

Handbook Letter

Dear Parents,

Welcome! If you are reading this letter then you are interested in Kingdom education for your child. Kingdom education is teaching and nurturing children to know Jesus as their Savior and then encouraging them to grow in that knowledge relating it to every aspect of their lives. Our motto at Roxboro Christian Academy is 3-E's; Exalt Christ, Excellence in Education and Equipping students to serve within their community.

At Roxboro Christian Academy, we believe the parents have been commissioned by God with the responsibility of raising their children. As parents you have worked diligently to make a positive impact on your child's development, spiritually and intellectually. Although others outside your home have tried to impact your child's views and values, your primary partner has been your church. Now that he/she is ready for school you find yourself again seeking a partner who will hold your same goals of a Christ-centered education. Roxboro Christian Academy is that match for your family because we will come alongside you and develop within your child the necessary skills to grow their relationship with Christ, develop an academic foundation, and be able to walk victoriously as adults.

If at any time you have questions or concerns, my door is open to you. RCA belongs to God and it will take the cooperative efforts of each of us to fulfill His plan. This is your school handbook. Please take the time to read it and discuss it as a family. We want everyone to be familiar with school policies and procedures.

We are looking forward to a great start in this new school year. It is so exciting to be involved in God's work and the opportunity to work with each of our parents and students is a blessing. It is our desire that RCA be a place that will develop a love of Christ, a love for learning and the ability to learn, discovering new opportunities to learn for all our students.

Thank you for allowing us to be part of your family this year. It is our prayer that God will knit us together in fellowship as we continue to grow in understanding the majesty of our God and King.

Serving Him,

Joy McDowell

Mission statement

At RCA we articulate our mission using three E's. To exalt Christ as preeminent in all things. To pursue excellence in education by offering an academically-challenging program that prepares students for the next season of life. And to come beside both parents and the local church in equipping life-long disciples to serve King Jesus in all areas and vocations.

Philosophy of Education

Theology as the Foundation

God exists eternally as ultimate reality. He is the eternal source of all wisdom and knowledge, himself being omniscient of all things, past, present, and future. As the Creator of all things, he is the only rightful authority in establishing the purposes, design, and intention over all that he has created.

God is the source of truth, and his Word stands as the only true measure of what is true.

God is wholly good and the source of all that is good. He is the source of beauty and the ultimate determiner of what is beautiful.

God exists in eternal relationship within the Triune Godhead, and has graciously revealed himself to his creation as a God who communicates. He desires for his creation to know him, to be known by him, and to make him known.

In summary, a proper understanding of God according to his Word will shape how teachers and students understand and pursue truth, goodness, and beauty.

The Nature of Education

The right knowledge of the reality of God is the basis for the right knowledge of the reality of all things.

In creating humanity in his image, God has embedded within us the capacity to know and relate to him.

Humans are created with the capacity to learn and to grow.

The ultimate aim of Christian education is for students to be aligned with the truth of God as they abide in the presence of God so that they may live a life pleasing to God. Good and right education results in the cultivation of spiritual wisdom towards the end of knowing God, and is only possible firstly through the miracle of new birth.

In summary, “the fear of God is the beginning of wisdom.” Apart from faith and knowledge of God, we cannot properly understand the created world He has made, which includes every subject under study.

The Purpose of Education

Being that a school has no authority over its students outside that which is granted by parents as an extension of the parents’ authority, the purpose of education is best understood by understanding the charge God places upon all Christian parents. Parents are charged to partner with the Lord in the formation of their children, which includes: training in righteousness; teaching them to love the Lord our God with all their heart, soul, mind, & strength; the cultivation of wisdom; and equipping them for lifelong discipleship & Kingdom service.

In summary, as God has commanded all believing parents to pass down the Christian faith and teach their children to obey all that the Lord has commanded, educators should comprehend their calling as a partnership with parents towards this end. Christian education is a disciple-making endeavor with a holistic approach—teaching the mind, shaping the heart, and preparing the body to be deployed for Christian service.

The Nature of the Teacher & the Student

The truth that every person is created in the image of God from conception provides the basis for the dignity and value of every human life. This truth ought to shape every interaction that one image bearer has with another.

God’s economy of life includes different roles that carry with them varying levels of authority and areas of stewardship, all to his glory. The classroom involves two such distinct roles that should be intentionally shaped by the reality of both the *imago dei* and the nature of each role.

The **teacher** is to be the representative of God and the steward of his truth in the classroom. The teacher is also to be the steward of the young lives that make up the class.

The primary goal of the **teacher** is to see students grow in their knowledge and love for God through revealing him through each and every subject. The teacher is to manage the classroom in a way that honors the Lord and enhances glimpses of his goodness as the task of learning takes place.

The goal of the **teacher** is to come beside parents (the primary faith influencers of their own children) and the church (the primary community of discipleship for families) in helping students understand their identity and purpose in light of God and his will. The primary objective of the teacher is to lead students to know and love God as supreme, and to serve him in whatever vocations God has equipped and called them to fulfill.

The **student** is to embrace the task of learning, both as an individual and as part of a community of students. The student affirms the Image of God in the teacher by joyfully submitting to his or her authority, as unto the Lord.

Each **student** affirms the Image of God in every other student by treating them with dignity, kindness, and respect.

The **student** should recognize that the task of learning falls under the exhortation of Scripture to do all to the glory of God. Learning is a context for worship, as students pursue a desire to grow in the knowledge of God and learn how to glorify him through their lives with the knowledge they attain.

In summary, teachers and students should respect the image of God upon one another and respond accordingly. Teachers are to partner with parents and churches in shaping the student to love God and love his or her neighbor. Students should submit to the learning process respectfully and joyfully as an act of worship of Christ who is Lord over all.

The Nature of Instruction

Instruction that honors the Lord is rooted in both right theology and right anthropology.

This type of instruction looks to God alone as omniscient and the fountain of all knowledge and understanding. It seeks to highlight above all else the glory and goodness of God in all things, and draws every learner to respond to him in worship and awe of the God who is the Creator of all things.

Instruction grounded in right anthropology recognizes the image of God in all people. It recognizes that every person is a learner, and God is the ultimate subject. It should affirm that young learners are not robots, but individual learners who are all precious and unique creations that reflect God's image. Therefore, differentiation in instruction reflects this truth of the beauty and diversity of God's design.

This type of instruction views young learners holistically, aiming at not just the mind, but the heart and the body as well as it views every human as an embodied soul. The goal of instruction is not just the transfer of information, but transformation, specifically into the image of Christ through the work of the Spirit. Good instruction is not only taught but caught, leading students to follow Jesus as the Way, the Truth, and the Life through the teacher's example.

In summary, correct theology and correct anthropology should result in holistic instruction toward the end that students love God with all their heart, soul, mind, and strength, and their neighbors as themselves.

The Nature of Worldview

Christians are to understand reality through the lens of God's Word—in other words, we are to understand reality as it really is, and this is only possible by the renewal of our minds by the Word of God, who is the author of life.

Christians immersed in God's Word can rightly answer questions of origin and purpose, the basic problem with our world, and the solution to remedy it.

Furthermore, Christians who have been trained by a Biblical worldview know how to apply it to every area of life. A proper Christian education, therefore, teaches all subjects in the light of God's Word.

A biblical worldview rightly comprehends God as Creator of all things and Christ as Lord and Redeemer of all things, and therefore cannot recognize anything as basically "secular." All belongs to God and cannot be rightly understood apart from him; therefore, nothing should be.

In summary, Christian education teaches everything in relation to God the Creator and Christ our Lord.

Working with the Home

RCA believes the Lord has commissioned parents with the responsibility of teaching their children morning, noon and night. When they grow older and are enrolled in school, MCA will partner with the parents in fulfilling God's commission. As the home, the church and the school work together, a solid foundation will be laid for every child to develop a personal relationship with Christ so they will live their lives according to a Christian worldview.

We believe that the institution of marriage was intended by God to be a permanent,

lifelong relationship between a man and woman. We believe children are a heritage gift from God and His blessing. As believers, we are therefore accountable to Him for raising, shaping, and preparing them for a life of service to His Kingdom and to humanity. As Scripture teaches, life has incalculable worth and significance in all its dimensions, including the unborn, the aged, the widowed, and the mentally or physically handicapped.

Students with special needs

It is the desire of the RCA Board to assist in the education of every child who desires attendance in our school. There are many situations in which a child with some learning differences is identified and can be mainstreamed within the regular classroom.

Depending on the specific needs of the child and the training necessary to accommodate the student, we will limit the number of students with special needs per classroom. It is expected that these students will be able to remain in the regular class setting and perform at the same level of expectations as the other students within the class.

Goals of RCA

Christ-centered purpose: “Training Minds for Christ” - RCA desires to prepare each student to serve Christ. RCA is committed to excellence, achieving one’s best, and to develop character that is pleasing to God. RCA is a community of believers who love God, are committed to Him, and have given themselves to the ministry of evangelism, discipleship, and education. We desire to achieve God’s standard of excellence in all that is done.

Character building: A child’s character ought to be molded by scripture. RCA is dedicated to teaching the qualities from Scripture that matter most- trust in God, honesty in word and deed, respect for authority, and kindness toward others. A strong intellect alone is insufficient to face life’s demands, a strong character rooted in God’s word is necessary as well.

Home-strengthening: RCA is an extension of the home in preparing students in Kingdom education. Scripture has commanded parents to teach scripture to their children. When they start school, the school becomes that extension of instruction. Parents are encouraged to be actively involved with their children in classroom activities, field trips, sponsoring clubs, etc.

Outstanding staff and program: RCA seeks qualified and experienced teachers who are certified by the state of North Carolina and ACSI. In addition to strong professional attributes, our faculty models a consistent daily transforming walk with Christ.

School environment: RCA is a safe learning environment in which our students are eager to take the risk needed to learn. Students are often reminded they are God’s creation and worthy of His love.

Life changing: RCA seeks to provide the strongest academic program possible, but gaining academic knowledge alone is not enough. God needs to daily transform them into His image. Students are encouraged to submit to this transformation to fulfill their role in His Kingdom.

Lifestyle Statement-Biblical Morality policy: RCA is a Christian school representing Jesus Christ. As a school, the faculty and staff will come alongside parents in preparing

young people to live a life reflecting Christ.

