

STUDENTS' HANDBOOK



Teaching, Learning and Serving Since 1887

Ricks Institute
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Not for Self-But for Others

INTRODUCTION

The world we live in today is changing every day. Thus, our education, which takes place in and out of the classroom setting, prepares students for a significant life in this changing world. Welcome to Ricks Institute, a leading educator of girls and boys for over a century. We are a school of rich traditions, where young people have been coming for generation to take advantage of our rigorous academic program and moral formation that stands on the pillars of discipline, student's accountability and honesty.

At Ricks Institute, our goal is to cultivate in every student, under Christian principles, a high sense of honor and moral integrity, a deep respect for sound education, a full acceptance of responsibility, a love of excellence, and a yearning to be of service to others. We aim to help our students become leaders of and relevant contributors to society. We are committed to centering our efforts and resources on all students and promoting academic success and the maximum development of each individual through an integrative education of head, heart and hand.

This Student Handbook is intended to cultivate learning and responsible culture at Ricks Institute as we seek to actively foster goals of personal and social development and encourage students to participate fully in a responsible way.

All Ricks' students are required to know what is expected of them. Thus, the Handbook spells out what is expected of them. Please read the handbook and familiarize yourself with its content. No student at Ricks Institute will be exempted from knowing and following the blueprint of this handbook. Soft-copy of this handbook is available on the school's website at www.ricksonline.org. Parents and guardians are encouraged to familiarize themselves with the handbook.

Please note that whenever an amendment is made in the handbook during the course of this academic year, the amendment will be announced in the daily assembly at school and parents will be notified in our Parents-Administration meeting.

Have a wonderful academic.

Yours truly,

The Administration
Ricks Institute

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CELL PHONE USAGE

Absolutely NO STUDENT is allowed to bring Cell Phones on campus and in the dorms. Cell phone found in students' possession is automatically confiscated and destroyed. If a student is caught the second time with a cell phone, the student is immediately suspended or expelled from Ricks.

PLAGIARISM/CHEATING

Ricks Institute is serious about academic honesty. All students are expected to present work that is representative of their own efforts. Cheating includes the copying of another student's work – homework, class work, test answers, etc. – as one's own. Before every test/quiz students must sign the HONOR CODE. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. Ricks Institute will actively pursue incidents of suspected plagiarism, cheating and other form of academic dishonesty. A student found to have engaged in this act will be expelled from Ricks.

MONEY AND VALUABLES

Though Ricks Institute makes a valiant effort to provide on-campus security, it is not responsible for any money, radios, compact disc/cassette players, tape recorders, cameras, hand-held computers, clothing, or any other personal property brought on-campus by its students. Any money or valuables that must be brought to school should be entrusted with the Business office for safekeeping until the time needed.

PROHIBITED ARTICLES

Radios, Tape Recorders, CD players, iPods, MP3 Players, PSPs and other electronic gadgets are not allowed during the school day.

Video Cameras/Cameras are not permitted in school except for class projects that have been pre-approved by the administration.

POLICY ON ALCOHOL, DRUGS AND TOBACCO

Ricks Students are not allowed to possess, use, furnish, or feign use of tobacco, tobacco-related products, alcohol, narcotic drugs or implements used in the taking of these drugs on school property or at any school-related event or during any other time. Violations of this policy will lead to expulsion from school, and possible referral to a law enforcement agency.

VANDALISM

Our friends, alumni, donors and others have made a sustained financial commitment for the re-construction and maintenance of facilities at Ricks Institute. To ensure that school facilities can serve those for whom they are intended, littering, defacing or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences accordingly.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is not an acceptable behavior at Ricks Institute. There must always be a distance of TWO (2) FEET between male and female

students on campus or at a school-sponsored event. Violators will be disciplined accordingly.

