

River of Life Academy

18295 La. Hwy 16

Port Vincent, La. 70726

2016-2017

Student Handbook

Dear Parents,

Welcome to River of Life Academy!

God has given River of Life Academy a mandate. We are here for the express purpose of transforming lives through the power of Jesus Christ. God has entrusted parents with the precious responsibility of guiding each life that He has put in their home. We are passionate about providing the practical and spiritual tools that will make that life effective in the Kingdom of God.

ROLA has been a vision that God gave Pastor Bobby and Lollie Ready when they first came to River of Life Worship Center in 1997. In 2013 God renewed that vision upon the heart of Pastor Bobby and the River of Life Worship Center family and River of Life Academy was born.

ROLA is a 501-c non-profit corporation located in Port Vincent, Louisiana. The school serves the educational and spiritual needs of Pre- Kindergarten (4 years) through 9th grade students.

Please take the time to read through this important information as a family. The information contained in the following pages will answer many of the questions you have about how River of Life Academy is operated. If any questions remain, please do not hesitate to contact us.

Robert Ready
Principal

River of Life Academy

FACULTY

PRINCIPAL:	Robert Ready
TEACHER: 5 th --9 th grade	Jeanette Miller
TEACHER: 1 st - 4 th grade	Whitney Marchan
TEACHER: K-5	Lorin Ridenour
TEACHER: K-4	Ida Craig
TEACHER HELPER K-4	Shirley Durbin
SECRETARY/LIASION:	Lollie Ready
ART TEACHER:	Sandi Craig
BEFORE/ AFTERCARE:	Denys' Townley
	Adriana Ready
SCHOOL MASCOT:	Rams
SCHOOL COLORS:	Purple & Gold
SCHOOL ADDRESS:	18295 La. Hwy 16
	Port Vincent, La. 70726
SCHOOL PHONE:	225-698-9640
SCHOOL FAX:	225-698-9640
EMAIL:	riveroflifeworship@gmail.com
Website:	riveroflifeacademy.com
FACEBOOK:	River of Life Academy

Our Mission:

To provide a Christian education that prepares each child to pursue their individual dreams according to their capabilities and potential. To teach our children that they are very special to God and that each one of them can make this world a better place.

Our Motto:

To Be World Changers

Our Philosophy:

This school was started so that the children in our church and community could be afforded the opportunity to receive a quality education based on the Word of God. Our school is a ministry of River of Life Worship Center and shares in its beliefs and goals to be a blessing to our community and a witness for Jesus Christ according to His great command in Matthew 28:19-20

¹⁹ Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ teaching them to observe all things that I have commanded you; and lo, I am with you always, *even to the end of the age.*” Amen. NKJ

We believe that every child is an individual created by a sovereign God. Our programs will be geared around the fact that God has a purpose for everyone and we want to help each child find that purpose.

We are committed to providing an atmosphere conducive to learning that will motivate the child's interest while developing skills, good study habits, and healthy attitudes necessary to be an effective learner. While developing these skills our emphasis will be for learning and all the while teaching that everything we do is for His honor and glory!

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Our Goals

Develop the Student's Spiritual Ability

The learner will

- Participate in regular chapel services.
- Be educated to defend creationism.
- Participate in Praise and Worship.
- Show evidence of Christian Character.
- Demonstrate their understanding of God's call on their lives

Develop Student's Intellectual Ability

The learner will

- Acquire basic skills and right attitudes.
- Participate in a curriculum that provides for individual needs.

Develop Student's Physical Abilities

The learner will

- Participate in a physical program.
- Demonstrate good health and safety habits.

Develop Student's Interpersonal Skills

The Learner will

- Demonstrate healthy decision-making and problem solving skills.
- Demonstrate respect for others.
- Show evidence of sound parent/teacher/student relationships.
- Participate in activities that teach group interaction skills.
- Demonstrate an appreciation for the cultural diversities.

Develop Student's Social Potential

The learner will

- Show an awareness of fairness and being open to others.
- Recognize moral and spiritual obligations toward self, home, school, community, state, and the world.
- Participate in programs that develop basic Christian values.

Develop Student's Spiritual Potential

The learner will

- Participate in Bible study.
- Make a personal commitment to Jesus.
- Attend activities to encourage growth in his individual walk with Jesus.

Admissions Policy

Anti-Discrimination Policy: River of Life Academy admits students of any race, gender, age, disability*, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, age, disability, or national origin in administration of its educational policies, admissions policies, and other school administered programs.

