

∞ Statement of Faith ∞

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16; 2 Peter 1:21*)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (*Genesis 1:2; Matthew 28:19; John 10:30*)

We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; Hebrews 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (*John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5*).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18*).

Restoration Academy

∞ Restoring a legacy of hope, character, and a love for learning ∞

Our Mission

Restoration Academy is a Christ-centered urban day school. We are committed to restoring a legacy of hope, character and love for learning. Our aim is to equip students to fulfill God's call on their lives and to advance His kingdom on the earth.

Our Vision

One of the institutions needed to reach the children of our inner-cities is the private urban day school. Restoration academy is one of such schools, which particularly emphasizes a strong partnership of parents and faculty in preparing our students for the future. Our primary educational objective is two-fold; 1) to develop moral character in the lives of our students, and 2) to provide every student a quality academic foundation.

Though we maintain that what you are is exceedingly more important than what you have, a quality education is required for any chance of real survival in American society. Therefore, the two objectives work hand in hand to prepare our students for personal and civic success.

Our Distinctive

Our mission requires that we serve a range of needs, from honor students to kids who have fallen through the cracks of the education system. To accomplish our mission, we use an approach that encompasses a four-fold distinctive of love, scholarship, character and discipline. We believe our approach can make a positive difference in every student who comes through our doors.

Our Approach

Each of us can look back to the teachers who made a positive impact on our lives. Luke 6:40 states that, "*a student is not above his teacher, but everyone who is fully trained will be like his teacher.*" At Restoration Academy, our daily goal is to place each student in a learning relationship with our teachers and tutors. We strive to umbrella his/her relationship within an atmosphere of love, nurturing, discipline and acceptance. To facilitate the se goals we offer: in-school network and acquisition of vocational and trade skills (Booker T. Washington's philosophy).

Our Stakeholders

A. The Children

B. The Staff

1. Administrators who provide leadership, program development and service coordination.
2. Teachers who provide classroom instructions and student supervision.
3. Support personnel who provide assistance and program services.

C. The Home

Where parents, (who are the primary teachers of children), participate in the learning process by reinforcing the individualized educational goals for their child.

D. The Supporters

1. Board of Directors
2. Volunteers – Those who donate their time and talents to provide remedial instructions, enrichment activities, special programs and support services.
3. Contributors
 - Financial – Those who give financially to underwrite the costs of educating the children
 - Material – Those who give material goods to facilitate the mission of Restoration

Our Strategic Plans

To facilitate its mission and vision, Restoration Academy recognizes six strategic areas:

1. Accreditation

Restoration Academy is accredited (grades 1-12) by ACSI.

2. Curriculum

The Curriculum is the medium and the message for equipping students with the exposure, experience, and education they need to function effectively in society. It is the “tool of education.” As any craftsman knows, the more effective the tool (whether it is simply a sharpened tool or an advanced electronic one) the more efficient the job performance. Therefore, after much prayer and research, we have selected curricular materials that, in our opinion, are some of the best tool on the market.

3. Faculty/Staff Development

A tool, no matter how sophisticated, is only as effective as the person using it. So is the case with the curriculum. It is simply a tool that finds its effectiveness in the hands of teachers who administer it. Staff development, therefore, is essential for equipping the teachers with the resources to effectively use the curricular materials. The teacher is undoubtedly the key to the academic process.

4. Student Assessment

The philosophy of teaching adopted by Restoration is that teaching is directly related to learning so that where learning has not taken place, neither has teaching taken place. The act of teaching is no an end, but a means to an end. The end is that the student registers the information taught, retains the information and is able to recite it with understanding. To measure the effectiveness of the teaching/learning process, Restoration is committed to regular student assessment. Such assessment provides the information needed to diagnose the student's beginning academic levels, prescribe the most effective course of study tailored to the individual student, and prepare the student for optimum performance on nationally administered standardized tests. We also administer the Stanford Achievement Test each fall and spring.

5. Technology

One noted author once stated in reference to children in the inner city that we are raising a generation of young people who are already technologically obsolete. The problem is not rooted primarily in lack of advance technological equipment. Rather, it is pedagogical failure because children are not developing the critical thinking and comprehension skills necessary to understand and use such equipment. If we teach the children how to think and to develop comprehension skills, then they will have the ability to use and master any equipment placed before them. Restoration is committed to equipping its students to function productively in a global society that is increasingly technologically oriented.

6. Parental/Community Involvement

At Restoration Academy we believe that the parent is the first and most important teacher in a child's life. The home is where a child should be trained up in the way he/she should go. The reality is in our society we continue to witness the demise of the basic family structure that offers children the best foundation for their physical, social, mental, emotional, and spiritual development. As a result, children are starting school with considerable emotional, moral and academic deficiencies. The deficiencies require the mobilization of adult caregivers who will instruct through their teachings and illustrate through their living the core values essential for a child's development. Restoration is committed to mobilizing parents and volunteers to this end.