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ON-CAMPUS REQUIREMENT

After arrival at school, students may not leave the premises without permission from the administration. Students are expected to enter the building immediately upon arrival at school. "Arrival at school" is defined as follows: When a student enters the immediate vicinity of the Administrative Building. Students are not allowed to leave this area during lunch period even if the student lives in campus residential areas.

RESIDENTIAL EDUCATION PROGRAM

In addition to this handbook, students who are part of the residential education program must abide by all the regulations of the residential educational program. These regulations are provided to all residential educational students.

SCHOOL PROPERTY

Books and other property must be cared for. **It is the student's responsibility** to take proper care of books loaned to them. The student will pay for lost or damaged property.

SEARCH AND SEIZURE

When a school official has reason to suspect that a student is in possession of any illegal substance, object or other prohibited articles on school property; the school official will conduct a random search of book bags, dorm rooms and other suspected areas. Students can be required to empty their pockets and show reasonable evidence that they are not hiding anything or in possession of any illegal substance or object while on school property. Such searches on school property may be conducted without notice, consent, or a search warrant. Any illicit object/substance discovered will be confiscated and the police may be notified.

VISITORS

Parents and other visitors are welcomed to visit Ricks Institute. For the safety of the school and students, all visitors must first report to the Security Desk for permission. Visits to individual classrooms during instructional time shall be permitted only with administration approval, and such visits shall not be permitted if the duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The Security Personnel is authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school. The Security Personnel may also request that any unauthorized person or any person engaging in unacceptable conduct leave the school grounds.

LITTERING ON CAMPUS

Environmental care is important at Ricks. Each student is expected to take care of the Ricks surrounding, and to place his/her trash (example: paper,

candy wraps, chewing gum, plastics, cans, etc.) in the trash bin. Any student found placing trash inappropriately could be suspended from school.

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THE LIBERIAN NATIONAL ANTHEM

All hail Liberia, hail!
All hail Liberia, hail!
This glorious land of Liberty
Shall long be ours
Tho' new her name
Green be her fame
And mighty be her power
In Joy and gladness
With our hearts united
We'll shout the freedom
Of a race benighted.

All hail Liberia, hail!
All hail Liberia, hail!
In union strong success is sure
We cannot fail
With God above
Our rights to prove
We will over all prevail
With hearts and hands
Our country's cause defending
We'll meet the foe
With valor unpretending

Refrain:

Long live Liberia, happy land,
A home of glorious liberty
By God's command
A home of glorious liberty
By God's command

SCHOOL ODE

(Words and Music by Baromi Morris)

Here ye our voices, sons and daughters.
Excelling with chimes of the day,
Resounding with echo around us,
With melodies cheerful and gay,

O year ye the sound in the breezes
The thrills of our music sweet,
Thy children's grateful voices these
Another dawn to greet.

Refrain:

Stella Polaris, O Ricks Institute
Thy way to greatness and prosperity
Ye, we point to glorious Ricks
For fame and victory;
With God before us, success we are sure,
Onward and upward the victors, we go;
Therefore with uplifted eyes,
We're sure to win the prize

Let us shout, let us sing songs of praises
Of the Saints of the Founders of Ricks
May our echo resound to all races
Of the earth, for the noble and brave.
Thanks to heaven for this great creation
Thanks to God for the church and the State
O may our banner lofty float
In radiant skies of fate.

Now to thee, our beloved Alma Mater
Our supporters, one and all;
O we thank thee for this our great strata,
So firmly here installed
To our friends and all others around us
Be ye steadfast one and all,
Until you win the Golden Fleece
Let toiling never cease.

The PLEDGE OF LIBERIA

I pledge allegiance to the Flag of Liberia
And to the Republic for which it stands
One Nation indivisible with liberty and justice for all.

referred to the school nurse. If for any reason the illness is beyond the ability of the nurse, the parents will be called immediately to come and pick up the student and/or the students will be transferred to the nearby hospital at the expense of the parents and not the school. Please do not send students to school if they have fever, malaria, vomiting, diarrhea, conjunctivitis, or any contagious virus or disease. If a student is undergoing medication while residing on campus, the parents must notify the school nurse on the nature of the medication.