***Although we do not discriminate on the basis of disability, we will not be able to accommodate all disabilities.

Academics: For students entering 1st through 9th grade the following must be provided.

- The last report card of evaluation of academic attitude and effort
- A recent standardized test in math and language skills

Students may be asked to take placement tests prior to enrollment. We do not currently have the specialized resources, facilities, or instructional capability to teach children who have special learning needs.

Behavioral: Students are expected to cooperate with school standards and behavior expectations and maintain a positive attitude toward the school, teachers, and fellow students. . A probationary period may be considered for any students who have behavioral histories in previous schools.

Physical: All students are expected to participate in all normal classroom activities including physical education. At this time we are not able to accommodate students with severe physical handicaps. Your child must be up to date on all Louisiana state required immunizations.

REGISTRATION PROCEDURES

Interview: All parents of new students will be scheduled for an interview with the Principal and administration before the enrollment process is complete.

Fees: Registration fee and book fee are due at the time of registration. Tuition is due on the first of every month beginning August 1st – May 1st. See next section for details.

Forms: Please complete and return ALL applicable items at time of interview:

- Family Registration/Agreement
- Student Registration
- Emergency Medical Information
- Transfer of Records [from another school]

The following items should be included in each students file from their previous school. If not, they will be required for all ages:

- Immunization Form
- Birth Certificate

TUITION AND REGISTRATION FEE

GRADE	Registration Fee	Book Fee	Annual Tuition
K4-K5	175.00*	250.00**	2,250.00 church members 2,500.00 non-members
1 st -9 th	175.00*	250.00**	2,250.00 church members 2,500.00 non-members

***Registration Fee: to be paid upon acceptance. Non-Refundable and Non-transferable.**

****Book Fee: due on August 1st. Non-Refundable and Non-transferable.**

*****ANNUAL TESTING FEE*** \$30 - \$45 (grades 3rd-9th)**

*****K-4 & K-5 Graduation fee \$18.00 (cap and gown)**

****** High School Accreditation Fee \$300 per year (9th grade)**

Delinquent Account/Withdrawal Policy: If an account can not be made current by 14 days past the due date, you will be charged a late fee of \$35.00. We reserve the right to ask a family to leave ROLA due to delinquency in payment of fees.

NSF Checks/Drafts: There will be a \$35.00 assessment for all checks/drafts that are returned to the school because of insufficient funds in the bank. All student report cards and records remain the property of the school until all obligations are satisfied.

Early Student Withdrawal: Should you decide to withdraw your child from school, there will be no refund of tuition for the remainder of that month, the registration fee, or the book fee. And all Before/After care fees must be paid. All tuition and fees must be paid to release grades and drop slip.

ARRIVAL AND DISMISSAL

School hours are 8:00 a.m.-2:45 p.m. Students who arrive on campus after 8:00 a.m. are considered **tardy** and must be checked into the school office by an adult. Students that are tardy will receive an office note to be admitted to class. Excessive tardies may result in students being assigned detention to complete missed work and/or being referred for truancy. Any student leaving school before 2:15 must be checked out in the office. Only the persons listed on the student's information sheet will be allowed to check the student out. **Please be prepared to show your id.**

ATTENDANCE

1. A student must be in attendance at least one hundred sixty-seven (167) days to be eligible for promotion. Over ten (10) absences not covered by extenuating circumstances will result in retention, regardless of the student's grades.

2. A written excuse, dated and signed from the parent or doctor, should be given to the teacher the first day a student returns to school. If no excuse is handed in, the absences are unexcused. Only doctor's excuses constitute an excused absence. No excuses will be accepted after the 5th day student has returned to school after their absence.

In accordance with state law, only the following absences will be considered excused provided the parent or guardian sends a doctor excuse confirming the reason for the absence the day the student returns:

- Personal illness (physical or emotional illness)
- Serious illness or death in the immediate family
- Emergency medical or dental attention

CONFERENCES

We encourage a conference to be scheduled any time there is a concern about a student's progress. Parents are asked to make arrangements for conferences in advance to ensure the teacher is available to visit. Conference times available include 7:20 a.m.--8:00 a.m. There are additional times throughout the day teachers may have available

CUSTODY ISSUES

It is extremely important that you provide the school with any custody papers you may have. If any custody issue changes throughout the school year, you will need to update this information in the school office as soon as possible.

