

2016 – 2017



RIVERSIDE
Christian Academy

Student Handbook

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RCA School Emblems

The future of Riverside Christian Academy promises to be filled with the excitement of unlimited opportunity. The challenges faced while beginning our new have been rewarded over the years with a rich history of tradition and achievement. Part of the tradition of any school relates to its colors, mascot, and seal. RCA believes its emblems reflect excellence and honor.

School Colors

The RCA school colors are purple and gold. Purple, the symbol of royalty, denotes Christ's kingship over all creation. Gold, the symbol of honor and purity, represents Christ's worthiness to receive our best, inspiring each of us to strive for excellence in everything we do.

School Mascot

The school mascot is the knight. In chapter 6 of the book of Ephesians, a description is given of the full armor of God. As soldiers in Christ's kingdom, we are to put on the armor that God provides us. Throughout history, the knight has come to symbolize such honorable qualities as loyalty, chivalry, valor, character, and strength. The goal of RCA is to instill such traits in every student that passes through our doors.

School Seal

Rich with symbolism, the school seal depicts many aspects of a student's experience at RCA. A field of purple surrounded by a band of gold provides the background for the emblem. In the center of the purple field is a shield, representing the Shield of Faith that the Lord promises will extinguish all the flaming missiles Satan may cast at us. Behind the shield, and inclining up to the right, is a sword, representing the Sword of the Spirit, which is the Word of God—the only offensive weapon possessed by a soldier of God. To the right, the lamp of learning; to the left, hands clasped in friendship. Below is the Bible, opened and ready to be studied. In the center of the seal at the foreground stands the cross, symbolizing the hope of salvation that only comes through the one who died there two thousand years ago—Jesus Christ. Above it, the Latin phrase, “Deo Optimo Maximo” translated to mean: “To God, the greatest, the highest.”

Mission Statement

Riverside Christian Academy (RCA) shall provide a non-denominational, Christ-centered educational experience, focusing on academic excellence through values-based teaching. RCA purposes to enrich the whole person – mind, body, and soul.

Notice of Non-Discriminatory Policy

Riverside Christian Academy is a coeducational school and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of their educational policies or athletic and other school administered programs. The school does not discriminate on the basis of sex in its educational program or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body. Records from previous schools, admission testing or screening, an interview with a parent of a prospective student and other pertinent data will be used to determine whether the applicant appears able to successfully complete the programs of the school.

Admissions

New students who wish to enroll at RCA must complete a Student Admission Application. Students and their parents may be scheduled for an interview with an administrator to discuss the application and the student's candidacy for admission.

All applicants will be given a standardized achievement test. **Students who do not score at the 50th percentile or above in reading and math testing may not be eligible for admission.**

Admission decisions are based on many factors which may include, but are not limited to, the following: the family's desire for Christian education, the student's conduct in previous years, the student's academic history, and the student's attitude. Any child denied admission shall be eligible for re-application the following school year.

Parents and students (of adequate age) shall read, understand, and accept a basic statement of faith consisting of the following principles:

- God is the creator; we are created in the image of God.
- All people sin.
- God sent His only begotten son, Jesus Christ, as atonement for sin.
- Jesus died on the cross, was buried, and rose from the grave.
- Redemption is in Christ Jesus and only Him.
- The Bible is God's word to man, is without error, and is the only true scripture.

Tuition, Fees, and Financial Assistance

Tuition: The Board of Directors of RCA understands that it is a financial sacrifice for families to send their children to a private school. With this in mind, the Board strives to maintain an affordable tuition rate as compared to nearby private schools. Providing a lower tuition requires the school to operate on a very close financial margin, therefore, timely payment of tuition is vitally important to the stability of RCA.

RCA collects tuition using the Fast Automated Cash Transfer System (FACTS) Management Company, of Lincoln, Nebraska (www.factsmgt.com). All tuition payments are made utilizing the FACTS on-line system. RCA families must confirm their accounting information each year to determine if any changes or adjustments to their method of payment are required.

Registration: All RCA students are required to pay a non-refundable annual student registration fee of \$300 for K – 12th and \$130 for PS and Jr. K. To register students for K—12th grade, parents are required to return the registration form and \$150 of the \$300 non-refundable registration fee for the oldest child in the family. The balance of all fees is due by April 30. The preschool registration fee is due in full if there are no siblings registering. K -12 students may apply to FACTS for financial assistance assessment. Those who do so will initially pay a non-refundable student registration fee of \$150, with the fee balance due by June 15.

Registration fees are used to purchase long-lead items such as books and other consumable materials for the pre-registered student. All academic materials will remain the property of RCA until the end of the school year, at which point the student will be allowed to keep selected materials. Throughout the school year, students are responsible for continual custody of all books/materials and for maintaining them in good condition.

Rates for the 2016 – 2017 school year:

	<i>July 1</i>	<i>July 1 & Dec. 1</i>	<i>Aug. 1 - May 1</i>	<i>June 1 - May 1</i>
<u>TUITION:</u>	<u>Annual</u>	<u>Semi-Annual</u>	<u>10 Month</u>	<u>12 Month</u>
Pre-school & Jr. K (1/2 day)	\$2,600	\$1,300	\$265	\$222
Pre-school & Jr. K (full day)	\$3,600	\$1,800	\$365	\$305
Kindergarten - 5th Grade	\$3,800	\$1,900	\$390	\$326.25
Middle School (6 th – 8 th Grades)	\$4,400	\$2,200	\$450	\$376.25
High School (9 th – 12 th Grades)	\$4,700	\$2,350	\$480	\$401.25

Multi-child discounts will be calculated into payment plans.

Full annual tuition is due by July 1. Provisions for annual, semi-annual, 10-month and 12-month payment plans may be made through FACTS prior to the starting dates for each plan indicated on page 5.

A multi-child discount is available for families who have more than one student enrolled in RCA. The oldest child pays full tuition, the second child's tuition is discounted by \$900 and the tuition for the third and all subsequent children will be discounted by \$1,150. Multi-child discounts for part-time Preschool and/or Jr. Kindergarten programs will be pro-rated based on hours of attendance. Check with the school office for these discount amounts.

