

# ROXBORO CHRISTIAN ACADEMY

## Student Handbook



640 Wesleyan Heights Rd.

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Roxboro, NC 27573

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Dear Parents:

We want to thank you for entrusting your child's education to Roxboro Christian Academy. We are honored by your trust and will work to equip your child academically, socially, physically and spiritually. Our desire is to please the Lord and to be a complement to your home and church. How can you make your child's teacher more effective?

1. Pray daily for God's wisdom and strength.
2. Encourage the teacher with a smile, a note, or a kind word.
3. Communicate with the teacher when you anticipate or see a problem.
4. Speak well of the teacher in front of your children.
5. Offer to assist the teacher with field trips, projects, and with other objectives.

Please let us know if we can assist you in any way with your child's education and training.

RCA Board of Directors  
And  
Administration

A word about reading this handbook...

If a school is not careful, a handbook can easily become a misapplied tool for judging student righteousness. Let me be clear! I believe there are Biblical principles behind everything we attempt to define in this handbook. This does not mean that all of the contents have Biblical commands to prescribe just how we carry those principles out.

Rules can help expose the childishness, foolishness, and rebellion that lurk in the heart, but we must not mistake compliance for godliness. It is our desire to partner with parents in the training process of their children. With this in mind a discipline plan must accomplish three things. First it must seek to build character and self-discipline in a child. Second, it must seek to restore the offender to the offended. Finally, it must set the standard for how a community functions as a whole. In each of these areas I am sure we will make mistakes, but I look forward to growing together as a community built on faith, family, and service.

Betsy Durand, Principal

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## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons – Father, Son and Holy Spirit.
3. We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the Father; His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.

Please note: RCA makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). RCA neither supports nor endorses the World Council of Churches nor any world, national, regional, or local organizations which give Christian recognition to non-believers, or advocate a multi-faith union.

## RCA'S HISTORY

Roxboro Christian Academy was founded in 1976. It is a non-profit, diploma-granting institution operating under the Division of Non-Public Instruction of North Carolina. It is governed by a five-member Board of Directors.

## ADMISSIONS

Roxboro Christian Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, athletic or other school-administered programs. The school reserves the right to

be selective in admissions regarding, but not limited to, religious convictions or affiliation. According to God's Word, we believe in the marriage of a man and woman and thus we do not recognize the legitimacy of unions outside of this bond.

#### ADMISSION PROCEDURE:

1. Visit Roxboro Christian Academy.
2. Fill out application.
3. Have interview with principal (K4-6) or interview with the principal and a board representative (7-12).
4. Submit registration fee and necessary medical forms.

### TUITION PAYMENTS

Tuition payments are due on the first day of each month (August through May) and must be paid by the tenth of the month. After the tenth, the account becomes delinquent with a late fee of \$25.00. When an account becomes 45 days in arrears, the parent may be requested to withdraw the child from the school until the account is no longer past due. If a child attends one day of the month, the parent must pay the entire month's tuition. Note: An account statement will be sent by Email by the 5<sup>th</sup> of the month as a reminder.

### COMMUNICATIONS

In this modern age of electronic communications, dissemination of our messages, statements, invoices, newsletters, etc. will occur via Email or telephone "all-call". Please provide the School Office with a current Email address to help facilitate these important documents being sent to you.

### WITHDRAWAL/DISMISSALS

Withdrawals from the school must be made through the school office. All tuitions continue until the end of the month. Accounts must be current before records can be forwarded to another school.

A student may be dismissed from school at any time if he/she is found to hinder the progress or interfere with the rights and privileges of his classmates or if he/she is continuously out of harmony with the rules and policies of the school.

### ATTENDANCE

**ABSENCES:** Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning! Please avoid unnecessary absences. A written excuse must be presented to the office for all absences upon returning to school. A doctor's excuse should be presented for any absence over three (3) days.