Dress Code (Grades Pre-K through 9th)

ROLA follows the dress code shown below. Christians are admonished by scripture to dress modestly to the glorification of God, and avoid showiness in their appearance [1 Corinthians 10:31, 1 Peter 3:3-4]. In accordance with these principles, all students are expected to be neatly attired and modest in appearance. ROLA has the authority to change contents or policy at the discretion of the administration. Please contact the school if you have any questions concerning the dress code.

Shirt: ROLA Polo Shirts (Available in youth and adult sizes, color choices are purple or black)

***Under shirts and t-shirt, if worn, must be white in color and can only be worn underneath the standard uniform shirt

Shorts/Pants: Shorts and Pants shall be appropriately sized with a regular fitting inseam: not tight fitting, not loose fitting [sagging]. Pants and shorts must fit at the waist and be properly hemmed. Shorts can be no shorter than 2 inches above the knee and no longer than 2 inches below the knee. Uniform pants must be Khaki.

Skirts/ Skorts/Jumper: Skirts, skorts, and jumpers must fit at the waist and be properly hemmed. They must be Khaki. Skirts, skorts, and jumpers can be no shorter than 2 inches above the knee and no longer than 2 inches below the knee.

Belts: Belts must be used to keep pants properly fitted. They should be moderately sized and compliment attire. Colors: Black, Brown, or Navy.

Outerwear: A uniform shirt **must be worn** underneath jackets and sweatshirts.

Shoes: Shoes must cover toes and heels and compliment the uniform. Tennis shoes are preferred as students participate in physical education on a regular basis. Shoes are expected to be kept clean and in good repair. NO flip-flops, crocs, etc.

Personal Care/Attire Policy:

Caps, hats, kerchiefs, sweatbands/armbands, nonprescription glasses are prohibited. **(If bracelets are worn, no more than one on each arm is allowed)**

Earring(s) are not allowed by males as wearing apparel (ear, other body parts, shirt, pants, etc).

Females may wear earrings in ears only.

Female's hair must be clean, neat and well groomed.

Foundation garments must be worn, if applicable.

Personal hygiene must be maintained.

Discipline Overview

The ROLA administrative, instructional and support staff are committed to assuring a school climate which is appropriate for students to learn and which ensures the safety and welfare of all who work in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of the society, all members of the school community, parents/legal guardians, teacher, administrators, custodial workers, and students must be a part of this effort.

Disciplinary measures are intended to help students and parents/guardians understand their obligations to others in the school setting and the role of law, rules and school policies in meeting these obligations. Discipline shall be directed toward developing skills necessary for students to:

1. Solve problems effectively.
2. Develop positive relationships with others.
3. Become productive.
4. Recognize when personal actions are interfering with the rights of others.
5. Respect the property rights of others.
6. Develop a sense of responsibility for their actions and an awareness of possible consequences.
7. Succeed in school.
8. Develop self-discipline

FUNDRAISERS

ROLA will have scheduled fundraiser activities. Fund-raisers will be conducted in order to fulfill the needs of improvements and other expenses. In order to keep tuition rates at a reasonable level, fund-raisers are a necessity. We encourage all students to participate as the money earned benefits the student body.

- Community Coffee Labels
- Box Tops for Education
- Labels for Education
- Pumpkin Patch/ Month of October
- RADA / Cutlery – Winter 2017
- Spring Fair 2017

GRADING SCALE

The following grading scale is used by the ABEKA program.

90-100%-----	A
80- 89%-----	B
70- 79%-----	C
60- 69%-----	D
0- 59%-----	F

Harassment Policy

River of Life Academy is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Therefore, all statements or actions of bullying, cyber bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

It is the right of any ROLA student to report immediately any form of harassment/bullying by anyone, to any employee on the campus. It is then the responsibility of the adult to report the harassment to the administration who will then investigate all reported instances of harassment and take appropriate, corrective measures.

HOLIDAYS

Generally, ROLA School will follow the Livingston Parish school calendar; however, there may be a few exceptions. Please refer to the ROLA School calendar for specific dates. Holidays are very special and we hope you enjoy extra time with your family.

LUNCHES

ROLA is a “sack lunch” school. Lunch meals are **NOT PROVIDED**. We have a refrigerator and microwaves available to all students and volunteers. **We do not provide dishes or utensils**

so please include them in your child's lunch. Please check with your student periodically to determine if a larger lunch is needed or if you are sending more than they can eat! We ask students not to share their lunches or trade food items.

