

Parent/Student Acknowledgment
For
Radford School Student Handbook

Student Name _____ Grade _____ Date _____
(Please print)

Dear Parent or Guardian:

Please review the Student Handbook (including section XIII Appendices relating to the Dining Room Procedures, Computer/Internet Acceptable Use Policy, Asbestos Notification, and Fire Drill Procedures) with your child. Sign below to acknowledge that you have done so. Please return this form within the first two weeks of school to your child's class sponsor/teacher.

The teachers and administration of Radford School hope that everyone's familiarity with the rules and procedures will enhance learning. Please contact our administrative offices should you have any questions pertaining to the school rules and regulations.

I have reviewed the Student Handbook with my child

Parent Signature

I have reviewed the Student Handbook and I understand that I must abide by all rules and regulations established by Radford School.

Student Signature

Introduction

The Radford Student handbook presents, in part, the policies, procedures, and rules of the school. Each student will read the handbook online at radfordschool.org. Copies will also be available in the administrative office and library. Students and parents are required to review the handbook and sign and return the acknowledgment form. If they have questions regarding information presented in the handbook, they are encouraged to contact the Principal or the Assistant Principal for clarification.

Radford School

Radford is the oldest private school in El Paso, Texas. It is an independent, non-sectarian, co-educational, college preparatory school that serves a diverse student body, pre-kindergarten through twelfth grade. Founded in 1910, as the El Paso School for Girls it was re-named Radford School for Girls in 1930 in honor of George and Julia Brown Radford who purchased the school and established its initial endowments. The school has been accredited by the Southern Association of Colleges and Schools since 1923. In 1976, when it became co-educational, the school was renamed Radford School.

Radford School provides a quality education by maintaining high academic standards. A caring and experienced faculty, administration, and Board of Directors offer individual attention and opportunities for character development. Students are encouraged to think critically and exercise their innate creativity. The faculty and administration strive to enrich students' basic education by providing extracurricular activities, travel, and opportunities for community service relevant to academic pursuits. Students are given opportunities to develop socially and are expected to behave appropriately and with decorum. The faculty and administration, with assistance of parents, help students profit from intellectual challenges that they will face in the future. Students will develop as learners and productive citizens to the greatest extent possible. Additionally, the development of self-esteem is fostered, as is respect for others, while developing social awareness. Students are assisted in formulating short and long-range goals for self improvement leading to a fulfilling and rewarding life after graduation.

Radford School is a microcosm of a multi-cultural society. Admission to Radford is based on past academic performance and potential without regard to religious creed or national origin. The Radford experience provides an international exchange of knowledge, ideas and customs because of the diverse, multicultural student body. The Radford student population includes students from many different countries of the world.

Parental input is encouraged and valued. Parents are considered to be full partners in the education of their children. They are encouraged to visit the school, consult with teachers and administrators.

Radford School provides a positive, self-fulfilling education to meet to the needs of individual students in a family atmosphere conducive to learning.

RADFORD SCHOOL PHILOSOPHY

The overriding philosophy of Radford School is to provide a challenging and enriching college preparatory curriculum in a small class setting that allows students to develop intellectually and socially. Academic excellence, individualized instruction, and personal development are emphasized. Our curriculum is designed to foster an enthusiasm for life-long learning and appreciation for hard work. The observance of school traditions is an important extra dimension to the academic program. Radford administration and faculty provide an atmosphere that fosters moral and intellectual growth, insuring Radford graduates become productive, problem-solving citizens, who work toward the betterment of society.

Anti-Discrimination Policy

Radford School accepts all students who meet our entrance requirements and past academic performance, and does not discriminate based on race, religion, gender or national origin. Radford reserves the right to deny admission to students who have a history of poor academic performance and/or disciplinary problems and to special needs students for whom we do not have appropriate special assistance programs. Students/Parents who enroll fraudulently, i.e., not disclosing special needs status may be required to withdraw immediately with no refund of tuition or fees.

RADFORD SCHOOL MISSION STATEMENT

The cardinal objective of Radford School is to stimulate, at the highest level, the search for knowledge, skill, and understanding. The following objectives support the mission statement:

To develop students who can think clearly, objectively, creatively, and independently; and who can read critically, write purposefully, and speak intelligently.

To develop student insight into the institutions and values with which society is concerned.

To develop an appreciation for cultural diversity, cross cultural understanding and international cooperation in order to enhance student participation in the Institutions and values of our global society.

To prepare and encourage each student to pursue a post secondary education at an institution of higher learning upon graduation.

To instill in each student a sense of duty, honor, integrity and decorum, as well as respect for oneself and others.

ACADEMICS

LOWER SCHOOL PROGRAM

<u>First Grade</u> Reading Physical Education Language Arts/Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science Phonics	<u>Second Grade</u> Reading Physical Education Language Arts/Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science Phonics
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<u>Third Grade</u> Reading Physical Education Language Arts / Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science	<u>Fourth Grade</u> Reading Physical Education Language Arts/Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science
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<u>Fifth Grade</u> Reading Physical Education Language Arts/Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science Spanish

MIDDLE SCHOOL PROGRAM

<u>Sixth Grade</u> Reading Physical Education Language Arts/Grammar Art Handwriting Music Spelling Computers Mathematics Social Studies Science Spanish	<u>Seventh Grade</u> English/Literature Speech ("A" Year) Pre-Algebra PSAT Preparation ("A" Year) Art/Music ("B" Year) Life Science Computers ("B" Year) Texas History Foreign Language Health/PE
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<u>Eighth Grade</u> English/Literature Speech ("A" Year) Algebra I PSAT Preparation ("A" Year) Earth Science Art/Music ("B" Year) US History Computers ("B" Year) Foreign Language Health/PE
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HIGH SCHOOL PROGRAM

<u>Freshman</u> Pre AP English I Geometry AP Biology AP Human Geography Foreign Language I/II Communication Applications Physical Education/Health Fine Arts Elective(s)	<u>Sophomore</u> Pre AP English II Communication App. Algebra II AP Chemistry AP World History Foreign Language I/II/III Computer Technology Physical Education/Health Fine Arts Elective(s)
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<u>Junior</u> AP English III (Dual Credit) Pre Calculus Anatomy & Physiology or Physics AP US History (Dual Credit) Foreign Language II/III Physical Education/Health Fine Arts Elective(s)	<u>Senior</u> AP English IV (Dual Credit) AP Calculus Physics or Anatomy & Physiology AP U.S. Government/Economics (Dual Credit) Physical Education/Health Fine Arts Foreign Language III/IV Elective(s)
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Advanced Placement (AP) Credit/Designation

All high school English, Mathematics, Social Studies and Science courses are either Advanced Placement (AP) or Pre-Advanced Placement (Pre-AP) level classes. Beginning with the 2009-2010 school year, Students must attain a grade of 76 or higher in order to receive the AP or Pre-AP designation on their transcripts and will receive the extra ten points when computing their final grade point averages (GPA's). Students who attain a grade of 70-75 will only receive Credit as a regular-level class and will not receive the extra ten points.

Dual Credit

Radford School offers fundamental core courses to qualified high school seniors and juniors during day time periods. Students receive both high school credit and college credit for the courses they take in the dual credit program. The college class is a replacement rather than an addition. Students take just one class, the college class, and get both high school and college credit.

Grading and Reporting

Pre-Kindergarten: Parents receive a checklist of their child's social and developmental skills and progress

Kindergarten: VG = Very Good
G = Good
S = Satisfactory
N = Improvement needed

1st – 5th Grades VG, G, S, and N are used as assessment standards for Art, Spanish, Computers, Physical Education, Music, and Handwriting.

Grading Scale

A = 93 – 100
B = 84 – 92
C = 76 – 83
D = 70 – 75
F = 69 and below

Six Week Averages are computed as follows:

Grades 1st – 8th Daily work = 60% Tests = 40 %
Grades 9th – 12th Daily work = (includes quizzes and class participation) = 50%
 Projects/Tests = 30 % 6 Weeks test = 20 %

Semester Averages are computed as follows:

Grades 6 th – 8 th	30%+30%+30%
Six weeks averages = 30% each	<u> +10%</u>
Final Exam = 10 %	100%

Grades 9 th – 12 th	25%+25%+25%
Six weeks averages = 25 %	<u> +25%</u>
Final Exams = 25%	100%

NOTE: All students in grades 6 – 12 will be taking semester/final exams. The exam may consist of a test or project presentation at the discretion of the teacher and administration.

