

CODE OF CONDUCT



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PRINCIPAL'S MESSAGE

Dear RKA Students,
As educators, some of our main objectives include providing a safe environment in which students can learn and thrive, parents can feel comfortable, and staff can share their knowledge and experience. In order to accomplish these objectives all of the members of our community must behave in a positive and mutually supportive manner. RKA is a safe and successful school, and just as it is a privilege for me to work here, it is also a privilege for you to attend RKA.

It should be treated as such. We are prepared to offer you fun incentives, such as trips, dances, activities, and assemblies, as well as opportunities for academic success, and we expect positive behavior in return. In the text that follows you will read about some of the expectations that your teachers, administrators, and staff members have for your behavior. You will also read about some of the consequences students can expect for disregarding these guidelines.

All of the rules that follow are intended to make RKA a better place to work and learn and prepare students for the world beyond RKA. The rules coincide with the Citywide Behavioral Expectations, and everyone can expect that consequences will be given fairly and consistently.

I thank you in advance for your attention to these very important items, and I look forward to a great year at RKA.

Sincerely,
Lori O'Mara

ID CARDS AND PROGRAMS

Each RKA student will receive a school ID card and program. These items must be carried at all times while in the building or at school functions. ID cards and programs must be shown to any staff member upon request. These items

may be needed to use the restrooms, library and to get lunch in the cafeteria.

Failure to display and produce ID cards and programs will result in loss of privileges (i.e. the library) detention, or being sent to the end of the lunch line.

Replacement cards may be purchased through the attendance office, Room 141. Replacement card costs \$2 each time you need a replacement.



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Do you know what people see when they see you?

- They see your potential.
- They make judgments about what is important to you and what kind of person you are.
- They see your parents.
- They see your future.
- They see RKA.

Let your actions allow them to see the best you possible.

LATENESS

Students are expected to be punctual to school and to every class throughout the day.

Students are late to school in the morning if they are not present in class at 8:20 am. Doors open at 8:13 am. After 8:27 students must use the Arcade Entrance of the school. They must receive a late pass to show to their classroom teacher. Students with three latenesses must serve an after school detention to make up for time missed. Repetitious behavior including lateness to classes throughout the day may result in additional consequences, such as

additional detentions, exclusion from dances, trips, or other privileges. Students should remember the importance of being on time to school and all classes.

Students are late to class when they are not in their designated seats when the bell rings. This means that students should not be lingering in the halls and stairwells or hanging out in doorways at the start of the period. Students must sign the late log maintained by each teacher.



ABSENCES

Students are expected to be present every day for school. This is the one sure-fire way to ensure that you are making the most academic progress possible. It is also an excellent habit to get into as most employers look for prospective employees with a strong work ethic and impeccable attendance record.

The only explained absences from school are those due to a doctor's appointment, school visit, family business or illness. These absences **must** be documented with an official note from the doctor, school or a parent. Notes must be shown to each individual teacher and turned into the first period teacher so it can be sent to the school's Attendance Office. All

work missed by an explained absence should be made up, and it is the students' responsibility to arrange this with each teacher.

Absences not excused in this way will be treated as cutting (see below) and any missed work cannot be made up. Students who have excellent attendance will be rewarded with special events and are likely to receive better grades.

CUTTING

Cutting is defined as being absent from one or more classes without an acceptable excuse. This includes instances when a student is in the building but not in their scheduled class, being one or more periods late to school without an acceptable excuse, or leaving the school building early. Acceptable

excuses include doctor's appointments, family business or illness. In order for the absence to be excused, a legitimate note from the doctor or parent is required and must be shown to each teacher whose class was missed.

Students who cut can expect to serve after school detention or

be suspended according to the Citywide Behavioral Expectations. Repeat offenders can also expect to be excluded from school activities such as trips and dances. School work missed while cutting cannot be made up.