**ELEMENTARY:** Any student who misses more than twenty (20) days of school per year puts his/her promotion in jeopardy.

**HIGH SCHOOL:** Illness, medical appointments, funerals, and family emergencies are typical examples of excused absences. A written excuse must be presented within two days of returning to school after an absence. Absences are unexcused until a note is received and approved. If a note is not received within two days, the absence will remain unexcused and academic penalties will apply. At the discretion of their parents and with administration approval, students may be allowed excused absences for important family purposes, or church outings up to five days. Parents must make prior arrangements for such an absence with each affected teacher. Work (tests, quizzes, homework, projects) missed during an unexcused absence *may not* be made up. Please note that the state of North Carolina requires excessive absences to be reported.

Upon returning from an excused absence, the student is responsible to make up work as follows:

1. Any work assigned prior to the date of absence (if now due), must be handed in on the day the student returns from the absence.
2. Any previously assigned tests missed during an absence must be taken the day the student returns from the absence.
3. The students must make arrangements to turn in all long-term projects, book reports, term papers, etc.
4. All work assigned during an absence must be made up within the number of days the student was absent plus one.
5. Special arrangements will be made for long-term absences (those in excess of three (3) days) due to illness. Any absence for reasons other than those listed above is unexcused. Students with an unexcused absence must follow the same rules for make-up as for excused absence.
6. An excess of twenty (20) absences from any class during the year will result in a principal's review of the student's case and may result in all credit being lost for the class. A doctor's note is required for absences in excess of three (3) days.
7. Please note that the truancy laws of North Carolina require the school to report excessive absences to the proper authorities.

## TARDINESS

**Elementary:** All students should be in their desks and ready to begin class at 8:00 A.M. If a student arrives after 8:00 A.M., he/she must stop in the office to receive a tardy slip. Continual tardiness disrupts the classroom, is burdensome to the teacher, and is poor training for the student. An accumulation of ten (10) tardies disqualifies a

student for perfect attendance for the year. Five (5) unexcused tardies during a 9-week grading period will result in a detention.

High School: School is your job. If you are late to work, you would receive a penalty; likewise, if you are late to school or class you will receive a penalty. Three (3) unexcused tardies during a 9-week grading period will result in a detention. Excessive tardies in any one class may result in a reduction in the final average.

## DRESS CODE

Our desire is to do all things in accordance with the teaching of God's Word. We recognize that true Christianity is a matter of the heart, but it is nonetheless true that our appearance is important! 1 Timothy 4:12 says, "Let no man despise thy youth, but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity." Any type or style clothing can become immodest or distract the educational process if it is chosen and worn in such a way as to draw attention or provoke a specific reaction.

**The school administration reserves the right to determine acceptability of all clothing and hairstyles.**

In order to provide consistency, the following guidelines have been established:

### GIRLS:

K4/K5: Clothing should be neat, modest, and free of holes. There should be no writing on the back of pants. A student's clothing should be such that she may handle bathroom breaks with minimal assistance from the teacher.

Elementary and High School:

#### ACCEPTABLE

Modest slacks or jeans

Modest capris covering half the calf

Skorts to the knee (grades 1-4)

Modest skirts/dresses/split skirts

Modest shirts and tops

Leggings under dress of proper length

Shoes or sandals with a strap

#### NOT ACCEPTABLE

Form-fitting or oversized pants

Pants with frayed hems or holes

Sweatpants

Form fitting capris/too short

Ones shorter than the top of the knee when standing

Undergarments that may be seen

Tops that show the back, chest, midriff, and/or cleavage

Inappropriate messages or pictures

Leggings under a dress or top

shorter than the top of the knee

Shoes without a strap unless in grades 7-12

Appropriate jewelry and make-up

Hair of traditional color

Jewelry or make-up that detracts from the classroom environment  
Hats, kerchiefs, and sunglasses  
Visible tattoos

An RCA T-shirt or collared shirt should be worn on Mondays. Collared shirt must be worn on Tuesdays, Wednesdays, and Thursdays. On Fridays, students may wear the modest top of their choice.

## BOYS:

K4/K5: Clothing should be neat, modest, and free of holes. There should be no writing on the back of the pants. A student's clothing should be such that he may handle bathroom breaks with minimal assistance from the teacher.