Additional Fees: Participation fees will be levied for all extracurricular activities in which a student chooses to participate. This policy ensures that the costs of such activities are borne by participants and not by the at-large school populace.

RCA Financial Aid: RCA offers needs-based financial assistance. A formal application process has been established through a third party with all final decisions to be made by the RCA administration. Application for assistance can be made by going online to www.factstuitionaid.com. Applicants will be notified of results by June 15.

Financial assistance is only in effect for the given school year. Families must reapply each school year. Students shall maintain a cumulative grade of "C" in all classes in order to retain the assistance throughout the school year.

Late fees: A late fee of \$15 will be assessed for each monthly payment that is made after the scheduled payment date for each month. Any payment that is returned for insufficient funds will be assessed a processing fee. Overdue balances may result in a student's removal from extracurricular activities or dismissal from school. *No transcripts, no diplomas, or re-enrollment will be provided/allowed for any student(s) until their debt is settled.* Any overdue account exceeding 60 days may be turned over to a collection agency.

Withdrawal: Students withdrawing from RCA prior to August 15 may receive a prorated tuition refund at the discretion of the administration. After August 15, tuition is generally not refunded. However, situations will be considered on a case-by-case basis.

Outstanding Balances: Neither a transcript nor a diploma will be issued when a student has an outstanding balance on any FACTS or RCA financial account.

Academic Policies

Consistently poor academic performance is grounds for dismissal from RCA. Students are expected, as a matter of Biblical principle (Colossians 3:22-23), to do their best in all academic subjects.

Participation in extracurricular activities is a privilege. Students whose academic performance is substandard may be placed on suspension from extracurricular activities. A student with failing grades will be ineligible to participate as deemed appropriate by the student's teachers and the administration.

RCA will utilize the following grade scale for 2nd grade and above:

A: 93-100 B: 85-92 C: 75-84 D: 70-74

Below 70 is considered a failing grade.

Kindergarten & 1st grade students will be evaluated using an age-appropriate scale that measures their mastery of specific academic and physical skills.

As students enter the ninth grade, they begin acquiring credits toward graduation. All classes for required credits will count toward their GPA and class rank. The State of Tennessee allows the addition of "rigor points" to a student's average. Honors classes will have .5 added to their class GPA and Dual Enrollment Classes will have 1.0 added to their class GPA, making an "A" in Honors worth a 4.5 GPA and an "A" in Dual Enrollment Classes worth a 5.0 GPA.

The graduation requirements for Riverside Christian Academy are as follows:

Academic Diploma

Bible	** 4 credits
Math	4 credits
English	4 credits
Science	3 credits
Social Science	3 credits
Foreign Language	2 credits
Physical Ed.	1 credit
Wellness	½ credit
Fine Arts	1 credit
<u>Personal Finance</u>	<u>½ credit</u>
Total to graduate:	23 credits

***Advanced Academic Diploma**

Bible	** 4 credits
Math	4 credits
English	4 credits
Science	4 credits
Social Science	3 credits
Foreign Language	2 credits
Physical Ed.	1 credit
Wellness	½ credit
Fine Arts	1 credit
<u>Personal Finance</u>	<u>½ credit</u>
Total to graduate:	24 credits

* To be eligible for an advanced diploma, students must take all offered honors classes.

** Bible fulfills the State of Tennessee elective focus requirements.

Senior Exam Exemption Policy

Seniors may be exempt from semester exams given the following criteria:

“A” average with no demerits, or

“B” average with no demerits and no more than 3 absences

Academic Honors

Students in 3rd grade and above who achieve excellence in their academic performance will be recognized for either Honor Roll or High Honor Roll. The criteria are:

A/B Honor Roll - a nine-week average with all “A’s” & “B’s”

High Honor Roll - a nine-week average with all “A’s”

Graduating seniors may receive academic honors for class standing based on predetermined criteria. Ranking will be determined in the following order: GPA, academic average, and ACT composite score. The class valedictorian shall be the student who graduates ranked number one in his or her class, and the salutatorian shall be the student who graduates ranked number two in his or her class based on the following criteria: students must have attended at least six full semesters at RCA to be eligible for class ranking; must have a cumulative GPA of at least 3.5, must be pursuing an advanced academic diploma, and must have received all high school credits at a SACS or other regionally accredited school.

Transfer Credit Policy

High school transfer grades/credits will be weighted according to the RCA Honors Policy referenced under Academic Policies. Only transfer credits with a correlating RCA class will calculate into a student’s GPA.

Dual Enrollment

RCA juniors and seniors have the opportunity to take Dual Enrollment classes at Motlow State Community College in Fayetteville. In order to be allowed to participate in this program, students must have a 3.50 GPA at Riverside and minimum ACT sub scores of 20 in Reading & English (Juniors & Seniors), and 20 in Math (Seniors). Exceptions may be made at the discretion of the school administration. Other requirements are a “B” average in the subject for which they are registering, faculty recommendation, and eligibility according to the guidelines of Motlow State Community College.

All dual enrollment classwork is to be completed outside of RCA class hours.

Elementary School Retention Policy

Three important factors influence the decision to retain a student: academic progress, maturity level, and work habits. Although the academic program at RCA is structured so that most students will be able to master the majority of the concepts presented at each grade level, there may be situations where it is in the student's best interest to repeat a grade. Experience and training guide teachers as they consider all factors that contribute to a child's academic success. If a student consistently struggles in elementary grades, a need for further maturity and emotional development may be indicated. Retention in lower grades often provides a much greater chance of academic success in later years. There could be rare occasions in which a student would be retained even if they were technically making passing grades. These decisions are made only after extensive observation, discussion, and prayer.

Students who have an "F" average in any subject for the second semester or for a yearly grade are required to participate in some form of remediation. A failing grade in one skill subject (reading, language, spelling, math, or Bible) or in one or both content subjects (science, social studies) requires documentation of summer tutoring in that area. A failing grade in two skill subjects requires repeating the grade, as does a failing grade in one skill subject and both content subjects. A student may repeat only one elementary grade (whether at RCA or another school). Rather than being retained a second time, a student in this situation will be dismissed.