Transfer Grades

Students who transfer to Radford School from other middle/high school using letter grades will have their grades transferred to numerical grades using the median value of the numerical range, i.e. A=97, B=88, C=80, D=73. The grade "F" will be recorded as 50 even though that is not the median value. Students who have transfer grades from college courses taken concurrently with Radford School enrollment will have the grade recorded at the maximum value of the grade range, i.e. A=100, B=92, C=83, D=75. Failing grades from college will not appear on the Radford School transcript.

Progress Reports

Student progress reports will be issued to the student at the end of the 3rd week of each grading period unless prior notification is given (these dates are marked on your monthly calendar). Parents are asked to sign and return the report on the next school day to the secretary/class sponsor (Middle and Upper School) or the grade teacher (Pre-K to 6). Any student with unsatisfactory grades or

deportment may be restricted from activities (see "Restriction from Activities"). If you wish to set up a conference with any of the teachers, please contact the office to do so.

Report Cards

Report cards will be mailed or issued to the students at the end of the six week grading period (three times a semester). Parents are asked to sign and return the report within five school days to the school secretary/class sponsor (Middle and Upper school) or the grade teacher (Pre-k to 6th). Teachers are available during their conference periods, or before or after school to discuss student progress. Appointments can be made with the teacher or through the office.

Honor Roll and Principal's List

Honor Roll and Principal's List awards are earned at the end of each six weeks grading period. The criteria are as follows:

Elementary School: A student in elementary school will be eligible for honor roll status if he/she has no grades less than a B or G. To be eligible for Principal's List, a student in elementary school must earn all A's and VG's (grades for handwriting are not calculated for Honor Roll or Principal's List).

Middle & Upper School: A student in Middle or High School will be eligible for honor roll status if he/she has no grades less than B. To be eligible for the Principal's List a student must have earned all A's.

The National Honor Society & National Junior Honor Society

The National Honor Society was founded in 1921 to recognize and encourage student academic achievement while developing characteristics essential to citizenship in a democracy. These ideals of scholarship, character, service, citizenship and leadership remain as relevant today as they were in 1921. Membership in the Honor Societies is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, service, citizenship and leadership. Students may not apply for membership in the Honor Societies. Membership is granted only to those qualified students selected by the Faculty Council at Radford School. Students must have attended Radford School a minimum of one semester.

National Honor Society membership is open to qualified sophomores, juniors and seniors. National Junior Honor Society membership is open to qualified seventh, eighth and ninth graders.

The academic requirement set by the National Council is based on a student's cumulative grade average. The Radford Faculty Council has set an 89% grade average as the minimum. The Faculty Council will survey academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Such a survey is not an application for membership and the review of the information gathered does not guarantee selection.

Academically qualified students will be surveyed by the Faculty Council during the month of April. Induction of new members into the National Honor and National Junior Honor Societies will be in May.

Parent/Teacher Conferences

A good education results from constructive interaction among student, teacher and parent. As a part of the ongoing process of communication, Parent-Teacher Conferences are scheduled for October and March. Teachers will be available at this time to confer with parents. No report cards will be given to students during these grading periods; and parents are encouraged to visit with their child's teacher and pick up the report card. Parents will be advised of specific dates and times.

Elementary School Retention Policy

A student in elementary school may be retained for any one or more of the following reasons:

1. Failing final grades in 2 major subjects that will include reading, English, and mathematics
2. Immaturity
3. Lack of social development that includes self-control
4. Poor work-study skills that include working independently, accurately, and constructively

In some cases, a student may attend summer school and produce for the school a bonafide record of having successfully completed the courses that he/she failed.

The teacher will consult with the parents prior to the 5th grading period. The teacher will make a recommendation to retain the student to the Principal. The Principal will make the decision based on the documentation.

Middle School Retention Policy

Any middle school student who fails two courses may be retained unless courses are made up, in an accredited summer school. (Foreign schools must prove to be pre-approved by the administration)

Any middle school student who fails three or more courses is automatically retained.

Academic Standing

New Student Evaluation: Upon completion of the initial six-week grading period of any students' enrollment at Radford School, the student will be evaluated by a committee consisting of all his/her teachers, and a representative from the administration. The committee will determine, in light of the

school's mission, whether the student's needs are being met and whether or not the student is an asset to Radford School, and thus will be allowed to continue his/her education at Radford School.

The following are the criteria for determining class standing for high school students at Radford School:

To be classified as a Freshman:	Promotion from the eighth grade
To be classified as a Sophomore	6 credit hours
To be classified as a Junior:	12 credit hours
To be classified as a Senior	18 credit hours

One credit hour is equal to two semesters work. Students must earn 28 credits of approved courses to graduate. Any student failing a course must take that course in summer school. Course work may be taken outside of Radford School with prior permission of the administration. It is the responsibility of the student to make sure that any credits carried outside of Radford School are transferred.

Academic Probation

The following policies on academic performance, probationary status, and dismissal have been adopted by Radford School:

- A transfer student who has been accepted with previous low academic records or with deficiencies in certain areas as determined by the Principal may be placed on academic probation.
- A student who fails two or more subjects at the end of any six weeks grading period will be placed on academic probation for the following six week grading period. If the student fails two or more subjects at the end of the probationary period, he/she will not be allowed to continue as a student at Radford School. If the student fails one subject during the probationary period, then he/she must pass all subjects in the subsequent six-week period or he/she will not be allowed to continue as a student at Radford School. The Principal based on documented mitigation circumstances may make exceptions.

Students on Academic Probation may not:

1. Take part in any school sponsored activities: team sports, cheerleading activities, student government, clubs, etc.
2. Represent the school in the community in an official way

Community Service

The Radford philosophy includes the motto *disco ut servem* which translated means; I learn that I may serve. In an effort to instill the value of becoming productive citizens of our democratic society, Radford students are expected to serve 200 hours from 9th – 12th grade, and a total of 50 hours for 7th and 8th grade (250 hours), performing some form of community service in a continuous project throughout their middle and high school years. The community service project is coordinated through the student activities, Assistant Principal and teachers at Radford. A record of all community service hours is maintained in the student's cum folder. No student will be allowed to graduate without his/her community service hours having been completed.

Procedures

Dining Room

Radford School is a "closed campus" by design and tradition. Our students are not allowed to leave except on rare occasions. Table manners follow acceptable etiquette. In order to standardize supervision of these manners at lunchtime, teachers will review the Dining Room Procedures found in the appendix to the student Handbook.

Permission to Leave Campus

All students are expected to be on the campus for the full school day. Students who must leave the campus before the last bell may do so only when parent or guardian is present to sign them out (for safety of all children please do not wait in your car for your child to come out of the building). Seniors who are attending college while enrolled at Radford must present registration information to the administration to receive permission to leave campus early.

In case of illness, a student's parent or guardian will be called. Parents or guardians are asked to pick up an ill child at the front office as soon as possible.

Hall Pass/ Library Pass

A hall pass must be given to any and all students who leave class. Teachers can request a hall pass from any student in the hall and a student without a pass will be sent back to class and a report will be made to the Assistant Principal concerning the incident. Anyone who does not cooperate with a teacher will be sent immediately to an administrator for disciplinary action.

Parking Lot

Parking for students is designated in the Radford Street lot. No students may park on the west side of the building, in the back parking lot, on surrounding streets or in driveways. All students will use the crosswalk and enter the school at the office entrance directly opposite to the parking lot. All school regulations apply to the parking lot. At no time should any vehicle park between school zone signs

and yellow curbs. Several parking places are available. All cars in the lot must be parked between painted lines. The parking lot is part of school grounds and all school rules are in effect.

Visitors

Visitors are welcome. **Students may bring a guest (or guests) only with prior permission from the administration 24 hours in advance.** Guests are to register upon arrival with the office. A visitor form is available and must be filled out and signed by all appropriate parties. The host or hostess will be charged for any meals taken by the visitor or the visitor may pay in the front office. The charge per meal is \$5.00

Office

Anyone not recognized by faculty or staff will be asked for identification. Administration must be notified of any campus visitors.

