

2024 – 2025



# RIVERSIDE Christian Academy

## *Student Handbook*

*Revised February 2024*

*The prevailing handbook is online at [www.rcaknights.org](http://www.rcaknights.org). This handbook is subject to change. Only the latest version of this handbook, as posted online, is valid. Printed copies may not reflect the most recent policies, and therefore are not considered valid.*

*Previous versions are available in archives.*

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## **RCA School Emblems**

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.”

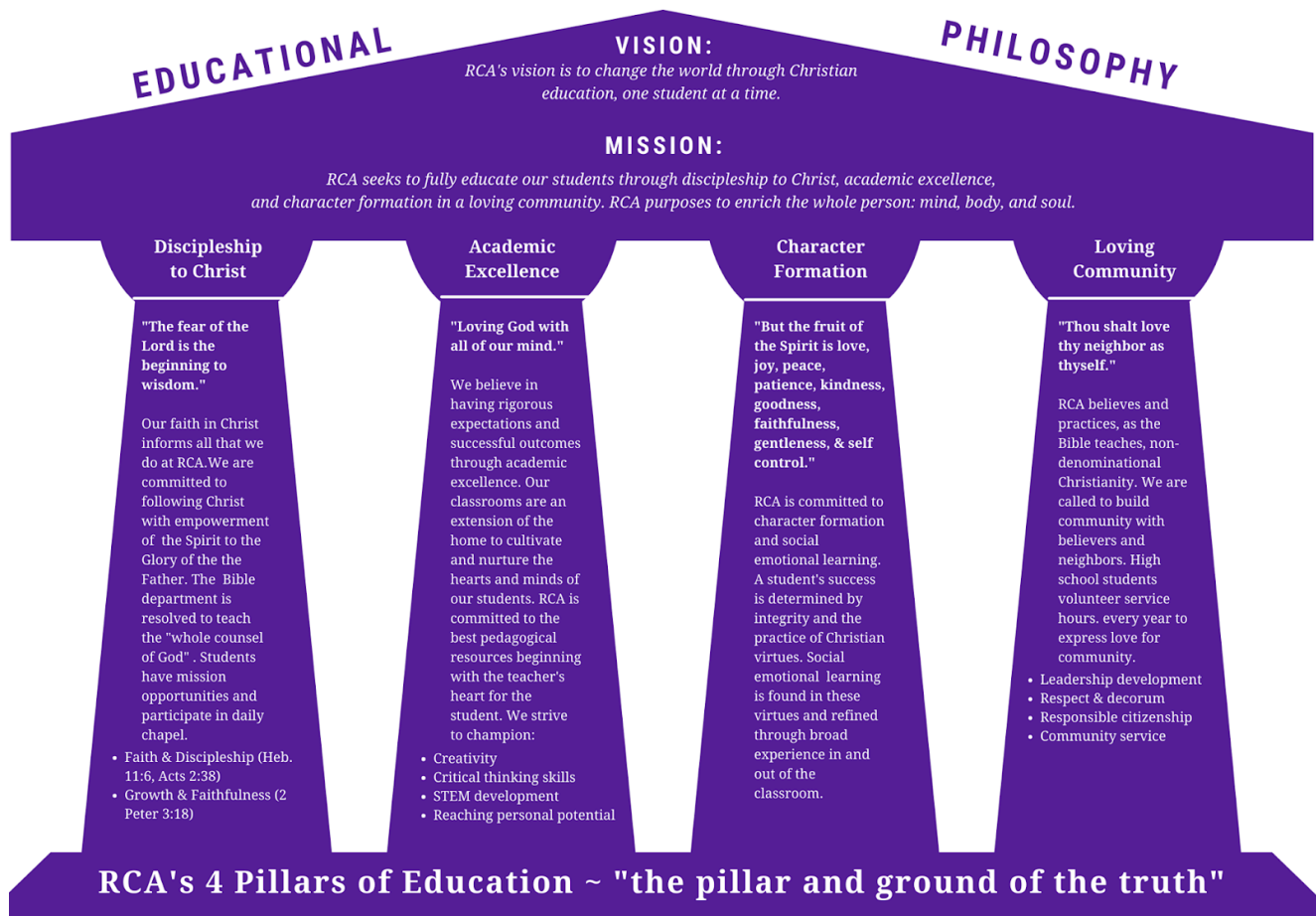
## **Vision**

RCA's vision is to change the world through Christian education , one student at a time.

## **Mission Statement**

RCA seeks to fully educate our students through discipleship to Christ, academic excellence, and character formation in a loving community. RCA purposes to enrich the whole person: mind, body, and soul.

# RIVERSIDE CHRISTIAN ACADEMY



## 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.

## **Gender / Sexuality Statement**

God created man and woman. These categories are biologically, psychologically and spiritually distinct, complementary and together reflect God's image. (Gen. 1:26, 27). These categories of birth are to be upheld in regards to sports, bathrooms, and any other activity as deemed by administration to uphold sacred teaching, longstanding norms, and privacy for individuals.

Marriage is the uniting of one man and one woman in an exclusive union for a lifetime as taught by Jesus Christ. (Matt. 19:1-9). Sexual intimacy is sanctioned only between a man and a woman, who are married to each other. (I Cor. 6:18; 7:2-5, Heb 13:4) Sexual immorality such as adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography are explicitly forbidden in scripture for the benefit of God's children. His commands express His love and righteousness. (Matt. 5:18-20; I Cor. 6:9-10)

All persons are to be granted compassion, dignity and respect (Mark. 12:28-31). Hate and harassment are not in accord with the spirit of Christ and Scripture. We are to "love our neighbor as ourselves."

## **Admissions**

New students who wish to enroll at RCA must complete an online admissions application via our website at <https://www.rcaknights.org/admissions/>. K-12 students and their parents will be scheduled for an interview with an administrator to discuss the application and the student's candidacy for admission.

All Kindergarten through 9th grade students will be given a standardized placement assessment. Acceptance of 10th - 12th grade applicants will be determined by the high school principal based on an interview and a review of their records. **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. Academic and behavior reports will be collected from the applicant's previous school. Any child denied admission due to academic requirements 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, Financial Assistance, Payments, Referral Credits and Withdrawals**

### **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 considered, 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 tight financial margin, therefore, timely payment of tuition is vitally important to the stability of RCA.