All new students must maintain an overall "C" average for all subjects, must pass all skill subjects, and must maintain satisfactory conduct in order to be eligible for re-admission. *Any* student who does not have an overall yearly academic average of "C" or better will be placed on academic probation for the first semester of the following school year. Failure to improve may result in dismissal or disqualification for re-enrollment.

Middle School Retention Policy

Middle school is a time of transition for students. They begin to experience more independence and develop habits that will shape their academic careers in high school and beyond. It is an especially critical time to learn to develop a sense of personal responsibility. As in elementary school, however, there may be students whose academic readiness has not developed and would benefit from retention.

Students who receive a yearly average of “F” in two skill subjects (math, language, reading, or Bible) will be required to repeat that grade. A yearly average of “F” in one skills subject and two content subjects (science, social studies) will be required to repeat that grade. No student who has been retained more than once during his/her academic career will be allowed to remain enrolled at RCA.

An “F” in any quarter results in a student being placed on academic probation. The student, his/her parents, and the school’s administration will meet to establish a remediation plan. Any student receiving an “F” for a yearly average for any course will be on academic probation for the following year.

Teacher Conferences

Every teacher at RCA is happy to speak with parents about concerns involving their child. There are two scheduled parent/teacher conferences per school year. If an additional conference is desired, parents should contact their child’s teacher by phone or email.

Parents must understand, however, that teachers must be in chapel & classes. And, also attend to other assigned duties during the school day. As such, we ask parents to schedule conferences and avoid trying to talk to teachers before chapel, during breaks, during lunch, or before classes. Student privacy is of utmost concern and an effective conference cannot be held in the hallways.

Homework

Students are expected to complete all homework assignments. It is believed that homework can serve the following valuable functions:

- 1) Skills learned during school hours may be practiced and reinforced.
- 2) By budgeting their time, children may learn the self-discipline of carrying out assignments independently.
- 3) Parents may observe children as they work and gain insight as to their strengths and weaknesses.
- 4) In some cases, the parent may provide supervision and assistance such as giving out spelling words, occasionally listening as a child reads, or helping with number facts. Children usually appreciate this personal interest. However, it is strongly recommended that parents do not make a routine habit of sitting with the child as he/she does his/her homework. This can create a dependency that can limit his/her progress toward self-reliance.

If a child seems to spend an excessive amount of time on homework, a conference with the teacher is in order. Some frequent reasons for spending excessive time with homework are procrastination on long-term assignments (such as notebooks or book reports), improper use of study time during school hours, or inefficient study habits. Parents can assist their child by helping him/her schedule study time more efficiently, by providing a quiet and comfortable place for study, and by showing an interest in his/her work.

As a Christian School, Riverside is sensitive to the spiritual needs of the students. Because many students attend church mid-week, it is the policy of RCA to minimize homework and test preparation on Wednesday nights. The only exception to the no test rule is during final exams when students are out of school at lunch on Wednesday, which allows them to study for their Thursday exam and still attend church.

School Day

An official school day at RCA begins at 7:45 a.m. and ends at 3:05 p.m. A 25-minute lunch period is scheduled each day.

Attendance Policies

Good habits of punctuality and regular school attendance are essential to satisfactory academic performance and are directly related to student achievement. All absences, early dismissals, or late check-ins must be documented by a note from a parent or doctor to the school secretary to assure parental awareness of attendance status. Phone calls and e-mails do not replace parent notes. Notes should be received within one week of a student's return to school.

In accordance with Tennessee state law, students who accumulate five unexcused absences will be reported to the local court system for action. Students who accumulate more than 15 absences in a year may not advance to the next grade, depending upon the findings of an appointed review committee. Upon a student's return to school he/she must bring a note from his/her parents to the school office in order to receive an "excused" absence. Students receiving an excused absence shall be allowed to make up any work or tests that the student has missed. Students are limited to three parent notes for episodes of illness per semester. After that a doctor's note is required to excuse a student for sickness. Parent notes for non-illness related absences are not included in the 3 allotted sickness excuses. For additional explanation, please see the "absences" section on page 12.

Any child leaving the school grounds before dismissal must be checked out through the school office or have written parental permission to leave campus.

If a student has a late afternoon appointment, parents must check them out prior to 2:30. Parents must send a signed note to the school if someone other than themselves will check their child out of school.

In order for a student to be counted present, they must be in attendance from 7:45a.m. to 11:30 a.m. Students may not participate in sporting events, practices, or extra-curricular activities if they receive an unexcused absence for the day, or if they are sick.

Tardies

Students are expected to be at school on time. The fifth time a child is late to school without a valid reason, the child shall be marked absent. K - 12th grade students will be recorded as tardy from the designated teacher in chapel. After 8:00, all students must sign in through the office to receive a tardy slip for class. (also see 6th - 12th discipline policy)

Absences

Parents should not expect that absences for vacations, family reunions, business trips, or other similar circumstances will be excused. Rather, families are encouraged to schedule trips during one of the many breaks in the school schedule: fall break, Thanksgiving break, Christmas break, spring break, and summer break. Please do not request days bordering scheduled breaks.

There are two categories of absences: excused and unexcused. Student absences may be considered excused if:

- 1) the student returns to school with an excuse from a licensed medical professional (doctor, dentist, etc...) stating that the student was treated for illness, injury, or preventative care.
- 2) the student returns to school with a note from a parent stating that the student was sick. After three absences in any semester, a doctor's note is required to excuse a student; parent notes will no longer suffice.
- 3) the student returns to school with a note from a parent stating that the absence was due to one of the five categories listed below:
 - Death in the family
 - Significant family trauma (medical issues of relative, loss of home due to fire or weather, etc...)

- Documented court appearance
 - Documented college visits by 11th or 12th graders (up to 3 if pre-approved)
 - Driver's license or permit test (1/2 day only) and only excused once
- 4) special approval is obtained from administration for unique circumstances through use of the Student Leave Request form.

Student Leave Request (Pre-approved Absences)

From time-to-time, students may have legitimate reasons to be absent from school. These include attending a mission trip, a wedding out of state, a youth Christian retreat, etc. In order to be able to make up schoolwork, a student must have the Student Leave Request form turned in to the office no later than 2 days before the event. Failure to do so will result in the absence being unapproved.