Pizza Friday: Every Friday we offer Domino's Pizza/ juice box/ fruit for \$4.00 per student. Please send pizza money in the special envelope provided each month with the order form properly filled out. Please make **separate payment from tuition** and provide correct change.

ROLA Health Rules/Medication Guidelines

The following guidelines are offered to help you determine when your child should not attend. You should also consider carefully a child's statement of feeling ill.

- **Diarrhea/vomiting**--A child with diarrhea and/or vomiting will not be allowed at school. He/She must be vomit and/or diarrhea free for 24 hours prior to returning to school.
- **Fever**--A child must be fever free for 24 hours without use of fever reducing medication (Tylenol, Motrin, Advil) before returning to school. A temperature of 100F orally, 99F under the arm, and 100.4F temporally is considered fever.
- **Cold/Flu**-- Children with severe colds, sore throats, cough or --flu like symptoms|| will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink eye**--Symptoms of pink eye such as eye drainage, crusty eyelids, redness, swelling, and itching may indicate a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor. A doctor's excuse will be required to return to school. If they are diagnosed with Pink eye they must be on treatment for at least 24 hours before they can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/lesions**--A child with an undiagnosed rash or lesion, which could be impetigo, scabies, ringworm, etc., will not be allowed to stay at school. Skin lesions or rashes should be considered possible communicable diseases until a medical opinion is expressed to the contrary. A doctor's excuse will be required to return to school.

I. IMMUNIZATION INFORMATION

The Office of Public Health requires the following age appropriate immunizations your child must receive before attending school.

1) Pre-K and Kindergarten

- A) 4 or 5 - Tetanus, Diphtheria, Acellular pertussis Vaccine (Tdap)
(last dose must be administered after the child's 4th Birthday)
- B) 2 - Varicella
- C) 2 - Measles, Mumps-rubella (MMR)
- D) 3 - Hepatitis B (HBV)
- E) 3 or 4 - Polio (IPV)

(Last dose must be administered after the child's 4th Birthday)
**The Varicella vaccine is waived if the student has had a history of chickenpox disease. The parent is responsible for reporting the case of chickenpox to the school nurse, or local health department.*

2) Grade 6 and/or 11 years of Age:

a) According to the new law, students entering sixth (6th) grade will be required to show proof of immunization against Meningococcal Meningitis (MCV4) and any booster doses recommended by the Office of Public Health. Immunizations now required are listed below, in addition to the immunizations your child should have received from kindergarten through grade 5.

- TDap – Booster
- Meningitis Vaccine
- Varicella – Booster

***Please be aware - your child will NOT be allowed to attend school if you fail to comply with the new immunization law. You should contact your local physician or local Health Unit to schedule an appointment as soon as possible. Updated immunizations records will be due the first day of school.**

If you have any questions or concerns, you may contact Livingston Parish Health Unit 225-686-7017. Students that have not received proper immunization may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, etc.) By state law these students must be excluded from the school setting. These absences will not be excused.

**Parents or Guardians of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent that has been notarized. If this dissent is due to a medical reason a written statement from the doctor must be received.*

II. LICE – ROLA GUIDELINES

River of Life Academy will exclude any student suspected of having symptoms of head lice until satisfactory treatment has been given. The student shall be readmitted to school after the parent or guardian has treated the child, and all lice and eggs have been removed. **Students who have been treated for lice must be brought to school by the parents and rechecked by school personnel before they are allowed to enter a class.** It is recommended that you check your child on a regular basis for signs of head lice. You can find information on head lice on the internet.

III. MEDICATION GUIDELINES

1. By state law we cannot administer any medication. (ex.: prescription, over-the-counter, Tylenol, aspirin, cough medicine, etc.) ******WHENEVER POSSIBLE MEDICATION SHOULD BE GIVEN AT TIMES OTHER THAN SCHOOL HOURS ******

SCHOOL CLOSURE

If Livingston Parish schools close due to inclement weather or emergencies, ROLA will usually close at the same time.

Should ROLA close due to fire, flood, police, environmental, or medical reasons, we will notify parents as quickly as possible via text, email or whatever means available.

SCHOOL SUPPLIES

Each grade has a supply list of needed materials each student will need throughout the year. We may also call on parents to supply items from home for projects and to restock items as needed. Please be diligent and prompt in response to these requests.