Tuition rates for the 2024-25 school year are listed in Appendix A. Annual, semi-annual, 10-month and 12-month payment plans will be billed through FACTS (see "Payments" below) prior to the starting dates for each plan indicated in Appendix A. An annual fee of \$100 per family will be added for monthly payment options (\$50 for part-time PS/Pre K students).

A multi-child discount is available to parents who are paying tuition for more than one child. The oldest child pays full tuition, the second child receives a \$900 discount, and third and all subsequent children will receive a \$1,150 discount. Multi-child discounts for part-time Preschool and/or Pre Kindergarten programs will be prorated based on plan choice. See Appendix A for details.

Each family is required to accept the terms of their tuition obligation as a part of the enrollment process. Once a student has been in attendance (10) academic days during the school year, full tuition and other fees are due and non-refundable (i.e. the assessed tuition for the year is your obligation even if you pay monthly).

Tuition payment plans are set up through the FACTS Payment Plan system as outlined below.

## **Enrollment Fees**

New students will pay an application fee of \$100 (K-12), or \$50 (PS/PK) with their online application. The application fee is non-refundable. Upon acceptance of a new student, the enrollment fee of \$250 (K-12) or \$100 (PS/PK) will be due. The enrollment fee is non-refundable. FACTS charges a one-time new student application fee of \$20. This fee is retained by FACTS.

All RCA returning students are required to pay a non-refundable annual student registration fee of \$350 for K - 12 and \$150 for Preschool / Pre Kindergarten. Parents/guardians of students in K - 12th grade are required to pay \$100 for each student at the time of online re-enrollment. The balance of \$250 per student is due by July 31. Parents/guardians of PS/Pre K students are required to pay \$50 for each student at the time of online re-enrollment. The balance of \$100 is due by July 31. Enrollment fees are billed through FACTS incidental billing.

K - 12 students may apply to FACTS for financial assistance consideration (see below). Financial assistance applies to tuition only. Those who apply are required to pay the non-refundable application/enrollment fee as described above.

Registration for an upcoming school year will not be processed when a student has an outstanding balance in any FACTS account: tuition, incidental fees, or lunch account(s).

Registration fees are used to purchase long-lead items such as books and 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. Damage fees may be assessed if replacement items are needed.

## **Incidental Fees**

RCA strives to provide extracurricular activities for our students. Students who elect to participate in these activities will be assessed additional fees to help cover the costs. These fees will be billed through the family's Incidental Billing account on the FACTS Family Portal. See Appendix A (page 2), for a listing of anticipated incidental and auxiliary fees and their due dates. Fees included in Appendix A are subject to change.

## **RCA Financial Assistance**

RCA offers a limited amount of needs-based financial assistance for K - 12 tuition only. A formal application process is in place through FACTS Grant & Aid with all final decisions made by the RCA Financial Assistance Committee and the

RCA administration. Application for assistance should be completed on the FACTS website ([www.factsmgt.com](http://www.factsmgt.com)). FACTS charges a \$40 processing fee (this fee is retained by FACTS) for those applying for assistance. This fee is charged upon submission of the assistance application. A login must be created for new applicants. Current families should use their established FACTS account to apply for assistance.

Financial assistance applies to tuition only. Those who apply must have also completed applicable RCA online application/enrollment forms and are required to pay the non-refundable application/enrollment fee. Financial assistance is only in effect for the given school year. Families must reapply each school year. Students must maintain a cumulative grade of “C” in all classes to retain assistance throughout the school year.

### **Prepay Cafeteria Account**

RCA’s cafeteria charges are processed through a family’s FACTS prepay account. The charges are posted to a family’s account as they are used. As the name implies, this is the only account that can carry a balance forward, and we ask that each family keep a sufficient amount in their account so that it does not become overdrawn. Families will receive an email each day that their available funds balance falls below \$20. Please note that a family’s FACTS account will show a low balance warning, which could actually mean that your prepay account is in a negative balance situation.

In an effort to work with our families, student lunch accounts will be frozen if the family prepay account reaches an overdrawn balance of \$50 per RCA policy. RCA asks that food items be sent from home until a positive balance is present. Alternate food items will be made available to students as needed.

### **Payments**

RCA uses FACTS ([online.factsmgt.com](http://online.factsmgt.com)) for all student information including billing. Tuition is billed through FACTS Payment Plan; incidental fees are billed through FACTS Incidental Billing; cafeteria charges are billed through FACTS Prepay Account. Families have access to all account details through their Family Portal (set up in Tuition Payment Plan above).

RCA families must review their personal account information each year to determine if any changes to their contact information or adjustments to their method of payment are needed as a part of their online re-enrollment.

Families that use ACH method of payment to process their tuition have the option to enroll in AutoPay via their Family Portal for any invoices generated through Incidental Billing. **This does not apply to Cafeteria Prepay accounts.**



Cafeteria payments can be made either by using the FACTS Family Portal or by sending money to the business office. **Please note** that any charges billed through Prepay Accounts cannot be paid REWORD: with the AutoPay option.

### **Late Fees**

A late fee of \$15 will be assessed by FACTS for each monthly payment or incidental charge that is made after the scheduled due date. We offer a 15- day grace period before late fees apply (i.e. If payment is due on 11/1, the grace period would end on 11/16. After that day, a late fee will be added for each 30-day period that the late fee continues to be unpaid.) **No invoice will be sent by FACTS when a late fee is added. A late fee notice is generated via a statement from FACTS at the end of the month in which fees accrue.** Any payment that is returned for insufficient funds will be assessed a processing fee of \$30.

### **Outstanding Balances**

Overdue balances of tuition and/or incidental billing may result in a student's removal from extracurricular activities or dismissal from school. No report cards, transcripts or diplomas will be provided until accounts are brought to "current" status. Re-enrollment for the next school year will not be considered complete and further, any amounts paid with re-enrollment will be applied to the current year overdue balance before applying to the next year's enrollment fees.