Make-up Work

Schoolwork and tests missed by a student while absent must be made up within one week of his/her return to school, otherwise a zero will be assessed for the assignment. For unexcused absences, students will receive zeros for all missed work. Make-up work for extended absences will be determined by administrative discretion.

Check-in & Check-out

Check-in: The school day begins at 7:45. All students are considered tardy after 7:45. K – 12th grade students will be recorded as tardy by a designated teacher in chapel prior to 8:00. When arriving after that time, a student should report to the office to sign in and receive a tardy slip. If a student arrives tardy to class without a slip, teachers must direct them back to the office.

Check-out: Any student that leaves campus throughout the day must be checked out by a parent or authorized adult. High school students are permitted to check themselves out if a note is provided with a parent contact number (for safety reasons, parents will likely be called by the office). Students are not permitted to check themselves out for lunch.

Excused check-outs include medical appointments (with a medical professional's note provided the following day), and pre-approved leave requests (see Student Leave Request).

End-of-day check-outs should be avoided. There are many reasons for insisting that students are in school for this part of the day, such as receiving important notes, checking assignment books, promoting responsibility, being available for all classroom instruction, etc... In addition, early check-outs cause congestion and noise in the hallways, which makes student pickup much more difficult and impedes traffic flow as parents walk in and out of the front entrance. Consequently, RCA has adopted a policy shared by many other schools - **students should not check out after 2:30**. If a student has a late afternoon appointment, parents should check them out prior to 2:30.

R.A.C.E. - After-school policies

All students attending RCA must be picked up no later than 3:30. Any students left at RCA after 3:30 will be sent to R.A.C.E. (Riverside After-school Care & Enrichment). There are NO exceptions to this rule, which is in place for the safety and well being of all students.

R.A.C.E. fees are \$25 per week for one child, with a multi-child discount of 50% given for siblings. Drop-in care is \$10 per day, again with a multi-child discount of 50% for siblings. 3 to 5 days a week is considered a full week.

The R.A.C.E. program closes at 5:00 p.m. If a parent is later than 5:15 for pick-up, a late fee may be assessed.

Medical Policies & Procedures

Illness or Injury

At the beginning of the year, all parents shall complete a Student Health Information sheet. If a student becomes ill, the school will follow instructions on the form explicitly. If the illness or injury is other than minor, a parent will be notified. If a child has a severe injury or illness, appropriate medical treatment will be sought. If a student is sent home because of an illness, and additional days are missed, then the student must bring a parent note upon returning to school.

In the event that a child requires emergency care, the school will contact emergency medical services. The school cannot designate a specific hospital. Emergency personnel must follow their own specific regulations and take the child to the nearest hospital. Parents are responsible for informing RCA of changes in their child's health status. Phone numbers and emergency contact information must also be kept current.

In an effort to prevent sickness from spreading among students, children should **NOT** attend school if they:

- are febrile (temp more than 100 degrees)
- have had more than one episode of vomiting or diarrhea within the previous 24 hours
- have a constant, barky or disruptive cough
- have a bad sore throat
- have a rash that is believed to be from infectious cause
- are diagnosed with conjunctivitis (“pink eye”)

Students may **return to school** when they:

- are fever free **for 24 hours** (temp less than 100 degrees without use of fever reducing medication)
- have had no vomiting or diarrhea **for 24 hours**
- have no constant or disruptive cough
- for chicken pox – 1 week and if all lesions are crusted/scabbed over
- for “pink eye” – have received treatment for 24 hours and symptoms have improved
- feel like participating in normal activities (a child may be excused from P.E if ordered by a physician)
- for head lice – RCA has a “100% nit free policy”
- for the “flu” - CDC (Centers for Disease Control and Prevention) recommends the sick person should stay home **until fully recovered (symptom free) for at least 24 hours.**

If students have communicable illnesses like pink eye or strep throat, they must be on antibiotics for 24 hours before they may return to school

P.E. Excuses

If more than three absences are required from P.E. due to an illness or injury, a doctor's note must be provided. Failure to provide a doctor's excuse will reflect on the student's final grade for that quarter.

Medication Information

Over-the-counter medications for minor pain may be administered to a student with parental permission. These medications include: Tylenol, Ibuprofen, Tums, and Midol/Pamprin.

RCA's guidelines for prescription and over-the-counter (OTC) medications sent from home are as follows:

Prescription Medications

All prescription medications must be brought into school in the **original container**. All medications should be delivered to the office by a parent/guardian.

- **Do Not** send medications to school with the child.
- **Do Not** bring medication (pills) in a zip-lock bag.

The medication should have original pharmacy label and must contain: child's name, prescription number, medication and dosage, directions, date, licensed prescriber's name, and pharmacy name.

A prescription medication permission form must be completed and signed by a physician before any medication will be administered. A faxed form from the physician's office (with physician's signature) will be accepted. Proper forms are available in the office or on RenWeb.

Prescription medications do include epi-pens, inhalers, breathing treatments, and insulin. Medication permission forms for these prescriptions should be filed with the office at registration.

If treatments (such as epi-pens or inhalers) should be kept with the student, the school must receive a consent form from the physician. The school needs to be notified where these will be kept in case of an emergency.

Certain prescription medications are considered controlled substance medications. The list includes, but is not limited to, medications for pain, ADD /ADHD, anxiety, and coughs. These medications cannot be sent to school with the student; they must be delivered directly from the parent to the school.

Medications that are to be administered at multiple times throughout the day should be given at home as much as possible, limiting the need for medications at school. Medications such as antibiotics can be given with breakfast at home, immediately after school and at bedtime. Medications can be given other than

meal times with a small snack or glass of milk. Below are some helpful medication tips:

Two times a day = Every 12 hours

Three times a day = Every 8 hours

Four times a day = Every 6 hours

Over-The-Counter Medications

All OTC medications must be brought in the manufacturer's **original container** with the ingredients listed and the child's name affixed to the container.

Parent or Guardian must complete a permission form for each medication (available in the office or on RenWeb).

