



# RICHMOND PREP

## STUDENT HANDBOOK

# TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
RPCA MISSION STATEMENT	2
STATEMENT OF FAITH	4
PHILOSOPHY OF EDUCATION	5
NON-DISCRIMINATION POLICY	6
LETTER FROM PRINCIPAL	7
TABLE OF CONTENTS	8
ATTENDANCE	10
HOURS OF OPERATION	10
EARLY DISMISSAL	11
TRANSPORTATION	12
ALTERNATE TRANSPORTATION	13
INSTRUCTIONAL/RESOURCE PROGRAMS AND SERVICES	14
GRADING SCALES	15
REPORT CARDS / HOMEWORK	17
PROMOTION/RETENTION GUIDELINES	19
DISCIPLINE	21
DRESS CODE	21
CAFETERIA	24
CLINIC/HEALTH SERVICES	25
COMMUNICATION	28
EMERGENCY PLAN/EVACUATION	29
EMERGENCY SCHOOL CLOSING	29
EXPENSES	30
SPECIAL ACTIVITIES/ASSEMBLIES	31

PARTIES/ TREATS/ GIFTS	31
PTSF	31
SOLICITATION/ FUNDRAISING	32
VISITORS/GUESTS/PARENT VOLUNTEERS	32
BOARD OF VISITORS	32
PARENT FINANCIAL RESPONSIBILITIES	34
HANDBOOK SIGNATURE RETURN PAGE	35
STUDENT CODE OF CONDUCT	36
TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY	40

**APPENDIX**

RICHMOND PREP PRIDE	I
TECHNOLOGY AND INTERNET USE CONTRACT	II
MEDIA RELEASE	III
WRITTEN MEDICATION CONSENT FORM	IV
ELEMENTARY ACADEMY DEMERIT SYSTEM	V



RICHMOND  
PREP

# THE MISSION OF RPCA

To educate and train children, achieving the greatest result possible by re-establishing Christian principles in the academic process, with God as the center, source, and foundation of learning. RPCA is strongly committed to holding all students to the highest of expectations and standards. Our core curriculum is taught with rigor, fidelity, and consistency. We are dedicated to providing each student with a strong academic background, meaningful learning experiences, a safe environment, which enhances a lifelong love of learning and promotes responsibility, and self-discipline. We are committed to building a positive relationship between families, staff, and the community, which will prepare our diverse students to achieve academically and socially in an ever-changing world.

**RPCA, AS AN INNOVATIVE LEADER IN CHRISTIAN EDUCATIONAL EXCELLENCE, WILL ACTIVELY ENGAGE STUDENTS IN DIVERSE LEARNING EXPERIENCES THAT INSPIRE AND EMPOWER THEM TO BECOME CONTRIBUTING CITIZENS AND LEADERS.**

## **BELIEFS**

We believe in accountability.

We believe in a school community grounded in respect and integrity.

We believe in continuous improvement to meet and exceed the challenges of a changing environment.

We believe that our students can and will learn by the Grace of God.

We believe that success requires shared responsibility among all staff, parents, students, and community as stakeholders.

We believe that excellence is attainable by all.

We believe that understanding and respecting diversity enriches the individual and community.

We believe that there is value in learning from each other.

We believe that individuals are most successful in safe, caring, and well-maintained environments.

We believe that providing students at Richmond Prep a quality education is the best investment for the future.

We believe in cultivating positive relationships.

We believe in the equity of opportunities for personal growth.

## **PARAMETERS**

We will always base our decisions and actions on the best interest of students.

We will always conduct ourselves with honesty, respect and integrity.

We will value the input of others.

We will never give up on any Richmond Prep student.

We will never tolerate discrimination.

We will never compromise excellence.



RICHMOND  
PREP

# STATEMENT OF FAITH: OUR BELIEF

1. WE BELIEVE THE BIBLE TO BE THE INSPIRED,  
AUTHORITATIVE AND UNFAILING WORD OF GOD.

(II TIMOTHY 3:16)

2. WE BELIEVE THAT THERE IS ONE GOD, ETERNALLY  
EXISTENT IN THREE PERSONS: FATHER, SON, AND HOLY  
SPIRIT.

(I JOHN 5:4-6)

3. WE BELIEVE IN THE DEITY OF OUR LORD JESUS  
CHRIST, IN HIS SINLESS LIFE, IN HIS MIRACLES, IN HIS  
VICARIOUS AND ATONING DEATH, IN HIS BODILY  
RESURRECTION, IN HIS ASCENSION TO THE RIGHT  
HAND OF THE FATHER, AND IN HIS PERSONAL RETURN  
IN POWER AND GLORY.

(I CORINTHIANS 15:3; I PETER 2:21-30; JOHN 3:16)

4. WE BELIEVE THAT FOR THE SALVATION OF LOST AND  
SINFUL MAN, REGENERATION BY THE HOLY SPIRIT IS  
ABSOLUTELY ESSENTIAL.

(ROMANS 3:21-30; GALATIANS 4:4-7)



RICHMOND  
PREP

# PHILOSOPHY OF EDUCATION

We believe that through the education process, augmented by the word of God, our students will gain a knowledge of self in relationship to God, family, and country.

At RPCA we will prepare students for academic success by building on individual strengths and developing problem solving skills through analytical and critical thinking, integrating technology in all subjects, and providing resources and activities which foster spiritual, intellectual, physical, emotional, and social growth, resulting in a lifetime of learning and more importantly achieving a strong Christian character base.

## ***NON-DISCRIMINATION POLICY***

Richmond Preparatory Christian Academy does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of programs, services, or activities. Reasonable accommodation will be provided upon request for individuals with disabilities.

### ***USDA Nondiscrimination Statement***

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202)-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TDD).





August 13, 2019

Dear Parents and Students,

We welcome you to our 36th academic year! We are excited about the opportunity as educators and support staff to share the love of Jesus Christ with you and your family through the educational process. Whether you are brand new to our school community or your family is returning to us, we welcome you to Richmond Prep!

The attached handbook will serve as a guide to you in providing information about the procedures at our school. Rules and regulations herein are in compliance with the policies and regulations of Association of Christian Schools International, state and local regulations, and regional school districts. They have been established to ensure a safe, effective and organized school environment.

Richmond Prep students are expected to adhere to all school and classroom rules and procedures, and they are expected to be respectful of others. Please read this handbook carefully, discuss the contents with your child, sign and return the last page to your child's teacher. Communication between school and home is extremely important. We will always do our best to keep you informed of any changes in procedures.