Elementary and High School:

### **ACCEPTABLE**

Modest slacks or jeans

Dress shorts to the knee

Tucked in or untucked shirts

Conventional shoes

Well-groomed hair of traditional color

Clean shaven face

Neatly trimmed facial hair (grades 9-12)

### **UNACCEPTABLE**

Form-fitting or oversized pants

Pants with frayed hems or holes

Sweatpants

Athletic shorts

Inappropriate messages or pictures

Excessively long untucked shirts

Sandals or flip flops

Hair hanging over collar, in eyes, or below the earlobe

Beard

Hats, headwear, and sunglasses

Visible tattoos

Pierced jewelry

Hair and jewelry that detracts from the classroom environment

An RCA T-shirt or collared shirt should be worn on Mondays. Collared shirt must be worn on Tuesdays, Wednesdays, and Thursdays. On Fridays, students may wear the modest top of their choice.

## HIGH SCHOOL PHYSICAL EDUCATION DRESS CODE (BOYS & GIRLS)

1. Loose sweat pants or long, modest shorts to the knees with appropriate T-shirts or sweatshirts.
2. Socks and tennis shoes.

## REPORTING DRESS CODE VIOLATIONS

A parent will receive a not or phone call concerning dress code violations. If it is deemed necessary, a parent may be asked to bring a change of clothing for the student. The student may be detained in the office until the parent arrives. If detained, no credit will be given for missed work.

## TIME SCHEDULES

8:00 A.M. – 3:00 P.M.	School in session
7:00 A.M. – 7:45 A.M.	Before-School daycare
2:50 P.M.	Elementary dismissal
3:00 P.M.	High School dismissal
3:15 P.M. – 5:30 P.M.	After-School daycare

## SCHOOL AND CLASSROOM VISITS

Parents are welcome in the school. However, when visiting a classroom for any reason, please come to the office first. Lunches or books may be left in the office to be delivered. Student visitors must sign in and be authorized by the office. Their behavior is the responsibility of the student they are visiting.

## CHAPEL

Weekly chapels provide the opportunity for Roxboro Christian Academy students to participate in devotional type worship services. Various speakers throughout the year provide chapel messages to spiritually nurture the students and to honor Jesus Christ as Lord. We encourage parents to participate in or recommend possible chapel speakers.

## ELEMENTARY PROGRAMS

Two major programs are held each year for RCA family and friends: a Christmas program and a spring program.

## EXTRA-CURRICULAR ACTIVITIES

Secondary interscholastic athletics include boys' soccer, girls' volleyball, girl's and boys' basketball. Other extra-curricular activities include the annual formal, NCCSA Fine Arts competition, and field trips. Sports fees apply for many of these activities.

## LUNCHESES

Students may either bring their lunch from home or purchase lunch items from the school. The cafeteria sells a variety of food items including sandwiches, chips, crackers, ice cream, milk, and fruit juices. Price lists are available in the cafeteria. Elementary students may not bring soft drinks or purchase soft drinks.

Students **may NOT** charge items; however, a lunch ticket may be purchased in the office. Parents will be emailed on Wednesday's if their student's lunch ticket has low funds.

## LOCKERS

Each high school student will be assigned a locker for storing his/her belongings. Lockers are the property of Roxboro Christian Academy and are to be treated as such by students. Defacement or damage to a locker may result not only in payment for the repairs but also in the loss of locker privileges. A locker may be searched by the administrator and at least one other staff member if deemed necessary.

## TRANSPORTATION

Students will be released only to parents or designated rides. If a student is to be picked up by anyone other than a parent, please be sure to notify the office. Student drivers must have written permission from parents in order to drive to and from school and to transport other students. (See office for student driver forms). No one will be permitted to ride home in a car other than his/her own without written permission from his/her parents.

If arriving before 7:55, students should enter through the double doors in the cafeteria.

Driving to school is a privilege that may be revoked if the following rules are not obeyed:

1. Only enter and exit through designated drives and park in designated areas.
2. The speed limit on campus is 5 mph. Because of the close proximity of the building, pedestrians and other vehicles, careful driving is essential.
3. Loud music from vehicles will not be tolerated at any time. Any music that is loud enough to be heard outside the car is too loud.