Admission and Enrollment

Restoration Academy does not discriminate on the basis of race, color, gender or national and ethnic origin.

A. Procedure

1. Parent or guardian must submit an application for admission accompanied by:
 - Recent report card
 - Most recent Standardized Test for grades 2-12 (*Students without test results must take an assessment test – Parents must arrange this.*)
 - Copy of Social Security Card
 - Copy of birth certificate
 - \$10.00 application fee
2. Parent or guardian will be contacted to schedule an interview.
 - Students in grade 9-12 must attend interview
3. Parent or guardian will be notified regarding acceptance.
 - If accepted, parent or guardian and student must read the Parent/Student Handbook thoroughly and sign. (**No student will be allowed to enroll without signing handbook.**)
 - All permission forms must be signed (Corporal punishment, school covenant, and textbook forms)
 - Blue and Pink Immunization forms must be submitted (All students must have had the following immunizations: Diphtheria, polio, measles and rubella)
4. Parent or guardian must pay all remaining fees:
 - Registration fee, SMART fee, book fee, SAT fee and tuition.
5. Attend Parent Orientation – (See school calendar)

~ **Student must be living with and enrolled by a parent or legal guardian.** ~

B. Waiting List

Students may be placed on a waiting list, depending on space availability. For all grades, acceptance of students on the waiting list is based on date of application and priority status.

C. Specific Rules

1. Restoration Academy reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.
2. While Restoration Academy has no control over activities by students off campus that is not school-sponsored, and does not supervise student conduct, which occurs during activities that are not school-sponsored, misconduct during such activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion (*see blog and internet policy*).
3. School property shall be protected. Defacing or damaging property which is malicious or careless in nature, which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his/her parents or legal guardian.
4. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy **will not be allowed**.
5. Respect for authority is expected of each student for any staff member at any time, either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action that may include suspension or expulsion.

Graduation Requirements

All seniors from Restoration Academy must have completed the following stipulations in order to graduate from the school and receive their diploma:

1. Each senior must have at least 24 academic credits completed on their transcript.
2. Each senior must have at least 4 academic credits for history, science, math, language, and Bible* (total of 20 credits).
3. Each senior must have at least ½ academic credit of computer, health, and at least one full-academic credit of P.E, and at least two academic credits from other electives (additional P.E., choir, foreign language etc.).
4. Each junior must take the ACT at least once.
5. Each senior must take the ACT at least once prior to graduation.

*Students who were not at Restoration all 4 years may have a shortage of Bible credits. Acceptable credits from their former schools may be considered for replacement credits.

Discipline

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order is maintained. Therefore, each teacher is given the liberty of making and enforcing classroom regulations in the manner that he or she feels is in accordance with Christian principles and discipline as set forth in the Scriptures. To ensure that each student is disciplined in a manner that is just and beneficial, Restoration disciplines students based on the four kinds of persons described in the book of Proverbs. These four persons are listed below:

1. **The Simple:** The Simple follows others and is gullible. He is easily deceived and does not foresee consequences of his actions. He takes someone else's punishment seriously and can respond positively to the Word of God.
2. **The Foolish:** The Foolish does not have a reverence for God, enjoys mischief, is a grief to his parents, may give false reports to hurt someone else, does not respect his parents or heed their counsel, is meddlesome, has a quick temper, and does not love knowledge.
3. **The Scornor or Mocker:** The Scornor or Mocker actively dislikes those who reprove him, won't listen to rebuke, leads others into trouble, and causes contention, strife and reproach.
4. **The Wise:** The student who is conducting him/her self wisely is not subject to discipline.

When a student is unable to function within our discipline guidelines, disciplinary actions can be placed in one of the following categories:

A. Mild Disciplinary Cases – (Level I Offenses)

Disciplinary cases that fall in this category will normally be handled by the individual teacher in harmony with their own methods and abilities consistent with school policies. Mild discipline could range from reprimands to detention. These could include, but are not limited to: cleaning a room, writing an essay, or missing breaks.

Detentions may be used by the Principal upon receipt of a Disciplinary Referral from a teacher for discipline related to the following:

- Chewing Gum during school
- Sleeping in class
- Failure to follow directions
- Tardy to class
- Being unprepared for class or not having necessary supplies
- Littering

- Not paying attention
- Talking without permission
- Any other violation which faculty/staff/administration deem necessary may fall into this category

The following procedures will be followed when a student has to serve a detention:

1. A detention notice will be sent home for signature of parent or legal guardian prior to the student serving the detention.
2. Failure to return a signed detention
3. Parents or guardians may request that students postpone a detention due to prior commitment. The school must be notified by noon on the day of the detention.
4. Detentions will be served on Tuesdays and Thursdays for a period of one hour. Detentions may be served after school or before school begins.
5. Four (4) detentions in a nine-week grading period will result in a one-day suspension. Continued detention may result in expulsion.