RCA requires its employees and students to live a lifestyle above reproach based upon scriptural standards, living their lives as Christian role models 24/7. Employees and students are expected to demonstrate a “coachable spirit” able to share love for others, and be willing to live under authority.

The Christian lifestyle should reflect integrity, based upon a biblical standard-“doing the right thing”, and based on scripture...relationally: family, friends; conduct and moral behavior.

RCA desires to work with the families as they progress through life’s journey of being daily transformed by Christ.

If on occasion, the atmosphere or conduct within a home may be contrary to or in opposition of the biblical lifestyle the school teaches. This includes, but is not limited to sexual immorality, homosexual orientation or violation of the roles of males and females (Rm. 1:21-27, I Cor. 6:9-20), or inability to support the moral right. The school reserves the right to, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment. Employees who fail to live this lifestyle will result in dismissal. It is the desire of RCA that faculty, staff and students will live a lifestyle that brings honor to Christ, reflects His love and draws others to Him.

Parent and student commitment: The policies and procedures contained in this student handbook constitute notice to parents and students regarding the school’s expectations and requirements. It also constitutes, at a minimum, terms of implied contract for enrollment.

Student Expectations

1. **Spiritual Formation:** Roxboro Christian Academy, as a Christian school, wishes to prepare students for a life, daily transformed by Christ. Spiritual formation helps students develop a way of life that allows them to keep faith with God. A Biblical lifestyle involves the practice of certain spiritual disciplines: prayer, personal Bible study, involvement in church and evangelism.
2. **Worldview Orientation:** As Christian educators we will seek to develop an understanding that all Truth is based on scripture. We desire our students to grow in knowledge and understanding based on Biblical principles as it relates to all academic disciplines.
3. **Academic Thinking:** RCA is responsible to provide a thorough and comprehensive academic program. Students will be exposed to a variety of ideas through discovery and instruction. Students will utilize a higher order of thinking, be able to think logically, support inferences, justify their conclusions, evaluate and assess problems for sound solutions using a variety of strategies in solving problems.
4. **Skill Development:** RCA students need to develop a strong academic base involving reading, speaking and writing.

Parent statement of support:

1. Pray regularly and earnestly for RCA.
2. Cooperate in all educational activities of RCA.
3. Support spiritual activities of RCA – chapel, Bible memorization, etc.
4. Pay all financial obligations on or before the date due (if unable to do so, notify the business office and explain the delay).
5. RCA has full discretion in the discipline of our children in accordance with the discipline, dress, and technology policies.
6. RCA reserves the right to place our children at the appropriate grade level and designate the appropriate teachers.
7. RCA reserves the right to dismiss any student when either the parent or students do not cooperate with the policies of the school.
8. Parents will volunteer and assist as opportunities are made available to participate.
9. Parents will faithfully attend school functions.
10. If parents/families become dissatisfied with RCA in any way, matters will be resolved privately, and as lovingly as possible, without spreading criticism and negativism (Matt. 18:15-17).
11. Parents will seek to support and advance RCA in every way possible: spiritually, academically, physically, and financially.

Student code of conduct:

1. Strive for excellence in all that they say and do
2. Obey the Bible in speech and conduct
3. Respect and cooperate with those in authority at school
4. To abstain from alcohol, drug, and tobacco
5. To abstain for sexual immorality, witchcraft, dissension, and honor code violations
6. To dress in accordance with RCA dress code
7. To submit to the discipline policy of RCA
8. To remember that they are students of RCA wherever they are
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, family, and themselves.
10. To be accountable for any negative behavior on or off campus at any time during the year.

Statement of Faith

1. We believe the Bible to be the only inspired and inerrant Word of God. It is the only ultimate and infallible authority for faith and practice. The study of all knowledge is to be submitted to the light of Holy Scripture.
2. We believe the Triune God is the one uncreated Creator of all things that exist in heaven and on earth, and that there is a fundamental divide between the Creator and His creation. This one God is eternally existent in three Persons: Father, Son, and Holy Spirit.

His Majesty is omnipotent, omnipresent, omniscient, and limited by nothing other than His own nature and character. He is holy, righteous, good, just, loving, and full of mercy.

3. We believe in the full deity and humanity of our Lord Jesus Christ, in His virgin birth, in His fully obedient and sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return in power and glory to judge the living and the dead.

4. We believe the Holy Spirit is coequal with God the Father and God the Son. He is the divine helper, assistant, counselor, and instructor. He is present in the world to make men and women aware of their need for Jesus Christ. He lives in every true Christian from the moment of salvation. He provides the Christian with power for obedience, understanding of spiritual truth, and guidance in doing what is right. He equips believers with spiritual gifts for the work of the ministry. As Christians, we seek to live under His rule daily.

5. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

6. We believe our first father Adam was our federal head and representative. Adam was created innocent, but through the temptation of Satan and his rebellion against the express Word of God, plunged himself and his entire posterity, represented in him, into the hopelessness of death in sin. Sin is lawlessness—an attempt to live apart from the law and Word of God. Sin separates from God and causes manifold problems in life. Since Adam's first great rebellion, no descendant of Adam has escaped from physical death and the judgment of hell apart from saving grace.

7. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature.

8. We believe that salvation is by grace alone through faith alone in the shed blood of Jesus Christ alone.

9. We believe that faith without works is dead. Repentance, obedience to God's commandments, love, and good works give evidence to saving faith. Christians ought to unite themselves to a visible expression of the church, the body of Christ, and preach the gospel to all nations.

10. We believe in the spiritual unity of all believers in our Lord Jesus Christ. We believe all genuine believers are part of the God's true Church, which in Scripture is referred to as the Body of Christ, and that local churches are intended to be visible expressions of this Body.

11. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of everlasting life, and they that are lost to the resurrection of everlasting damnation.

12. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and

one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Roxboro Christian Academy as the local Body of Christ, and to provide a biblical role model to Roxboro Christian Academy students, faculty, and the community, it is imperative that all persons employed by Roxboro Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Roxboro Christian Academy.

Final Authority for Matters of Belief and Conduct

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Roxboro Christian Academy's faith, doctrine, practice, policy, and discipline, the Board of Directors of Roxboro Christian Academy is the school's final interpretive authority on the Bible's meaning and application.

Governance

RCA is governed by the school board. The RCA Board consists of 5 members but not more than nine members who profess the Lord Jesus as Savior, and desire to serve Him faithfully. The Principal is a non-voting member of the RCA Board. The duties of the RCA Board

School Board is to:

- Establish policies for RCA, which reflect a biblical worldview
- Monitor the operations of RCA to ensure adherence to established policies
- Act as a resource to assist the Principal in specific areas of need.

However, the daily operations of the school are directed by the principal.

Association of Christian Schools International (ACSI)

RCA is a professional member of the Association of Christian Schools International (ACSI). They provide insight in organizational as well as accountability toward meeting the goals of our mission.

School Colors, Mascot, and Logo

School Colors: RED
Yellow
Blue-

School mascot is the Eagle

Logo is “Training Minds for Christ”.

Admissions

Admission Philosophy

RCA is a ministry seeking God’s guidance daily as we provide the community with a “discipleship” school. Those admitted into our school must be of the Christian faith. This means that either the student or the parents must be active believers who live their faith and actively serve their Lord in a local Christian church. Our academic focus is to provide the best academic education possible that will be grounded in Christian teachings, morals, ethics and behavior. Therefore, RCA is open to anyone interested in receiving a Christian education, whom the school finds qualified for admission and who agrees (student and/or parents) to abide by the policies of RCA. Admission to RCA is a privilege and not a right and therefore only those who are willing to uphold the policies of the academy will be accepted.

God has commanded that we should all study to show ourselves approved, (2Tim. 2:15) therefore each student is expected to apply themselves honestly and wholeheartedly to learning and growing academically and spiritually.

Non-discrimination policy

RCA 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 of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. Roxboro Christian Academy reserves the right to prohibit enrollment of anyone not meeting basic Christian belief including but not limited to beliefs on homosexuality, sexual promiscuity, theft, alcohol consumption, illegal drugs, etc. (I Cor. 6:9-10) To this end, the school administrator shall be the sole arbiter of the definitions of those beliefs. The Non-Discrimination Policy of RCA also includes the hiring of faculty and administrative staff. RCA makes no distinction concerning an individual’s race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11)

Admission Procedures

RCA accepts students based upon a Principal interview with the child and parents, information learned through the admissions screening process, prior scholastic record, and testing when appropriate. No student has a right to acceptance. To attend RCA is a privilege, not a right. Since students are expected to maintain at least a “C” average in all classes, their previous academic record and our screening must reflect evidence of their ability to attain this standard. Through these criteria the school seeks to admit children who clearly demonstrate the following:

- An acceptance of Jesus Christ as Lord by the student, and / or by one of the parents, or the legal guardian.
- A likelihood of academic success within a challenging Christian environment
- High moral character
- Social adjustment
- Ability to accept discipline

Incoming Kindergartners are screened for developmental readiness for the Kindergarten program. Testing may be required for other grades at the discretion of the Principal. Priority consideration in the admission process is given to siblings of students enrolled at RCA. Applicants must submit the following:

1. A completed application package before the interview.
2. An official copy of the student’s transcript or school record form.
3. A teacher’s letter of recommendation- when applicable
4. A Pastor’s letter of recommendation.
5. A birth certificate or legal copy (Kindergarteners will not be accepted who have not reached his/her fifth birthday by Aug. 31)
6. A current immunization record.
7. A copy of their social security card.
8. Application fee paid at the time of the interview.

Additionally, the following restrictions/requirements must be met:

1. A campus interview with the Principal.
2. Any student who is withdrawn (dismissed) from the Academy due to academic and or disciplinary reasons must wait one calendar year before making an application for re-enrollment into MCA.
3. Students with severe learning/disability problems will only be accepted as student needs can be met.
4. No students with an infectious disease will be accepted.
5. No re-enrollment for students with outstanding debt.
7. No re-enrollment for a student on academic or behavioral probation.

All admissions are tentative pending final approval by the Principal.

Siblings

RCA is a family-centered school. We are members of the family of God, and we strive to encourage and build up one another in our daily walk. As an extension of your church, we too strive to build up the body of Christ. Because we are a school seeking to edify all members of a family, we have established a tuition discount for siblings. See the brochure or financial statement page for this information.

Tuition and Fees

Application Fee: \$25 per student- This non-refundable fee will be submitted with each application to MCA. This fee covers the cost of processing an application.