4. Loitering in or around vehicles at any time before, during or after school will NOT be permitted.

Any violations of the above transportation rules may result in loss of driving privileges.

## INJURIES OR ILLNESS

In the event your child is ill or injured while at school, he/she may visit the school office. If necessary, the parents will be called to get the student. If the illness or injury is not severe, the student may be sent back to class until the parent arrives.

School personnel are not allowed by law to give any medication or treatment on their own. Therefore, any prescription or over-the-counter medication to be administered at school must be supplied by the parent and must be accompanied by the appropriate form with a parent's signature. All medications must be in the original bottle, labeled for dosage and time, and stored in the school office.

## ACCIDENT INSURANCE COVERAGE IS AVAILABLE

School insurance covers the student while:

1. Attending school.
2. Participating in or attending school-sponsored activities. Travel approved and supervised by the school is typically covered.

## GRADING POLICY

The following percentage scale is the basis for determining academic grades:

A = 90-100	B = 80-89
C = 70-79	D = 60-69
F = 59 and below	

## RENWEB

The RCA school year is divided into four nine-week periods. Students are graded on their academic achievement as well as their qualities of citizenship and work habits. Absences and tardies are also recorded. Grades may be accessed by parents utilizing RENWEB at any time during the school year using the username and password provided by the office. Nightly assignments may also be found on RENWEB.

## HONOR ROLL

An honor roll is posted after each grading period.

Gold Honor Roll: All academic classes must average to a A or above with no grades below a B.

Silver Honor Roll: All academic classes must average to a B or above with no grades below a C.

## TEACHER CONFERENCES

A mandatory Parent-teacher conferences will be held in the fall but can be scheduled at any other time if needed. Parents are encouraged to call their child's respective teacher about any concerns relating to their child's academics or conduct.

## PROMOTION

Kindergarten – A child is retained in kindergarten upon a recommendation from the administrator and teacher.

1<sup>st</sup> – 8<sup>th</sup> grades: Students in grades 1-8 may be promoted to the next grade provided that failed classes are made up through an approved summer program. A student who fails three or more classes must repeat his or her grade.

9<sup>th</sup> – 12<sup>th</sup> grades: *Twenty-three credits* are required for graduation from Roxboro Christian Academy for those students on the *general diploma*. *Twenty-six credits* are required for graduation from Roxboro Christian Academy for those students on the *college track*.

In order to be promoted to 10<sup>th</sup> grade, a student must have six credits. In order to be promoted to 11<sup>th</sup> grade, a student must have thirteen credits. In order to be promoted to 12<sup>th</sup> grade, a student must have sixteen credits.

## Academic Probation/Retention

1. Purpose: A quarterly review of student grades will be conducted to prevent the possible failure of a student. The principal, teachers and parents will come together to create a viable solution for the struggling student. Academic probation is for no more than a semester, at which time, discussion will be held as whether to reinstate or dismiss the student. Should a student fail two (2) of their core subjects, then they will be retained and not promoted.
2. Criteria: A plan will be initiated for students making two (2) F's or one (1) F and two (2) D's or three (3) D's in core subjects: Language Arts (reading, language), Math, Science, History, or Bible.
  1. Grades 1-8th - overall average of 77, a student may be placed on academic probation
  2. Grades 9-12- GPA of 1.5 or less may result in academic probation
3. The Principal will notify the parents of the academic probation.
4. A conference will be held with the parent and student in regard to academic probation at which time the action plan will be reviewed.
5. The student, parent (s), and Principal sign the proposed academic plan. Copies are distributed to all respective parties.
6. At the end of the next quarter, the student's grade/s will be evaluated. If the student's grades are above the established standard, the student will be removed from academic probation. If the grades are still under the established standard, the student will remain on academic probation until the end of the following quarter.
7. If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to our school's inability to meet academic needs.

