for the day.

Truancy

A student is truant if he/she is absent from school without the permission of a parent or guardian or leaves RLCA grounds once he/she has reported for classes without proper academy personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

Late Work Policy

Student assignments or make up work are expected to be due on the given due date. The late work policy is 10 points off the assignment for every day it is late. After 5 days, the assignment will not be accepted.

Tardies

Students are expected to be on time. Students not in their seats and ready to begin class at 8:00 a.m. will be considered tardy. Late arrivals due to an excused reason (see excused absences) will be considered an excused tardy under this section. After half the class is missed, it will become an absence.

All late-arrivals students must report to the office for a pass. Students in preschool through 5th grade must have a parent or guardian bring them to the office for a pass to class. This is to ensure the safety of our students.

Parents are responsible to be sure that each student arrives at school and to class on time. More than five tardies per quarter will result in an administrative evaluation of the situation and may include a parent conference, discipline and/or an evaluation of the student's enrollment at Real Life. Accumulating

5 unexcused tardies will also earn an unexcused absence. Excessive tardies, as determined by the administration, will result in further action, up to withdrawal from the Academy.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher and appropriate testing as the administration determines.

Sign In & Sign Out Procedures

There are specific procedures for signing a student in and out of school. Children who arrive late to school must sign in at the school office, and then receive a late pass to class. When it is necessary for students to leave campus during the school day, parents must notify the office. Parents will need to sign their students in and out during the regular school hours. RLCA will not allow a student to leave school early with another person unless authorized by the parent to do so.

Dual enrollment students must follow proper sign in and sign out procedures when attending class off campus.

Athletic/Extracurricular Absences

RLCA recognizes that participation in some school-sanctioned athletic or academic competition events might necessitate missing part or all of a school day. These absences will be excused, and will not count toward the yearly total of absences. Students are responsible for arranging make-up work with the

teacher for each class missed. Students who already have excessive absences as determined by the administration may not be permitted to participate in such events.

Attendance at Evening Events When Absent

Secondary students who wish to participate in an after-school event must be in attendance at least four class periods of the school day immediately prior to dismissal to be eligible to participate in the after-school event that day. Friday attendance will affect eligibility for weekend activities. Exceptions for absences for medical appointments will be made with the presentation of a doctor's excuse to the office.

Any student not well enough to attend at least half of the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening.

Dismissal

If a situation arises which necessitates taking a child out of school, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the academy grounds, except for an authorized school trip, or under the conditions described above. Students who remain on campus after school hours must attend aftercare or be under direct supervision.

Student Pick Up

Students may not be picked up within 30 minutes prior to school day dismissal, or the first 15 minutes after dismissal.

ACADEMIC PROCEDURES AND GUIDELINES

Program of Study

We offer a course of study for Preschool-3 through 12th grade students and are committed to the highest standards of academic achievement and preparation. Students who are at or above average in academic ability perform well in our system; we assess all students to ensure correct placement and ultimate success.

Our Teachers

Our teachers share the highest commitment to Christian education, demonstrate exceptional teaching ability and have profound love for children. All teachers are accredited through Christian Schools of Florida in their area of teaching and also hold at least a Bachelor's degree. Many also hold or are working

on State of Florida teacher certification in various specializations. Each teacher is a Christian and active in an evangelical church. Our teachers value strong communication between parent and school, part of the parent-school partnership.

Curriculum

We select the appropriate learning materials and instructional resources for each subject and grade level. We are a standards based curriculum that is also biblically integrated and use materials to ensure the scope and sequence of departmental standards are met. As a Christian school, we adopt a consistent Christian emphasis in each subject we teach. Bible class is a required part of each day and students attend a weekly chapel service.

Lower School (PreSchool-5th Grade)

We provide a high quality and complete preschool program for three and four-year-olds. This well-rounded program is designed to develop the academic, social, emotional, and physical development of students. Teachers utilize the Abeka Curriculum for instruction in reading, writing, mathematics, and Bible. Bible is taught each day and students attend a weekly Chapel that is designed to meet their developmental needs. Students who complete this curriculum are well-prepared for their elementary years and beyond.

To be eligible for admission, students are required to be potty trained and meet the age requirements on or before September 1 of the school year. Preschool classes have two options. The half-day option meets from 8:00 a.m. to 12:00 p.m. and the full-day option meets from 8:00 a.m. to 3:00 p.m., Monday through Friday. For parents who need it, we offer optional extended care from 3:00 p.m. to 6:00 p.m. for an additional charge.

The goal for our students in Kindergarten through 5th grade is to provide a firm foundation by cultivating excellence in academics, leadership, and service to prepare students for their future. The Lower School program provides a well-rounded academic program to meet the educational, social, and emotional needs of students. Lower School uses a standards-based curriculum and supplements with various curricula in selected subjects. The program builds on the excellent foundation established during preschool by adding instruction in phonics, reading, spelling, writing, English, Bible, mathematics, science, and history, with students typically scoring one to two grade levels above the national norm. Bible class is a required part of each day with Chapel once a week. Lower School utilizes a Biblical Worldview, and consistently integrates the Bible, prayer, and servant leadership throughout every facet of the school day.