Profanity or abusive and offensive language of any kind is prohibited at Ricks Institute. Unruly behavior or other activities likely to cause disturbance, inconvenience, or injury to others will not be permitted.

Students will be held responsible for stealing, fighting or any acts resulting in injuries to others or damage to school or private property/

RULES FOR RESPONSIBLE INTERNET USE

Ricks Institute has installed VSAT that allows free Internet access to help in the learning process for every student and staff. Students are allowed to bring on campus laptop computers/MacBook, but must remain responsible in taking good care of the laptop/MacBook computer. These regulations will keep students safe and help in using the Internet responsibly.

- * I will only use the Internet when I have been given permission
- * I will not open other files unauthorized
- * I will use the Internet only for schoolwork and homework
- * I will not send an E-mail that contains profanity. Any messages I send will be polite and responsible
- * I will let the administration know if I find any unpleasant pictures or writing.
- * I understand that the administration has the prerogative to check students' computer and monitor all sites visited.

Failure to comply with these regulations will result in severely restricted access to the campus Internet, suspension or expulsion from school.

Grooming: For any school-sponsored activity, students are expected to be groomed and dressed appropriately. The Coach/Advisor will determine what is to be appropriate for each function.

PERSONAL RESPONSIBILITY

Education at Ricks Institute should extend beyond learning in academic classrooms. Ricks students are expected to exhibit responsible behavior. Among the many examples of responsible behavior at Ricks Institute are the following:

- Being punctual at all times
- Performing to your academic potential
- Taking care of school property
- Respecting others
- Being properly dressed at all times

Being responsible at school will help you learn responsibility in all areas of your life.

CLASS TIME

Students are expected to be in classrooms during class time. Loitering in corridors or the bathroom will not be permitted. The expectation is that students will go to the bathrooms (if necessary) between classes. Students who are out of class must have a pass from a teacher.

BULLETIN BOARD

All notices, posters, and announcements of interest to the Ricks community to be placed on bulletin boards or around the campus must have the prior approval of the Student Affairs Coordinator.

DANGEROUS IMPLEMENTS

Dangerous implements such as knives, guns, etc., are not permitted on Ricks Institute campus. Violations will result in suspension or expulsion.

FIGHTING IN SCHOOL

Any student physically involved in fights on school premises will receive an automatic 1- 10 days suspension or expulsion depending on the severity and circumstances of the incident. Parents will be notified, and, if necessary, meeting will be held to determine further action. In case of unprovoked assaults, law enforcement will be notified.

RECESS/LUNCH

Ricks Institute will have one 45-minute Recess period each non-feeding day and 60-minute on feeding days. Students may not leave the school campus during lunch, as we **do not** have an open campus policy. Students who go for lunch must have their lunch in the cafeteria or designated areas. Students are expected to pick up after themselves after eating. Leaving trash around the school after eating is not acceptable behavior. We ask that all students show responsibility by picking up after themselves.

HEALTH SERVICE

If a student develops a fever or otherwise becomes ill in school, s/he will be

The institution is a direct descendant of the Christian missionary spirit and commitment of the Liberian Baptist Missionary and Educational Convention, Inc. Thus, Ricks Institute draws on the traditions of the past, living in the strengths and challenges of the present and preparing for the needs of the future. Over the years, the campus and curriculum have changed, but school's mission has remained consistent. At Ricks Institute, we developed students intellectually, physically, and spiritually, and we do so in an environment of civility and collaboration.

Ricks Institute, formerly named as "Zodokai Mission," began through the generous contribution of Mr. Moses Ricks, a Liberian Baptist farmer from Clay Ashland, Liberia. Mr. Ricks highest gift of five hundred (US\$500) dollars provided substantial support in the initial start of the school. Ricks Institute's campus is located in the beautiful and scenic area of Virginia, about sixteen (16) miles west of Monrovia, Liberia's capital. The Ricks campus has limitless space for expansion.