One bottle may be shared by siblings and should have all their names listed on the bottle. However, a different form must be completed on every child with specific instructions for dosage.

All medications should be delivered to the office by a parent/guardian only.

- **Do Not** send medication with a child to school
- **Do Not** bring medication (pills) in a zip-lock bag

CDC (Centers for Disease Control & Prevention), AAP (American Academy of Pediatrics), and the FDA (Food & Drug Administration) recommend that aspirin and combination products containing aspirin be given to children (age 19 & under) **only** as advised by a physician or pharmacist. Therefore, RCA will not give the following medications to students without a signed order from the physician: Alka-Seltzer, BC Powder, Bufferin, Ecotrin, Excedrin, Goody's Aspirin, Pepto-Bismol, or any Aspirin product.

At the end of the school year you will be contacted to pick up any unused medication. Any medications, inhalers, epi-pens, insulin etc. that are not picked up by the last day will be destroyed.

Immunization and Health Records

Students attending RCA should be in good health. The school reserves the right to deny admission to any student in poor physical health whose attendance might pose a health liability to themselves or others. All students are required to

be legally immunized as required by Tennessee Code Annotated. A completed School Certification Form for Immunization, signed by a health provider, is required as a part of each student's permanent record. **The Tennessee form is required; the Alabama form is not accepted at Tennessee schools.**

Discipline Policy

RCA's unique Christian purpose sets it apart from other schools. RCA seeks to provide an atmosphere of high academic and Christian standards. Biblical principles form the basis of the guidelines for student behavior. Rules and regulations have been designed to establish proper standards of behavior. A student's honesty, repentance, and cooperation in the discipline process say much about whether he/she wants to be at RCA and whether he/she is willing to accept responsibility for his/her own behavior. Careful consideration should be given to all school regulations and policies. **Enrollment in RCA constitutes student and parent acceptance of all RCA policies.** All conflicts should be resolved according to the principles of Matthew 18.

As a matter of Biblical principle, discipline should be fair, consistent, and strict. The best discipline is self-discipline. Proper training helps develop self-control, character, and respect for others.

A student's overall lifestyle reflects on RCA as an institution as well as on his/her fellow classmates. All students are subject to the same rules of conduct and behavior regardless of whether the student is on the RCA campus or not.

Students who are found to be engaging in any of the following behavior, *on or off campus*, may be **suspended** pending an investigation period:

- possession or use of alcoholic beverages
- possession or use of illegal drugs
- sexual promiscuity/immorality
- smoking or the use of tobacco in any form
- other such behaviors which are inconsistent with the principles of Christianity and RCA

Items that are safety hazards or potentially disruptive to the learning environment are not allowed on the RCA campus and will be confiscated. Parents may claim confiscated items from the Administrator's office. Any student

possessing a dangerous weapon of any kind may be immediately **suspended and law officials may be notified.**

Harassment will not be tolerated at RCA. This includes but is not limited to:

- physical, verbal, or emotional bullying
- all forms of insulting remarks about race, gender or appearance including oral, written, or printed remarks or pictures
- threats, intimidation, or coercion in any form
- unwelcome physical contact, telephone calls, email/text messages, or derogatory social media comments

A student who believes he/she is a target of harassment, intimidation, or bullying must report such conduct immediately to any teacher or administrator.

A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. Any reports will be treated as confidential to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against any student who, in good faith, reports a claim of harassment, intimidation, or bullying, or who cooperates in the investigation of any such claim, will not be tolerated and will be subject to disciplinary action.

Any student found to be engaging in any of the behaviors previously listed may be suspended pending further investigation. Upon completion of the investigation, students may be reinstated, placed on probation, or expelled. **All tuition or other fees paid in advance are forfeited for expelled students.**

Corporal Punishment: Enrollment in RCA constitutes acceptance by parents and students of all RCA policies. However, it is not the school's desire to assume the roll of the parent. Corporal punishment will only be administered after explicit verbal permission from the student's legal guardian and only as a result of actions that warrant such a punishment. Corporal punishment would only be applied by an administrator while in the presence of another adult witness.

Respect for Property: Students are expected to respect the property of the school and others. Damage of someone else's property will result in restitution by the responsible party. Intentional acts of vandalism are subject to student dismissal.

Elementary Discipline Policy: Individual classroom teachers administer their own classroom rules and discipline policies, which are approved by the administration. Teachers and staff of RCA are granted full discretion with regard to discipline.

Participation in the following activities shall constitute grounds for **disciplinary action:**

- disruptive behavior during class or chapel
- disrespect of authority (using “ma’am” or “sir” when addressing adults is mandatory, in addition to addressing adults with proper titles – “Mr.”, “Mrs.”, “Coach”, etc.)
- lack of honesty in any form
- cheating or aiding someone to cheat on schoolwork or tests (see Honor Code - page 22)
- fighting
- use of vulgar or profane language

6th - 12th Discipline Policy: RCA seeks to maintain an atmosphere in which all students conduct themselves in a manner that honors Jesus Christ at all times. Students are encouraged to exercise good judgment, exhibit good study habits, and show love and respect for their fellow students. In accordance with the criteria below, teachers or staff may, at their discretion, issue appropriate punishments that generally follow the scale outlined below. Of course, every situation is fact-dependent, and this scale may be modified depending upon the specific circumstances of the situation. **This policy applies to all students in the 6th - 12th grades.**

All demerits and break detentions will be tallied weekly. These totals will determine the student’s consequences for his or her behavior.

Demerits

1 demerit = 1 after-school detention*

5 demerits in one quarter = 1 in-school suspension**

The following list details specific infractions for which teachers may issue demerits:

5 demerits:

- cheating on tests, homework, or other graded material
- fighting
- cell phone/electronic device policy infraction ~ 2nd offense

2 demerits:

- serious lapse in proper conduct

1 demerit:

- use of inappropriate language
- use of vulgar language
- lying
- “rough housing”
- exhibiting disrespectful, unkind, or hurtful attitude
- significant lapse in proper conduct
- cell phone/electronic device policy infraction ~ 1st offense

* **After-school Detention** will be from 3:00 – 4:00 p.m. in a designated classroom. A writing assignment will be given and must be completed during the allotted time. If a student shows up late, another after-school detention will be assigned.