Upper School (6th-12th Grades)

Our goal is to prepare students for life after high school by cultivating excellence in academic, leadership, and service. In order to prepare students for college and career, we offer a variety of courses to meet the needs and aspirations of our students. In mathematics and science, students will have the opportunity to take a range of courses such as pre-algebra, algebra I, algebra II, geometry, math for college readiness, pre-calculus, statistics, physical science, biology, chemistry, oceanography, and physics. The science classes utilize hands-on labs. In humanities, students take world history, American history, and literature. The middle and high school grade levels continue with training in Bible and participate in a wide range of community service opportunities.

Dual Enrollment Classes

With the Dual Enrollment (DE) partnership with Palm Beach Atlantic University and Lake Sumter State College, juniors and seniors are able to take college-level courses on and off the RLCA campus. These classes count as both high school and college credit. Students participating in the DE program will be required to pay a per-semester administrative fee of \$35. For DE classes that are not part of the core high school program, students may also be required to purchase the textbook.

Advanced Placement Classes

Advanced Placement (AP) is a program of college-level courses offered at the high school level. AP courses will help students gain the skills and study habits needed to be successful in college. AP exams are scheduled at the end of each course and will be proctored on site. Students are expected to take the AP test. College credit is earned according to a scoring system of 1-5 as deemed and regulated by the College Board. These courses are offered at an additional fee to cover the end of course exam. Students are expected to purchase their textbook for the course through the academy.

ACADEMIC POLICIES

Grading and Conduct Rating

Report cards are issued every nine weeks to all students. Mid-term progress reports are issued to students in 6th through 12th grade. Students are evaluated using the grading scale below. Preschool, kindergarten and 1st grade students are evaluated based on their level of achievement in skill sets listed on the report card. Elementary students do not receive progress reports.

Lower & Middle School Grading Scale

- A 100-90
- B 89-80

- C 79-70
- D 69-60
- F 59 or below

Qualitative Grading Scale

The following scale may be used in some courses. These are assigned no point value for GPA.

- E – Excellent
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

High School Grading Scale

	Regular	Honors	AP/DE
A (90-100)	4	4.5	5
B (80-89)	3	3.5	4
C (70-79)	2	2.5	3
D (60-69)	1	1	1
F (0-59)	0	0	0

- P = Passing
- I = Incomplete

All final course grades will be used in determining Grade Point Average (GPA), whether taken at Real Life Christian Academy or a transferred class. Students may retake failed courses for credit and grade recovery. The recovered grade will be used to determine GPA; however, all grades will remain on the transcript. Pass/fail classes will not be calculated in the grade point average.

Academic Probation

A student in 6th through 12th grade whose overall academic average is a “D” or below (i.e., at or below 1.0) at the end of any grading period is automatically placed on academic probation for the following grading period. If a student in 6th through 12th grade has a grade average of less than a “D” (1.0) for the academic school year, the parent will be advised to seek an alternate school for the child for the next

year. Exceptions are possible only where extenuating circumstances have affected the student's academic performance. A student will be removed from academic probation when his/her GPA for a full semester is a "C" or above.

Academics & Athletics

Any student participating in a sport must maintain an academic average of "C" (2.0) or above during the entire time that he/she is involved in the sport. If the student's academic average falls below a "C" (2.0), he/she will be required to stop participating in the sport in order to devote more time to school work and will not be allowed to play in home or away games. Students will be required to attend After School Mentoring on Tuesday and Thursday from 3:00-4:00 pm until the student has raised his/her academic average to a "C" (2.0) or above. This policy is not instituted to punish but to help students keep their academic work as a high priority and not neglect it while participating in sports.

Plagiarism & Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or completed by means of academic dishonesty, or deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, homework) will result in a zero and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. The concept of plagiarism is explained and discussed in all grades, and thus the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Homework

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the

spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate. When making videos, a power-point presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendos. Students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Schedule & Teacher Changes

Schedule and/or teacher changes will be initiated by RLCA when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. RLCA will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the academy and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Agendas

RLCA provides agendas for students in kindergarten through 5th grade. Students may use the agenda for recording homework assignments, depending on teacher discretion. The agenda is also used for written communication between the parent and teacher. K-2 grade parents must sign agendas nightly, and 3-5 grades must be signed weekly.

Grade Reports

Report cards will be available on RenWeb approximately one week after the end of each quarter. In addition to formal report cards, progress reports for Upper School students are emailed following the fifth week of each nine-week period. Parents have 24/7 access to their child's academic information through ParentsWeb. Please visit www.rlcaacademy.com and select CommunityLogin/Parents to login to the parent portal. Click on the ParentsWeb Login button and ParentsWeb will launch automatically.