New Student Registration Fee: \$175 per new student (submitted at the time of the interview). This fee covers the cost of processing a new student including setting up records, screening, testing, orientation, interviewing, and billing. It will not exceed \$350 per family. The new student registration fee is refundable should MCA deny admission.

Student Resource Fee: \$325 per student -New families will remit payment as soon as possible upon acceptance. However, this annual non-refundable resource fee is due for each student by June 1.

Withdrawal Fee: \$500 per student. You are enrolling your child for the entire year; therefore budgets and teacher contracts are set accordingly. The early withdrawal of a student will create an opening which RCA may not be able to fill with a viable student. Students who withdraw will be assessed a \$500 withdrawal fee through the end of March. Students are not considered withdrawn until the office has been notified by the parent or in the case of dismissal, the parent has been notified and the parents have had an exit phone or office interview with the Principal. It is our policy to not release any report card, etc., if the withdrawing family has an outstanding balance including the withdrawal fee.

Tuition TBA yearly

Tuition may be paid in full at any time or paid monthly over a ten-month period. Monthly payments begin August 1st and tuition must be paid on or before the 15th of each month. A payment that is not received on time will be assessed a \$25 late fee. To assist in the payment process, RCA ia accepts credit card payments. There is a 10% discount given for the family's second child that is enrolled and 25% discount for each additional child.

Lunch Cost: TBA yearly

Before and After School Care

Before and After School Care: \$5.00 per hour per child. Parents only pay for the days the service is used; there is no contract. The hours of BSC/ASC are from 7:00AM-7:50AM, 3:15PM-5:30PM. If students are not picked up within 15 minutes of school dismissal, they must check in with ASC. They may not stay on campus unsupervised. Our ASC program is provided for RCA students only. This program will consist of supervised outside play, homework labs, Christian DVDs, presentation, and other appropriate games. A late fee of \$5 per minute will be assessed after 5:30pm when parents are late picking up their child.

Withdrawal Procedures

Any family planning to withdraw a student from school should notify the school office and complete the Withdrawal Form to be received by the Principal as soon as possible but

not later than 4 weeks prior to withdrawal. All tuition/fees must be paid to include the withdrawal fee of \$500. In addition, all textbooks, library books, and school materials must be returned. Report cards and school records will be released only when all financial obligations to the Academy have been fulfilled.

Academic Section: Elementary

Elementary Academic Goals

Academic excellence in a Christ centered environment
Spiritual /character development
Enrichment of lives through creativity

The RCA curriculum is Christian- oriented and designed to be challenging so as to promote basic academic and intellectual habits and skills required for success in future academic arenas.

- Christian textbooks from A-Beka and Purposeful Design Historically proven to produce excellence
- Critical thinking skill
- Linked to Scripture – showing God’s Word is alive and applicable today
- NKJV or ESVtranslation of Scripture are used
- Novels are incorporated to build strong literature base
- Supply list provided in the office

Homework and tests:

Teachers establish homework and their classroom policy for completion and return. The amount of time spent on homework assignments will vary from student to student depending on their academic strengths and motivation. Since many of our families attend mid-week services, tests are rarely scheduled on Thursdays. In the case that a test is scheduled on Thursday, students will have a week’s notice in order to prepare in advance. Quizzes may be given any day at the teacher’s discretion. RCA provides a Homework Assignment Book (HAB) for all elementary and middle school students to help them organize and prepare for assignments.

Progress Updates:

Parents of elementary students are informed in a variety of ways. This includes the following: 1) weekly folders, 2) HAB, 3) RenWeb 4) parent- teacher conferences. In kindergarten through fifth grades, student quizzes, tests, and other assigned work are sent home in folders once a week. This procedure enables parents to receive continual feedback concerning the progress of their student and/or areas needing improvement. Parents are asked to review all work and return the folders signed. This signature indicates they, the parents, have reviewed all work and their student’s progress

academically and behaviorally. The HAB is also to be signed each night indicating the completion of homework and any communication the teacher has sent for that evening. Parent-teacher conferences are scheduled at the end of the first quarter. Parents and teachers may schedule additional conferences as needed. Mid-quarter grades are available through RenWeb. **Printed copies are sent home by parent request only.** Teachers of elementary students may choose to have a printed progress report signed if that student falls below a C at the mid-quarter mark.

Report Cards

Report cards can be accessed quarterly through RenWeb. All outstanding tuition and fees must be paid before a student's final report card is issued. Reports may be held or access to RenWeb denied if payments are outstanding at any time. Students withdrawing during the school year for any reason must have all tuition, fees, and fines paid through the withdrawal month prior to report cards being distributed or having permanent records transferred to another institution.

Student enrollment of less than 21 days will not receive a report card, or progress reports. Student enrollment of more than 21 days will receive a report card or progress report.

Tutorial and help classes: Throughout the year, if students demonstrate the need, teachers may provide additional instruction as needed before or after school. A more specific tutorial may be established with your child's teacher for an additional fee.

Grading Scale

Kindergarten-12nd grade

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

The RCA Honor Roll is posted quarterly. An "F" in academics eliminates a student from qualifying in the categories below.

Honor Roll

Principal's Honor Roll	* All A's
Teacher's Honor Roll	90% or better (average score of all academic subjects)
Honor Roll	80% or better (average score of all academic subjects)

* Principal's Honor Roll is not an average but all A's

Awards and Recognition

Academic Awards

Kindergarten through second grade teachers will present a special award for the “best” reader, mathematician, and speller each semester.

3-12 Honor Roll

Principal’s Honor Roll	All A’s
Teacher’s Honor Roll	90% or better (average score of all academic subjects)
Honor Roll	80% or better (average score of all academic subjects)

* Principal’s Honor Roll is not an average but all A’s

Nena Morton Award - description and qualifications are listed separately.

Conferences

Parent Teacher conferences are held at the end of the first quarter for all students. This is the only conference scheduled by RCA. The parents and/or teachers are free to communicate as necessary to ensure the success of the student. This open communication is vital for the partnership between the school and home to be successful in the overall development of the child.

Academic Probation / Retention

- 59 or below in 1 core subject = academic probation
- Overall average of 60 may be placed on academic probation
- Academic probation is for no more than a semester –Principal counsel to dismiss or reinstate
- 2 core subject failed – student will be retained

Core subjects are: Language Arts (reading, language), Math, Science, History, and Bible

Incomplete / Late Work

Late work is to be avoided if at all possible. When students have an unavoidable absence, the classroom policy is to be followed.

Make-up work:

- Students who are absent the day an assignment is due should turn the assignment in on the day of their return.
- Students who are absent the day a project/presentation/writing assignment, etc. is due should turn in the assignment on the original due date (via drop off by parent, email, or another student, etc.) The student is responsible to verify that the teacher received the assignment on the due date.
- Students who are absent the day an assignment is given due to an excused absence will have the number of days missed plus an additional day to turn in all work.
- Students who are absent from school the day a previously announced assessment (in-class test, quiz, etc.) is given should be prepared to make up the assignment on the day of their return.
- Extensions may be granted for extenuating circumstances. Late assignments being

turned in may result in a deduction of points. Failure to complete or turn in assignments will result in a grade of 0. An “IC” will show up on REnWeb for the incomplete assignment, which translates to a 0 if this is not corrected before the end of the quarter.

*** Students who are absent without a proper excuse forfeit the right to earn a grade on the missed work.**

Iowa Achievement Testing

Each spring students grades 3-11 are administered the Iowa Achievement Test Battery. These tests are one of the measures used to assess academic growth of our students. Parents receive the results of the test at the end of the school year with the final report card. The average test results of RCA students are above the national average.

Academic Section: Middle School – High School Grade 6-12

Educational Goals:

1. Academic excellence in a Christ-centered environment
2. Spiritual and character development
3. Enrichment of student’s lives through creativity

Curriculum and course synopsis are available on the RCA website:

www.roxborochristianacademy.org

High School course units of credit:

RCA has a hybrid high school program which allows students to take face to face classes on campus while also attending Liberty Online for courses their freshman and sophomore year. Starting their junior year, students may dual enroll at PCC for courses not available on campus.

Classes meeting on campus 5 days a week receive ½ unit of credit per semester. Classes which meet 2-3 times per week receive ¼ unit of credit per semester. A student must have 6 units of credit to be classified as a sophomore, 12 units to be classified as a junior, and 18 units to be classified as a senior. A minimum of 22 credits are necessary to graduate in the General Track. Students in the college preparatory track must have 26 units of credits..

COURSES OF STUDY:

RCA offers three curriculum tracks for high school students. The Honors Track requires a variety of honors and advanced placement courses which prepares students for more selective colleges. The College Preparatory Track is academically demanding and students are prepared for acceptance into four-year colleges. The General Track is designed to meet the needs of students who plan to attend technical, junior, or community colleges. Students in The General Track do not enroll in Advanced Placement and Honors courses.

ACADEMIC TRACKS AT RCA:

1. The **General Track** requires 23 units that include 4 units of language arts, 3 units of math (Alg. I required) and 3 units of science, 3 units of history (World History and American History required), 4 units of Bible, and 6 units of electives. If a student has a certified learning disability, the giving of a diploma will be reviewed by the School Committee on an individual basis.
2. The **College Preparatory Track** requires 26 units that include 4 units of language arts, 4 units of math (Algebra I, Geometry, Algebra II, and any math beyond Algebra II), 4 Bible, 4 units of history (World History and US History required), 4 units of science, 2 units of foreign language, and 4 units of electives.

COURSES OFFERED:

Prior to registration, a student will be given a grade level course list to review and make selections. The high school guidance counselor is available to answer questions regarding class content and to provide direction regarding courses of study.

ON-LINE OR DUAL ENROLLMENT COURSES:

RCA students may earn credit for a course not offered at RCA through Liberty Online Academy. The high school guidance counselor will meet with each individual high school student to determine the courses needed. For Juniors and Seniors, dual enrollment is available through Piedmont Community College, where students may earn both high school and college credit simultaneously. The student is responsible to complete and submit an application to the high school guidance office for review and approval before dual enrollment. Students who enroll in courses at local colleges or technical schools must obtain permission prior to enrollment from the high school guidance office. The subjects taken in dual enrollment cannot be classes offered at RCA. Classes taken at PCC are considered honors credit, but not AP credit. If a class is taken, it is at the discretion of the administrator as to whether the class receives honors credit.