Designed as a coeducational residential campus, the school's boarding facilities have the capacity, once in full operation, of hosting about 500 students as well as housing for staff and faculties. Ricks academic level runs from kindergarten through Grade twelve. In 1974, the institution expanded to a Business school, and in 1978 began offering an Associate of Arts degree in Business. A few years later, however, the Business school was closed due to financial hardship.

The campus facilities were severely looted and vandalized as a result of the brutal Liberian civil war, which started on the eve of Christmas 1989. The campus served as battle ground during the civil war. As a result, significant areas of the campus were destroyed while portions of the campus served as a refugee camp for thousands of internal displaced people from around the country. Ever since this civil war, one of the bloodiest carnages of internal conflict in recent African history, the institution has been setback severely. Since academic year 2007-2008, Ricks restarted running the boarding school. The day school draws students from the nearby community and villages. Ricks Institute is now situated at a critical place in the redevelopment process of the Liberian nation as it purposes to provide valuable educational opportunities for young African students. We also purpose to become a self-sustaining institution in the years to come.

We believe that Ricks Institute, although scarred by immense struggles, is becoming a beacon of realized hope and possibilities for Liberia through providing holistic educational opportunities for young lives.

ACADEMICS

Ricks Institute expects that all students demonstrate initiative in their academic pursuits and work productively toward the successful completion of assigned academic work. Students should demonstrate this responsibility in the following ways:

1. Coming on campus and to class on time.
2. Being prepared for all classes by completing assignments and doing required readings.
3. Becoming involved in classroom activities and discussions. Students who need additional assistance from teachers should schedule time to meet with them individually. As is expected, students should arrange these meetings in advance. There will be many support people (teachers, counselors, administrators, parents, and friends) available to help students throughout their education at Ricks. However, the most important person is always the student himself/herself. Students must accept responsibility for their educational pursuits.

ACADEMIC HONOR CODE

All students of Ricks Institute are required to sign this HONOR CODE before every test or quiz. The Honor code is as follows:

“I Promise that throughout this quiz/test/exam, I will not cheat (spy, plagiarize, share my answers or ask for assistance) from anyone, any act contrary will lead to my immediate expulsion.”

GRADING

The following grading scale is used at Ricks Institute:

| NUMBER GRADE | LETTER GRADE | DESCRIPTION |
|--------------|--------------|---|
| 94% to 100% | A | Excellent Performance (High Honor) |
| 85% to 93% | B | Above Average Performance (Honor) |
| 77% to 84% | C | Average Performance (Honorable Mentioned) |
| 70% to 76% | D | Below Average Performance |
| Below 70% | F | Failure |

HONOR ROLL

In order to qualify for honor roll status a student must meet the following requirements:

1. Don't be tardy more than 4 times in a ranking period;
2. Earn passing grades in all subjects for the ranking period considered
3. Don't be in punishment more than two (2) times in a ranking period.
 - **Highest Honors:** All grades 94 or above
 - **High Honors:** At least 3 grades are 93 or above, the remainder 85 and above;
 - **Honors:** No grades lower than 85.

- **Honorable Mentioned:** Maintaining an average grade of 80+ with no failing marks.
- Join with other Ricks Institute Parents to support projects and Ricks improvement plans.
- Parents, in no circumstance, can coerce a teacher to issue undeserved grades to a student. If a parent has questions on grades issued to a student, the parents must contact the administrations directly so that said concern can be examined.
- Become a Ricks Volunteer by contacting the Administrative Office.
- Exercise your right to review teaching materials, textbooks, and other aids and to examine tests that have been administered to your child.
- Review your child's school records when needed. A parent may review attendance records, test scores, grades, disciplinary records, application for admissions, and reports of behavioral patterns that have been administered to his her child.