Parent/Teacher Conferences

Conferences are scheduled at the end of the first nine weeks for all parents. In addition, a parent or teacher may request a conference any time there is a concern. Conferences may be scheduled by contacting the teacher via email or by calling the RLCA office. Please do not use dismissal or drop-off time to talk with the teacher, as these times are reserved for class preparation and care of the students.

Promotion & Retention (PreSchool-5th Grades)

Students will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. If any of the following conditions apply, the student may not be promoted to the next grade level:

- Failing two core subjects (math, science, English/language arts, social studies, bible)
- Having excessive absences

Promotion & Retention (6th-12th Grades)

Students will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. If any of the following conditions apply, the student may not be promoted to the next grade level:

- Failing two core subjects (math, science, English/language arts, social studies, bible)
- Having excessive absences

Students who meet any of these conditions for a term will be placed on academic probation. If the condition remains for the subsequent term without improvement or visible effort, the student will be retained.

Any exceptions to the above regulations must be approved by the administration.

High School Credit Status

No more than ten absences per semester are permitted in order to validate credit. High school classification is according to the following:

- Freshman - 0-5 credits earned
- Sophomore - 6-11 credits earned
- Junior - 12-17 credits earned
- Senior - 18+ credits earned

High School Transfer of Credit

RLCA will accept for credit any equivalent course taken at an accredited school or any course we deem equivalent in scope, sequence and depth to a course taken at RLCA. The administration may refuse to accept transfer credit for any course for any reason. Students must have earned a grade of 60% (or D) grade or above in order for the course to transfer. Home School courses will be evaluated according to the home school credit transfer policy and fee schedule.

High School Graduation Requirement

Each student eligible for graduation from RLCA will have completed a course of study consisting of 25 earned credits and will have a minimum GPA of 2.0. Credits earned may come through transfer, regular classes, honors classes, dual enrollment courses, online courses, or other courses of study deemed equivalent to high school work by the administration. For students enrolling as a freshman in 2020-2021 and thereafter, the following courses or their equivalent are required for high school graduation:

Course Credits

Bible/Christian Studies - 4 credits

Science - 3 credits

Math - 4 credits

History/Social Science - 3 credits

Literature/Language - 4 credits

Foreign Language - 2 credits

Physical Education - 1 credit

Fine and Performing Art - 1 credit

Electives - 3 credits

TOTAL = 25 credits

Standardized Testing

Standardized tests are administered to students each year. Students are tested in several academic areas including English/language arts, writing, mathematics, science, and social studies.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas. Test results are also used to determine the effectiveness of educational programs and how programs can be improved.

STUDENT SERVICES

As students develop physically, socially, emotionally and spiritually, we seek to walk by them through this developmental process. We provide educational planning, tutoring, testing and educational therapy services.

Students have the opportunity to participate in two programs to assist students in improving their skills and grades. First, Peer-2-Peer Tutoring is a program designed for students at the Academy to be assigned a tutor who is in High School to work on a specific skill for improvement. This program may occur Monday-Thursday. Any student interested in this program, please contact Student Services. Second, After School Mentoring is a program that is designed to support students in their current academic classes. They are able to work on homework, study for a test, work on a project, etc. This program operates on Tuesday and Thursday from 3:00-4:00 pm. If you would like to know more, please contact Student Services.

Our academic coaching meetings are tailored for our high school students and focus on developing an educational plan that spans beyond high school. In these yearly meetings, we discuss with the student and parent the goals for the upcoming school year, as well as develop a post-secondary plan and a way in

which to meet those goals. We discuss course selection, SAT and ACT testing plans, and the college application process.

College counseling services are provided to all of our students, however we heavily focus on this important task in the Junior and Senior years of high school. Juniors participate in college planning workshops, admission visits and seminars. Seniors participate in one-on-one counseling sessions to prepare college applications, discuss financial aid and prepare for life after high school.

Across all grade levels, students often need some social and/or emotional support. The Student Services department is here to help students through difficult days and provide counseling support when necessary. Students needing more intense social/emotional counseling, will be referred to the Real Life Church Care Counseling department, or may be referred to an outside counseling agency.

Tutoring services are available for students needing specific subject area support. Tutoring takes place after school hours and is conducted by a certified teacher or qualified staff member. Tutoring services are provided for an additional fee.

We also offer the National Institute of Learning Development (NILD) Discovery Program blended with student support services. This educational therapy program is facilitated by an Intervention Specialist who provides learning assessments and individualized learning sessions. There is an additional fee for the NILD Program. RLCA reserves the right to require NILD for incoming and/or returning students who are identified as needing this intervention.

In the event a need arises or at the parent's request for academic accommodations, the student will follow the Academy's Student Referral Process. Accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the academy and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Counseling

The counseling department is staffed by professionally trained counselors. Counselors are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office.