### **Tuition Referral Credits**

Current RCA families with a qualifying student may earn tuition credits for referring new families to RCA. A **qualifying student** is a student **paying full tuition** (i.e. if there is more than one student in a family for which other discounts are applied to offset their tuition, only full pay student tuition qualifies). A **new student** is any school-aged child who has never been enrolled at RCA and who has never had a sibling enrolled at RCA.

During initial registration, new families may list the name of a currently enrolled family as the "referring family" on their RCA Student Registration Form. **Please note: The referring family name must be identified at the time of online application. Referring families cannot be identified after the fact.**

Credits due to the referring family will be applied against their tuition account (see credits below) by the 15th day of the first month following the end of the first semester. **Tuition credits apply to tuition only.**

<b>First New Family Referral</b>	<b>\$ 250 credit</b>
<b>Second New Family Referral</b>	<b>\$ 500 credit</b>
<b>Third New Family Referral and beyond</b>	<b>\$1,000 credit</b>

For referring families who pay their tuition in full, the amount of the credit will

be paid by check. Tuition credits only apply to the school year in which the credits are received. Referring families may not transfer credits to other families' accounts.

### **Withdrawal** *(Please read this section carefully)*

Riverside Christian Academy must make financial commitments on an **annual** basis to provide adequate faculty, staff, and other resources to educate its students. Because of these commitments, all families are required to accept the terms of this financial obligation as a part of the enrollment process. After a student has been in attendance **ten (10) academic days** during the school year, full tuition and all other fees are non-refundable. The annual assessed tuition for the 24/25 school year is your obligation even if your payments are made monthly. If the student withdraws or is otherwise dismissed from RCA, all payments made shall be retained and further, **any remaining balance** of tuition assessed and all other fees shall be due and payable. Refund appeal requests for unusually compelling circumstances may be reviewed by the RCA Board.

### **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. To be eligible for participation in interscholastic athletics and extracurricular activities at RCA, a student must maintain a minimum of a "C" average in every class. Students whose academic performance is substandard may be placed on suspension from extracurricular activities.

RCA will utilize the following grade scale for 1<sup>st</sup> grade and above:

A: 90-100    B: 80-89    C: 70-79    D: 60-69

Below 60 is considered a failing grade.

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

To be eligible for high school honors classes, students must maintain a minimum of a "B" average in every academic class. In late April of their 8<sup>th</sup> grade year, students who are interested in taking honors classes in 9<sup>th</sup> grade will be given a form to complete. This will contain sections for current grades, recommendations from their current teachers, and parental permission.

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 quality points to a student's average. If a student takes an honors class, they have 3 points added to their class average, and if they take a college level dual enrollment class, they have 4 points added to the average of that class. Also, 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.

## **National Honor Society**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. At the end of each academic year, rising juniors and seniors are eligible for candidacy if they have a minimum GPA of 3.0 and no report card grades below 85% during the current academic year. In addition to the academic standards, applicants are considered on the basis of their character, leadership, and service. Applicants are then approved by a faculty council before being inducted.

## **Graduation Requirements**

Effective August 2023 (beginning with the graduating class of 2027), the graduation requirements for Riverside Christian Academy are as follows:

<b><u>Academic Diploma</u></b>		<b><u>*Advanced Academic Diploma</u></b>	
Bible	** 4 credits	Bible	** 4 credits
Math	4 credits	Math	4 credits
English	4 credits	English	4 credits
Science	3 credits	Science	4 credits
Social Science	3 credits	Social Science	3 credits
Foreign Language	2 credits	Foreign Language	2 credits
Physical Ed.	1 credit	Physical Ed.	1 credit
Wellness	1 credit	Wellness	1 credit
Fine Arts	1 credit	Fine Arts	1 credit
Computer Science	1 credit	Computer Science	4 credits
<u>Personal Finance</u>	<u>½ credit</u>	<u>Personal Finance</u>	<u>½ credit</u>
Total to graduate:	24.5 credits	Total to graduate:	28.5 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

“B” average with no demerits and no more than one week of absences per class, excluding school activities and college visits:

**5 day class = 5 absences / 3 day class = 3 absences / 2 day class = 2 absences**

## **Academic Honors**

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

Honor Roll - “B” average (80%+) per class/subject with an “A” (90%+) in at least one class/subject

High Honor Roll - “A” average (90%+) in all classes/subjects

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 through Freed Hardeman University. 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).

Sub scores must be met no later than the April ACT testing date in order to apply for dual enrollment classes. 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 Freed Hardeman University. Any student receiving a “C” or below in the first semester of their junior year classes through Freed Hardeman will not be eligible for dual credit classes during their second semester. Any student receiving a “C” or below in the second semester of their junior year classes through Freed Hardeman will not be eligible for dual credit classes during their senior year. Dual enrollment assignments may require completion outside of RCA class hours. Contact information of participants may be shared with Freed Hardeman University as a result of the dual enrollment partnership.

### **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 conference days per school year: one each semester. 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 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, before classes, or in the car line. 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.

## **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 do not replace parent notes. Notes should be

received within one week of a student's return to school. After one week, the absence will remain unexcused.

In accordance with Tennessee state law, students who accumulate five unexcused absences may 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. For episodes of illness, students are limited to three parent notes 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.

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 for half a day. 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 day begins at 7:45 with chapel, which is a vital part of each student's day. The fifth time a child is late to school without a valid reason the child will accrue an absence on their attendance record. 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 relatives, loss of home due to fire or weather, etc...)
  - Documented court appearance
  - Documented college visits by 11th or 12th graders
  - Driver's license or permit test (1/2 day only) and only excused once
- 4) special pre-approval is obtained from administration for unique circumstances through use of the Student Leave Request form.

All notes must be received within one week of the student's return to school. After one week, the absence will remain unexcused.

### **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, college visits, 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 3 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. This policy does not apply to Riverside school activities such as field trips, athletic events, club activities, etc. When a student is aware that he/she will miss class for such activities, it is the student's responsibility to be prepared for the next class meeting.

### **Check-in & Check-out**

RCA has implemented a change of location for the visitor sign-in and student check-in/check-out clipboards. A reception window has been installed in the front entrance vestibule. This change has been made to reduce traffic in the front office and to make it easier for our office staff and SRO to monitor the entrance area and minimize the amount of time the front doors are unlocked.