The faculty and staff at Richmond Prep are committed to ensuring that your child feels safe, loved and has a successful academic experience while with us. We are serious about making sure your child sees the love of God through Jesus Christ in action everyday. Thank you for your support. Working together, we can make this the best year ever for our students!

Sincerely,

*Patricia Grant*

Principal

*Jonathan C. Bibbs, D.F.A.*

Administrator

PHYSICAL ADDRESS:  
4103 MONUMENT AVE.  
RICHMOND, VA 23230

804.545.3108 (V)

MAILING ADDRESS:  
409 E. MAIN STREET, SUITE 202.  
RICHMOND, VA 23219

804.548.4169 (F)

[WWW.RICHMONDPREP.ORG](http://WWW.RICHMONDPREP.ORG)

# ATTENDANCE

In order to ensure success, students are expected to attend school each day on time. The regular school day for Academy (K-5th) begins at 8:00am and ends at 2:30pm. The regular school day for (6th) students is 8:00am to 3:00pm. The regular school day for Ascent (PK & JK) is 9:00am to 3:30pm. In order to ensure success, students are expected to attend school each day on time.

## HOURS OF OPERATION

**6:30 a.m.** Students may enter the building for the before school program (cafeteria only, students may not go to the classrooms).

**8:00 a.m.- 2:30 p.m.** Academy classes are in session.

**9:00 a.m.- 3:30 p.m.** Ascent classes are in session.

**2:45 p.m.6:00 p.m.** Academy students are released to the care of the After-Care staff.

No child may be left on the school grounds after 6:00pm unless they are under the supervision of a school employee. Parents are responsible for all charges incurred at a rate of \$10.00 per fifteen minutes (or any portion there of) beginning at 6:01pm.

Academy and students arriving at school after 8:15am must report to the office to sign in and receive a tardy slip before going on to the classroom. A parent must accompany the child to facilitate this process. If a reason for the tardy is not stated, then the tardy will be marked unexcused. Any student arriving after 9:30am will not be permitted to attend school for the day, unless the tardy is due to an acceptable circumstance (i.e. doctor's appointment or family emergency). Documentation will be required for such exceptions.

According to Richmond Prep Christian Academy (RPCA) guidelines, excused absences include the following: illness of pupil, serious illness in family which reasonably necessitates absence of a pupil, death in the family, or special and recognized religious holidays regularly observed by followers of a particular faith. It is felt that this policy would not penalize a student who makes effort to regularly attend school.

When a student is absent, a parent/guardian is asked to call the school at 804-716-6273. If a call is not received, a staff member will be contacting you, as required by law. Any student who has been absent from school must bring a note from a parent/guardian upon his/her return.

When a child accumulates three unexcused tardies, you will be contacted by the school. A letter will be sent home from the principal once a student accumulates 10 tardies. When a student accumulates 15 unexcused tardies, a referral will be made to the Lead Administrator.

The principal may require a written statement by a physician when a pupil misses more than 10 days during the school year because of an illness.

Whenever any pupil fails to report to school for a total of 5 scheduled school days during the school year and parents have provided no indication of the reason for the absences, these absences will be considered unexcused and a plan of action will be taken by school officials.

When family plans require the absence of a child for an extended period of time, parents are asked to notify the principal and appropriate teachers. ALL ABSENCES FOR VACATIONS WILL NEED TO BE APPROVED BY THE PRINCIPAL AHEAD OF TIME IN ORDER TO BE CONSIDERED EXCUSED. An effort will be made to provide assignments that are requested, but it should be noted that all missed work might not be able to be made up due to the nature of the activities.

When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school.

According to RPCA's policy, elementary students are recognized with Excellent Attendance Awards only at the end of the school year.

## EARLY DISMISSAL

When it is necessary that a student be dismissed before the end of the school day, a note should be sent to the student's teacher stating the request and the dismissal time. Please come to the office to sign out your child. At that time, he/she will be called for by the front office.

# TRANSPORTATION

IMPORTANT: Any changes in a child's normal transportation pattern must be requested each time in writing by the parent or guardian. Each NOTE will be directed to the office for approval. We will accommodate a phoned in request; however you may fax transportation changes to the following number: 344-0059. Email can be used, but fax is preferred for communicating any change in transportation. (See Appendix II)

The car rider area is a busy place in the mornings and afternoons. In order for the drop-off process to be as expedient as possible without compromising the safety of our children, parents are requested to adhere to the following guidelines:

- Those who drop off and pick up children street-side are asked to do so with extreme caution.
- Students should exit and enter from the vehicle's passenger side only.
- The student pick up/drop off area is a no cell phone zone. Please give your full attention to our procedures during drop off and pick up times.
- Cars should pull up to the designated drop off/ pick up station. Other cars should follow the same procedure so that all designated drop off and pick up stations are being used at the same time.
- Parents should take care of all notes, last-minute plans and "fond farewells" before arriving at school and be ready to drop off, sign the child in or out, and pull away in the morning or afternoon as soon as possible.
- If parents have a need to extend their time with their child, they may pull into a space in the rear parking lot and then walk their child to the door. Children must never be dropped off or picked up in the parking lot, and they should never wait in the parking lot alone.
- During afternoon departures, if your child needs to return to the building for "forgotten items" please drive into the parking lot, so other cars may continue with the routine procedure.
- Pets are not allowed on school property during school hours, unless special permission is granted by the principal.

# ALTERNATE TRANSPORTATION

If a child needs to leave school with an individual other than a parent/guardian, the parent must give written permission and the named person picking up the child must be on file with the office.

Alternate transportation arrangements must also be made in writing . The office will accommodate phoned in requests, however faxed in transportation changes are preferred. Due to the fact that teachers may not be able to check email during the school day, email should not be used as a means for changing transportation.

If phone numbers change or you move during the school year, please contact the school registrar at (804)716-6273 regarding the documents required to change your information in the student information system. This documentation must be provided in person within ten days of the move. (See Appendix II)

# INSTRUCTIONAL/RESOURCE PROGRAMS AND SERVICES

Richmond Prep uses the award winning ABEKA Curriculum produced by Pensacola Christian College in Pensacola, Florida. ABEKA stresses that the Bible should be taught daily at the beginning of each day. This curriculum, used in hundreds of Christian Schools internationally, has yielded outstanding results.

RPCA's core curriculum, is based on essential grade-specific and above grade level objectives. These essential objectives include concepts, skills, and strategies that will be emphasized so students can soar as they progress to the next level of learning.

Although these "Essentials" provide the framework upon which we construct the elementary curriculum and are designed to promote effective teaching and learning, the instructional staff at RPCA continually strives to provide additional opportunities to address the needs of all students.