** **In-school Suspension (ISS)** will occur during the school day. A student who serves ISS is responsible for obtaining and making up all missed assignments. In order to receive credit, all missed work will be due the next day. All scheduled tests for the day will be taken in ISS. A substitute teacher will supervise students serving ISS. The student’s family will be responsible for paying the \$50 sub pay.

Break Detention: Break detentions will be tallied daily. If a student is assigned break detention, he/she must report to a designated classroom. During break detention, the student must complete a writing assignment. If a student skips break detention, he/she will be issued two additional break detentions. Each student is responsible for checking the posted list daily. **Students should not be surprised**

by having to serve a break detention since they must sign the break detention slip when it is issued.

The following list details specific infractions for which teachers or staff may issue a break detention:

- repeated failure to address an adult with “ma’am” or “sir”
- repeated failure to address an adult with proper title – “Mr.”, “Mrs.”, “Coach”, etc.)
- uniform or dress code violation
- chewing gum
- eating outside the cafeteria without permission
- disruptive behavior during class
- late for chapel without proper excuse
- late for school without proper excuse
- late for class without proper excuse
- minor lapse in proper conduct
- failure to return a signed paper
- not having proper materials / being prepared for class
- not maintaining a neat locker area
- leaving books or other items in a common area

10 break detentions in one quarter will result in **1** after-school detention

RCA Honor Code

Riverside Christian Academy expects students to uphold its high standards of integrity, behavior, and work ethic. The following Honor Code will be posted in each classroom:

*A Riverside Christian Academy student will not lie,
cheat, steal, or tolerate those who do.*

In addition, students in grades 6 - 12 will write “honor” on all tests.

Honor code violations include cheating, stealing, dishonesty, and plagiarism. Situations will be handled in light of a student’s age and previous behavior.

Consequences of cheating will include a grade of zero on the work, 5 demerits, parents notified, and a report filed in the student's record. A pattern of dishonorable behavior could result in a student's dismissal.

Christian Service Initiative

We believe it is a part of a good, well-rounded Christian-based education to instill within every RCA student a heart for service and a love for others. To that end, we seek to build a culture of Christian service throughout our Faculty & student body by:

- Asking every Elementary and Middle School Teacher (preschool- 8th grade) to sponsor a minimum of one service project per semester for his/her homeroom class. Students will be encouraged to participate with their classes in sharing the love of Christ through a variety of service projects including but not limited to visiting nursing homes, writing cards to shut-ins, sending care packages to military personnel, and a host of other fun projects throughout the year.
- Requiring every High School student (grades 9-12) to complete a minimum of 20 service hours during the year.
 - The school and administration will offer several opportunities throughout the school year for any student to participate. The student will be responsible for any remaining hours.
 - Many opportunities are announced in chapel and via email during the school year.
 - Students must complete a "Community Service Form" describing the service performed, hours completed, and signed by a representative of the organization and/or person you served (This should not be a family member) and turned in no later than May 15th each spring.
 - The completion of the Community Service Initiative will count as 10% of the student's final Bible grade for the year.
 - To further define "Christian Service" the following are provided as guidelines:
 - Projects should be directed to those outside of the student's immediate family or church, and instead focused on meeting needs in the community.

- To meet the many needs on campus, a maximum of five (5) hours may be earned on campus in serving the needs of our school. These should be performed as needed outside of normal school hours and as directed by the administration.
 - Service hours may be earned through the student's church, but **ONLY** through service activities/ projects that are directed to those outside of their congregations or would fall under the category of OUTREACH ministry. Ask if you have a question about a church activity.
 - Service hours may not be earned for activities for which the student received compensation.
- Anyone found to be untruthful in the reporting of service hours will receive an automatic zero for the grade plus the standard punishment for cheating.

“The Son of Man did not come to be served, but to serve...” ~ Jesus - Mark 10:45

Student Appearance

Students should maintain a neat and clean appearance. Boys shall keep hair neat and cut out of the eyes and above the collar. No student's hair shall be dyed or worn in any way that brings undue attention to the student or is distracting to other students.

Girls are permitted to wear no more than two earrings in each ear. Boys are not permitted to wear earrings. Modest jewelry is permitted, but is subject to the administration's approval.

RCA students should not have tattoos. If they have them prior to registering at RCA, the tattoos need to remain covered during school hours and during all extra-curricular activities.

In all instances, the administration's decision regarding appropriateness of a student's appearance is final. Parents of students in violation of appearance policies will receive written notification.

Uniform / Dress Code

Modesty, neatness, and good taste should be reflected in the dress and appearance of all RCA students. In an effort to relieve the peer pressure that some students may feel to dress in ways that are immodest or that reflect materialism or other inappropriate values, RCA has a mandatory uniform policy/dress code which is applicable to all students K - 12th. **Pre-school and Jr. Kindergarten students are exempt from the uniform policy/dress code.**

The dress code should be observed by all students at all times while on the RCA campus or at school sponsored events as appropriate, regardless of the location.

Parents and students should understand that while RCA staff members do their best to consistently enforce the school's uniform policy, occasionally a violation may occur that goes undetected. Such instances are not intentional and are not intended to establish any precedent contrary to the written policy. In all instances, the administration's decision regarding appropriateness of dress and appearance is final. If it is determined that a student is dressed immodestly, a parent will be notified and the student will remain in the office until a suitable change of uniform is received.

All uniform clothing must be *RCA-approved* items from Land's End catalog **or** substantially similar in style and appearance to the approved items. "Substantially similar" means that garments are not noticeably different from a corresponding Land's End item through a general, cursory inspection, i.e. no blatant brand logo on the garment, no added stripes or piping, no unusual cut or style, etc... In addition, approved polo or oxford style blouses/shirts must:

- be a solid color
- have a collar
- have no brand logo visible anywhere on the garment
- display the official RCA logo on the student's left chest (logo is optional on jumpers & cardigan sweaters worn as outerwear)

Approved pants, shorts, skirts, skorts, and jumpers must:

- be either khaki or navy in color (or hunter/classic navy where applicable)
- have no brand logo prominently visible anywhere on the garment
- not be higher than two inches above the knee when the student is standing

NOTE: ALL GARMENTS WORN ABOVE THE KNEE MUST ADHERE TO THE “2-INCH RULE.” ALL APPROVED LAND’S END ITEMS WILL NOT NECESSARILY MEET THIS REQUIREMENT DEPENDING ON HEIGHT AND/OR BODY TYPE.