**Check-in: The school day begins at 7:45. All students are considered tardy after 7:45.** K – 12<sup>th</sup> 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 listed on Appendix A (pg. 2). 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 5:00 p.m. for pick-up, a late fee may be assessed.

## **Medical Policies & Procedures**

### **Illness or Injury**

New students will be required to complete a Student Health Information sheet. Parents of returning students are responsible for informing RCA of any changes in their child's health status from one school year to the next. 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. All 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 (100 degrees or more)
- had more than one episode of vomiting or diarrhea in the previous 24 hours
- have a constant, barking 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 - CDC (Centers for Disease Control and Prevention) recommends that students diagnosed with head lice may return to class after appropriate treatment has begun.
- 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.**
- for Covid - reference the CDC guidelines (*see below*) and notify the school.  
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

**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 Ziploc 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 the RenWeb / FACTS Family Portal.

Prescription medications do include epipens, 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.

## **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 the RenWeb / FACTS) Family Portal.

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 Ziploc 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
- vaping, 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 and further, any remaining balance of tuition assessed and all other fees shall be due and payable.**

### **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 role of the parent. Corporal punishment will only be administered after explicit verbal permission from the student's parent or 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. Teachers may administer before or after school detention for offenses at their discretion. 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 27)
- 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. In all instances the administration’s decision regarding discipline is final. **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: 2nd offense
- fighting
- cell phone/electronic device policy infraction ~ 2nd offense

#### **2 demerits:**

- serious lapse in proper conduct

### **1 demerit:**

- cheating - 1st offense
- 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 \$60 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.*

Honor code violations include cheating, stealing, dishonesty, and plagiarism. Situations will be handled in light of a student's age and previous behavior. All cheating infractions will be referred to the principal. 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 by:

- **Parent/Guardian Involvement:** At Riverside Christian Academy, we firmly believe that parental involvement is integral to the overall success and well-being of our students. Active engagement from parents not only strengthens the bond between home and school but also significantly impacts a child's academic performance and character development. As advocates for a service-minded community, we encourage all parents to actively participate in school activities and events.

**Effective August 2024:** As a stipulation for enrollment, parents will be required to attend at least one school administration-sponsored event per quarter. Examples: Open House \*August, Parent-Teacher Conferences \*November, PTO meeting \*February, \*State of the School Address \*May. These gatherings provide invaluable opportunities for parents to connect with faculty, staff, and other families, fostering a sense of unity and shared purpose. By embracing this requirement, parents demonstrate their dedication to their child's education and contribute to the nurturing, supportive environment that defines Riverside Christian Academy. Together, we can cultivate a community where every student thrives academically, socially, and spiritually.

- Asking every Elementary and Middle School Teacher (preschool- 8<sup>th</sup> 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 15<sup>th</sup> 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.
  - In an effort to bless as many local organizations as possible, a maximum of ten (10) hours will be credited for individual service opportunities.
  - 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 above the eyes and collar. Boys may not wear ponytails, buns, or hair bands. 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. Only natural hair colors are allowed.

Girls are permitted to wear no more than two earrings in each ear lobe. Boys are not permitted to wear earrings. No other visible piercings are allowed. 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 be notified.

## **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. **Preschool and Pre 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 polos, sweaters, sweatshirts or oxford style blouses/shirts must:

- be a solid color
- have a collar (polos, blouses & button-up shirts)
- have no brand logo visible anywhere on the garment
- display the official RCA logo on the student's left chest

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 **three inches** above the knee (when the student is standing)

**NOTE: ALL GARMENTS WORN ABOVE THE KNEE MUST ADHERE TO THE “3-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:**

- Long or short-sleeved undershirts must be a solid color and must not extend below the length of the uniform shirt.
- 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.
- Outerwear worn *during the school day* must be approved RCA attire. All outerwear (including team issued) must be worn over a uniform top with the RCA logo.
- Hoodies shall not be worn except as Friday spirit wear and on dress down days.
- Cardigan sweaters must be substantially similar in style to Land’s End approved sweaters.
- Outerwear items worn only *to and from school* are not required to be RCA attire, but must be removed after the student arrives at school.
- No caps shall be worn indoors and hoods must remain down inside the building.
- Clothes shall not be ripped, patched, frayed, or excessively worn.
- Sweat pants, yoga pants, and drawstring pants are not to be worn.
- Socks, tights, and leggings (solid or patterned) are allowed. However, leggings may only be worn under a skirt or dress, not as a uniform pant. Mesh hose are not to be worn.
- Shoes: All preschool through 5<sup>th</sup> grade students must wear closed-toe shoes with a back strap (athletic shoes are recommended). Middle and high school students (6<sup>th</sup> – 12<sup>th</sup>) may wear sandals. These open-toe shoes must also have a heel strap. Flip-flops are not allowed.

- Spirit Fridays: Students may wear RCA spirit shirts, including hoodies, on Fridays with jeans. No jean shorts allowed, and jeans must meet standards for neatness and decency (i.e. no rips, holes, patches or frays). Any shirt sold by the school or an RCA club or athletic team can be worn as Friday spirit wear. BSN Sportswear items are for Friday wear only. Items displaying an apparel logo (i.e. Nike, Under Armour, etc) are excluded from school day wear.

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](http://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. Items may be dropped off at the school office to be embroidered by Sew Write Embroidery. Check with the office for the names of other approved embroiderers.

### **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 provided to class participants). 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.

### **FACTS & Communication**

RCA utilizes an electronic student information system (FACTS) 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 FACTS is an extremely helpful and convenient tool, students should not forgo 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.

## **Chromebooks**

RCA will issue Chromebooks to students in 6<sup>th</sup> – 12<sup>th</sup> grades at the beginning of each school year for use as an educational tool. Preschool and elementary students have access to chromebooks for use in the classroom, and may be issued a device on a temporary basis if there is a requirement for them to participate in distance learning. Reference Appendix B for information on the technology fee and the Electronic Device Policy.

## **Cell Phones and Personal 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 personal electronic device including smart watches to school, it must be left with the morning duty teacher in chapel. Bluetooth earbuds are not allowed.