## JUNIOR HIGH COURSE LISTING

### Bible

New King James Version used for all Bible classes & memory work

### Science

Life Science

Earth Science

### English

Grammar & Composition I

Grammar & Composition II

### History

North Carolina History

American History

**Mathematics**

General Math

Pre-Algebra/Algebra I

**Fine Arts and Physical Education**

P.E. 7 or 8

**SENIOR HIGH COURSE LISTING**

**Bible**

New King James Version used for  
all Bible classes & memory work

**English**

Grammar & Composition III

World Literature

American Literature

British Literature

**Science**

Physical Science

Biology

Chemistry

Physics

**History**

Geography

World Cultures

U.S. History

U.S. Government & Economics

**Mathematics**

Algebra I

Geometry

Algebra II

Pre-Calculus

Advanced Functions & Modeling

Finance

**Additional Courses**

Computer Applications

Foreign Language I & II

Independent Study

Physical Education

Health

## COLLEGE AND CAREER PATHWAYS

A junior or senior who meets the necessary requirements as dictated by the North Carolina community college system will be allowed to take college classes. Classes in the college pathways will be weighted accordingly. Classes in the career pathways will be weighted normally. Both high school and college credit will be given for these classes.

## SENIOR HIGH VALEDICTORIAN AND SALUTATORIAN

Class ranking is based on the 9<sup>th</sup> – 12<sup>th</sup> grades academic grade point average. To be eligible to become valedictorian or salutatorian, the student must have a GPA above 90 and have an acceptable disciplinary record.

Marshals for graduation are selected from the junior class on the basis of academic excellence and Christian character.

## DISCIPLINE

Philosophy of Discipline: Biblically, authority and responsibility for discipline rests with the parents (Hebrews 12:9). Our authority as a school has been delegated to us by the parents who have placed their children in our school. God's Word repeatedly stresses at least five major principles related to discipline:

1. Discipline reveals *love* for the offender (Proverbs 13:24). Our attitude in dealing with students should reveal God's love for them through us.
2. Discipline should be done *consistently*. Inconsistency confuses a child and makes each situation unpredictable. Children need consistent boundaries to give them a sense of stability. God's Word tells us to treat people with fairness and not to provoke others to wrath (James 2; Ephesians 6).
3. Discipline is *punitive* in nature. There must be some punishment involved (Proverbs 23:13-14; Hebrews 12:11). Whenever possible, the punishment should be a natural consequence of the offense. Hopefully, the penalty will reinforce to the student his/her responsibility to make wise decisions.
4. Discipline should have as a goal the *restoration* (Gal. 6:1) of the offender. Many times, our initial reaction when dealing with an offender is to cut him off. God's way of dealing with us is just the opposite. He desires to restore us to fellowship with Him.

5. Discipline should be *timely* (Ecclesiastes 8:11). We believe a disciplinary matter ought not to be dragged out unnecessarily but should be handled as quickly and thoroughly as possible.

## ELEMENTARY DISCIPLINE PROCEDURES

Violation of any of the school's rules may result in some form of disciplinary action. Students are expected to behave themselves appropriately at all times. This includes showing respect to all rules, property, fellow students, and those in authority. Students who choose to misbehave are dealt with in accordance with Biblical principles, in order to help them learn the self-control that God intends Christians to have.

Disciplinary procedures include, but are not limited to, the following:

1. Warning
2. Counseling from God's Word
3. Restriction of privileges (e.g. 5 minutes working away from the group)
4. Call parents
5. Referral to principal
6. Suspension
7. Expulsion

## HIGH SCHOOL DISCIPLINE PROCEDURES

Detentions may be administered for the following reasons:

1. Tardies (to homeroom or to class)
2. Chewing gum/eating in class
3. Talking in class after a warning to stop
4. Disruptive behavior
5. Writing notes to other students during class
6. Tampering with the belongings of other students (including backpacks, purses, desks, or lockers)
7. Direct disobedience

8. Disrespect to authority
9. Use of computers without adult supervision or inappropriate use (such as visiting social websites at school).
10. First time “major offense” outside of the normal behavior for an individual student

Students may serve four detentions per grading period as a measure for grace and instruction. On the sixth detention, students will receive an In-School Suspension (ISS). In-School suspensions may be served for first-time occurrences of “major offenses” and will be enforced for repeat offenses.