Telephone and Electronic Device Policies

There will be no telephone calls made during the day except for emergency calls. Students' **telephones must be turned off and kept in backpacks or purses** during school hours. Teachers and administrators will pick up student telephones when observed in use during school hours. **A penalty fee of \$15.00 per day infraction per infraction** will be charged to the student prior to allowing him/her to retrieve his/her phone from the office **at the end of the school day.** The \$15.00 fee applies to iPods, gaming systems, headsets etc. Student phones may only be used after school hours. In case of emergency, during school hours, students may use the phone in the administrative offices.

Radford School is not responsible for any loss, breakage or theft of electronic devices that may be brought to school by students, including telephones, laptops, cameras, iPods, video recorders, radios, etc. No film tape, audio or visual recording, or photograph of any individual on campus may be made by any student, without the express permission of the school administration. Violation of this rule will result in disciplinary action.

Snow Days

In the event school is closed or delayed due to snow, local media will be notified as early as possible, including the following radio stations:

KAMA, KHEY, KLAQ, FOX 92, KTSM.

The following television stations will also be notified: KDBC Channel 4, KTSM Channel 9, and KVIA Channel 7. Listen for announcements pertaining to cancellation or delayed opening of Radford Classes.

All canceled snow days may be made up at the end of the school year to comply with the laws concerning minimum days of instruction. Delayed opening days will not have to be made up in the academic calendar year.

Before/After School Arrangements

The school day officially begins at 8:20 a.m. each day. The building will be open by 7:00 a.m. and teachers will be on duty in their rooms by 8:00 a.m. Children should not be dropped off prior to 8:00 a.m., as there is limited supervision at this time.

The Radford School day ends at 3:25 p.m. with the exception of early dismissal days as designated in the monthly calendar. Parents are asked to pick up their children promptly. The following rules apply:

After school care is available from 3:25 p.m. – 6:00 p.m. each school day. For pricing, or to enroll, please stop by the office.

All students in PK through grade 5 will remain with their teacher until they have been picked up. Any child that has not been picked up within 15 minutes at the end of the day will be escorted by the teacher to the after school program, and the parents' account will be charged at the daily rate. Prices are available in the office.

Students in grades 6 – 12 will be allowed to leave class on their own at the end of the school day. They must be picked up by 4:30 p.m.

The only exception is for students who are working with a teacher on a sponsored project or extra-curricular activity. **Students who remain from 3:25 p.m. to 4:30 p.m. are to remain inside the building and may not leave the school premises or wander throughout the campus without permission.** All breakfast food items are restricted to the patio or the dining room. **Food is not allowed in the foyer.**

When special events such as RPTO evening meetings or Parent Teacher Conference Night is held, after school care will be provided at the regular daily rate for students.

Any misbehavior, including the failure to follow directives and rules, by any students before the school day begins or after the school day ends will be subject to disciplinary measures, to and including expulsion from the school, depending on the nature of the offense.

Withdrawal from School

A parent must notify the school secretary in writing three days prior to his/her child leaving Radford School. The reason for leaving must be stated. The student must obtain clearance with the library and administrative office before his/her academic records can be forwarded to the student's new school. All official transcripts of grades are transferred from school to school. An unofficial transcript

may be given to a parent or a student. Clearance procedures are under the supervision of the administration.

P.E. Uniforms and Equipment

1. Students enrolled in PE (excepting Pre-K through 3rd grade) wear PE uniforms available for purchase in the Athletic Office. If the school does not have the appropriate clothing size, solid colored gray or white T-shirts and forest green shorts may be worn.
2. **All PE students will need shoes specifically for PE classes.** (No black soles on shoes are allowed in the gym.)
3. Radford sweatshirts will also be available for purchase. Students may wear white and green sweat suits over their PE uniforms during cold weather. All PE clothing must be clearly labeled with the student's name.
4. When students are being instructed in swimming, swim suits, towels and personal items (clearly labeled) will be required.

Many items of PE clothes end up in the Lost and Found every year and many things are lost due to unlocked PE lockers. All PE students in 5th grade, Middle and High school are to have and use a combination lock for their PE locker. A copy of the combination for each lock will be kept in the PE office in a confidential file.

Textbooks

All hard-cover text books are the property of the school. They will be signed out to students and the condition at the time they are signed out will be noted. If more than normal wear is evident when the book is returned, students will be billed for repair and replacement. If a student loses a book, another will be issued and the student will be charged the replacement cost. If a parent wishes to purchase books, they may make a request through the Assistant Principal.

Book Covers

To preserve textbooks, we require that all hard covered books be covered with appropriate book covers by the end of the first full week of classes. (Paper or Fabric. No "sticky" covers.)

Lost and Found

A lost and found box is maintained in the Office and in the Gym. Valuable items are held by the administrative office until claimed. If goods are not claimed by the end of the school year, they become the property of Radford School and may be donated to local charities or individuals.

Activities

The faculty, staff, and administration of Radford School strive to provide the widest possible range of activities for students and encourage suggestions and ideas. For all activities, a student may not be under disciplinary probation at the time of the scheduled game or activity; he/she must follow all guidelines outlined by the sponsor regarding practice, attendance, etc., as appropriate. A current school year physical examination must be on file. Insurance is the responsibility of the parents/guardians.

Not all of the possible activities can be listed in part because each year is different with each student body having special interests.

Many activities are "**REQUIRED ATTENDANCE**" and failure to attend in appropriate dress may result in loss of privileges or detention hours to be served. Students will be informed if they are required to attend. If there is any question, contact the school office. Activities may include, but are not limited to:

Family Night	Volleyball Games	Radford Day
Baccalaureate (11 th -12 th)	Speech/Debate	Yule Log (11 th & 12 th)
Basketball Games	Science Fair	Operetta
Academic Decathlon	Senior Dinner (11 th -12 th)	Fall Festival
Family Picnic	Spirit Week Activities	Standardized Testing
Grandparents Day	Flag Assemblies	Principal's Brkfst(11 th & 12 th)
Student Council (6 th -12 th)	Graduation (K, 8 th & 12 th)	Journalism/Yearbook
Prom (9 th -12 th)	Honor Society Induction	Soccer
May Fete (PK-12 th)	Convocations	

Athletics

The sports program at Radford School is designed to enhance the educational experience of students. Those who want to attend practice and support the team will be able to participate. There will be no "game day heroes." The players who are involved in the various sports represent the total student body and, therefore, should exhibit qualities that are admirable and that lend respect to the total school program. Generally there is wide participation in sports, with boys' basketball and girls' volleyball being especially popular. Uniforms will be reasonably priced for all involved. To be eligible for any of the school's athletic programs, student's must:

1. Maintain passing grades
2. Abide by the rulings of the coach, game officials and administrators
3. Be a positive model for others in PE program
4. Be in attendance all day on game days in order to participate

Curriculum Plus

Since 1988, Radford has been involved in a program to enhance, enrich, and extend the curriculum. Curriculum Plus will be held in the fall semester. The school will plan travel and activities designed to provide educational experiences beyond the regular classroom. More information will be sent to parents as plans develop.

Club and Class Meetings

All groups must have a faculty or staff sponsor. Meetings are held on a regularly scheduled basis and actions or decisions made without the knowledge of the sponsor will be considered null and void. All requests for funds, fund-raising or activities must be submitted in writing to the office by the sponsor at least 2 weeks prior to the date of the event. All activities will be considered on a first come, first serve basis, and none will be approved if they appear to conflict with a previously authorized activity. Activity Requests are available in the school office and are to be turned into the Assistant Principal.

Officers of any group must be full-time students in good standing. While a specific grade average is not required, any student on academic probation will be relieved of his/her office. A student who is suspended from school is automatically removed from office.

The sponsor of the organization is expected to maintain accurate records and may not hold any money for the group but must deliver it immediately following the meeting or event to the office. Failure to deposit money accordingly may result in organization's loss of school status. The agenda for a meeting will be submitted at least 24 hours in advance to the class sponsor and minutes of class meetings will be submitted within four days after the meeting.

SPECIAL EVENTS

Radford School was founded in 1910 as the El Paso School for Girls and through the years many special occasions and customs have evolved which we still observe, giving us a sense of continuity and history. Alumni look back upon these events with pleasure and nostalgia, as you and your parents will. Several events will require reservations through the school secretary.

All students are expected to participate in various activities. The following is a list of the major special events that take place during the school year. Included with each is a brief description of the event. All teachers will have more detailed information concerning these traditional events and will help students understand their responsibility.