HOMEWORK AND TESTS:

Generally, homework assignments in regular courses are expected to take 20 to 30 minutes per night per course. Students can expect to spend at least 30 minutes extra per night per course for honors courses. See extra credit policy under testing policy.

TESTING POLICY:

1. No more than 2 tests may be administered on a specific day.
 2. No more than 1 test and 2 quizzes may be administered on a specific day.
 3. No more than 4 quizzes may be administered on a specific day.
- No academic credit (test, quiz, homework, projects, or bonus points) should be given to attend a fine arts or athletic event. No graded assignment, quiz, or test may exceed a score of 100. Bonus points may not exceed 5 points per assignment, quiz or test with the

total score not exceeding 100. No extra credit should be given beyond the 5 points per assignment, quiz, or test. Tests and announced quizzes will be posted on Renweb.

GRADING POLICY:

Teachers will grade tests, projects, and written assignments in a timely manner. Tests, major papers, and projects should be graded within a reasonable amount of time, understanding all assignments for the previous week must be posted in RenWeb. Middle and high school teachers share their percentage within their syllabus.

INCOMPLETE WORK:

Students must complete any assignments that are missed due to excused absences within time frames established by the school. For each day of absence, one day are allowed for the completion of assignments. Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a deduction of points from the assignment grade. Failure to complete assignments within 7 days, will result in a grade of 0. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All such grades must be converted to a numerical grade during the first week of the new reporting period or within 1 week of the closing of school. Grades not converted will automatically be recorded as "F" for Failing. The administration may grant exceptions in extenuating circumstances.

Tutorial and help classes: Throughout the year, if students demonstrate the need, teachers may provide additional instruction as needed before or after school. A more specific tutorial may be established with your child’s teacher for an additional fee.

TRANSFER OF CREDIT:

RCA reserves the right to receive credits from other institutions in accordance with its own grading policies. RCA is on a 4.0 weighted scale. (1) Home school students: Home school students who transfer will not be given honors or AP credit for any course unless taken at an approved institution or community college. Upon admission to RCA, eligibility for honors and AP classes is at the discretion of the administration. To assure accessibility the first year of enrollment to honors and AP classes, prerequisite courses and grades should be taken from approved programs. Consideration can be given based on the rigor of their home school program, the credentials of their teachers, records of grades and hours attended, testing and approval by the High School Guidance office, and final administrative approval. (2) Transfer from another school: Students transferring from schools with a 10 point scale will transfer the letter grade of that institution to RCA. (3) Transfer from another school: Students transferring from schools with + and – letter grades will transfer credits to the 4.0 weighted scale of RCA. Therefore, a B+, B, or B- has the same weight in their cumulative GPA. (4) Valedictorian and Salutatorian: No senior may receive the honor of Valedictorian or Salutatorian unless they have attended RCA their junior and senior year. Courses taken during the 8th grade year are not reflected on the high school transcript or GPA of the high school student.

EXAMS:

Students in grades 7-12 are required to take semester exams. High School, Juniors and Seniors with an A in both quarters of the spring semester may be exempt from the semester exam in May. **Semester exams constitute 20%** of the student's grade in a course. If a student has more than 5 absences during the spring semester, excused or unexcused, the student will not be exempt from spring semester exams (grades 7-12).

Progress Reports and Teacher Conferences:

Middle school students are expected to use the Homework Assignment Book (HAB). The HAB is a book students should use to write down assignments and pace long term assignments. Parent's review of assignments is recommended, but not required as in elementary school. High school students should provide their own system for tracking assignments and deadlines. Grades are posted on RenWeb and provide parents feedback on student progress. A parent –teacher conference is scheduled at the end of the first quarter. Parents or teachers may schedule conferences as needed. Teachers will notify parents of students falling below a C at the mid quarter mark. **Progress reports and report cards are printed by parent request only.** All outstanding tuition and fees must be paid or access to RenWeb may be denied.

PROMOTION AND GRADUATION GUIDELINES:

Students must pass all core subjects (i.e., English, math, social studies, science, and Bible) before being promoted to the next grade level. No more than 2 subjects that are failed during a school year may be made up in summer school. If a student in grades 6-8 makes more than 2 F's in core subjects, the student is required to repeat the grade. Additionally, students must have successfully acquired the number of course credits necessary in order to move up to the next grade level or to graduate.

ACADEMIC PROBATION:

1. **Purpose:** A quarterly review of student grades will be conducted to prevent the possible failure of a student. The Principal, teacher and parents will come together to create a viable solution for the struggling students.
2. **Criteria:** A plan will be initiated for students
 - a. making 2 F's, or 1 F and 2 D's or 3 D's in core subjects- math, science, history, English, Bible.
 - b. The Principal will notify the parents of the academic probation.
 - c. A conference will be held with the parent and student in regard to academic probation.
 - d. The student, parent(s), teacher and Principal sign the Academic Probation Form. Copies are distributed to all respective parties.
 - e. 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.

SUMMER SCHOOL:

RCA will offer summer school as needed and as staff is available. Video, on-line courses and private tutoring are not acceptable. A high school student is allowed to attend summer school for no more than 2 core subjects that have been failed. The failing grade and the summer school grade will be included in the cumulative grade point average.

GRADE POINT AVERAGE:

Grade points are assigned to each letter grade that a student receives for a course. The sum of these grade points divided by the number of courses completed gives a student's grade point average. The actual number of grade points assigned to a letter grade is determined by the type of course in which the grade was received. Grade points awarded for grades in Honors and Advanced Placement courses are higher than those awarded for grades in standard College-Preparatory courses. The following chart outlines how grade points are assigned:

Letter Grade: General & College Prep:

A	4
B	3
C	2
D	1
F	0

ACHIEVEMENT TESTING:

Grades 6-9 are required to take an Achievement Test Battery. The Preliminary Scholastic Achievement Test (PSAT) is required and administered to students in Grades 10 and 11. Students in Grades 11 and 12 should take the Scholastic Achievement Test (SAT) as scheduled by the College Board.

ACADEMIC ACHIEVEMENT:

Students at RCA are encouraged to strive to do their very best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to not only earn recognition for commendable schoolwork, but also to receive recognition through various areas, regional, state, and national competitions.

Awards and Recognition

HONOR ROLLS:

Students who have A's in all of their courses and exams are placed on the Principal's Honor Roll (A's each quarter, each semester, and yearly). Students who have an average of 90% and above are placed on the Teacher's Honor Roll. Students with an average of 80% are placed on Honor roll.

AWARDS: An awards chapel will be held annually acknowledging the accomplishments of the students and how God is working in their lives.

Philippians Award: (Philippians 2:3, 4) Awards to students who have considered others more important than themselves

Faithfulness Award: (I Corinthians 10:31) Awarded to students who show a willingness to do their best in every assignment.

Galatians Award: (Mark 10:45) Awarded to one boy and one girl from each class who exemplify love, patience, kindness, goodness, faithfulness, gentleness, and self-control in their interaction with peers, and teachers

MARSHALLS:

Students in the 8th grade and junior classes with a cumulative GPA of 95% or higher, exhibit leadership, character and service will be chosen to serve as marshals. Students who have

been suspended or given disciplinary probation during the year may not be selected to serve as marshals.

SENIOR GRADUATION AWARDS:

Honors stoles are given to seniors who have completed the college prep and honors track diplomas with a cumulative GPA of 3.0 or higher. *Honors cords* are given to seniors with a cumulative GPA of 4.0 or higher. Principal's honor cords are.... Teacher's honor cords are ... Honor Roll cords are... *Gold medallions* are given to valedictorians and salutatorians. *Service cords* are given to students with 25 hours or more of community service for each year of attendance in grades 9-12 at MCA.

VALEDICTORIAN AND SALUTATORIAN:

The students with the top cumulative Grade Point Averages (for Grades 9 - 12) are honored as Class Valedictorian (highest GPA/minimum of 3.8 GPA) and Salutatorian (second highest GPA/ minimum 3.5). Cumulative grade point averages are rounded to the thousandth of a point. A student must attend RCA their junior and senior year to be eligible for Valedictorian or Salutatorian.

COLLEGE VISITATION AND CAREER DAYS:

RCA allows seniors two excused days from school to visit colleges. Juniors are allowed one excused day from school to visit a college accompanied by a parent. The school test calendar will be consulted before the granting of permission. The request must be made in writing by the parent or guardian stating the day requested and the college which will be visited. The request must be received one week in advance. The student is not to use these days as an excuse for a vacation. If there is reason to believe a college has already been chosen, or the student has no serious interest in attending, permission shall not be granted to miss school. College visitation days must be taken by the end of the third grading period. The excused college days can be of two of the following types: a college or university planned college day for upcoming freshmen or a parent-student visit of a college. One week's prior approval is required and students are responsible to notify their teachers in advance, complete all missed work, and meet all deadlines for any long-term projects. Documentation from prospective schools must be given to the High School Guidance office upon return. Juniors/Seniors will attend a College Fair.

COMMUNITY SERVICE REQUIREMENTS:

Community service is defined as “acts of service within the student’s local community without pay or compensation.” Since one of our school's primary goals is to prepare students for life, RCA believes that students should be involved in their communities and learn to be responsible citizens. RCA accomplishes this by requiring students in grades 6 - 12 to participate in community service. RCA requires students in grades 6-8 to provide community service through special class projects. RCA requires students in grades 9-12 to do a minimum of 12 hours per year of community service as a graduation requirement. Summer hours may only count for the previous year. Students may select from various types of volunteer activities. Community service hours for 1st semester must be submitted by the end of January and 2nd semester and the summer by the end of September. Failure to meet these deadlines will result in loss of credit for these community service hours.

Silver cords for senior graduation are given to those seniors who have completed at least 100 hours of community service during high school at RCA.

MISSIONS TRIP:

Students of MCA are highly encouraged to attend at least one mission's trip during their high school years (grades 9-12). A mission's trip is defined as an "out of your local community" trip where the student is dedicated to service without pay for a minimum of 3 days, 8 hours or more per day, excluding travel. Unlike community service, which is local, mission trips should be out of the local community with the ultimate purpose of furthering the gospel. These trips can be construction for a non-profit organization, help in a ministry, assisting a missionary, etc. It can be a church group, mission's agency, para-church ministry, or school. These hours could be used towards community service hours required for graduation.