B. Moderate Discipline – (Level II Offenses)

Moderate discipline is usually administered after the school has exhausted other methods or if the matter warrants an immediate “paddling”. Corporal punishment will be administered by the administration in the presence of a witness. A record of the paddling will be placed in the student’s file.

Students will not be forced to receive a paddling. Those who refuse will be suspended for one day. Students who continue to refuse corporal punishment will be withdrawn from the school.

Examples for which corporal punishment may be given are:

- Name calling, poking fun, picking on someone, mildly abusive language, gossip
- Disrespect for authority. This includes office personnel, teachers, administrators, parents, board members, and custodial staff.
- Loud or inappropriate behavior in the classroom, lunchroom, restroom, chapel or playground
- Misbehavior on field trips (also must miss next field trip)
- Eating in class without permission
- Being in an unauthorized area
- Minor destruction or defacing of school property (parents must repair or replace damage)
- Tampering with another person’s property
- Passing or writing notes during instructional time
- Throwing objects inside or outside
- Buying food out of vending machines without permission
- Failure to have proper hall pass
- Any other violation which administration deem necessary may fall into this category
- Repeated violations of Level I Offenses

C. Serious Discipline – (Level III Offenses)

Restoration Academy reserves the right to suspend any student for serious infraction of school rules. All suspensions will be administered by the Principal or Executive Director. Suspensions will generally take place the day following written notification to the student and parent. If deemed necessary, a parent or legal guardian may be required to meet with the Principal when the student returns to school.

A Second suspension could result in a student being sent to SAP (Student Alternative Program). Failure or refusal to attend SAP will result in a student being withdrawn from the school.

Examples for which suspensions may be given are:

- Fighting (3 days) – on school property, aboard the bus, or at school functions.
- Using Profanity (2 days)
- Cheating on any test or assignment (3-5 days, also zero on test or assignment)
- Gambling (3-5 days)
- Stealing (3-5 days)
- Lying (3-5 days)
- Skipping class or leaving school without permission (2 days)
- Repeated detentions (1-2 days)
- Inappropriate display of affection (2-5 days)
- Any violation which the administration may deem falls into this category.
- Repeated violations of Level I and II Offenses.

D. Very Serious Discipline – (Level IV Offenses)

Students may be expelled from Restoration Academy when one of the following infractions takes place:

- Possession of a pocketknife, gun or any other weapon deemed dangerous. The Police will be called and the student arrested.
- Flagrant disrespect for authority
- Serious or willful destruction of school property (parent must also pay for damages)
- Smoking or possession of tobacco
- Student or parent's failure to cooperate with school discipline code
- Possession or use of illegal or un-prescribed drugs, alcohol, or pornography
- Sale of any drugs, tobacco, alcohol or pornography
- Striking or cursing a teacher or authority figure
- Continued bad attitude
- Repeated violation of school rules
- Sexual harassment (inappropriate gestures, touching, solicitation, notes, blogs, pictures, favors, or actions deemed sexual harassment by administration)
- Any other violations which administration may reasonably deem fall into this category

~ In summary, the administration reserves the right to deal with any and all actions not covered by these procedures. ~

E. Readmission or Continued Enrollment

1. Any student withdrawn from school will normally not be allowed to apply for readmission. Requests for readmission should be made in writing to the Executive Director.
2. The school reserves the right to deny readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment.

Internet Policy Concerning Blogs and Websites

As mentioned in this handbook (see Admission and Enrollment, Section C, Number 2), “While Restoration Academy has no control over activities by students off campus that is not school-sponsored, and does not supervise student conduct, which occurs during activities that are not school-sponsored, misconduct during such activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion,” Restoration Academy also takes into consideration student activity/conduct on the internet including but not limited to such blogs as MySpace and BeBo others. The internet is considered “public domain,” meaning that anyone at any time can have access to the information, photographs, and content placed on the blogs and/or web pages. Therefore any student blogs, web pages, or posting of any material that is slanderous, derogatory, licentious, provocative, malicious, threatening, or otherwise offensive towards Restoration Academy, Restoration Academy staff and faculty, Restoration Academy parents or students is not tolerated under any circumstances. “With it (the tongue) we bless our Lord and Father, and with it we curse men, who have been made in the likeness of God; from the same mouth come both blessing and cursing. My brethren, these things ought not to be this way (James 3:9-10).” This verse applies to our private and our public lives.

If a student blog, website, or internet transaction is discovered that in any way “curses” the school or any of its constituents (teachers, administration, staff, parents, students etc.) or is controversial (with scandalous pictures, profanity, innuendo etc.) the following protocol will go into place:

- 1.) The student will have a maximum of 24 hours to remove the blog, website, or transaction from the internet or he/she will be suspended or expelled.
- 2.) In most cases the student will receive some form of discipline (detention and/or parent conference and/or in-school suspension and/or suspension etc.).
- 3.) If the student refuses to remove the blog, website, or internet transaction then he/she will be withdrawn from the school.
- 4.) Students who repeatedly place controversial or slanderous content on the internet will be withdrawn from the school.