Convocation of Classes: August in the Auditorium

The first day of school will begin with a formal convocation. The students will be instructed to come to the auditorium for the start of the day for an assembly. The assembly will begin with the procession

of the senior class who will be seated in the front row on the left. Students will be followed by the faculty who will process attired in gowns (no caps).

Convocation is a time for the Principal to welcome students back to school and introduce the faculty. At the conclusion of the ceremony, the senior class will recess followed by their sponsor. After this, the classes and sponsors will be called out in order from PK – 11 and will be dismissed to the class sponsor's room where they will pick up and review the student handbook. Students will then be dismissed to their first class. Revised Bell Schedule

Grandparent's Day: September

On Grandparent's Day, grandparents of our students are invited to visit the school. There is no formal program, but the grandparents are welcome to come in to the classrooms and see their grandchildren at work. They come in before lunch and are invited to stay through lunch time to sit with their grandchild. R.S.V.P. with school secretary. Revised Bell Schedule

Family Night: September in the Dining Room

Family night at Radford serves as the "Open House". The evening will begin with a dinner, either outside in our backyard or in our dining room. Teachers may be asked to head tables. There will be free seating for the parents and their children. After the dinner, there will be a brief speech by the Principal as well as the introduction of the faculty and a performance by our students. Parents are invited to visit with teachers before or after the dinner. This is a social event, and the evening generally runs till 9 p.m.

Parent/Teacher Conferences: Fall and Spring

Although parent contact can and should occur at anytime throughout the year, dates are set aside for formal conferences in October and March with all faculty. The middle and upper school teachers will hold their conferences in their rooms. The parents will walk from room to room to speak with all teachers of their child. Elementary teachers will conduct conferences in their classrooms and will schedule each conference in advance.

Spirit Week: November

Spirit week is the week leading up to Radford Day and Homecoming. The Student Council generally sponsors Spirit week and is assisted by teachers/sponsors. Although, different activities have been organized throughout the year, each day of the week is designated as some type of costume day, with a prize awarded for the best costume each day. Additionally, a door decorating contest in which each class decorates the door of their class sponsor's room is held. The door demonstrating the most Radford spirit is awarded a prize at the end of the week. The week culminates with the Radford Day assembly.

Radford Day Assembly: November

Radford Day commemorates the founding of Radford School and is a time when we invite our alumni to visit. There is a formal assembly prior to lunch at which a brief history of Radford is given, and outstanding alumni are recognized. The students are required to be in special dress uniform on this day. During the assembly, the students will be seated by class, along with their class sponsor. Following the assembly, the alumni are invited to stay for lunch. A special seating chart for lunch will be issued on this day and classes will be on a revised schedule due to the assembly.

Operetta: December

This is a musical presentation that is coordinated by the music teacher and organized with the help of all teachers. Students in grades PK – 5th will perform. Students will be in costume.

Yule Log: December

Yule Log is an Old English Custom. It usually takes place on a Sunday afternoon prior to final exams and dismissing classes for Christmas holidays. The Yule Log is lighted with the ember handed down by a representative of the Senior Class to a representative of the Junior Class, symbolically preserving the continuity of this tradition and leadership. Attendance is mandatory for all juniors, seniors and faculty unless excused by the Principal. It is a special dress event. This is a very special evening that helps begin our Holiday season, and while clearly Christian in nature, no student is required to attend against their will.

Senior Dinner: February

The Senior Dinner is given in honor of the Senior Class. At the Senior Dinner the May Fete Court is announced. Seniors offer their toasts with engraved wine glasses. The dress is semi-formal. All seniors, juniors, and faculty are required to attend. Parents are encouraged to attend.

Science Fair: January/February

The Radford School Science Fair is a significant component of the science curriculum at all grade levels. It is intended to provide all students a familiarity with scientific investigation and scientific method. All students in grades 1st – 12th are required to exhibit a project at the fair.

In middle and upper school the bulk of the coordination is managed by the science teacher, with the English and math teachers assisting in writing of a research paper and data and graph presentation. This does not prohibit other teachers from becoming involved and mentoring.

In elementary school it will be the responsibility of the classroom teacher to help each student/or group of students develop and present a project for the fair. A timeline for developing the project will be developed well in advance of the fair and will be given to the parents.

Those students who qualify as finalists will be judged again in the evening judging session. The last judging will be followed by an awards ceremony. Winning students from grades 8 – 12 will then compete at Sun Country Regional Science Fair. Attendance is mandatory for both students and faculty.

High School Prom: Spring

High school students celebrate the conclusion of the senior's last year and the pleasure of each other's company. The dress is semi-formal. Guests of the high school students as well as family are invited. R.S.V.P. with the school secretary.

May Fete: May

May Fete is a musical celebration which is given in honor of the senior class. A royal court of Queen, Prince Consort, and Lady in Waiting are chosen from the senior class. The queen and her court preside over the event. The program begins with the introduction of the senior class and royal court who are dressed in formal gowns and tuxedos. After this, the May Queen announces the opening of the ceremony and the senior girls perform a Maypole dance. Following the Maypole dance, PK-11th grade is introduced and performs a choreographed musical number.

Baccalaureate Ceremony: May

The Baccalaureate ceremony takes place in Roderick Hall "Old Residence." Parents and guests are invited and mandatory attendance is required of 11th-12th grades. All teachers will process followed by the seniors. Everyone will be seated and there will be a short program of reflection and inspiration. Immediately following the Baccalaureate Ceremony, a brief reception is held.

Elementary Honors and Kinder Graduation: May

This ceremony begins with the kinder graduation, which is to be organized by the kindergarten teacher. Immediately after the ceremony, award certificates are presented for outstanding academic performance in each subject area, honor roll and perfect attendance. Elementary children will go to their classrooms first, and will then be brought to the program by their teacher.

Eighth Grade Graduation: May

This ceremony is similar to that of a senior graduation in that faculty process in together in gowns (no caps), followed by the eighth grade class. There is a guest speaker for this event, after which certificates are awarded. The senior class is required to attend, and each senior will be asked to give brief "words of wisdom" to the eighth grade. It is the responsibility of the senior sponsor to coordinate this with the eighth grade sponsor. There is usually a reception or dance following the ceremony as arranged by the 8th grade sponsor and parents.

Principal's Breakfast: May

This event is the official "kick off" for senior graduation day. The seniors and their parents, as well as special guests, are invited to attend the formal breakfast. Attendance of the faculty is required. The juniors are servers for this event. Traditionally, the women wear pastel dresses and men wear dark suits. R.S.V.P. with school secretary.

Middle/Upper School Honors Program: May

Honor's convocation follows the Principal's breakfast. At this time award certificates are presented for outstanding performance in each subject area as well and principal's List and Honor Roll. Attendance is required for all Middle and upper School students and faculty. Lower School students are encouraged to attend.

Commencement: May

The final event of graduation week is Commencement. All faculty and Senior guests attend. The faculty and seniors wear gowns; seniors also wear caps. A distinguished speaker delivers and address. The Valedictorian (highest GPA) and Salutatorian (second highest GPA) are required to deliver a final speech. The Citizenship Award (Radford's highest recognition) is presented to a graduating senior for "outstanding example set by loyalty to the philosophy, of Radford School in his/her academic work, service, leadership and generosity of spirit." Diplomas are presented to the graduates by a member of the Board of Directors.

Radford Parent Teacher Organization

Goals

- To enhance the integral home-school education of Radford Students by:
 - *Providing a forum for exchange of ideas and suggestions among parents, teachers and school administrators
 - *Receiving and disseminating information on items of interest to the Radford community.
 - *Promoting high morale and well being within the Radford community through a variety of complementary activities.

R.P.T.O. only addresses general issues affecting a group or the Radford community as a whole. Individual issues are resolved with the school administration.

Purpose

- The Radford Parent Teacher Organization has as its purpose the integration of parents and interested family representatives into the educational environment of the child. This serves to bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of the child. The essential result is preparation of the child to function in a competitive, changing and diverse world.

Meetings

- The RPTO meets the third Wednesday of each month. Meetings are held in the Dining Room. Children are welcome to attend with their parent. As an option, After School Care is provided. RPTO meetings are posted on the Radford annual calendar. Parents will be advised of meeting changes via e-mail or by flyer via the students.