Students are **NOT ALLOWED** to keep their cell phones or personal electronic devices in lockers, purses, backpacks, or pockets. The first time a student is caught with a cell phone or personal electronic device, **it will be confiscated and kept until it is picked up by a parent or guardian, and the student will receive one demerit.** The second time a student is caught with a cell phone or personal electronic device, **it will be confiscated and kept until it is picked up by a parent or guardian, 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 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. To be eligible for participation in interscholastic athletics and extracurricular activities at RCA, a student must maintain a minimum of a "C" average in every class. RCA reserves the right to dictate which students may be prohibited from participation in any school-sponsored activity.

Students/athletes must be supervised at all times while on campus. If a student participates in an after school extracurricular activity (clubs, robotics, weight training, sports, etc) they must be supervised by a teacher or coach for the entire duration of the activity. Parents/guardians may not drop students off earlier than 10 minutes before the activity. Parents/guardians must pick up their child within 10 minutes of the activity ending. Students who drive cannot remain on campus

after hours, unsupervised. While students are on campus for extracurricular activities, they must remain in their designated area: art room, gymnasium, field house, etc.

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 5:00 p.m.

### **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. Loitering in the parking lot is not permitted. 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 canceled. Announcements will be emailed directly to parents first, then posted on Facebook, 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. Contact the school office to sign up for REMIND text alerts.

## **Safety Drills**

The safety of our students is of utmost importance. Fire, tornado, and P.S.E. (physical safety emergency) drills are conducted on a regular basis.

## **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.

## **FHU Pioneer Program / Partnership**

"RCA is privileged to participate with Freed Hardeman University (FHU) in a first-of-its-kind "Pioneer Program", aimed at enriching the educational experiences of our students. As part of this collaboration, RCA will provide FHU contact information for families and/or students in grades 8 through 12. Periodically, FHU may contact parents and students about FHU academic offerings and other special programs. Those wishing to opt out of this service may do so by providing a written request to the RCA office."

**RCA Athletic Policies** - The RCA Athletic Handbook can be viewed on the school website.

## Appendix A

### 2024-2025 Tuition Rates

Description	Annual Base Tuition	Full Pay with 2% Discount (July)	Semi-Annual Payment (2 Pays with 2% Discount) (July and December)	*10 Monthly Payments (Aug - May)	*12 Monthly Payment (June - May)
<b>Preschool / PK Tuition</b>					
5 Full Days Preschool	\$5,381.00	\$5,273.38	\$2,636.69	\$548.10	\$456.75
5 Half Days Preschool	\$3,713.00	\$3,638.74	\$1,819.37	\$376.30	\$313.58
3 Full Days Preschool	\$3,229.00	\$3,164.42	\$1,582.21	\$327.90	\$273.25
3 Half Days Preschool	\$2,228.00	\$2,183.44	\$1,091.72	\$227.80	\$189.83
2 Full Days Preschool	\$2,693.00	\$2,639.14	\$1,319.57	\$274.30	\$228.58
2 Half Days Preschool	\$1,858.00	\$1,820.84	\$910.42	\$190.80	\$159.00
A 2% discount is available for full pay and semi-annual payments and is shown above. NOTE: If you enroll in the 2 pay option and receive the 2% discount, you are required to make the 2nd payment by the due date, or the discount for the 2nd payment will be waived and added back to the tuition balance due. *An annual fee of \$100 per family is included in the monthly pay options above (\$50 for part-time PS/PK students).					
The multi-child discount remains the same - \$900 for the 2nd child (1st child pays full tuition) and \$1,150 for the 3rd or higher children (for programs less than 5 Full Days, the multi-child discount is prorated based on program). A Tuition Charges sheet showing payment amounts with multi-child discounts applied is available in the school office.					
Description	Annual Base Tuition	Full Pay with 2% Discount (July)	Semi-Annual Payment (2 Pays with 2% Discount) (July and December)	*10 Monthly Payments (Aug - May)	*12 Monthly Payment (June - May)
<b>K-12 Tuition</b>					
Kindergarten	\$5,637.00	\$5,524.26	\$2,762.13	\$573.70	\$478.08
Grades 1-5	\$6,341.00	\$6,214.18	\$3,107.09	\$644.10	\$536.75
Grades 6-8	\$6,523.00	\$6,392.54	\$3,196.27	\$662.30	\$551.92
Grades 9-12	\$6,930.00	\$6,791.40	\$3,395.70	\$703.00	\$585.83
A 2% discount is available for full pay and semi-annual payments and is shown above. NOTE: If you enroll in the 2 pay option and receive the 2% discount, you are required to make the 2nd payment by the due date, or the discount for the 2nd payment will be waived and added back to the tuition balance due. *An annual fee of \$100 per family is included in the monthly pay options above.					
The multi-child discount remains the same - \$900 for the 2nd child (1st child pays full tuition) and \$1,150 for the 3rd and higher children. A Tuition Charges sheet showing payment amounts with multi-child discounts applied is available in the school office.					