Students and parents should be aware that our academy's philosophy is that conversations with guidance counselors will be treated as confidential, unless there is a threat to oneself or others. The guidance counselor will remind the student of the nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The guidance counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the guidance counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

MEDICAL POLICIES

Health Information

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Division Principals or their designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

RLCA will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of RLCA, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

First Aid and Medication

Medical treatment provided to ill or injured children is limited to basic first aid. Emergency medical services will be called in the event that a student requires further medical attention. It is extremely important that teachers report any significant injury to the office IMMEDIATELY. If there are any incident reports to be written, the nurse will guide you through that process.

ALL student medications must go through the nurse. Under no circumstance should students pass medication from one student to another. Teachers who observe this activity should confiscate the medication immediately and seek principal assistance.

School policy does not permit the school to dispense any medication (not even Tylenol or cough drops) to students other than those brought in by a parent with an accompanying form signed. The school will not provide medications to students.

Only Upper School students with a prescription and doctor's note may carry an inhaler or Epi Pen with them, (provided they have read and signed the student contract with parent and school nurse). Any Upper School student who violates the contract will terminate the responsibility to self-carry medication. Upper School students may also choose to store the medication in the clinic and come to the nurse's station to take it.

Lower School students will not be permitted to self-carry medication as it is too large of a responsibility with potential dangerous consequences. Lower School students will store the medication in the clinic and come to the nurse's station to take their medication at the designated time.

All students must have a completed Medical Authorization Form on file in the nurse's station to take prescription or non-prescription medications. There are 2 different forms: non-prescription form and prescription form. Limitations/restrictions will be listed on the form.

Student Illness

Students must have no fever, vomiting, etc. for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment.

A student who is ill should be signed out by the clinic. Teachers will be informed of students dismissed for illness. The student may be checked by the nurse upon return.

Communicable Disease Policy

This school desires to maintain a healthful school environment instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a suspected host, infected person, or animal to other persons.

A teacher or staff employee who reasonably suspects that a student or employee has a communicable disease shall immediately notify the RLCA office.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from the school while ill.

If the nature and the circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. A written release from the physician will be required before returning to school. RLCA reserves the right to make all necessary decisions to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Fever Policy

Students must be fever free for 24 hours before returning to school. Parents may not give the child medication to bring down the fever and send him/her to school that day. This policy is for the protection of the students and staff.

Lice & Nit Policy

Head lice are a common nuisance among school children. In the event that lice or nits are found, treat your child and notify RLCA. We will then do our part to help stop the spread in the classroom. Children are not allowed back to school until they have been treated and are "nit free." After treatment, students must report to the front office upon their return to be checked and receive clearance from the school nurse before going to class. RLCA reserves the right to require physician verification that the child is lice and nit free.

Immunizations, Medications, and Clinic

Prior to entering school for the first time in Florida, a physical examination must be documented or transferred on the official health department form. Proof of immunization on the official health department form or a certificate of waiver is required for all students. Immunizations must be kept current, and a certificate of Immunization, signed by a physician, or an immunization waiver must be kept on file in the school office. Students may not attend school without an appropriate immunization record.

The school health attendant is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the student desk in the front office. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency RenWeb file.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission and a doctor's order. A permission form completed by the parent/guardian and a doctor's order is required in the event a student must receive prescription medicine at school. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to

be given, doctor's name and possible side effects, must be given to the health attendant together with the signed permission form.

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restriction:

- Measles, mumps, chicken pox, ringworm, scarlet fever,
- Strep infection, mononucleosis, hepatitis, pink eye
- Absence due to an extended illness or surgery
- Students who may not participate in sports or gym classes following an extended illness or surgery

Medical Request and Documentation: For any type of medical accommodation (including administration of medication at school), the parent must contact the academy nurse. The RLCA nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the academy to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Medical Request: Once the parent's request and medical documentation has been received by RLCA, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether RLCA will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff or other associated matters. RLCA may advise the parent that the academy will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that RLCA or nurse believe are beyond the scope of the academy's responsibility, RLCA may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Medical Requests: RLCA is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures. The academy reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Medical Accommodations: Depending on the nature of the request, RLCA may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require

that the parent provide all aspects of the accommodation. To the extent that a student may need some type of adjustment or accommodation during off-campus activities, the academy may limit the student's participation in such activities based on the parent's availability to be present for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of accommodation, the academy may require the parent to execute a release and waiver in favor of the academy as a condition to providing the accommodations.

FINANCIAL POLICIES

RLCA strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Because of this, we will strictly enforce our financial policies, especially in regard to past due accounts. When you sign the payment contract you agree that as a parent you are responsible for all tuition, fees and related costs, regardless of any funding you might receive from a third party – our contract is with you.

FACTS Payment Plan

FACTS is a tuition management service used by more than 3,000 schools and two million families. Through this system, we help families meet their financial obligations in a simple, convenient payment plan that is completely confidential and secure.