RADFORD SCHOOL WELCOME SONG

We welcome you to Radford School.
We're mighty glad you're here.
We'll send the air reverberating
With a mighty cheer.
We'll sing you in
We'll sing you out.
To you we raise a mighty shout.
Hail, hail, the gang's all here
And you're welcome to Radford School

Dining Room Procedures

MANNERS

Lunch in the dining room is a pleasant, relaxing part of the daily schedule. To ensure that it will be enjoyable for all, standards of socially accepted behavior have been established.

Students, faculty and guests **enter the dining room quietly** and stand at their assigned places with hands at their sides or behind them—not on chairs. Voices will be kept at a quiet level at all times. There will be no visiting between tables. Outdoor jackets are not to be worn in the dining room. They may be placed neatly over the back of the chair.

At times, some tables may be cancelled because of extenuating circumstances. Only the Principal or Assistant Principal may cancel a dining room table. The Principal enters and signals silence. Grace is said in unison with bowed heads. Chairs are not to be touched until the Principal announces, "You may be seated."

Male students are encouraged to hold out the chairs for any female at the table beginning with the faculty member heading the table and any guest present. **Only the head of the table directs the server.** One server will be assigned to each table and students are not allowed to assist the server with his/her duties. The head of the table will report any problems they have with a server to the Assistant Principal. The head of the table will ask how many would like soup, milk, or salad before the meal begins. The count is to be given by the head of table to the server. The head of the table will tell those at the table the menu for the day. Everyone will request and respond appropriately, using complete sentences and "please and thank you," etc. Only positive comments are to be made about the meal while at the table. Separate salads and soups may be eaten during the serving process. **No other** food is to be eaten until all members at the table are served, all condiments and accompaniments have been passed completely around the table, and the head of table announces "You may begin." Most food will not be passed. However, bread and condiments should be passed, but never across the table.

TABLE SERVICE

Our tables are set with tablecloths, silverware, and glassware. The following basic etiquette will apply:

NAPKINS: Napkins are to be unfolded and placed in the lap as soon as you are seated. At the end of the meal, the napkin is to be placed on the table, not refolded.

SILVERWARE: Tables will be set with two forks, two knives, and two spoons. The general rule is to begin outside, with the utensils set farthest from the plate.

- **THE OUTSIDE FORK:** Usually the fork with the short tines is for the salad if a separate salad plate is served. If salad is not served, the small fork is a dessert fork.
- **THE FORK CLOSEST TO THE PLATE:** The fork with longer tines is the meat fork and is used for all fork food except salad and/or dessert.
- **ICED TEA SPOON:** The spoon with a long handle is to be used only to stir iced tea and should not be allowed to hit the sides of the glass when stirring.
- **THE SMALL BUTTER KNIFE:** This knife is on the bread plate and is used only to butter bread or rolls.
- **THE LARGER KNIFE:** The knife nearest the plate on the right is used to cut food.

- Only one piece of silver should be in hand while actually eating. After cutting, the large knife is to be placed across the top edge of the plate with the cutting edge of the knife toward you.
- A fork is used with tines up to convey food to mouth.
- **NOTHING** should be used to push food onto silverware.
- All used silverware should be placed across the plate edge rather than on the tablecloth.

- When finished, all used silverware should be placed on the plate and passed to the server for removal from the table.
- A general rule for knowing whether to use a spoon or fork is that spoons should be used for food served in bowls; a fork for food served on a plate.
- Sugar is to be poured onto the iced teaspoon and ladled into the glass. Sugar is never poured directly into a glass.

DESSERT

After the meal is finished, the server will tell the head of the table what the dessert for the day is; the head of the table will ask who would like dessert and then give the count to the server.

SINGING AND PERFORMING IN THE DINING ROOM

The Radford "Welcome Song" will occasionally be sung in moderate voices and in unison. The song will be announced and led by the person making the announcement. Radford students will occasionally perform before or after a meal.

HEAD OF TABLE

The head of table serves food, makes sure that each student is fed, and assures that appropriate behavior and manners are observed. If a student does not observe dining rules, the student will be told to leave the dining room and proceed to the office immediately.

Good manners are important because they help ensure that all can enjoy their meal. Anything in action or conversation that is unpleasant, or inappropriate, will be subject to correction by the head of table.

Only Pre-K through 2nd grade students may eat fried chicken with their hands. All others will use fork and knife. Pre-K through 4th grade will have a choice of milk, water, or punch. Fifth and sixth grades as well as middle and upper students may have the choice of tea. The head of table will indicate which are "finger foods" such as tacos, hamburgers, pizza, etc. The Principal will dismiss students when the meal is over.

Computer/Internet Use Policy

Radford School understands the importance of access to technology in a well-balanced curriculum. We strive to provide experiences utilizing both computers and Internet access to our students to enhance their educational experiences. We believe that the Internet has the capability of offering diverse and unique resources to both our students and teachers. We also understand that through the use of the Internet, students may have access to controversial or inappropriate material. We also

understand that it is impossible to completely restrict access to controversial and inappropriate material and that Radford School may not be held liable for such materials acquired via the Internet. Following is a set of rules for the use of computers and the Internet at Radford. Failure to abide by these rules may result in the loss of the computer and Internet use privileges as well as disciplinary sanctions.

1. No program of any kind may be installed on any computer at Radford School without the written permission of the administration.
2. No files brought from home may be downloaded to a computer at Radford School without the express permission of the supervising teacher.
3. Students must respect the privacy of others. They shall not intentionally obtain copies of or modify files, passwords or data that belongs to anyone else.
4. Students must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate or disable a computer or computing system.
5. No advertising for personal profit or gain may be created through the use of school equipment.
6. Use of the Radford computer systems and Internet for games and personal email is not allowed.
7. E-mail is not guaranteed to be private. Messages dealing with illegal or inappropriate activities may be reported to the proper authorities.
8. All must abide by existing Federal and State laws regarding electronic communication. This includes prohibitions against accessing information without authorization, giving passwords out, or causing a system to malfunction.
9. Students shall not access information that is not directly related to an assigned educational task and under no circumstances shall intentionally use the Internet and/or computers to attain material that may be deemed inappropriate or controversial.
10. Access to the Internet and use of school computing systems is considered a privilege
11. Anyone found using access in ways deemed inappropriate will be denied access and may be subject to further disciplinary action.

The rules above apply to any and all student use of computer equipment owned by Radford School, and also apply to use of student-owned laptops and other portable computers that a student uses at school or in connection with a school-related activity. Radford School is not responsible for lost, broken or stolen student-or parent owned electronic equipment, including laptops and other portable computers.

No student shall post on or transmit over the internet any material related to Radford School, any member of its faculty or staff, or any member of its Board of Directors without the express approval of the school Administration, regardless of where the computer equipment utilized to post or transmit the information is located and regardless of by whom it is owned. Under no circumstances will a student post on or transmit over the internet any false or misleading information about Radford School, any member of the Radford faculty, staff, administration, Board of Directors, or any Radford student.

Notification to Students / Parents of Radford Practices concerning Asbestos Products

From the early 1900's through the late 1970's asbestos products were used in building construction materials. Some uses of asbestos in building products were pipe insulation, steel fireproofing, vinyl tile and mastic, ceiling tiles, plaster, duct insulation and various other uses. Asbestos is a known human carcinogen that can cause lung cancer, mesothelioma and abdominal cancer. Asbestos can present health hazards when it is crushed or pulverized and emits microscopic fibers. These tiny fibers then become airborne and may find their way into your lungs causing the above-mentioned diseases.

To date, the government has not instituted any regulations concerning asbestos inspection or management of public building. There are, however, regulations concerning inspections and management of asbestos for all private and public schools providing K through 12th grade classes. Thus Radford School has taken action in the management of all asbestos material in its school buildings. Radford has initiated an engineering survey that located most asbestos sources in the building. There are presently no federal, state or local laws mandating the removal of any asbestos in the buildings and will have an Asbestos Management Program in effect to deal with any asbestos products.

This notice is given to each student to inform parents and students of Radford School of our dedication in maintaining the safest of environments for everyone. The Asbestos Management Plan is available in the Radford Administration Office if anyone wishes to review its contents. However, we do ask that you call to arrange a time prior to visiting.

Fire Drill Procedures

When the Fire Alarm is engaged either automatically by sensors in the building or manually by the administrative office or pull stations, the fire department is notified. Any student who might pull a manual station or cause a sensor to report a fire condition that did not exist should be reported to the office for suspension or expulsion. The fire alarm system is meant to protect all the occupants of the

school and must be relied upon for accurate reporting. Should someone accidentally cause an alarm to sound, that action must be reported immediately to the office for everyone's safety.