## 24-25 Annual, Incidental & Auxiliary Fees

Annual & Incidental Fees				Auxiliary Fees					
Description		Fee	Bill Date	Terms/Due Date					
Annual Fees per Student									
New Students:Application Fee \$100 due with new student application; non-refundable					Hazel Green Bus Service				
Re-enrollment Fees K-12 (see note 1)	\$350	Date of enrollment	\$100 per student due at time of enrollment to secure space; balance of \$250 per student is due by 7/31/24	We run a bus service daily to and from Hazel Green for the convenience of our Alabama students. The fees for 2024/2025 will be published by student orientation in July 2024. <b>Note:</b> Bus fees are posted weekly, billed on the 1st of each month and are due in 15 days.					
Re-enrollment Fees PS/PK (see note 1)	\$150	Date of enrollment	\$50 per student due at time of enrollment to secure space; balance of \$100 per student is due by 7/31/24						
Technology Fee (Grades 6-12) (see Technology document - Appendix 2) - see note 2	\$150	9/1/2024	Billed to FACTS incidental billing account on 9/1/2024 and due by 11/15/24. After the due date, late fees will accrue.						
Technology Fee (Grades K-5) (see Technology document - Appendix 2) - see note 2	\$50	9/1/2024	Billed to FACTS incidental billing account on 9/1/24 and due by 11/15/24. After the due date, late fees will accrue.						
Incidental Fees:					RACE School Year Rates				
Athletic Participation Fees (see note 3):					Description	1 Child	2 Children	3 Children	
Baseball Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Registration Fee	\$30.00				
Basketball Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date						
Cheer Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	RACE Weekly Rate	\$30.00	\$50.00	\$70.00		
Cross Country Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Daily Drop In Rate	\$10.00				
Football Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Daily Drop In Additional Child	\$7.00				
Soccer Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Athletic Daily Drop In Rate	\$7.00				
Softball Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Late Fee - up to 15 minutes	\$5.00				
Tennis Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	Late Fee - Up to 15 minutes - 2nd child	\$2.50				
Volleyball Player Fee	\$175	Upon receipt of team roster	Due 30 days after billing date	RACE school year payments are due 30 days from date charges are posted to family account in FACTS					
Formal Fee	To be determined								
High School Graduation Fee	To be determined	10/2/2024	11/1/2024	RACE Summer pricing will be made available in March 2025					
Lego/Robotics	\$50	To be determined	Billed annually at the beginning of the event year if program occurs - fee is due 30 days from billing date	NOTE 1: The fees schedule is a list of the most commonly assessed fees and is subject to change. Other fees may apply.					
Shield Dues	To be determined	5/15/2024	Payment of national dues occurs in the summer before the school year begins. Dues will generally be collected in May before school ends in advance of the dues payment deadline.	NOTE 2: Tech fees will be posted to student accounts by 9/1/24. Payment will be due in full by 11/15/24. After the payment due date of 11/15/24, late fees will accrue.					
Spirit T-Shirts	Per order amount	Upon receipt of order	Due 30 days after billing date	NOTE 3: NEW FOR 24/25: Player fees due to RCA will be capped for each student at \$350 (i.e. if a student plays more than two sports, the player fee for additional sports will be free if played in the same school year). There will also be a per family cap for families with more than one student playing on RCA sports team. See Nancy Mills or Susan Donaldson in the Business Office for details.					
Spiritual Emphasis T-Shirts	Per order amount	Upon receipt of order	Due 30 days after billing date						
Technology Lost/Stolen/Damage Fee	Cost of replacement item up to \$300	Per event	Due before any replacement equipment is issued to the student	NOTE 4: All charges/balances due are accessible via the Financial Tab on your Family Portal login. Late fees will accrue on unpaid balances after their respective due dates.					
Yearbook - see note 1	\$40	Order Date	4/10/2025						

Appendix A, page 2 - Annual, Incidental and Auxiliary Fees

## Appendix B

### Riverside Christian Academy

### Technology Fee 2024 - 2025

RCA has enacted a program to create a collaborative learning environment for our students. A technology fee is being implemented to provide sustainability in our technology program which will allow us to repair, upgrade and/or replace equipment and add software and network upgrades as needed.

Students in 6<sup>th</sup>-12<sup>th</sup> grade will be assessed a technology fee of \$150 per student per school year. The fee will be billed to the family's FACTS account on September 1. Students in Kindergarten through 5<sup>th</sup> grade will be assessed a technology fee of \$50 per student per school year. The fee will be billed to the family's FACTS account on September 1.

Each student and parent/guardian in 6<sup>th</sup>-12<sup>th</sup> grade are required to sign an agreement for issuance and use of the device. A copy of the policy is included as a part of this Appendix.

Students in Kindergarten through 5<sup>th</sup> grade use devices on technology carts in their classrooms as a part of regular instruction. The Elementary technology fee will allow us to make hardware, software and network upgrades as needed as our program grows. A copy of the Chromebook Checkout Procedures & Agreement for K-5<sup>th</sup> grade students is included as a part of this Appendix.

Please note that the annual technology fee is a per student fee and is separate from the damage/replacement fee of up to \$300 for loss, theft or damage of devices (Appendix A). If a student is billed for this fee, no replacement device will be issued until the fee is paid in full.

# **Riverside Christian Academy**

## **Electronic Device Policy/Handbook**

Riverside Christian Academy (RCA) has enacted a program to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program enhances classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

### **Device Purpose**

RCA is supplying students with a chromebook device. This device is the property of RCA. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and is not intended for gaming, social networking, or high end computing.

The policies, procedures, and information within this document apply to all chromebooks used at RCA by students, staff, or guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for chromebook use in their classrooms.

### **Receiving Your Chromebook:**

Chromebooks will be distributed each fall during the first week of school. Parents and students must sign and return the RCA Electronic Device Agreement before the chromebook can be issued. This document will need to be signed within the first two weeks of school.



**Return:**

Student chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of RCA will be required to return the chromebook and accessories. If the chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

**Taking Care of Your Chromebook:**

Students are responsible for the general care for the chromebook which they have been issued by the school. If a chromebook is broken or fails to work properly, the student must notify a teacher and return the chromebook to the IT department for repair.

**General Precautions:**

- No food or drink is allowed next to your chromebook while it is in use
- Cords and cables must be inserted carefully into the chromebook.
- Students should never carry their chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Always take care to remove objects resting on the keyboard before closing the device screen.
- Do not expose your chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- DO NOT LEAVE YOUR DEVICE IN A VEHICLE.
- After coming into the building, allow your device to warm up or cool down to room temperature prior to turning it on.

**Carrying the Chromebook:**

The protective shell of the chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your chromebook is inside. You may purchase a protective transparent case so long as the asset tag can be read.

**Screen Care:**

The chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the chromebook.
- Do not place anything on or near the chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks)
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the chromebook.

**Using Your Chromebook:****At School:**

The chromebook is intended for use at school each and every day. In addition to teacher expectations for chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the chromebook.

**At Home:**

All students issued a chromebook are required to take their chromebooks home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their chromebooks each evening. If fully charged at home, the battery will last throughout the day. If a student leaves his/her chromebook at home, he/she will still be responsible for any work missed.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. With the permission of the teacher, students may use their school-approved headphones. Bluetooth earbuds are not allowed.

**Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

**Chromebook Identification:**

- Each chromebook issued to the student will be identified by an asset tag and serial number.
- Chromebooks must remain free of any writing, drawing, or stickers.
- The chromebook's asset tag must be visible and readable at all times.
- Spot checks for compliance may be done by administration or technicians at any time.
- Under no circumstances are students to modify, remove, or destroy identification labels.

**Software on Chromebooks:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the chromebook must remain on the chromebook in usable condition and easily accessible at all times.

All chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Students cannot install software on the chromebooks. Should they attempt to or attempt to compromise the operating system, they will lose any take-home privilege and face additional sanctions.

**Inspection:**

Students may be selected at random to provide their chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Protecting and Storing Your Chromebook:**

When students are not monitoring their chromebooks, they should be stored in their lockers. Nothing should be placed on top of the chromebook when it is stored in the locker. Students need to take their chromebooks home with them every night. The chromebook is not to be stored in their lockers or anywhere else at school outside of school hours.

**Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their chromebook during extra-curricular events.

**Chromebooks Left in Unsupervised/Unsecured Areas:**

Under no circumstance should a chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular events, a bus, a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action will be taken for leaving a chromebook in an unsupervised location.

**Repairing or Replacing Your Chromebook:**

- Loaner chromebooks may be issued to students when they leave their chromebooks for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner chromebook.
- Repaired chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Students and parents will be charged for chromebook damage that is a result of misuse or abusive handling.
- If the chromebook is damaged or lost, the parent is responsible for the cost of the repair or the replacement of the chromebook. All repairs and replacements will be handled by RCA.
- Opening the case of a chromebook is not allowed. Only the school IT department is authorized to open the case. If the tamper proof tape on the screws is removed, we will assume the case has been tampered with, and students will be charged \$50 for tampering with the device.
- Broken chromebooks must be returned ASAP for repair.
- Missing OEM power cables will be replaced with OEM and charged \$50 to the student.
- Missing accessories are considered missing when they are not turned in with the chromebook.

**Lost, Stolen, or Intentionally Damaged Device and Accessories:**

A chromebook or any of its accessories that are lost or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school

## **RCA Student Acceptable Use Policy**

RCA strives to provide exceptional education for our children. Computer technology is one of the main instructional delivery methods employed by our teachers to instruct our students. In order to better ensure that computer technology is maintained for maximum use by our students, all computer users must follow the procedures below. These procedures are intended to provide general guidelines of acceptable and prohibited uses but do not attempt to include all possible activities. Failure to comply with RCA policy and these rules may result in loss of computer and internet access privileges and disciplinary action.

**Computer Use is a Privilege, not a Right**

Unacceptable use may result in suspension or cancellation of technology privileges as well as additional disciplinary action. All costs incurred by the school because of the loss or damage to technology equipment due to a violation of this policy will be the responsibility of the student and their parent or guardian. Any fine or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and their parent or guardian.

Students will attend internet safety instruction during the computer orientation process.

**Acceptable Use**

Student access to computers and the Internet is provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students must comply with all rules and the instructions of their supervising teacher while accessing the school's computers.

- Only RCA students and teachers can login to a chromebook.
- Students may “surf the net” under the guidance of a supervising teacher so long as a learning objective is in place.
- Web publishing, blogging, podcasting, wikis, or similar technology in the classroom will be treated like a school publication. All language and content restrictions must be followed.

- Video conferencing or media recording equipment may be in use on occasion in the classroom setting.
- The same rules and expectations govern student use of the computer as apply to other student conduct and communications.

## **Google Classroom**

Google Classroom is an application that allows students to have a school email account that can be used for school projects and homework. Students will be able to email each other and their teachers only. This is a great tool for students to collaborate with other students as well as a great tool for teachers to engage students using technology.

You and your child must sign this acceptable use policy for your child to be able to use Google Classroom and Google email. If your child should misuse this program in any way, they may have their electronic device privileges canceled for an extended time and other disciplinary action may be taken.

### **Prohibited Use**

- ❖ Students will not use devices to play games unless specifically authorized by their supervising teacher for an educational purpose.
- ❖ Personal software or media is not allowed on school computers. This includes any software not authorized by the school or copyrighted music and video for personal use. Such software or media will be confiscated from the student and possibly deleted. Installing or copying copyrighted software or music without a license is a crime.
- ❖ Students may not plug removable media such as USB drives, smartphone, or music players into school computers without authorization. Even if authorized, all such media will be scanned automatically for viruses, and files may be deleted without prompting.
- ❖ Any student who knowingly infects a school computer with a virus, Trojan Horse virus, or worm will have all computer and network privileges revoked and may be subject to other disciplinary action which may include suspension or criminal prosecution.

- ❖ Any malicious use, disruption, meddling, or harm to the school's computers or network (such as hacking or any illegal activity) will be considered a violation of this Student Acceptable Use Policy. All computer privileges will be revoked and other disciplinary and legal action may follow. If a security problem is identified, it is the user's responsibility to contact their supervising teacher who will then contact the Technology Department.
- ❖ Students must not use the school's computers to bully, harass, defame, intimidate, threaten or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning, or displaying any offensive or inappropriate material by any method such as email or classroom posts.
- ❖ Violation of copyright law is expressly prohibited. When Internet sources are used in a student's work, the author, website, and publisher must be identified.
- ❖ Although filtering software is in place, computer security cannot be made perfect, and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While their supervising teacher will monitor computer use as much as possible, it is the student's responsibility to leave any offensive site immediately and inform the supervising teacher.
- ❖ Students are prohibited from any contact with sites or posts that contain pornography, sexually explicit material, or any content that is not consistent with the RCA values and handbook.
- ❖ Students shall not reveal their full names, addresses, or telephone numbers on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.
- ❖ Students may not participate in "chat rooms," "newsgroups," "instant messaging," or other social media on school computers.

- ❖ There should be no expectation of privacy in the use of the Internet. While private student information will NOT be released by the school system without parental consent, all stored email and files should be considered a public record. To maintain a safe learning environment, the school reserves the right to monitor all computer and Internet activity.
- ❖ While students may be allowed to use certain personal devices while at school, the use of VPN software or other technologies intended to circumvent the school's filter is prohibited.
- ❖ The school's technology must not be used for private financial gain, commercial advertising, or solicitation. The school's computers are intended for education use only.
- ❖ Sharing passwords, using another user's passwords with or without permission or accessing another user's data is prohibited.
- ❖ Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Students must not remove components from the computer (the mouse, headphones, etc.) or stick objects into any slots on the front or back of the computer. Students must not change any of the display or the mouse settings and should take care to remove objects from between the screen and keyboard when closing a laptop or chromebook.