EARLY GRADUATION:

Believing that the senior year is of the utmost importance in the final preparation for college, RCA does not permit early graduation. With the school's graduation requirements, the social dimensions of students, and the maturation process of life in general, RCA desires to encourage young people to experience their senior year.

CLASS RANK:

Given the small class size, academic strength of students, the narrow range of grades and rigorous college preparatory curriculum RCA does not rank its students. The valedictorian and salutatorian are the only ranks designated.

General Information

Attendance Issues

Tardiness

Students should be in their classrooms ready and prepared for school on time. Tardiness is disruptive to the teacher and the rest of the students. Being tardy is excusable only in cases of illness or emergency. Oversleeping, failure of the alarm clock, traffic or running errands will not be considered acceptable excuses for being tardy and unexcused tardies will be assigned. Students who arrive late should bring a note to the office explaining the reason for being late. All late students **MUST** sign in at the office when arriving on campus. A tardy slip will be given as a permit to class. Parents who sign in their late child may verbally explain their tardiness, rather than having a written note. However, the excuse of the tardy is still subject to the parameters listed above.

Three unexcused tardies constitutes one absence. Tardies are cumulative for the quarter. Middle and high school students accumulating 3 absences due to unexcused tardies, will serve an after school detention for 1 hour. Four or more absences as a result of unexcused tardies will result in a Saturday detention at a cost of \$20.00 per hour served.

In grades 6-12, tardies are assessed per class.

Absences

“The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the school to which the child is (would be) assigned is in session...The parent, guardian, or custodian of the child is required to notify the school of the reason for each k own absence of the child, in accordance with local school policy.”

RCA believes that regular and punctual attendance is very important for the students to achieve academic excellence. Excessive and /or unnecessary tardies and absences encourage poor work habits and make it difficult for students to keep up with their academic requirements. Therefore, all students should be in school and in class each day unless physically unable to attend. Students should be in school until at least 11:30 PM to be considered present for the entire day. A student who accumulates more than 20 absences for the school year puts their promotion in jeopardy. Absences in excess of 10 per semester will result in letter warning of truancy. detention fee may be charged to compensate the teacher serving the detention, at the Principal’s discretion (\$30). If a student in grades 6-12 has more than 5 absences per semester, excused or unexcused, the student will not be exempt from exams. **In grades 6-12, absences are assessed per class.**

Reasons for excused absences:

- Illness or injury of studentQuarantine
- Medical or dental appointments (see below)
- Death or serious illness in the immediate family
- Approved family vacation

Parents will be required to complete the absence form and return it to school the **first day back** after an absence. The form will include the following: exact dates and times of the absence, and the signature of the parent or guardian. An official doctor’s note will also be accepted. This can be included in a handwritten note as well.

It is the student’s responsibility to get a list of work missed from the teacher and to check with the teacher for appropriate due dates for missed homework and tests.

Students with more than 5 absences in a semester will result in a loss of a student’s exam exemption for Juniors and Seniors.. Homeroom is an important part of the day because of devotions, attendance and announcements. If a student has 6 absences/tardies to homeroom, excused or unexcused, in a quarter, a detention will be served. Subsequent tardies in the same quarter could result in suspension.

Parents who need to check out their child for doctor’s appointments, etc. should send a note (email) explaining the reason and the time of checkout. Students are to be checked in and out through the office, and parents who need to pick up their child should go to the

office rather than going directly to the classroom.

When parents need to take a child out of school for a family trip or extended absence, they should provide a note explaining the reason for the absence and the dates. One week's notice is appreciated for this notification. It is also advisable to discuss this with the child's teacher to make sure it is a wise decision because missed work is difficult to make up.

Truancy

North Carolina state law requires students between the ages of 5-18 be enrolled in and attend school Monday through Friday. The law allows a 20 day window for allowable absences. Students who fail to attend school regularly are truant and subject to a follow up from officials overseeing student attendance. Roxboro Christian Academy will implement the following policy for our middle and high school students. Younger students with excessive absences will be approached by the teacher and make-up will be handled within the grade.

Students at RCA in grades 6-12 will have their absences assessed quarterly. Students with more than 5 absences per quarter will be required to make up days in detention after school. Students must serve 3 hours to make up one day of absence. Multiple days could require more than one detention makeup. Excessive absences still remaining when the school year ends, will need to be made up during the teacher work week at the end of a school term. Promotion and final grades will not be released until all make-up days are complete. These absences may be the result of excessive tardy days (3 tardys equal 1 absence) or due to illness.

Tardiness:

Students are expected to be on time for their classes. In grades 6-12, three unexcused tardies at the beginning of the school day are considered to be an unexcused absence and loss of perfect attendance for the year. Unexcused absences due to unexcused tardies do not affect a student's grade, only their exam exemption. However, students do serve a detention for 3 unexcused tardies. A note for tardy to class or school should be brought the day of the tardy. If a student does not bring a note within 3 days, it will be unexcused. In grade 6-12, students should be aware this affects their unexcused or excused absences for exam exemption.

1. Examples of unexcused or excused tardies are oversleeping, arriving late for any reason not in keeping with reasonable prudence, any tardiness in getting to class during the school day or not being a note within three days of a tardy.
2. Examples of excused tardies are student or parent automobile delays or breakdown per quarter (unless habitual) detainment by the office or another teacher, or a temporary illness
3. In the 6-12 grades for an academic class, three unexcused tardies in a semester will result in an after school detention. Three additional unexcused tardies in a semester will result in detention. In grades 6-12, tardies and absences are assessed per class.
4. In K-5th grade, elementary teachers are responsible for handling their student's tardiness. Being tardy to school will result in the parents receiving a call from the teacher

after 5 tardies and a call from the principal after 10 tardies.

Make up work: Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including make-up tests to be made up during the class missed, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the student's responsibility to schedule a time for make-up work. All work must be made up within two times the number of days the student is absent. This is only applicable for excused absences due to illness, injury and death in the family.

Loss of credit for the year due to absences: For students to receive credit in any class total semester absences may not exceed ten (10) or the year absences may not exceed twenty (20). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.

Student Drivers:

Driving on campus is a privilege and should be regarded with the utmost responsibility. Safe driving is mandatory on and off campus. The campus speed limit is 10 mph. Speeding and/or anything deemed as reckless driving during school hours or school-related activities will result in disciplinary action.

Student drivers must register their cars. Registration forms are only available to students with a valid North Carolina driver's license. All student drivers must have a parking permit which is clearly visible on the windshield. Students will park in the designated parking spaces. Car registration/parking fee is \$15. If students drive more than one car, additional decals are available upon request. As part of our crisis management plan, if parking decals are not displayed properly the student will receive a fine of \$10. Reports by staff or parents of excessive speed or careless driving will result in disciplinary action. Violations may result in loss of driving /parking privileges. All unpaid fines and fees could result in access to REnWeb being denied.

Vehicle Liability

RCA assumes no liability for damage to or losses from any vehicles parked on campus during the school day or during any school extracurricular event.

Delivery and Pick up of students

Entrance to RCA is from Wesleyan Road. Please progress through the circular drive in front of the building for elementary students. Middle and High school students or elementary students with upper school siblings will be picked up on the side of the building. Students will be outside ready to load into cars. Please park in the parking lot if you need to get out of your car during pick up. This will facilitate a smooth flow of traffic for those driving through for pick up. Parking under the covered drive is not

permissible.

Campus hours

The school office hours are from 8:00 to 3:00 Monday through Friday during the school year. If students arrive before 7:30 AM, they will be signed into BSD. The school day operates from 8: 00 AM until 3:00 PM.. Summer office hours are Tuesday through Thursday from 9:00- 1:00.

School hours are as follows:

7:00 Doors are open for BSC

7:50 Students are taken to their classrooms

8:00 School begins

3:00 School is dismissed

3:15 Students are taken to After School Care

5:30 Final pick up for After School Care

Campus visitors

School offices: Parents are always welcome at RCA. However, if you desire to visit a class for any reason, please contact the school office first before going directly to the classroom. Items such as lunch or books, etc. should be left at the office for delivery.

Parent Involvement

RCA encourages parents to participate in the daily classroom activities of their child whenever possible. We believe student success is dependent on the involvement of parents in the learning process. Not only is parental involvement needed in the classroom, it is our hope to see parents involved in the PTF,

Health and Safety Issues

For the well-being and health consideration of all our students and staff, parents are asked to keep home students with fevers and contagious diseases. When students return to school, they need a signed note from the parents stating the reason for their absence. It is our policy that a student must stay home with:

- Fever - a temperature of 100 F or higher (Students should be fever- free for at least 24 hours without the use of medication like Motrin, Aspirin, Tylenol before returning to school.)
- Vomiting (24 hours free)
- Flu symptoms-diarrhea, colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication)
- Strep throat (Students should not return until they have been on 24 hours of antibiotics.)
- Pinkeye (Students should not return to school until they have been on 24 hours of antibiotic eye drops.)
- Other contagious conditions (for example - chicken pox, impetigo, lice, etc.)

If a student becomes ill during the school day and is too ill to remain at school, parents will be notified so you may come at once to pick up your child.

Immunizations and physicals:

North Carolina state law requires RCA to have on file current immunization and medical records for each student. Kindergarten and 1st grade must have a physical to enroll. DTAP shots are required the calendar year of a student's 12th birthday, The DTAP shots should be taken prior to the start of the school year that their 12th birthday occurs.

Infectious disease:

Any child diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain at Roxboro Christian Academy as long as the disease is present. Once the student has written verification from a physician that such a child has become disease free, he/she may be considered for enrollment or re enrollment at MCA. This policy applies to, but is not limited to, all “communicable “ diseases RCA believes that these interventions will serve to minimize the further spread of diseases.

Medication Administration Policy

RCA may only administer medications in accordance with the guidelines listed below.

Prescribed medications

Prescribed medications may be administered only when students have submitted a completed parent/physician authorization form signed by the parents. Medications must be in the original container, and labeled by the pharmacist. The prescription must include the name of the student, name of the medication, dosage, time to be given and method for dispensing medication.

Only authorized administrative personnel will dispense prescribed medication. A log will be maintained in the school office and will be completed whenever medications are dispensed. All medications will be securely locked in the school office and only authorized personnel will have access to the medications.

It is the parent/guardian's responsibility to bring the medication to the school and to retrieve any unused medication.