The following standards also apply:

- Boys must wear belts and must keep their shirts tucked into their pants.
- Long or short-sleeved undershirts must be a solid color.
- No clothing shall be worn in a manner that is too tight or immodest (binding to the contour of the figure so that undergarments are outlined).
- No clothing shall be worn that exposes the midriff or underwear.
- Coats, sweaters, or hoodies worn *during the school day* must be approved RCA attire. Outerwear worn *only to and from school* are not required to be RCA attire, but must be removed after the student arrives at school.
- RCA approved hooded sweatshirts may be worn during the school day. However, the hood must remain down.
- No caps shall be worn indoors.
- Clothes shall not be ripped or excessively worn.
- Sweat pants, wind pants, and drawstring pants are not to be worn.
- Socks, tights, and leggings (solid or patterned) are allowed. However, leggings may not be worn as a uniform pant. No trim (lace, etc...) is allowed on leggings. Mesh hose are not to be worn.
- Shoes shall be closed-toe and must have a back strap.
- Cardigan sweaters that are worn as outerwear do not have to display the logo. However, they must be worn over a polo or blouse with the RCA logo.

Items substantially similar to the Land’s End list may be purchased at any store. RCA approved items may be viewed online at:

LAND’S END - www.landsend.com/school - use RCA school code #900102021

Logos do not have to be applied by Land’s End to items purchased from them. However, the logo must be applied by an RCA approved vendor and only on approved items. There are many businesses in our area that can apply the logo. Check with the office for a list of embroiderers. Items may also be dropped off at the school office to be embroidered by vendors who offer multi-application discounts.

P.E. Dress Code

In order to ensure modesty and neatness during P.E., all 9th - 12th students will be required to wear approved RCA P.E. shorts and tees. Items may be purchased through the school (order forms available in the office and on RenWeb). Unaltered RCA issued tees (current or past designs) may be worn in addition to the P.E. tee. Compression shorts may be worn underneath the athletic shorts.

All K - 12th students must have proper footwear to participate in P.E. Generally, tennis shoes with non-marking soles are a good choice. Bare feet and other street shoes are not allowed.

RCA Athletic Policies

Objectives of Athletics at RCA: The objectives of interscholastic athletics are the development of desirable traits in the individual and the meeting of students' competitive needs in a constructive, growth-producing setting. Championships should result as an outgrowth of personal success and positive, ethical coaching.

It is hoped that each participant will be motivated and trained to strive for success and to obtain his/her peak performance as an athlete and a team member. It is expected that all participants and coaches will experience learning opportunities in self-discipline, emotional control, and sportsmanship.

Athletic Rules: Athletic activities are voluntary, and participants are subject to rules and policies created by Riverside Christian Academy, and are bound by these rules as long as they choose to participate.

Coaches have the right to formulate additional requirements of conduct for students under their supervision.

Eligibility: To be eligible for participation in interscholastic athletics at Riverside Christian Academy, a student must:

1. Be registered at RCA or RCC Homeschool Umbrella (see page 29). Students participating in tryouts and/or off-season workouts must be enrolled for the upcoming school year.
2. Maintain an overall "C" average in his/her academic classes. Grade reports will be given to the coaches on a weekly basis.
3. Have no significant disciplinary problems at school.
4. Have on file in the school office:
 - Proof of medical/hospitalization insurance for the student. (Emergency treatment/consent form attached to Physical form)
 - A physician's physical exam report that is no more than one year old.

Suspensions for School Disciplinary Infractions: Students suspended for disciplinary infractions may not attend practice nor participate in competitions during the discipline period.

Quitting a Sport: Participants will not be allowed to change sports mid-season. Student athletes who begin a sport and are not a part of the team at the end of the season due to either quitting the team or being removed from the team because of rule infractions will not be permitted to join another team during that school year. Parents and athletes have the right to submit an appeal to the athletic director and head of school in the case of special circumstances.

Uniform/Equipment Stewardship: Participants must return all school issued equipment from a previous season's sport before being allowed to participate in the next season's sport. RCA also has the right to hold report cards, final transcripts, and/or diplomas until all sports equipment has been turned in.

Chain of Command: If there is a conflict on an athletic team at RCA, the following chain of command must be respected to deal with the issue.

1. Player should talk to the coach first.
2. If the problem is not solved in step 1, the player and parent should talk to the coach.
3. If the problem is not solved in step 2, the player and parent should talk to the Athletic Director.
4. If the problem is not solved in step 3, the player and parent should talk to the Head of School.

Game Day Wear: On game days, athletes may wear a team t-shirt or a team jersey with uniform bottoms (or jeans if the game day is a Friday). **Teams must be consistent on their game day wear and game day wear must be worn neatly or the privilege may be revoked!** Therefore wait for instruction from your coach on what to wear to school on game days. Warm-ups can be worn to games, but are not to be worn during school hours.

Activity Fee: A student's account will be billed for each sport in which he/she participates. This activity fee helps defray a portion of the multiple expenses incurred in maintaining the athletic program at Riverside Christian Academy.

Practice Time & Attire: Coaches will set practice times for their teams and communicate those times to the parents and athletes. All RCA practices are to end by 5:30 on Wednesdays, to allow our students to attend Wednesday evening worship. In addition, practice time on Sunday should be kept to the hours of 1:00 – 4:30 p.m., and no Riverside Christian Academy facilities are to be used on Sunday outside of those hours. Athletes should attend practices and games unless he/she is sick or there is a death in the family. Injured athletes should still report to practice to support the team and participate in future game planning.

Athletic practice attire should adhere to the school's overall policy regarding modesty in all things.