Tuition Payment Options

Two payment options are available to best suit your financial needs:

- Option 1: Pay in Full by June 1 for a 2% tuition discount.
- Option 2: Multiple Payments (Semi-annual, quarterly, or monthly payments)
 - The first tuition payment is due on May 20 or June 5 (depending on the date you choose) and subsequent monthly drafts will be the same day of the month.

Financial Policies

1. A \$50 annual FACTS enrollment fee applies to all families. Each family is required to have an active FACTS account.
2. Each family is contracting for a year of services for the student at Real Life Christian Academy and other students might be turned away to hold a place for the contracted child.
3. Each family must pay all fees and tuition according to the payment schedule. Families may adjust the payment date within two weeks of the original due date twice per school year.

Failing to meet these payment deadlines might result in the enrolled child being dropped from enrollment. It is the family's responsibility to know these deadlines.

4. If a student is withdrawn for failing to meet payment deadlines, the family is responsible to pay all delinquent charges prior to re-enrolling. This includes repaying the registration fee. Re-enrollment is also contingent on available classroom space.
5. All families – pay in full and payment plan – must enroll in FACTS for the purpose of student accounting and sign up for "Auto Payment." In this way, unpaid incidental charges will be drafted through the FACTS system. Tuition may be paid by credit card, checking or savings account. Families are responsible for fees associated with the use of credit cards.
6. Parents may not inactivate or suspend the payment plan directly with FACTS or cancel automatic withdrawals with the bank. In such a case, all charges for the school year become immediately due and payable.
7. All application fees, registration fees, enrollment fees, and tuition deposits are non-refundable and non-transferable.
8. All students who do not receive a state-funded scholarship will pay a non-refundable tuition deposit of \$600. This is not an additional charge and is credited toward the total tuition due for the year. This is due by June 1.
9. Incidental charges (e.g., emergency extended care, etc.) will be automatically drafted through the FACTS payment system.

Past Due Accounts

If an account is delinquent (more than 30 days past due) your child may not be permitted to attend class. If your account is more than 60 days past due the student may be administratively withdrawn for the school year, and the family will owe tuition according to the financial responsibility schedule. It is the parent's responsibility to initiate resolution of past-due accounts. All account balances from the previous year must be paid in full by June 30th or the student may forfeit enrollment and all fees for the subsequent year, with the academy applying these funds to outstanding balances. Any unpaid balances may prohibit future enrollment and the release of report cards, transcripts and student records. Real Life Christian Academy will not release grade cards or records until all tuition, fees and charges have been paid in full. On occasion, special financial agreements may be made between the academy and the family. These are done on a case by case basis and are considered to be a final attempt at grace for a family in delinquency.

For the FACTS payment plan, if an unsuccessful draft attempt is made on an account, a second attempt will be made on the next FACTS draft date (the 5th if your due date is the 20th or the 20th if your due date is the 5th day of the month) and a late fee assessed. If the second attempt is unsuccessful, a third attempt will be made a month from the original due date. Once three unsuccessful attempts have been made the FACTS account will be put on hold and the account is considered delinquent.

For incidental charges, delinquency charges result immediately upon an unsuccessful FACTS draft attempt.

Once a student has left the academy, the school may pursue all legal means to collect any outstanding balances due to the academy.

Discounts and Tuition Aid

Several discounts/scholarships are available to qualifying students:

Full payment discount: Accounts paid in full by June 1 for the following school year or at initial enrollment for new students will receive a 2% discount on their tuition and extended care for that following year. Students must be a returning student, or if a new student, have completed the application process and been accepted.

Real Life Christian Church Active Member Discount: To provide an incentive to enroll their children in Real Life Christian Academy and help them provide a Christian education for their children we offer a discount on tuition for active members of Real Life Christian Church. Active membership is determined by the Elders of the church to mean:

- Immersed believer in Jesus Christ
- Agreed to the Membership Covenant
- Membership at RLCC for at least six months
- Attendance at least three out of four weekend services per month
- Tithing (giving 10%) of gross income to the church
- Involvement in a Life Group or active in a ministry of the church

The Elders of Real Life Christian Church will be the final arbiters in deciding a family's eligibility. This eligibility may change during a school year, based on a change in the above-mentioned criteria. Families must apply for this discount each year at enrollment time and provide a copy of the W-2s or copy of the previous year's tax return.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the academy office. RLCA reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

RLCA must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by RLCA

must provide RLCA with a court order that is still in effect that specifically restricts the other parent from receiving such information.

School administrators may disclose information from IEPs, 504 plans, and educational evaluations with school staff members or consultants as needed.

Withdrawals and Tuition Refund

Families who need to withdraw their students meet with the Director of Admissions to discuss their situation. If the situation cannot be resolved, a withdrawal form is completed by the family. Phone or oral withdrawals will not be accepted. The form must be completed and signed by the parent or guardian. All library books and other non-consumable books must be turned in at the time of withdrawal. A charge will be made for any books not returned in usable condition.