The alarm when engaged will create a sound like an amplified "cricket." Additionally, lights will flash to allow a person who is hearing impaired to respond. When the alarm sounds, the teachers should lead their students to the areas designated on the map at the door, closing but not locking the door to the classroom as they leave. The teacher and students should remain at that location until a member of the administration announces a return to the building. All office staff and visitors should leave via the closest exit and remain across the street from the school until informed to return to the building. During the building exit, students and staff should walk quietly, so that any additional directions that might need to be given can be heard.

Teachers should familiarize their students about these procedures and rules during the first week of school. Periodically we will be required to hold a "Fire Drill" by the fire department. We will not be able to tell the difference from an actual fire alarm, so proceed as above. Always use extreme caution in crossing streets. Watch for oncoming traffic. Leave fence gates open as you leave.

Gate Control Procedures

The main gate to the school located closest to the main parking lot at the intersection of Altura and Radford Street will be open from 7:00 a.m. to 4:30 p.m. Students who must leave school during the school day must check out through the secretary's office and use this gate to exit and enter.

The after school gate will be open from 4:30 p.m. to 6:00 p.m.

For emergency purposes, the gates open from the inside at all times during school hours.

The delivery gate at the intersection of Marr and Altura streets is used for kitchen and maintenance deliveries. Students are not allowed to use this gate either in vehicles or on foot.

Student Handbook

Purpose of the Student Handbook

A Radford education represents a significant commitment of financial and human resources. The benefit a student derives from this investment depends, to a great extent, on the student's attitude toward learning, and the student's adherence to high standards of behavior.

Responsibilities

1. Make every effort to provide for the physical needs of the student
 2. Strive to prepare the student emotionally and socially to be receptive to learning and discipline
 3. Review the policies and regulations stated in the student handbook
 4. Secure the student's compliance with school attendance requirements and promptly report the reasons for absences and tardies
 5. Ensure that the student is appropriately attired at school and at school sponsored activities
 6. Discuss report cards, progress reports, and other communications from the school with the student
 7. Participate in parent-teacher conferences
 8. Help the students to develop effective study habits
 9. Bring to the attention of school personnel any problem or condition that may relate to the student's education
 10. Cooperate with teachers and administrators in their efforts to achieve and maintain a quality education program
 11. Provide the school with up-to-date home work, emergency telephone numbers, email, and other pertinent information
 12. Arrange for drop-off and pick-up of students at the front gate so that they are not left at school during unsupervised hours
 13. Sign out students at the front office if they leave school early
 14. Participate in parent-school organizations, when possible
- Parents will be held financially responsible for any damage caused by their child to school property or the property of other students, teachers, or staff members.

Responsibilities of Administrators

1. Assume the administrative responsibility for instructional leadership and student discipline under the guidance of the Board of Directors
2. Provide appropriate support for teachers in dealing with student discipline
3. Implement a flexible curriculum to meet the needs of all students
4. Discipline all students in a fair and impartial manner
5. Encourage parents to maintain regular communication with the school and to participate in parent/teacher conferences
6. Develop a cooperative working relationship with staff, students, and parents
7. Promote student safety through maintenance of the school grounds and facilities
8. Serve as appropriate role-models for students

Responsibilities of the Faculty

1. Attend regularly, be on time, and prepared to perform instructional duties
2. Use appropriate discipline management techniques
3. Ensure student learning and good discipline by promoting students' regular attendance, promptness, and appropriate preparation
4. Respect individuals and property
5. Comply with Radford School policies, regulations, and directives
6. Maintain a classroom atmosphere conducive to learning
7. Establish rapport and effective working relationships with students, parents, other staff members, and administration
8. Help students strive for self-discipline
9. Encourage students to submit quality work and utilize effective study habits
10. Dress and appear in accordance with Radford School standards of propriety, safety, health and grooming
11. Keep current academically by participating in professional development
12. Serve as an appropriate role-model for students

Student Rights

Students shall not be denied their human rights because of their temporary status as students, but they are expected to exercise their rights responsibly and in accordance with the rules established for the orderly conduct of the educational goals of Radford School. The rules of conduct are established to achieve and maintain order. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and promote the adherence by all students in the school community.

The major areas of student rights include the following:

1. Equal education opportunity
2. Freedom from unlawful discrimination
3. Freedom of expression appropriate to the context of a private school
4. Right to view personal student records
5. Right to due process of law in the context of a private school
6. Freedom from unreasonable search and seizure
7. Freedom of religion and conscience

Student Responsibilities

Students' rights carry with them the responsibility to:

- Attend school daily, except when ill or otherwise excused, and be on time to all classes
- Be prepared for each class with appropriate materials and assignments
- Be aware of all policies, regulations, and standards for student behavior as stated in this handbook and act accordingly

- Be attentive in class
- Master the essential elements of the curriculum of study
- Be honest and truthful
- Maintain possession of personal property and school-issued textbooks and materials
- Refrain from exhibiting aggressive behavior whether hostile or playful
- Refrain from using profane or obscene language.
- Maintain self control in the classroom, dining room, on school grounds, and at all school-sponsored activities
- Dress and appear in accordance with Radford School standards of propriety, safety, health, and grooming
- Respect other individuals and property
- As a sign of respect, stand and greet an adult visitor when they enter a classroom
- Assist the school staff in operating a safe school
- Express opinions and ideas in a respectful manner
- Cooperate with school staff in investigating disciplinary matters
- Deliver all communications from the school to the parent(s) or guardian
- Understand that cheating or committing other acts of academic dishonesty are not tolerated and will have serious consequences
- Use the Internet only in compliance with Acceptable Use Policy, see pg. 24
- Refrain from chewing gum at all times while at school or at Radford functions
- Refrain from bringing food or beverages on to the campus unless there is a scheduled activity or special permission has been given by the faculty or administration
- Speak English exclusively in the dining room unless there is a scheduled activity or special permission has been given by the faculty or administration
- **Use of personal telephones and all electronic devices is allowed only before or after school**
- Violation of this policy will result in confiscation of the telephone or device and a fee of \$15.00 will be charged for its return

Student Absences and Tardiness

It is position of the Board of Director that student attendance is a key factor in student achievement and that absence from school may represent an educational loss to the student. The board recognizes that some absences are unavoidable, and procedures have been designed to provide students the opportunity to make up work missed.

Requested Absences

Recognizing that good attendance is necessary to achieve academic excellence, Radford students are permitted a maximum of ten days absences for activities other than illness. Requests for student's absences must be submitted in writing for approval by the administration prior to the first day's absence. Exceeding the ten day limit may result in loss of credit.

Tardiness

An excused tardy is one that is accepted as such by the teacher of the class or the Principal/Assistant Principal. A tardy will be unexcused if the student is not inside the room or at the assigned area for class at the designated class time. He/she must have an authorized excuse. **Three unexcused tardies will equal an unexcused absence and may result in disciplinary action.**

0 to 25 minutes late to class = Tardy
25 + minutes late to class = Absence

Make-up Work

Teachers will provide make-up work for excused absences. It is the student's responsibility to complete make-up work within a reasonable time to be determined in consultation with the teacher. A minimum make-up time is allowed for each absence.

Excused

In the case of an excused absence, the teacher will allow the student to make-up the work missed or offer an alternative assignment that is acceptable and not detrimental to the student's overall average. **The student is allowed one make-up day for every day absent.** It is the student's responsibility to request make-up work from the teacher(s) on the first day of his/her return to school. Failure to complete the make-up work may result in a zero for the work missed.

School Permission: Students who are out of school on a school-related activity will not be counted Absent.

Unexcused The student may receive a zero for all work missed, and a suspension may result. The parent or Guardian will be notified in all cases regarding unexcused absences.

Drugs/Alcohol/Tobacco

Students shall not possess, use, transfer, transport, sell or attempt to possess, use transfer or sell, or be under the influence of any of the following substances on school premises or off school premises at a school-related activity, function, or event.

- a. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, stimulant, depressant, hallucinogen, amphetamine, or barbiturate.
- b. All alcoholic beverages.
- c. Any glue, aerosol paint, abusable volatile chemical, or other chemical substance for inhalation.
- d. Any other intoxicant or mood-changing, mind-altering or behavior altering drugs.
- e. Tobacco

The transfer, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

A student who used a drug prescribed by a licensed physician specifically for that student's use shall not be considered to have violated this rule if proof of the prescription can be provided. The medication must be kept locked in the office.