Before a child can use the internet his or her parent must sign an “Internet Permission” form which can be provide in the office. If this form is not signed the student may NOT use the internet at the school.

After-School

Restoration Academy is committed to watching the students for an additional 15 minutes after school dismisses. After that time students must either attend after-school care in the elementary building or go to the public library (grades 6-12 only). Students who attend the library must have a permission form from the parent on file in the main office. Any students who do not go to the library and do not attend after school care will be charged \$1 per minute after the allotted 15 minutes are up.

Students are not allowed to loiter around or in the school. For their safety they are not allowed to loiter around the park or the neighboring shops. Students who loiter in any of these areas will be disciplined.

Any special arrangements for children (i.e. walking to a neighbor's house, special carpool, or other location) must be communicated to the main office prior to the end of the day.

Parents who are interested in the after-school program need to contact the main office for more information.

Retention

On occasion students will be retained and must repeat their grade in order to maintain their stay at the school. Students in K4-12th grade can be retained at Restoration Academy for any/all of the following reasons:

- Academic failure in one or more subjects.
- Excessive amounts of tardies and/or absences during the school year (failure by attendance).
- Excessive immaturity or behavior concerns.
- Failure to pass the Gateway Exams (see below).
- Collaborative decision between the student's teacher and the administration.

If a parent decides that his/her child will not be retained then that child will likely be withdrawn from Restoration Academy.

Testing

All students at Restoration Academy (in grades 1st through 12th) take the SAT 10 every April. This test is an important indicator of each student's growth and achievement during the school year.

All students at Restoration Academy (in grades K5-12th) take an end of the year Gateway Exam that assesses how well the student accomplished the curricular objectives primarily in his/her math and English classes. Failure of the Gateway Exam could entail summer school or retention (see above) for the student.

All juniors are required to take the ACT at least once during their junior year. Failure to take the test will entail the student being prevented from starting his/her senior classes until the test is taken. Taking the ACT is a graduation requirement for all graduating seniors. Each senior must take the ACT at least once during his/her senior year. Failure to take the ACT during the senior year would entail a student not receiving his/her Restoration Academy diploma until the test is taken.

All juniors and seniors are also expected to participate in any/all ACT tutoring that is offered by the school. Often times these tutorials include workshops on Saturdays.

Attendance

Alabama compulsory attendance law requires school age children to attend school a minimum of 175 days in a school year. Regular attendance is therefore essential to the success of student's school experience. Absences for reasons other than sickness and emergencies will be excused only if arrangements are made in advance with the principal and the student is sufficiently advanced in his/her work.

A. Absences

1. Excused Absences

- a. Advance notification from parents or a legal guardian is not required if:
 - Illness or injury prohibiting a child from coming to school must be accompanied by a doctor's excuse
 - Student is participating in approved school sponsored activities during the school day.
 - Serious illness or death in the family
- b. Advance (24 hour minimum) written notification from the parents or legal guardian is required for the following absences to be excused:
 - Marriage in the immediate family
 - Doctor or dental appointments, which cannot possibly be made outside of school hours. This refers specifically to orthodontist appointments or treatment for physical or dental problems.
 - Business trips where both parents, or legal guardians are required to be out-of-town and the children are too young or have no other place to stay.
 - Help at home for an emergency nature will also be given consideration.

2. Other Absences

- Educational trips must be of an educationally redeeming nature. Extended weekend vacations, trips to Florida, the mountains, camping trips, or other such trips will normally not be considered excused. Great care will be taken in excusing trips of this nature, and in no case will more than ten (10) school days be granted. In any event, the principal must be consulted before the trip, and he or she will make the final decision concerning the absence. Place request in writing to the principal a minimum of four (4) days in advance. Except in very unusual circumstances, students will not be excused immediately preceding or following a vacation date (i.e. Christmas vacation, spring break, etc.)

- Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, civic organization or some other group. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the principal by parents and the student. Consideration of such things as the student's grades, the amount of time from school already missed, etc., will be considered in making a decision. The principal will make the final decision. Request should be made in advance and in writing.

3. Unexcused Absences

Any excuse other than a doctor's excuse or special situation as aforementioned above

B. Penalty for Unexcused Absences

- Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero.
- If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (or day) prior to an activity that evening.
- Students with ten (10) or more unexcused absences per semester may be given F/A (failing because of absences) and may be withdrawn.

C. Procedure for Re-entering School After An Absence (Excused or Unexcused)

1. A signed note or doctor's excuse must be taken directly to the school office.
2. The administration will determine whether absence is excused or unexcused.
3. Students will be given an absentee slip to take to the homeroom teacher
4. The homeroom teacher will document the excuse in his/her record book and place the excuse in the students file.
5. The excuse must be provided to the office within three (3) days of the absence or it will be considered unexcused.