Financial responsibility of the contracted total tuition due for the year will apply according to the following schedule. Charges for unreturned books or other incidental charges will be added to your financial responsibility.

Financial responsibility for parent voluntary contract cancellations, including student withdrawals:

- June 1 to July 31: 40% of the total yearly tuition
- August 1 to October 31: 60% of the total yearly tuition
- After October 31: Parents responsible for 100% of the total year tuition

Administration initiated withdrawals including expulsion, no shows, or non-attendance without withdrawing will result in parents being responsible for 100% of the total year tuition.

Withdrawals for medical reasons that prevent school attendance will be prorated to the date of withdrawal. A letter from a physician will be required.

Withdrawing mid-term may result in a loss of credit for that term. For secondary students, this may mean the failure to receive credit for the classes taken.

EARLY CARE AND EXTENDED CARE PROGRAM

Real Life Christian Academy offers care before and after school to provide supervision for your children when needed by the day or by contract. Children who are on the school grounds before 7:45 a.m. must check into Early Care. Students who arrive for Early Care must be signed in at the Reception office by a parent or guardian.

The use of cell phone, electronic and recording devices are not allowed during Early Care or Extended Care.

Students will be provided a snack during Extended Care. If a child has an allergy to certain foods, the parent or guardian is responsible for notifying the Academy and providing an alternative snack if desired. Along with ample play time, students are encouraged – and given opportunities - to work on their homework during Extended Care. Parents also may register at no extra charge for one of our Homework Hours groups as part of Extended Care. Homework Hour is monitored by an Extended Care staff member in a separate, quiet location. Homework Hour is not a substitution for tutoring.

Early Care/Extended Care Hours & Rates:

7:00 a.m.-7:45 a.m. \$625 contracted yearly/\$10 drop-in rate

3:00 p.m.-6:00 p.m. \$1,785 contracted yearly/\$21 drop-in rate

Students enrolled in preschool – 12th grade at Real Life Christian Academy who require early or extended care on a regular basis may enroll in our contracted program. This program is far more economical than Drop In extended care. Parents may contract for Extended Care at any point in the school year. Please visit our website www.rlcacademy.com to complete the registration form.

Drop-In Extended Care

Students needing Drop In Extended Care may stay in Extended Care at the Drop In rate. Any student in preschool through 12th grades not picked up by 3:15 p.m., respectively, will automatically be placed in the Extended Care program. Extended Care charges are billed monthly. Please note that there is no Extended Care provided on school holidays or certain early release days. Please check the Student Calendar for details.

Pick-up from Extended Care

Students will be released from Extended Care only to persons on the approved pick-up list in writing by the parent – no exceptions. Any one authorized to pick up a specific student will be required to show a picture ID at the time of pick-up. The earliest a student may be picked up after school is at 3:10 p.m. (1:40 on Wednesdays). If you have contracted for Extended Care until 6:00 p.m., it is essential that you pick your children up by that time. After 6:00 p.m. you will be charged at the rate of \$10.00 for every five (5) minutes. This amount will be added to your next FACTS statement. If a child is left after 6:45 pm, the police may be notified of an abandoned child. Habitual offenders will be banned from the Extended Care program without appeal.

OTHER IMPORTANT INFORMATION & POLICIES

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage RLCA property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the academy and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Inspection Policy

The parents authorize the school to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of the same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, Gmail, etc.). Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

Intellectual Property

By enrolling the student in the school, the parent and student acknowledge that during student's attendance at the school all student intellectual property (defined below) related to or used in connection with the student's participation in any joint or group academy activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the school. Intellectual property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the academy's students in conjunction with other students and/or academy personnel. To be clear, if a student works on a project alone (such as a painting or music), such a project is not intellectual property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact their Division Principal to discuss the specific circumstances.

Posters and Announcements

All posters must be approved at the office before they are displayed in school. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the academy. No class, individual or organization may request money from any other class, individual, or organization within or outside the academy without permission from the academy administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Supplies

A school supply list is available on our website. Parents are expected to provide these items and replenish them throughout the year. In addition, various projects throughout the year may require additional supplies.

Insurance

The school carries liability insurance. However, it is the parents' responsibility to cover their children with appropriate health insurance. A student accident insurance application form is available in the school office.

Lost and Found

Books, clothing and other personal items which are left at the end of each day will be placed in the lost and found and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. It is recommended that students label all items to help prevent loss.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to school. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the office should be notified. The drop-off of any items for students must occur prior to 10:00 am.

Other Religions and Worldviews

Families of other faiths are welcome at RLCA, providing they are supportive and respectful of the Christian nature and purpose of Real Life. Those of other faiths should not promote their own faith at school or at school events. Religious books of other faiths may not be brought to school except on the specific request of the teacher related to a particular classroom discussion or lesson. Given the deeply-held belief that Christians are to have no other gods before Yahweh, those of other faiths must use care that their personal expression does not promote their own deities while interacting at Real Life.