Multi-Sport Athletes: RCA is a small school and we must do our best to share athletes. Coaches and parents should work together with athletes and parents to help athletes manage practice time and games for each sport. Athletes may participate in more than one sport during a single season with permission from parents, the Athletic Director, and all coaches involved. Example: An athlete could participate in volleyball and cross-country during the fall season, but could not participate in volleyball, cross-country, and cheerleading.

Travel to Away Games: Where possible, Riverside Christian Academy will arrange transportation for teams traveling to away games. If the school does not provide transportation, it is the parents' responsibility to provide transportation for their child to and from the game location, based on the time parameters given by the head coach.

Home School Participation in Athletics: Home school students will not be allowed to play on any athletic team that requires a tryout. All home school athletes must be enrolled in the Riverside Church of Christ (RCC) home school umbrella. They must adhere to Middle Tennessee Athletic Conference (MTAC) guidelines, as well as RCA student appearance policies (reference Student Appearance on page 24).

Fund-raising Efforts/Concessions: RCA sports are not funded by tuition dollars or any other school income. Sports must raise their own funds; therefore, we ask parents to support their child's sports teams by participating in team fundraisers. Team coaches will assign parents to work the concession stand at each game. You must work concessions when you are assigned, or find an appropriate replacement.

RenWeb & Communication

RCA utilizes an electronic information system (RenWeb) to communicate important academic, financial, and other information, to parents. All parents will receive a secure login and are expected to access their child's account regularly. Lesson plans and homework for each subject are available; however, such information is subject to change. In the event of inconsistencies, assignments provided during class prevail. Although RenWeb is an extremely helpful and convenient tool, students should not forego the use of a planner as a means of recording assignments and due dates.

RCA uses email as a primary form of communication. It is a parent's responsibility to check email and to provide current and accurate email addresses to the school office.

Internet Access

RCA will provide internet access to its students as a resource to enhance academic progress. Students who are granted access to the internet should be advised that all information created or stored on campus equipment is the property of the school. RCA reserves the right to access and download information from any computer or student account and to monitor all information accessed on the internet. Misuse of the internet, including downloading or viewing obscene or inappropriate material as defined by the administration, transmission or generation of inappropriate material, or participation in social media may result in disciplinary action up to and including expulsion.

Cell Phones and Electronic Devices

6th - 12th Cell Phones: RCA discourages students from bringing their cell phones to school. However, if a student brings a cell phone or electronic device to school, it must be left with the morning duty teacher in chapel.

Students are **NOT ALLOWED** to keep their cell phones or electronic devices in lockers, purses, backpacks, or pockets. The first time a student is caught with a cell phone or electronic device, **it will be confiscated and kept until parents come to school and pick it up**, and the student will receive one demerit. The second time a student is caught with a cell phone or electronic device, it will be confiscated until the end of the year, and the student will receive five demerits.

Elementary Cell Phones & Electronic Devices: As a rule, elementary students are not to bring cell phones or electronic devices to school. If a student needs to

bring a cell phone or electronic device, under exceptional circumstances, it must be turned in to the classroom teacher for the day.

Student Privacy

Students are advised that all backpacks, cell phones, electronic devices, purses, bags, notebooks, or any other personal property brought on campus are subject to search at any time by school officials regardless of whether or not the student or parents have specific knowledge or give consent. Desks, lockers, and storage areas at school are also subject to search. Students who drive on campus agree that their vehicles are subject to search by school officials at any time regardless of whether or not the student or parent is notified. **BY ENROLLING, ALL STUDENTS AND THEIR PARENTS CONSENT TO RANDOM DRUG TESTING OF STUDENTS WITHOUT PARENTAL NOTIFICATION.** Such tests may be administered with or without cause.

Extracurricular Activities

RCA believes that student participation in extracurricular activities plays a vital role in the development of character and in the enrichment of the total school experience. RCA will consistently strive to offer numerous and diverse types of activities including various sports, scholastic/academic teams, service and social organizations, and as many others as practical.

Participation in any extracurricular activity is contingent upon a student's maintaining good standing with the school in both academics and behavior. RCA reserves the right to dictate which students may be prohibited from participation in any school-sponsored activity.

All extra-curricular events must not be scheduled on Wednesdays as much as possible as many of our students attend Wednesday night church. Therefore, all practices must end on Wednesdays by 5:30.

Visitors on Campus

Visitors are welcome on campus and may include parents, relatives, friends, ministers, alumni, and others who may have specific business to be conducted on campus. RCA policy is that **ALL** visitors including alumni must register with the school office.

RCA welcomes prospective students and/or parents who are contemplating enrolling in RCA to observe one or more classes or activities during a school day. These visitors must coordinate a time and date with the school office beforehand.

Visitors before, during, or after school hours whose presence creates a distraction or disturbance will be asked to leave campus. Visitors are expected to adhere to the same rules for behavior and conduct as all other RCA students.

Student Drivers

High school students who have a driver's license may drive to school provided they have submitted a Student Driver Form to the school office. All student drivers are dismissed early and must leave campus by 3:05 (unless participating in an after-school activity). Loitering in the parking lot is not permitted. No student may leave campus during school hours without proper permission. Unless approved beforehand through the office, no student may leave campus in another student's vehicle. All applicable traffic laws apply. Students are notified that vehicles are subject to search without warning or notification and, by operating a vehicle on campus, agree to such searches. Any student operating a vehicle in an unsafe or inappropriate manner may have his/her driving privileges suspended or revoked.

Weather-Related School Closing

From time to time, weather conditions may force school to close early, open late, or be cancelled. Announcements will be emailed directly to parents first, then posted on RenWeb, and also made on local radio and television stations as early as possible. Another convenient option available to RCA families is to receive a text message. To sign up, go to www.elkvalleytimes.com and click on the text alert link to choose what type of alerts you wish to receive.

Publicity Release

RCA produces a variety of materials each year for marketing and publicity purposes. Such material may include newsletters, newspaper articles, radio spots, television ads, billboards, website information and similar media. Unless otherwise indicated in writing, parents who enroll their children in RCA give consent to the use of their child's picture, voice, likeness, and/or name in such material.