**Academic Intervention** is available (in reading and mathematics) for students who meet stated criteria and are exhibiting weakness in basic skill areas.

**Media Center** – The media center offers an open and flexible library/media program. This includes circulation of resources to students and supervised access to the Internet.

**Art, Music, and Physical Education** instruction are provided on a scheduled basis by teachers who specialize in these areas. In the event your child cannot participate in physical education activities over an extended period of time, a doctor's excuse must be sent to school. If a child is to be excused from PE for a single day, the teacher should receive a parent's note. *All students are required to wear Physical Education uniforms and athletic shoes for PE instruction.*

**A resource teacher** is available to provide enrichment and remedial instruction to students and provide assistance in the overall implementation of the instructional program.

**Technology** is an integral part of our students' educational experience, and it is used to support the grade level Essentials of the Curriculum. Students in Pre-Elementary and Elementary have access to to the computer lab.

# GRADING SCALES

A grade will be awarded for academic progress in the major subject and resource subject areas, self-discipline and study skills.

## **Pre-school**

M = Meets standard

P = Progressing

N = Needs improvement

N/A = Skills not taught

This scale gives teachers more flexibility in evaluating children during their early stages of academic development. In grades 1-55, work in most content areas will be evaluated using the scale below. An explanation is also listed on the progress report.

## **Kindergarten**

Religion, Mathematics, Written Expression, Reading, Language Growth, Growth & Work Habits, Social Growth/Conduct, Personal Growth, Fine Motor Skills, Gross Motor Skills, and Resource Subjects (Art, Technology, Music, Physical and Health Education, Spanish, and Library) The scale below will be used for the first grading period only.

E = Exceeds standard

S = Meets standards

N = Needs improvement

U = Unsatisfactory

N/A = Skills not taught

All individual skills in need of growth will be checked with an N. Skills not introduced will be marked with n /a

## **Grades Kindergarten - Fifth**

***Grading Scale for Major Subject and Resource Subjects*** – Religion, Mathematics, Phonics, Reading, Writing/English, Handwriting, Spelling, Science, Social Studies, Art, Technology, Music, Physical Education/Health, Spanish, Self Discipline/Conduct, and Study Skills.

A 95 – 100 (Excellent)

B 85 - 94 (Above Average)

C 75 – 84 (Average)

D 70– 74 (Below Average)

F 69 and below (Failing)

### ***Self-Discipline and Study Skills***

S = Meets standards

N = Needs improvement

U = Unsatisfactory

The progress report is to be reviewed, signed by the parent(s) or guardian(s), and returned promptly to the school.

## **Student Achievement**

Teachers will make every effort to ensure success for their students. Supplementary reports will be sent to parents of students experiencing difficulty. Teachers will consult with the principal, school counselor, and other school personnel to develop strategies for working with the child. Teachers will confer with parents and offer suggestions for assisting the child in overcoming any difficulties.



A grade will be awarded for academic progress in the major subject and resource subject areas, self-discipline and study skills.

## **Report Cards**

To ensure communication regarding student progress, report cards will be sent home at the completion of each nine-week grading period. Please refer to the “key” and/or “explanation of grading symbols” to assist you in interpreting these report cards. During the fifth week, interim reports will be sent home for all academy students.

## **Homework**

Homework should be designed to develop responsibility, develop independent work/study habits, and reinforce the learning process that takes place during the school day. Parents are encouraged to emphasize the importance of establishing strong study habits within the homework routine. Although the actual work is the responsibility of each student, parents should review homework assignments with their child(ren) nightly. It is suggested that a specific time and area be designated for children to study in order to help them develop good work habits and to manage their time efficiently and effectively. Homework will be assigned nightly.

### **Suggested time allotments for homework are as follows:**

Kindergarten	30 minutes per evening
Grades 1 & 2	45 minutes per evening
Grades 3	60 minutes per evening
Grades 5	70 minutes per evening

A homework buddy system should be established in order to provide students a buddy from whom they can receive assignments when they are absent for a day or two. It is hoped that this arrangement will give each student the opportunity to help one another, but parents and teachers alike must encourage faithful participation.

When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school. If you will be requesting homework assignments, please do so when you call in the absence or before 10:30 a.m.

Teachers will make every effort to have homework in the front office by 2:30p.m. For you to pick up by 6:00p.m. As a courtesy to the school staff, please do not bring sick children in to pick up make-up work.

Teachers allot appropriate time each afternoon before dismissal to organize and prepare students for homework. In an effort to develop a strong sense of responsibility and accountability in each child, it is requested that one not return to classrooms for “forgotten” homework materials after the school day ends. Please encourage your child to check for homework and other items before leaving for school each day. Office phones are available only in emergency situations.

# PROMOTION/RETENTION GUIDELINES

The Richmond Preparatory Administrators and Board of Visitors supports an academic program with high expectations for its pupils. It is believed that student success is contingent upon the mastery of certain basic academic skills in grades PreK-5. Decisions as to whether pupils are to be promoted to the next grade or retained are made with primary emphasis on academic performance, taking into consideration what is best for each individual child. Classroom teachers will keep in close contact with parents throughout the school year. This ongoing communication is to assure parents of intervention procedures that are being employed to assist the child in attaining vital academic skills. The following guidelines will be used as a basis for promotion or retention.

**Preschool** Satisfactory mastery of preschool objectives. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity

**Kindergarten** Satisfactory completion of reading and math readiness skills of kindergarten curriculum. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity.

**Grade 1** Satisfactory completion of 6 reading units and/or math objectives for the first grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

**Grade 2** Satisfactory completion of 6 reading units and/or math objectives for the second grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

**Grade 3** Satisfactory completion of 6 reading units and/or math objectives for the third grade. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

**Grade 4** Satisfactory completion of 6 reading units and math objectives for the fourth grade. Students who have an F average in any two of the major subject areas (Reading, English, Science, Social Studies, or Mathematics) will be retained. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school

**Grade 5** Students who have an F average in any two of the major subject areas (Reading, English, Science, Social Studies, or Mathematics) will be retained. Upon consultation with parents, a child may be retained for borderline academic achievement and/or immaturity and the child may be recommended for mandatory summer school.

# DISCIPLINE

## **RPCA operate under two principles:**

1. Students have a right to an education without disruption.
2. Students who disrupt the learning environment will receive firm and consistent disciplinary action.