RICKS CITIZENSHIP EXPECTATIONS

All members of the Ricks Community are expected to:

- Recognize and respect the rights of others.
- Respect self and others
- Respect and promote an orderly, safe and clean campus
- Refrain from the use of drugs, alcoholic beverages and narcotics.
- Respect and encourage everyone's right to learn

Commitment and Responsibility: Any student who is a part of a Ricks' organized activity must recognize his/her commitment and responsibility to that program. Under no circumstances will more than one unexcused absence from any activity, practice or game be allowed. Violation will result in immediate dismissal from the program. A student who is recovering from injury is still expected to attend all practices and games. Coaches will monitor this closely and hold students accountable. It is the belief of Ricks Institute that commitment and responsibility are important aspects of any extra or co-curricular program.

School Attendance: No student shall take part in any practice, game, or extra-curricular activity on a day when tardy, absent or dismissed from school. Exceptions to the rules will take place if the infraction is excused. An administrator has the right to adjust for extenuating circumstances when necessary.

Outside Teams: A student may participate on an outside team during the sport season. However, any school activity takes priority over an outside activity.

Sportsmanship Code: It is the responsibility of the student body, coaches, advisors, and the public to exhibit appropriate sportsmanship and behavior during sport events and activity performances. Behaviors such as booing, mocking, using profanity, throwing objects, and harassing officials are actions that reflect poor sportsmanship and are unacceptable. Any Rick student involved in such a behavior will be suspended or expelled. Visiting teams,

fans, and game officials should be treated in a respectful manner, one that will leave them with a favorable attitude toward our community, school and student body.

RICKS INSTITUTE HARASSMENT POLICY

Ricks Institute recognizes the right of each individual person to live in an atmosphere that is free of intimidation, ridicule, hostility, and offensiveness. Some students may not be aware they are acting illegally. Conversations that are overheard and considered offensive are also harassment. Such conversations will not be accepted at Ricks. In order to ensure people's rights, students must not harass, tease, or bully other students for reason of tribal affiliation, previous affiliation during civil war, sex, religion, age, parental status, national origin or handicap. Examples of prohibited harassment include:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Unwelcome or offensive jokes of any kind
- Mockery, slurs, derogatory actions or remarks.

In case of sexual and/or physical harassment, students should report the incident immediately to the school authority. Students should also be aware of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, he/she is encouraged to inform a faculty or staff member at the earliest opportunity. Any delay in reporting a sexual harassment incident can be at the disadvantage of the alleged students.

STUDENT-TEACHER/STAFF RELATIONSHIP

No boyfriend and girlfriend activity between student and teacher/staff is allowed at Ricks. If reported, an investigation will be conducted and the administration will make a decision accordingly.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, and administrators. Every parent is urged to:

- Review the Student Handbook with your child prior to enrolling at Ricks. The school cannot be liable for the parents' negligence of reading the handbook. For our parents' convenience, the handbook is placed on the Ricks Institute website at www.ricksonline.org.
- Become familiar with all your child's school activities and academic programs including special programs offered by Ricks Institute; discuss with the school authority on any question relating to the child's welfare and education.
- Monitor your child's progress and contact teachers as needed; monitor his/her homework and be sure make-up work is completed after an absence; take advantage of all opportunities to stay informed regarding your child's activities as well as Ricks activities and issues

- Visit Ricks Institute and the school's website regularly and become involved in the school's activities.

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Grading System

| Class Attendance | Class Participation | Assignments | Quizzes |
|------------------|---------------------|-------------|---------|
| 10% | 10% | 30% | 50% |

PROMOTION/FAILURE

| Promotion | Vacation School | Failure/Repeating | NTR/Expulsion |
|---------------------|------------------------|-----------------------------------|-------------------------------|
| 70+ in all subjects | Failure in one subject | Failure in any 2 subjects | Failing class twice |
| | | Making 50 or below in any subject | Failure in 3 or more subjects |

INCOMPLETE GRADES FOR MARKING PERIOD

All incomplete grades for a marking period must be made up within two weeks of the end of the ranking period unless the administration rules otherwise for an individual case. Otherwise, the student will receive a zero.