## MAJOR OFFENSES

Scripture is clear in several places (such as Romans 1:29-30 and Galatians 5:17-21) as to activities in which Christians are not to be involved. In accordance with these and other Biblical principles the following are to be considered major offenses and are justification for suspension or expulsion from school at any time.

1. Rebellion against authority
2. Cumulative detention record
3. Repeated infractions and lack of regard for the code of conduct as prescribed in this handbook (including swearing, taking the Lord’s name in vain, profanity – using foul language)
4. Cheating as defined by the following:
  - a. Copying someone else’s work
  - b. Having another student’s work without permission from the teacher
  - c. Altering or filling in answers during a grading process
  - d. Obtaining test or quiz questions and/or answers in advance
  - e. Making provisions to cheat in advance of a test or quiz
  - f. Giving or receiving answers during a test or quiz either orally or written
5. Possession of or distributing obscene literature or photographs
6. Possession of, providing or arranging sale of, taking or being under the influence of alcohol or any controlled substance including any drug listed in Schedules 1-VI of the North Carolina Controlled Substances Act, including unauthorized possession of a prescription drug. Please note that NC law requires that the administrator confer with law enforcement personnel if there is a doubt as to whether or not a certain drug is considered a controlled substance.
7. Smoking or possession of any form of tobacco, including the use or possession of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems. Possession of any e-liquids is also prohibited.

8. Stealing
9. Possession of a firearm, knife, any other weapon, or perceived weapon. Law enforcement may be contacted. Fake guns of any kind should not be brought to school without prior permission from the administrator.
10. Vandalism of school or private property
11. Using the internet for blasphemy, pornography, bullying, or inappropriate language on any social media
12. Violations of tattoo and piercing policy
13. Comments made “in jest” about sin or the appearance of sin
14. A continued negative attitude and bad influence upon other students
15. Skipping school or leaving school without permission
16. Use of a cell phone without permission of the Administrator

## HARASSMENT

Harassment refers to a wide spectrum of offensive behaviors which are intended to threaten, disturb, demean, embarrass, manipulate, or intimidate. Speech that degrades individuals or negatively portrays sociological groups based on race, culture, age, sex, economic status, or ability is particularly harmful in an educational environment. The most common form of harassment is bullying. The intent of bullying is to exert physical or social dominance over another and is exerted physically, verbally, or emotionally. Emotional bullying includes such behavior as spreading rumors, excluding an individual from social interactions, and embarrassment. Consequences for harassment will be based on age, nature of the offence, and willingness to change actions and attitudes, but will typically fall under “Major Offenses”

Students represent the school and our Lord in every walk of life 24 hours a day. Unchristian conduct, as listed above, which is a way of life, reflects badly on the testimony of the school and is justification for expulsion **regardless of when or where** it occurs. Anyone present where school rule violations occur may be subject to the same disciplinary procedures.

## DISCIPLINE FOR MAJOR OFFENSES

In every discipline situation, the student’s attitude is important. If a student displays genuine repentance and a desire to change, it will be taken into account in any final action.

Students involved in a major offense may be subject to any or all of the following disciplinary actions:

1. Parent/student/administrator conference
2. In-school suspension
3. Immediate loss of eligibility for extra-curricular activities for a period up to one semester of 18 weeks
4. Probationary status for a period up to one semester of 18 weeks. Repetition of same offense, another major offense, or a series of minor offenses may result in immediate expulsion
5. Immediate expulsion if the seriousness of the offense demands it (see Major Offenses). Suspended students will not be allowed to visit the campus or attend school events
6. Parents of students involved in vandalism or theft will be held financially responsible for any or all loss due to the student's actions

#### IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION GRADES 1<sup>ST</sup> - 12<sup>TH</sup>

The purpose of suspension from RCA is to convey to the student the seriousness of their behavior in hopes that they will reflect, repent and desire to change. Students placed on suspension will, along with their parent/s or guardians, meet with the administrator. They will be required to complete their schoolwork, but there will be an automatic reduction in points for these assignments as follows:

One day: 20 points  
Two+ days: 50 points

Students on suspension will not be permitted to participate in any school activities for the day.