Effective classroom discipline is a necessary key for a good learning environment. RPCA tries to achieve this goal, and in addition, help students understand proper Christian behavior. It is training that develops self-control and character. When values are instilled at home, students are more apt to arrive at school prepared to commence their academic work with enthusiasm. Teachers will continue to strive to provide a warm learning environment, where all students can meet with success. Students, in return, are expected to respect staff members and classmates at all times and to follow all classroom and school rules.

RPCA School's Code of Student Conduct will be enforced in its entirety. This document should be maintained from year to year and discussed with your child on a regular basis. Questions concerning its content should be addressed with your child's classroom teacher. If your copy is ever lost, please notify the office and a replacement will be sent to you. The Code of Student Conduct is also located on the RPCA website.

## **DRESS CODE**

The following Standards of Dress have been established by RPCA's Administrators and Board of Visitors for all Pre-Elementary and Academy School students. While most students dress appropriately and safely for school, the Administrators and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate. Therefore, the school uniform is the appropriate daily dress for students. (See Appendix I)

# SCHOOL UNIFORMS

- RPCA is a Christian institution, which values education and not materialistic things, objects or fads that would interfere with the learning process.
- Adherence to the dress code is mandatory.
- Students are required to wear school uniforms each school day.
- Parents will be notified if there is an exception to this regulation.
- It is the responsibility of the parent to see that their child is dressed in uniform before coming to school each morning.
- ALL UNIFORMS are purchased (with the exception of shoes and PE uniforms) from Flynn & O'Hara School Uniforms, which is located in the Stein Mart Shopping Center, 9708 Midlothian Turnpike, Richmond, VA 23235, 804-327-9001 or [www.flynnohara.com](http://www.flynnohara.com).
- PE uniforms can be purchased from the school office.

This dress code will assist parents and students as they make decisions regarding daily attire that contribute to an appropriate, safe, and secure learning environment for all students. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment. In support of the Code of Conduct Dress Code, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of RPCA has the authority to notify students and parents of modifications to the dress code for dress-down, spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

## UNIFORM AND DRESS DOWN DAYS:

Dress Down Day is a designated day by the school, when students have an option not to wear the school uniform. They are allowed to wear clothes other than the school uniform following the guidelines listed below.

Female Students may wear

- Nail polish (modest in color)
- Earrings (stud or small hoops)

Male Students may wear

- Braids (must be neat in appearance)
- Earrings are not allowed

Students may not wear the following items unless otherwise stated:

- Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items worn on school grounds during regular school hours: bandannas, do-rags, head-scarves, hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses inside the school building unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than four inches above the knee even when worn with leggings or tights.
- Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could reasonably cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items that could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels also known as “wheelies.”
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is excessively tight or skimpy, including biker pants and clothing with plunging necklines.
- Clothing that is see-through, revealing, or resembles undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
- High heels or flip flops at the any level (students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).
- Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.
- Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks.

# CAFETERIA

Lunches brought from home should contain everything required for the child to enjoy it: a napkin, spoon or fork, straw, etc. Carbonated drinks/sodas should not be included in lunches brought from home. Likewise, glass bottles and containers are prohibited.

**Microwavable lunches can be heated by a staff member. Any microwavable meal cannot have a warm up time that exceeds 2 minutes. Frozen meals are prohibited.**

In the event that a student forgets to bring a lunch to school, parents may drop off the lunch in the designated area in the main office. Teachers will allow students to stop in the office to pick up their lunch on the way to the cafeteria. Students are expected to use good table manners, display proper eating habits, remain seated at the table, raise their hand for assistance, and may talk quietly to their classmates while in the cafeteria.

Parents are invited to eat lunch with their child. When parents come to eat, their child may join them at a designated guest table. Your child may choose one friend to join them at the guest table. At the conclusion of the lunchtime, it is the responsibility of the parent and child to clean their area. Parents should say goodbyes in the cafeteria since the class will be returning to instructional activities. Be mindful that the lunch schedule may change to accommodate special school wide events/assemblies.



# CLINIC/HEALTH SERVICES

The clinic/office attendant is on duty during school hours to administer First Aid for injuries, which are received at school. School personnel as described in the American Red Cross First Aid Manual, shall give no treatment, other than basic First Aid. Parents will be notified either by phone or note if your child visits the office.

## *R6-09-002 Regulations pertaining to medications*

No medicine shall be given to pupils by school personnel except as herein provided. Parents are advised to give medications at home and on a schedule other than during school hours, if possible. First dose of a new medication should be given at home unless otherwise determined by a letter from the physician. If it is necessary that a medication be given during school hours, the procedures set forth in this regulation shall be followed. (See Appendix VI)

### **A. Prescription Medication for Students**

- The parent of any student under medical care and using prescribed medication during school hours is required to present to the school clinic attendant, a physician/nurse practitioner's order stating the name of medication prescribed for the student, the time to be administered, the dosage of medication, the total duration of treatment, and the diagnosis or reason the medication is needed, unless reason should remain confidential. Administration of medication at school also requires the written signature of the parent/guardian of the Medication Permission Form.
- All medication will be secured in the office in its ORIGINAL CONTAINER or in an appropriately labeled pharmacy container. All medications will be under lock when not in use.
- It is strongly recommended that the parent/guardian transport prescription medication to the student's school.
- Only one week or less supply of medication should be brought to school unless medication is to be taken daily throughout the school year. For short-term medications (less than 10 days), i.e. antibiotics, the prescription label on the bottle may be accepted as the physician/nurse practitioner's order. Unused medication should be picked up by the parent/guardian or it will be discarded. Parents must understand that medications at RPCA are given by unlicensed personnel.

- All students will come to the school health office for administration of medication.
- Attempts (letter and/or phone call to parent) will be made to return prescription medications at the close of the school year if not previously returned.
- Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.

## **B. Nonprescription Medication for Students**

- Written permission must be provided indicating the name of the medication, dosage, time to be given, the reason for its administration, and the parent/guardian's signature on the Medication Permission Form.
- Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences. Parents must understand that unlicensed personnel give medications at RPCA.
- The medication and the Medication Permission Form SHOULD be delivered to the school by the parent/guardian. Medication must be UNOPENED and in its ORIGINAL CONTAINER. Expiration dates will be followed.
- Any nonprescription medication that is to be given for more than three consecutive school days must be authorized by a physician/nurse practitioner in writing.
- Herbal medications will NOT be given at RPCA without written order by physician/nurse practitioner that shall include desired and adverse effects.
- Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.
- No medications will be sent home with students.

Under certain conditions during a short-term illness, a parent may come to the office and administer required medication to his/her child.

## Fever

The protocol for sending a child home with a fever will be “any student with an oral temperature greater than 100.4 degrees F or 38 degrees Celsius” will need to be removed from school as quickly as pickup can be arranged.