BELL/BOARDING SCHEDULE

| PERIODS | REGULAR | BOARDING | |
|---------------------------|---------------------|----------|----------|
| | | Time | Activity |
| Hoisting of Flag/Devotion | 7:30am – 8:20 am | | |
| 1 st | 8:30am – 9:25am | | |
| 2 nd | 9:30 am – 10:25 am | | |
| 3 rd | 10:30 am – 11:25 am | | |
| Lunch/Recess | 11:25am – 12:10 pm | | |
| 4 th | 12:15pm – 1:10 pm | | |
| 5 th | 1:15 pm – 2:10 pm | 2:10 pm | Lunch |

ATTENDANCE POLICY

All Students enrolled at Ricks Institute must attend school regularly for the scheduled number of days set forth by the school. This will include attendance at all examination periods and other abbreviated school days. **All requests for absences must be excused in writing by the parent/guardian within two (2) days.**

A Student must bring a signed note from a parent or guardian upon returning to school from an absence. The note should state the reason(s) for the absence, the date of the absence, and the parent/guardian's signature. Signed notes from parents/guardians must be submitted to the Student Affairs Coordinator or his designee before the beginning of the first period and an admittance given to the student before he/she sits in class. Upon returning to school, a student will have not more than twenty-four hours to have his/her absence excused.

Unexcused absences will result in the student receiving punishment with no make-up for assignment, quiz or test missed.

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1. Personal Illness: To be verified by appropriate authority as determined by school administration.
2. Emergency family situations: To be authenticated by known family member.
3. Planned absences: for personal or educational purposes, which have been approved. Students should clear planned absences in advance with the Student Affairs Office.

An absence (excused or unexcused) is an absence. A student who is consistently absent will be expelled from the school. More than 19 absences in an academic year automatically indicate an expulsion from Ricks Institute.

The following are considered school-sponsored activities and will not be considered an absence:

1. Representation of Ricks in a school-related activity.
2. School sponsored educational field trips.

MAKE-UP WORK

Make-up works are discouraged at Ricks Institute. It is the STUDENTS' RESPONSIBILITY to contact their teachers concerning make-up work the day they return from an absence, regardless of whether or not they have those teachers for classes on those days.

MAKE-UP PROCEDURE

1. Present excuse to Student Affairs Coordinator.
2. The Student Affairs Coordinator approves excuse and provides slip for make-up work.
3. Slip is taken by the student to the teacher.

TARDINESS

It is the belief of Ricks Institute that RESPONSIBILITY is an important concept for all students to learn. Being on time and being punctual for any job, appointment or commitment is certainly part of this. In helping to reinforce responsibility, students are expected to be on time for school and for all of their classes and school related activities. Any student who is not in devotion by 7:45am will be considered tardy and will not be admitted to class without an admittance slip from the Student Affairs Office. A student will be allowed five (5) lateness (regardless of reason) per marking period without consequence. Consequences will be assigned after the 5th tardy. Punishment will be assigned on the 6th and 7th tardy. Saturday work will be assigned upon

the 8th and 9th tardy. Upon the 10th tardy, students will be suspended from school. A student who continues the pattern of habitual tardiness will be suspended from school. Students who are tardy will not be permitted to participate in extracurricular activities on the day of the tardiness. (For further explanation, see the extra-curricular policy regarding attendance).

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GENERAL POLICIES & CODE

Understanding the Code: It is the responsibility of all students and parents of students participating in extra-curricular activities to carefully read and abide by the regulations set forth. This code is to be followed by all students who participate in extra-curricular activities during the school year.