## Chromebook Checkout Procedures & Agreement

1. All use of the RCA Chromebooks must be for educational purposes only.
2. Students who check out a Chromebook assume full responsibility for basic care of the device.
3. Students who check out a Chromebook assume full responsibility for reporting device problems, breakage, or damage immediately to [priscilla.taylor@rcaknights.org](mailto:priscilla.taylor@rcaknights.org).
4. Students who check out a Chromebook assume full responsibility for the repair or replacement cost (\$300 value) of the Chromebook in the event of loss or damage.
5. Students will be charged \$50 if the tamper proof tape on the case is removed.
6. Students will be charged \$300 if the chromebook is not returned and \$50 if the OEM charger is not returned. Returned power cord number must match the device number.

I have received a copy of and have read the Student Acceptable Use Policy for Computer Technology at Riverside Christian Academy and the Chromebook Policy Handbook. I understand that my child's computer use at school is designed for educational purposes only. I understand that it is impossible to restrict access to all controversial materials available on the Internet. I understand that computer usage is considered a privilege. I have discussed the rules and regulations of computer use with my child. I have explained to my child the possible consequences, including disciplinary action, if all regulations are not followed. I DO give my permission for my child to use classroom computer technology, including access to the Internet and Google email and Google Classroom.

*I accept full responsibility for the replacement cost of the Chromebook I have checked out in the event of any loss or damage to this equipment up to the amount of \$300 as determined by the RCA Technology Department.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

I have read and understand the terms and conditions of the Student Acceptable Use Policy for computer technology and the Chromebook Policy Handbook and Acceptable Use Policy. I will abide by all of the rules and regulations of the Student Acceptable Use Policy. I understand that disciplinary action will be taken if I am found abusing any of these privileges.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Device Type: CHROMEBOOK Serial #: \_\_\_\_\_

☐ Device ☐ Charger Asset Code: \_\_\_\_\_

Grade Level    6    7    8    9    10    11    12\_

## Appendix C

### FACTS Family Portal

Welcome New RCA Families!

We use FACTS, A Nelnet Company, for our school management software. It is a one stop login for all of your child(ren)'s RCA information. The information below will assist you in set up of your family portal.

1. Log onto our website at [www.rcaknights.org](http://www.rcaknights.org)
2. Scroll down to the bottom of the page on the right side and click on "Family Portal" under "Quick Links for Current Families"
3. Our district code is RCA-TN. Choose "Create New Family Portal Account"
4. Enter the email address that you provided to RCA on your application and click "Create Account"
5. FACTS will send you an email link. Follow this link to set up your account

Please let us know if you have any questions or concerns.

*Krysa Spears, Admissions & Student Affairs*

*Nancy Mills, Accounts Receivable*

*Susan Donaldson, Business Manager*

931-438-4722

**Please note that your family portal is also a great resource for checking a student's assignments and grades. Students may set up their own access by following the instructions above and choosing "STUDENT" when creating their account. Students are able to see most items with the exception of the accounting link.**

# 2024 - 2025 SCHOOL CALENDAR

Teacher In-service (All Grades)	August 1-2 & 5, 2024
Preschool & Pre Kindergarten Orientation	August 1, 2024
K-12 Orientation	August 5, 2024
Classes Begin (Full Day)	August 7, 2024
Professional Development Day (dismiss at noon)	August 28, 2024
Labor Day (No School)	September 2, 2024
Progress Reports Issued (3-12)	September 6, 2024
Parent/Teacher Conferences (1-5)	September 10, 2024
Parent/Teacher Conferences (6-12)	September 12, 2024
Professional Development Day (dismiss at noon)	October 2, 2024
End of 1 <sup>st</sup> Grading Period	October 4, 2024
Fall Break	October 7 - 11, 2024
1 <sup>st</sup> Quarter Report Cards	October 18, 2024
1 <sup>st</sup> Quarter Honors Assembly	October 24, 2024
Teacher In-service (No School)	November 4, 2024
Progress Reports Issued (3-12)	November 8, 2024
Thanksgiving Feast	November 22, 2024
Thanksgiving Break	November 25 - 29, 2024
Giving Tuesday	December 3, 2024
Christmas Program	December 13, 2024
6th - 12th Semester Exams	December 17-19, 2024
End of 2 <sup>nd</sup> Grading Period (dismiss at noon)	December 20, 2024
Christmas Break	Dec. 23 - Jan. 6, 2025
Teacher In-Service (No School)	January 6, 2025
School Resumes	January 7, 2025
2 <sup>nd</sup> Quarter Report Cards	January 10, 2025
2 <sup>nd</sup> Quarter Honors Assembly	January 16, 2025
Martin Luther King, Jr. Day (No School)	January 20, 2025
Progress Reports Issued (3-12)	February 7, 2025
Parent/Teacher Conferences (1-5)	February 11, 2025
Parent/Teacher Conferences (6-12)	February 13, 2025
President's Day (No School)	February 17, 2025
End of 3rd Grading Period	March 7, 2025
Spring Break	March 10 - 14, 2025
3 <sup>rd</sup> Quarter Report Cards	March 21, 2025
Achievement Testing (2-8)	March 24-28, 2025
3 <sup>rd</sup> Quarter Honors Assembly	April 1, 2025
Good Friday (No School)	April 18, 2025
Progress Reports Issued (3-12)	April 11, 2025
Professional Development Day (dismiss at noon)	April 30, 2025
Senior Recognition Program	May 16, 2025
Baccalaureate	May 18, 2025
6th - 12th Semester Exams	May 20-22, 2025
4th Quarter Honors Assembly (K - 5th only)	May 22, 2025
High School Graduation	May 22, 2025
Last Day of School (dismiss at noon)	May 22, 2025
Teacher In-service	May 23, 2025
4 <sup>th</sup> Quarter Report Cards	May 31, 2025