Over -the- Counter medications

Over the counter medications may be administered only if a medical release form has been completed and signed by the parent /guardian. Parents need to provide the needed over the counter medication in the original container.

All over- the- counter medications will be administered by administrative personnel in the office only. A log will be maintained in the school office and completed whenever medications are dispensed. All medications will be securely locked in the school office. Parents/guardians will be notified the same day if their child is given over-the- counter medications.

Students will not be permitted to give any medications to another student. This includes prescription medication, vitamins, food supplements, and over -the-counter drugs.

School insurance is required by every student but is included in the MCA fees. Claim forms are processed through the school office.

Before School Care (BSC)/ AFTER SCHOOL CARE (ASC):

Before school care (BSC) is provided each morning as early as 7:00AM. After school care (ASC) will be provided each afternoon for RCA students. During BSC and ASC, students will be supervised in the cafeteria. In ASC students will be given time to complete their homework assignments, and will participate in some planned physical activities and a snack time. The hours for ASC are from 3:15-5:30. Parents are asked to adhere to these hours. Fees are reflected in the Tuition and Fees section of this handbook. ASC is a service for those parents who cannot pick their children up immediately after school. All students remaining on campus after school hours will be signed into ASC at 3:15 pm.

No contract is required to participate in BSC or ASC, and a \$5.00 per hour fee is assessed on those days your child remains in BSC/ASC no matter how long they are there. A late fee of \$5.00 for every 15 minutes will be charged if a student is picked up late from ASC.

Change of Address/Email

When families move during the course of a school year, it is critical that they notify the school office of this change so we can update your records and can maintain appropriate contact with your family.

Field Trips Information

Field trips provide an additional opportunity for academic enrichment. Students must turn in a permission form signed by their parent/guardian and have an appropriate behavioral record in order to participate in a field trip. Those students who choose not to participate in the field trip will need to remain at home from school that day and it will be counted as an absence.

Chaperones will be selected to participate as each trip deems necessary. All parents serving as a chaperon must commit to the care of the students under their supervision for the trip from the time they depart the school campus to their return to school. Since a field trip is an extension of the classroom siblings, including infants, will not be allowed to attend class field trips. A background check is required for any parent wishing to participate as a chaperone on trips.

Lunch Program

RCA provides microwavable food items to be purchased as students need them for lunch. Students are welcome to pack a lunch each day.

We will use a debit program for lunch which allows you to pay ahead for lunches. As your child orders lunch each day that money is deducted. Parents will be informed when

that account is running low.

Parents are welcome to bring in lunch and eat with their children.

Lunch Procedures:

Our cafeteria is for all students; therefore, everyone is responsible for taking care of it. Students are responsible to use good manners which include cleaning tables and the floor around their eating area. The lunch schedule is posted at the beginning of each year

Snacks

Snacks, at the teacher's discretion, may be part of the daily schedule. Please check with your teacher about this procedure. Teachers will encourage nutritious snacks. Middle and high school students should not have food or beverages in their classrooms during class instruction.

Birthdays/ Class parties:

Celebrations of student birthdays may be celebrated with classmates during their lunch time. All birthday celebrations should be arranged with the teacher. Classroom parties will be celebrated with an emphasis on Jesus Christ and His gifts to us. In grades K-5 if gifts or invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out.

Messages/ Phone use

If you need to contact your child during the day, please call the school office and the message will be relayed. All students are permitted to use the office phone with permission from the office staff. Calls to students during school hours are to be limited to emergency messages.

Guest Policy

All visitors, anyone who is not currently enrolled as a student, employed as staff or teacher, to our school campus must check in at the school office and receive a visitor pass. Parents are welcome to visit school during the school day. Parents should also check in at the school office before going directly to the classroom. This includes scheduled visits with teachers for conferences, birthday parties, or other planned activities. Classroom observations are welcomed by parents and prospective parents, but should be arranged by the principal at least 24 hours in advance. Visitors at lunch also need to check in with the office before joining a student for lunch.

School Closure

Before School Care and After School Care will not meet when RCA is closed

In the event of severe weather, RCA may close or delay opening to facilitate safe travel. In such an event, news media services will be notified by the Principal. School changes will be communicated through the venues listed below. Parents have the final authority regarding travel when weather conditions are in question. A student's absence due to weather conditions will be excused. Parents will be notified via the school wide **"All Call"**.

In the event inclement weather necessitates the closing of school before the end of the regular school day, teachers will be notified of an early release. Parents will then be notified via email and phone- **ALL CALL**. Parents are the final authority for early pick up due to weather conditions. Students will be released to parents once they have been signed out from the office.

Communication

It is our goal to provide your family with as much information on school policies, procedures, and daily activities as possible. Therefore we will utilize the following to communicate with all families.

1. Weekly folders will be sent home from the elementary classrooms indicating the scope of what has been taught as well as how your child is progressing.
2. All teachers and staff have email accounts and are posted on the RCA web page. This is a useful means of addressing concerns and information. Your current email address is vital for fluid communication between the school and your family.
3. We highly encourage RCA families to “like” the RCA Facebook page for prompt updates.

Parent Teacher Fellowship

The PTF at RCA exists to encourage and strengthen cooperation and fellowship between school parents and teachers. It provides a framework in which both can find a mutual understanding of student problems and special needs through dialogue and special speakers. Parent participation is vital in Christian education as we seek consistency, alignment with the Scripture, and mutual encouragement. All parents are encouraged to be actively involved and support the PTF and perhaps become a room mom or dad.

Moms in Prayer

This group of moms gets together once a week to pray for students, parents, teachers, and other school needs. New members are welcome and prayer concerns can be submitted to PTF.

Textbooks

Textbooks are the property of the Academy and are assigned to students for their use. Students are responsible for the care of their textbooks, including appropriate protective coverings, and will be held accountable for any damage or loss. Deliberate mutilation or defacing or loss of any of these materials will result in the full replacement price being assessed to the parents or legal guardian. However, all workbooks are the personal use of the students and may be retained by them. Supplies are not furnished by the Academy. Students are required to provide their own pencils, pens, paper, notebooks, and other supplies and materials that may be required from time to time by individual teachers. Some classrooms may require the purchase of calculators, novels or art materials.

Locker guidelines:

Students in grades 6-12 will be assigned a locker. These lockers are for the personal use of students. The Academy retains the right of access to all lockers at any time for any reason. Periodic locker inspections may be held at any time. Any decoration applied on the inside must be **magnetic- non -glue based** stickers. Students are expected to take care of their lockers. All book bags are to be placed in the locker before the first period and left there until the close of the school day. Students should not store any books or personal items outside of their lockers.

Contact with Teachers/Resolving Problems

The teaching staff at RCA is professional and expects to be treated as such. If a conference is needed, please schedule an appointment with the teacher. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their personal numbers available to parents. Be considerate of their time away from school. Occasionally, in the course of a year, misunderstandings occur and can often be resolved when communication between the parties is opened up. Please follow the Matthew 18 principle to keep communication clear and involving only those with whom the discussion relates.

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought before the principal.
3. If resolution cannot be achieved through the earlier interventions, the concern may be brought before the school committee.

Crisis Management /Volunteer Policy:

RCA has developed a crisis management plan to meet the needs of our students and staff. All exterior doors and hallway doors will remain locked throughout the school day. Video projection systems and surveillance cameras are some of the means in which students are protected. Background checks are required of all volunteers. If a volunteer is driving students in their car without their child present, another adult must be present in the car.

There are several areas of service for our volunteers. *One* is for parents helping in clerical situations without direct supervision of students or helping in the classrooms but always supervised by teachers or staff. *Two* is for parents who chaperone field trips, tutor, or have direct supervision of students. *Three* is for parents who transport students by personal vehicles. Volunteer application and background checks are required for all of the above volunteer opportunities.

Videos and movies

RCA's policy for videos and movies in the classroom or extracurricular activities is as follows:

1. Elementary classes will show only G-rated movies. Parents will be given permission to allow or deny the viewing of PG movies, if such were to correlate with a novel or other studies as part of the classes unit of study.
2. Grades 6-12 may show G-rated or PG-rated movies with parental permission. A

teacher may select a PG-13 rated movie to expand a concept being taught. These selections will be determined case-by-case from administration, and parental permission must be granted.

Recess

Elementary students will have recess time daily. There are areas designated for outdoor play. The gym may be scheduled for indoor recess, as long as this does not conflict with the gym class schedule.

Behavior and Conduct

The nurturing environment provided by the Academy reflects our belief that Christianity is evident and paramount over the many negative influences and philosophies that challenge our students. We believe that Christians should elevate Christ over society and self. The responsibility and authority to discipline is God given, and Christian love is at the heart of all discipline that we administer. (Eph.6:1-4)

It is our belief that the school environment should promote a love of learning and respect for others in our students. Disruptive and uncontrolled behavior can cause a lack of respect for Christ, others, and oneself. Therefore, the environment provided at the Academy will promote good habits to be used as life skills in our students. In order to have parents, students and the Academy in unity about this matter, a signature, from the student and parent, on a school code of conduct is required. The school and its grounds have been declared a drug, tobacco, and alcohol free environment and their use and /or possession is strictly prohibited.

The safety of our students is priority as we establish a learning environment in which they feel secure to learn and grow. Therefore no intimidation or harassment will be tolerated. Below are more specific rules we will enforce:

Classroom expectations:

1. Talk in class when recognized
2. Remain seated during class unless permission is granted otherwise
3. Keep your hands, feet and other things to yourself
4. Be kind in what you say to others and to your teacher
5. Accept and obey any instruction or discipline from a teacher
6. Do not sit on desktops and tables in the facility as a matter of stewardship
7. Do no prop outside doors open as a matter of security

Elementary School Rules and Consequences

The following types of conduct (and others at the discretion of the principal) will be handled by the classroom teacher, unless chronic behavior continues.

1. Chewing gum
2. Dress code concerns
3. RCA computer/internet policy violations
4. Unprepared for class
5. Disrupting the class
6. Disrespect to the teacher or others

7. Disobedience
8. Eating or drinking in the classrooms or halls without permission
9. Unsafe activities on school property
10. Violating car line procedures
11. Horseplay or roughhousing
12. No cellular phones are to be used or in the possession of elementary students.