Academic Eligibility: Each student is required to take his/her academic commitments seriously as he/she participates in Ricks Institute extra and co-curricular activities. In order to be eligible, a student must not incur more than two red marks during the marking period. If a student is failing more than two classes at the end of a given period, that student will be placed on academic probation. The probationary period will begin on the day grade sheets are displayed or distributed and last up to the end of the next marking period. During this probationary period, the student will neither practice nor play in contest with his/her team. In the case of activities, the student will be prevented from attending meetings, rehearsals, etc. If, following the academic probationary period, the student's grades are meeting the eligibility requirements; he/she will be restored to full participatory status.

Random Drug Testing Policy: All students are subjected to random drug testing by the school authority at any time during the school year. Refusal to undergo the test is a violation of the school's random drug testing policy. Student who violates this policy will be automatically expelled.

Care and Responsibility of Equipment/Jerseys: It is the responsibility of the student to properly care for any equipment/uniform issued to him/her during the school year. Any student who fails to properly care for AND return the equipment/jersey at the end of the event will be billed accordingly. The student will be suspended from classes and will not be allowed to participate in any other activity until equipment/jerseys are paid for or returned. Furthermore, student's grade reports will not be issued until reimbursement is made to the school.

Travel: Students participating in an extra-curricular activity and those traveling with them are bound by all rules of Ricks Institute. Students are not permitted to take personal transportation to, from or during a school-sponsored event. While in the event, all students MUST REMAIN in the confines of the event area or designated perimeter.

Citizenship: Students who participate in co-curricular activities are representatives of Ricks Institute, and are expected to exhibit proper Ricks' citizenship. Should an administrator or coach determine a student's conduct to be inappropriate, that student will be prohibited from try-outs, suspended or

removed from the organization and possibly face additional disciplinary action.

Grooming: For any school-sponsored activity, students are expected to be groomed and dressed appropriately. The Coach/Advisor will determine what is to be appropriate for each function.

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DINING HALL

The dining hall is under a contracted management team. All boarding students should bring their own eating utensils: including spoon, fork, and knife. Meal ticket will be served to all boarding students. All students must safeguard their ticket to access the dining hall. Failure on the part of any student who will misplace their meal ticket, he or she will not have access to the dining hall.

Please note that the dining hall is not a conference center where boys and girls meet to have private discussion. Right after meal, all students are to return to their various dormitories respectively.

HONOR COUNCIL

The council comprises of student representatives from all grades and one person from the entire elementary division.

The council is headed by the chief justice, who is elected by the council members. It is the full responsibility of the chief justice to persecute all cases submitted to this honorable council and recommend punishment.

The council is fully responsible to deal with all the following infractions:

- Stealing
- Lying
- Cheating
- Plagiarism

The council members meet twice a week to discuss plans and cases. After their investigation, the chief justice reports findings to the student body and offer recommendation for final decision by administration.

SCHOOL REGULATION

Students are expected to be courteous at all times and to show proper respect for school officials, employees, and fellow students.

Profanity or abusive and offensive language of any kind is prohibited at Ricks Institute. Unruly behavior or other activities likely to cause disturbance, inconvenience, or injury to others will not be permitted.

Students will be held responsible for stealing and fighting or for any acts resulting in injuries to others or damage to school or private property.

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DISCIPLINE

Discipline at Ricks Institute will be fair, consistent, and commensurate with the violation. Discipline may take the form of the following:

- Field Work (After School)
- Corporate punishment
- Saturday Morning Work
- Detention
- Dormitory Bound
- Suspension
- Expulsion

All punishments take place after the end of the school day unless otherwise determined by the Principal or Student Affairs Coordinator. Students must report to the punishment site at the designated time. If a student fails to do the punishment, the student will be taken out of class the following day to complete the assigned punishment. Students who fail to do the punishment will not be allowed in class, and will complete his/her punishment the following day.

SATURDAY MORNING WORK

Saturday Morning work may be assigned for the following reasons:

- * Skipping class or school
- * Over accumulation of punishment
- * Repeated offences of any kind
- * Habitual tardiness

Students who receive an excessive number of Saturday morning work will be suspended from school. Saturday morning work serves runs from 8:00am to 12:00 noon on the assigned date on campus. Failure to do Saturday work will result in a suspension from class.