STANDARD CODE OF STUDENT CONDUCT

ROLA strives to instill basic principles in our students to guide them in their behavior. We are concerned about student attitudes as well as behavior. We seek to challenge our students to function together in a responsive, Christ-like manner in all school activities. We do expect our student to live by the following in and out of school:

- All students are expected to be honest, dependable, and cooperative.
- All students are to show good stewardship of their property and the property of others.
- All students will treat classmates and fellow students with the respect due those made in the image of God.
- All students will respect the authority of God, their parents, teachers, and all others in position of authority.
- All students will conduct themselves in school, and out of school, in such a way so as to bring honor to God, the school, parents, family, and themselves.

Student Responsibilities

- Attend all classes and be punctual in attendance.
- Come to class prepared and have appropriate working materials.
- Refrain from profane and unacceptable language.
- Conduct himself/herself in a safe and responsible manner.
- Report any threat and/or harassment whether verbal, written, or implied to a faculty member immediately.
- Be responsible for his/her work and behavior.
- Abide by the rules and regulations of the school and each classroom teacher.

Violations of the Student Code of Conduct are

- Profane or obscene language---written, spoken, or indicated
- Verbal or physical harassment of other students or faculty members
- Disruption in the classroom
- Excessive absences, tardies or checkouts
- Failure to bring to class materials, home learning assignments or other required items
- Excessive distraction of other students

- Violating the dress code
- Creating a disturbance in the class or on the school campus
- Trespassing-entering or remaining on campus without permission or while on suspension.
- Leaving the campus or assigned area without permission
- Buying, selling, or trading of any items at school
- Using or possessing drugs, alcohol, tobacco products, matches or lighter
- Instigating/participating in fights
- Possession of stolen property
- Inappropriate behavior on field trips
- Vandalism of school or personal property, textbooks, or other articles of value
- Possessions of firearms, knives, weapons, (real or toy)

Behavior Guidelines

ROLA implements a positive behavior program (PBS) that rewards students for following the school wide expectations. The following expectations are as follows:

Be Safe

- Keep hands and feet to yourself
- Use all school equipment correctly
- Walk on sidewalks in orderly fashion

Be Responsible

- Always be prepared
- Follow your teacher's classroom expectations
- Be respectful to the rights of others

Be Positive

- Never give up
- Encourage others
- Do your best
- Choose your positive attitude—say please and thank you

Consequences of breaking school rules

In order to establish a fair and consistent method of disciplining our students, we implement a school wide disciplinary system of consequences along with each individual classroom teacher's discipline plan. The consequences of not adhering to school and classroom expectations may include, but are not limited to the following: Student conferences, Detention (recess and before school), Parent conferences, Timeout, Corporal Punishment, Restitution, and Suspension/expulsion.

These expectations follow students in every area of campus.

TEXTBOOKS/WORKBOOKS

All textbooks, workbooks, and curriculum materials are the property of ROLA and should be handled with care.

Students will be assigned a set of books at the beginning of the school year. Each student will be held responsible for the condition of these books until returned to the teacher at the end of the semester.

The student will be required to pay replacement costs for any lost or damaged books or materials. The student will not be issued a new book until the fine or replacement cost has been paid in full.

VISITORS

All visitors must check IN and OUT with the school office to receive permission and a visitor's badge from administration before entering the school or school grounds. This policy is for the protection of the student body and faculty. Intruders [visitors without permission] will be asked to go to the office and obtain a Visitor's pass before entering the school.

VOLUNTEERS

We welcome volunteers at ROLA. Throughout the year the school will ask for assistance in certain areas. If you, a family member or a friend would like to volunteer, or if you have an idea or see a need, please contact the school office. All volunteers must sign in the office.

Internet Usage (Acceptable Use Policy for Internet Access)

ROLA School is actively engaged in making advanced computer technology and increased access to learning opportunities available to students and staff for educational and research purposes. We will be offering admission to the Internet through a school system server. With this new learning and research tool, students, parents, and staff members must be advised on the proper procedures, ethics, courtesy, and security issues associated with Internet usage. The purpose of this document is to outline such matters.