During an in-school suspension the student is to be isolated from their peers in a supervised classroom. The student is not to leave the room without permission and may only leave:

1. To go to the restroom: once in the morning, once in the afternoon, and only when other students are in class
2. To eat lunch: the student will go to lunch with their supervising teacher
3. During emergencies such as fire drills
4. All academic work must still be completed.

**A total of six (6) days of suspension for any reason will result in expulsion.**

## OUT-OF-SCHOOL SUSPENSION

An out of school suspension involves the removal of the student from RCA for a period set by the administrator. The student is expected to be under the care of his/her parents/guardians during this time. It is our intent that this time be used at home for serious reflection, along with student's parents/guardians, on the behaviors that prompted the suspension. On the day they return, students serving an OSS will receive the work they missed and will have the same number of days as the term of their suspension to make up this work.

Upon suspension or expulsion of a student, the administrator may give the student body a statement about the basic nature of the offense and purpose of discipline for the following reasons:

- To protect the reputation of students from gossip
- To solicit prayer for students involved
- To reinforce the school's position on the behavior
- To serve as a warning to other students

## DETENTION: GRADES 7<sup>TH</sup> - 12<sup>TH</sup>

Detentions can be earned for any of the offenses described above. A detention form will be issued to the student. A parent must sign the form, which is to be returned the following day. All detentions will be served on Tuesday and Thursdays, unless parent is advised otherwise.

Detention will be held from 3:05P.M. – 3:30P.M. Written work may be assigned by the teacher that issued the detention or by the Administrator. Work detail may also be assigned for detentions. Students should wear appropriate clothing when assigned work detail. Detention may be rescheduled by a parent if the office is contacted and arrangements are made in advance. Detentions will not be rescheduled for ballgames or practices.

## RESOLVING DISAGREEMENTS

The eighteenth chapter of Matthew sets forth a means for resolving disagreements between Christians. If we are to please the Lord, it is imperative that parents, teachers, or anyone having a complaint follow these principles.

Simply stated, a biblical approach to solving disagreements is by talking only to persons involved. If, for example, a parent has a complaint about a teacher, the parent should go directly to the teacher in an effort to solve the problem. If the problem is not

resolved, then the principal may be contacted. The principal will go to the school board if the problem seems unresolvable at a lower level. (Ephesians 4:29-32)

If you, as a parent, are unhappy with a principal's decision, it would be an act of courtesy to tell him/her beforehand if you would like to talk to the school board or to a school board member. The only exception would, of course, be a complaint concerning immorality, in which case the principal, or board member (as applicable) should be notified without regard to the chain of command.

## GENERAL POLICIES AND GUIDELINES

1. Cell phones may NOT be used during the school day. They should be powered off and stored in the school office. A student caught using a cell phone will be disciplined.
2. Students may not use cell phones or classroom phones to contact parents. If it is necessary, the student will be sent to the office, and office personnel will contact the parents. If a parent needs to contact a student, he/she should contact the school office to have the message delivered.
3. Gum is to be left at home. All gum will be confiscated. High school students will receive a detention for chewing gum.
4. Students should *walk* down sidewalks, hallways and in classrooms. Hallways are "quiet zones": no talking or playing (K-6<sup>th</sup> grade). No horseplay or bouncing balls in hallways.
5. Food is to be consumed in approved areas only and trash discarded or recycled properly.
6. Parents should not smoke on campus. Please be considerate of our dress standards when on school grounds.
7. Textbooks should be cared for. Lost books or damaged books are the financial responsibility of the parents.
8. Language should always be kind and courteous. Address adults with "Sir", "Miss" or "Mrs." Always use yes, not yeah. Never be cruel, tease, or make fun of others. Jokes and stories should reflect Christian character and be considerate of others. "And whatever ye do in word or deed, do all in the name of the Lord Jesus..."
9. When a student is present at school for the day but misses a class or classes (for example – doctor visit, ballgame, yearbook activity, etc.) all work is to be turned in and assignments collected before leaving and missed work from those classes is due the next day.
10. Please note all rules are not listed in this booklet, but will be explained to students at the beginning of the school year, or during the school year, if needed.