Corrective disciplinary actions may include but are not limited to the following:

- Counseling by the teacher, warnings, loss of privileges, change in seating, report to parents, additional written work, and other means as deemed necessary.
- Expulsion may occur if students continue with unacceptable behavior. RCA will cooperate with the home and in the nurturing of the student. If the Academy can no longer assist the family in the nurturing of their children, the Academy can remove the student(s) from their enrollment.

Middle and High School Expectations

Below are more specific rules we will enforce:

1. Chewing gum
2. No food or drink in the classrooms unless specifically approved by the administration.
3. Cellular phones are allowed on campus by middle/ high school students, but must be stored in the main office. Phones should be turned into the office by 8:00 each day.
4. Electronic games are not allowed during the school day.
5. iPods, MP3 players, tape recorders, any digital music players, or electronic games are not permitted at school, on field trips. . The consequence is that they may be confiscated.
6. Profane, foul, or inappropriate language is not allowed.
7. Cheating or plagiarism is prohibited.
8. Stealing from other students, faculty or from the school premises is prohibited.
9. Violence of any type or degree, including bullying or sexual harassment is not permissible.
10. Intentional abuse of RCA property or private property under RCA jurisdiction is not permitted.
11. Disrespect for other students, faculty, staff, or any RCA personnel is not permitted.
12. Computer abuse including the viewing of morally objectionable materials is banned.
13. Skipping school or leaving school property without permission from the administration is not permitted.
14. Misuse of any communication device (phones, computers, Internet) is against school policy.
15. Inappropriate, immoral, indecent behavior, either homosexual or heterosexual, is against school policy.

Corrective disciplinary actions may include but are not limited to the following:

- Counseling by the teacher, warnings, loss of privileges, change in seating, report to parents, additional written work, detentions, and other means as deemed necessary.
- Expulsion may occur if students continue with unacceptable behavior.

Detention/Suspension System

The Bible clearly teaches the concept of submission to authority and reminds us, “Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.” Hebrews 13:17 (NIV)

SPECIFIC RULES:

1. Students are expected to represent RCA in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. The Academy does not control student activity off campus that is not Academy sponsored. However, misconduct during such an activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
2. Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, flirtatious tickling, etc.) are not permitted at school or any school activity on or off campus. In the interests of being a positive role model, exercising self-control and fostering a Godly witness is expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.
3. RCA reserves the right to invite the Person County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto campus. Any alcohol, drugs, or drug paraphernalia found in lockers, automobiles, or other items under the student’s control will constitute possession.
4. Slang and/or crude language are not acceptable in the verbal and/or written form. The use of words like “crap,” “sucks,” and other euphemisms will result in disciplinary action.
5. Bullying: It is the policy of RCA to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward others.

Examples of Bullying:

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)

2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

MIDDLE SCHOOL/HIGH SCHOOL HONOR CODE:

The purpose of the honor code at Roxboro Christian Academy is to remind students of their responsibility to build and maintain a strong system of integrity. It is the Academy's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations. The Honor Code pledge will be signed by each student, grades 6-12, during a chapel assembly. The pledge is as follows: *"I pledge on my honor not to bully, cheat, lie, plagiarize, steal, vandalize or use profane/vulgar language and gestures. I realize that my violation of this code will result in suspension or dismissal."* **The Honor Code will succeed only if the staff seeks its enforcement and the students care enough about their peers and school to take the responsibility for enforcing the Honor Code.** Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with an opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor Code violations, the Honor Code will not edify our student body. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of their Academy.

Honor Code Violations and Consequences:

1. Bullying

2. Cheating

3. Lying

4. Profanity/Vulgarity

5. Stealing

6. Vandalism

7. Plagiarism: Plagiarism is the act of using another person's ideas or expressions without acknowledging the source or giving the impression that you have written or thought something that you have in fact borrowed from someone else. Additionally, it includes the borrowing of ideas which are not commonly accepted and which can be credited to a particular source. Electronic, high tech, or Web-based plagiarism also can be a significant problem in the Internet era. Downloading or "cutting and pasting" information directly into a paper from the Internet or other electronic sources without quotations or citations of that source is yet another form of plagiarism. Related to the issue of plagiarism is the question of "self-plagiarism," that is borrowing from oneself, specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another course.

Also included under this heading would be the submission of a revised version of a previously submitted paper without first conferring with the teacher and notifying

him/her about the previous use of the basic text. Such actions violate the spirit of learning, especially the idea that a student is expected to do the work assigned, at the time it is assigned, in a way that is responsive to the specific assignment.

SUSPENSIONS:

The Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the principal. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school.

DISMISSALS:

The Academy reserves the right of suspension or dismissal at any time during the school year. Any pupil, who persistently neglects work, fails to meet academic or other standards or qualifications, or exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the Principal with the advice and approval of the School Board. Appeal of a dismissal must be made in writing to the School Board within three days of the dismissal. A student may not attend classes during a request for an appeal. A student who has lost the privilege to attend RCA may attend Academy related events at the discretion of the administration only.

SEXUAL IMMORALITY:

The biblical and philosophical goal of RCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. The school's understanding and belief of what qualities or characteristics exemplify a Christ-like life are in accordance with God's Word. While enrolled at RCA, all students are expected to exhibit the qualities of a Christ-like life adopted and taught by the school and to refrain from certain activities and behavior. Thus, RCA retains the right to refuse enrollment to or to expel any students who engage in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

TEEN PREGNANCY AND/OR MARRIAGE:

RCA believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may attend daily classes at RCA.

DRUGS AND ALCOHOL:

The buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at RCA. Situations that warrant restoration will be given due consideration by the principal. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.

GUNS AND WEAPONS:

Guns, knives, weapons, or their facsimiles are not allowed on RCA campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles that may result in suspension or dismissal at the discretion of the principal.

SEARCH AND SEIZURE:

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

1. Personal Searches: A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his/her person what is suspected, then the student's privilege to attend this Academy will be revoked.

2. Locker Searches: Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

3. Automobile Searches: Students are permitted to park on campus as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such

patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

4. Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

DISCIPLINARY PROBATION:

This is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.

Students receiving a suspension will automatically be placed on disciplinary probation.

This program should be initiated at the discretion of the Principal in concert with the School Committee. It is to be administratively subjective. Some situations leading to disciplinary probation by the administration include, but are not limited to, the following:

- 1) Physical threat to other students or faculty
- 2) Negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.)
- 3) Repeated offender of the disciplinary policy of the school. At the discretion of the principal, the student can be placed on disciplinary probation. Students who have accumulated 6 discipline referrals in a semester, two automatic Saturday detentions, or if the student has received an automatic suspension for serious behavioral offenses.

The Principal will notify the parents, by written notice, of the possibility of probation. A conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide on whether or not this particular student merits a probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Contract will be drafted for the student, outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation

The Disciplinary Probation Contract is to be seen and signed by all parties involved (i.e. student, parent(s), Principal). Copies are distributed to all respective parties. It will be the responsibility of the Principal to ensure that the contract is being upheld. Violation of the contract may be grounds for withdrawal or dismissal.

Discipline Progression

The middle and high schools use a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels.

However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year.

Detentions ONE through THREE will be served after school from 3:00-4:00 p.m. A Saturday detention will be assigned for more serious infractions or for a FOURTH detention. Saturday work day will be served from 8:30-10:30 a.m. A \$30.00 fee will be assessed. Students should come dressed in work clothes.

A FIFTH detention will result in one-day suspension and a parent/principal conference. An additional detention will result in a two-day suspension with an additional principal/parent conference required. Further detentions may result in expulsion.

Except in emergency situations, detentions must be rescheduled prior to 2:00 pm on the day of the detention. Skipping a scheduled detention will result in an additional detention being assigned for the first offense. Suspensions will be served in-school from 8:00 am-3:00 pm. The suspension will be served "as soon as possible". Even though a student receives a suspension, test and quizzes may be taken with points deducted. Homework due that day must be turned into the teacher, and homework assignments for the next day must be requested from the student's teachers. Further action will be at the discretion of the principal. Suspended students may not serve in the Student Council.

THE SPIRITUAL RESTORATION PROGRAM

PURPOSE

1. Some infractions of the rCA guidelines require expulsion. Readmission is not usually possible, but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.
2. The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements may be desirable to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

GUIDELINES FOR THE SPIRITUAL RESTORATION PROGRAM:

1. The student is repentant and has obviously made every possible effort to make amends:
 - a. With God
 - b. With his parents
 - c. With the school
 - d. With his church
 - e. With any other affected by the offense
2. The student initiates the process by presenting to the principal a written request to be admitted to the restoration program.
3. The student must complete the new student admissions application.
4. The student agrees to the following:
 - a. Active involvement in a local, Bible-believing church
 - b. Active participation in the youth program of his church

- c. School-directed counseling at additional cost
5. A member of the administration will monitor the program on a regular basis.
6. A mentor/student relationship is to be established between a specified faculty member and the student.
7. The period of time before readmission is considered will normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks.
8. After readmission, the student will be on probation for a year (as any new student).

Restitution

It is the responsibility of the family to pay for any damages caused by the student, whether it is school or student property.

Reconciliation

RCA is more than a school, we are a family, and it is our belief that we are called to live in unity. When situations develop in which conflicts or confrontations develop involving members of the RCA family, we are called to seek reconciliation. Whether this involves students, parents, faculty, or staff, we are admonished to follow the Matthew 18 principle to address the concerns in love for one another and for the edification of each other. Please seek those with whom you have concerns face-to-face, and in love. If you cannot resolve the issue alone, seek the counsel of a brother or sister in Christ for the intent of solving the differences and not destroying one another. (Matthew 18:15, Acts 3:19)

God has blessed us with fellow sojourners here on earth. When we love and fellowship with one another, we grow in our personal understanding of His love for us. This bond of fellowship is to be treasured and protected.

STUDENT OPPORTUNITIES

“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.” Colossians 3:17

CHAPEL SERVICES:

RCA partners with MLM Staff for weekly chapel services for students in grades K-12. Separate chapel services are held for students in Grades K-5 and 6-12. It is a focused time of Bible study and further equipping students in the spiritual disciplines. We have not invited parents to these chapels, simply because of the nature of the small group nature of this time.. Parents are welcome to attend chapel services.