In case of serious injuries or illness, every effort will be made to immediately contact the parent or guardian. Each child must have an emergency form on file for this purpose.

The emergency form requests an alternate contact person and phone number. This person will be called to pick up your child in the event that we cannot contact you. This person does not necessarily have the authority to authorize medical treatment.

If the student requires treatment beyond First Aid and if the parent or guardian cannot be reached, the student will be taken by the rescue squad to the nearest hospital for emergency treatment.

- If you are called by the clinic attendant to come pick up your child, please do so as soon as possible, as we do not have a clinic. We cannot let sick children remain in the classroom, and we do not have the facilities to care for a sick child for an extended period of time.
- Do not send your child to school if he/she is already experiencing the following symptoms, which may be characteristic of a communicable disease:

“A communicable disease may be suspected when a combination of any two or more of these symptoms is present: headache, watery and inflamed eyes {pink eye} and nose, cough, elevated temperature, skin eruptions, sore throat, vomiting and diarrhea.”

- If a child has experienced an elevated temperature (anything over 100), he/she should not return to school within 24 hours of this temperature returning to normal.
- If a child has been diagnosed with a positive culture and has been placed on an antibiotic, he/she should not return to school until 24-48 hours after the medication has begun, or as directed by the child’s physician.

# COMMUNICATION

Notes, newsletters, etc., will be sent home from the school routinely. These may be official school notices, teacher communications, PTSF updates, or other information approved by the School Board. Richmond Prep utilizes various means to keep parents updated and informed:

- School Website
- Email
- Social Media: Facebook, Twitter, and Instagram
- Mass Voice Calls
- Mass Text Messages
- Eagle App
- QuickSchools (Student Information System)
- Compliment & Concern Form
- Info Table & Board (located at main entrance)

It is encouraged that parents and teachers develop a strong, cooperative communication system. Telephone contact and/or conferences may clarify concerns and problems while eliminating frustrations and apprehension.

Conferences may be scheduled at any time upon request. Parents should refrain from “impromptu” conferences before or after school. A call to the school office, an email, or a note written to the teacher will initiate the scheduling of a conference at a mutually convenient time. Parent conference days are scheduled during the school year. Specific notices from the school will be sent home to notify parents of those dates. **(Note: All in-person parent conferences with the Lead Administrator and/or the Principal are by appointment only.)**

# EMERGENCY PLAN/EVACUATION

Richmond Prep is a controlled access environment. A faculty or staff person physically welcomes any and all visitors to our building. This is our first line of defense of our school community.

Should the need arise due to an emergency situation, all teachers will be discretely alerted via intercom and classrooms will be locked from the inside to provide protection to students. Teachers are trained about our discreet code system and procedures for emergency lock-down on a yearly basis.

Should the need arise for an evacuation, students, faculty and staff will follow the same evacuation procedures which they practice during monthly fire drills. Students will be transported away from the campus to Fifth Baptist Church on Cary St.

Richmond Prep students practice monthly fire evacuation drills and annual tornado drills. An evacuation diagram is posted by the exit door in each classroom.

In the case of any emergency situation, parents will be notified by one or all of the following means:

- Calling Post Voice Call
- SMS Text Message

# EMERGENCY SCHOOL CLOSING

RPCA's Administrator authorizes any closings or cancellations. Should these occur, parents are urged to adhere to the following guidelines:


- Whenever there is a possibility of a cancellation or early closing, please watch your local television (channel 12) for any announcements or call the school. It is wise to continue watching or keep your electronic devices handy as conditions often deteriorate as the day progresses, and the school may need to change from the original announcement.
- An emergency contact list must be completed and on file with RPCA for each child. Office personnel will follow the instructions listed on the form, should such a dismissal be necessary.

# EXPENSES

**Field Trips:** Grade levels take various field trips during the year. These trips are learning experiences away from the school grounds, which are chosen to enrich and support the grade level Essentials of the curriculum. These may or may not require a fee. Written permission from parents or guardians must be granted in order for a child to participate. There are also in-house programs that may require a fee.

**Library Books:** There is no fine for overdue books. However, children and parents are responsible for lost or damaged books.

**Pictures:** Individual pictures will be taken in the fall and in the spring. Purchase of these pictures is optional. Our school receives a percentage of the cost, which is used to purchase instructional materials.

**Textbooks:** Textbooks are purchased from the school and are the students' to keep. Special attention should be given to caring for all school and personal property. In the event that these books are lost, students will be required to purchase a new book. 

**Extra-curricular Programs & Special Events:** During the year there will be school-wide activities that will require participation fees. These activities include, but are not limited to: Harvest Fest, Valentine's Day Dance, Basketball Team, Cheerleading Squad, Fun Bus, Little Kicks.

**Payment of Fees:** All activity fees should be remitted through the school office with corresponding registration forms and/or waivers. These fees should be made separate from tuition and other enrollment fees and in the form of cash only.

## SPECIAL ACTIVITIES/ASSEMBLIES

Assemblies and other special activities are considered to be important elements of the instructional program and will be presented throughout the school year.

Students are expected to conduct themselves in an appropriate manner and are to be respectful and courteous at all times. Applause will indicate appreciation for a performance or presentation. Siblings should remain with their own classrooms to attend these performances.

## EXTRA-CURRICULAR PROGRAMS & ATHLETICS

During the school year students will be able to participate in various extra-curricular activities, such as:

- Basketball
- Cheerleading
- Dance
- Fun Bus
- Little Kicks

**Only students who have paid all applicable fees and submitted all necessary forms will be allowed to participate in extracurricular activities.**

Any child wishing to participate in the basketball or cheerleading must maintain quality study skills, complete homework assignments, maintain at least a C average, and follow the Code of Conduct. Basketball and cheerleading participants are expected to be present at school (at least a half day) on the day that they are participating in an athletic event, which occurs on a school day.

# PARTIES/TREATS/GIFTS

RPCA allows class parties, which are to be held during lunch time or immediately after school. Parents/ Guardians may submit a Party Request form to the administrative office at least three (3) days prior.

- Cupcakes or the like should be provided to celebrate individual children's birthdays.
- Parents may plan parties and, may collected money or donations for a class gift for the teacher.
- Balloons, flowers, etc. are not to be sent to children outside of the stated party times while at school.
- Private birthday invitations can be distributed, but must include all students in the class.
- We welcome parents and family members to have lunch with their child on his/her birthday.

There are children throughout the school who are on special diets for personal or medical reasons RPCA ask that you please be mindful of these students.