Zero Tolerance

Students who violate any of the policies regarding drugs, alcohol, or tobacco will be subject to disciplinary action, which may include suspension and expulsion.

Weapons

Students shall not enter school property with a firearm, ammunition, explosive weapon, or knife, or any other prohibited weapon. Students shall not interfere with the normal activities, occupation, or use of any building or portion of the campus by exhibiting or using a threatening manner. Other weapons include, but are not limited to:

1. Fireworks of any kind
2. Clubs or nightsticks
3. Razors
4. Brass or metallic knuckles
5. Chains
6. Chemical dispensers (other than for medical use)
7. **Knives of any size** including pocket knives
8. Any other object or substance capable of serious bodily injury that is used in a way that threatens injury to another person
9. A laser of any type
10. Zip gun

The possession of or use of articles not generally considered to be weapons may be prohibited when, in the Principal's judgment, a reasonable apprehension or danger exists to the student in possession of the item, other students, staff, or school property.

Student Vehicles

Students who possess any prohibited items in their vehicles on school property or school-related events are subject to disciplinary action. Students who drive their vehicles in an unsafe manner are subject to disciplinary action.

Assault

Students shall not assault anyone on school property or at any school-related event. An assault is defined:

Intentionally, knowingly, or recklessly causing bodily injury to another person; intentionally or knowingly threatening another person with imminent bodily injury; and/or intentionally or knowingly causing physical contact with another person when the student knows or should reasonably believe that the other person will regard the contact as offensive, provocative, or potentially dangerous.

Other Forms of Assault

Aggravated assault, sexual assault, aggravated sexual assault are expellable offenses.

Disruptive Activity

No student in school property or on public property within 500 feet of the school property shall willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

Disruptive activities include, but are not limited to the following:

1. Obstructing or restraining the passage of person exit, entrance, or hallway of any building on school property;
2. Obstructing or restraining the passage of any person at an exit or entrance to the Radford campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration or the Board of Directors.
3. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other activity authorized by the administration or the Board of Directors.
4. Preventing or attempting to prevent by force or violence, or the threat of force or violence, any lawful assembly authorized by the school administration or the Board of Directors.
5. Disrupting by force or violence, or the threat of force, violence, a lawful assembly in progress.

Student Demonstrations

Student demonstrations and similar activities shall be prohibited if they lead school authorities or the Board of Directors to reasonably foresee substantial disruption or, or material interference with, normal school operations or approved school activities.

Graffiti and/or Tagging and Related Paraphernalia

Graffiti (marking on tangible property without the consent of the owner) and tagging are prohibited , as are possession of spray paint, spray can tips, grease pencils, white-out markers, glass cutting devices, permanent markers and or any other items which may be used for tagging or graffiti. Students who violate this policy will be subject to disciplinary action.

Search and Seizure

Radford School property including classrooms, areas in school buildings such as Gymnasiums, halls, offices, assembly rooms, and other facilities; school grounds including parking lots, athletic facilities and buildings; books, educational equipment including athletic equipment and supplies; vehicles owned by the school and student lockers, desks, worktables, cabinets and storage areas located within the school are under the exclusive control of the school. Students should not expect privacy regarding items placed on school property because such property is subject to search at any time, with or without reasonable suspicion by school officials. Students are responsible for all items contained in desks, lockers, or other property issued to them by the school.

Personal property brought onto school property or to school-related activities is permitted as a matter of privilege, not as a matter of right, with the understanding and agreement that owner or possessor of the property consents to a search of that property when there are reasonable grounds to suspect a search may disclose evidence that a student has violated or is violating either the law or the rules of the school. Included in this category of property are: vehicles, personal books, supplies and equipment (including athletic equipment); and personal items such as briefcases, backpacks and/or similar containers used to carry materials. If a school official has a reasonable basis to suspect that a search of this property may disclose evidence that a student has violated or is violating either the law or the rules of the school, the official may institute a search.

Personal searches of students' purses, handbags, or billfolds and the emptying of pockets and the like which do not involve the removal of clothing are authorized if a school official has a reasonable basis to suspect that a search may disclose evidence a student has violated or is violating either the law or the rules of the school. The manner and degree of the search should be reasonably related to the objective of the search and should not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. The school official should advise the student of the reason for the search. If circumstances permit, the school official should perform the search out of the presence of other students and should request that another school official or parent act as a witness.

A school official may conduct a search of a student or any other person on school property to determine whether the person is in possession of dangerous and/or prohibited articles of property. This type of search and the manner of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the person and the nature of the potential danger.

Any item or items of property observed or discovered in any search by school officials (which are evidence that the person searched or another person has violated or is violating either the law or the rules of the school) may be taken by the school official, and the school may take disciplinary action, may confiscate the property taken, and may report the results of the search and identity of the person having possession of the property to the appropriate legal authorities.

Unauthorized Persons, Refusal of Entry, Ejection, and Identification

Members of the administration or The Board of Directors may refuse to allow a person without legitimate business to enter on school property and may contact law enforcement officials to remove any undesirable or unauthorized person from the property on the person's refusal to leave peaceably on request. Identification may be required of any person on school property.

Sexual Harassment/Sexual Abuse

Radford School encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the school. Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with a teacher, counselor, or director.

Students must not engage in unwanted and/or unwelcome verbal or physical conduct of a sexual nature directed toward another student or school employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.

All students are expected to treat other students and employees with courtesy and respect. Students must avoid any behaviors known to be offensive and stop these behaviors when asked or told to stop. A substantiated complaint will result in appropriate disciplinary action, according to the nature of the offense.

The school will notify the parents of all students involved in sexual harassment by student(s) when allegations are not minor, and will also notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete thorough investigation.

A complaint alleging sexual harassment by another student (or sexual harassment or sexual abuse by a staff member) must be presented by a student and/or parent in writing to the Executive Director or his/her designee. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student will normally be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no

later than five days after the request. The Principal or his/her designee will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Principal. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include:

1. A complete statement of the complaint
2. Any evidence supporting the complaint
3. A statement about how the matter should be resolved
4. The student(s) and/or parents signature
5. The date of the conference with the Principal or his/her designee

If the resolution by the Principal or his/her designee is not satisfactory, the student and/or parent may present the complaint to the Board of Directors at the next regular meeting. Information on the procedure for addressing the Board can be obtained from the Office of the Principal.

Disciplinary Consequences

Radford students are expected to be courteous and respectful to their parents, members of the Board of Directors, school administrators, teachers, school staff, visitors, and fellow students, and obey all school rules. If students do not meet the reasonable behavioral expectations detailed in this handbook, or as required by individual teachers as a part of their classroom management plan, disciplinary action may result including verbal or written warnings, parental contact, demerits (that will be resolved by community service hours) after school detention, and/or referral to the Assistant Principal or Principal. If an after-school detention is assigned, the parent(s) will be notified by the teacher in advance. If a student is sent to the office for disciplinary reasons the parents will be notified and may be asked to come to the school for a conference. Repeated or serious offenses may result in suspension or expulsion.

Due Process Procedures

A student who is subject to discipline has the right to be told what rule he/she violated. If the student denies violating the rule, he/she has the right to know what evidence there is to support the violation. Also, the student shall have the opportunity to tell his/her side of the story and to explain the behavior. Students who are referred to the Assistant Principal for disciplinary reasons and are subsequently suspended may appeal that decision to the Principal and to the Board of Directors. Expulsions will automatically be subject to review by the Principal and the Board of Directors.

One to Five Day Suspensions

If it is necessary to suspend a student, the parents will be notified by an administrator. The student will remain in the administrative area of the school rather than be returned to the classroom.

Reasons for the suspension and the duration will be explained and discussed with the student and parents. If an at-home suspension is assigned, the student must make up missed class work. At the conclusion of an at-home suspension, a parent must accompany the student to school for re-admittance.

Expulsion

If the Principal deems an offense serious enough to require expulsion, he/she will notify the Board of Directors after conferring with the parent(s) or guardian. **Expulsion may be appealed to the Board in writing no later than 5 days after the expulsion occurs.** After the time for appeal has expired, the case cannot be reconsidered nor the student re-enrolled at Radford School.