STUDENT ACTIVITIES:

1. Student leadership: Student Council is a service organization in which students may impact the school and community at large. Participation in Student Council will develop leadership skills as students plan and lead class

activities, service projects, devotions, and other events. A staff member will serve as the Student Council sponsor. The Student Council will meet with the Principal monthly to plan. The Student Council is made up of officers and class representatives. Student Council officers and representatives must have good grades. (Student Council will be a future addition.)

2. Fine Arts: Opportunities are available for boys and girls.

Field Trips: Throughout the school year field trips are planned in conjunction with classroom topics of instruction. Parents are asked to sign a general permission release for students to travel and participate in field trips. More specific permission is requested once the trip is planned. Student conduct on trips is expected to follow the guidelines adhered to at school. Parents, who volunteer as chaperones, need to have filled out the volunteer form and have a background check done. Parents should ensure the safety of their vehicle and validity of their license before volunteering to drive for a field trip. Field trips are extensions of the classroom and the instruction of that class. Therefore, siblings should not attend to make this a family trip.

Dress Code

Appearance

Romans 12:1-2

“Therefore, I urge you, brothers, in view of God’s mercy to offer your bodies as living sacrifices, holy and pleasing to God- this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is, His good, pleasing and perfect will.”

I Timothy 2:9

“I want women to dress modestly, with decency and propriety...”

I Peter 3:3-4

“Your beauty should not come from outward adornment... (but from) the unfading beauty of a gentle and quiet spirit which is of great worth in God’s sight.”

Policy Statement

In light of the scriptural guidelines, RCA desires that the student’s choice in dress not reflect the world but be a presentation of worship. We want our dress code to diminish competition among students, allow for harmony between the faculty and parents as well as be a clean and neat presentation for each student.

The dress code reflects the philosophy of the Board, the local standards of the Christian community, the climate conditions of the area, and modesty.

The dress code is to be in effect when students are on campus during regular school hours, for field trips, and when the students travel and represent RCA in the community, unless otherwise directed by the Principal.

Fads and fashion tend to “push the envelope” of acceptability and modesty, and parents do not always agree on acceptable fashion. Therefore, the Academy dress code is established to avoid fluctuations in fashion and controversy surrounding wearing apparel. It is not our desire to be divisive or to dictate pseudo -righteousness. Our dress code does

not measure spiritually but serves as a tool in fostering the academic and character development of our students. Our dress code is a way to build distinction and pride in the lives of our students. Below are listed some guidelines to follow:

General Dress code guidelines

RCA shirts/tops must be purchased in the RCA school store. The Academy colors are blue, red and yellow.

1. All RCA polos, T-shirts and sweatshirts with the Academy logo must be purchased from the school store.
 2. RCA shirts may be worn any day of the week. Jeans and or khaki pants may be worn any day as well.
 - Monday - RCA shirt
 - Tuesday - Thursday- Collared shirt (polo) style shirt- RCA polo for chapel
 - Friday - free choice in shirt choice- t-shirts with writing or logos, should be in keeping with our scriptural standards. This would be a great day to show off shirts from your churches, or other Christian organizations- Christian T-shirt day.
- All students must wear a collared (polo) shirt for chapel.**
2. Girls may wear long pants, Capri's, shorts, jumpers and skirts of a traditional Khaki fabric or jeans. They must be neat, cleaned and hemmed. (No fringe). Skirts, shorts or dresses worn by young ladies, should be at the knee.
 3. Leggings are not recommended, and if worn, must be under a dress length top.
 4. Girls may wear dresses/or jumpsuits without displaying a RCA shirt underneath.
 5. Midriffs must not show at any time (whether bending over, sitting down, or lifting their hands above the head).
 6. Sweaters / sweatshirts worn with collared shirts are permitted when the collar is visible over the sweater
 7. Boys may wear shorts or long pants of a traditional Khaki fabric or jeans and the length and fit must reflect modesty. They must be neat, cleaned and hemmed. Pants should not be baggy, off the hip or gang-type apparel. (No fringe)
 8. A belt should be worn if needed to keep pants with a proper fit.. Kindergarten students are an exception to this rule.
 9. Elementary students should wear closed in shoes for safety and support while playing. Tennis shoes are needed for PE days or if the class uses the gym for other activities. Middle and High school students may wear crocs or sandals keeping in mind the overall intent of this dress code. Tennis shoes must be worn on PE days.
 10. Socks and tights may be worn in keeping with the intent of the dress code and school philosophy.
 11. Hair should be neat, clean, and styled in good taste. No punk, Mohawk, or other statement styles are acceptable. Hair may not be dyed an unusual, unnatural or multi-color. Boy's hair may not go beyond the collar of a polo shirt in the back, below the ears on the sides, nor touch the eyebrow in the front.
 12. Jewelry, including pierced earrings, should be modest and not pose a safety hazard. No body piercing or tattoos are fitting for students.
 13. Hats, scarves, sunglasses, bandanas, etc. may not be worn inside the classroom.
 14. Coats and parkas may not be worn in the classroom. Lockers and classroom storage

are provided for these coats. Students may wear a sweater or light jacket in case they get cool in the classroom.

15. Any pull over the head garments worn in the classroom will need to have the RCA logo on it. That includes sweatshirts, and hoodies. Any open front sweater or open front jacket worn in the room does not need the logo.

Keeping with the intent of our dress code, decisions will be made at the Principal's discretion regarding student choices in attire.

Failure to comply with the dress code may result in disciplinary action. Parents, please label all outer garments for easy identification and for the return of lost items.

Casual Days Dress- Friday

When students are allowed to wear an alternate top, it too must be modest, and does not include tank tops or spaghetti strap tops. At no time should students wear shirts that display tobacco or alcohol advertisements. The design and logo on the shirt must comply with the overall intent of the dress code.

Technology

In this age of advanced technology, RCA wants to be mindful of the advantages and opportunities it can bring students, yet also be aware of its pitfalls. To that end, we have compiled a list of classroom and school procedures specific to keeping your children safe and protected.

Elementary:

1. No cell phones are permitted.
2. Technology will be offered during class time only.

Middle School / High School:

1. No cell phones may be carried by MS/HS students during the school hours. Phones are to be turned into the office by 8:00 AM and may be picked up from the office at 3:00 PM. Phone calls and texting during school hours are not allowed. A student who violates this policy will have his/her phone confiscated and returned at the end of the day for the first offense. A second offense will result in the confiscation of the phone and returned to the parent with a student detention. A third offense will result in the loss of the privilege to have the cell phone on campus.
2. Computer Technology will be offered during class time.
3. All math students in Algebra level and above courses are required to own a (TI84?) calculator. Please label these calculators.

Students may use technology in the classroom if it assists the student and does not prevent others from learning.

Computer/ Cell Phone Use Policy

Each user will follow the guidelines of the school system as to rights, responsibility, and

consequences of inappropriate use of computers and the Internet.

1. The computer system is made available to students to further their education. Internet access is filtered and strictly monitored.
 - a. Information acquired over the Internet is at the user's risk and must be verified for accuracy. Roxboro Christian Academy does not control, and thereby cannot guarantee the quality of the information provided.
 - b. RCA reserves the right to examine or delete a file that may be held on its computer systems or to monitor any Internet sites visited. Failure to adhere to RCA policies on computer use will result in disciplinary action and /or loss of privileges.
 - c. Internet will be used ONLY with permission from the staff/teacher member-in-charge.
 - d. Students may not access personal email accounts from school computers without teacher permission.
 - e. Students are forbidden to tamper with hardware or software and intentionally to introduce computer viruses.
 - f. Students will not issue any addresses or telephone numbers over the Internet.
 - g. Posting anonymous messages and visiting chat rooms, or instant messaging that is not related to LU is prohibited.
 - h. Downloading of any data or programs from the Internet is not permitted without teacher approval.
 - i. Although RCA Internet access is filtered, potentially offensive material could pass through. Students must report these to a teacher. This includes, but is not limited to, sites with any sexually explicit implications, materials and/or photographs, racial slurs, or questionable material contrary to Christian standards.
 - j. Open searches are not permitted at any time unless the teacher has given permission and is in the room.
 - k. Personal use of computers including, but not limited to the following is not allowed; commercial capacity (defined as buying, selling, bartering or advertising,) political purposes, trading, or betting.
2. Students may not do any of the following when using RCA computers:
 - a. Delete, alter, or move any files on the computer other than directed by the instructor
 - b. Alter any system settings, icons or configuration
 - c. Attempt to alter and/or bypass any and all security
 - d. Any activity that threatens the integrity of the school's internal systems or attaches or corrupts other systems
 - e. Re-boot any system without specific instruction from the teacher
 - f. Attempt to run any unapproved software
 - g. Cause any physical damage to any equipment

- h. Use any system without supervision and specific authorization
 - i. Type any inappropriate messages, notes, etc.
 - j. Share their password or attempt to login with an ID other than their own
3. In an effort to reflect God's light to the community, students will face disciplinary action by participating in any of the following Internet activities ON or OFF CAMPUS. Individuals involved as a host or participant in posting content on the Internet that devalues or disrespects persons, institutions, or biblical values may serve a Saturday detention, suspension, or dismissal. Students' home and personal Internet use can have an impact on the school, staff, and other students.
- a. Posting messages containing blasphemy: messages that show irreverence for God, Jesus Christ, and those things held to be holy by the Word of God; messages that directly contradict the RCA statement of Faith and /or Mission Statement
 - b. Posting pornography material: sexually explicit pictures, writing, or other material whose primary purpose is sexual in nature
 - c. Using inappropriate language: restrictions against inappropriate language and/or messages apply to public messages, private messages, and material posted on web pages. Inappropriate language includes obscenities, profanity, and vulgarity.
 - d. Making harassing or defamatory statements, messages that contain personal attacks or discriminatory language, messages that are knowingly false or defamatory; messages containing inflammatory, threatening, or disrespectful language
 - e. Information posted on the Internet is public information and can be used as valid evidence or participation in activities that are punishable on or off campus.
 - f. Postings on social websites that are in the opinion of the administration inappropriate will result in disciplinary actions. Student's home and personal Internet use can have an impact on the school, staff and other students.
 - g. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages or emails that contain a sexual message or image, a violation that will result in school discipline, up to and including dismissal, and in the notification of local law enforcement. Students are required to report any such activities to a teacher or principal.

Distractions

It is our desire at RCA to provide a learning environment that is free of distractors for student safety, liability, and protection of personal property.

Students in K-5 may not bring cell phones, or various gaming devices to school. .

Contact Information

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