# PARENT INVOLVEMENT

Throughout the school year there will be many opportunities for parents to support Richmond Prep. **Each Richmond Prep family is required to commit a minimum of 12 family volunteer hours during the school year towards school-wide programs/events and/or classroom/school support. Family volunteer hours can be done collectively and by various members of the family (i.e. mother, father, grandparents, etc.)**

## PTSF 2019-2020 (Parent Teacher Student Fellowship)

All families are required to join the Richmond Prep PTSF. Parents are encouraged to attend PTSF meetings and participate in PTSF activities. Dates and times of PTSF meetings will be announced throughout the school year. The PTSF supports the school and encourages all families to give of their time and talents in all school activities. Annual dues are \$10.00 per family.



## SOLICITATION/ FUND RAISING

There are two mandatory fundraisers for RPCA families. One in the fall and the other in the spring. According to RPCA policy, students shall not be involved in any fundraising activity that requires the sale of items during the regular school day or in a door-to-door canvas of residences or businesses, when done in the name of the school or organizations within the school during the school day. It is not intended to exclude moneymaking activities by the school itself or by organizations within the school, so long as such activities do not involve selling by students during the school day or in door-to-door **solicitation**. **Only students who have paid all applicable fees and submitted all necessary forms will be allowed to participate in extracurricular activities.**

## VISITORS/GUESTS/PARENT VOLUNTEERS

In an effort to safeguard the well being of every student attending Richmond Preparatory Christian Academy, all visitors, guests, and parent volunteers are asked to report to the office upon arrival.

- School entrance is on Sheppard Street. After 9:00 a.m. doors will be secured for safety reasons.
- Parents are asked to drop off forgotten textbooks, lunches, lunch money or other instructional equipment/materials in the office. These will be forwarded to students in a timely fashion so that instructional time is not lost.
- Forgotten recess equipment should not be brought to school (i.e video games).
- Students are not allowed to bring visitors to school (out-of-town guests, siblings, relatives, etc).
- If you are volunteering, visiting classrooms, or attending special events, please silence your cell phone while in the building.

## RPCA BOARD OF VISITORS

The RPCA Board of Visitors meet quarterly. Standing committees of the Board meet when necessary. The purpose of the Board is to serve in an advisory capacity to administration to formulate policy consistent with ACSI and state guidelines and directives for the operation of Richmond Preparatory Christian Academy.

# PARENT FINANCIAL RESPONSIBILITIES

- Financial responsibilities are outlined in the Tuition Contract. (*see Appendix III*)
- All parents or guardians must complete a registration and Tuition Contract form before the child will be allowed in school.
- All records (transcripts, report cards, etc.) will be held by the school until all tuition and fees are paid in full.
- All tuition and fees must be paid in full before a student may participate in graduation exercises or receive earned awards.
- All tuition and fees must be paid in full before a student can register for the next grade.
- All lost or damaged books and school property must be paid for in full. Cost will be based on replacement value.
- There will be a service fee of \$45.00 for a returned check.
- If you withdraw your child during the school year, preschool parents must give a two week written notice and parents of elementary students are responsible for the remainder of the signed contract.
- All outstanding balances will be turned over to our attorney on June 30th of each year.
- If it becomes necessary to take legal action in order to collect outstanding monies owed, parents or guardians will be responsible for any unpaid balances as well as any court fees incurred.

# HANDBOOK FOR PARENTS AND STUDENTS OF RICHMOND PREPARATORY CHRISTIAN ACADEMY

Please return to your child's teacher

**DUE BY: September 11, 2018**

My signature below confirms that I have read the complete contents of this 2018 - 2019 Parent and Student Handbook and accept responsibility for compliance.

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

It is the responsibility of every parent to read, discuss, and become familiar with the expectations of Richmond Preparatory Christian Academy, which are contained in this handbook.

# STUDENT CODE OF CONDUCT

Students at Richmond Preparatory Christian Academy are expected to maintain good citizenship. Students are to display a cooperative attitude, respect the rights and opinions of others, respect property, accept responsibility, show growth in self-control, and take pride in personal appearance and actions.

In order for the student to achieve the above, parental involvement and support of all school policies are expected. Teachers, parents, and students must work cooperatively to foster and maintain a positive learning environment. Each classroom teacher will maintain a positive environment for learning. Individual teachers will handle classroom discipline, firmly and fairly. This includes general classroom management and behavior, assignments, etc. Students are required to abide by all classroom rules. Disruptive student behavior is subject to disciplinary action by the teacher, principal, or principal designee.

When enforcing the Student Code of Behavior, students and their property, including but not limited to, backpacks, book bags, purses, other containers, desks, cell phones, computers, ipads, PDA's, etc., may be searched.

Specific areas of concern are listed below. Appropriate disciplinary actions, in no particular order, as listed in this section of the handbook will be taken by the administration.

## **Attendance**

Students are expected to arrive at school and all classes on time every day. Once a student arrives on school property, they may not leave without administration permission prior to the end of the regular school day.

## **Substance abuse**

Care of one's body by avoiding all harmful substances such as cigarettes, alcohol, and drugs is expected. Possession of such harmful substances is prohibited and is grounds for expulsion. All medication is to be kept in the school office.

# STUDENT CODE OF CONDUCT (Cont.)

## **Dangerous objects and firearms**

Each student who attends RPCA has the right to learn in a safe environment with others who respect their well being. The possession of any dangerous object is prohibited. Weapons of any kind are prohibited and possession of such items is grounds for expulsion.

## **Disorderly Conduct/Disruptive Behavior**

Students are expected to show growth in self-control and use non-violent techniques to solve problems. Fighting (intentional hitting, scratching, shoving, biting, throwing of objects, etc., is not permissible). Instigating fighting or conflicts (comments, actions, or messages) is not permissible. Cursing, threatening, using abusive language, bullying, teasing, hazing, or other acts of intimidation will not be tolerated.

Students are to demonstrate proper respect for self and others in words and actions. Proper language is expected at all times. Inappropriate or abusive language (verbal or written) is prohibited. Inappropriate literature, this includes diaries, is prohibited. Sexual harassment or inappropriate sexual behavior is prohibited. Disrespect (walking away, etc.), defiance (refusing to follow directions), disruptive behavior in classroom and excessive talking, which interferes with the learning process, will not be tolerated. Students can be issued up to five days suspension for behaviors listed above.