D. Make-up of Missed Work

- It will be necessary for missed work, including make-up test, to be made up before or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where a test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

- It is the student's responsibility to schedule a time for make-up work. All work missed must be made up within the same number of days the student was absent.
- If the homework or test was assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

E. Loss of Credit for the Year Due to Absences

- For a student to receive credit in any class, total semester unexcused absences may not exceed six (6) days, or the yearly unexcused may not exceed ten (10) days.
- Exceptions may be granted under unusual circumstances after parental consultation with the principal.

F. Signing Students Out of School

Students may not leave campus during the school day without telephone contact with, or personal appearance of the parents or the legal guardian. Notes from home requesting a student to be dismissed at a particular time **will not** be accepted without proper telephone or personal contact from the parents or legal guardian. Students are to be released only to their parent(s) or legal guardian except in extreme cases where the principal has made an exception.

Detailed records for the students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and principal. More than six (6) sign-out in a quarter will be regarded as excessive, and the student may be withdrawn.

Students in grades K4-4 must be signed out by a parent or legal guardian.

Tardiness

“A little late is too late.” Tardiness disrupts the entire class in addition to affecting the school routine. Parents must remember that, making sure students are prompt in their arrival is one of the commitments in the Parent/School Covenant Agreement. Students need to be in their homeroom class and seated by 7:55 a.m. (***They are considered tardy after 8:00 a.m.***) Students arriving after 10:00 a.m. with an unexcused tardy will be marked absent for that day.

A. Excused Tardy

1. Bus delays or breakdowns
2. Parent automobile breakdowns en route to school
3. Detainment by the office or another teacher
4. Unavoidable reasonable circumstances must be ok'd by principal

B. Unexcused Tardy

1. Oversleeping or arriving late for any reason not in keeping with reasonable prudence.
2. Bad traffic or traffic jams.
3. Any tardiness in getting to class during the school day.

C. Penalties

1. Any student arriving after 10:00 a.m. will be marked absent for that day. Exceptions may be granted under the excused tardiness.
2. Parents of students who have more than five (5) tardies during a semester will be contacted by the principal's office. **Ten or more unexcused tardies could result in student withdrawal.**

School Hours

Monday – Friday: 8:00 a.m. – 3:45 p.m.

Students are to be picked up within **15 minutes** after daily dismissal times. There will be a charge of one dollar (\$1.00) per minute, after the 15 minute grace period unless prior arrangements are made with the After-School care workers. If a student has not been picked up in one hour after school dismisses, the Fairfield Police will be contacted.

Parents who desire for their children to wait at the Fairfield Library must provide the school with written notification that will be kept on file in the office.

Students are to be in school **every day** with all necessary books, material and supplies. They are to arrive in ample time to organize these items and be seated by 7:55 a.m.

Dress Code

It is the desire of Restoration Academy that our students live and conduct themselves in a manner that will be pleasing to God, and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code of Restoration is one of the first and most tangible rules of the school to which entering students must respond. It not only affects the clothes budget, and the planning and shopping for a wardrobe, but every school day this rule visibly affects our students. It is vital that each student wholeheartedly support the dress standards.

When a student is observed by a teacher or the principal to be in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student's grade for each day will reflect his or her absence. If a student has been cited as "out of uniform" more than six (6) times per semester, the student will be withdrawn from school.

School Uniform: Nave blue uniform shirts from Ashfords (all others school office)

Girls:

- Plaid uniforms jumpers or skirts
- White or yellow button-down Oxford collar (long or short sleeve) (**NOT UNIFORM IN FALL OF 2009**)
- Navy blue, gray, or black knit shirt (long or short sleeve-MUST HAVE LOGO)
- Grades 1-5 may also choose white or yellow shirts with round collar (**NOT UNIFORM IN FALL OF 2009**)
- Khaki uniform pants (NO CARGOS or CAPRIS)
- Khaki shorts (Only during the months of August, September, April, and May)
- Navy blue or green cardigan or navy blue v-neck sweater
- Black tennis shoes (NO hard sole shoes)
- White, navy or green socks or tights (NO logos)
- Solid white T-shirts only (To be worn under blouses)
- Restoration Academy hoodies (October-March Only)
- Long sleeve undershirts (WHITE ONLY)

Boys:

- Yellow or light blue button-down Oxford collar (long or short sleeve) (**NOT UNIFORM IN FALL OF 2009**)
- Navy blue, gray, or black knit shirt (long or short sleeve-MUST HAVE LOGO)
- Khaki uniform pants
- Khaki shorts (Only during the months of August, September, April, and May)
- Navy blue or green cardigan or navy blue v-neck sweater
- Black tennis shoes (NO hard sole shoes)
- White, navy black, or green socks (NO logos)
- Solid white T-shirts only (To be worn under shirts)

- Long sleeve undershirts (WHITE ONLY)
- Restoration Academy hoodies (October-March Only)

ONLY sweaters may be worn in the classroom. No coats or jackets.