Field Trips

Day and overnight field trips (Upper School only) are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the school's standard permission form. For any student whose parents have not executed the form, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

Parents who are interested in volunteering to assist on field trips must have been cleared through the academy's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

Field trips are part of the educational program at RLCA. As such it is recommended that all students attend the field trip sponsored by their class. If a student chooses not to go, that student is expected to be present at school.

Field trips are designed for the benefit of the children in the particular class or grade. Non-academy children are not eligible to attend field trips or purchase tickets through the school as part of the field trip package. Students are not permitted to attend field trips with another class (i.e., with a sibling's class) as they are required to be in class. Students must ride on the school vehicle to the field trip site. If so desired, the parent or parent-approved person may sign out the student for the trip home. Parents are welcome to accompany/chaperone the classes on the field trips and may ride the vehicle if room is available. Parents must pay for their own cost to attend the field trip. Students may not simply go off with their family instead of being part of a school/student/parent group.

Electronic games and personal entertainment devices are not allowed on field trips unless special permission is granted. Cell phones must be put away unless designated for use by a supervising staff member. Students may not post trip photos on social media web sites without the expressed permission of everyone in the photo. This includes secondary students as well. Non-phone cameras are permitted with the permission of the sponsoring teacher. Violations of this policy are subject to school discipline.

Organizations

RLCA offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations.

RLCA assumes no responsibility for injury to students participating in athletics or other academy activities.

Education is first - this is stressed at all times. All athletes must meet scholastic requirements as outlined in the Student Athlete Handbook. Discipline is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in school. Athletes are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Lunch/Cafeteria

Students are expected to conduct themselves in such a way as to help make the lunchroom a pleasant place to eat. Students must eat in the lunchroom. Students are welcome to bring food from home. Lunch and snacks brought from home should be ready to eat. We ask that students not bring sodas or candy items. For health reasons, RLCA personnel are unable to peel, cut-up, or heat items brought from home. Please include ice packs with packed lunches as the school is unable to refrigerate items. If a child forgets to bring lunch the school will provide a basic meal so the student will not go hungry, and the meal will be charged to the parents account. All students must either bring lunch or purchase one. All families must have a lunch account in the event of a forgotten lunch. A student may be assigned isolated seating in the lunchroom or denied admission at the discretion of an administrator or faculty member when behavior causes disruption and/or interferes with the orderly operation of the cafeteria. Microwaves will be available for Upper School students only.

Lunch brought to the school must arrive by 10:00 a.m. Commercially delivered lunches are not permitted.

The school offers a hot lunch at a reasonable price. Lunch ordering is done online through our lunch vendor by 8:00 a.m. the day of the ordered lunch.

Parents may eat with their child during the assigned lunch period. If parents bring lunch they must adhere to food selection guidelines concerning sodas, energy drinks, candy and food preparation.

Parents may provide food items ONLY for their own children. All rules concerning campus visits apply for lunch visits. Only people on the authorized pick up list will be permitted to visit a student during lunch. Parents may only eat with their child.

TRANSPORTATION

Vehicles on Campus

All vehicles on campus must follow driving and parking regulations issued by the school. Since the safety of children is at stake, all drivers who violate our vehicle policies may receive a written warning for driving and parking violations. RLCA reserves the right to issue fines for habitual offenders and ban a driver from campus if compliance is not forthcoming. All drivers must follow verbal driving and parking instructions delivered by RLCA personnel.

Parking, student drop-off and pickup are only available in designated areas. For safety reasons, no driver may use a hand-held cell phone while driving on campus – no exceptions. We ask that all drivers obey the speed limit of 10 mph while on campus.

Specific guidelines for parking, traffic flow and pick-up and drop-off are available from the RLCA office.

Student Drivers

Students may drive to and from school with written permission from the parents, proof of insurance and a copy of the current driver's license on file. Students must obey all traffic regulations and only park in designated student parking. Students are not permitted in their cars during the school day. Students may only transport siblings or peers to and from home with written permission from each parent. Students may not transport fellow students on field trips or to athletic events. Student vehicles are subject to search while on campus at the discretion of the administration. Students who violate vehicle policies will lose their campus driving privileges.

Students are expected to follow local ordinances in the operation of their motor vehicles. Students who are driving their own vehicle must complete the registration form, which can be obtained in the school office. Upon completion of the required form, each student will be given a parking decal designating a parking space and/or area to park. Students are to park their cars in the parking area only. No student is to park his/her car in a manner that blocks another car or prevents a school vehicle from entering or exiting the parking lot. Students may not return to their cars for any reason other than to leave the school grounds for dismissal at the end of the school day. Students may not drive other students on behalf of the school to or from any school-related event or activity. Students violating this policy or engaging in unsafe driving/parking practices will lose the privilege of driving to school.