## **Electronic Devices**

The use of any type of unauthorized electronic devices, such as cell phones, kindles, nooks, iPods, iPads, Nintendo DS, Sony PSP / Vita, laser pointers, PDA's and other such devices is prohibited. Any student found to be in the possession of any of the above items at school will have the item immediately confiscated and demerit points will be given. Cell phones must remain off and in student's backpacks during the school day. Limited use of mobile devices is permitted during before and after school care (6:30 am - 8:00 am and 2:30 pm - 6:00 pm)

# STUDENT CODE OF CONDUCT (Cont.)

## **Integrity**

Honesty, trustworthiness, and integrity with oneself and others are expected. Students are expected to perform honestly through the production of their own work. Lying, cheating, stealing, plagiarism, falsification, and unauthorized use of technology and information are prohibited. Consequences include conference with the principal and possible suspension.

## **Vandalism**

Members of the RPCA community are entitled to enjoy property free from the abuse of others. Vandalism is the willful marring, defacing, or destruction of school property. This includes the building (exterior and interior), books, computer equipment and software, and school grounds. Causing, intent to cause, or attempt to cause damage to school or personal property of others is prohibited.

Consequences include conference with the principal and possible suspension. Parents may be liable for vandalized property.

## **Technology and the Internet**

Students should use technology and the Internet in an appropriate manner. Each student and their parent or guardian is to read and return the signed Technology and Internet Acceptable Use Policies & Contracts at the beginning of each school year.

# STUDENT CODE OF CONDUCT (Cont.)

## DISCIPLINARY ACTIONS

Our chief responsibility is to provide a safe and secure learning environment for each child. Parents are expected to discuss the code of behavior and its consequences with their child. The school and home must work together to provide strong discipline and a safe learning environment for the school. The appropriate disciplinary action, in no particular order, will be taken by the administration to resolve issues of school discipline.

- Student Conference
- Contact parent (verbal and/or written).
- Conference with parent, teacher, administration
- Parent pick-up child immediately from school
- Confiscation
- Work detail
- Restitution
- Counseling
- Mediation/Conflict Resolution
- After/school or morning detention
- In-School Suspension
- Home Suspension
- Three suspensions (In-school and/or home) are an automatic expulsion
- Expulsion

Serious infractions, as deemed by the administration, may result in immediate expulsion from the school. (An example of a serious infraction would be the possession of drugs or weapons; endangering the safety of the school community and any of its members; habitually violating the code of behavior)

**Students who earn an in-school suspension or a suspension cannot earn Principal's List Status and are not eligible for the RPCA Citizenship or Eagle Award.**

# TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

FOR ALL SCHOOL EMPLOYEES & STUDENTS GRADES PREK – 8TH  
RICHMOND PREPARATORY CHRISTIAN ACADEMY

Technology is an essential educational tool whose use must be grounded in the values and mission of Christian education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives outlined by ACSI and the Administrators of Richmond Preparatory Christian Academy. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at anytime. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades PreK - 8th and their parent(s), must return the signed technology and Internet Acceptable Use Contract. Students in grades K through 8 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.



# TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY (Cont.)

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority. At School, the faculty and staff blend thoughtful use of computers/tablets and Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network.

Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

## ACCEPTABLE COMPUTER AND INTERNET USE

1. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers/tablets may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

# TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY (Cont.)

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:

- Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
- Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.
- Sending any written comment or picture that is malicious regarding another student or individual. All forms of communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
- Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
- Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure websites.
- Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premise).
- Non-School related social contacts between faculty/staff and students.
- Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
- Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.

# TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY (Cont.)

- Using the network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
- Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
- Assisting others in violating any of these policies.
- Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.

## **Prohibited unless authorized by the Administration:**

Access to personal email, chatting, instant messaging, or discussion boards. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

# APPENDIX

# RICHMOND PREP PRIDE

## The Student Pledge

I thank God for the opportunity to soar like an eagle at Richmond Preparatory Christian Academy.

I will mount up on my wings on academic excellence, physical fitness, emotional maturity, and spiritual growth.

With God's help, I will rise above any behavior unfitting for a Christian environment.

I will treat my fellow eagles, my school administrators, my teachers, staff, and my parents with love and respect.

To all these objectives, I do pledge.

**Written June 2005 by Dr. Mary G. West, Former Principal**

## School Song

Sung to the tune of "Let There Be Peace on Earth"

RPCA, our school, so dear will it always be,

Ordained by God above.

To educate you and me.

No matter your color, your race, or your creed,

Our school is just the place;

It offers what you need.

In red, white, and blue we grow,

Developing totally.

Teachers guiding with love,

Transforming society.

Like mighty eagles, we soar above all of life's adversities.

RPCA, our school, so dear it will always be.

**Written June 2006 by Dr. Mary G. West, Former Principal**

**School Colors**

**Red, Blue, and Gray**

**School Mascot - Isaiah the Eagle**

Richmond Prep is the home of the eagle, a timeless symbol of courage, strength, and integrity as outlined in the school scripture.

**School Scripture**

**THEY THAT WAIT UPON THE LORD SHALL RENEW THEIR STRENGTH. THEY SHALL MOUNT UP WITH WINGS AS EAGLES. THEY SHALL RUN AND NOT BE WEARY. THEY SHALL WALK AND NOT FAINT. - ISAIAH 40:31**

# USER TECHNOLOGY AND INTERNET USE CONTRACT

***This form must be signed by faculty, staff and students in all grades.***

I understand and will abide by the Technology and Internet Use Policy. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, and/or appropriate legal action may be taken.

\_\_\_\_\_ (Please Print.)  
User's Full Name:

\_\_\_\_\_  
User's Signature:

Date: \_\_\_\_\_

## PARENT OR GUARDIAN

As the parent or guardian of this student, I have read and agree to the Technology and Internet Use Policy. I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

\_\_\_\_\_ (Please print.)  
Parent or Guardian's Name:

\_\_\_\_\_  
Parent or Guardian's Signature

# MEDIA RELEASE

I hereby give permission to allow publication on the Internet of my child's creative efforts including stories and artwork, use my child's name (but no picture) in School Internet publications, use my child's picture (but no name) in School Internet publications, or use my child's picture and name in a newspaper or other external media.

\_\_\_\_\_ (Please print.)

*Parent or Guardian's Name*

\_\_\_\_\_  
*Parent or Guardian's Signature*

Richmond Prep make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School denies any responsibility for the accuracy or quality of information obtained through its provision of Internet service.

# WRITTEN MEDICATION CONSENT FORM

- This form must be completed in a language in which the child care provider is literate.
- One form must be completed for each medication. Multiple medications cannot be listed on one consent form.
- Parents MUST complete #1 through #23 (omit #18) for medication to be administered 10 days or less OR for non-prescription topical medication including sunscreen, diaper ointment or insect repellent.
- The child's health care provider MUST complete #1 through #18 for Long-Term medications or when dosage directions state, "consult a physician." The parent completes #19 through #23.