Disciplinary Probation

Students may be placed on disciplinary probation in the following circumstances:

1. Cheating
2. Accumulating more than five disciplinary referrals in one semester.
3. A third suspension in one school year.
4. Failing grades in conduct in more than one class for two report periods.
5. Fighting on campus.
6. Disobeying school rules in a school sponsored activity either in or out of El Paso.
7. Sexual Harassment

While on disciplinary probation, a student must abide by all school rules and directives. Should there be an infraction of these rules, the student may be subject to expulsion from the school. Students who demonstrate good behavior during the probation period may present a letter to the Principal requesting the lifting of the disciplinary probation. This letter must be accompanied by at least one letter from one or more of the student's teachers advocating the lifting of probation and the reasons for the advocacy. The Principal will take into account the original reason for the probation, the recent behavior of the student, and the length of probation already served.

Students on disciplinary probation may not:

1. Take part in an extracurricular activity such as team sports, cheerleading activities, student government, clubs, etc.
2. Represent the school in the community in an official way.

Guidelines for Assessing Disciplinary Consequences

Disciplinary consequences shall be administered when necessary to protect students, school employees, or property and to maintain order and good discipline. Students shall be treated fairly and equitably. Disciplinary actions shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

1. Seriousness of the offense
2. Student's age
3. Frequency of misconduct and student's disciplinary history
4. Student's attitude
5. Potential effect of misconduct on the school environment

Scholastic consequences will not be imposed for disciplinary infractions.

Dress Code

Radford students are expected to be neat, clean and dress in uniform at all times unless given permission by the administration to be out of uniform. The uniform consists of the following items.

Boys

- Dark khaki pants
- Belt (plain black or brown leather – no studs, holes or designs) must be worn with all pants
- White button-down long sleeve or short sleeve shirt (Radford embroidery)
- Forest green pullover or cardigan sweater (Radford embroidery or Radford crest)
- Navy Blue blazer (Radford crest)
- Dress shoes for special dress day. Daily wear tennis shoes (solid black or white only) with non-marking soles with laces the color of the shoe. No lug soled shoes allowed
- Socks must be worn at all times

Girls

- Black Watch plaid skirt, skort or jumper (must be no more than three inches above the knee)
- Navy Blue trousers for girls Pre-K – 3rd grade ONLY.
- White button-down long or short sleeve blouse (Radford embroidery)
- Forest green pullover or cardigan sweater (Radford embroidery or Radford crest)
- Navy blue blazer (Radford crest)
- Dress shoes for special dress day. Daily wear tennis shoes (solid black or white only) with non-marking soles with laces the same color of the shoes. No lug soled shoes allowed.
- Socks (white, forest green or navy) or tights (white, forest green or navy) or pantyhose

Special Dress Uniform

Boys: Dark Khaki pants with a belt, white button-down dress shirt, dress shoes and socks, navy blue blazer, and Black Watch tie.

Girls: Black Watch plaid skirt, white button-down blouse, Black Watch tie, dress flats with socks or tights/hose. **High heels and sandals are not permitted.**

These uniforms will be worn on every Monday of every month from August to May (or in the event the first Monday is a holiday, the following day) or unless otherwise specified by the Principal. This uniform will also be worn on other specially designated days.

NOTE: Parents and students are encouraged to contact the school secretary to view the school uniform samples. On special dress days, students are required to bring tennis shoes for physical education.

General Attire:

- Hair styles must be worn in such a way as not to create a distraction.
- Shirts must be tucked in at all times while on school premises.
- Coats may only be worn with the permission of the administration.
- Clothing must be clean and pressed-no tears or holes.
- Non-Radford jackets, sweatshirts and sweaters may not be worn inside the building.

Rules applying specifically to boys:

- Shirts must be buttoned except for the collar button and the first button down and must be tucked into pants at all times while on school premises.
- Socks (white, black, or brown) must be worn at all times
- Hair must be neatly cut above the collar in the back, and may not hang down over the eyes when combed forward. No pony tails, Mohawks or shaved heads. Curly hair must not be more than 1 ½ inches in length when combed out.
- Extremes in hair color (green, blue, pink, etc.) are not allowed
- Belts must be worn at all times – plain brown or black (no studded belts, no designs or holes)
- Face must be clean-shaven
- No visible body piercings/tongue piercing or tattoos are allowed
- Shoes must be clean and in good condition and properly laced with laces the same color as the shoe.
- Clothing must be sized appropriate to the student. No tight/loose or overly baggy clothing is allowed.

Rules applying specifically to girls:

- Extremes in make-up, jewelry, or hair color (blue, pink, green, etc.) will not be allowed
- Hair must be neatly styled. No Mohawks or shaved heads.
- No visible body piercing/tongue piercing or tattoos are allowed.
- Ear rings must not be distracting (extra long, dangling, etc.)
- Socks, tights (white, forest green or navy) or flesh toned pantyhose should be worn with all types of footwear
- Sandals are not allowed
- **Hip hugger skirts are not allowed**
- Shirts and blouses must be of sufficient length to remain tucked into skirt at all times while on school premises

- All female students grades 4 – 12 will be required to wear skirts, skorts, or jumpers. Female students in grades Pre K – 3rd grade will be permitted to wear appropriate pants, but will still be encouraged to wear skirts. Parents of students may request an exception to this rule for religious reasons.

Any student who violates the dress code will be subject to disciplinary action. Repeat offenses may result in a one day suspension. Disciplinary action as a result of violations to the uniform policy will be at the discretion of the Principal. Additional uniform information is available in the Secretary's Office.

Medical Matters

Immunization

In accordance with Texas state law, all students must be immunized for diphtheria, tetanus, polio, measles, mumps, and rubella, hepatitis A & B, and chicken pox prior to enrollment. Proof of immunization may be personal records from a licensed physician or public health clinic with signature or rubber stamp of validation.

If the student's religious beliefs conflict with the immunization requirements, the student must be present an affidavit signed by the student or if a minor by his/her parent or legal guardian stating that the immunization conflicts with the tenets and practices of a recognized church, religious denomination, or recognized religious organization of which the student is an adherent or member, provided, however, that this exemption does not apply in terms of emergency or outbreak declared by the commissioner of health or local health authority. This affidavit must be renewed annually.

If a student should not be immunized for medical reasons, the student or parent/guardian must present a certificate signed by a licensed physician stating that in the doctor's opinion the immunization required would be harmful to the well being of the student or any-member of the student's household. This certificate must be renewed annually unless the physician specifies a life-long condition.

Student immunization records must be kept up to date. After reminders are sent home, students will be asked to leave school if proper immunization documents are not on file.

Medications for Students

Members of the school staff may not administer any medication to students except as prescribed and requested by the parent, guardian or family physician. All prescription medication must be left in the office. **No medication may be carried on the student's person.** Please be sure that prescription directions are clearly printed on the label.

Accidents

Accidents are to be reported immediately to the nearest teacher who will assist the student(s) involved and render immediate aid.

Student Illness

Students who become ill at school will be asked to leave school after parents are contacted as directed on the student information from the office. There is no facility at Radford School for students to comfortably stay at school when they are ill. A student who has a contagious disease cannot attend school until he/she presents an authorization from a licensed physician stating that the student is able to return to class without causing harm to other students or school personnel.

Parents are asked to update the student information forms with the correct pager, phone or cellular phone numbers as soon as changes are made. Changes should be reported to the school secretary.

Physical Exams

All students participating in organized sports or other physical activities (including cheerleading) will be required to have an annual physical examination report on file. Parental permission to participate must also be on file. All forms must be on file with the main office.

Sexual Abstinence

The Board of Directors of Radford School strongly believes, for various reasons that Radford students should abstain from sexual intercourse. Such conduct is not only inconsistent with the high moral standards Radford seeks to stress to its students, it can lead to various serious mental and physical health problems. Moreover, the entire program at Radford School is geared toward the education of young single persons. Accordingly, students attending Radford School must be unmarried, and must remain unmarried throughout their tenure as a student. Moreover, students at Radford School must practice sexual abstinence. Any students who voluntarily engage in sexual intercourse, or who marries, must immediately withdraw (or shall be expelled) from school, with no refund of any tuition or fees.

Bullying

Bullying and/or unwanted teasing of other students is not tolerated and will be subject to disciplinary action. "Bullying" includes written or verbal expression or physical conduct that has the effect of physically harming a student, damaging student property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening, or abusive educational environment for a student.