Conditions and Rules for Use

1. Acceptable Use:

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and as an opportunity for collaborative work. To remain eligible for access to the system at ROLA School, the user must be performing work and/or gathering information in support of, and consistent with the educational and administrative objectives of ROLA school. Access to the Internet is made possible through an appropriate provider selected by ROLA School. Users of the Internet must comply with all existing school policies and with the "Acceptable Use Policies" that are incorporated into this document.

Improper transmission of any material that is in violation of any laws of the United States or any state is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial or for-profit activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege:

The use of the Internet by students, while on ROLA School campus, is a privilege and not a right. Inappropriate usage of, or any violation of said conditions and rules might result in cancellation of an individual's privilege to access the Internet. ROLA School, under this agreement, is the delegated authority in determining appropriate use and may deny, revoke, suspend, or close any user account at any time, based on the determination of inappropriate use.

ROLA School reserves the right to review any material created, downloaded, received by e-mail, transferred, uploaded, etc. by any Internet user, and to monitor the amount of time any user may spend using the Internet.

3. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be courteous and polite. Do not send abusive, threatening, or harmful messages to others.
- Use appropriate language at all times. Do not swear, use vulgarities or profanities.
- Do not engage in activities that are prohibited under Federal or State Law.
- Users are not to reveal their personal information or telephone numbers, or those of any other person over the Internet.
- Users of electronic mail (e-mail) are advised that such communications are not private. ROLA School may obtain access to all mail transmitted. Messages related to illegal activities or those of a strictly personal nature will be reported to the Principal and may result in loss of privileges.
- Use of the Internet in such a manner as to create disruption for others is strictly prohibited.
- All Communications and information accessible on the Internet is assumed to be the private property of those who placed it there and must not be used in other documents unless proper attribution is given to the source.
- Students are not permitted to use private/personal websites during their use of the Internet.

4. No Warranties:

ROLA School makes no assurances of any form, whether expressed or implied, for the service it is providing. ROLA School will not be responsible for damages that any user may suffer when using the internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions perceived to have been caused by ROLA School or its negligence, or the errors and/or omissions of other users. Information obtained from the Internet is to be accepted or used at the user's own risk. ROLA School specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information obtained and consider how valid that information may be.

5. Security:

- Security on the ROLA School computer system is a high priority, especially due to the abundance of multiple users. A user must never allow others to have access to his/her password. Users should guard their passwords to ensure system security and non-access by unqualified users. Credit card or other personal information should never be disclosed over the internet.

- If a user identifies a security problem on the Internet, the user should contact the Principle or other appropriate personnel. Users are not to share or demonstrate the security problem with other users.
- Logging on or attempting to log on to the system using the password of another user will result in loss of privileges.
- Any user identified as a security risk due to a history of problems with other computer, systems may be denied access to the ROLA School system.

6. Vandalism:

- Vandalism and/or harassment will result in cancellation of privileges.
- Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user while on the Internet or other networks connected to the Internet.
- Harassment is defined as the persistent annoyance of another user, or interference with another user's work. Electronic harassment includes the sending of unwanted mail.

7. Procedures of Use:

- Student users must always obtain permission from their instructors before using the Internet or accessing any specific file or application. Students must comply with all written and oral instructions given by authorized personnel.
- Users are not allowed to play games or use the Internet for non-educational or non-research activities.
- Users may not print any information gathered on the Internet or composed while on a ROLA School computer without prior approval and consent by a qualified staff member.

8. Encounter of Controversial Material:

ROLA School will provide filtering software to keep students and staff from accessing of objectionable material. Despite best attempts to filter material, the possibility remains realistic that users may encounter material that is controversial, inappropriate, lewd, lascivious, pornographic, or offensive in some form or manner. It is the user's responsibility not to initiate such materials. The Instructor has the right to terminate objectionable material a user may have retrieved.

Penalties for Improper Use

1. Any user caught violating ROLA School rules or applicable federal or state laws is subject to loss of Internet privileges along with other appropriate disciplinary action.
2. In addition, users violating any laws of any state or the United States may be subject to criminal prosecution.
3. The first violation will result in a warning letter to student and parent or employee.
4. The second violation will result in access restrictions and/or suspension of use.

Internet Use Agreement

Students, Parents, and Guardian agree to abide by the conditions and provisions stated herein the "Acceptable Use Policy for Internet Access" and further understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to other disciplinary measures. ROLA School retains neither liability nor legal responsibility for any damages that may be sustained in connection with, arising out of, or related to the Internet access or use. Internet usage is for educational or research purposes only.