Student Grooming and Appearance

The way a person dresses reflects the way he or she thinks. The appearance of our students communicates many things about our school to the community and has clearly been a valuable testimony in establishing our reputation as a school that is committed to excellence. Just as students would dress one way for a picnic and another way for Church, there is an appropriate way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him or her for neat conscientious work. His or her attire and appearance should reflect respect for themselves, fellow students and teachers.

Boys:

- They are expected to be neatly groomed and clean-shaven.
- Haircuts should be neatly trimmed and non-distracting. Extremes in hairstyles (such as braids, twist, hair color, large afros, and razor cut designs) should be avoided.
- Black blets are to be worn at all times
- Shirts must be tucked into pants at all times. Pants should not be oversized.
- Shoes must be black, clean, laced and tied
- Hats, caps, or headbands of any type are inappropriate to be worn during school hours.
- Black tennis shoes **only**.
- Earrings may not be worn or any other form of body piercing.

Girls:

- They are expected to be discreet and modest in grooming and appearance
- Make-up and jewelry should be conservative and minimal. One earring per ear may be worn but other forms of body piercing are not permitted.
- Hairstyles should be neat and non-distracting. Extremes in hairstyles (such as unnatural colors and faddish styles) should be avoided.
- Shirts must be tucked into pants at all times.
- Black tennis shoes **only**.

Boy / Girl Relationships

While Restoration affirms the natural and scriptural recognized interest in the opposite sex, **we do not permit any public display of affection.** Such activities as hugging, kissing, holding hands, sitting in each others lap, lewd gestures or sexual advances – both verbal and in writing – are prohibited.

Office Policy and Procedures

A. Student Records

Restoration Academy maintains a permanent cumulative file on all its students. Records of health, grades, standardized test scores, reports on parent conferences and disciplinary action make up most of the contents of these records

B. Release of Records

1. Restoration Academy will release student grades, standardized test scores and the medical information upon the written request of another school system when such request contains both the signature of an authorized school official and the signature of at least one (1) parent or legal guardian on a form to be supplied by the receiving school.
2. Records and transcripts will not be released when a student's tuition and/or fees are not "paid in full" at the end of a school year, or if an account is delinquent during the school year.

C. School Phone

The school phone is primarily reserved for official use. Students may use the phone in emergency situations only. Likewise, calls to students during school hours are to be limited to emergency situations.

D. Lost and Found

Clothing, books and personal articles will be collected by the school custodial staff each day and placed in a central depository. Students and their parents or guardian are asked to check and reclaim articles left lying about the building or improperly stored. The owner shall forfeit articles which are not reclaimed after a reasonable time and they shall be donated to an appropriate charitable organization. Staff in the school office can advise students and parents about the location of "found items."

E. Textbooks and Supplies

1. Textbooks and supplementary books that are purchased by the student refer only to the "consumable" (soft back) books. Hardback books are the property of Restoration Academy and must be taken care of properly, including appropriate protective covering. Deliberate mutilation, defacing or loss of any of these hardback materials will result in the full replacement price being assessed to the parent or legal guardian.
2. Students are expected to come to school with their own supplies, such as pencils, pens, and erasers.

Lunch

Students are to bring their lunch with them to school. Ordering out is not permitted. However, on special occasions teachers may choose to order out for the whole class. (Students will not be permitted to leave campus to get food.)

Food is to be eaten only in the cafeteria. No student will be allowed to eat anywhere else in the building. Behavior should always be orderly in the lunchroom. Food is never to be wasted and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed. (**No glass containers, please.**)

Note to parents: Please try to pack nutritious snacks and/or lunch for your child. Fresh fruits, nuts, cheese, carrots, celery sticks and granola bars are some suggestions. High levels of sugar are not beneficial to effective student performance; therefore, we discourage soft drinks and other related sugar foods. Also, you might re-check your child's health needs. Nutritionists and educators recommend for students a good breakfast every morning before school in order for children to function at their best throughout the day.

Please be sure to give a lunch to your child before they leave for school. Getting a lunch to them at school interrupts the office, student, teacher and class routine. If you do need to get a lunch to your child, leave it in the school office where your child should stop by for it. Also, if you would like to eat lunch at school with your child we welcome and encourage this. We only ask that you make arrangements in advance with your child's teacher. These guidelines will help insure smooth operation of our daily schedule. We appreciate your cooperation.

Parents bringing their students lunch (i.e. fast food) is strongly discouraged because the drop offs disturb the main office and the classrooms.

Parent / School Relationship

A. Appointments to See Teachers

Parents or guardians are encouraged to speak to any member of the teaching staff at any time when they have a question or concern about their son or daughter's progress. Teachers are available before or after school for this purpose. To facilitate conferences, parents are asked to call the school office to set up an appointment. If and telephone conference is desired, please leave a message with the office and the teacher will be asked to return your call at his/her earliest convenience.

B. Parent/Teacher Conferences

Parents will be given the opportunity to request scheduled conferences with individual teacher each quarter. Unscheduled conferences at all grade levels can be held at the discretion of either the parent or the teacher at anytime using the procedure outlined above.