SUSPENSION

Reasons for suspension will include any one of the following:

- * Willful disobedience of school rules
- * Use of profanity and obscene language
- * Injury to other individuals
- * Breaking two feet rule
- * Damage to school property willfully

- * Boycotting Morning devotions and church services
- * Possession of cellphone

The Administration will determine the length of a student's suspension. Factors such as the nature of the infraction and the student's previous behavioral record will be taken into consideration. During a period of suspension, a student will not participate in or attend after school activities.

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IMMEDIATE EXPULSION

- Pregnancy/Sexual Immoral
- Using or possessing illegal substances (marijuana, etc.)
- Assault on student, faculty/staff member or others
- Using weapon on peer or others
- Going beyond an authorized perimeter
- Viewing of pornography on the internet
- Initiating insurrection on or off campus
- Continuous violation of school rules
- Dishonesty/spying during quiz/test/exam
- Forgery/Fabrication/Lying/Stealing
- Bullying

When a student's unwanted behavior compromised the educational agenda of the institution and is beyond the administration's limitations to address said unwanted behavior, the administration does have the prerogative to offer the parents of that student the option to voluntarily withdraw from Ricks. Upon refusal by the parents, the administration has the choice to offer a letter of expulsion.

DRESS CODE

Ricks Institute recognizes that responsibility for the dress and appearances of students rests with individual students and their parents(s)/guardian(s). In keeping with the goals of the school to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

SCHOOL UNIFORM

Male: Khaki Pants (short for elementary, long (exact length, no baggy style) for Jr. & Sr. High). Navy Blue Polo T-Shirt; black dress belt, black low heeled shoes (no boots) or sneakers, navy blue socks.

Physical Education: School prescribed t-shirt, short pants, black, white or blue sneakers; and white socks.

Senior Male: White and Sky Blue Polo T-Shirt, Khaki long pants, black socks, black shoes

Female: Khaki skirt, navy blue Polo T-Shirt, low heeled black shoes (no boots), navy blue socks.

Physical Education: Same as Male Students

Senior Female: White and Sky Blue Polo T-Shirt, Khaki skirt, low heeled black shoes (no boots).

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The wearing of hats, caps headwear, make-up, jewelry or sunglasses is prohibited. Female students must have neatly plaited or braided hair. No gels, curls or attachment will be permitted. All male students must have their hair cut low (Military Style).

Students are expected to meet dress code expectations each day of school. All students must be clean and neat each day of school. Students who chose to not meet the dress code will be dismissed from school for the day. If behavior of student persists, s/he will be suspended. If behavior continues, it will lead to expulsion.

EXTRA-CURRICULAR ACTIVITIES

An extra-curricular activity is defined as any activity for which a grade is not received. We strongly recommend that students take advantage of our wide range of extracurricular activities. The parents/ guardians must notify the administration at the start of the academic year in writing if for any reason a student cannot take part in extra-curricular activities.

Some extra-curricular activities could involve overnight educational field trips outside of campus. All students must follow all rules of the institution while on these trips. Any act contrary to our rules especially on educational field trips could lead to immediate expulsion.

The school encourages all students to participate in extra-curricular activities. Students who become involved will find it easier to adjust to school life and

benefit personally from being at Ricks. The following Activities are offered at Ricks Institute:

1. Sports (Football, Basketball (Male & Female), Kickball, Volleyball)
2. Press Club
3. Health Club
4. Student Government
5. School Choir
6. Cultural Dance Troop
7. Debate Club
8. Dramatic Club
9. Volunteer Association

ELIGIBILITY

Students who do not fulfill their academic and/or discipline commitments will be excluded from participating in extra-curricular activities. For a student to gain or regain eligibility, the appropriate authority will write a letter of reinstatement to the Academic Supervisor or the Student Affairs' Office. Once approved, the student is reinstated.