1. Child's first and last name: \_\_\_\_\_

2. Date of birth: \_\_\_\_\_

3. Child's known allergies: \_\_\_\_\_

4. Name of medication (including strength): \_\_\_\_\_

5. Amount/dosage to be given: \_\_\_\_\_

6. Route of administration: \_\_\_\_\_

7. A. Frequency to be administered:  
\_\_\_\_\_

OR

B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters)  
\_\_\_\_\_

8. A. Possible side effects: \_\_\_\_\_ Parent must supply package insert (or pharmacy printout) for complete list of possible side effects.

AND/OR

B. Additional side effects:  
\_\_\_\_\_



# WRITTEN MEDICATION CONSENT FORM (cont.)

9. What action should the child care provider take if side effects are noted:  
 Contact parent  Contact prescriber at phone number provided below  
 Other (describe): \_\_\_\_\_

10. A. Special instructions:  Parent must supply package insert or pharmacy printout for complete list of possible side effects

AND/OR

B. Additional special instructions: (Include any concerns related to possible interactions with other meds the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any preexisting conditions. Also describe situations when medication should not be administered.)

---

---

---

---

11. Reason the child is taking the medication (unless confidential by law):

---

---

---

12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and require health and related services of a type or amount beyond that required by children generally?

No  Yes

If you checked yes, complete #33-#34 on the back of this form.

13. Are instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered?

No  Yes

# WRITTEN MEDICATION CONSENT FORM (cont.)

14. Date consent form completed: \_\_\_\_\_

15. Date to be discontinued or length of time in days to be given (this date cannot exceed 6 months from the date authorized or this order will not be valid):  
\_\_\_\_\_

16. Prescriber's name (please print): \_\_\_\_\_

17. Prescriber's telephone number: \_\_\_\_\_

18. Licensed authorized prescriber's signature: \_\_\_\_\_

Required for Long-Term medication or when dosage directions state, "consult a physician."

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the prescriber write 12pm?)

\_\_\_\_\_ Yes \_\_\_\_\_ N/A \_\_\_\_\_ No

Write the specific time(s) the child day program is to administer the medication (i.e.: 12pm): \_\_\_\_\_

20. I, parent/legal guardian, authorize the child day program to administer the medication as specified in the "Licensed Authorized Prescriber Section" to \_\_\_\_\_ (child's name).

21. Parent or legal guardian's name (please print): \_\_\_\_\_

22. Date authorized: \_\_\_\_\_

23. Parent or legal guardian's signature: \_\_\_\_\_

# WRITTEN MEDICATION CONSENT FORM (cont.)

## Child Day Program To Complete This Section (#24-#30)

24. Provider/Facility Name: Richmond Preparatory Christian Academy

25. Facility telephone number: 804-344-0051

26. \_\_\_\_\_ (Leave Blank)

27. I have verified that #1-#23 and if applicable, #33-#36 are complete. My signature indicates that all information needed to give this medication has been given to the child day program.

28. Authorized child care provider's name (please print):

\_\_\_\_\_

29. Date received from parent: \_\_\_\_\_

30. Authorized child care provider's signature: \_\_\_\_\_

## **Only Complete This Section (#31-#32) if the parent requests to discontinue the medication prior to the date indicated in #15**

31. I, parent/legal guardian, request that the medication indicated on this consent form to be discontinued on \_\_\_\_\_

Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.

32. Parent or Legal Guardian's Signature: \_\_\_\_\_

Licensed Authorized Prescriber To Complete, As Needed (#33-#36)

33. Describe any additional training; procedures or competencies the child day program staff will need to care for this child.

\_\_\_\_\_

34. Licensed Authorized Prescriber's Signature:

\_\_\_\_\_

# WRITTEN MEDICATION CONSENT FORM (cont.)

## **Licensed Authorized Prescriber To Complete, As Needed (#33-#36)**

33. Describe any additional training; procedures or competencies the child day program staff will need to care for this child.

---

34. Licensed Authorized Prescriber's Signature:

---

35. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to doze, time or frequency until the medication from the previous prescription is completely used, please indicate the date by which you expect the pharmacy to fill the updated order.

Date: \_\_\_\_\_

**36. By completing this section the child day program will follow the written instruction on this form and not follow the pharmacy label until the new prescription has been filled.**

37. Licensed Authorized Prescriber's Signature:

---

# ELEMENTARY ACADEMY

## DEMERIT SYSTEM ACCUMULATION

In an effort to promote consistent disciplinary practices, Richmond Prep has established the following demerit system for students grades 1 - 5.

Disciplinary Action will be taken at the following levels and in the following measures:

10 demerits	One lunch detention for each 10 demerits earned.
20 demerits	One hour after school detention and one week of extracurricular activity suspension
40 demerits	One day of out-of-school suspension, Parent/Teacher/Administrator Conference
60 demerits	Two days out of school suspension, ineligible to participate in extracurricular activity for the remainder of the school year, ineligible for field trips, possible denial of re-enrollment
80 demerits	Expulsion

## **DEMERIT SYSTEM**

The following is a list of offenses and applicable demerit amount. This is not an all-inclusive list:

1 demerits	Unexcused Tardy to School or Class
1 demerits	Unprepared for Class
1 demerits	Leaving books / supplies outside of assigned space
2 demerits	Eating/Chewing gum in the Classroom
3 demerits	Excessive Talking in the Classroom
2 demerits	Passing notes in Class or Chapel

# ELEMENTARY ACADEMY

## DEMERIT SYSTEM

2 demerits	Running/disruptive behavior in the halls
5 demerits	Disruptive behavior in class, chapel, lunch, or recess
5 demerits	Disrespectful behavior
10 demerits	Defiance of Authority
5 demerits	Leaving class without permission
10 demerits	Cell usage at unauthorized time
10 demerits	Violation of electronic use policy
5 demerits	Public displays of affection
10 - 20 demerits	Cheating or the appearance of cheating
10 - 20 demerits	Plagiarism
20 demerits	Inappropriate language and cursing
2 - 10 demerits	Taunting / teasing
10 demerits	Obscene jokes
10 - 20 demerits	Intentionally hurting another student
10 - 40 demerits	Vandalism
20- 40 demerits	Stealing
20 - 80 demerits	Fighting, initiation or participation, intentional spitting
40 - 80 demerits	Possession of fireworks, matches, lighters, pocket knife
60 demerits	Possession of Pornography