C. School Communications

Restoration is committed to effective communication. If a parent needs further information concerning school activities, please call the school office. Notices of special events and activities will be mailed, or sent by students, during the school year. Parents are asked to always read the notices sent home because important news concerning various items such as: school closings, holidays, time changes, and so on, may be involved.

D. Classroom Visiting

- Parent(s) or Guardian(s) are invited to visit classrooms, provided the necessary arrangements have been made in advance and approved by the principal. Anyone visiting the campus must first check in at the office and receive a "Pass." **Parents may not go to a classroom without a "Pass."**
- Other visitors are not permitted to visit or be on campus during the school day without the approval of the principal or designated official.

E. Complaint or Problem Procedures

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school or any one of the several possible areas. This is often the result of lack of communication between those involved.

Students must at all times conduct themselves in accordance with Christian principles. Gripping is not tolerated! If a student comes home complaining about a policy of discipline, parents should follow this procedure:

1. Give restoration the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased, and does not contain all the information.
3. Realize that we have reasons for all rules, and that they are enforced without favor.
4. Support the administration and call us for all the facts.

The administration has adopted a set policy for these situations; complaints or problems will be handled in the way prescribed in Matthew 18:15-17

1. All questions, problems or complaints should be taken directly to the teacher first, before anyone else is involved. (See: Appointment to See Teachers.)
2. If the situation is not cleared up at this level through direct contact (95% of them are resolved at this meeting), it should be brought to the principal.
3. Finally, but only when the above two (2) steps have been taken in order and without satisfactory resolution, does the problem find its way to the Executive Director for consideration.

Program of Instruction

A. Homework

1. Each individual teacher may require his/her own particular format in homework. Spelling, grammar and proper penmanship must be required standards. Homework, poorly or carelessly done will be returned to be re-done.
2. Teachers expect all students to turn in assignments completed and on time. No teacher will allow an assignment required of all students to remain undone by a single student. If an assignment is not done, the following procedure may be used:
 - a. Student may be sent from class to make up the assignment during that class time, receiving a failure grade for that class period.
 - b. Failure to complete an assignment on time will result in a penalty of points off the grade
 - c. Chronic failure to complete homework will be brought to the attention of the parent or legal guardian and the principal.
 - d. Standardized forms may be used to report poorly done or late assignments to parents.
 - e. Student may be required to carry assignment verification forms each day to class to be initialed by the teacher and then verified by the parent(s).

B. Report Cards and Grading Procedure

1. Report cards are given out at the end of the nine (9) week grading periods. Parents must attend all mandatory Open Houses at the end of each quarter to receive report cards and feed back. If the parent is unable to attend at designated time, he/she must call the school to arrange an alternative. Report cards will **not** be given to students.
2. All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.

3. Letter grades are determined by the following criteria:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	65-69
I	Incomplete	

4. In addition to the standard grades, marks indicating effort and conduct will be given (in elementary grades).
5. If a student has failed to make up daily work or tests by the end of the grading period, the student will receive an “Incomplete” (I) on the report card. Any student who does not make up his/her work because of negligence or because the work is not completed is given an “F” (64) or his own failing grade average for the grading period.

C. **Extra-Curricular Activities**

A vital part of school life is its extra-curricular activity program. In today’s world, the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. Restoration academy is concerned with not only the intellectual dimension of our students, but also with their growth and development spiritually, socially and physically.

1. **Field Trips**

Field trips will be conducted in relation to classroom learning activities. These are not occasions to take a break from school. Rather, field trips will be used to enhance the educational and social development of the child.

- School time: Most field trips will occur during the school day.
- After school hours: on some special occasions, a field trip will be conducted after school or on a Saturday. Parents are invited and encouraged to help chaperone field trips.

2. **Special Programs and Assemblies**

From time to time, speakers, films or programs of significant spiritual, academic or cultural value will be presented. Parents are invited and encouraged to attend these programs.

3. **Chapel**

Chapel services are held twice monthly on Wednesdays. Parents and guardians are invited and encouraged to attend chapel.

4. **Library**

Students will be provided ample opportunity to make use of the library – Fairfield’s Public Library included – for both research and reading for pleasure. Both libraries are maintained at great cost because books are extremely expensive and the system of cataloging and inventory and control requires much time and effort. Parents and guardians are urged to help the school by seeing that books borrowed from the school library are properly cared for, returned on time and all penalties and fines are paid. Students’ grades will not be issued until the library account has been cleared.

D. Electronic Devices

1. **Radios, CD Players, Walkmans, and Games:** May be brought to school **only** when used with teacher permission in a classroom demonstration or experiment. Unauthorized equipment will be taken from the student and returned only to parent(s).
2. **Beepers, Cell Phones:** Under no circumstances are students permitted to bring beepers or cell phones to school. Such items will be taken if students are found possessing them. Parents will have to meet with the Principal in order for items to be returned. Students may be fined by the administration to get their cell phones back. Parents who choose not to support this policy will be asked to withdraw their child from school.