Bus/Van Transportation

Students who are riding on buses or vans are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone.
2. Wait until the vehicle is completely stopped before moving forward to enter.
3. Refrain from crossing a highway until the driver signals it is safe.
4. Go immediately to a seat and be seated.
5. Wear your seatbelt on the school vehicle/van (if one is available). Vehicle drivers will report those who refuse to buckle up. Repeated failure to buckle up could result in a child not being permitted to use school transportation.
6. Remain seated while the vehicle is in motion.
7. Keep heads, hands, arms, and legs inside the vehicle at all times.
8. No littering in the vehicle or throwing anything from the vehicle.
9. No eating or drinking beverages on the vehicle.
10. Do not tamper with the vehicle/van or any of its equipment.
11. Remain seated until the vehicle/van is stopped.
12. Do not engage in any activity on the vehicle/van that would constitute a violation of the school rules.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from the student's parent/guardian and the principal.

A student who becomes a behavior problem on the vehicle may be denied the privilege of riding the vehicle and may be disciplined up to and including expulsion.

Private Transportation & Car Pools

Parent(s) are expected to provide transportation for their son(s) and daughter(s) to and from school. Students must go home with their own driver or carpool unless prior arrangements have been made, and has notified the school.

CAMPUS SAFETY

1. Students may not prop open external doors for any reason. They must remain closed and locked. Students may not open any locked outside door to let someone in the building.
2. During school hours, students may not exit the building without explicit permission by a school official. Ordinarily students may only exit the building with their class or under supervision of a school official.
3. The kitchen, teacher workroom, church building, and other areas as designated by the administration are off-limits areas for all students at all times.
4. All students who are out of the classroom for any reason must have a hall pass with the time and purpose of the trip.

Emergency Procedures

In the event of bad weather, or other emergency, RLCA will generally follow the school closing policy of Lake County schools. If Lake County schools are closed because of inclement weather, RLCA is closed. Please listen to your local radio or television stations for information. In the event we opt not to follow Lake County emergency closing, all parents will be directly notified by RLCA.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps.

Students should move quickly and quietly to the designated area. Movement and noise during all drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

School closing or delays due to inclement weather generally will follow the decisions made by the public school system of Lake County. Students should, however, tune into local radio or TV stations for additional information. In addition, students and families will receive a text message on their phones from administration. Please make sure that you have an updated telephone number with the school at all times in order to receive school information.

USE OF CAMERAS AND RECORDING DEVICES

Real Life Christian Church and its elders (The Board) authorize the use of video and/or audio surveillance cameras on school property to ensure the health, safety, and welfare of all staff, students, and visitors to the property and to safeguard the facilities and equipment.

This policy is based on the presumption and belief that neither students, staff, nor guests have a reasonable expectation of privacy at those events that occur in plain view of other students, staff, and guests in those public areas of a school campus subject to video surveillance as described above.

A. Permissible Locations: The Board authorizes video and/or audio surveillance cameras to be used or placed in the following locations on campus property:

1. Outdoor facilities: such as parking lots, walkways, picnic areas, athletic fields and stadiums, and points of ingress and egress.
2. Indoor facilities: foyers, lobbies, hallways, and other common areas.
3. School vehicles: both regular and activity buses.

If a surveillance camera records unlawful conduct or conduct in violation of the Academy's policies on employee or student conduct, the record shall be admissible as evidence in any proceeding regarding the discipline of any student or staff member. The video surveillance will not be released to parents due to privacy and confidentiality of students of the Academy.

B. Permissible Locations: The Board authorizes video and/or audio surveillance cameras to be used or placed in the following locations on campus property

1. Individual classrooms, offices or therapy rooms in compliance
 - a. Video and/or audio surveillance where and when students are receiving instruction is permitted but shall be considered educational record. Education record access is limited to school administrative personnel and appropriate law enforcement in the course of their investigative duties.
 - b. For the purposes of this policy, the Real Life Christian Church security team, along with state and local authorities, is deemed an appropriate law enforcement agency.

C. Notice: Parents, students, school employees, and members of the public shall be notified through student/parent and staff handbooks and appropriate signage that video surveillance may occur on the RLCA property.

COMPETITIVE ATHLETICS

Real Life Christian Academy is a member of the Sunshine State Athletic Conference. We are bound by its bylaws for interscholastic sports. Our sports policies are made with a cooperative view between the Academy's general policies and the league's requirements.

Students joining a sports team should realize that they have entered into an agreement in which others are dependent on them to contribute. As part of the team, he or she will be responsible to attend practices, competitions, and other responsibilities unique to their sport season.

Please refer to the RLCA Athletic Handbook for student expectations, rules, and procedures.

Parent- Student Handbook & Technology Agreement Acknowledgement

I have read and understand the policies outlined in the 2021-2022 Parent- Student Handbook and the Technology Acceptable Use Agreement and agree to abide by these policies

Parent Name Printed

Parent Signature

Date

Student Name Printed

Student Signature (6th -12th grade ONLY)

Date

Student Grade

Homeroom/1st Period Teacher's Name