Chewing Gum

Because of the time, expense and effort required to remove gum from floors, desks, tables and chairs, students are **not permitted to chew gum at anytime during the school day.**

Student Automobile Policy

A. Students Who Drive to School

1. All students driving to school must immediately park in the designated parking area. Vehicles should be locked and are not to be removed after arrival to school.
2. Students must have a valid copy of their driver's license and proof of insurance on file with the main office.
3. Students are not permitted to sit in cars upon arrival to school.
4. Students are not permitted to return to their cars during school hours without permission from a teacher or the administration.

B. Students Leaving Campus

1. Any student leaving school after arrival on campus must have appropriate permission from a parent or legal guardian and the Principal.
2. Students with cars:
 - If a student becomes ill during the day, he/she may drive home after receiving clearance from the office. The office is to telephone the student's parent or legal guardian before the student departs
 - Students are not permitted to run errands once they arrive at school.

C. Vehicle Liability

Restoration assumes no liability for damages to or losses from any vehicle parked on campus during the school day or any school sponsored extracurricular activity. **It should be remembered that Restoration reserves the right to revoke the driving privilege of any student who violates these policies.**

Health and Safety

In accordance with Alabama State Law, each student must have updated physical records and required immunizations.

A. Infectious Diseases

In the event an applicant or student is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case will be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development and the physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.
2. The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administrator, so as to permit a reliable assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

B. Administration of Medicine

In the Kindergarten and Elementary School, the office must administer all medication. The child shall deliver the medication, labeled with name, to the office along with a signed note from the doctor, parent or guardian stating what the medication is for, how often it is to be taken and the length of time it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the child's schedule to come to the office to receive the medication. **Prescribed medicine will not be given out unless it is in its prescribed bottle/box.**

At the Junior High and High School level, prescribed medications will be kept in the School office. It is the student's responsibility to report to the office to receive the medication for self-administration.

C. Emergency Phone Numbers of Parents (REQUIRED)

We request that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor or relative who could be contacted in the event of a serious problem. **Note: Please contact office of any change of address or phone numbers.**

D. Medical Release Form – (REQUIRED)

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent and in a serious emergency it could save a life!

E. Physical (REQUIRED)

Restoration requires that a student desiring to participate in athletics must first undergo and pass a physical. The student must be declared, in writing, to be in good health by a licensed physician. Then, and only then, will a student be permitted to participate in athletics.

F. Doctor and Dental Appointments

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify, in writing, teachers to be affected by student's absence. This note should then be presented at the office for verification and the student must be signed out before leaving school. Generally appointments during school hours will be considered excused absences.

G. Physical Education Excuses

Every student enrolled in Physical Education is expected to participate. Excused absences may include:

1. Medical Excuses

- Sickness that prevents attendance in any other class
- Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
- With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently handicapped may be offered.

2. Other Excuses

- Parent's written excuse. These notes should ask the instructor to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem; therefore, in most situations a student will not be excused from P.E.
- Instructor's prerogative. The instructor may excuse any student who he/she considers unable to participate.

H. Pregnant Student Policy

Students who become pregnant while attending Restoration Academy will be required to enroll in our home school division. After delivery and a letter of release from the doctor, the student will be permitted to return to school.

I. Child Abuse Reporting

In compliance with Alabama Child Abuse Reporting Law, Restoration Academy will report any suspected cases of child abuse to the Department of Human Resources.

J. Student Pranks

Student pranks, which disrupt any aspect of the school program or cause any property damages, will subject the student to serious disciplinary action. The parent/guardian will also be responsible for any financial liabilities resulting from the prank.

K. Drug Testing

Restoration Academy reserves the right to test any students for drug use (or to mandate that they be tested) if there is any suspicion, rumor, or evidence of drug use.

Important Note: Restoration Academy reserves the right to deny admission or continued enrollment to any student whose actions demonstrates that it is not in the school's best interest to allow admission or continued enrollment.

Parent's Agreement

Student's Name (Please Print)

I have read the Parent/Student Handbook and I am aware of the rules and regulations that govern my child(ren)'s attendance at Restoration Academy. My signature below indicates my support of the teacher and administrators in their enforcement of the policies outlined in the Parent/Student Handbook.

I also understand that the School's need to provide a safe educational environment for all of the children takes precedence over the individual student's rights to privacy. My signature below indicates that I am aware that my child has no expectation of privacy with regards to his or her possession, or person, and that any of these may be searched at the discretion of the administration.

____/____/____
Date

Parent's Signature

____/____/____
Date

Parent's Signature

Student's Agreement (For Students in grades 5-12 only)

I have read the Parent/Student Handbook and am aware of the rules and regulations, which govern my attendance at Restoration Academy. By signing below I agree to follow these guidelines during my enrollment at Restoration Academy.

____/____/____
Date

Student's Signature